

***Bylaws of the
Southern California Inland Empire
ARMA Chapter
of ARMA International***



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Article I – Name

The name of this Chapter shall be the SOUTHERN CALIFORNIA INLAND EMPIRE CHAPTER (SCIE) 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 field 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 Membership

A. Professional:

Professional members will receive discounts on most of the resources ARMA International provides and a subscription to ARMA International’s Information Management magazine. Professional members will also have 24/7 access to all of ARMA International’s on-demand web seminars, free of charge. This will give professional members a catalog of cutting-edge topics at their fingertips. This membership level is ideal for any member who is familiar with information governance and can benefit from substantial discounts on education and resources.

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, or holding Chapter office.

Section 2 – Requirements

The requirements for each class 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 SCIE Chapter shall not be denied nor abridged on account of race, color, religion, sex, age, national origin, disability, sexual orientation, or choice of lifestyle.

Section 3 – Qualifications

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

Section 4 – Good Standing

A member in good standing is one whose current dues are paid to both ARMA International and the SCIE 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 memberships 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 findings, a violation of any provision or obligation of the Articles of Incorporation, Bylaws, or rules and regulations has occurred. Conduct unbecoming a member, conduct inimical to the welfare of ARMA International or the Chapter, and indebtedness to ARMA International or the Chapter shall also be causes for such disciplinary action. When such action is contemplated, the Board of Directors of the Chapter shall provide written notification to the party concerned and afford an opportunity for a hearing before the Board or a special committee appointed by the Board for this purpose. Should revocation result, any dues paid to a date beyond such revocation will not be refundable.

Article IV – Officers and Duties

Section 1 – Officers

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

Section 2 – Qualifications

All officers shall be members of 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 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 (2) year(s) or until their successors are elected and have assumed duties. No officer except the Secretary or Treasurer shall serve more than four (4) consecutive terms in the same office. An officer who has served for more than half a term shall be considered to have served a full term.

The President, Vice-President, and Immediate Past President shall each serve for a term of one to two (1 to 2) years. The President Elect upon completion of the term shall assume the office and duties of President.

Members of the Board of Directors may serve consecutive terms upon confirmation by a majority vote of Chapter officers. No officer shall serve in the same position for more than two consecutive years unless the vacancy proves detrimental to the Chapter, in which case the Chapter Officer could serve one year additional, pending no one is available to fill the vacancy. This would require a majority vote of approval by the Board of Directors and two thirds majority vote by the active chapter membership who participate in the voting.

Section 5 – Vacancies

Vacancies shall be filled by the President with the approval by the Board of Director's. 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). A vacancy in any office except that of President shall be filled by election by the Board of Directors for the unexpired term.

Section 6 – Duties and Responsibilities

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

A. President

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.
5. Other assigned duties.
6. In the absence of the President, the Vice President shall assume all duties for that position.

B. Vice President

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 the Vice President, the Secretary shall assume all duties for that position.

C. Secretary

1. Record the minutes of all meetings of the Board of Directors and the membership and send a copy of the minutes to the board within 10 days following the meeting.
2. Preserve all books and papers belonging to the chapter and keep current copies of the Bylaws of ARMA and the Chapter.
3. Conduct the official correspondence of the chapter.
4. Other assigned duties.
5. In the absence of the Secretary, the Vice President shall assume all duties for that position.

D. Treasurer

1. Have custody of all of the funds of the chapter, which shall be deposited in a federally insured institution.

2. Keep a full and accurate account of receipts and expenditures.
3. In accordance with the budget adopted by the chapter, make disbursements as authorized.
4. Present a report at all meetings of the Board of Directors and Membership.
5. Prepare an annual report, which shall be submitted along with the financial records to the Auditing Committee. The Committee, when satisfied that the treasurer's annual report is correct shall sign a statement of that fact at the end of the report.
6. Submit reports as required by ARMA International.
7. Other duties as assigned.
8. In the absence of the Treasurer, the President shall assume all duties for the position or designate another Board member.

E. Education & Programs Director

1. Promote 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, alongside Chapter speakers and presenters.
3. Arrange programs for monthly general membership meetings and carry out the general theme of records and information management and professional development.
4. Develop an annual chapter seminar that offers exposure to the RIM industry and bolsters the chapter's funds.
5. In the absence of the Education & Programs director, the Membership Director shall assume the responsibilities of that position.

F. Historian

1. Document all Chapter functions.
2. Provide oversight of the Chapter's scrapbook and inactive/historical records, and Chapter's historical documentation and historical artifacts.
3. Acquisition chapter semi-active or inactive records in accordance with the Chapter's Records Retention Schedule.
4. Conduct annual review and disposition of the Chapter's historical documentation and historical artifacts.
5. Provide the Chapter with historical information for publication, board discussion and special events.
6. See Article IX – Records.

