

**AUSTIN CHAPTER
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS, INC.
BYLAWS**

ARTICLE I – NAME

This not-for profit organization shall be known as the Austin Chapter, Association of Records Managers and Administrators, Inc.

ARTICLE II - OBJECTIVES

The mission of ARMA International is to provide education, research and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success.

The objectives of this Chapter are:

- To advance records and information management as a discipline and a profession.
- To organize and promote programs of research, education, training, and networking in the profession of records and information management.
- To support the enhancement of professionalism of members.
- To promote cooperative endeavors with related professional groups.

This chapter is organized and operated exclusively for the above stated purposes and for other not-for-profit purposes and no part of any income or earnings shall inure to the benefit of any private member.

ARTICLE III – MEMBERS

Section 1 – Classes of Membership

A. Regular Chapter Membership

A duly qualified individual in good standing with the Association entitled to full right and benefits of ARMA International.

B. Honorary

An individual who has been granted life membership by ARMA International's Board of Directors.

C. Student

Any enrolled full time post-secondary student. Student membership does not convey the privileges of voting in ARMA International or Austin Chapter elections or holding office.

D. Retired

A current or former member in good standing with the Association, who has retired from the profession of records management. Retired membership does not include the privilege of voting in an ARMA International or Austin Chapter elections, holding office or receiving *The Information Management Journal*.

Section 2 - Requirements

All Chapter members must also be members of ARMA International, Incorporated.

Each member is expected to show a continuing interest in the Chapter by attending or being represented at Chapter meetings and by participating in other Chapter activities.

A. Privileges

Each member shall have the privilege of participating in all activities of the Chapter and shall be entitled to receive any printed material and to have access to sources of records management information that may be available through the Chapter.

Each member shall have the privilege of inviting a first time guest to attend any Chapter meeting or activity.

B. Good Standing

A member in good standing is one whose current dues are paid and who complies with the provisions and Articles of Incorporation, the Constitution and By-laws, and the Code of Ethics.

C. Membership Eligibility

Any individual in a Records and Information Management occupation, a position closely allied to that discipline, or an interest in the discipline shall be eligible for membership.

Section 3 - Applications

Applications for regular Chapter membership, Student membership or Retired membership shall be made in writing or on-line on forms furnished by the International Association for this purpose, and shall be submitted to the Membership Committee.

Section 4 – Termination and Reinstatement of Membership

A. Resignation

A member may resign at any time upon submitting written notification to the Board of Directors.

B. Suspension/Termination

Any member whose conduct shall be considered detrimental to the best interests of the Chapter or who shall willfully exploit the organization for personal gain or otherwise violate the By-laws or other rules and regulations, may be suspended by a majority vote of the Board of Directors. When such action is contemplated in the case of any member, the member shall be entitled to receive specific charges in writing from the Board of Directors and shall, if so desired, be afforded an opportunity for a hearing before the Board of Directors or a special committee appointed by the President for this purpose. If a member so suspended is not restored to active status within ninety (90) days from date of suspension, membership and its privileges shall be terminated immediately.

C. Delinquency

Members whose dues have not reached ARMA International Headquarters within one calendar month following the expiration date of membership shall be considered non-renewed.

D. Reinstatement/Restoration of Membership

1. Any suspended or terminated member is eligible to request a return to active membership status by submitting a written request to the Board of Directors.
2. Reinstatement of membership must be approved by a majority of the Board of Directors within ninety (90) days from the date of suspension.
3. Any member who resigns or is terminated for any reason shall not be entitled to a dues refund.
4. A non-renewed member or former member may apply for membership upon full payment of annual Association and Chapter dues.

ARTICLE IV – ORGANIZATION

Section 1 – Governing Body

- A. The governing body shall be known and referred to as the Board of Directors. It shall consist of the elected officers and the Immediate Past President.
- B. The management of the Austin Chapter, Association of Records Managers and Administrators and of its affairs, meetings, and property shall be vested in said Board of Directors. A two-thirds (2/3) majority vote of the Board is required to approve any action, including, but not limited to:
 - Suspending or terminating any member for cause after said member has been duly notified of reasons for such action and has had an opportunity to appear before the Board of Directors.
 - Removing any chairperson or officer with cause.
 - Planning and approving all Chapter events and activities.
 - Reinstating any member who is terminated or suspended.
 - Approving cash disbursements greater than \$100.00 as required.
 - Recommending changes/amendments to Chapter By-laws.
 - Perform such other duties as properly devolve upon a Board of Directors of an incorporated association.
 - Perform such other duties as may be requested by the President.

