

# **Bylaws**

## **Greater Indianapolis Chapter of ARMA Chapter #30**

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Approved  
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GREATER INDIANAPOLIS CHAPTER OF ARMA**

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## **Greater Indianapolis ARMA Chapter #30**

### **BYLAWS**

#### **ARTICLE I: NAME & HEADQUARTERS**

This not-for-profit organization shall be known as the Greater Indianapolis Chapter of ARMA. This Chapter is chartered with ARMA International, Inc, a Kansas Corporation.

##### **Headquarters**

The Chapter headquarters shall be located at the address designated by the Board of Directors.

#### **ARTICLE II: MISSION & 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 their organization's success.

##### **The objectives of the Greater Indianapolis Chapter of ARMA:**

1. To promote and advance the improvement of records and information management and related fields through study, education, and research.
2. To advance professional knowledge and techniques by sharing and exchanging experiences and information related to the fields of records and information management.
3. To develop and advance standards of professional competence in the fields of records and information management.
4. To promote professional growth.
5. To provide working relationships with other related professional organizations.
6. To provide networking opportunities.

#### **ARTICLE III: MEMBERS**

Any individual holding or occupying a position as manager, supervisor, educator, student, or generally having an interest in the field of records and information management, shall be eligible for membership. Chapter members must be ARMA

International members. A member in good standing is one whose current Association and Chapter dues are paid.

Individual membership may be transferred from one Chapter to another, subject to approval by the Board of Directors. If approved by the Greater Indianapolis Chapter of ARMA, no additional dues will be required for a transferred membership until expiration of the current membership term. The Chapter must complete *A Member Redesignation/Transfer/Change Form* and submit it to ARMA International.

Membership may be transferred from one person to another within an organization whenever an employee vacates a membership and the organization wishes to maintain continuity of its membership.

The Greater Indianapolis Chapter of ARMA has the following types of membership classes:

**Regular:** A member of ARMA International may become a member of the Chapter upon payment of Chapter dues. Regular members can participate in all aspects of the organization.

**Honorary:** Honorary membership can be conferred on any retired individual who has made an outstanding contribution to the Chapter or to the field of Records and Information Management. Upon approval of the Board of Directors, the individual will be listed on the Chapter rolls as an Honorary Member and will not be required to pay Chapter or Association dues. The Chapter pays the membership fees for the Honorary member(s).

**Student:** Any enrolled full-time post-secondary student may become a member of the Chapter by being an ARMA International student member and paying the local Chapter's dues.

**Retired:** A current or former ARMA member who has retired from the profession of Records Management. These individuals have joined ARMA International as a Retired Member. They may belong to the local Chapter without paying Chapter dues.

**Obligations & Privileges of Membership:**

*Obligation:* Each member has a professional obligation to support:

- The free flow of publicly available information.
- The creation, maintenance, and use of accurate information.
- The development of management systems that place the highest priority on accuracy and integrity.
- Compliance with statutes and regulations related to records.
- The confidentiality of privileged information.
- Enrich the profession by sharing knowledge and experience.
- Participate in Chapter events.

*Privileges:* Each member has the privilege of participating in all Chapter activities, has access to all records and information resources available through the International, vote in Chapter elections, and become an Officer and/or Board Member.

### **To Discipline Members:**

Any member may be disciplined by the Board of Directors if investigative findings show that: a member has violated the Chapter's rules; engaged in conduct unbecoming a member; engaged in conduct considered detrimental to the best interest of ARMA; is delinquent in their dues; and/or uses the Chapter for personal gain. When disciplinary action is contemplated, the Board of Directors will provide written notification to the individual and afford him/her the opportunity for a hearing before the Board. After the hearing, if by majority rule, the Board votes to revoke membership, the dues paid by the individual are not refundable.

## **ARTICLE IV: FINANCES**

### **Section 1 – Fiscal Year & 990**

The fiscal year shall be July 1 to June 30. At the end of each fiscal year, the Treasurer will complete a Group Return Form 990. The Treasurer will submit the 990 to ARMA International by August 1 of the fiscal year.

### **Section 2 – Dues**

The Chapter's Board of Directors shall determine the membership dues. It is the responsibility of the Chapter to notify ARMA International of any local dues changes. ARMA International must receive notification of any changes by June 1. Failure to do so will result in members being invoiced at the previous year's rate.

