



CHAPTER HANDBOOK

Last updated 01/17/14

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INTRODUCTION

The Western Michigan Chapter of ARMA was incorporated July 1, 1974.

The chapter covers all of western Michigan from Benton Harbor to Traverse City. Our members are employed by a variety of industries including manufacturing, legal and pharmaceutical.

Our Board consists of nine (9) elected officers: President, President Elect, Vice President of Programs, Vice President of Membership, Treasurer, Secretary, Newsletter Editor and four (4) Directors.

Over the years this chapter has developed a relationship with the other two chapters in Michigan – Detroit Chapter of ARMA and the Mid-Michigan Chapter of ARMA. In May of each year, the chapter's rotate in hosting what's commonly referred to as the Tri-Chapter Meeting.

An interesting fact about our Chapter is that we have many competitors in our Chapter – not only in the chapter, but even on the Board. You would think this would make for difficult conversations; however, that is not the case. Our competing Board members are always civil to each other and even joke about the fact that that's a "Steelcase" chair or that's a "Herman Miller" chair.

MISSION STATEMENT

Western Michigan ARMA's mission is to promote and advance the professional competence of its members to enable them to provide records and information management leadership and expertise within their organizations and communities, as well as to provide a networking opportunity to share and learn from others.

RETENTION SCHEDULE

The Western Michigan Chapter of ARMA has chosen to utilize the *ARMA International Recommended Chapter Retention and Disposition Schedule* for guidance on chapter records. See attached.

ARMA International

RECORDS RETENTION AND DISPOSITION SCHEDULE

Alphabetic Listing

Records Series Code	Records Series Title	Responsible Department	Total Retention Period	Vital Record?
01.010000	Accounts Receivable Conference Registration Invoices Paid Purchase Order	FINANCE	6 years	Yes
02.010000	Activity Reports Committees Headquarters	CORPORATE	3 years	
04.010000	Administrative Letters	CORPORATE	10 years after superseded	
06.010000	Advertisement/Clippings	MARKETING	3 years	
06.090000	Affiliations/Strategic Alliances Partner Files Research Files	MARKETING	5 years	
06.020000	Annual Report	MARKETING	Life of Association	
04.020000	Articles of Incorporation	CORPORATE	Life of Association	Yes
01.020000	Audit Reports Audit Schedule Final Audit Report	FINANCE	6 years	Yes
02.021000	Awards - Applications	MEMBER SERVICES	1 month after Annual Conference	

02.022500	Awards - Company of Fellows	MEMBER SERVICES	Life of Association	
02.022000	Awards - Winning Submissions	MEMBER SERVICES	3 years	
01.030000	Bank Statements	FINANCE	6 years	
06.030000	Brochures/Catalogs (retain 2 copies each)	SALES	3 years	
01.040000	Budgets	FINANCE	3 years	
04.030000	Bylaws	CORPORATE	Life of Association	Yes
02.062000	Certificates of Destruction	CORPORATE	10 years after records are destroyed	
04.040000	Charters Chapters Regions	MEMBER SERVICES	Life of Association	Yes
01.041000	Check Stubs/Copies of Checks	FINANCE	2 years	
07.110100	Competency Survey & Assessment Self Assessment Results for Members	EDUCATION	5 years	
07.110000	Competency Survey & Assessment Survey Development Activities	EDUCATION	3 years after superseded	
07.020000	Conference & Exhibition: Call for Presentations Evaluations Session Monitor Project Files	EDUCATION	3 years after superseded	
07.023000	Conference & Exhibition: Participant Acceptance Forms Session Evaluation Summary Reports	EDUCATION	4 years	
03.010000	Conference and Exhibition Files	EDUCATION	3 years	

03.020000	Conference Program Brochures/Publications (retain 2 copies each)	EDUCATION	Life of Association	
08.011000	Conference Project Files	PUBLICATIONS	2 years	
08.010000	Conference Speaker Materials Handouts Presentations Proceedings	PUBLICATIONS	Life of Association	
07.026000	Continuing Education Opportunities File	EDUCATION	Current	
04.050000	Contracts/Leases	CORPORATE	6 years after contract expires	Yes
04.060000	Copyrights	CORPORATE	Life of Association	Yes
02.030000	Correspondence (General) Ad Hoc Associations (Other) Chapters Committees & Publications Headquarters Officers Regions	CORPORATE	3 years	
07.030000	Correspondence Course Project Files	EDUCATION	3 years after superseded	
07.031000	Correspondence Course Student Files	EDUCATION	5 years after enrollment	
01.060000	Deposit Advices Miscellaneous Deposits	FINANCE	6 years	
07.051000	Directory Project Files	EDUCATION	2 years	

01.070000	Disbursements A/P Invoice Escrow Expense Reports	FINANCE	6 years	
05.010000	EE/ER Benefit & Plan Year Due Diligence EE Lawsuits Training Schedules	HUMAN RESOURCES	6 years after contract expires	
02.031000	Elections/Nominations Ballots List of Elected Officers	CORPORATE	3 years	
02.035000	Email Messages Inbox & Sent Items	CORPORATE	90 days maximum	
01.050000	Financial Reports Balance Sheet General Ledger Income Statement Journal Entry Projections Trial Balance & Supporting Documentation	FINANCE	6 years	Yes
01.081000	Fixed Asset File	FINANCE	3 years after asset disposal	Yes
07.011000	Group Manual	EDUCATION	5 years after superseded	
07.010000	Group Project Files	EDUCATION	2 years	
08.070000	Information Management Journal (retain 2 copies of each issue)	PUBLICATIONS	Life of Association	

02.040000	Insurance Policies Director's/Officers Liability Property	FINANCE	6 years after contract expires	Yes
01.031000	Investment Statements	FINANCE	6 years	Yes
05.020000	Job Candidate Information Applications and Resumes Job Advertisements	HUMAN RESOURCES	4 years 1 year	
05.025000	Job Descriptions	HUMAN RESOURCES	Until superseded	
08.061000	Member Survey Project File	MEMBER SERVICES	3 years	
08.060000	Member Survey Report	MEMBER SERVICES	10 years	
08.070000	Membership Application	MEMBER SERVICES	2 years	
04.070000	Membership Lists (year end only)	MEMBER SERVICES	10 years	
04.080000	Minutes/Agendas, Board of Directors Meetings	CORPORATE	Life of Association	Yes
07.100000	On-Line Courses (Project Files)	EDUCATION	3 years after superseded	
07.101000	On-Line Courses (Student Files)	EDUCATION	5 years after expiration	
04.090000	Operating Manuals	CORPORATE	10 years after superseded	Yes

