

**NATIONAL CONTRACT MANAGEMENT ASSOCIATION
CHAPTER BY-LAWS
Lone Star Chapter**

Date: December 8, 2009 - Draft

Next revision date: April 21, 2015

ARTICLE I: NAME, ORIGIN AND PLACE OF BUSINESS

- A. The name of this chapter is the Lone Star Chapter. The address of the Lone Star Chapter is **insert permanent mailing address of chapter**. The chapter number is 105 and the date of the chapter charter is May 1984.
- B. These chapter by-laws are consistent with the national association by-laws and national association policies (and all revisions there-to), which are incorporated into this document by reference. In the case of any inconsistency between the national by-laws and the chapter by-laws, the national by-laws shall govern with the exception being the designation of Chapter Officers.
- 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 Lone Star Chapter shall be:
 - Chapter President,
 - Chapter President-elect (or Chapter Vice President),
 - Chapter Secretary,
 - Chapter Treasurer and
 - Immediate Past President.

The Chapter Officers will be elected on a yearly basis in accordance with Article III with the exception of the Chapter President. The Chapter President-elect automatically becomes the President for the following year. The elected chapter officers shall be called the Chapter Executive Council (“CEC”). The Duties of the Chapter Officers are as approved by the CEC.

- B. **Additionally**, the Chapter President, with the advice of the CEC, shall appoint one or more of the following committee chairs as needed to support Chapter activities and business: Membership Chair, Programs Chair, Hospitality Chair, Education Chair, Newsletter Chair, Website Chair, and Nominations and Elections Chair. The Chapter President, with the advice of the CEC, may also establish special ad

hoc committees as required to manage Chapter Business. The duties of the chapter officers and committee chairs are as stated in national policy and procedure documents. If there is no description in the national policy, the instructions of the national policy on “Other/Special Committees” shall apply.

- C. The CEC shall convene on a regularly scheduled basis as determined by the Chapter President and conduct the business of the Chapter. The Chapter President shall conduct the CEC meetings and will provide each council member with an agenda for the meeting. Each member of the CEC is responsible for reporting on the activities in their area of responsibility.
- D. The Lone Star Chapter shall have a Council of Advisors if membership numbers permit and volunteers are willing to serve. The members of the Council of Advisors shall be nominated by the CEC and the Membership and meetings shall be chaired by the Chapter President. The Chapter Council of Advisors shall have similar duties and responsibilities as listed in the Association 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 Association policy on “Nominations and Elections Committee”. Chapter elections should be completed by the end of April, but in no event later than the end 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. Officers must be in Good Standing with the Chapter. Good Standing means that the person is a Member of the Association, is current on dues payments, and is assigned to the Lone Star Chapter by the Association.
- C. Chapter elections may be held at a Chapter meeting using written ballots or a show of hands, or, may be conducted by mail or electronic ballot (i.e. email). Association members in good standing, whose dues are paid in full and assigned to the Lone Star Chapter are entitled to cast a ballot in Chapter elections.
- D. Newly elected chapter officers will normally be installed at the May meeting but not later than 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. The elected term of the office for Chapter Officers shall be one year with an exception noted for the President Elect who shall serve two years.

- F. Chapter officers may be removed from office for cause in accordance with the Chapter and/or national association by-laws.
- G. Vacancies in any elected Chapter Officer position caused during the program year by resignation, succession or other reason, shall be filled by a majority vote of the members of the CEC, and not the membership as described in Section B above. The Chapter member elected to fill such vacancy shall serve until the completion of the term of the vacated office.

ARTICLE IV: CHAPTER MEETINGS

- A. The chapter shall have regularly scheduled membership meetings. The chapter shall meet **at least every other month** 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 V: 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 Lone Star Chapter, and all of the Lone Star 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 chapter guidelines shall be based on national association guidelines and recommendation. 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 CEC shall approve the chapter budget at the beginning of the chapter program year and present to the Chapter Membership.
- D. The Chapter Treasurer shall have the finances of the Chapter audited in June by an objective individual not serving as Chapter Officer, chair or committee member for program year in review. The written audit report, including any recommendation shall be provided to the outgoing and incoming President-elect.

This report shall be made available to any Chapter member in Good Standing upon request.

ARTICLE VI: BY-LAWS AND AMENDMENTS

- A. The chapter by-laws shall be revised when there are major changes to the national by-laws or other sections of the national policy that create an inconsistency between that document and these by-laws, or every five years. The chapter by-laws may be revised, altered, amended or repealed as necessary on the recommendation of the CEC. Failure to revise the chapter by-laws shall not, however, render these by-laws invalid.
- B. Any chapter member in Good Standing may make recommendations to change the Chapter By-laws. Amendments to the Chapter By-laws shall be proposed in writing to the Chapter President. The Chapter President will share, by any means at his/her disposal, the proposed amendment to the CEC for ratification or declination at the next CEC meeting.
- C. Amendments to the chapter by-laws shall be proposed in writing to the chapter president.
- D. Approval of chapter by-laws and revisions to chapter by-laws shall be subject to an affirmative vote of a majority of those members in Good Standing present at a scheduled chapter meeting, where the chapter secretary shall be instructed to mail/e-mail a copy of the proposed Chapter by-laws or revisions to the Chapter by-laws to the chapter membership one week before the Chapter meeting and post on the Chapter website. Approval shall be determined by an affirmative vote of three-fourths (3/4) of the chapter member votes received during the specified voting period.
- E. Upon resolution adopted by three-fourths (3/4) vote of the chapter voting members, the President/Secretary shall be requested to approve the Chapter by-laws or the Chapter by-laws as amended.
- F. A copy of the Lone Star Chapter by-laws and amendments shall be kept in a book of record with the chapter secretary.

By-Laws adopted by the Lone Star Chapter of the National Contract Management Association as of the _____ of _____, 2010.

Jennifer Groth
Chapter President

Lone Star Chapter

REVISION HISTORY:

Established June 2005

Revised: April 21, 2010

Next revision update: No later than April 21, 2015