



SOUTHERN CALIFORNIA INLAND EMPIRE ARMA CHAPTER

BYLAWS

9/16/10

Revised 10/01/2013

Article I - NAME

The name of this Chapter shall be the SOUTHERN CALIFORNIA INLAND EMPIRE (SCIE) CHAPTER of ARMA International, a professional association of Records and Information Management (RIM) Professionals. This chapter is classified as, "Exempt Federal Income Tax" under section 501(c) (6) of the Internal Revenue Code.

Article II - OBJECTIVES

The objectives of this Chapter are:

- A. To promote and advance improvements in the field of RIM and related fields through study, education and research
- B. To advance professional knowledge and techniques by sharing and exchanging experiences and information related to the field of RIM through regular meetings
- C. To develop and advance standards of professional competence in the RIM field

Article III - MEMBERSHIP

Section 1 - Classes of members

- A. Professional:
A duly qualified individual in good standing with the Association entitled to full voting and other rights and benefits of the Association.
- B. Honorary:
An individual who has been granted life membership by the Association's Board of Directors and as defined by the Association's policies and procedures. Honorary members are entitled to full voting and other rights and benefits of the Association.
- C. Associate:
A duly qualified individual in good standing with the Association is entitled to limited benefits of the Association. Associate membership does not include the privilege of voting in an ARMA International election, SCIE Chapter elections, holding Chapter office or receiving the printed version of the Association's professional magazine.

Section 2 - 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 3 - Requirements

The requirements for each class of membership and the processes for application, in addition to those contained within these Chapter Bylaws and the Bylaws of ARMA International, shall be established and published by the ARMA International Board of Directors. Membership in the Southern California Inland Empire ARMA Chapter shall not be



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denied nor abridged on account of race, color, religion, sex, age, national origin, disability, sexual orientation or choice of life style. All members of the SCIE Chapter are required to be professional or associate members of ARMA International in good standing.

Section 4 - Good Standing

A member in good standing is one whose current dues are paid to both ARMA International and the Southern California Inland Empire Chapter, and complies with the provisions and obligations of the Articles of Incorporation and the Bylaws.

Section 5 - Applications

All applications for membership 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 temporarily 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 – BOARD OF DIRECTORS

Section 1- Officers

The officers of the chapter shall be a President, Vice President/President Elect, Secretary, Treasurer, Education and Programs Director, Historian, Hospitality Director, Membership Director, Marketing Director, and Webmaster and Past President.



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Section 2 - Qualifications

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

Section 3 - Nomination and Election

- A. The Nominating Committee shall prepare a slate of nominees for each elective office.
- B. Vacancies shall be filled by the President with the approval of the Board of Directors. An unexpired term of office, regardless of length, may be filled by an active Chapter member without holding an election for that office.
- C. In case of emergency, all officers may be retained until the emergency subsides. The President may declare an emergency when a vacancy is not filled, or upon the illness or the death of an officer.

Section 4 - Term of office

All Officers shall assume office July 1. They shall serve for a term of two years or until their successors are elected and have assumed duties. The President, Vice-President/President Elect, and Immediate Past President shall each serve for a term of one to two (1 to 2) years. The President shall assume the office and duties of the Immediate Past President upon completion of term. The President Elect upon completion of the term shall assume the office and duties of President. By accepting the nomination of Vice President/President Elect a chapter member in good standing agrees to assume aforementioned duties for no less than three to six (3 to 6) years of service. Members of the Board of Directors may serve consecutive terms upon confirmation by a majority vote of Chapter Officers. An officer who has served for more than half a term shall be considered to have served a full term. No officer shall serve in the same position for more than two consecutive years unless the vacancy would prove detrimental to the chapter, in which case the Chapter Officer could serve one additional year, pending no one is available to fill the vacancy. This would require a majority vote of approval by the Board of Directors and 2/3 majority vote by active chapter membership who participate in the voting,

Section 5 - Vacancies

Vacancies shall be filled by the President with the approval of the Board of Directors. An unexpired term of office, regardless of length, may be filled by an active Chapter Member without an election for that office, as per Article IV, Section 3(b).

Section 6 - Duties and Responsibilities

- A. **President**
 1. Act as Executive Officer of the Chapter, conduct general and active management of the business of the Chapter, enforce all orders and Resolutions of the Board of Directors.
 2. Preside over all meetings of the general membership, the Annual Meeting and at all meetings of the Board of Directors.
 3. Appoint, with the advice and consent of the Board of Directors, all standing and special committees.
 4. Act as ex-officio member of all committees, except the Nominating Committee.