05.030000	Payroll Records	FINANCE	6 years after employee terminates	Yes
05.031000	Payroll Taxes/Withholding	FINANCE	6 years	Yes
04.061000	Permission to Reprint	PUBLICATIONS	10 years	
04.100000	Permit to do Business	CORPORATE	2 years	Yes
05.040000	Personnel Files	HUMAN RESOURCES	6 years after employee terminates	Yes
06.050000	Photographs	MARKETING	Life of Association	
03.030000	Planning Manual	EDUCATION	1 year after superseded	
05.050000	Policy & Procedure Manual Employee Handbook Harassment Use of Drugs and Alcohol	HUMAN RESOURCES	10 years after superseded	Yes
06.050000	Policy Briefs/News Broadcasts (WPB, CPB, EUPB, etc.)	MARKETING	Life of Association	
06.080000	Press Releases	MARKETING	5 years	
06.070000	Proclamations Certificates of Appreciation	MARKETING	3 years	
08.081000	Salary Survey Project File	PUBLICATIONS	10 years	
08.080000	Salary Survey (retain 2 copies)	PUBLICATIONS	10 years after superseded	
07.070000	Seminar Project Correspondence	EDUCATION	3 years	
08.080000	Serial Publications (retain 2 copies of each issue)	PUBLICATIONS	Life of Association	
03.040000	Site Reports (Unselected)	EDUCATION	3 years	
07.090000	Speakers' Bios	EDUCATION	Current	
07.071000	Speaker's Directory	EDUCATION	2 years	

04.200000	Strategic & Operating Plans	CORPORATE	Life of Association	Yes
02.080000	Studies/Reports	CORPORATE	Life of Association	
01.110000	Tax Reports/Records Association Tax Returns Group Tax Returns Property Tax Returns	FINANCE	6 years	Yes
05.060000	Temporary Help File	HUMAN RESOURCES	2 years	
04.120000	Trademarks/Logos	CORPORATE	Life of Association	Yes
04.130000	Training Course Material	CORPORATE	Until superseded	
05.032000	Worker's Compensation Files	HUMAN RESOURCES	10 years	

JOB DESCRIPTIONS

These descriptions were created utilizing ones from ARMA International and then other specific duties were added for our chapter needs. Descriptions can be found for the positions of:

President
President Elect
Vice President of Programs
Vice President of Membership
Treasurer
Secretary
Newsletter Editor

ARMA Western Michigan Chapter Job Description - President

The Chapter President is the chief executive officer of the chapter and may serve as an ex-officio member of all committees. According to Chapter Bylaws, the President may serve two consecutive terms.

Duties:

1. Preside at regular and special meetings of the chapter.
2. Issue calls for meetings of the Board of Directors; prepare agenda and forward to board members with the meeting notice.
3. Conduct meetings of the Board of Directors.
4. Consult with Board of Directors on matters of chapter policy and the development of annual goals and objectives.
5. Appoint committee chairmen as indicated in the Chapter Bylaws. Furnish each chair person with job description.
6. Communicate with committees and assist in special projects.
7. Report information received from Association Headquarters and interpret instructions, recommendations, and suggestions received from Association Headquarters to directors, officers, and committee chairmen.
8. Report names of chapter officers and committee chairmen to Association Headquarters and to your Region Vice President.
9. Receive reports from committees and obtain necessary action by the Board. Forward reports to the Secretary for chapter records.
10. Represent the chapter in relations with other professional, business and service organizations.
11. Represent the chapter in relations with the region and the Association.
12. Prepare special reports on chapter activities at the request of the Region Vice President.
13. Acknowledge letters and correspondence addressed to the chapter and route to the appropriate chapter officer, director or committee chairman for proper handling. May prepare letters of thanks and of congratulations, notes of condolence, expressions of regret to resigning members, letters of appreciation, as well as other official communications of the chapter.
14. Compile a Chapter Annual Report which should be completed by June 30. A copy of this Chapter report is sent to the Association President, Association Headquarters, Region Vice President, and to any other individuals designated.
15. Submit name of individual to be chapter member of the year to association headquarters by Aug. 1.
16. In concert with the Chapter Board of Directors, complete the Region Vice President Evaluation form. (AL113) and forward in an envelope marked "**CONFIDENTIAL**" TO ARMA International Headquarters no later than the specified date in mid-June.

ARMA Western Michigan Chapter Job Description – President (cont.)

17. It is recommended that the Chapter President develop a theme for the chapter to use during the year. This theme is utilized in meetings and written communications during the year and concludes in the Chapter of the year presentation.
18. 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.

ARMA Western Michigan Chapter Job Description – President Elect

The President Elect is the second executive officer of the chapter.

1. In the absence or disability of the President, the President Elect performs all of the duties of the President. In addition, other powers or duties may be delegated to the President Elect by the Board of Directors or the President.
2. The President Elect assists the President in the executive direction of the chapter.
3. The President Elect may act as chairman of a standing committee.

ARMA Western Michigan Chapter Job Description - VP of Programs

Vice President of Programs is responsible for planning meetings for the entire ARMA year.