G. Hospitality & Marketing Director

1. Arrange for and coordinate any special room accommodations for monthly chapter meetings and events.
2. Negotiate meeting contracts for the selected venue, if applicable, and always represent the Chapter's best interest.
3. Purchase necessary supplies for monthly chapter meetings and other Chapter sponsored events.
4. Prepare news releases on Chapter activities.
5. Maintains Chapter social networking sites.
6. Coordinate the Chapter's website events and calendar with the Webmaster.
7. Act as Chapter liaison to other organizations.
8. Prepare yearly marketing plan for chapter activities.
9. In the absence of the Webmaster, the Hospitality & Marketing Director shall assume all duties of that position.

H. Membership Director

1. Chapter membership is confidential and not available for distribution. Business Partners may not receive this listing in exchange for their support.
2. Promote memberships at the Chapter level as well as the international level and monitor the renewal of existing memberships.
3. Promote attendance at the Chapter meetings and maintain an accurate electronic list of active Chapter members, 099 ARMA members and prospective members through ARMA International.
4. Monitor and contact 099 ARMA members for their input and send Chapter information to 099 ARMA members.
5. Serves as a liaison to the Member Services Department of ARMA International Headquarters.
6. In the absence of the Membership Director, the Secretary shall assume all duties of that position.

I. Webmaster

1. Develop and provide oversight on the Chapter's website, ensuring that all website posts are consistent with the objectives of the Chapter.
2. Coordinate activities with the Hospitality & Marketing Director and Membership Director to solicit articles from Chapter members and sponsors, and ARMA International membership.
3. Assume the duties of a Job Placement Director which shall include maintaining a current listing of job opportunities in the RIM field and email job postings to members.

4. Coordinate and publish news on Chapter website, using only timely information from the Board of Directors, ARMA International and other sources.
5. In the absence of the Hospitality & Marketing Director, the Webmaster shall assume all duties of that position.

Section 7 – Removal

- A. Any Chapter officer whose conduct shall be considered detrimental to the best interest of 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 for this purpose.
- C. Any officer removed from the 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 – 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 meetings may be called by the president or by a majority of the Board of Directors. 2 days or 48 hours' notice of the meeting shall be given.

Section 3 – Annual Meeting

The Board of Directors shall convene a meeting in June for the purposes of receiving reports of officers and committees, for any other business that may arise and for installing the officers in 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

Four (4) members shall constitute a quorum for the transaction of business in any meeting of the chapter.

Article VI – Board of Directors

Section 1 – Composition

The Board of Directors, which is the governing body of the chapter, shall consist of the elected officers and director of education & programs, historian, hospitality and marketing director, membership director and webmaster.

Section 2 – Duties. The Board of Directors Shall:

- A.** Manage the activities of the Chapter.
- B.** Appoint the Auditing Committee and approve its report.
- C.** Approve an annual budget.
- D.** Select the dates and plan for meetings of the membership.
- E.** Other duties.

Section 3 – Meetings

- A.** The Board of Directors shall meet at least four (4) times annually; the dates and time to be decided at its first meeting.
- B.** A majority of the Board of Directors shall constitute a quorum.
- C.** Special meetings of the Board of Directors may be called by the President or by a majority of its members, (2) days or (48) hours' notice shall be given.
- D.** In the case of an emergency or extremely bad weather, a meeting may be cancelled by the President.

Article VII – Finances

Section 1 – Fiscal Year

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

Section 2 – Membership Dues

Membership dues for the Chapter shall be set by the 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 ARMA International of any changes in local dues no later than May 1st.

Section 3 – Fiscal Safeguards

- A.** The chapter bank account shall be listed in the names of three (3) Board Members: president, Treasurer and vice president, or other position designated by the president.
- B.** Those Board Members who are authorized to have a chapter credit card are: 1) Treasurer, 2) President, 3) Hospitality & Marketing Director.
- C.** 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.
- D.** Board of Directors approval shall be obtained and recorded in meeting minutes prior to the expense of funds more than \$100.
- E.** The President, Vice President, and Treasurer shall conduct, at minimum, quarterly reviews of Chapter finances and report their findings to the Board of Directors.
- F.** 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 the submission of Region/Chapter Financial Information Form 990.

Article VIII – Committees

Section 1 – Committees

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

The Standing Committees consist of:

- A.** Conference and Seminars (Education & Program Director)
- B.** Employment & News (Webmaster)
- C.** Event Planning (Hospitality & Marketing Director)
- D.** Membership (Membership Director)
- E.** Hospitality/Programming (Vice President)
- F.** Marketing/Publicity (Hospitality & Marketing Director)

- G. Education Development/Certified Records Managers (Education & Programs Director)
- H. Budget/Financial Review (Treasurer)
- I. Nominating (Past President)

The Special or Ad Hoc Committees are temporary committees which may be appointed by the President or by the Board of Directors to administer 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.

Section 2 – Duties of Committees

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

Section 3 – Plan of Work

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

Section 4 – Ex Officio Member

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

Article IX – Records

After June 30th of each year, the retiring Officers, Directors, and Committee Chairperson shall convey to the Historian all account 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 X – Dissolution

In the event of dissolution of the Chapter, all its assets shall be paid over or transferred to one or more exempt organizations of the kind described 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 for or transferred to ARMA International as prescribed in its Policies.

Article XI – 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 XII – Amendment

These Bylaws may be amended by a two-thirds vote of the active members of the Chapter and the Board of Director’s 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.