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5. Endorse, with approval of the Board of Directors, all contracts or formal instruments obligating the Chapter.
6. Has authority to Disburse Chapter obligations for the Chapter.
7. Have the power to delegate any duties to the Vice President.
8. Perform all other duties incidental to this office.
9. Shall be responsible for the incorporation of the Chapter.
10. In the absence of Treasurer, the President shall assume all duties of that position.

B. Vice President/President Elect

1. Assist the President with duties and assume all duties of the President during the President's absence or disability
2. Disburse obligations in the absence or disability of the Treasurer and President.
3. In the absence of Secretary Director, the Vice President shall assume all duties of that position.

C. Secretary

1. Act as official custodian of the Chapter's active records and ensure that they are transferred to the Historian for archiving.
2. Keep current copies of the Bylaws of ARMA and the Chapter.
3. Record the proceedings of all meetings of the Chapter Board of Directors.
4. Notify officers and committee members of their election or appointment.
5. Prepare and publish records and reports at the direction of the Board of Directors.
6. Notify all members of the Board of Directors of any meetings that they are required to attend.
7. Conduct the general correspondence of the Chapter as directed by the President.
8. Control chapter communications relating all printed materials including, but not limited to, stationery, brochures, business cards, etc.
9. In the absence of the Secretary, the responsible falls to the direction of the President of his/her delegate.

D. Treasurer

1. Primary responsibility of Chapter funds and written financial documentation.
2. Collect, disburse and manage all funds of the Chapter.
3. Forward Association dues to ARMA International Headquarters.
4. Disburse Obligations for the Chapter.
5. Monitor all payment and banking accounts.
6. Prepare budgets and provide other financial information as directed by the Board of Directors.
7. Maintain Chapter receipts, books and ledgers.
8. At Chapter meetings, receive RSVP listing from Hospitality Director, greet attendees, accept meeting dues, and prepare receipts as needed.
9. Submit a written financial report at each Board of Directors meeting and prepare and submit an annual report of the Chapter's financial stability at its Annual Meeting.
10. Prepare Region/Chapter Financial Information Form 990 at the close of each fiscal year (June 30th).
11. Facilitate the audit of Chapter finances at the close of each fiscal year or as directed by the Board of Directors.



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12. Serve as Chairperson of the Budget Committee.
13. Prepare and file all financial papers required by ARMA International and the law.
14. In the absence of the Membership Director, the Treasurer shall assume all duties of that position.

E. Past-President

1. Provide guidance and support to the President and Board of Directors.
2. In the absence of the President and the Vice President, the Past President will assume all duties.
3. Assist all other members as needed at the request of the President or Vice President.
4. Oversee the Nominating Committee.
5. Prepare and distribute election ballots to active chapter members, listing the candidates recommended for elective officers by the Nominating Committee. The Ballot shall provide space to vote for write-in candidates nominated by active members of the Chapter.
6. In the absence of Historian, the Past-President shall assume all duties of that position.

F. Education & Programs Director

1. Promote the professional development (ARMA, ICRM and other related professional development organizations) and education of the members through programs, seminars, workshops and chapter meetings.
2. Act as the Chapter liaison to ARMA's Director of Education Services, the Education Development Committee and the Institute of Certified Records Managers.
3. Act as liaison and contact for Chapter speakers and presenters.
4. Coordinate with speakers by receiving paragraph highlighting professional Biography and subject matter of topic.
5. Act as Chairman of the Chapter Seminar Committee.
6. Arrange programs for monthly general membership meetings and carry out the general theme of records and information management and professional development.
7. Develop an annual chapter seminar that offers exposure to the RIM industry and bolsters the chapter's funds.
8. Arrange for an award or certificate of appreciation or honorary gift for the speakers.
9. In the absence of the Education & Programs Director, all Board Members are responsible for assisting in this position.