1. Planning
 - Begin planning as soon as appointed or elected for the next year
2. Decide the format for future meetings through feedback from members.
Example:
 - Day of the week and week of month (standard date is first Thursday of the month).
Watch for holidays and check with Detroit and Mid-Michigan for their Spring Seminar dates
 - Time of day (constant or vary)
 - Topics of interest
 - Format (speech, workshop, lecture, site visit, roundtable discussions)
 - Location (constant or vary)
 - Transportation concerns, etc.
3. Choose topics and contact speaker(s). Sometimes the speaker determines the topic. Some speakers will want confirmation letters sent to them.
4. Determine meeting locations. Try to get all locations set early in year.
5. Prepare program schedule over the summer months for issuance to membership at first meeting, on website and first newsletter and any other ARMA publications.
6. Prepare budget for programs with estimated costs. This just gives you an idea of how much money you have to work with and how much you have spent.
7. Obtain biography of speaker(s), outline of speech and audio visual requirements in advance. This helps for newsletter notice and website. Advise speaker(s) of time limitations, etc.
8. Confirm speaker(s), discuss arrangements, speaker fees, travel, hotel accommodations (if necessary) meals, etc.
9. Arrange for speaker's gift(s) for the entire year so they are readily available.
10. Make meal arrangements with host facility, select menu, etc. Arrange for cash bar, room for board meeting (if applicable), seating arrangements, etc.
 - Remember members with special menu needs.
11. Arrange for audio visual equipment, if required. Ask speaker(s) if handouts need to be made and have them sent to you in advance to make it easier for them.
12. Prepare a meeting notice in advance. Include topic, speaker, times, date, location, directions, meal selection (if applicable), RSVP date, name and number. Get directions to the facility and make sure they are included with the meeting notice.
13. Meeting notice to be sent 2-3 weeks prior to meeting.
14. Make name tags with name and company for meeting. Do this the day of the meeting.
15. Act as Master/Mistress of Ceremonies for the program portion of the meeting and introduce the speaker(s), giving brief background from the biography.
16. When speaker is done, thank him/her and present the gift.

ARMA Western Michigan Chapter Job Description - VP of Programs (cont.)

17. Send thank you letter out to speaker within a week of the meeting.
18. Maintain Program binder/files which is passed on to future VP of Programs at change of Board Meeting.
19. See Spring Seminar Manual for specifics on Spring Seminar.

ARMA Western Michigan Chapter Job Description - VP of Membership

The Vice President of Membership is responsible for all membership activities.

These duties include:

1. Overseeing recruitment efforts
 - Order supply of recruitment materials to include:
 - Membership Recruitment & Retention Manual
 - Brochures about ARMA and its activities
 - Brochures about records and information management
 - Membership applications
 - Change of Status forms
2. Make sure that those who have inquired about membership are personally contacted
 - When a membership inquiry is received, the inquirer should be sent the following:
 - Letter about the Association
 - New membership application
 - Information about the chapter (including presidents' names and chapter dues)
 - Association promotional brochures
3. Make sure that those members who have not renewed are personally contacted
4. New Membership notifications received
 - When an applicant applies for membership through the chapter and you are notified by International, be sure to:
 - Add the new member to the chapter distribution list and send to Board.
 - Send to each member: latest copy of newsletter if applicable, welcome to the Chapter letter, etc.
 - Membership processing
 - New memberships begin on the first day of the month following receipt of payment and application at ARMA Headquarters and are for a one-year term
 - Membership is always in the name of an individual; never in the name of a company or a department. However, an employer-paid membership can be reassigned from one person to another at any time during the membership period.
 - Those members who have an employer-paid membership and who leave that employer must re-apply as a new member and will be assigned a new membership number. Members who pay their own membership dues normally continue this membership and keep the same membership number.
 - A member must pay Association dues. A member may join one or more chapters by paying only the additional chapters(s) dues. However, a member who joins more than one chapter must designate a "primary" chapter and will be listed by the Association on the primary chapter's roster only.
 - Membership Changes: When a member requests a status change (i.e. change of name, address, designation, redesignation of membership to another individual):
 - All changes can be done while logged in at arma.org under "My ARMA"
 - Make the change to the chapter's roster
5. Keeping the chapter membership roster current
 - Regularly receives a number of membership reports from ARMA Headquarters, which are useful in tracking chapter members' status and in keeping the chapter roster current. These reports are sent to Chapter Presidents and VP of Membership each month.

ARMA Western Michigan Chapter Job Description - VP of Membership (cont.)

- "Membership by Chapter/Region" lists all current chapter members along with all pertinent membership information, such as addresses, phone numbers and company names.
- "Expiring Members" notify/remind chapter member whose membership is close to expiring.

ARMA Western Michigan Chapter Job Description – Treasurer

The Treasurer shall be the custodian of all funds of the chapter; receive all payments to which the chapter is entitled; disburse funds of the Chapter only on approval of 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 such other reasonable times as the Board of Directors may require; and serve as chairperson of the Budget and Finance Committee.

June/July

1. Change of Board Meeting – Out going Treasurer:
 - Previous year-end Treasurer Report to Board
 - Treasury Report for Board Meeting
 - Obtain account signature card
 - Change of Record Form
 - Deposit Resolution Form; take to Board Meeting for change
2. Change of Board Meeting – Incoming Treasurer
 - Complete Account Signature Card which includes new board members, Change of Record Form so account statements will be sent to new treasurer, deposit Resolution Form with new board members.

August

1. Year-end Financial Form due to ARMA International by August 15th

September

1. Treasury Report for Board Meeting
2. Present Fiscal Budget to Board
3. Michigan Annual Report for non-profit corporations due October 1st

October

1. Treasury Report for Board Meeting
2. Pay Region Fund, due November 1st

November

1. Treasury Report for Board Meeting

January

1. Treasury Report for Board Meeting

February

1. Treasury Report for Board Meeting

March

1. Treasury Report for Board Meeting

April

1. Treasury Report for Board Meeting

May

1. Treasury Report for Board Meeting

ARMA Western Michigan Chapter Job Description – Secretary

The Secretary is the corresponding and recording officer of the chapter. This position has record keeping responsibilities and acts as a liaison between chapter members, officers, and Board of Directors.

These duties include:

1. Prepare minutes and keep records of all Board of Directors meetings. Send copies of minutes to be reviewed before the next scheduled Board Meetings, to each Board Member.
2. Maintain a notebook which holds the current year's minutes, newsletters, treasurer's reports, membership reports, and all handouts from the Board of Directors Meetings.
3. Maintain copies of the following items in the front of the Secretary's Notebook throughout the year for easy reference: (program schedule, membership roster, job descriptions, by laws, retention schedule, "Parliamentary Procedures" reference book, disk for letterhead, Region chapter officers, ARMA International Directory).
4. Transfer all records from the Secretary's Binder to the Chapter Archives at the end of the ARMA year. Create a title page that shows what year the records cover. Also ensure that the appropriate documents are destroyed according to the Chapter Retention Schedule and maintain any "Certificates of Destruction".