Section 2 – Elected Officers: Qualifications, Elections and Terms

At the Chapter meeting in May each year, Chapter members in good standing shall elect officers for the next Chapter year. The elected officers and chairpersons of the Chapter shall be President, Executive Vice President, Treasurer, Secretary, Program Chair, Seminar Chair, Membership Chair, Publicity/Newsletter Chair, Education Liaison, ICRM Liaison, and Webmaster.

A. Nominating Procedures

The Nominating Committee shall consist of the three immediate past chapter presidents. If one or more of the three immediate past presidents is/are not available, the immediate past president shall recommend additional member(s). The additional member(s) shall require Board approval no later than the April Board meeting. The Committee shall prepare a slate of at least one nominee for each elective office to be filled, and shall present such slate to the Board of Directors at the April Board of Directors' Meeting each year.

B. Election Procedures

1. Voting shall be by Chapter members in good standing.
2. Voting shall be by secret ballot mailed to all Chapter members no later than April 15th of the current year and shall contain only necessary instructions for proper completion and return of the ballot and the names of the nominees and spaces for write-in candidates for each office. There shall be no individual voter identification on any ballot. All ballots counted in the election must be postmarked by May 15th.
 - a. All ballots shall be handed to the Chapter Secretary or the Secretary's designees at the conclusion of the balloting. The Secretary or designees and the Nominating Committee shall count ballots. Ballots counted by any other procedure shall be declared invalid.
 - b. Any candidate receiving a majority vote on any ballot shall be declared elected.
 - c. If no candidate receives a majority of votes for any given office, another ballot shall be taken for that office on the two candidates with the highest number of votes.
 - d. At the conclusion of all balloting and upon receipt of the ballots and the official counts, the Board of Directors shall certify and report the results to the presiding officer who shall immediately announce the results to the membership.
3. Election and Terms
 - a. All officers and chairpersons must be members in good standing.
 - b. All officers and chairpersons shall be elected by the eligible Chapter membership for a one-year term commencing on July 1 and ending the following year on June 30.
 - c. No elected officer or chairperson shall be eligible to serve for more than two (2) consecutive terms in the same office.
 - d. The same organization or company shall not employ the President and Executive Vice-President.
 - e. The installation ceremony for officers and chairpersons will be held at the Chapter meeting in June.

Section 3 – Duties of Elected Officers

A. President

The President shall serve as the Chief Executive Officer (CEO) of the Chapter and shall:

- Exercise general supervision over the affairs of the Chapter.
- Be responsible for the enforcement of the By-laws, the Articles of Incorporation, and all directives of the Board of Directors.

- Preside at all meetings of the Chapter and of the Board of Directors.
- Set the goals and agenda for the Chapter during his/her term.
- Appoint, with the approval of a majority vote of the Board of Directors, all standing Committee Chairpersons, unless provided otherwise in this Constitution and By-laws and if necessary, appoint members of all Committees or at his discretion authorize the Board of Directors to make such appointments.
- Serve as ex-officio member of all standing committees except the nominating committee.
- Keep the Board of Directors fully informed of the activities of the Chapter.
- Deliver to his/her successor in office all books, papers, records and other property of the Chapter for which he/she is or may become responsible.
- Perform all other duties normally incident to this office.

B. Executive Vice President

The Executive Vice-President shall:

- Assist the President with his/her duties.
- Assume all the duties of the President during his/her absence or disability.
- Serve as an ex-officio member of and be responsible for coordination of the activities of all special committees.
- Perform such other duties as may be assigned by the President and/or the Board of Directors.

C. Treasurer

The Treasurer shall serve as the Chief Financial Officer (CFO) of the Chapter and shall:

- Serve as custodian of all funds of the Chapter.
- Receive all funds such as membership dues, fees for seminars and meeting meals, and other payments to which the Chapter is entitled.
- Disburse funds of the Chapter only as approved by the Board of Directors
- Deposit all funds in the name of the Chapter in depositories approved by the Board of Directors.
- Provide budgets and statements of the financial condition of the Chapter at the close of each fiscal year and at each meeting of the Board or at such other reasonable times as the Board of Directors may require.
- Submit reports as required by the Board of Directors and ARMA International.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

D. Secretary

The Secretary shall serve as the Records Management Officer (RMO) of the Chapter and shall:

- Keep a written record of all meetings of the Board of Directors and distribute copies to the Board members and to others as requested.
- Be responsible for the administration and maintenance of the Chapter records retention schedule.
- Handle correspondence as directed by the President and/or the Board of Directors.

