



IFMA

International Facility Management Association
SACRAMENTO VALLEY CHAPTER

Chapter Appendix to Bylaws

Bylaws of the Sacramento Valley Chapter of the International Facility Management Association.

Adopted: July 1, 1999

Article I: Name

Section 1.

The name of this organization is the Sacramento Valley Chapter of the International Facility Management Association, hereinafter referred to as the "chapter" said chapter being a chapter of the International Facility Management Association, here in after referred to as the "Association."

Article II: Governing Authority

Section 1.

The chapter is governed and operated in accordance with the laws of the State of California, provisions of the Association's Constitution and Bylaws, this chapter's Bylaws, the regulations and requirements for the conduct of chapters of the Association as adopted from time to time by the Association's Board of Directors and the rules and instructions of the chapter's board of directors issued through its officers.

Article III: Purpose and Policy

Section 1.

The purpose of the chapter is to provide a medium at the local level for advancement of the objectives of the Association.

Section 2.

The name, funds or influence of the chapter may be used only in support of this purpose.

Section 3.

The chapter endorses a non-discriminatory policy as to membership.

Section 4.

The chapter shall restrict membership based on a membership classification ratio set by the Association's Board of Directors.

Article IV: Chapter Board of Directors

Section 1.

The management and direction of the chapter shall be delegated exclusively to its board.

Section 2.

The chapter's board shall at a minimum consist of members including the President, Vice President(s), Secretary, Treasurer and Immediate Past President. (The chapter may choose to combine the duties of the Secretary/Treasurer and may choose to have directors whose duties and responsibilities shall be as approved by the Association's Board). The makeup of the chapter's board shall conform to a membership ratio set by the Association's Board of Directors.

Section 3.

All members of the board are eligible to vote on chapter business.

Section 4.

The board shall select all standing and special committees, designate their duties and may authorize compensation for justifiable expenses.

Section 5.

The board shall schedule a minimum of four chapter meetings per year. Special meetings shall only be held upon the call of the President or a majority of the board upon seven days written notice.

Section 6.

A majority of the board shall constitute a quorum.

Section 7.

Should an officer of the Board resign, or otherwise be unable to fulfill his or her term of office, the succession of officers shall be Vice President to President, Treasurer to Vice President, and Secretary to Treasurer for the unexpired term of the vacancy. The office of Secretary and other Board vacancies shall be filled with a Professional or Associate member by a majority vote of the remaining Board members.

Article V: Officers

Section 1.

The chapter President shall be a Professional or Associate member of the Association. The President shall serve as chairman of the board; shall preside at all meetings; shall select the chairs of special committees; shall ensure that the chapter is represented at the annual House of Delegates Meeting; shall be an ex-officio member of all committees; and shall sign all agreements and formal instruments.

Section 2.

The Vice President shall serve in the absence of the President and shall perform other duties as assigned by the President or by the Board of Directors.

Section 3.

The Treasurer shall collect and receive chapter monies and securities; deposit funds and disburse same, subject to the direction of the Board of Directors; keep accurate books of account; submit a report at Board of Director meetings; and submit a report of the Treasurer's office at an annual meeting of the chapter. The Treasurer shall perform other duties as assigned by the Board of Directors.

Section 4.

The Secretary shall see that notice is sent at least seven days in advance of all meetings of the Board of Directors and of the chapter and shall keep accurate minutes thereof. The Secretary shall maintain a file of all correspondence; keep a roster of committees; forward requested material and information to the Association; cosign all agreements and formal instruments, except those pertaining to the office of the Treasurer; and submit a report of the Secretary's office at an annual meeting of the chapter. The Secretary shall perform other duties as assigned by the Board of Directors.

Section 5.

The board may retain a chapter officer for the remainder of the officer's term should the officer no longer qualify for membership in the Association. The Association's Board of Directors shall approve or disapprove the chapter Board's request.

Article VI: Nomination and Election of Officers

Section 1.

Each elected chapter Board member shall take office on the ___1ST day of ___July_____of each year.

Section 2.

The President and Vice President(s) shall not hold the same office for more than two consecutive years.

Section 3.