ARMA Western Michigan Chapter Job Description – Newsletter Editor

The Newsletter Editor is responsible for publishing a semi-monthly periodical to promote chapter and International ARMA activities.

These duties include:

1. Plans and budgets for the newsletter. Ads should be no more than 30% of the newsletter.
2. Gathers local, state, national, international, and other relevant records management news items for publication. Get permission in writing to use publications.
3. E-Mail current newsletter to chapter membership, Association President, Association President Elect, your Region Vice President, Executive Director at the Association Headquarters, and other chapter presidents and newsletter editors in your region.
4. Understands the requirements of the plans for participation in the Chapter Newsletter Award presented by ARMA International. Add awards committee members to the mailing list. Application for participation is the discretion of the newsletter editor and board.
5. Adheres to requirements by ARMA International to add the tax statement: "Contributions or gifts to the Association of Records managers and Administrators, Inc. are not deductible as charitable contributions for U.S. federal income tax purposes" to each issue of the newsletter.
6. The Editor attends all meetings of the Board of directors and the general membership to gather relevant information for newsletter articles.

Note: See the ARMA International Chapter Newsletter Guidelines for additional information and assistance in layout and design ideas for the chapter newsletter.

CALENDAR

2013-2014 Meetings

September 5 – W.K Kellogg Foundation tour of the records and record center @ Battle Creek

October 3 – The Real World of E-Discovery and RIM: What You Were Afraid to Know and Maybe Ask w/ Sue Burd, CRM – Record Supervisor – Amway @ Amway

November 7 – Grand Rapids Public Museum Archives Tour

December 5 – 40th Anniversary Christmas Mixer @ Watermark Country Club

January 9 – Electronic Survey Recap @ Kent Record Management

February 6 – RIM On Demand™ Updating Your "Best Practices" RIM Policies to Meet the Legal and Regulatory Needs of the 21st Century @ Amway

March 6 – Information Governance Professional Recap by Susan Burd, CRM, IGP and Andrew Ysasi CRM, IGP @ Kent Record Management

April 17 (Spring Seminar) – MOSS (SharePoint) 2013 and RIM w/ Dave Tappan – Consultant – C/D/H @ Amway

May (Tri-Chapter) – Panel Discussion @ Lansing Ramada – May 13, 2014

June 5 – Privacy and Risk @ Holland

Venues

Amway

C/D/H

Davenport University

Kent Record Management, Inc

CU Answers

Holland Board of Public Works

Cost

\$20 member

\$25 Non mem

\$10 stud/retire

Food

Subway/Jimmy Johns

Cheese & Meat trays

Bulk Candy/Nuts – cups for each table

Time

3:30 – 4:00pm (Food/Registration)

4:00 – 5:00pm (Meeting)

5:30 – 6:30pm (Board Meeting)

Monthly Meeting Reminders

Mail Chimp From: info@westmiarma.org forwarded to Programs Committee

BOARD OF DIRECTORS 2013-2014

President – Greg George
President Elect – Susan Burd, CRM, IGP
Vice President of Programs – Andrew Ysasi, CRM, IGP, PMP, CIPP/US
Vice President of Membership – Stephanie Bustraan
Treasurer – Scott Dennis
Secretary – Sandra Lawson
Newsletter Editor – Sarah Wagner
Director – Dave Tappan
Director – Laura Kurtycz
Director – Loralyn Bunce
Director – Barbara Pearson

LEADERSHIP ACADEMY

ARMA International

Chapter Operations e-Handbook

The Ultimate Resource for Chapter Leaders



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[Yearly Calendar](#)

[ARMA International Structure](#)

[Chapter Governance](#)



Leadership Academy

This section is the leadership academy that is available to region and chapter leaders only. Please click on a link below to access more information.

[Online Courses](#)

[Completed Professional Leadership Certificate](#)

[Completed Personal Leadership Skills Series](#)

[Leadership Development @ Conference](#)

[Leadership Development @ Region Conferences](#)

[Leadership Development Archives](#)

POLICIES

Policies and Procedures are essential for the general governance and administration of ARMA International. Through the implementation of the policy statements and procedures that are approved by the Board of Directors of ARMA International, decisions and actions are appropriately authorized, records are generated, maintained, retained and disposed of for reasons of accountability and auditing.

The policies have been approved by the Board of Directors and it is the expectation that the ARMA Board, headquarters staff, regions and chapters, and Association members will refer to and comply with the policies and procedures at all times.

As ARMA International is a dynamic Association experiencing constant change, the procedures must be dynamic too, changing to reflect different or new circumstances. The procedures therefore will be subject to periodic change, as new ones are formatted and old ones are revised.

Additional policies and procedures relating to the administrations of regions and chapters, and the operation of the headquarters offices are available in separate handbooks, and available from ARMA headquarters.

<http://www.arma.org/governance/index.aspx>

ARMA INTERNATIONAL

<http://www.arma.org/>



Whom to Contact in Member Services

Below is a list of the member services staff and a quick overview of some of their responsibilities:

- **Adam Engel**, *Manager of Volunteer Relations*
 - Chapter organizational and operational questions and support
 - Key contact for all chapter/region programs
 - Awards program
- **Julie Tesch**, *Member Services Coordinator*
 - Individual member concerns, dues payments, and membership data issues for specific individuals
 - Data processing of applications, renewals, and membership data issues for specific individuals
- **Megan Zhou**, *Member Services Coordinator*
 - Individual member concerns, dues payments, and membership data issues for specific individuals
 - Data processing of applications, renewals, and membership data issues for specific individual
- **Liz Icenogle**, *Manager of Member Services*
 - Association membership recruitment and retention activities
- **Trevor Mitchell, CAE**, *Executive Director of Member Programs and Services*
 - Strategic overview of various programs and initiatives that benefit members

Inquiries for chapters can be sent to chapters@armaintl.org and for members can be sent to member@armaintl.org. You can also contact us by phone at 1.800.422.2762 or direct at +1.913.341.3808.