- Perform other duties as may be assigned by the President and/or the Board of Directors.

E. Program Chair

The Program Chair:

- Will feature programs consistent with the objectives and in the best interest of the association.
- With the assistance of the Board, be responsible for planning and execution of all monthly Chapter meetings including making arrangements for speakers, facilities, announcements, and other such details as required.
- Recruit and coordinate any such volunteers as necessary to perform the above duties.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

F. Seminar Chair

The Seminar Chair shall:

- With the assistance of the Board, be responsible for planning and execution of the Chapter's annual educational Seminar including making arrangements for speakers, facilities, announcements, and other such details as are required.
- Recruit and coordinate any such volunteers as are necessary to perform the above duties.
- Serve as chairperson of the Seminar Committee.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

G. Membership Chair

The Membership Chair shall:

- Be responsible for recruiting new Chapter members and retaining Chapter current members.
- Serve as a point of contact for individuals interested in joining ARMA.
- Follow-up with non-members who attend Chapter meetings as visitors.
- Be responsible for the maintenance and upkeep of the Chapter's mailing and membership lists.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

H. Publicity/Newsletter Chair

The Publicity/Newsletter Chair shall:

- Be responsible for publicizing Chapter events and activities.
- Serve as the point of contact for submissions to the Chapter's newsletter and be responsible for coordinating the production of the newsletter with the Newsletter Editor appointed by the Board.
- Be responsible for the timely production and distribution of the Chapter's newsletter each month.

- Be responsible for the timely production and distribution of other announcements and mailings as directed by the Board.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

I. Educational Liaison

The Educational Liaison shall:

- Act as Chapter Liaison to the Educational Development Committee of ARMA International.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

J. ICRM Liaison

The ICRM Liaison shall:

- Be a member in good standing of the ICRM.
- Serve as a point of contact for Chapter members interested in earning the CRM designation.
- Act as Chapter liaison to the ICRM.
- Be responsible for tracking current ICRM developments such as testing requirements and dates, and distribute this information to interested candidates.
- Coordinate training sessions for those planning to test.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

K. Immediate Past President

The Immediate Past President shall:

- Provide advice to the President and the Board of Directors.
- Serve as Chair of the Nominating Committee.
- Serve as Chair of the Awards Committee.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

Section 5 - Committees

A. Elected Committee Chairs and their Committees

Elected committee chairs will be elected each year as specified in Article IV of the Bylaws. Their duties are as specified in Article IV of the Bylaws. Unless otherwise provided in these Bylaws, the Chair of that Committee shall appoint members of each committee.

B. Appointed Committee Chairs and their Committees

The President shall be responsible for seeing that Committee Chairs are appointed from the Chapter membership to serve one-year terms from the date of installation of elected Chapter officials. Unless otherwise provided in these Bylaws, the Committee Chair shall be appointed by the Chapter President with the approval of a majority vote of the Board of

Directors, unless otherwise provided in these Bylaws, members of each committee shall be appointed by the Chair of that Committee. These committees shall be:

1. Audit Committee

The Chair and Committee shall perform an annual audit of the Chapter's financial records. The Board of Directors or the Committee Chair may appoint members of this committee. Committee responsibilities shall be:

- To check the accuracy of the financial transactions of the Chapter for the previous fiscal year.
- To make recommendations for improving the financial efficiency of the Chapter.
- To discern any improper procedures in Chapter financial operations and make recommendations to correct and prevent reoccurrence of the same.

2. Nominating Committee

The Committee shall consist of a Chair that is the most recent Past President of the Chapter and the committee comprised of the two prior Past Presidents. Responsibilities of the committee shall be:

- To secure a nominee slate for Chapter elected officials to be comprised of at least one nominee for each elected position. The nominee(s) for Chapter President shall have indicated their willingness to work with all nominees for other positions. Each nominee shall have accepted the nomination and agreed to serve, if elected.
- To present the slate to the Board of Directors for approval at the April Board of Directors Meeting.

3. Awards Committee

The committee shall consist of a Chair who is the most recent Past President of the Chapter and other Chapter members selected by the President and Past President of the Chapter. Responsibilities of the Committee shall be:

- To poll the elected Chapter Officers to determine who shall be nominated the Chapter Member of the Year prior to the June Chapter meeting each year.
- To collect and prepare documentation, complete paperwork, and perform other duties necessary to submit the Chapter and/or its members, as candidates for awards presented and/or supported by ARMA International within the time frames required each year.

4. Special Committees

Special Committees shall be established as needed and upon agreement and approval of the Chapter President and Board of Directors.

