



2501 Aerial Center Parkway, Suite 103
Morrisville, NC 27560
Phone: 919.861.4543
Fax: 919.459.2075
www.uslcaonline.org
info@uslcaonline.org

A goal of USLCA is to continue the process of growing the number of active Chapters in the United States.. Chapters enable USLCA to address the needs of the IBCLC in the United States on a State-by-State basis. Currently USLCA has 36 active U.S. Chapters. If your Chapter, Coalition, or Taskforce is not working with the USLCA and would like to, please contact Scott Sherwood, our Executive Director.

The USLCA is proud to announce a New Chapter Benefits. Each Chapter receives a Chapter Subscription (online and print) to our professional clinical journal *Clinical Lactation*. Chapters also received a discount on our live and recorded webinars. Need Cerps for a meeting or conference your Chapter is planning. Apply through the USLCA at no cost to your Chapter. Hold an online meeting with the USLCA's online meeting software at no cost your group. The USLCA can also provide key governing document for your group if needed. (Bylaws, Articles of Incorporation and others)

USLCA is also working on the development of additional chapter benefits in 2012 and 2013. Please let us know what you would like to see included in Chapter benefits by contacting Scott Sherwood, our Executive Director.

If you are interested in becoming a Chapter of the USLCA please fill out attached information and submit it to our National office at the address provided in the upper right corner. If you have any questions please feel free to contact Regina by email at ReginaCamillieri@uslcaonline.org, or Scott Sherwood at ScottSherwood@uslcaonline.org or by phone at 919-861-4543. We look forward to hearing from you, and your group becoming a Chapter of the USLCA. Together.

Best Regards,
Regina Camillieri, IBCLC, RLC
USCLA Director of Member Services



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2012 Chapter Membership Application

Organization Name: _____

As a USLCA Chapter your organization’s name and representative’s contact information will be included in the list of USLCA Chapters on our website. We will also provide a link to your organization’s website, if provided, with the address. If you do not wish to be included in the online list of, USLCA Chapter, please check the box below.

Do **not** include our USLCA Chapter in the online list of USLCA Chapters

Chapter Membership Dues: January 1, 2012– December 31, 2012

- Less than 50 members: US\$ 100.00
- 50-99 members: US\$ 130.00
- 100 or more members: US\$ 160.00

Additional Chapter contribution to:

- | | | | | | |
|---|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--|
| <input type="checkbox"/> USLCA General Operating Fund | <input type="checkbox"/> \$10 | <input type="checkbox"/> \$25 | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$100 | <input type="checkbox"/> Other \$_____ |
| <input type="checkbox"/> General Scholarship Fund | <input type="checkbox"/> \$10 | <input type="checkbox"/> \$25 | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$100 | <input type="checkbox"/> Other \$_____ |
| <input type="checkbox"/> ILCA General Operating Fund | <input type="checkbox"/> \$10 | <input type="checkbox"/> \$25 | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$100 | <input type="checkbox"/> Other \$_____ |
| <input type="checkbox"/> ILCA Research Grant Fund | <input type="checkbox"/> \$10 | <input type="checkbox"/> \$25 | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$100 | <input type="checkbox"/> Other \$_____ |

TOTAL \$_____

Method of Payment:

- Check Number: _____
- Credit Card (Visa / MasterCard)
 Card Number: _____ Expiration Date: _____

Please print name as it appears on card: _____

Signature: _____

Please enclose or submit the following information with your 2009 Dues Payment:

- Chapter Invoice
- Chapter Roster
- Chapter Agreement



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USLCA CHAPTER AGREEMENT

This agreement is made between the United States Lactation Consultant Association (herein referred to as USLCA) and _____ (name of Chapter) herein referred to as _____ (Chapter acronym where applicable) on this the _____ day of _____ 2012.