Yearly Calendar

This calendar is based on the fiscal year of ARMA International and each chapter which is July 1 through June 30.

July

- 1 – [Special Project Award](#) submissions due to HQ
- 1 – [Chapter of the Year](#) submissions due to HQ
- 1 – [Chapter Innovation Award](#) submissions due to HQ
- 1 – [Chapter Participation Award](#) submissions due to HQ

August

- 1 – [990 Forms](#) due to HQ (**US Chapters Only**)
- 1 – [Chapter information](#) due to HQ
 - 2010-2011 Chapter Board Update
 - [Chapter Member of the Year](#) due to HQ
 - [Chapter Leader of the Year](#) due to HQ
- 31 – [Chapter Speaker Grant](#) applications due to Region Managers

September

- 15 - [Chapter Speaker Grant](#) applications due to HQ
- 30 - Region reports due to HQ

October

- 1 - Updated [Chapter Bylaws](#) and [New Associate Member Dues](#) due to HQ
- 27 - [Chapter Leadership Day](#) - Las Vegas, NV
- 28-29 [ARMA International 58th Annual Conference and Expo](#) - Las Vegas, NV

November

- 1 – [Chapter Website of the Year Letter of Intent](#) due to HQ

December

- 31 – [Chapter Speaker Grant](#) applications due to Region Managers

January

- 15 – [Chapter Speaker Grant](#) applications due to HQ

March

- 1 – Region activity reports due to HQ
- 31 – [Chapter Speaker Grant](#) applications due to Region Managers

April

- 15 – [Chapter Speaker Grant](#) applications due to HQ
- 15 – [Distinguished Service Award](#) nominations due to HQ
- 15 – [Christine Zanotti Award](#) nominations due to HQ
- 15 – [Company of Fellows](#) nominations due to HQ

May

- 1 – Revisions to [chapter dues](#) for next fiscal year due to HQ

June

- 1 – [Chapter Newsletter of the Year](#) submissions due to HQ

Samples from Chapters

The following are sample calendars created by chapters that include the ARMA International deadlines list above as well as deadlines specific to the chapter.

- [Calgary Chapter Calendar](#)



Chapter Visit Instructions

1. Send the **Chapter Visit Report** document to the chapter at least one board meeting before you attend. This will give the board a chance to comment on the document together and return it.
2. Review their comments and make notes before you visit with the chapter.
3. During the visit use the report that they filled out to address the good and not so good issues going on and see what can be done to assist them. Also use the **Chapter Visit Discussion List** to facilitate the discussion with the board.
4. After your visit is complete, add your comments/suggestions **Chapter Visit Report** that the chapter completed and return it with your travel reimbursement request. Travel reimbursements will not be processed until the Chapter Visit Report is returned.
 - a. Send all items to your Region Manager for approval of expense.
 - i. **Reimbursement by ARMA HQ**
 1. Region Manager will send all items to the Director of Member Services.
 2. The Director will review the document and processed the reimbursement.
 3. The Director will pass the completed Report to the Manager of Member Services to place in the individual Chapter File and kept in a file to assist in identify trends and needs overall for chapters.
 - ii. **Reimbursement by Region**
 1. Region Manager/Treasurer will process reimbursement and will forward on the report to HQ.
 2. HQ will use the above steps for filing the document.



Chapter Visit Report

Name:

Position:

Date:

Chapter:

In what ways is the chapter doing well?

What financial safeguards are in place, i.e., two signatures, two reviews of the bank statements, etc.?

In what ways does the chapter need to improve?

What additional resources are needed?

Outcome(s) of visit:

Other Comments/General Observations:



Chapter Visit Discussion Topics

1. Chapter Governance:
 - a. How is the board of directors functioning?
 - b. Does it appear to be a full participation board or is one person doing everything?
 - c. Is there succession planning in place for board positions?
 - d. Are the same members constantly serving on the board?
2. Finance:
 - a. **Financial Safeguards:**
 - i. **Check writing procedure. How many signatures are required?**
 - ii. **At least two individuals must regularly review all bank and financial statements.**
 - b. Any outstanding issues or concerns, i.e., previous treasurer did not turn over check book?
 - c. Did/will the chapter submit IRS Form 990 on time? Using current form?
 - d. Overall financial condition?
3. Meetings:
 - a. How many educational events are held annually?
 - b. Are they aware of how the competences should/could be used in education planning?
 - c. Problems with attendance?
 - d. Problems with placing speakers?
4. Membership:
 - a. Do they contact new members ASAP to welcome them?
 - b. Do they contact those who are pending termination for non payment?
 - c. Do they have any recruitment initiatives?
 - d. Do they have a current prospect list that they update frequently?
5. Marketing/Promotions:
 - a. What marketing do they do for their programs, seminars, events?
 - b. Do they post seminars on ARMA International Calendar?
 - c. Do they have sponsors for their programs?
6. Publications:
 - a. Do they create and distribute a newsletter?
 - b. Do they have a website? Issues with their website.
7. Additional:
 - a. Is the board aware of the materials available to them on the Leadership Resource site?
 - b. Has at least one member of the board attended Region Leadership Conference? Chapter Leadership at Annual Conference? Was the material learned related back to the other board members?
 - c. Do the members know of the resources available to them in their My ARMA section?



Frequently Asked Questions about Region Manager/Coordinator Visits and Preparation

About the Region Manager/Coordinator and the Program

Who is this Region Manager/Coordinator person, and what are they coming to do?

Region Managers and Coordinators are current members who volunteer to visit chapters and work with them on chapter operations, education programming, leadership, and many other things. They also look to see how ARMA International can further improve their services to better assist chapters.

We're getting a visit! Are we in trouble?

Receiving a visit is certainly not a sign that you are in trouble. We visit chapters for many, many reasons. The basics are to learn how you operate as a chapter and to give you some advice as to how your chapter can improve. A visit isn't a sign you're in trouble! If you are having issues make sure you bring them up with the Region Manager/Coordinator. They are there to listen and help.

