

**BYLAWS OF THE GREATER ANCHORAGE CHAPTER
of
ARMA INTERNATIONAL, INC.**

ARTICLE I – NAME

This association shall be known as the GREATER ANCHORAGE CHAPTER OF ARMA INTERNATIONAL, INC. (the Chapter). The Chapter is a non-profit, educational, and professional organization. The principal office of this organization shall be located at the current president's home address. The corporation is organized pursuant to the Alaska Nonprofit Corporation Act (AS 10.20).

ARTICLE II – OBJECTIVES

1. To promote and advance the improvement of Records and Information Management and related fields through study, education, research, training, networking, outreach, and member recruitment and retention.
2. To advance professional knowledge and techniques by sharing and exchanging experience and information related to the field of Records and Information Management.
3. To promote standards of professional competence in the field of Records and Information Management.
4. To provide a forum for the interaction and exchange of ideas among those interested in records management education.
5. To promote cooperative endeavors with related professional groups.
6. 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.

ARTICLE III – MEMBERS

Section 1. Classes of members.

A. Regular Chapter Member.

A duly qualified individual in good standing with the Association entitled to full rights 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 elections, Greater Anchorage Chapter elections, or holding Chapter 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 ARMA International elections, Greater Anchorage Chapter elections, holding Chapter office, or receiving *The Information Management Journal*.

Section 2. Requirements.

The requirements for each of the various classes of membership and the processes for application, in addition to those contained within these bylaws and the bylaws of ARMA International, shall be established and published by the ARMA International Board of Directors. Membership in ARMA or the Greater Anchorage Chapter shall not be denied nor abridged on account of race, color, religion, sex, age, national origin, disability, sexual orientation or choice of lifestyle.

Section 3. Qualifications.

Any individual holding or occupying a position as manager, supervisor, educator, student or who is generally interested in the field of Records and Information Management, shall be eligible for membership. Any individual so qualified may not be excluded from nor denied membership in ARMA International or a Chapter thereof, subject to the provisions of Section 7 of this Article.

Section 4. Good Standing.

A member in good standing is one whose current dues are paid to ARMA International, the Greater Anchorage Chapter, and complies with the provisions and obligations of the Bylaws.

Section 5. Applications.

Applications for membership (regular or student) shall be made in writing on forms furnished by ARMA International for this purpose. Applications are to be sent directly to ARMA International.

Section 6. Non-Renewal and Reinstatement.

- A. Members whose dues have not reached ARMA International or the Chapter within one calendar month following the expiration date of membership shall be considered non-renewed.
- B. A non-renewed member or a former member may apply for membership upon full payment of annual Association and Chapter dues.

Section 7. Censure, Suspension or Expulsion.

Any member may be censured or suspended by a majority vote of the Board of Directors of the Chapter for good cause if, according to its findings, a violation of any provisions or obligations of the Bylaws or rules and regulations has occurred. Any member may be expelled by a two-thirds vote of the Board of Directors of the Chapter for good cause if, according to its finding, a violation of any provision or obligation of the Bylaws or rules and regulations have occurred. Conduct unbecoming a member, conduct inimical to the welfare of ARMA International or the Chapter, and indebtedness to ARMA International or the Chapter shall also be causes for such disciplinary action. When such action is contemplated, the Board of Directors of the Chapter shall provide written notification to the party concerned, and afford an opportunity for a hearing before the Board or a special committee appointed by the Board for this purpose. Should revocation result, any dues paid to a date beyond such revocation will not be refundable.

ARTICLE IV – OFFICERS AND THEIR DUTIES

Section 1. Officers.

The officers of the chapter shall be a President, Vice President, Secretary, Treasurer, and the Board of Directors.

Section 2. Qualifications.

All officers shall be members in good standing of ARMA International and the Chapter.

Section 3. Nomination and Election.

- A. The election of officers and directors shall be held at the Chapter meeting in March of each year.
- B. The Nominating Committee shall present their nomination recommendation at the regular meeting in February. Nominations are also accepted from the members at this meeting and such nominations must be seconded by two members and have the nominee's consent.
- C. The Secretary prepares and distributes one ballot to each Chapter member at least 21 days prior to the March meeting.
- D. The completed ballots must be returned to the Secretary by the March meeting.
- E. The Secretary presents sealed ballots to the Nominating Committee to open and tabulate.
- F. Election results shall be announced at the March meeting.
- G. In the event of a tie, a second ballot shall be distributed to all members following the same procedures in Article IV, Section 3, and Items C through E.
- H. Results of the tie runoff shall be announced at the Chapter meeting in April.

- I. Installation of officers will be held at the regular May meeting and will include the administration of the Greater Anchorage Chapter Oath of Office.

Section 4. Term of Office.

All Officers shall assume office July 1. They shall serve for a term of one (1) year(s) or until their successors are elected and have assumed duties. No officer except the Secretary or Treasurer shall serve more than two (2) consecutive terms in the same office. An officer who has served for more than half a term shall be considered to have served a full term.

Section 5. Vacancies.