Members whose dues have not reached ARMA International Headquarters within 60 days following the member's anniversary renewal date shall be considered non-renewed and lose all privileges of membership.

### **Section 3 – Expenditures**

- The Board of Directors must approve any expenditure exceeding \$200.00.
- Expenditures greater than \$500 (Five Hundred Dollars) require the signatures of both the President and Treasurer.
- The Chapter shall be responsible for the President's registration fees for attending the Annual ARMA International Conference. If the President is unable to attend, the Board of Directors may nominate a replacement.
- The Chapter shall be responsible for the expenses of two (2) members of the Chapter's Board of Directors to attend the Annual Great Lakes Leadership Conference.
- The Chapter pays International Association Dues for Honorary members.

- Requests for expense reimbursements must be accompanied by an expense form and all original payment receipts.

#### **Section 4 – Charges**

Anyone who has made an RSVP and does not give 24 hours cancellation notice prior to the meeting will be charged the cost of the meeting.

### **V: ORGANIZATION**

#### **Section 1 – Governing Body**

The Governing Body of the Chapter shall be known and referred to as the Board of Directors. The Board represents the membership in the conduct of business of the Chapter. The Board defines and directs the vision of the Chapter.

The Board shall be comprised of the Officers (President, Vice-President, Secretary, and Treasurer), and 2 (two) to 7 (seven) additional Chapter members who serve as committee chairmen.

Committees on which the additional board members may serve: Membership, Publicity, Archivist, Newsletter, Webmaster, and Audit.

#### **Section 2 - Board of Directors:**

- All board members must be members in good standing.
- Board members serve one-year terms.
- Each board member has one vote.
- Board members can serve multiple one-year terms.
- No more than three board members may be employed by the same organization.
- A Board member assumes office July 1 and continues in office until June 30 of the following year.
- Plans and executes the programs for the Chapter meetings.
- Responsible for making arrangements for the meeting location.
- Develops, approves, and manages the policies and objectives that guide the Chapter in achieving its mission critical results.
- Maintains the Chapter's membership list.
- Makes changes and revisions to the bylaws to keep them current.
- Determines the need and type of committees to be established within the Chapter.

The President shall fill any vacancies that occur on the Board of Directors. In the event the office of President becomes vacant, the Vice-President automatically assumes the office of President.

## **VI. PARLIAMENTARY AUTHORITY**

Roberts Rules of Order shall govern the proceedings of the Greater Indianapolis Chapter of ARMA, in all cases not provided for in the Bylaws or ARMA International Administrative Letters.

## **VII. AMENDMENTS**

Any revisions and/or amendments to Chapter Bylaws shall be reviewed and approved by a majority vote of the Board. After Board approval, the document shall be submitted to the Region Director to insure that the proposed revisions do not conflict with policies of ARMA International. Once the Board and Region Director have given their approval, the document shall be emailed to the membership for approval. Electronic voting shall be an acceptable voting format. A quorum shall consist of 1/3 of the membership casting their vote. Approval shall be based upon majority vote of the quorum.

## **VIII. OFFICERS & THEIR DUTIES**

### **Section 1 - President:**

- The Chief Executive Officer of the Chapter.
- The President presides at all meetings of the Board of Directors.
- Ensures that the bylaws are current and on file at ARMA International.
- Works with the Board in determining the Chapter's goals and objectives for the year.
- Signs checks in the absence of the Treasurer.
- Determines the Chapter Member of the Year and informs ARMA International of the choice by the August 1 deadline.
- Completes the Chapter Report and submits it to ARMA International and the Great Lakes Region Coordinator by June 1 of each year.
- Reports names of officers and committee chairmen to ARMA International and the Regional Coordinator.
- Completes the Region Coordinator Evaluation Form and submits it to ARMA International in a timely fashion.
- Appoints committees and committee chairs.
- Delegate tasks & assignments to individual Board members.
- Preside at Chapter meetings.
- Signs, with approval from the Board of Directors, all contracts of formal instructions obligating the Chapter.
- Schedules special Board meeting sessions.

### **Section 2 - Vice-President:**

- Assumes the duties of President in the event there's a vacancy during the President's term of office.

- Assists the President with the operation of the Chapter.
- Signs checks in the absence of Treasurer or President.
- Secures speaker gifts.

**Section 3 - Secretary:**

- Keeps minutes of all Board of Director meetings.
- Keeps a record of all chapter meetings.
- Maintains the official list of members and their current address.
- Prepares and distributes meeting notices to the membership.
- Receives meeting registrations and provides a register of attendees to the Treasurer.