Are you the Association Police?

No, we're really not. A visit is not an investigation of any kind and we're not coming to take away your charter. We're seriously coming to see if we can better help you and your chapter. Also, we learn from every chapter we visit, and we will take the good things your chapter is doing and use those things to help other chapters grow as well. We're not the police!

What is done with the information collected?

This information is shared with the rest of the region and the Member Service staff at HQ to see what can be done to assist the chapter with issues they are facing and recognize the successes the chapter is having. The information will be used to show the needs of chapters to the Board of Directors for development of new programs or services.

Preparing for a Visit

How should we prepare for this visit?

It is recommended that your board sit down together and discuss the issues and successes you have/are experiencing. Make a list of everything you want to share with the Region Manager/Coordinator so that every item will be addressed.

What should we do during the visit?

The actual activities and amount of time spent are up to the arrangements between you and the region representative. It is suggested to have some time for questions from the representative to get a good understanding of how the chapter operates.

*Remember, we're a phone call email away.
Ask any questions you might have!*

I want to be Region Manager/Coordinator. How do I do that?

Region managers and coordinators have the opportunity to gain additional leadership experience as they work with a wider network of people that extend beyond the local chapter level and outside of the ARMA membership. Serving as a region manager or coordinator also provides valuable training for those interested in seeking a position on the ARMA International Board of Directors.

REGION MANAGER DUTIES:

In addition to the coordinator duties listed below, region managers:

- appoint and manage up to four coordinators to provide chapter and region support within a specified geographic area
- provide overall coordination of all region activities and initiatives
- appoint a region treasurer to administer the region fund for appropriate travel and related expenses
- compile activity reports submitted by their region coordinators and submit the consolidated report to the association's Board of Directors

REGION COORDINATOR DUTIES:

- provide assistance and direction to chapters (and to those members who are not affiliated with a chapter) within the specified geographic region
- visit assigned chapters, as requested, with a minimum of one visit per year to each chapter
- help organize and charter new chapters in their region
- assist the region manager with coordination and implementation of regional activities such as leadership conferences and special projects
- assist with regional initiatives such as the development of Web sites, newsletters, and budgets
- forward comments from chapters and unaffiliated members to the ARMA International Board of Directors or ARMA headquarters, as appropriate
- submit an activity report to their region manager 45 days prior to the spring and fall ARMA International board meetings
- provide a communication link with the Member Services Department at ARMA headquarters
- partner with Member Services to provide chapter operations training, as necessary
- participate in ARMA International leadership training meetings, as required

ELIGIBILITY:

- must have been a member of ARMA International for a minimum of the three consecutive previous years
- must have prior chapter leadership experience, preferably as chapter president
- must have strong oral and written communication skills
- must be detail-oriented and self-directed
- must have the ability and willingness to travel to chapters in the region
- must have earned the recognition of members in the region
- may not simultaneously serve as a chapter president or the chair of any ARMA International committee or task force (may serve on a chapter board or as a member of any ARMA International committee or task force)
- if applying for region manager, must have served as region coordinator for at least one term

LENGTH OF TERM:

Region Managers and Coordinators will serve two-year terms and may reapply for up to one additional consecutive two-year term.

TRAINING AND SUPPORT:

Leadership training for Region Manager and Coordinator program participants will be provided throughout the year. For more information, contact your current region manager, or Tom Killam, Member Services Director.



ARMA International's Chapter Operations e-Handbook

The Chapter Operations e-Handbook is a special section of the ARMA International site designed specifically for region and chapter leaders. This intranet portion of the website delivers all the latest news, tools, and valuable resources most relevant to chapter volunteers.

Take some time to explore each section and become familiar with the layout. Then tell us what you think. Share your ideas and feedback - what's working, what's not. After all, this is designed to make your board duties easier!

Note: For optimal viewing of this website, please use updated versions of Internet Explorer or Google Chrome. You will not be able to see all of the content with other browsers.

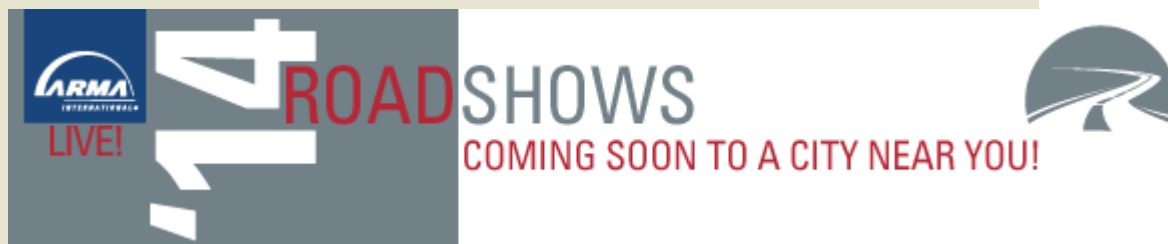
[Click here to take the 2014 Chapter Leadership Survey](#)

Popular Pages:

[Chapter Connection](#)

New* [2014 Chapter Spring Recruitment Campaign](#)

New* [2013 Chapter Leadership Day](#)



You can begin by searching the topic areas to the left or use the search function below.

EXHIBITS

CHAPTER LOGO



BYLAWS
ASSOCIATION OF RECORDS MANAGERS AND
ADMINISTRATORS, INC.
WESTERN MICHIGAN CHAPTER
(As revised 01/05/2012)

ARTICLE I. NAME

This not-for-profit organization shall be known as the Western Michigan 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 the Western Michigan Chapter are:

- A. To advance Records and Information Management as a discipline and a profession;
- B. To promote and organize a program of research, standards, publications, seminars, conferences, education, and training in the field of Records and Information Management;
- C. To take all necessary steps to help individuals to become more professional and to promote working relationships with related professional groups.

The Chapter Board of Directors is responsible for development of general policies and procedures for the organization and operation for the Chapter and for the administration of the approved procedures. No Chapter policies or procedures will be in conflict with ARMA International's policies or procedures.

