

American Society of Indexers (ASI)

Rocky Mountain Chapter

Bylaws

April 2007

Article I. Name

The name of this Chapter shall be Rocky Mountain Chapter, American Society of Indexers (ASI).

Article II. Chapter Bylaws

To be approved the bylaws must receive 2/3 of votes cast in an election duly announced to the Chapter membership.

These bylaws shall then be submitted to the Chapter Relations Committee of the National Board of Directors of ASI for review. This committee will then submit these bylaws to the Board of Directors of ASI, where they must be approved before becoming active bylaws of the Chapter.

Article III. Objectives

The objectives of this Chapter shall support the objectives of the American Society of Indexers:

- (a) to improve the quality of indexing by providing education, training, and information opportunities through meetings, publications, and other venues.
- (b) to promote professionalism in the field of indexing and promote quality indexing to editors, publishers, and authors.
- (c) to promote the common business interests of those engaged in the practice of indexing.
- (d) to cooperate with other societies and organizations in the field of indexing and information science.

Article IV. Policies

The policies and procedures of the American Society of Indexers, as applicable, shall be the policies and procedures of this Chapter.

Article V. Membership

- (a) Chapter members shall be members of ASI.
- (b) Membership in the Rocky Mountain Chapter shall be held automatically by those members of the American Society of Indexers who reside within the geographic area covered by the local Chapter, as determined by the Board of Directors of ASI, unless a member specifically requests transfer to a different Chapter. An ASI member living outside the designated region can also choose to affiliate with the Rocky Mountain Chapter.

(c) Membership in the Rocky Mountain Chapter shall be held automatically by those members of the American Society of Indexers who reside within the Chapter's geographic core area, defined as Colorado, Wyoming, and Utah. An ASI member within the core area can request transfer to a different chapter. An ASI member living outside the core region can also choose to affiliate with the Rocky Mountain Chapter.

(d) Nonmembers are welcome to attend all Chapter meetings and workshops and to participate in committees, but may not chair committees nor vote on Chapter affairs. Nonmembers shall not be considered part of a quorum.

Article VI. Chapter Requirements

Section 1. This Chapter, to remain in good standing,

(a) shall maintain a membership of at least ten members in good standing in the American Society of Indexers;

(b) shall not be an integral part of any other organization, and;

(c) shall ensure that Chapter bylaws are current and not in conflict with the bylaws and policies of the American Society of Indexers.

Section 2. Should membership fall below ten members, the Chapter may be dissolved with approval of the Board of the American Society of Indexers.

Article VII. Dues and ASI Allotment

Section 1. No dues will be assessed at the Chapter level. At its discretion, the Chapter may charge reasonable fees for workshops and related events or services.

Section 2. Upon application from the Chapter, ASI will distribute the per-member allotment, as determined by the ASI Board of Directors, to the local Chapter.

Article VIII. Fiscal Responsibility

Section 1. The Chapter fiscal year shall correspond to the ASI fiscal year.

Section 2. The Treasurer shall submit, at the Annual Meeting, a written annual report of the finances of the Chapter to the Chapter Board and to the Chapter membership. The report shall be made available to the full Chapter membership via the Chapter web site.

Section 3. The Treasurer shall submit a financial report to ASI as required.

Section 4. An auditor or auditing committee of at least two (2) members shall be appointed by the Chair. The Treasurer's records shall be audited within one month following the end of the Treasurer's term of office. The auditor or auditing committee shall report to the Executive Board.

Article IX. Officers

Section 1. The Chapter shall elect a Chair, Vice-Chair, Secretary, Treasurer, and a Member-at-Large. If the Chapter decides to combine the positions of Secretary and Treasurer into one position of Secretary-Treasurer, that person will be responsible for the duties of both positions. These officers form the Executive Board.

Section 2. A term of office shall be one year. There are no mandatory term limits.

Section 3. Officers shall assume their duties immediately following the Annual Meeting.

Article X. Nominations and Elections

Section 1. Officers shall be elected by electronic balloting by the local Chapter before the Annual Meeting. Mail-in ballots will be provided upon request.

Section 2. Only ASI members in good standing shall be eligible for office.

Section 3. The Chapter Chair shall appoint a Nominating Committee consisting of one or more people to prepare a slate of one or more nominees for each office. A call for nominations shall be sent by email or mail to the general membership two months before the Annual meeting. The Nominating Committee shall present the Chapter Secretary with a slate of candidates.

Section 4. The Secretary shall email or mail a ballot to members. The ballot shall be sent one month before the Annual Meeting. For a postal or email vote to be counted it must be received by the Secretary prior to the day of the meeting. The results of the election shall be reported to the membership attending the Annual meeting. Election results shall also be posted on the Chapter web site.

Section 5. Officers shall assume their duties immediately following the Chapter Annual Meeting and shall serve until their successors are duly elected or appointed.

Section 6. Vacancies in office shall be treated as follows:

(a) In the event of resignation, incapacity, or death of the Chair, the Vice-Chair shall become the Chair for the unexpired term.

(b) Vacancies in offices other than Chair shall be filled by appointment for the unexpired term by the Executive Board.

Article XI. Duties of Officers

Section 1. The **Chair** shall be the principal officer of the Chapter, and perform the following duties:

(a) Preside at meetings of the Chapter and the Executive Board.

