

ARMA INTERNATIONAL TIDEWATER CHAPTER, INC.

STANDING RULES 2018

I. DUES

Annual – The annual Chapter dues for each class of membership, other than Honorary, may be reviewed annually in the spring by the Board, subject to approval by a majority of the Chapter members at a regularly scheduled monthly meeting. Approved changes to the annual Chapter fees shall be submitted to ARMA International through the Report to International submitted in May.

II. OFFICERS – Terms of Office 1. Vice-President, Treasurer and Secretary

The Vice-President, Treasurer and Secretary shall be elected by a plurality vote of the members in good standing as of the date of the election. The officers shall hold office for one year beginning July 1 of the calendar year following the date of installation, or until their successors are elected and have assumed duties. An officer who has served for more than half a term shall be considered to have served a full term. Officers can serve in a position for no more than two consecutive terms. The same firm or organization shall employ no more than two officers of the Chapter.

2. President

The outgoing Chapter Vice-President shall succeed the outgoing Chapter President. If for any reason the outgoing Vice-President cannot accept the office of President, the President shall be elected by a plurality vote of the members in good standing as of the date of the election.

III. COMMITTEES

STANDING COMMITTEES

All Committee chair persons shall assume office July 1. They shall serve for a term of one year or until their successors are elected and have assumed duties.

1. Membership Committee

Solicit and investigate applications for membership and recommend to the Board whether they be accepted or declined in accordance with the By-Laws. Includes, but is not limited, to:

- a. Prepare, publish, and distribute a prospective membership packet to those individuals identified by a chapter member or requesting information concerning the chapter.
- b. Prepare, publish, and distribute a membership packet that contains information useful to new members. Information should include but is not limited to copies of current by-laws, current standing rules, chapter library holdings, current membership roster, and information about chapter committees.
- c. Maintain a membership roster throughout the chapter year.
- d. Encourage member retention by contacting all members who allow their membership to lapse and remind them it's time for them to renew and contact members that do not attend meetings regularly to determine the cause.

2. Program Committee

Shall consist of current Vice-President as chairperson and volunteers from the general membership. Schedule and arrange yearly chapter programs in addition to the annual seminar. Responsible for securing speakers, meeting locations, topics, and related materials as approved by the Board. Includes, but is not limited to the following.

Monthly Chapter Meetings

- a. Arrange details of each program, together with name, biographical sketch, and picture (when available) of each speaker. Send reminder notices to each speaker, present tokens of appreciation (can include gift cards) and send letters of thanks on behalf of the Chapter after the program.

- b. Announce the monthly meetings via email and solicit reservation requests from membership and guests. Is also responsible for final adjustment or reservations at place of meetings.
- c. Arrange with speakers for special equipment or visual aids, e.g. projector, screen, blackboard, flip charts, etc.
- d. Advise the incoming program chairperson of desirable programs not scheduled during the previous program year.

Annual Spring Seminar

- a. Prepare the Action Plan, Task List and Event Schedule with the Board members over the off months of July and August each year and formulate/appoint the seminar subcommittee.
- b. Together with the Board, develop the theme and secure speakers for the event. Whenever possible, select speakers that are not commercially paid vendors or possible exhibitors for the event which will prevent their presentations from becoming a sales pitch.
- c. Meet on a regular basis with the seminar subcommittee to ensure program is on track and tasks are equally distributed.
- d. Keep Board apprised of program status on a regular basis.

3. Marketing Committee

Distributes information about the Association, chapter and meetings/events to members, prospective members and the community including local newspapers, promotional information, public service announcements, the web page, social media platforms, and the chapter newsletter. Includes, but is not limited to:

- a. Maintain the Chapter's web presence and social media platforms by ensuring information contained on the sites is relative and current.
- b. Check links on the website on a regular basis for validity.
- c. Monitor regional and headquarter websites for information pertinent to the chapter's operations.

- d. Explore vendor and professional organization sponsorships to grow the chapter and help ensure a sound fiscal standing providing for scholarships, annual seminar, educational programming and other events as authorized by the Board.
- e. Provide the membership with a suitable newsletter by arranging for the organization, publication, and distribution of the Chapter newsletter and monthly meeting notices on a timely schedule. A publications schedule will be determined each Chapter year.
- f. The Chapter Webmaster will be an active participant of this committee and will train all committee members on the use of the website. This training will be conducted over the summer months and prior to the start of the new Chapter year.

