

NATIONAL CONTRACT MANAGEMENT ASSOCIATION
CHAPTER BYLAWS
Battlefield-Dulles Chapter

Date: March 1, 2009

Next revision date: March 1, 2014

ARTICLE I: NAME, ORIGIN, AND PLACE OF BUSINESS

A. The name of this chapter is the Battlefield-Dulles Chapter

The Chapter Charter Date is January 18, 2000

The chapter number is 173

B. These chapter bylaws are consistent with the national association bylaws and national association policies (and all revisions thereto), which are incorporated into this document by reference. In the case of any inconsistency between the national bylaws and the chapter bylaws, the national bylaws shall govern.

C. The fiscal year of the chapter shall be the same as the national association, which is from July 1 through June 30. The fiscal year and program year shall be the same dates.

ARTICLE II: CHAPTER OFFICERS

A. The elected officers of the Battlefield-Dulles Chapter shall be:

- a. Chapter President,
- b. Vice President-Programs & Operations
- c. Vice President-Membership
- d. Vice President-Education & Professional Development
- e. Vice President -Secretary
- f. Vice President - Treasurer

B. The elected chapter officers shall be called the Chapter Executive Council.

C. Additionally, the officers shall appoint the following committee chairs:

- a. Publicity Chair
- b. Arrangements Chair
- c. Nominations and Elections Chair.

D. As agreed to by the Chapter Executive Council, additional Committees and Subcommittees can be established throughout the year as deemed necessary in order to fulfill the goals of the chapter.

E. The duties of the chapter officers and committee chairs are as stated in national policy and procedure documents and as set forth in Attachment 1 hereto. If there is no description in the national policy, the instructions of the national policy on "Other/Special Committees" shall apply.

- F. The Battlefield-Dulles Chapter shall have a Council of Advisors. The members of the Council of Advisors shall be nominated by the chapter executive council, and meetings shall be chaired by the chapter president. The chapter Council of Advisors shall have similar duties and responsibilities as listed in the national policy on “Board of Advisors.”

ARTICLE III: ELECTION OF CHAPTER OFFICERS

- A. The chair and members of the Nominations and Elections Committee shall be responsible for filling the slate of officer candidates. The committee shall operate within the guidelines of the national policy on “Nominations and Elections Committee” and ensure that chapter elections are completed by May 1 of each program year.
- B. Officer candidates shall be nominated from the general chapter membership and elected by an affirmative vote of the majority of chapter members casting ballots.
- C. Chapter elections will be conducted by electronic ballot. Association members in good standing, whose dues are paid in full and assigned to the Battlefield-Dulles Chapter, are entitled to cast a ballot in chapter elections.
- D. Newly elected chapter officers should be installed at the last meeting of the program year, if possible, to ensure proper authority to act on behalf of the chapter and in planning actions for the next program year.
- E. Chapter officers may be removed from office for cause in accordance with the national bylaws.
- F. Vacancies in any elected chapter officer position caused during the program year by resignation, succession, or other reason, shall be filled by a vote of the members of the chapter executive council, and not the membership as described above. The chapter member elected to fill such vacancy shall serve until the completion of the term of the vacated office.

ARTICLE IV: TERM OF OFFICE

- A. The elected chapter officers shall be called the “chapter executive council”. The chapter executive council shall convene on a regularly scheduled basis (quarterly), and conduct the business of the chapter.
- B. The term of office for chapter officers shall be one program year, or not more than two consecutive program years based upon the majority of the voting membership.
- C. The chapter president shall conduct the executive council meetings and will provide each council member with an agenda for the meeting.
- D. Each member of the chapter executive council is responsible for reporting on the activities in their area of responsibility.

ARTICLE V: CHAPTER MEETINGS

- A. The chapter shall have regularly scheduled membership meetings. The chapter shall meet during the months of September through June of each program year.
- B. The time, day, and place of chapter meetings shall be established by the chapter executive council and will be provided to the membership via the chapter newsletter and other regular methods of chapter communication.

ARTICLE VI: CHAPTER ASSETS

- A. The National Contract Management Association is a 501(c) (6) non-profit association chartered in accordance with the Internal Revenue Service Code of 1954 and the Articles of Incorporation filed under the Virginia Non-Stock Corporation Act. Therefore, it is imperative that the Battlefield-Dulles Chapter, and all of the Battlefield-Dulles Chapter officers adhere to the fiduciary responsibility conferred on them in the operation of the chapter. They shall ensure that the chapter assets are utilized in accordance with those guidelines.
- B. Each chapter officer shall submit a budget to the chapter treasurer at the beginning of the program year in accordance with guidelines provided by the treasurer. The budget shall consist of intended program year expenditures and estimated income from planned chapter activities for their area of responsibility.
- C. The chapter treasurer shall prepare an overall chapter budget from the officer inputs and shall submit the program year budget to the chapter executive council. The chapter executive council shall approve the chapter budget at the beginning of the chapter program year.

ARTICLE VII: BYLAWS AND AMENDMENTS

- A. The chapter bylaws shall be revised when there are major changes to the national bylaws or other sections of the national policy that create an inconsistency between that document and these bylaws, or every five years. Failure to revise the chapter bylaws shall not, however, render these bylaws invalid.
- B. Amendments to the chapter bylaws shall be proposed in writing to the chapter President.
- C. The chapter Vice President Secretary shall email a ballot of the proposed chapter bylaws and revisions to chapter bylaws to the Association members in good standing, whose dues are paid in full and assigned to the Battlefield-Dulles Chapter. Approval of chapter bylaws and revisions to chapter bylaws shall be subject to an affirmative vote of a majority of those members that respond to the ballot within the specified time frame.
- D. Upon resolution adopted by a majority vote of the chapter voting members, the Chapter Vice President Secretary shall submit the bylaws or the bylaws as amended to the National Vice President/Secretary to approve the bylaws or the bylaws as amended, as specified in national policy.
- F. A copy of the Battlefield-Dulles Chapter bylaws and amendments shall be kept in a book of record with the chapter secretary and posted on the Chapter Website.