**Section 4 - Treasurer:**

- Collects and deposits the money due the Chapter.
- Deposits all money into the Chapter's Bank Account.
- Makes all authorized disbursements.
- Reconciles bank statements.
- Provides monthly financial reports for the Board.
- Prepares the 990 and submits it to ARMA International by August 1 of each year.

**IX. POTENTIAL COMMITTEES & THEIR DUTIES**

**Section 1 - Membership:**

- Conducts outreach for prospective new members.
- Develop, recommend, and implement ways and means to recruit qualified individuals.
- Conducts recruitment campaigns targeted to specific groups.

**Section 2 - Publicity:**

- Conducts all promotional publicity for the chapter.
- Acts as primary liaison with the news media.

**Section 3 - Archivist:**

- Maintains the official records of the Chapter.
- Locates and maintains the historical records of the Chapter.

**Section 4 - Newsletter:**

- Create an informative, high quality quarterly electronic newsletter to send to the membership.

- Ensures that members are informed and up-to-date on events and issues that affect the Chapter.
- Explores opportunities to use the newsletter as an educational tool.
- Works with the Secretary in maintaining the Chapter Mailing List.

**Section 5 - Web Administrator:**

- Creates a Chapter Website.
- Once created, approves new material, formats information, and uploads content to the Chapter's Website.
- Approves design changes, new links, and pages.
- Manages the contract with ISP and Web Host.

**Section 6 – Audit:**

- Reviews the records of the Treasurer.
- Conducts an annual financial audit of the Chapter.
- Consists of three (3) non-officer ARMA members.

**X. MEETINGS**

**Section 1 – Chapter Meetings**

The Board of Directors shall determine the number of Chapter meetings to be scheduled during the year and on which date they will be held.

**Section 2 – Annual Meeting**

The June meeting shall be designated as the annual meeting and the final meeting for the fiscal year. The meeting shall be held on a day and location determined by the Board.

Written notice shall be sent to the membership prior to the meeting. For issues requiring voting, the members in good standing who attend the June meeting shall constitute a quorum. Voting shall be done by a show of hands.

For issues requiring a written ballot, the ballot shall be prepared by the secretary and emailed to the membership. Electronic voting is an acceptable form of casting a ballot.

**Section 3 – Board Meetings**

**Planning Sessions:**

The Board shall schedule two planning sessions during the summer. The first planning session shall be in July to brainstorm the meeting schedule, location, topics, and potential speakers for the upcoming year. Each new Board member shall be responsible for providing the programming for at least one Chapter meeting during the year

The previous year's Board and the current year's Board of Directors shall attend the first planning session. This is done to provide continuity and assistance to the new Board of Directors.

At the first planning session attended by all board members, officers shall deliver to the newly elected officers all books, papers, records, and other property of the organization for which he/she was responsible.

The second planning session shall occur in August. At this meeting the schedule for the year shall be finalized. A Board member shall compile the information into a flyer that shall be sent to the membership. The flyer shall include:

- Meeting Dates
- Meeting Topics
- Meeting Location
- Meeting Cost
- When & who to submit RSVPs
- Penalties for making a reservation and not attending and not providing 24-hour notice of cancellation.

### **Special Board of Director Meetings**

The Chapter President shall call special board meetings as deemed necessary and shall notify all board members accordingly. For all board meetings a quorum consists of one-third (1/3) of the members in attendance.

## **XI. NOMINATION PROCEDURES**

The President shall solicit nominees for officer positions. An email shall be sent in April to the membership requesting names of members interested in becoming an officer and/or Board member. Based upon the input received, the President shall submit the names to the Board.

The Board of Directors shall prepare a slate of nominees for each elective office. All nominees have accepted and agreed to serve if elected.

The slate of nominees shall be presented to the membership at the June business meeting. Voting shall be by a show of hands. The results shall be based upon a majority vote of those in attendance.

## **XII. BYLAWS**

These revised bylaws replace all previous bylaws created by the Greater Indianapolis Chapter of ARMA. These bylaws were approved on October 20, 2005 to become effective immediately.

### **XIII. DISSOLUTION OF THE CHAPTER**

Upon dissolution of the Chapter, after paying or making provision for the payment of all the organization's liabilities, the remaining assets shall be transferred to ARMA International for distribution to the Great Lakes Region.