4. Financial and Audit Committee

Perform an annual examination of the Treasurer's books within 60 days of the close of his/her term and submit a written report to the Board and the Membership at the first business meeting of the new fiscal year. Includes, but is not limited to:

- a. Examine fiscal policy periodically at the discretion of the Board of Directors.
- b. Advise the President and Board of Directors on financial matters concerning the Chapter.

5. Education Committee

Work with local educational facilities to award annual scholarships to students in a degree program that includes course study in Records Management using criteria set forth by Chapter. Also utilize funding from the savings account, as appropriate, to assist members with certifications, exams and conference attendance. Includes, but is not limited to:

- a. Develop budget recommendations and criteria for the Board as needed for scholarship awards.

- b. Submit ARMA International Membership applications for scholarship recipients to Chapter Treasurer for payment of scholarship recipient's membership for one year.
- c. Notify scholarship recipients of award of scholarship.

SPECIAL COMMITTEES

1. Nominating Committee

Shall consist of current Vice-President as chairperson and two members nominated from the floor at a meeting no later than January. This committee shall present nominations for Officers for the succeeding year at the regular March meeting. This Committee is also responsible for regional and national office nominations from the Chapter.

2. Awards Committee

Shall consist of the immediate past president as chairperson and at least two members in good standing appointed by the President and approved by a majority of the Board; to be decided at the first Board meeting of the Chapter year. This committee shall recommend candidates to the Board for annual and special awards and honors. Categories of awards shall include Member of the Year, Perfect Attendance, Unsung Hero and Exemplary Service. This committee shall solicit suggestions for awards from the President and Chapter membership. This committee, subject to the approval of the Board, shall also determine the amount, type, kind, or style of gifts or presentations.

3. Outreach Committees

- a. **Member Care** shall send cards, gifts (flowers, fruit baskets, etc.) to members using the following guidelines:
 - Hospitalization (in or out-patient surgery) – card and gift
 - Home sick/accident - 1 week - card; 2 weeks or more - card and gift
 - Death in Immediate Family, to include spouse, father, mother (and in laws), sister, brother, children – card and gift

- Long Term Illness, i.e., 2 months or longer – Follow up with additional gift(s).

b. **Charitable Activities** shall organize charitable projects of the chapter, shall consist of at least one board member and will use the following basic guidelines:

- Proceeds from charitable projects shall be donated to recipients in any locality in the chapter’s geographic area.
- The committee or chapter board members shall be responsible for the distribution of the charitable donations.
- The holiday project shall focus on children and shall consist of contributions to no more than 4 children in one year . Children for the holiday project shall be selected randomly from submittals received from chapter members.

In the event no names are submitted the committee shall review how best to make charitable donations.

4. Historian

The historian shall be responsible for maintaining a codified version, both in text and pictures, of the activities of the Chapter. The historian shall update the Chapter History as necessary.

5. Other Special Committees

May be appointed by the President when deemed necessary, subject to the approval of the Board.

IV. OFFICIAL ADDRESS. The official address of the Chapter shall be that of the President.

V. PUBLIC STATEMENTS. No member shall issue any public statement involving a policy of the Chapter or purporting to have the approval of the Chapter without first securing approval of the Board.

VI. CONFERENCE PARTICIPATION

1. National - An amount determined by the Board during the annual budget process will be allotted in the Chapter's budget to sponsor the President, or other officer if the President is unavailable, to attend the annual ARMA National Conference. The officer(s) sponsored must attend the leadership and regional training and meetings held at the Conference. The budget for this function shall be reviewed annually and authorization is subject to the funds available to the Chapter. This amount is only meant to assist the officer with attendance and **may not** cover all expenses of the conference.
2. Regional - The Chapter will reimburse legitimate expenses for the incoming President and Vice-President to attend the Mid-Atlantic Region Leadership Conference. In the event one of these Officers is unavailable to attend, another officer or an individual from the membership shall be nominated to attend the Leadership Conference. The budget for this function shall be reviewed annually and authorization is subject to the funds available to the Chapter.

VII. TREASURER'S REPORT

The Treasurer shall provide to the Board a written monthly report of income and expenditures, and budget status in all major budget categories, to assist the Board in exercising its administrative and fiscal responsibilities.

VIII. BOARD MEETINGS

The board will meet no fewer than 3 times per year to conduct chapter business and planning for chapter programs. Board meetings will be called by the President and should be held at a location and time agreed to by all board members. Meals and related expenses incurred while conducting chapter business will be paid for by board members and not out of chapter funds.