1. Chapter agrees that it is, and remains after affiliation, a separate, responsible, legal entity; and the USLCA's tax-exempt status does not extend to the Chapter.
2. Chapter agrees not to use United States Lactation Consultant Association in its title/name (e.g. United States Lactation Consultant Association of Lilliput) nor may its title/name form the acronym, USLCA or any acronym deemed professionally inappropriate.
3. Chapter agrees that by permitting affiliation, USLCA assumes no legal or financial responsibility or contractual liability for the Chapter.
4. Chapter agrees that it is responsible for its own activities and indemnifies USLCA against any errors and omissions incurred by the Chapter.
5. Chapter agrees that its Bylaws are not contrary to USLCA Bylaws; and that USLCA will be notified of any change in Chapter Bylaws.
6. Chapter agrees that it may not speak for or enter into contracts on behalf of or which bind USLCA.
7. Chapter understands that without the express written authorization of USLCA, it may not speak or send out materials on behalf of USLCA, to government or any other organization, regarding policy, legislative, or regulatory or any other issue.
8. Chapter agrees that it will make every effort to avoid conflict with USLCA and other local USLCA Chapters when planning meetings, conferences, seminars, and conventions.
9. Chapter understands that it has no voting rights in USLCA.
10. Chapter agrees to work cooperatively with all official USLCA representatives.

11. Chapter agrees that membership is open to all who have received the credential International Board Certified Lactation Consultant (IBCLC) from the International Board of Lactation Consultant Examiners (IBLCE). In addition, Chapter agrees to remove any residual language from its by-laws and constitutions that could be construed as discriminatory against the membership of any IBCLC in good standing. Furthermore, Chapter agrees that, in accordance with its Bylaws, it will not discriminate on the basis of sex, religion, race, ethnicity or other grounds unacceptable to USLCA.
12. Chapter understands that while membership in USLCA is open to all interested persons, a chapter may limit membership to IBCLCs.
13. Chapter agrees that a minimum of 25% of Chapter members must be USLCA members; exception may be made by majority vote of the USLCA Board of Directors; and, Chapter will work with USLCA to encourage membership in both USLCA and the Chapter. The minimum number of percentage of Chapter members is subject to change, as USLCA deems necessary. A change in the percentage required will be announced at least 1 year in advance so that Chapters have time to determine their continued involvement as a USLCA Chapter or to comply with the requirement.
14. Chapter agrees to encourage lactation consultant credentialing through the IBLCE.
15. Chapter agrees to forward the annual affiliation fee, in US funds, to the USLCA office by January 1 of each year. This fee is subject to revision by the USLCA Board of Directors. Chapter agrees that failure to remit said fee may result in non-renewal of affiliation privilege and that reinstatement may require resubmission of an application for affiliation.
16. Chapter accepts responsibility to forward to the assigned USLCA Delegate, its newsletter, amendments/additions to its strategic plan, constitution and/or bylaws, and policy and procedure manual, and minutes of its annual meetings.
17. Chapter agrees that it and its office bearers will not accept funding from companies who produce or market products within the scope of the *International Code of Marketing of Breast-milk Substitutes*.
18. Chapter agrees that USLCA has the right to accept or reject any applicant for affiliation.
19. Chapter agrees that documented failure to comply with any of the conditions herein stated may result in termination of the Chapter's status as an USLCA Chapter.

Signature of Chapter President or acknowledged representative

Date

Signature of USLCA President or acknowledged representative

Date

Attachments:

- Governing Documents:
 - ◆ Chapter Constitution and/or Bylaws and/or Articles of Incorporation
 - ◆ Chapter Policy and Procedure Manual
 - ◆ Chapter Mission Statement, Goals, Strategic Plan
- List of officers names and addresses; expiration of terms; indicate designated representative if other than President

Chapter Benefits:

- One free Webinar Recording for your Chapter to use for CERPs.
- Free, enhanced listings in our online Worldwide Education Calendar
- Access to mailing labels, brochures, flyers, etc. for Chapter sponsored conferences.
- Meeting time at the USLCA Annual Conference with USLCA Board Members.
- Online Discussion Board to network and discuss Chapter issues.
- Listing in the Chapter section of the website, including contact information, news/event listings, and link to your website.
- Regular communication from the Director of Chapter & Membership Service, including eNews, Chapter News, and Board of Directors meeting highlights.
- Monthly telephone conference calls.
- Free CERP approval for Chapter Meetings or Conferences.
- Webinar Conferencing for chapter development.
- USLCA E-News for your affiliate.
- Formatting and emailing by fee of your chapter newsletters.
- Discounted Liability Insurance for USLCA/ILCA members.
- Reimbursement Tool Kit at a discounted price for your chapter.
- PDFs of USLCA informational materials for your newsletters.
- Chapter networking opportunities at the next ILCA 2012 Conference
- JHL Subscription for 25.00 a year.
- Clinical Lactation Free Subscription



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2012 USLCA Chapter Roster

Chapter Name: _____

Acronym: _____ Chapter Website: _____

Number of Members are _____ as of _____. Our fiscal year is _____ to _____

CHAPTER REPRESENTATIVE Your designated Chapter representative will be listed on the USLCA website, and will receive all materials mailed/emailed from the USLCA office. It is important to keep this information up-to-date. Please submit any changes throughout the year to info@uslcaonline.org.

Name _____ Credentials _____

Position _____ USLCA/ILCA Member Yes No

Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Primary Telephone _____ Home Business

E-mail _____

Alternate Chapter Representative: Please list below an alternate contact person for your chapter.

Name: _____ Position: _____

Email: _____ Phone: (home) _____

(Work) _____

CHAPTER OFFICERS

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member Yes No

Home Business

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member Yes No

Home Business

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member Yes No

Home Business

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member Yes No

Home Business

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member Yes No

Home Business

CHAPTER MEMBERS: Please list the name and email address of each of your members.

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

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USLCA CHAPTER JHL Subscription

To sign up for your chapter's copy of the JHL please fill out this form and submit it to the USLCA National office.

Chapter Name: _____

Full Name: _____

Mailing address you want the JHL to be mailed to: (please print clearly)

Payment Information: Your subscription is 25.00 for the year. This payment must be made separate from your chapter dues payment:

If you would like to send a check please mail payment to address below:

Check # _____ Amount on Check: 25.00

USLCA

2501 Aerial Center Parkway, Ste. 103

Morrisville, NC 27560

If you would like to pay with a Credit Card please complete the following and submit to the address above or Fax 919-459-2075:

Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Type of Credit Card: Visa Master Card

Credit Card Number: _____ Expiration Date: _____

I authorize the USLCA to charge my Credit Card for \$ 25.00

Signature: _____



USLCA
United States Lactation
Consultant Association

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Chapter Elections:

Please submit this form to the USLCA National Office after your chapter holds its elections. This will help the USLCA keep accurate contact information for your Chapter. Please submit this document with new contact information.

Date of Elections _____

New Primary Contact information for (Chapter Name):

CHAPTER REPRESENTATIVE Your designated Chapter representative will be listed on the USLCA website, and will receive all materials mailed/emailed from the USLCA office. It is important to keep this information up-to-date. Please submit any changes throughout the year to info@uslcaonline.org.

Name _____ Credentials _____

Position _____ USLCA/ILCA Member Yes No

Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Primary Telephone _____ Home Business

E-mail _____

Alternate Chapter Representative: Please list below an alternate contact person for your chapter.

Name: _____ Position: _____

Email: _____ Phone: (home) _____

(Work) _____

Chapter Bylaw Notes

Please review these notes as you go through with your chapter to finalize your bylaws.