G. Historian

1. Document all Chapter functions.
2. Provide oversight of the Chapter's scrapbook and inactive/historical records.
3. Conduct annual audit of inactive Chapter Records per ARMA Int'l retention standards
4. Acquisition chapter semi-active or inactive records in accordance with Chapter Records Retention Schedule
5. Provide oversight of Chapter historical documentation and historical artifacts
6. Conduct annual review and disposition of Chapters inactive records per Chapter Records Retention Schedule
7. Provide chapter with historical information for publication, board discussion and special events
8. See Article VII - Records



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H. Hospitality Director

1. Arrange any special room accommodations, meeting events and coordinate as needed.
2. Negotiate meeting contracts for the selected venue, if applicable, and represent the Chapter's best interest at all times.
3. Prepare brief introduction, submit this to President for review and ensure that a final version is sent to Membership Director for distribution to Chapter membership, sponsors and guests.
4. Take and monitor meeting and event / reservations and prepare Attendance form for Treasurer to use at meeting registration.
5. Receive and monitor meeting and event reservations.
6. Prepare and maintain a RSVP/ Guest Register of the names, addresses, and companies of all Chapter members, guests and sponsors attending each meeting and event.
7. Assist in preparing name tags when applicable.
8. In the absence of the Hospitality Director, the responsible falls to the direction of the President of his/her delegate.

I. Membership Director

1. Maintain Chapter membership information. Membership information is confidential and not available for distribution. Vendors and Sponsors may not receive this listing in exchange for their support.
2. When distributing information to members, ensure only the address of the receiving party is shown.
3. Coordinate the sending of notices of all meetings with the Marketing Director and Webmaster and notify those concerned of special matters requiring their attention.
4. Promote membership at the Chapter level as well as the International level.
5. Monitor the renewal of existing memberships and send out communications to assist with renewal and retention of memberships.
6. Promote attendance at the Chapter meetings and greet any new members and guests.
7. Maintain an accurate electronic list of active Chapter members, 099 ARMA members and prospective members.
8. Develop and present to the Board of Directors any recruitment strategies that may assist in increasing membership.
9. Monitor and contact 099 ARMA members for their input. Send Chapter information to 099 ARMA members. Contact 099 ARMA members on a regular basis.
10. Conduct surveys and contact members on a regular basis for input.
11. Serve as Chairman of the Membership Committee
12. Serves as liaison to the Member Services Department of ARMA International Headquarters.

J. Marketing Director

1. Prepare news releases on Chapter activities
2. Maintains Chapter social networking sites
3. Solicit advertising for Website News page
4. Coordinate the Chapter's website events and calendar with the Webmaster



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5. Act as Chapter liaison to other organizations
6. Prepare yearly marketing plan for chapter activities.
7. In the absence of Webmaster, the Marketing Director shall assume all duties of that position.

K. Webmaster

1. Develop and provide oversight of the Chapter's website.
2. Ensure that all website postings are consistent with the mission of the Chapter.
3. Provide information to Membership Director for distribution.
4. Coordinate activities with the Marketing Director and Membership Director to solicit articles from Chapter members and sponsors, and ARMA International membership.
5. Assume the duties of a Job Placement Director which shall include: maintaining a current listing of job opportunities in the RIM field, preparing a monthly listing of job vacancies in RIM industry and providing job notices to active chapter members interested in the position(s).
6. Coordinate and publish news on Chapter website, using timely information from the Board of Directors, ARMA International and other sources.
7. Forward the appropriate number of copies to the ARMA newsletter award judges.
8. Solicit contributions to the online news publication which include articles, advertising and announcements.
9. Ensure timely receipt of all materials to meet established publication dates.
10. Edit all articles submitted to the website new publication.
11. Compile and write news items for the website as needed.
12. In the absence of the Marketing Director, the Webmaster shall assume all duties of that position.

Section 7 - Composition

At the end of the Fiscal Year, an election shall be held for all Board of Director positions. In the event of an unforeseen vacancy, the President may appoint a Chapter member with the approval of the majority of the Board of Directors. The Board of Directors, the governing body of the chapter, shall consist of: President, Vice President/President Elect, Education & Programs, Past President, Historian, Hospitality, Membership, Marketing, Secretary, Treasurer and Website. (Consider changing the way this section is worded)

Section 8 - Board of Directors Duties

The Board of Directors shall:

- A. Attend Board Meetings on a regular basis
- B. Be subject to limitation by law as to actions to be authorized or approved by the membership, the Board of Directors is authorized to undertake and fulfill, by resolution duly adopted, any of the objectives set forth in Article II of these Bylaws, without previous authority or subsequent approval of the members
- C. Appoint the Auditing Committee and approve its report
- D. Approve an annual budget
- E. Select the dates and make arrangements for meetings and/or activities for Chapter members
- F. Other Chapter related duties



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Section 9 - Meetings

- A. The Board of Directors shall meet at a very minimum every month, whether it is in-person or via conference call.
- B. A Board Meeting can only be conducted if a quorum is present.
- C. Special meetings of the Board of Directors may be called for any purpose and at any time by the President or Vice President.
- D. A meeting of the new officers shall be held each year for the purpose of organizing, approving appointments of current Committee Chairmen for the current year or the transaction of other business.
- E. In the case of an emergency or force majeure, a meeting may be cancelled by the President.
- F. The Board of Directors shall hold strategic planning meetings at the beginning of each fiscal year. The planning meetings can take place in-person or by conference call.