ARTICLE III. MEMBERSHIP

SECTION 1. Qualifications

Any individual, holding or occupying a position as manager, supervisor, educator, or student generally interested in the field of Records and Information Management, shall be eligible for membership. Chapter members must also be members of ARMA International. Any individual so qualified may not be excluded from or denied membership in ARMA International or a Chapter thereof, subject to the provisions of Section 7 of this Article.

SECTION 2. Membership Classes

The Western Michigan Chapter shall have four classes of members:

- A. Regular. 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, Western Michigan 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 an ARMA International election, Western Michigan Chapter elections, holding Chapter office or receiving *The Information Management Journal*.

SECTION 3. Requirements

The requirements of 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 Western Michigan Chapter shall not be denied nor abridged on account of race, color, religion, sex, age, national origin, disability, sexual orientation or choice of life style.

SECTION 4. Good Standing

A member in good standing is one whose current dues are paid to ARMA International, the Western Michigan Chapter and who complies with the provisions of the Articles of Incorporation and 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 provision or obligation of the Articles of Incorporation, 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 Articles of Incorporation, 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. ORGANIZATION

SECTION 1. Governing Body

- A. The governing body of the Chapter shall be known and referred to as the Board of Directors. It shall consist of the elected officers, four (4) directors, and the immediate past president.
- B. The management of the Western Michigan Chapter, its affairs, meetings, and property shall be vested in the Board of Directors and upon a majority vote, the Board of Directors shall have power to:
 - 1) Approve appointed officers in the event of vacancies during an unexpired term;
 - 2) Suspend with cause or reinstate any member in accordance with Article III, Section 4;
 - 3) Remove any Committee Chairperson with cause;
 - 4) Approve all cash disbursements;
 - 5) Arrange an annual audit of the books of the Treasurer at the close of his/her term; the audit report shall be presented to the Board of Directors at the August meeting;
 - 6) Perform other duties deemed necessary for Chapter management.

SECTION 2. Elected Officers – Terms and Qualifications

- A. The seven (7) elected officers of the Chapter shall be President, President-Elect, Vice President of Programs, Vice President of Membership, Secretary, Treasurer, and Newsletter and Online Media Coordinator.
- B. All elected officers must be Chapter Members in good standing.
- C. Officers shall be elected for a one-year term beginning on July 1 of the same year and ending June 30 of the following year.
- D. Officers shall hold office until their successors are installed.

SECTION 4. Duties of Elected Officers

- A. The President shall be the Chief Executive Officer of the Chapter and exercise general supervision over the affairs of the Chapter; be responsible for the enforcement of the Bylaws and all directives of the Board of Directors; preside at all meetings of the Chapter and of the Board of Directors; appoint, with the approval of the majority vote of the Board of Directors, all standing committee chairpersons, unless provided otherwise in the Bylaws and, if necessary, appoint members of all committees or at his/her 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; and perform all other duties pertaining to this office.
- B. The President-Elect shall assume all of the duties of the President during his/her absence or disability; assist the President with his/her duties; serve as an ex-officio member of and be responsible for coordinating the activities of all special committees; perform such other duties as may be assigned by the President and/or Board of Directors; and train to assume the presidency.
- C. The Vice President of Programs shall be the Chairperson of the Program Committee. They will work with the Committee to find speakers/meeting topics, meeting facilities, food, etc. They will make sure that all needs are met (to the best of their ability) for the speakers, attendees, and facilities.

- D. The Vice President of Membership shall develop, recommend, and implement ways and means to recruit qualified members, and submit to ARMA International (if necessary) any applications and dues of new Chapter members. This person will be responsible for making sure the membership listing is current and available for all members throughout the year and will also assemble the Welcome Letter and any other needed materials for new members and present them to the new and prospective members.
- E. The Secretary shall be the official custodian of all records of the Chapter, including the Chapter charter; keep a record of all meetings of the Board of Directors and meetings of the Chapter membership; distribute to the Board of Directors copies of the minutes of all meetings; and perform such other duties as provided in the Bylaws or as may be assigned by the President and/or Board of Directors.
- F. The Treasurer shall be the custodian of all funds of the Chapter; receive all payments to which the Chapter is entitled; disburse funds of the Chapter only on approval of 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 such other reasonable times as the Board of Directors may require; and serve as chairperson of the Budget and Finance Committee.
- G. The Newsletter and Online Media Coordinator shall publish the Chapter's newsletter and make it available to all Chapter members as well as maintain, if applicable, any Chapter online media such as but not limited to the Chapter website and any Chapter social media.

SECTION 5. Vacancies and Appointed Officers

Vacancies occurring in any office or among the Directors shall be filled by appointment for the unexpired term by the President with the approval of the majority vote of the Board of Directors. If any Officer or Director is absent from three (3) consecutive Board of Directors meetings for causes unacceptable to the Board of Directors, a vacancy shall be considered to exist and a successor shall be appointed.

SECTION 6. 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. ELECTION PROCEDURES

In May each year, the Chapter members in good standing shall elect Chapter Officers, each for a one-year term, and two (2) Directors, each for two-year terms as provided in Article V of the Bylaws.

SECTION 1. Nomination Procedures

- A. The Past President 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 their April meeting each year.

At the Chapter meeting in April, the presiding officer shall call for any additional nominations from the floor. In order for such nominees to appear on the ballot, the individuals named must be contacted and be willing to serve, if elected.

SECTION 2. Election Procedures

- A. Voting shall be distributed by mail, email, or Web site to Chapter members in good standing.
- B. Voting shall be by secret ballot. Such ballots shall contain only necessary instructions for proper completion, the names of the nominees, and spaces for write-in candidates for each office. There will be no individual voter identification on any ballot.
 - 1) To be valid, all ballots will be returned to the Past President.
 - 2) In the instance that there is only one candidate for a position, no election will be held for that office and that individual will be appointed to the board by acclamation.
 - 3) Any candidate who receives a majority of votes on any ballot shall be declared elected.
 - 4) If no candidate receives a majority of votes on the first ballot, a second ballot shall be taken on the two candidates who received the highest number of votes.
 - 5) The Past President shall tabulate the ballots and report the results to the President, who shall immediately announce the results to the membership.

ARTICLE VI. MEETINGS

SECTION 1. Chapter Meetings

A minimum of six (6) Chapter Membership Meetings shall be held annually.