Section 4 – Vacancies

Vacancies occurring in any office on the Board of Directors shall be filled by appointment to the unexpired term by the President with the majority vote of the Board of Directors. If any officer or chairperson is absent for two consecutive Board of Directors' meetings for causes

unacceptable to the majority of the officers, a vacancy shall be considered to exist and a successor appointed.

Section 5 – Records

Each officer and chairperson shall be responsible for maintaining the records for the office in which they serve. Such records shall be delivered to the successor of the office or to the Secretary if the successor has not been appointed. Records with continuing value will be provided in a form and format that allows for the records to be accessible.

ARTICLE V-FINANCES

Section 1 - Fiscal Year

The fiscal year shall be July 1 to June 30.

Section 2 - Financial Audit

The Treasurer shall provide budgets and statements of the financial condition of the Chapter at the close of each fiscal year and at such other reasonable times as the Board may require.

The Audit Committee shall check the accuracy of the previous year's financial transactions at the beginning of each new fiscal year. The Audit Committee will offer recommendations for improving the financial efficiency of the Chapter, point out any improper procedures in the Chapter's financial operations, and make recommendations to the Board for corrections to the procedures.

Section 3 - Disbursements

The management of Austin Chapter, ARMA International, Inc., its affairs, meetings, and property shall be vested in said Board of Directors and upon a two-thirds majority vote of Board members said Board of Directors should have power to approve all cash disbursements.

The Treasurer shall disburse funds only upon approval of the Board, unless the expenditure is \$100.00 or less. The Treasurer shall provide summaries of disbursements at the next Board meeting. Detailed information regarding a disbursement shall be provided upon request of the Board. All checks shall require the signature of the Treasurer or the President. The signer must not be the recipient of said check.

Section 4 - Chapter Dues

Chapter dues and fees shall be set at the discretion of the Chapter. Changes in Chapter dues shall be reported to ARMA International, Inc. headquarters before May in order to be included in membership invoices for the new July to June fiscal year.

No assessments shall be imposed except as approved by a two-thirds majority vote of the Board of Directors and a simple majority vote of Chapter Membership. Chapter Membership shall be informed of the terms of the assessment and the voting time and place no less than one month prior to the event.

ARTICLE VI-PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised shall govern the proceedings of the Austin Chapter of the Association of Records Managers and Administrators, Inc. In all cases not provided for in these Bylaws, Articles of Incorporation, and ARMA International Administrative Letters.

ARTICLE VII-MEETINGS

Section 1 - Regular Chapter Meetings

Unless otherwise ordered by the Board of Directors, Chapter Membership meetings shall be held monthly, September through June.

Section 2 - Board of Directors Meetings

Unless otherwise notified, the Board of Directors Meetings shall be held monthly prior to Chapter Membership Meetings. Each Board Member shall be notified of the time and place for each meeting no later than one week prior to the event.

Section 3 - Special Meetings

- A.** The President or a simple majority of Members of the Board of Directors may call a Special Meeting of the Board of Directors.
- B.** A special meeting of the Chapter Membership may be called by the Board of Directors or by petition being submitted to the Board of Directors from no less than twenty percent of the Chapter Membership. Notice of a special meeting and the agenda for the meeting must be sent to all Chapter Members no less than one week prior to the meeting date.

Section 4 – Quorum

- A.** A quorum must be present to conduct business requiring a voting decision by the Board of Directors. The Board Secretary may poll if a quorum is not present and an immediate decision is critical, absent Board Members through verbal or written communication. A quorum of the Board of Directors shall consist of a majority of the elected officers.
- B.** A quorum must be present to conduct business requiring a voting decision the by the Chapter Membership. The quorum shall consist of twenty percent of the Chapter Membership.

ARTICLE VIII-DISSOLUTION

Upon dissolution of the organization, all of its assets shall be paid over or transferred to one or more exempt organizations of the kind described in Section 170(b)(1)(A) the Internal Revenue Code of 1954, as amended, and the regulations promulgated there under, as both now exists or may hereafter be amended.

ARTICLE IX-AMENDMENTS

Any revisions and/or amendments to Chapter By-Laws shall be reviewed by the Southwest Region Manager and the ARMA International Director of Member Services prior to adoption to insure that the proposed revisions do not conflict with ARMA International policy.

These By-Laws may be amended at any meeting of the Board, provided the amendment has been proposed by a Board member. Notice of the proposed amendment shall be issued with the call to the Board meeting. A two-thirds vote of the Board shall be required for adoption of any proposed amendment.