2.1: **STATEMENT OF PURPOSE.** YOUR CHAPTER ABBREVIATION is organized for the advocacy of the International Board Certified Lactation Consultant, including educational and scientific purposes as contemplated by Section 501 (c) (6) of the United States Internal Revenue Code. More specifically, the purposes of YOUR CHAPTER ABBREVIATION are to:

Chapters can choose to be either a 501 (c) (6) and lobby or a 501 (c) (3) Non Profit. We encourage you to research both options and decide what is best for your local chapter. <http://www.irs.gov/pub/irs-pdf/p557.pdf>

The USLCA bylaws have 10 points listed in these sample bylaws. We encourage you to make these as specific to your chapter as possible.

2.1.10 Support the world-wide implementation of the International Code of Marketing of Breast-milk Substitutes and other subsequent World Health Assembly resolutions which are consistent with the goals and objectives of YOUR CHAPTER ABBREVIATION.

This section of the sample bylaws is standard, please do not edit as these are a requirement to be a USLCA chapter affiliated with International Lactation Consultants Association. This is for the protection of the Chapter and the USLCA

2.2 **FUNDAMENTAL PRINCIPLES.** In realization of these purposes the following fundamental principles shall be observed:

2.2.1 As an organization, YOUR CHAPTER ABBREVIATION will not endorse any literature or products, or accept direct funding from industries producing or marketing products that do not comply with the International Code of Marketing of Breast-milk Substitutes and subsequent World Health Assembly resolutions.

2.2.2 Directors of YOUR CHAPTER ABBREVIATION and its staff will not accept funding from interests producing or marketing products that do not comply with the International Code of Marketing of Breast-milk Substitutes and subsequent World Health Assembly resolutions

2.2.3 Directors of YOUR CHAPTER ABBREVIATION and its staff will not endorse in their official capacity any literature or product.

This section of the sample bylaws is standard, please do not edit as these are a requirement to be a USLCA chapter affiliated with International Lactation Consultants Association. This is for the protection of the Chapter and the USLCA.

3.3 **VOTING RIGHTS.** Individuals who have paid their membership dues shall be entitled to one vote on each matter submitted to vote of the members. All questions shall be decided by a majority of those voting, except as otherwise provided by the laws of Virginia or in these By-laws.

Chapters are encouraged to set their own voting privileges for members.

5.2 **NUMBER.** The number of Directors shall be between **five and seven**, or such other number as determined by the Directors from time to time.

5.3 **QUALIFICATIONS.** Each Director must have been be an YOUR CHAPTER ABBREVIATION member in good standing for the last two (2) consecutive years prior to being elected. All Board of Director members must be certified as an IBCLC.

Chapters are encouraged to set their own number of directors as they see fit to help run there Chapter efficiently and effectively. This number can change as the Chapter grows

Qualifications should be set to ensure board members understand the goals of the chapter and our profession. ..

11.1 **INDEMNIFICATION.** YOUR CHAPTER ABBREVIATION shall indemnify and advance expenses to its Directors, employees, contractors and agents to the full extent possible under applicable law. Accordingly, the Board may provide by resolution that any Director, employee, contractor or agent be advanced expenses or be indemnified for expenses and costs, including legal fees, which were necessarily incurred in connection with any claim asserted against said person by reason of said person's having been a Director, employee, contractor, or agent of YOUR CHAPTER ABBREVIATION. However, no indemnification or advance of expenses shall be allowed if such person was guilty of misconduct regarding the matter in which an advance or indemnification is sought, and any funds advanced to such person shall be returned to YOUR CHAPTER ABBREVIATION.

It is recommended that Chapters if possible find and secure Liability Insurance (Directors and Officers Insurance, D&O insurance). This is not necessary but highly recommended. Contact a local insurance company in your area that writes policies for Non Profit Directors and Officers Insurance. You can also find information by searching the internet.

BYLAWS

of the

Insert Chapter Name Here

ARTICLE I: NAME

NAME. The name of Type to enter text this Association is the Your Chapter Name, Inc., which is hereinafter referred to in these Bylaws as "YOUR CHAPTER ABBREVIATION."