- A. A Special Meeting of the Chapter Membership may be called by the Board of Directors or by petition to the Board of Directors of ten (10) members in good standing. Notice of such Special Meeting shall be distributed by the Secretary to all Chapter Members in good standing, at least ten (10) days prior to the date fixed for such Special Meeting, and such notice shall be accompanied by an Agenda of the Special Meeting.
- B. A quorum must be present to conduct business coming before the Chapter Membership at a Special Meeting. A quorum shall consist of forty (40) percent of the Chapter Members in good standing. No voting by proxy shall be permitted.

SECTION 2. Board of Directors Meetings

Unless otherwise notified, the Board of Directors Meetings shall be held prior to the Chapter Membership Meetings. Board Meetings shall be open to all members in good standing.

- A. Special meetings of the Board of Directors may be called by the President or any four (4) members of the Board of Directors.
- B. A quorum must be present to conduct business coming before the Board of Directors at any of its meetings. The quorum shall consist of two-thirds (2/3) of the members of the Board of Directors. No voting by proxy shall be permitted.

SECTION 3. Suspension of Rules of Order

Any Rule of Order may be suspended temporarily by a two-thirds (2/3) majority vote of Chapter Members in good standing present at any meeting.

ARTICLE VII. FINANCES

SECTION 1. Fiscal Year

The Fiscal Year of the Chapter shall begin July 1 and end June 30 of the following calendar year.

SECTION 2. Chapter Dues

- A. Membership dues for the Chapter shall be set by the Board of Directors 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.
- B. The Chapter dues structure must provide for the payment of ARMA International dues to ARMA International Headquarters.

SECTION 3. Resignations

A member may resign at any time upon submission of written notification to the Board of Directors. Any dues paid to a date beyond such resignation will not be refundable.

ARTICLE VIII. COMMITTEES

SECTION 1. Standing Committees

The President shall be responsible for seeing that the Standing Committees are appointed from the members of the Chapter to serve one year from the date of installation of officers and directors or until June 30. Unless otherwise provided in the Bylaws, the Chairperson of each Standing Committee shall be appointed by the President with the approval of the majority vote of the Board of Directors. Unless otherwise provided in the Bylaws, members of Standing Committees shall be appointed by the Chairperson of each such committee. The Standing Committees shall include:

- Budget and Finance Committee
- Nominating Committee
- Program Committee
- Public Relations Committee

In addition to such other duties as may be assigned by the President, the duties of the Standing Committees are as follows:

- A. Budget and Finance Committee
 - 1) Presents a budget for each fiscal year to the Board of Directors at the August meeting.
 - 2) Advises the President and Board of Directors in financial matters concerning the Chapter.
 - 3) Examines fiscal policy from time to time or as directed by the President.
 - 4) Advises the President and Board of Directors with regard to the disposition of any surplus funds.
 - 5) Required to submit the IRS 990 form to Headquarters in August.

- B. Nominating Committee. The Nominating Committee shall consist of the Immediate Past President, who shall be Chairperson and two (2) regular Chapter Members in good standing and approved by the Board of Directors.
 - 1) Secures nomination for officers and directors.
 - 2) Prepares a slate of at least one nominee for each elective office to be filled.
 - 3) Presents such slate to the Board of Directors for approval at the April Board of Directors Meeting. Prior to submitting the names of candidates to the Board of Directors, all nominees must have accepted and agreed to serve, if elected.
 - 4) Prepares and distributes to all members the election ballots, in accordance with Article VI, Election Procedures.

- C. Program Committee. The Program Committee shall be chaired by the Vice President of Programs.
 - 1) Plans and presents programs consistent with the objectives and in the best interest of the Chapter and Association and schedules and arranges for such programs.
 - 2) Submits to the Newsletter Committee the time, place, title, topic, speaker, and any significant arrangement details of each program scheduled.
 - 3) Sends an advance notice to each speaker prior to the meeting and a letter of appreciation on behalf of the Chapter after each program.
 - 4) Arranges for the meeting facilities and any additional requirements.

- D. Public Relations Committee
 - 1) Provides and maintains a suitable public relations and publicity program consistent with the objectives and in the best interest of the Chapter and Association.
 - 2) Prepares and issues press releases, subject to approval of the Board of Directors.
 - 3) Supervises and handles public relations assignments pertinent to official activities of the Association, the Chapter or its individual members, using radio, TV, printed publications, and other media, as directed by the Board of Directors.
 - 4) Maintains public relations contacts with members of the press, interested business organizations, and appropriate school administrators.

SECTION 2. Ad Hoc Committees

Special committees and their chairperson shall be appointed by the President when deemed necessary by the President and/or the Board of Directors.

ARTICLE IX. DISSOLUTION

Upon dissolution of the Corporation, 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) of the Internal Revenue Code of 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 in all cases to which they are applicable and where they do not conflict with the Chapter Constitution and Bylaws and ARMA International Administrative Letters.

ARTICLE XI. AMENDMENTS

SECTION 1. The Region Manager and ARMA International Director of Member Services should review any amendments to Chapter Bylaws prior to adoption to insure that the revisions are in compliance with ARMA International.

SECTION 2. Proposals to amend these Bylaws may be made by the Board of Directors upon an affirmative vote of 2/3 of its members present and voting or by petition to the Board of Directors of twenty percent (20%) of the Chapter Members in good standing.

SECTION 3. Within thirty (30) days following the Board of Directors Meeting at which any proposal to amend the Bylaws is made, the Secretary shall distribute to each Chapter Member in good standing a dated Notice of Proposal with a link to the official ballot stating the proposed Amendment; each member will complete and submit the ballot sending it directly to the Chapter President. To be valid, the Chapter President must receive all ballots within fifteen (15) days of the date of said Notice of Proposal. President shall tabulate the valid votes and certify the results to the Board of Directors within five (5) days following the date provided herein for ballots to be received by the President.

SECTION 4. The Bylaws shall be amended by an affirmative vote of 2/3 of the ballot votes received by the Chapter President. Amendments to the Bylaws shall be effective the date certification of balloting results is made by the President.