

# CONSTITUTION

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## Introduction

The following pages contain the Constitution and Bylaws of the Charlotte Area Chapter of the American Society for Training and Development.

## Article I – Name

The name of this organization shall be the Charlotte Area Chapter of the American Society for Training and Development, referred to in this document as the Chapter.

## Article II – Purpose/Mission

The mission of the Charlotte Area Chapter of the American Society for Training and Development is to provide to its members products and services which enhance their knowledge and skills in the areas of training and development, such that the members are able to improve the effectiveness of their clients, organizations, and communities.

- To provide a means for disseminating and exchanging knowledge, skills, and appropriate attitudes concerning Human Resource Development.
- To encourage participation and affiliation of individuals or groups concerned with specialized areas of interest within the broad field of Human Resource Development.
- To encourage educational institutions to provide programs for the preparation and growth of Human Resource Development practitioners.

It is the policy of the Charlotte Area Chapter of the American Society for Training and Development that no person shall, on the basis of race, sex, creed, national origin, age, or physical impairment be denied any of the rights and privileges accorded to all members and appointed and elected officers of the Chapter.

## Article III – Membership

The Chapter shall have members as described in the Bylaws.

## Article IV – Officers

The officers of the Chapter shall be:

- President
- President-Elect
- Vice President – Operations
- Vice President – Communications
- Vice President – Finance
- Vice President – Marketing
- Vice President – Membership
- Vice President – Programs
- Vice President – Career and Education
- Vice President - Technology

Offices shall be elected or appointed at such time and in such manner and for such terms as shall be described in the Bylaws.

## **Article V – Directors**

The number of directors of the Chapter shall be not less than two, and not more than three. Their qualifications, the term for which they shall be elected or appointed, and the manner in which will be described in the Bylaws.

## **Article VI – Executive Council**

### Section 1:

The purpose of the Executive Council will be to manage the affairs of the Chapter.

### Section 2:

The Executive Council shall consist of the officers and directors of the Chapter.

### Section 3:

The Executive Council shall meet at the call of the President or upon written request addressed to the Administrative Assistant by any three members of the Executive Council.

## **Article VII – Meetings**

### Section 1:

Meetings of the Chapter shall be held as determined by the Executive Council.

### Section 2:

Twenty-five percent (25%) of the membership shall constitute a quorum.

## **Article IX – Bylaws**

The Bylaws shall provide for the management and government of the Chapter in accordance with the Constitution. Bylaws may be adopted, amended, or repealed at any meeting of the Executive Council by a two-thirds vote of the quorum (more than half) present provided the proposed changes have been presented at a previous Council meeting.

## **Article X – Amendments**

This Constitution may be amended by a majority quorum of the membership provided the members have received previous notification of the proposed changes.

# BYLAWS

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## Article I – Membership

### Section 1: Definition

A member is a person whose current dues are fully paid and who is interested in the advancement of the Chapter and the field of Human Resource Development. Each member shall have full membership rights. Full membership rights include:

- The right to vote on matters presented to the membership
- All Chapter mailings
- Reduced cost for membership meetings
- A copy of the Chapter directory
- All Chapter services and rights as specified by these Bylaws and the Executive Council

### Section 2: Eligibility

Membership in the Chapter is open to anyone who is:

- Interested in advancing the objectives of the organization
- Willing to subscribe to the Bylaws
- Otherwise qualified under the provisions set forth in these Bylaws and the policies of the Executive Council.

### Section 3: Benefits

No part of the earnings of the organization shall inure to the benefit or be distributable to its members, directors, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in these Bylaws.

### Section 4: Non-transferability

Membership in the Chapter may not be transferred, unless otherwise specified by the Executive Council.

### Section 5: Suspension or Termination

The Executive Council may at any meeting suspend or terminate the membership of any member who in its judgment has violated the Bylaws or whose conduct seems detrimental to the best interest of the Chapter.

Written notice of proposed suspension or termination will be mailed to Executive Council members and the member concerned prior to the meeting at which this action is to be taken by the current President. The member will be granted an opportunity to be heard by a quorum of the Executive Council prior to the terminations or suspension.

## Article II – Dues and Fees

### Section 1: Dues

The annual non-refundable Chapter dues are established as deemed necessary by the Executive Council and noted in the Fee Schedule.

### Section 2: Billing

The Chapter will bill members for local dues. Annual fees of renewing members are due the first day of the month of the member's anniversary date.