ARTICLE 2: PURPOSES

2.1 **STATEMENT OF PURPOSE.** YOUR CHAPTER ABBREVIATION is organized for the advocacy of the International Board Certified Lactation Consultant, including educational and scientific purposes as contemplated by Section 501 (c) (6) of the United States Internal Revenue Code. More specifically, the purposes of YOUR CHAPTER ABBREVIATION are to:

2.1.1 Advocate for YOUR CHAPTER ABBREVIATION members and advise relevant authorities on issues of concern to YOUR CHAPTER ABBREVIATION members;

2.1.2 Uphold high standards of professional practice;

2.1.3 Promote appropriate credentialing for lactation professionals in the United States of America;

2.1.4 Foster communication, networking and mutual support amongst YOUR CHAPTER ABBREVIATION members;

2.1.5 Provide for or facilitate education opportunities for International Board Certified Lactation Consultants (IBCLCs) and other health care workers concerned with breastfeeding and related issues;

2.1.6 Cooperate with other organizations whose aims and objectives, in whole or in part, are similar to those of YOUR CHAPTER

ABBREVIATION;

2.1.7 Encourage research in all aspects of human lactation;

2.1.8 Heighten recognition of the consequences of artificial feeding of infants and children;

2.1.9 Foster awareness of breastfeeding and human milk feeding as important measures for health promotion and disease prevention;

2.1.10 Support the world-wide implementation of the International Code of Marketing of Breast-milk Substitutes and other subsequent World Health Assembly resolutions which are consistent with the goals and objectives of YOUR CHAPTER ABBREVIATION.

2.2 **FUNDAMENTAL PRINCIPLES.** In realization of these purposes the following fundamental principles shall be observed:

2.2.1 As an organization, YOUR CHAPTER ABBREVIATION will not endorse any literature or products, or accept direct funding from industries producing or marketing products that do not comply with the International Code of Marketing of Breast-milk Substitutes and subsequent World Health Assembly resolutions.

2.2.2 Directors of YOUR CHAPTER ABBREVIATION and its staff will not accept funding from interests producing or marketing products that do not comply with the International Code of Marketing of Breast-milk Substitutes and subsequent World Health Assembly resolutions

2.2.3 Directors of YOUR CHAPTER ABBREVIATION and its staff will not endorse in their official capacity any literature or product.

**ARTICLE 3:
MEMBERSHIP**

3.1 **MEMBERSHIP.** The members of YOUR CHAPTER ABBREVIATION shall each year consist of those individuals who support the purposes of YOUR CHAPTER ABBREVIATION, have applied for membership and have paid their membership dues for the current year.

3.2 MEMBERS' RIGHTS, PRIVILEGES, DUES. All rights, privileges and dues of members shall be determined by the Board of Directors. Only members who are currently certified as an International Board Certified Lactation Consultant (IBCLC) by the International Board of Lactation Consultant Examiners (IBLCE) may stand for election to the YOUR CHAPTER ABBREVIATION Board.

3.3 VOTING RIGHTS. Individuals who have paid their membership dues and are International Board Certified Lactation Consultants shall be entitled to one vote on each matter submitted to vote of the members. All questions shall be decided by a majority of those voting, except as otherwise provided by the laws of Virginia or in these By-laws.

3.4 TRANSFER OF MEMBERSHIP. Membership in YOUR CHAPTER ABBREVIATION shall not be transferable or assignable.

ARTICLE 4: MEETINGS OF MEMBERS

4.1 ANNUAL MEETING. The time, place and date of the Annual Meeting of the membership shall be determined by YOUR CHAPTER ABBREVIATION Board of Directors and the membership shall be notified at least 60 days in advance.

4.2 SPECIAL MEETINGS. A special meeting of the members may be called by a majority of the Board of Directors or ten percent (10%) of the members eligible to vote. Written notice stating the purpose, place, and time of the meeting shall be sent to all members in advance. The majority vote of the special meeting must be ratified by 2/3 of the voting members of the association, by ballot, within 90 days.

