



NATIONAL CONTRACT MANAGEMENT
ASSOCIATION

NORTHERN WEST VIRGINIA CHAPTER
CHAPTER BYLAWS



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CHAPTER APPROVAL DATE: June 24, 2009

NATIONAL OFFICE APPROVAL DATE: July 30, 2009

NEXT REVISION DATE: This date should be NLT five years after last approval date

ARTICLE I - NAME, ORIGIN AND PLACE OF BUSINESS

A. These Chapter Bylaws are consistent with the National Contract Management Association (herein referred to NCMA, National, or the Association) National 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.

B. The name of this Chapter is:
**National Contract Management Association
Northern West Virginia Chapter
364 Patteson Drive #289
Morgantown, WV 26501**

The date of the Chapter charter: October 8, 1986

The Chapter number is: 114

C. The fiscal year of the Chapter shall be the same as the National Association, which is 1 July through 30 June of the following year. The fiscal year and program year shall be the same dates.

D. Approval of Chapter Bylaws and subsequent revisions shall be subject to an affirmative vote of at least three-fourths of those Members present at a regularly scheduled meeting. At least two weeks prior to the meeting, the Chapter Secretary shall notify the general membership of the upcoming vote and provide the proposed revision(s) for review.

E. Chapter Bylaws shall be revised when there are major changes to the Association Policy Manual that create an inconsistency between the document and these Bylaws; or no longer, than every 5 years. Failure to revise the Chapter Bylaws shall not make the Bylaws invalid, however.

ARTICLE II – CHAPTER PURPOSE

A. The main purpose of the Northern WV Chapter is to foster professional growth and educational advancement of members who are engaged in, contributing to, or have an interest in contract management. Additional purposes are to provide for an exchange of information among members, to conduct research in the field of contract management, to provide and maintain standards of proficiency, professionalism, and ethics, and to unite all persons interested in the contracting profession towards the fulfillment of these purposes.

ARTICLE III - CHAPTER OFFICERS

A. Chapter Officers are elected and consist of the following positions:

- President
- Vice President/President-Elect
- Secretary
- Treasurer

B. This listing shall constitute the order of succession from President down to Treasurer. In the event that any elected officer becomes unable to perform the duties of their position, the person next in line shall assume the responsibilities of that position until that person is able to re-assume their responsibilities. In the event of the resignation or permanent disability of an elected Officer, the person(s) next in line shall permanently assume the duties of the next position and the President may appoint a person to fill the position of Treasurer.

C. Chapter Officers may be removed from office for cause in accordance with the National Bylaws.

D. The Chapter President-Elect shall automatically succeed the Chapter President following completion of the President's term of office.

E. Together with Committee Chairs, the Officers shall serve as the Chapter Board of Directors to provide guidance on pertinent Chapter Business.

F. General duties of each elected officers shall follow the guidelines 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.

ARTICLE IV - CHAPTER COMMITTEES

A. Chapter Committee Chairs will be nominated and consist of the following positions:

- Webmaster
- Newsletter/Publicity
- Membership
- Programs

Other optional Chairs may be included as needed, and if volunteers are available:

- Education
- Hospitality
- Constitution and By-Laws
- Awards/Certifications
- Scholarships
- Historian
- Employment
- Elections
- National Education Seminar
- Photographer

E. The President may establish special project committees to serve for a temporary period without amending these Bylaws.

F. The duties of the Chapter Chairs are as stated in the National Policy and Procedure documents. If there is no description for the Chapter Committee chair, the instructions for "Other Elected Officers" shall be followed.

G. Committee Chairs may be removed by a majority vote of the Chapter Board/Council. Committee members may be removed by the Committee Chair or a majority vote of the Chapter Board/Council, if deemed necessary for the success of the Chapter.

ARTICLE V - ELECTION OF OFFICERS

A. Current Officers shall be responsible for filling the slate of candidates and ensuring that elections are completed by the dates established by the Chapter Bylaws.

B. Nominations of Chapter Officers shall be in accordance with the Bylaws. They shall be nominated from the general membership and elected with an affirmative secret vote of a majority of voting chapter members. The election method may be conducted by mail or electronic ballot.

C. Association members in good standing, whose dues are paid in full and assigned to the Northern West Virginia Chapter, are entitled to cast one vote in each Chapter election.

D. The Chapter Secretary shall be responsible for announcing the Call for Nominations to all current Chapter members. Nominations shall be announced as open in the March membership meeting, and/or in the Chapter newsletter, website, or other communication. Nominations shall be open for a minimum of two (2) weeks.

E. Nominated candidates shall be announced at the membership meeting held in April. Further nominations shall be requested from the floor at the same meeting. Nominations are considered closed after this meeting.

F. When possible, all candidates shall submit an introductory resume/biography by the scheduled deadline for publishing to members prior to the vote.

G. Voting shall be completed by the May membership meeting (at least 3 weeks after the date of the election) and the elected officers announced.

G. Newly elected Chapter officers shall be installed at the last meeting of the program year in June, to ensure proper authority to act on behalf of the Chapter and in planning actions for the next program year. Leaders assume office at the start of NCMA's program year on July 1.

ARTICLE VI - TERM OF OFFICE

A. All Chapter Officers shall be elected for one program year.

B. The Chapter Vice President/President-Elect shall automatically succeed the Chapter President following completion of the President's term of office.

C. The order of succession shall be followed as listed in Article II, if any Officers are unable to fulfill their commitment or if removed from office.

