

Bylaws of Institute of Finance & Management (IOFM) Chapters

CHAPTER NAME

The name of the organization shall be voted on in the initial meeting by chapter members.

PURPOSE

The purpose of the chapter shall be to:

- a. Enhance and promote
- b. Advocate
- c. Provide educational opportunities including the exchange of information, ideas, knowledge and expertise

MEMBERSHIP

Membership shall be open to members and nonmembers of the Institute of Finance & Management.

VOTING

Only votes by current members shall be considered valid. Votes, including election of officers, shall be by show of hands, unless otherwise directed by the presiding officer.

ORDER OF BUSINESS

- (a) Call to Order.
- (b) Reading of the Minutes of the Preceding Meeting.
- (c) Old and Unfinished Business.
- (d) New Business.
- (e) Adjournment.

CHAPTER LEADERSHIP

The officers of the Chapter shall be as follows:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Membership Chair

The term of office shall be one year. Officers may serve no more than two consecutive terms.

*No vendor, service provider or consultant may serve in a leadership role

Duties of the President: The President is truly the key to a successful chapter. An effective President presents a model of leadership for the chapter and the Institute of Finance & Management. He/she shall direct the Chapter and have charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Institute of Finance & Management. Responsibilities include:

- Preside at all meetings
- Take leadership role in working with other chapter officers
- Appoints alternate if he/she is unavailable to attend a meeting
- Keeps chapter meetings and activities on task
- Prepare meeting agendas
- Keep current with the Institute of Finance & Management initiatives
- Serve as the Chapter's spokesperson
- Report to the Institute of Finance & Management on the Chapter's activities and success

Duties of the Vice President: The main duty of the Vice President is to assist and support the President in presiding over the chapter, being able to assume the responsibilities of the President if the President is unable to serve. Responsibilities includes:

- Attend all meetings
- Keep current with the Institute of Finance & Management initiatives
- Advise and assist the President
- Assume President's role in his/her absence

Duties of the Secretary: The Secretary is a vital part of a successful chapter. The Secretary should work closely with the other officers and maintaining good communication by sending information to chapter members in a timely fashion.

- Attend all meetings and keep accurate minutes
- Helps develop meeting agendas with the President
- Keeps the roll at all Chapter meetings
- Distribute minutes in a timely manner after each meeting
- Be responsible for chapter correspondence
- Reads minutes and communications at Chapter meeting

Duties of the Membership Chair: The Membership Chair shall encourage Chapter and the Institute of Finance & Management growth and shall maintain the official membership roster of the Chapter.

- Attend all meetings
- Send invitations to prospective members
- Work with other chapter officers to ensure that chapter activities are informative and varied to include interest to all members.
- Contact new members to welcome them to the chapter.
- Contact guests and ask them to consider joining the chapter
- Ensure new members are recognized at Chapter meetings
- Ensure membership forms and other membership promotional materials are displayed at chapter meetings

MEETINGS

There must be at least four regular meetings during a calendar year. Each meeting shall last approximately three hours, but may go longer at the discretion of the chapter leadership. One meeting shall be designated as the annual meeting for the purpose of electing officers. Other meetings may be held as deemed necessary by the President.

AMENDMENTS

The Chapter bylaws may be amended by a vote of two-thirds of the members present at any regular meeting, provided that the proposed amendment has been presented at a previous meeting. Any changes to the bylaws must be sent to the Institute of Finance & Management for final approval.