

**BYLAWS OF THE  
CENTRAL COAST CHAPTER OF THE  
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS, INC.**

Article I – NAME

The name of this organization is the Central Coast Chapter of ARMA (CCARMA); hereafter known as the “Chapter”. This is a not-for-profit educational and professional organization.

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 and information management (RIM) and knowledge as corporate assets and as contributors to organizational success.

ARTICLE III – MEMBERS

Section 1: Qualifications

Any individual, whether manager, supervisor, educator, student, vendor or generally interested in the field of RIM, is eligible for membership.

Section 2: Classes of Membership

ARMA International 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 or holding 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 ARAMA International election, holding office or receiving *The Information Management Journal*.

Section 3: Good Standing

- A. A member in good standing is one whose current dues have been paid and who complies with provisions of the Bylaws. Membership may be terminated by the members or by the Board of Directors when a member becomes delinquent in payment of dues or is otherwise ineligible as a member.
- B. Each member in good standing shall be entitled to one vote on business matters.
- C. Each member of the Chapter must also be a member in good standing with ARMA International.

ARTICLE IV – ORGANIZATION

Section 1: Governing Body

- A. The Board of Directors shall act as the governing body for the Chapter. The Board of Directors consists of: President, Vice-President, Treasurer, Secretary, Advisor, Directors and other appointed positions.
- B. The Board is authorized to undertake and fulfill, by resolution duly adopted, any of the objectives set forth in Article II in these Chapter Bylaws, without previous authority or subsequent approval of the members.
- C. The majority of the Board shall constitute a quorum for the transaction of business.

Section 2: Election of Officers

- A. Only members in good standing are qualified for elected offices.
- B. The president may not serve more than two successive terms in office.
- C. No member of the Board may serve more than two successive terms in any one office.
- D. No member may serve concurrently in more than one elected office.

- E. The Nominating Committee, chaired by the Vice-President, shall submit a list of nominees for each elected office for the Board's approval at the April Board meeting.
- F. The list of nominees shall be read at the April membership meeting or by email if no meeting is scheduled. Additional nominations shall be invited from the floor.
- G. By April 30, the Secretary shall prepare and mail ballots to the members. The ballot shall provide space for write-in candidates.
- H. Ballots shall be completed by the members and mailed to the Treasurer prior to May 31.
- I. The Treasurer shall count the votes and notify the Board. A plurality of votes shall constitute an election.

Section 3: Officers

- A. The elected offices are:
  - 1. President
  - 2. Vice-President
  - 3. Treasurer
  - 4. Secretary
- B. The appointed officers are:
  - 1. Directors:
    - Membership Programs
  - 2. Committee Chairpersons:
    - Telephone
    - Publicity/Public Relations
    - Hospitality
  - 3. Advisor at Large
  - 4. Newsletter Staff:
    - Editor
    - Advertising Assistant
    - Production Assistant
  - 5. Historian/Librarian

Section 4: Duties of Elected Officers

A. The duties of the President shall be:

1. To act as Chief Executive Officer of the Chapter;
2. To execute and enforce the policies of the Board;
3. To direct the Chapter's activities toward planned goals;
4. To preside at all Board and membership meetings;
5. To appoint, with approval of the Board, all non-elected Board positions, and all ad hoc and standing committee chairs;
6. To sign, with the approval of the Board, all contracts when the dollar commitment exceeds \$500;
7. To delegate any presidential duties to the Vice-President;
8. To appoint an Audit Committee by March 30 to audit the accounts of the Treasurer and to submit a report at the June Board Meeting;
9. To direct Chapter-of-the-Year application activities.

B. The duties of the Vice-President shall be:

1. To assist the President with any duties and to assume the duties of the President during absences;
2. To provide direction to the Nominating Committee.

C. The duties of the Treasurer shall be:

1. To serve as the financial officer of the Chapter;
2. To provide direction to the Budget Committee;
3. To maintain a savings and/or checking account in the name of the Chapter;
4. To develop expense-approval procedures;
5. To facilitate all approved expenses;
6. To collect all monies owed to the Chapter;
7. To pay all authorized expenses;
8. To prepare and submit monthly and annual financial reports;
9. To prepare and submit required tax forms;
10. To maintain the Chapter's financial records.