4.3 ADJOURNED MEETING. Any meeting of the members without a quorum may be adjourned to meet at another time and reconvened when a quorum is present. In such event, it shall not be necessary to provide further notice of time and place of the reconvened meeting if the information was given at the meeting so adjourned.

4.4 QUORUM. Ten percent (10%) of the members eligible to vote shall constitute a quorum.

4.5 RESOLUTION. All resolutions adopted at the annual or any special meeting of the membership must be ratified by ballot of the members eligible to vote.

**ARTICLE 5:
BOARD OF DIRECTORS**

- 5.1 GENERAL POWERS.** YOUR CHAPTER ABBREVIATION shall be managed and controlled by its board of directors, which shall be the legal representative of YOUR CHAPTER ABBREVIATION and shall be empowered to hold and administer all property, funds and business of YOUR CHAPTER ABBREVIATION and to direct its affairs pursuant to its Articles of Incorporation. By general resolution, the Board of Directors may delegate to its officers and committees such powers as provided for in these By-laws.
- 5.2 NUMBER.** The number of Directors shall be between five and seven, or such other number as determined by the Directors from time to time.
- 5.3 QUALIFICATIONS.** Each Director must have been be an YOUR CHAPTER ABBREVIATION member in good standing for the last two (2) consecutive years prior to being elected. All Board of Director members must be certified as an IBCLC.
- 5.4 TERMS.** The Directors shall serve terms of two to three years, or until their successors are elected and qualified. Successors to outgoing Directors shall be elected by the Board of Directors. Directors may succeed themselves in office.
- 5.5 NOMINATIONS COMMITTEE.** The Nominations committee shall prepare a slate of candidates for the election of Directors.
- 5.6 ELECTION OF DIRECTORS.** Directors will be elected by a ballot vote of the membership, by a majority of ballots returned. A tie vote shall be decided by lot.
- 5.6 DIRECTORS' RIGHT TO VOTE.** Each member of the Board of Directors shall be entitled to one (1) vote.
- 5.7 MEETINGS.** Meetings of the Board of Directors may be called by the President, or any three (3) members of the Board of Directors. A quorum of the Board of Directors must agree on a date, time and place for the meeting. Meetings may also take place by conference telephone call or other electronic media. Voting may take place at any such meeting, or by electronic communication, provided that all members have been duly notified, and a quorum has been satisfied.
- 5.8 NOTICE AND QUORUM.** At least sixty (60) days prior notice of any meeting shall be given to each Director except in cases of conference telephone calls when ten (10) days prior notice will be given. A majority of the Board of Directors shall constitute a quorum.

5.9 MANNER OF ACTING. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws. Directors may attend a meeting by telephonic or similar equipment by means of which all persons participating in the meeting can hear each other.

5.10 INFORMAL ACTION. Any action required by law to be taken at a meeting of Directors, or any action that may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors.

5.11 VACANCY. Vacancies occurring on the Board for any reason may be filled by majority vote of the remaining Directors at any regular or special meeting for which adequate notice has been given. A Director so elected to fill a vacancy shall complete the unexpired term of that Director's predecessor in office.

5.12 REMOVAL. Any Director may be removed as a Director by a two-thirds vote of the remaining Directors at any special or regular meeting for which adequate notice has been given. Any Director so removed from the Board shall not be eligible to reapply for candidacy as a Director for a period of four (4) calendar years following the effective date of removal.

5.13 RESIGNATION. A Director may resign at any time by giving notice to the Board or the President, such resignation taking effect immediately upon acceptance of said written resignation by the President. Members will receive written notification of the resignation within ninety (90) days.

5.14 POLICIES & PROCEDURES. The Directors are bound by the YOUR CHAPTER ABBREVIATION's policies and procedures which are then in effect.

