

# **ARMA INTERNATIONAL TIDEWATER CHAPTER, INC.**

## **STANDING RULES 2020**

### **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. 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

Responsible for contacting potential members and distributing information about the chapter to new members. Will also maintain a membership roster, encourage membership retention and promote membership. This committee welcomes one and all to our chapter.

##### 2. Program Committee

Consists of the Vice-President as chairperson and volunteers from general membership. They schedule the monthly programs in addition to the annual seminar. They are responsible for securing speakers, meeting locations, collecting RSVPs, ensuring the meetings run smoothly and other logistics associated with monthly programs.

##### 3. Financial/Audit Committee

Responsible for performing the annual audit of the Chapter's financial accounts within 60 days of the close of term. A written report is submitted to the Board and the Membership. This committee may also offer suggestions for ways to improve how the treasury is run.

##### 4. Seminar Committee

Responsible for planning, organizing, and facilitating the annual spring seminar. The seminar can take up to an entire chapter year to plan and there are many tasks involved. They secure the speakers, our sponsors and the venue, coordinate the day's menu, apply for grants, create the attendee packets, coordinate door prizes and other drawings, prepare certificates of attendance, and much more. Volunteers are always welcome and much appreciated.

##### 5. Member Care Committee

Responsible for reaching out to members during a time of need. They provide support, encouragement and compassion for those who suffer injuries, illnesses, loss of a loved one, and other like situations.

##### 6. Education Committee

Partners with local educational institutions to award annual scholarships to students in a degreed program that includes course study in Records Management. Upon securing scholarship candidates, this committee submits the applications for a one-year membership. The committee will also make recommendations to assist chapter members with certifications, exams and conference attendance.

#### 7. Marketing Committee

This committee distributes information about the association, the local chapter, meetings, and events to members, prospective members and the community using various methods such as email, newspapers, blogs, and listservs.

They are responsible for the chapter's web presence and social media platforms; monitoring regional and headquarters websites for information pertinent to our membership; exploring sponsorships to grow the chapter and ensure a sound fiscal standing; providing membership with a newsletter including announcement of monthly meetings and other events as necessary. The Chapter Webmaster will be an active participant of this committee along with other volunteers.

### **SPECIAL COMMITTEES**

#### 1. Nominating Committee

This committee consists of the current Vice-President as chairperson and two members nominated from the floor no later than the January meeting. They present nominations for Officers for the succeeding year at the March meeting and are responsible for regional and national office nominations from the chapter.

#### 2. Charitable Events Committee

This committee organizes charitable events of the chapter, consists of at least one board member. Currently, Tidewater ARMA supports our local Foodbank with a food drive in June, and also holds an Angel Tree fundraiser in November and December to provide Christmas for children in need.

#### 3. Awards Committee

This committee consists of the immediate past president as chairperson and at least two members in good standing appointed by the President. They recommend candidates to the Board for annual and special awards and solicit suggestions from the Membership. Categories include Member of the Year, Prefect Attendance, and Unsung Hero.

4. Historian

This individual maintains a codified version, both in text and pictures, of the activities of the Chapter which are available to chapter members to review throughout the year. The historian shall update the history of the chapter as necessary.

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 Post Office Box 6022, Newport News, VA 23606.

**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.