A vacancy in any office except that of President shall be filled by election by the Board of Directors for the unexpired term.

Section 6. Duties and Responsibilities.

The officers shall perform the duties provided in this section and such other duties as are prescribed in these bylaws, by the Board of Directors, in the adopted parliamentary authority, or by ARMA International.

A. President. The President shall:

1. Preside at all meetings of the Board of Directors and of the members.
2. Appoint the chairman of all standing committees with the approval of the Board of Directors.
3. Appoint all special committees.
4. Be an ex-officio member of all committees except the nominating committee.
5. Serve as the executive officer of the Chapter.
6. Execute and enforce policies of the Board of Directors.
7. Present the budget to the Board of Directors for approval.
8. Appoint individuals to fill vacancies on the Board of Directors with the approval of Board members.
9. Provide the address for the principal office of the Chapter.
10. Make reports to the membership of the Chapter.
11. Supervise and manage all affairs of the Chapter.
12. Enter into contracts and execute appropriate documents on behalf of the Chapter.
13. Verify that all legal paper is submitted properly each year.
14. Appoint or act as the Parliamentarian.
15. Assist in publication of the Chapter's monthly newsletter.
16. Upon completion of the term as President, assume the position of Past President and serve on the Board of Directors as a voting member for an additional year.

B. Vice-President. The Vice-President shall:

1. Be an aide to the President.
2. Perform the duties of President in the absence of that officer and in the case of permanent disability or resignation of that officer, shall succeed to that office for the unexpired portion of the term.
3. Serve as ex-officio member of and be responsible for coordinating the activities of all committees.
4. Perform and report the audit function of the previous year within sixty days of the end of the fiscal year and prior to preparation of the budget.
5. Manage the incentive program of the Chapter.
6. Perform other duties as assigned by the President and/or the Board of Directors.

C. Secretary. The Secretary shall:

1. Record the minutes of all meetings of the Board of Directors and the membership and send a copy of the minutes to the President within 10 days following the meeting.
2. Preserve all books and papers belonging to the chapter.
3. Conduct the official correspondence of the chapter.
4. Distribute the list of nominees for Chapter elections.
5. Distribute revisions to the Bylaws as directed by the Board, submit these revisions to the membership for approval, and publish the approved revisions.

6. Advise the Board on corporate procedures.
7. Call the meeting to order if the President and Vice-President are absent.
8. Perform such other duties as assigned by the President and/or the Board of Directors.

D. Treasurer. The Treasurer shall:

1. Be the financial officer of the Chapter and may be bonded.
2. Have custody of all of the funds of the chapter, which shall be deposited in a federally insured institution.
3. Keep a full and accurate account of receipts and expenditures.
4. Collect all moneys owed to the Chapter.
5. In accordance with the budget adopted by the chapter, make disbursements as authorized.
6. Maintain an active membership list.
7. Present a report at all meetings of the Board of Directors and Membership.
8. Prepare an annual report, which shall be submitted along with the financial records to the Auditing Committee. The Committee, when satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
9. Submit reports as required by ARMA International.
10. File or supervise the filing of all financial reports required by government or other agencies.
11. Prepare a budget for the fiscal year (July 1 to June 30).
12. Perform such other duties as assigned by the President and/or the Board of Directors.

E. Directors. The Directors shall:

1. Chair or serve on committees and perform other duties as appointed by the President and approved by the Board of Directors.
2. Be in training for officer advancement.
3. Be ambassadors in the community.

Section 7. Removal.

- A. Any Chapter officer whose conduct shall be considered detrimental to the best interest of the ARMA International or the Chapter or who shall willfully exploit the organization for personal gain or otherwise violate the Bylaws as they are written or other rules or regulations may be removed from his/her office by a majority vote of the Board of Directors.
- B. When such action is contemplated in the case of an officer, he/she shall be entitled to receive specific charges in writing from the Board of Directors and shall, if he/she expresses a desire in writing, be afforded an opportunity for a hearing before the Board of Directors or a special committee appointed by the Board of Directors for this purpose.
- C. Any Officer removed from office under this section shall be ineligible for election to any office for at least one term.

ARTICLE V – MEETINGS

Section 1. Regular Meetings.

Regular meetings of the members shall be held in the months of September through November, January through June. However, one springtime month regular meeting will be substituted with the Annual Greater Anchorage Chapter Conference. This conference will usually be in April, will focus on a timely topic related to Records and Information Management (RIM), and will have the purpose of bringing RIM professionals throughout the State of Alaska together. The dates and arrangements for these meetings shall be determined annually by the Board of Directors at their first meeting held following July 1. In the case of an emergency or extremely bad weather, a meeting may be cancelled by the President.

Section 2. Special Meetings.

Special meetings may be called by the President or by a majority of the Board of Directors. Seven business days notice of the meeting shall be given.

Section 3. Annual Meeting.

The meeting held in October shall be the Annual Meeting at which annual reports shall be presented.

Section 4. Quorum.

A majority of the Board of Directors, or five (5) members, shall constitute a quorum for the transaction of business in any meeting of the chapter.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. Composition.