5.15 COMPENSATION. All Directors shall serve without compensation, but may be reimbursed for authorized expenses.

ARTICLE 6: OFFICERS

6.1 OFFICERS. The Officers of YOUR CHAPTER ABBREVIATION shall be a President, Secretary and Treasurer.

6.2 ELECTION OF OFFICERS. The Officers of YOUR CHAPTER ABBREVIATION will be elected tri-annually by majority vote of a quorum of the board of directors at the annual meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as convenient. Each officer

shall hold office until his successor shall have been duly elected and shall have qualified.

6.3 REMOVAL. Any Officer may be removed as an Officer by a two-thirds vote of the remaining Directors at any special or regular meeting for which adequate notice has been given. Any Officer so removed from office shall not be eligible to be named as a candidate for election as an officer of YOUR CHAPTER ABBREVIATION for a period of four (4) calendar years following the effective date of that officer's removal.

6.4 VACANCIES. Any vacancy may be filled for the unexpired portion of that term of office by a majority vote of YOUR CHAPTER ABBREVIATION Board of Directors.

6.5 PRESIDENT. The President shall be the principal officer of YOUR CHAPTER ABBREVIATION and shall exercise general supervision over the affairs of YOUR CHAPTER ABBREVIATION, its officers, and personnel consistent with policies established by the Board of Directors. The President may sign any deeds, mortgages, bonds, contracts, or other instruments, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of YOUR CHAPTER ABBREVIATION; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors. The President may authorize and approve expenditures and take such other steps he or she shall deem necessary to advance the purposes of YOUR CHAPTER ABBREVIATION, provided such steps do not exceed the scope of authority determined by the Board.

6.6 SECRETARY. The Secretary shall perform such duties as may be assigned by the President or the Board of Directors. The Secretary shall keep the minutes of the meetings of the Board of Directors and shall oversee the keeping, preparation, and filing of all other records required by law or by the policies of the Board; keep a register of the post office address of each Director which shall be furnished to the Secretary by such Director; and in general perform all duties incident to the office of Secretary.

6.7 TREASURER. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of YOUR CHAPTER ABBREVIATION; receive and give receipts for monies due and payable to YOUR CHAPTER ABBREVIATION from any source whatsoever and deposit all such monies in the name of YOUR CHAPTER ABBREVIATION in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VI of these Bylaws; and in general perform all the duties incident

to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors. The Treasurer shall be responsible for the administration and oversight of YOUR CHAPTER ABBREVIATION's financial records, initiation of an annual audit, and compliance with statutory reporting requirements, tax returns, and tax payments.

6.8 PAID OFFICERS. The Board of Directors may appoint one or more paid officers, including an Executive Director. Upon appointment, the Executive Director shall be responsible for carrying out policy as set by the Board of Directors, for conducting the daily affairs of YOUR CHAPTER ABBREVIATION, and for the employment of all paid YOUR CHAPTER ABBREVIATION personnel. The Executive Director, by virtue of his or her position, shall be an ex-officio, non-voting member of the Board of Directors.

ARTICLE 7: COMMITTEES

7.1 ESTABLISHMENT OF COMMITTEES. Committees may be established and dissolved by resolution of the Board of Directors. The members of each committee shall be appointed by the President of YOUR CHAPTER ABBREVIATION. One member of each committee shall be appointed as the committee Chair by the President of YOUR CHAPTER ABBREVIATION. The terms of all committees and their members shall be reviewed annually.

7.2 VACANCIES. Vacancies in the membership of any committee may be filled by the President of YOUR CHAPTER ABBREVIATION.

7.3 MANNER OF ACTING. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Each committee may adopt rules for its own governance not inconsistent with YOUR CHAPTER ABBREVIATION's Articles of Incorporation, these Bylaws or with rules adopted by the Board of Directors.

ARTICLE 8: FINANCE

8.1 **CONTRACTS.** The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of YOUR CHAPTER ABBREVIATION, and such authority may be general or confined to specific instances.