A nominating committee chaired by the Immediate Past President shall prepare a list of qualified nominees no later than 90 days before the above assumption of office date. This list shall provide at least one name for each elective position on the Board and shall be presented to the chapter not later than the regular meeting 60 days before the assumption of office date. At this time, qualified voting members may present nominations from the floor. Elections shall be made by written ballot delivered in a manner chosen by the committee to the qualified voting members. The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor. Write-in space for each office shall be included in the ballot. Each qualified voting member of the chapter shall be provided with a ballot at least two weeks prior to the ballot count date as set by the chapter Board of Directors.

Section 4.

The ballots shall be counted and certified by tellers appointed by the Immediate Past President, and the results shall be reported to the members by the chapter's Immediate Past President. A negative response ballot, which would not be returned if the qualified voting member chose to vote affirmative for the nominees as listed on the ballot, may be used to facilitate ease of response.

Section 5.

No later than 15 days before the assumption of office by the new chapter officers, the chapter Secretary shall notify the Association of the results of the elections, including a complete listing of the chapter officers for the coming year with their addresses and phone numbers.

Article VII: Membership

Section 1.

The qualifications for membership shall conform to the requirements of the Association Constitution and Bylaws.

Section 2.

Membership in the Association is a prerequisite to membership in the chapter.

Section 3.

The provision of the Association Bylaws for disqualification, suspension, expulsion and reinstatement of members shall govern.

Article VIII: Meetings of Members

Section 1.

The annual meeting of the chapter shall be held as directed by the chapter Board of Directors at which time reports of the committees shall be submitted. The Secretary shall submit an annual report of the chapter during the past term of office, and the Treasurer shall submit an annual report of the finances of the chapter. A copy of these reports shall also be sent to the Association as part of the chapter's annual recertification report in accordance with the Association Bylaws.

Section 2.

Chapter meetings shall be held monthly, except when otherwise decreed by the Board of Directors. Not less than four regular meetings shall be held in the chapter's fiscal year.

Section 3.

Special meetings may be called whenever the majority of the Board of Directors deems it necessary or upon written request by not less than 20 percent of the chapter membership. The business at special meetings shall be limited to that of which the meeting was called. The chapter President shall be the presiding officer at all special meetings.

Section 4.

Minutes of chapter and special meetings shall be sent to the Association by the chapter Secretary.

Section 5.

These Bylaws, together with the applicable provisions of the Association's Constitution and Bylaws, and Robert's Rules of Order (Revised), USA shall govern the conduct of the business of the chapter.

Article IX: Fiscal Administration

Section 1.

The fiscal year of this chapter shall be the same as that of the Association.

Section 2.

Chapter remittance of members' annual dues shall be set by the Association's Board of Directors.

Section 3.

Annual dues notice shall be sent by the Association at least 60 days in advance of each member's anniversary date and are payable when rendered. Initial dues shall accompany the membership application.

Section 4.

Association dues shall be payable in U.S. dollars or the equivalent to the Association. Chapter remittance of members' dues will be returned to the chapter by the Association.

Article X: Amendments

Section 1.

Proposed amendments to this chapter's Bylaws shall first be submitted along with a copy of the complete, current chapter Constitution and Bylaws, to the Association for approval. After Association approval, the proposed amendments shall then be publicized to the general chapter membership at least two weeks prior to a regular chapter meeting or special meeting.

Section 2.

These Bylaws may then be amended via ballot sent to the qualified voting members with two-thirds of those responding voting in the affirmative.

Article XI: Not-for-Profit, Professional Association

Section 1.

This chapter is organized and operated exclusively for the purpose described in Section 501(c)(6) of the U.S. Internal Revenue Code or the corresponding provisions of a future United States of America revenue law.

Article XII: Dissolution of the Chapter

Section 1.

In the event of dissolution of the chapter, all assets real and personal, shall be exempted under Section 501(c)(6) of the U.S. Internal Revenue Code or the corresponding provisions of a future United States of America revenue law.

Section 2.

Liquidation of chapter assets shall be disbursed as required in the Association Bylaws.

Article XIII: General Policies

Section 1.

The chapter pledges not to participate in the nomination, election or appointment of candidates for public office nor to participate in any political activities in the country of its location.

Article XIV: Non Discrimination

Section 1.

The chapter pledges that it will not discriminate on the basis of race, handicap, color, creed, nationality, age, sex or religious belief in its membership selection, nomination for offices or appointments to committees.

Article XV: Numbering of Articles and Sections

Section 1.

The chapter Board of Directors is authorized to number the articles and sections of these Bylaws to correspond with any changes that may be approved.