(b) Appoint standing and special committees with the approval of the Executive Board. These committees, with the approval of the Board, may be dissolved as appropriate.

(c) Serve as ex-officio member of all committees except the Nominating Committee.

(d) Bring to the attention of the Chapter all pertinent information from ASI.

(e) Approve disbursement of funds over \$100.

(f) Notify the ASI Chapter Relations Chair of the names and addresses of officers and chairs immediately following election or appointment; and immediately report any changes affecting said officers.

Section 2. The **Vice-Chair** shall perform the following duties:

(a) Preside, in the absence of the Chair, at meetings of the Chapter and the Executive Board.

(b) Become Chair for the unexpired term in case of resignation, incapacity, or death of the Chair.

(c) Serve as Program Chair unless a separate Program Chair is appointed by the Chair.

(d) Serve in such capacities as assigned by the Chair.

Section 3. The **Secretary** shall perform the following duties:

(a) Record accurate minutes of the proceedings of meetings of the Chapter and the Executive Board.

(b) Preserve in a permanent file records and letters of value to the Chapter and its officers.

(c) Keep an updated list of Chapter members' mailing and email addresses.

(d) Send out electronic and print election ballots and tabulate voting results.

(e) If the Chapter decides to combine the positions of Secretary and Treasurer into one position of Secretary-Treasurer, that person will be responsible for the duties of both positions.

Section 4. The **Treasurer** shall perform the following duties:

(a) Have charge of monies of the Chapter, to be held in a checking account.

(b) Submit, at the Annual Meeting, a written annual report of the finances of the Chapter to the Chapter Board and the Chapter membership. The Treasurer's report may be made available to the full Chapter membership on the Chapter web site.

(c) Report Chapter financial information to ASI as required.

(d) Pay bills. Disbursements over \$100 require approval of the Chair.

(e) Apply for and receive the per-member allotment for the Chapter from the Treasurer of the American Society of Indexers, the funds to be used for activities of the local Chapter.

(f) Keep an itemized record, in a permanent file, of receipts, expenditures, and financial reports.

(g) If the Chapter decides to combine the positions of Secretary and Treasurer into one position of Secretary-Treasurer, that person will be responsible for the duties of both positions.

Section 5. The **Member-at-Large** shall participate on the Board and contribute to Chapter projects.

Section 6. Each officer shall deliver, within 30 days of the end of their term, accounts, books, records, papers, and other property belonging to the Chapter to the newly elected officer.

Article XII. Executive Board

Section 1. The elected officers (Chair, Vice-Chair, Secretary, Treasurer, and Member-at-Large) constitute the Executive Board.

Section 2. The Executive Board shall perform the following duties:

- (a) Supervise the affairs of the Chapter.
- (b) Make recommendations for the Chapter's growth and professionalism.
- (c) Report on any meetings to the Chapter.

Section 3.

(a) The Executive Board shall meet if called by the Chair or any two members of the Board. Electronic meetings are permissible.

(b) A majority of Board members shall constitute a quorum for a meeting of the Executive Board.

Article XIII. Meetings

Section 1. At the Annual Meeting, held in the Spring, reports summarizing the year's activities, including the Treasurer's Report, shall be presented. Election results will be announced. New officers shall take office immediately following this meeting.

Section 2. Members shall receive notice of regular meetings at least two weeks prior to the meeting. Notice will be by email except for those members who request mailed notification. Chapter business to be discussed at the meeting shall be included in the notice.

Section 3. Special meetings may be called by the Chair or by any three (3) members, provided all members are notified by email/mail at least two weeks prior to the meeting of time, place, and purpose of such meeting. Only business stated in the call for such meeting shall be conducted at special meetings.

Section 4. A minimum of ten Chapter members or a simple majority of Chapter members, whichever is fewer, shall constitute a quorum of the membership. If a quorum is not met at a meeting, a vote may be conducted using electronic/mail ballot, or at a later meeting.

Article XIV. Committees

Section 1. The Chair, with approval of the Board, may appoint committees as necessary, and dissolve them as appropriate.

Section 2. Only members in good standing shall be eligible for committee chairs.

Article XV. Parliamentary Procedure

Robert's Rules of Order Newly Revised shall govern proceedings of the Chapter and Executive Board, subject to such special rules as have been or may be adopted.

Article XVI. Amendments

Section 1. Amendments to the bylaws may be proposed by the Executive Board or by a Bylaws Committee. Individual members may submit suggested bylaws changes to the Chair of the Bylaws Committee or to any member of the Executive Board.

Section 2. Proposed amendments shall be reviewed by the Executive Board prior to presentation to the Chapter members. The Board may approve the temporary formation of a Bylaws Committee to study the proposed amendments and make recommendations.

Section 3. Proposed amendments shall be sent by email/mail to members of the Chapter.

Section 4. Amendments to bylaws must receive 2/3 of votes cast in an election duly announced to the Chapter membership.

Section 5. The final adoption by the Chapter of amendments to or revisions of these bylaws shall be contingent upon the approval of ASI.

Section 6. When an amendment that affects Chapter bylaws is adopted by ASI, the Chapter shall amend its bylaws to conform.

Article XVII. Dissolution

Upon dissolution of the Chapter, assets remaining after payment of debts and expenses shall be distributed to the American Society of Indexers.

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