### Section 3: Termination

Individual membership may be terminated when the dues of any member are 90 days past due (90 days after the first day of the member's anniversary month). Any member who wishes to renew after this date must rejoin the chapter as a new member.

#### Section 4: Power to Waive Dues

The Executive Council may waive, cancel, or reduce the payment of dues, assessments, or other indebtedness of a member.

### **Article III – Executive Council**

#### Section 1: Requirements

Officers and directors must be National ASTD members. The Chapter may pay national dues for any officer or director whose employer will not pay these dues, providing there are adequate Chapter funds. Requests for such payment must be submitted to and approved by the Executive Council.

#### Section 2: Duties

The duties of the Executive Council shall be:

- Establish policy for the operation of the Chapter.
- Review and approve changes to the Constitution and Bylaws.
- Review, approve, and implement the strategic plan for the Chapter.
- Approve the Chapter budget.
- Approve Chapter projects.
- Review proposals, reports, and recommendations.
- Make provisions for reviewing Chapter records as needed.
- Approve disbursement of special funds.
- Approve payment for officer ASTD national dues or President's registration fees for national and area ASTD meetings.

#### Section 3: Regular Meetings

The Executive Council shall meet monthly at a time and place agreeable to the majority of the Council.

#### Section 4: Voting Procedures

For a vote to be held valid, a quorum (more than half) of the Executive Council must be present. A motion can be passed by a two-thirds majority of the quorum present, unless otherwise specified in these Bylaws.

#### Section 5: Attendance

All Executive Council members are required to attend all official Chapter functions. Any Executive Council member who misses three consecutive functions will be counseled by the President and may be asked to resign the position.

#### Section 6: Removal

The Executive Council may (with just cause) remove a member from the Council through proper voting procedures. The Council member concerned must be contacted and given written notification, including cause, prior to the planned removal. The Executive Council member also has the right to be heard by the Council before any action is taken.

#### Section 7: Resignation

Any member of the Council may resign by giving written notice to the President.

## **Article IV – Board of Directors**

### Section 1: Terms

Directors serve two-year terms. During any year, there will be at least one director in the first year of office and at least one director in the second year of office.

### Section 2: Director Purpose and Positions Reporting

1. The purpose of the Board of Directors is to advise and assist the Executive Council in managing Chapter business and adhere to the strategic plan.
2. The duties of the Director are:
  - Develop and maintain a Chapter strategic plan.
  - Assist in development of Chapter Leadership.
  - Coordinate assignments and projects per President's direction.
  - To chair or serve on ad hoc committees as needed.
  - Act as a resource for officers, committee chairs, and Chapter membership.
  - Represent the Chapter when possible at National and Area Conferences.
  - Serve on Chapter Succession & Election committees.
  - Develop Annual Survey (Member Satisfaction Survey).
  - Ensure maintenance of Chapter Constitution and Bylaws and advise Executive Council regarding actions, which follow the state guidelines.

## **Article V – Officers**

### Section 1: Terms

A term of office is one year. Officers will serve until their successors are installed.

### Section 2: Office Purpose, Duties, and Positions Reporting

#### **A. PRESIDENT**

1. The purpose of the position is to effectively lead the Chapter members and manage the Chapter's business functions in order to meet Chapter goals and enhance the training and development profession.
2. The duties are:
  - Represent Chapter at national and area events and meetings.
  - Preside over Executive Council meetings.
  - Preside over all other Chapter general membership meetings and functions.
  - Develop the annual plan.
  - Manage the Chapter's business functions by working with the members of the Executive Council, maintaining effective lines of communication and evaluating progress in forming Chapter Succession & Election committees.
  - Serve as member of the Chapter Succession & Election committees.
  - Represent the Chapter at local business, civic, and community service activities, and serve as a spokesperson to the community regarding issues dealing with the Chapter and/or the profession.
  - Preside over the annual business meeting.
  - Serve as member of the Chapter Succession & Election Committees.
  - Coordinate Golden Gavel.
  - Coordinate with other Executive Council members as needed.
  - Co-Facilitate transition meeting at the end of the term (See President Elect)
  - Coordinate year-end audit of chapter's financial books
  - Assist with meeting ASTD CORE compliance requirements associated with the office of President.