D. 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 Board of Directors 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.

E. Chapter Officers may be removed from office for cause in accordance with the National Bylaws.

ARTICLE VII - CHAPTER BOARD/COUNCIL OF ADVISORS

A. The Chapter Board shall consist of current Officers and Committee Chairs. As such, term of office for these positions shall be one year.

B. Past Officers and/or other key individuals shall be nominated to the Council of Advisors to assist with guidance to the Board for Chapter business. Each Advisor shall be carefully selected with consideration of the individual's professional standing or service to the Chapter or to the National Office.

C. Terms for Advisors are one year, with no restriction for re-nomination.

D. The Council shall not exceed five (5) advisors.

E. The Board/Council shall convene on a regularly scheduled basis (at least quarterly) to conduct Chapter business.

F. The Chapter President shall call the Board/Council and provide each member with an Agenda for the meeting. The Chapter Secretary shall record minutes of meetings.

G. The Chapter Council of Advisors shall have the same duties and responsibilities to the Chapter as the National Executive Advisors have to the National organization as listed in the policy “Board of Advisors.”

ARTICLE VIII - CHAPTER MEETINGS

A. The Chapter shall have regularly scheduled membership meetings and/or workshops. Monthly or semi-monthly meetings are encouraged. The Chapter shall convene at least six (6) months of the year at the call of the President to conduct the business of the Chapter program year.

B. Meetings shall follow the program year schedule and run September through June of the following year.

C. The months of July and August shall be utilized to transition duties to newly elected Officers including transferring any pertinent records, training their successors, and developing plans for the subsequent year.

D. The time, day, and place of chapter meetings shall be determined by the Chapter Board and published in the Chapter newsletter, the website (www.ncmawv.org), and/or other communications to the membership.

ARTICLE IX - CHAPTER ASSETS

A. The National Contract Management Association is a 501(c) (6) nonprofit 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 Northern WV Chapter and all of the Officers adhere to the fiduciary responsibility conferred on them in the operation of the Chapter. They shall ensure all Chapter assets are utilized in accordance with those guidelines.

B. The Chapter Treasurer shall have the finances of the Chapter audited by an independent auditor every other year and an annual audit will be completed by one or more qualified member (s) of the Chapter who are independent of the current or previous year’s Board. A written audit report, including any recommendations, shall be provided to the Board not later than September 30 of each year.

C. Chapters shall manage their assets by formulating an estimate of program year expenditures and income. The goal of managing the assets is to plan expenditures that do not exceed planned income. If the planned expenditures do exceed the planned income, the meeting minutes shall so reflect and the Chapter membership shall vote with a simple majority signifying approval. The Chapter Board is responsible for coordinating with the Educational Chair (if one exists) on planning the educational activities that provide income during that fiscal year.

D. Each Chapter Officer shall submit a budget to the Chapter Treasurer at the beginning of the program year, if required. The budget shall consist of intended program year expenditures and estimated income from planned Chapter activities for their area of responsibility.

E. The Chapter Treasurer shall collate the various budgets and submit the program year budget to be voted on and approved by the Chapter Board at the beginning of the chapter program year.

F. The Chapter Treasurer shall prepare a statement showing the financial position of the Chapter and provide to the Chapter Board/Council of Advisors prior to the final meeting of the program year as part of the transition.

G. The Chapter's statement of financial position shall be made available to any Chapter member upon request and will be regularly announced at meetings as directed by the Chapter Board.

H. Decisions to purchase low-cost materials (under \$50) for marketing of the Chapter, support of events, such as NES, monthly meetings, etc. (i.e. name badges, poster board) shall require the approval of one Chapter officer.

I. Decisions to use Chapter funds for travel and/or training such as National Sponsored events should be reviewed carefully. The determination should indicate if the Chapter will benefit versus the individual member. In this instance, the cost must be pre-approved by two Chapter officers.

J. For all reimbursements, proper supporting documents must be submitted to the Treasurer and have the required Officer approvals before payment will be made.

ARTICLE X - 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. Failure to revise the Chapter by-laws shall not, however, render these by-laws invalid.

B. Amendments to the Chapter by-laws shall be proposed in writing to the By-Law Committee Chair (if applicable) or directly to the Chapter President.

C. Approval of Chapter by-laws and revisions shall be subject to an affirmative vote of at least three-fourths of those members present at a scheduled Chapter meeting.

D. The Chapter Secretary shall prepare correspondence to Chapter members who have an e-mail address on file and advise them of the proposed change(s). Additionally, the notice shall be posted on the Chapter website and/or Newsletter.

E. A notice of the meeting at which the vote on the by-laws will be taken shall be sent out to the Chapter membership ten (10) business days in advance of the meeting.

F. Upon an affirmative vote by at least three-fourths of those members present at a scheduled chapter meeting, an amended copy shall be sent to the National Vice President/Secretary for approval as specified in national policy.

G. An official copy of the Northern West Virginia Chapter by-laws and amendments will be maintained by the Chapter Secretary.

ARTICLE XI – PARLIMENTARY AUTHORITY

A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases in which they are applicable and not consistent with the NCMA Constitution and Bylaws, these Chapter Bylaws, and any special rules of order, which the NCMA or the Chapter may adopt. Rules may be suspended by a two-thirds vote of those present for a regular or special Chapter meeting or meeting of the Chapter Board/Council. All questions of Chapter Bylaw or parliamentary interpretation shall be decided by a majority of those present at the meeting.