8.2 **FINANCIAL INSTRUMENTS.** All checks, drafts, or other orders for payment of money notes, or other evidences of indebtedness issued in the name of YOUR CHAPTER ABBREVIATION shall be signed by such officer or officers, agent or agents of YOUR CHAPTER ABBREVIATION in such manner as shall from time to time be determined by resolution of the Directors. In the absence of such determination by the Board of Directors, such instrument shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President.

8.3 **DEPOSITS.** All funds not otherwise employed shall be deposited in a timely manner in such banks, trust companies, or other depositories as the Board of Directors may determine by resolution.

8.4 **BOOKS AND RECORDS.** YOUR CHAPTER ABBREVIATION shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors.

8.5 **FISCAL YEAR.** The fiscal year of YOUR CHAPTER ABBREVIATION shall begin on January 1 and end on December 31.

ARTICLE 9: CONFLICT OF INTEREST

9.1 **DISCLOSURE.** All candidates for Director or staff positions shall disclose in writing any real, perceived or potential conflict of interest, before their election or appointment. Any conflict found after the election or appointment shall be disclosed to YOUR CHAPTER ABBREVIATION membership.

9.2 **VOTING PRIVILEGES.** A person having a conflict of interest regarding a matter of concern to YOUR CHAPTER ABBREVIATION shall disclose in writing to the Board of Directors the nature and extent of said conflict, and shall not be counted in determining the quorum for the meeting. Any such conflict shall be recorded in the minutes.

**ARTICLE 10:
CONFIDENTIALITY**

10.1 **CONFIDENTIALITY.** Each member of the Board of Directors acknowledges that during the time that she/he is a member of the Board, she/he will have access to confidential information. Each Director agrees that she/he will not disclose such confidential information except for the proper conduct of YOUR CHAPTER ABBREVIATION business.

**ARTICLE 11:
INDEMNITY AND INSURANCE**

11.1 **INDEMNIFICATION.** YOUR CHAPTER ABBREVIATION shall indemnify and advance expenses to its Directors, employees, contractors and agents to the full extent possible under applicable law. Accordingly, the Board may provide by resolution that any Director, employee, contractor or agent be advanced expenses or be indemnified for expenses and costs, including legal fees, which were necessarily incurred in connection with any claim asserted against said person by reason of said person's having been a Director, employee, contractor, or agent of YOUR CHAPTER ABBREVIATION. However, no indemnification or advance of expenses shall be allowed if such person was guilty of misconduct regarding the matter in which an advance or indemnification is sought, and any funds advanced to such person shall be returned to YOUR CHAPTER ABBREVIATION.

**ARTICLE 12:
PARLIAMENTARY AUTHORITY**

12.1 **PARLIAMENTARY AUTHORITY.** Except as otherwise provided in YOUR CHAPTER ABBREVIATION's Articles of Incorporation, these Bylaws or by action of the Board of Directors, the current edition of Robert's Rules of Order, Newly Revised shall govern any question of parliamentary procedure.

**ARTICLE 13:
AMENDMENTS**

13.1 **AMENDMENTS.** These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a two-thirds (2/3) vote of the membership voting at any regular or special membership meeting. If at least thirty days' written notice is given of intention to alter, amend, or repeal, or at any special meeting, if at least thirty days' written notice is given of intention to alter, amend, or repeal, to adopt new Bylaws at such meeting.

**ARTICLE 14:
DISSOLUTION**

14.1 **DISSOLUTION.** In the event of dissolution of YOUR CHAPTER ABBREVIATION, its assets after payment of expenses shall be distributed by the Board of Directors to another not-for-profit organization whose aims and objectives, in whole or in part, are similar to those of YOUR CHAPTER ABBREVIATION, and who are exempt under the provisions of Section 501(c) (6) of the United States Internal Revenue Code.

CERTIFIED AND ADOPTED:

Date: Month Day Year

Approved by Membership Month Day Year

, President

ATTEST CERTIFICATION:

, Secretary