Section 10 - 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 office by a majority vote of the Board of Directors.
- B. When such action is contemplated in the case of an Officer, that individual shall be entitled to receive specific charges in writing from the Board of Directors and shall, if that individual 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 or longer if the Board of Directors, so determines.

Article V - COMMITTEES

- A. Standing Committees are permanent committees appointed by the President and approved by the Board of Directors to fulfill any of the objectives of the Chapter. The Chairperson of each standing committee is a member of the Board of Directors, and all committee members serve for the fiscal year.

The Standing Committees consist of:

- Awards /Teller (Secretary)
- Community Service (Marketing)
- Conference and Seminars (Education & Program Director)
- Employment & News (Webmaster)
- Event Planning (Hospitality)
- Membership (Membership Director)
- Hospitality/Programming (Vice President/President Elect)
- Marketing/ Publicity (Marketing Director)
- Education Development/Certified Records Managers (Education & Program Director)
- Budget/Financial Review (Treasurer)
- Nominating (Past President)



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- B. The Special or Ad Hoc Committees are temporary committees which may be appointed by the President or by the Board of Directors to administer particular affairs of the Chapter. Special committees serve for the fiscal year until their purpose is fulfilled. The Budget Committee and Nominating Committee are special committees whose members are appointed by the Board of Directors.

Article VI - MEETINGS

Section 1 - Regular Meetings

The Chapter meetings will be held each month or as directed by the Board of Directors.

Section 2 - Special Meetings

Special Chapter meetings may be called at any time by the President, and shall be called by the Secretary upon the request of 20% of the membership.

Section 3 - Annual Meeting

The Board of Directors shall convene a meeting in May or June for the purpose of receiving reports of officers and committees, for any other business that may arise and for installing the officers for the next fiscal year. This meeting shall be referred to as the chapter's "Annual Meeting" and will conclude chapter meetings for the current year.

Section 4 - Quorum

A quorum for the transaction of Chapter business shall consist of a majority of the current Chapter officers.

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 Board of Directors in advance of the new fiscal year. The amount will be in addition to the amount designated by ARMA International. The Chapter shall notify the ARMA International of any changes in local dues no later than May 1st.

Section 3 - Fiscal Safe Guards

- A. The Chapter bank account shall be listed in the names of three (3) Board members: President, Treasurer, and Vice President/President-Elect.



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- B. The Treasurer shall provide supporting documentation for all Chapter accounts including bank statements and receipts as well as additional supporting documentation as deemed necessary by the Board of Directors.
- C. Board of Directors approval shall be obtained and recorded in meeting minutes prior to the expense of funds to vendors or in excess of \$100.
- D. The President and Vice President/President-Elect shall conduct, at minimum, quarterly reviews of Chapter finances and report their findings to the Board of Directors.
- E. Chapter finances shall be audited at the end of the fiscal year by an external entity secured by the Board of Directors. The audit must be completed prior to submission of Region/Chapter Financial Information Form 990.

Article VIII- RECORDS

After June 30 of each year, the retiring Officers, Directors and Committee Chairperson shall convey to the Historian all accounts, records, books and other documents belonging to the Chapter. The Historian shall be charged with indexing, assigning the retention requirement and determining the disposition of the records in conjunction with the ARMA International Retention Schedule. The Board of Directors shall provide a suitable storage place for permanent records.

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 or Articles of Incorporation and ARMA International Policies and Procedures.

Article XI - AMENDING THE BYLAWS

These Bylaws may be amended by a two-thirds vote of the Board of Directors providing notice of the proposed amendment is sent in writing prior to a Chapter meeting at which the amendment is voted. Proposed amendments shall be reviewed by ARMA International's Member Services and the Region Manager prior to the notice sent to the Board of Directors to ensure that the proposed amendment does not conflict with ARMA International Policy.