3. Positions reporting to the President are:
  - President-Elect
  - Vice President – Operations
  - Vice President – Communications
  - Vice President – Finance
  - Vice President – Marketing
  - Vice President – Membership
  - Vice President – Programs
  - Vice President – Career and Education
  - Vice President - Technology
  - Administrative Assistant
  - Golden Gavel

#### B. PRESIDENT - ELECT

1. The purpose of the position is to prepare to assume responsibility of Chapter Presidency.
2. The duties are:
  - Preside over Chapter functions in President's absence.
  - Represent Chapter at a National Leadership Conference.
  - Preside over Chapter Succession Committee.
  - Develop, coordinate, and manage Chapter Leadership Workshop for incoming officers.
  - Provide guidance to President and Council members concerning the Chapter Management and Awards Program.
  - Coordinate submission by Chapter for the National Awards Program (i.e. complete CORE survey) and forward to National ASTD.
  - Assist with meeting ASTD CORE compliance requirements associated with the office of President-Elect.
  - Serve in an advisory capacity to the Marketing (and/or Fundraising team) for fundraising events.
  - Co-facilitate, with current President, a transition meeting with the current and new Council members (November or December).
  - Coordinate with other Executive Council members as needed.
  - Perform other duties as assigned by the President.
  - Participate in completion of annual financial audit.
3. Positions reporting to the President-Elect are:
  - Special Event Chairperson

#### C. VICE - PRESIDENT – OPERATIONS

1. The purpose of the position is to arrange for Chapter meeting facilities and socials and to direct the Position Referral Service.
2. The duties are:
  - Manage meeting sites to ensure appropriate marketing, space, and service arrangements.
  - Develop and track committee goals and objectives.
  - Plan, organize, and staff the committee.
  - Develop and track annual committee budget.
  - Plan and conduct meetings with the administrative committee as needed.
  - Manage the Position Referral Service.
  - Negotiate administrative service contract.
  - Coordinate with other Executive Council members as needed.
  - Assist with meetings ASTD CORE compliance requirements associated with Operations.
3. Positions reporting to the Vice President of Operations are:

- Meeting Site Coordinator
- Historian
- Position Referral Service Coordinator

#### D. VICE-PRESIDENT - COMMUNICATIONS

1. The purpose of the position is to manage the internal and external communications efforts of the Chapter.
2. The duties are:
  - Develop and track budget, goals and objectives for the team, webmaster and its committee.
  - Manage chapter information (via newsletter, website, or announcements at chapter activities).
  - Coordinate the data, layout, and publication of the newsletter.
  - Ensure newsletter deadlines are met and information meets Chapter needs.
  - Provide data and placement information to webmaster for posting.
  - Plan, organize, and staff the communication support committee.
  - Coordinate article submissions and topics of interest for the newsletter.
  - Coordinate the data and its placement on the website.
  - Maintain crosschecks with webmaster on the posting and removal of web material.
  - Coordinate article submissions and topics of interest for the newsletter.
  - Solicit data and placement information for website posting.
  - Facilitate ideas and feedback between the Executive Council and the Webmaster.
  - Coordinate with other Executive Council members as needed.
  - Assist with meetings ASTD CORE compliance requirements associated with Operations.
3. Positions supporting Communications are:
  - Webmaster
  - Reporters

#### E. VICE-PRESIDENT - FINANCE

1. The purpose of the position is to manage Chapter financial activities.
2. The duties are:
  - Develop and monitor Chapter budget.
  - Manage Chapter funds including deposits and disbursements according to Chapter guidelines and Bylaws.
  - Prepare and publish financial reports monthly to the Executive Council and yearly to general membership.
  - Develop and track committee goals and objectives.
  - Plan, organize, and staff the committee.
  - Develop and track annual committee budget.
  - Collect monies at monthly meetings and bill no-shows.
  - Maintain government reporting.
  - Coordinate with other Executive Council members as needed.
  - Review and determine the amounts for Reserve Accounts based on the current operating budget.
  - Assist with meetings ASTD CORE compliance requirements associated with Finance.
  - Participate in annual audit.
3. Positions reporting to the Vice President – Finance are:
  - Administrative Assistant

#### F. VICE-PRESIDENT - MARKETING

1. The purpose of the position is to promote the Chapter, its services, and products, while establishing and sustaining partnerships with the community.
2. The duties are:
  - Develop and track committee goals and objectives.