The Board of Directors, which is the governing body of the chapter, shall consist of the elected officers (President, Vice-President, Secretary, Treasurer, and four Directors) and the Immediate Past President.

Section 2. Duties.

The officers shall perform the duties provided in this section and such other duties as are prescribed in these bylaws, by the Board of Directors, in the adopted parliamentary authority, or by ARMA International.

A. Board of Directors. The Board of Directors shall:

1. Manage the activities of the Chapter.
2. Appoint the Auditing Committee and approve its report.
3. Approve an annual budget.
4. Select the dates and make arrangements for meetings of the members.
5. Encourage member participation.
6. Assist with projects.
7. Attend all Board of Director meetings.
8. Chair or serve on committees as appointed by the President and approved by the Board of Directors.
9. Be in training for officer advancement.
10. Be ambassadors to the community.

If the Immediate Past President is not available to serve, a fifth Director shall be elected for Seat E. Seat E will not be included in the four-seat two-year rotation limit requirement.

B. Immediate Past President. The Immediate Past President shall:

1. Serve as advisor during the ensuing year or until such time as he/she shall be replaced by the next retiring President.
2. Act as counsel to the President and the Board of Directors on all matters of policy and procedure concerning Chapter affairs.
3. Serve as Chairman of the Awards Committee and the Nominating Committee.
4. Perform such other duties as may be assigned by the President and/or Board of Directors.

Section 3. Meetings.

- A. The Board of Directors shall meet at least eight (8) times annually, the dates and times to be decided at its first meeting.
- B. A majority of the Board of Directors shall constitute a quorum.
- C. Special meetings of the Board of Directors may be called by the President or by a majority of its members. Two business days notice shall be given.
- D. In the case of an emergency or extremely bad weather, a meeting may be cancelled by the President.

ARTICLE VII – FINANCES

Section 1. Fiscal Year.

The fiscal year of the Chapter shall begin on July 1st and end June 30th of the following year.

Section 2. Membership Dues.

Membership dues for the Chapter shall be set by the Officers in advance of the new fiscal year. The amount will be in addition to the amount designated by the Association. The Chapter shall notify the Association of any changes in local dues no later than May 1st.

Section 3. Financial Obligations and Restrictions.

- A. All Chapter accounting books and records are available for inspection by any member or appropriate agent with reasonable notice and proper purpose.
- B. The Chapter shall not issue stock.
- C. The highest amount of indebtedness or liability to which the Chapter shall at any one time be subject is \$1,000.00.
- D. No member of the Chapter shall contract for or incur any debt or enter into any agreement or otherwise obligate the Chapter except by authorization of two-thirds (2/3) majority of either the Board of Directors or the most recent membership roster.
- E. Funds of the organization shall require two (2) signatures for withdrawal from the checking and/or savings account as set up by the Chapter Treasurer. These two signatures must be members of the Board of Directors.

ARTICLE VIII – COMMITTEES

Section 1. Committees.

The Board of Directors may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the Chapter. The term of each chairman shall be for one year or until a successor has been selected.

Section 2. Duties of Committees.

Committees shall perform duties as specified by the Board of Directors.

Section 3. Plan of Work.

The chairman of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

Section 4. Ex Officio Member.

The President shall be a member ex officio of all committees except the Nominating Committee.

ARTICLE IX – DISSOLUTION

In the event of dissolution of the Chapter, all of its assets shall be paid over or transferred to one or more exempt organization of the kind described in Section 170(b)(1)(A) of the Internal Revenue Code 1954, as amended, and the regulations promulgated there under, as both now exist or may hereafter be amended. These assets are to be paid over or transferred to ARMA International as prescribed in its Policies.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Chapter in all cases not provided for in these Bylaws and ARMA International Policies and Procedures.

ARTICLE XI – AMENDMENT

These bylaws may be amended by a two-thirds vote of the active members (Board of Directors) provided that notice of the proposed amendment has been sent in writing at least thirty (30) days prior to the meeting at which the amendment is voted. Proposed amendments shall be reviewed by ARMA International's Director of Member Services and the Region Manager prior to notice being sent to the members to insure that the proposed amendment does not conflict with ARMA International Policy.

Motion to approve made and seconded
Approved by the Membership and Board of Directors
October 19, 1995
Sandy Underwood, President

Presented to the Board of Directors on March 13, 2001
Presented to the General Membership on April 6, 2001
Motion to approve amendments as presented made, seconded, and approved
May 15, 2001
Renée Salvucci, President

Presented to the Board of Directors on March 19, 2002
Presented to the General Membership on April 21, 2002
Motion to approve amendments as presented made, seconded, and approved
July 1, 2002
Sharon Boling, President

Presented to the Board of Directors and General Members on September 13, 2002
Motion to approve amendments as presented made, seconded, and approved
July 17, 2003
Lawrence Hayden, President

Presented to the Board of Directors on September 7, 2007
Motion to approve amendments as presented made, seconded, and approved
September 10, 2007
Jess Hendrickson, President
C'Les Jensema, Past President