D. The duties of the Secretary shall be:

1. To serve as the current records custodian of the Chapter;
2. To record and publish minutes of each Board meeting;
3. To distribute the list of nominees for Chapter elections;
4. To submit revised Bylaws to the Board and the members;
5. To publish the approved Bylaws.

- E. The Advisor and appointed Directors shall perform, or direct the performance of the functional duties of their positions and shall provide direction to the standing committees as follows:
1. Membership Director – This person will maintain a current mailing list of members, prospects, and ARMA Chapter Presidents.
  2. Programs Director – This person shall generate ideas that relate to the current theme for upcoming meetings, and bring these ideas to the board meetings for feedback and approval.
  3. Telephone Chairperson – This person is the Regional Network Recruiter for the Chapter and is responsible for rapid communication to members, when necessary.
  4. Publicity Chairperson – This person shall develop the news releases of meetings for publication.
  5. Hospitality Chairperson – This person will greet members at each meeting and will be responsible for setting up before each meeting (helping speakers prepare).
  6. Advisor (Any past Board Member) – This person will act as a liaison between ARMA International and the Chapter.
  7. Newsletter Committee – The Editor is responsible for creating the newsletter and distributing to all Chapter members and prospective members. The Advertisement and Production Assistants help make this possible.
  8. Historian/Librarian – This person is responsible for maintaining all records of the Chapter, including meeting minutes, newsletters and program information. In addition, this person will store and maintain the chapter library, and be responsible for tracking all materials on loan. The Historian/Librarian will chair the committee to prepare applications for ARMA International awards such as Chapter of the Year.

#### Section 5: Vacancies

Vacancies shall be filled by the President with the approval of the Board. An un-expired term of office, regardless of length, may be filled without affecting the eligibility of the member to be elected to that office.

Section 6: Committees

- A. Standing Committees are permanent committees appointed by the President and approved by the Board to fulfill the objectives of the Chapter.
- B. Ad hoc Committees are temporary committees appointed by the President.

ARTICLE V – PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern the proceedings of the CCARMA in all cases not provided for in these Bylaws, Constitution (or Articles of Incorporation when Chapter becomes incorporated) and ARMA International Administrative Letters.

ARTICLE VI – MEETINGS

Section 1: Membership Meetings

- A. Regular membership meetings shall be held each month, unless otherwise specified. Normally meetings will not be scheduled for July or August.
- B. The new officers shall begin their term effective July 1.
- C. Special meetings may be called at any time by the President or upon the request of 20% of the membership.

Section 2: Board of Directors Meetings

- A. Regular meetings of the Board shall be held at a time and place specified by the Board of Directors.
- B. The President may call special meetings of the Board for any purpose.
- C. A Joint Meeting of incoming and outgoing Boards shall be held within thirty days after the Annual meeting. If no Annual meeting is held, a Joint Meeting will be scheduled by the incoming and outgoing Boards for a date and time agreed to by the parties. Briefings will be given by outgoing Directors to their replacements. Only new Board members shall have a vote at this and subsequent Board meetings.
- D. The Pacific Region Annual Leadership Conference is recommended for incoming officers.
- E. The Board of Directors or any committee designated by the Board may participate in a meeting of the Board of Directors by means of email,

conference telephone, or similar communications equipment, by means of which all persons participating in the meeting can hear or read one another, and such participation in a meeting shall constitute present in person at the meeting.

## ARTICLE VII - 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 thereunder, as both now exist or may hereafter be amended.

## ARTICLE VIII – AMENDMENTS

### Section 1: Review of Revisions/Amendments to Chapter Bylaws

Any revisions and/or amendments to Chapter Bylaws shall be reviewed by the Region Manager and ARMA International Director of Member Services prior to adoption to ensure that the proposed revisions do not conflict with ARMA International Policy.

### Section 2: Amendment Approval

Amendments to the Bylaws must be approved by the Board of Directors. Upon approval, the Secretary shall submit the proposed amendment(s) in writing to the entire membership at least one week prior to voting.

### Section 3: Member Approval

An amendment of the Bylaws must be approved by a majority of the members present at the Chapter meeting.

ADOPTED: March 9, 2007