- Plan, organize, and staff the committee.
  - Develop and track annual committee budget.
  - Ensure committee deadlines are met and information meets Chapter needs.
  - Plan and conduct Marketing Committee meetings.
  - Identify target market groups for partnerships.
  - Promote partnerships with the identified target markets.
  - Coordinate and promote Chapter activities and/or services through coordinated efforts of public relations/media services, educational/professional society/community relations, and fund raising functions.
  - Sell advertising for Chapter publications and website.
  - Assist with meetings ASTD CORE compliance requirements associated with Marketing.
  - Coordinate with other Executive Council members as needed.
3. Positions reporting to the VPs of Marketing:
- Media Liaison
    - Partner with local media services, which are within budget.
    - Negotiate advertising pricing in media services.
    - Ensure all media services have current chapter logistics.
    - Maintain contents of media kit.
  - Access Subject Matter Expert
    - Support development and/or enhancement of Marketing Sources database.
  - Corporate Liaison
    - Establish and sustain partnerships with major corporations and other companies.
  - Educational Liaison
    - Establish and sustain partnerships with educational institutes and their students.
  - Professional Society Liaison
    - Establish and sustain partnerships with other non-profit and professional organizations.
  - Community Relations Liaison
    - Establish and sustain partnerships with local businesses and other community resources.
    - Negotiate discount or incentive program with local retailers for members.
  - Marketing Generalist
    - Develop marketing plan to serve as the committee's blueprint.
    - Review and/or enhance plan semi-annually or as needed.
    - Serve as a strategist to committee, offering suggestions for potential partnerships.
  - Fund Raiser Development Coordinator
    - Develop plan for yearly fundraiser.
    - Work with respective businesses to determine logistics.
    - Secure volunteers for event and direct as needed.
    - Complete Request For Proposal and ensure board approval.

**G. VICE-PRESIDENT - MEMBERSHIP**

1. The purpose of the position is to stimulate the growth of membership, and partner with the Marketing committee to coordinate any activities designed to recruit new members and retain existing ones.
2. The duties are:
  - Plan, organize, staff, and direct the committee chair positions of the Membership Committee.

- Design and manage the implementation of innovative methods for promoting, recruiting, and retaining membership from the Charlotte Metro area.
  - Track and maintain membership information including growth retention, sources, and participating companies.
  - Manage the development, printing, and distribution of the annual Chapter Membership Directory.
  - Assist with meetings ASTD CORE compliance requirements associated with Membership.
  - Develop and track annual committee budget.
  - Develop and track committee goals and objectives.
3. Responsibilities of the Vice President – Membership are:
- Recruiting
  - Guest Greeting
  - Member Retention
  - Reception

#### H. VICE-PRESIDENT – PROGRAMS

1. The purpose of the position is to provide monthly programming for Chapter membership meetings and manage Chapter Special Interest Groups (SIGs).
2. The duties are:
- Plan, organize, and staff the Program Committee.
  - Assess needs of Chapter membership and plan programs accordingly.
  - Manage Program Coordinators to insure monthly programming planned.
  - Manage the implementation of at least one Chapter sponsored, profit-producing workshop.
  - Manage the activities of Chapter Special Interest Groups.
  - Assist with meetings ASTD CORE compliance requirements associated with Programs.
  - Develop and track annual committee budget.
  - Develop and track committee goals and objectives.
  - Ensure that all speakers are familiar with Chapter’s Code of Ethics and speaker guidelines.
  - Coordinate with other Executive Council members as needed.
3. Responsibilities of the Vice President – Programs are:
- SIG Coordinators

#### H. VICE-PRESIDENT – TECHNOLOGY

1. The purpose of the position is to provide technology functions to the chapter.
2. The duties are:
- Plan, organize, staff, and direct the committee chair positions of the Technology Committee
  - Overall responsibility of technical duties required by the chapter
  - Design, enhance and update of chapter web site.
  - Help identify and develop chapter site functionality and features
  - Manage external vendor relationships
  - Work closely with the President and the VP of Marketing with announcements in regards to the chapter web site

#### I. VICE-PRESIDENT – CAREER AND EDUCATION

1. The purpose of the position is to coordinate learning opportunities for chapter members and the community.
2. The duties are:
- Market to and recruit student members and/or education professionals
  - Coordinate and maintain services for student members.

