

**BY-LAWS**  
**of**  
**THE GREATER ALABAMA CHAPTER**  
**of**  
**THE INTERNATIONAL COST ESTIMATING AND ANALYSIS ASSOCIATION**

**Article 1: MEMBERSHIP**

Section A: A person shall not be a member of this Chapter unless he or she is a member in good standing of the International Cost Estimating and Analysis Association.

Section B: The membership shall consist of all members of the International Cost Estimating and Analysis Association who choose to affiliate with this Chapter.

**Article 2: NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

Section A: Election of Officers shall be during the month of May.

Section B: Prior to the month of May, the Board of Directors shall solicit and appoint nominees for the board. The President will present the nominees to the chapter. A Chapter vote will be solicited by the President electronically. The members of the chapter will respond electronically on the slate of officers.

Section C: Terms of service will be from June 1 to May 31 of each year.

**Article 3: DUTIES OF OFFICERS AND DIRECTORS**

Section A: The President is chief executive officer of the Chapter. The President shall preside at all business meetings of the Chapter and the Chapter Board of Directors, and shall be responsible for administering the affairs of the Chapter in accordance with the policies and regulations established by the International Cost Estimating and Analysis Association and the Chapter Board of Directors.

Section B: The Vice President shall act for the President whenever the President is unable to perform his or her duties. The Vice President is responsible for the both the speaker/program and food /refreshments for the meetings.

Section C: The Secretary shall be the corporate secretary and legal officer of the Chapter, shall be responsible for keeping minutes of the meetings of the Chapter and the Chapter Board of Directors, conducting all official correspondence of the Chapter and arranging for audits of the Chapter's accounts.

Section D: The Treasurer shall have charge of the funds of the Chapter and shall receive and disburse same upon the authorization of the Board of Directors. The Treasurer shall report to the Board annually

or more often if requested. The Treasurer shall coordinate with the Secretary to finalize annual audit and prepare the annual financial report for submittal to the National Office by the end of September for the previous year.

Section E: The Membership Chairman shall be responsible for membership services, including recruitment of new members and initial correspondence with new members.

Section F: The Publicity Chairman shall be responsible for sending meeting notices and collecting RSVP headcounts when necessary.

Section G: Directors shall be responsible for those duties which may be assigned to them by the President or the Board of Directors.

Section H: The immediate Past President shall chair the Nominating Committee and shall perform additional duties as assigned by the President.

#### **Article 4: COMMITTEES**

Section A: Committees shall be established by the Board of Directors, at its discretion, to fulfill and achieve the Purposes of the Chapter.

Section B: Committee Chairpersons shall be appointed by the President, subject to approval of the Board of Directors, for a term to run concurrently with the term of the President.

Section C: Committee Chairpersons shall appoint committee members, as needed to achieve the committee's purposes, shall report to the Board of Directors upon request, and may serve any number of successive terms to which they are appointed.

Section D: Committees of the Chapter shall devise and adopt their own rules of procedure subject to the approval of the Board of Directors.

Section E: The President may appoint Ad Hoc Committees for special assignments. Such committees may be discharged at the discretion of the President.

#### **Article 5: MEETINGS**

Section A: Meetings of the Chapter will be monthly from September to May.

Section B: Notices of the time and place of each meeting and general information shall be sent to all members at least 2 weeks before the meeting, except in case of emergency.

Section C: A meeting of the Board of Directors is for the purposes of discussing and conducting Chapter business shall be held at least once each year.

Section D: Questions, resolutions, announcements, and discussion by the membership from the floor will be entertained at all meetings of the Chapter.

Section E: The Board of Directors shall meet at least three times a year on the call of the President or a majority of the members of the Board of Directors. The Secretary shall notify all members of the Board of Directors of the time and place of the meeting at least 2 weeks prior to the meeting.

Section F: At all meetings noted in this Article, any procedural question requiring parliamentary ruling not provided for in the Constitution and By Laws shall be decided in accordance with Roberts' Rules of Order, Revised.

#### **Article 6: VOTES**

Section A: In all voting conducted by this Chapter, its Board of Directors, and all Committees, each member of said Chapter, Board or Committee shall be entitled to one vote.

#### **Article 7: PROCEDURES FOR AMENDING THE BYLAWS AND DISSOLVING THE CHAPTER**

Section A: Proposed amendments to the By Laws shall be submitted to the Secretary by:

- 1) a petition signed by 10 Chapter Members, or
- 2) a majority vote of the Board of Directors.

A short statement of the purpose, goals and expected benefits of each proposed amendment shall accompany the submission to the Secretary.

Section B: The Secretary shall place the amendment which has been properly reviewed and submitted by the Board of Directors on an official ballot and shall mail or electronically transmit said ballot to all Members. The short statement of the purpose, goals and expected benefits of each proposed amendment submitted as specified in Section A above shall accompany each ballot but will not be a part of said ballot.

Section C: Ballots shall be marked by the voters and returned to the Secretary or completed electronically by the date specified thereon, which shall be no earlier than 30 days from the date the ballots are transmitted.

Section D: The President shall appoint two or more tellers who shall count the ballots or review the electronic tallies and report the results to the Board of Directors at the next Board meeting.

Section E: Amendments to the Constitution and By Laws shall become effective at the close of the Board meeting following their adoption or 120 days.

Section F: The Board of Directors may number and renumber the various Articles and Sections of the By Laws to facilitate ready reference.

Section G: In the event that this Chapter should be dissolved for any reason, its assets - physical and monetary - shall be disposed of as follows:

- 1) All just debts and claims shall be paid from cash on hand; said assets shall be sold if said cash is insufficient to pay all just debts and claims.
- 2) Any remaining assets, for which there are not just debts or claims, shall be sold and the funds derived there from shall be turned over, without any restrictions whatsoever, to the International Cost Estimating and Analysis Association