- Coordinate and maintain partnerships with area educational institutions to offer learning opportunities to chapter members.
  - Represent interests from the education sector on the board
  - Promote ASTD National Certification efforts
3. Positions reporting to the Vice President of Career and Education are:
- Student services coordinator
  - Higher education partnerships coordinator
  - Primary education partnership coordinator
  - Student marketing coordinator
  - ASTD competency and certification specialist

#### Section 4: Administrative Assistant

1. The purpose of the position is to assist the chapter with secretarial functions, and to maintain records and history of Chapter programs and Executive Council Sessions.
2. The Administrative Assistant is a paid position that is not a member of the Executive Council. The Administrative Assistant may not vote in Executive Council proceedings.,
3. The duties are:
  - Monitor Chapter budget.
  - Manage Chapter funds including deposits and disbursements according to Chapter guidelines and Bylaws.
  - Assist Finance Committee to prepare and publish financial reports monthly to the Executive Council and yearly to general membership.
  - Participate in annual financial audit.
  - Collect monies at monthly meetings and bill no-shows.
  - Maintain Chapter mailbox, files, records, and correspondence.
  - Record Chapter meeting attendance.
  - Print and distributing Chapter letterhead and supplies maintaining Chapter mailbox, files, records, and correspondence.
  - Maintain member information s system.
  - Coordinate new member and/or guest information.
4. The Administrative Assistant is subject to an annual performance review.

#### Section 5: Committees

The following are permanent committees of the chapter. Other committees will be created as needed.

- Programming
- Membership
- Communications
- Marketing
- Succession
- Election
- Finance
- Operations
- Technology
- Career and Education

### **Article VI – Succession and Nomination**

#### Section 1: The Succession and Nomination Process

The succession and nominating process is to ensure an ongoing supply of potential Chapter leaders. The Succession Committee works with current Council members and Committee chairs to identify potential candidates as well as recruiting from the general membership.

- The Succession process shall be an ongoing process.
- The duties of the committee are:
  - Recruit for all Council and committee leadership positions
  - Review the job description and requirements for the position with candidate(s)
  - Publicize the search to the membership, including requests for nominations from the general membership
  - Ensure that all recruiting activities are ethically sound and meet the Chapter's Bylaws
  - Encourage current Board members to participate in the Succession process
  - Contact all nominees

The Succession Committee will also be responsible for proposing to the Executive Council replacements, as needed, to fill vacancies on the Executive Council. A majority vote of the Executive Council will be required to approve the proposed candidate(s).

Section 2: The Succession Committee

The Succession Committee shall consist of the following:

- The current President-Elect (chair)
- The current President
- The Directors
- Representatives from the Golden Gavel (optional)
- Current Council members (in an informal role)

Section 3: Candidate Qualifications

In order to run for an office, a Chapter member must meet the following criteria:

- Shall be a current member of the Charlotte Area Chapter of ASTD.
- All candidates for President-elect shall have served in a Vice Presidential position or as a Director on the Executive Council of the Charlotte Area Chapter.
- All candidates for Director shall have served in a Vice Presidential position of the Executive Council of the Charlotte Area Chapter.

Members are eligible to run for one office per year.

**Article VII – Elections**

Section 1: The Election Process

The purpose of the committee is to ensure that the election process is conducted in a fair and ethical manner.

The process begins when the Election Committee and Executive Council receives the list of candidates from the Succession Committee. The Election Committee will be responsible for submitting to the membership a slate of candidates for offices for the upcoming year.

If a current Director wishes to run for President-elect or a Vice Presidential position, the Director may do so by temporarily (during the course of the election) forfeiting his or her position as a member of the Election Committee. If the Director is not elected, he/she retains their position as Director. If the Director is elected to the office, the Succession Committee will suggest a replacement Director to the Executive Council. The replacement Director will begin his/her term on January 1.

Section 2: The Election Committee

The Election Committee shall consist of the following:

- Immediate Past President
- Current President (chair)
- Directors

Section 3: Responsibilities

The current President will be responsible for calling and presiding at all meetings of the committee and will represent the Committee at Chapter and Executive Council meetings.

#### Section 4: Election Procedures

The election procedure will be as follows:

- Announce the date of the election and the candidates.
- Elections will be held at a Chapter meeting. Members may request an absentee ballot.
- The Election Committee will give each member attending the Chapter meeting a ballot when they register.
- Members will vote by placing their completed and signed ballot in a ballot box monitored by the Committee.
- Votes will be counted and results announced by the Committee at the end of the meeting.
- Candidates who receive the most votes from the membership will be declared the election winners.
- In the event of a tie, a runoff ballot will be mailed to each member who was not at the Chapter meeting. The ballot must be signed and returned to the Committee chairperson by the specified date.
- The Election Committee chairperson will publish/announce the results to the Chapter membership.
- Elected officers will take office at the first Chapter meeting in January, and will serve for a term of one year (two years for newly elected Director positions).

### **Article VIII – Chapter Meetings**

#### Section 1: Meetings

The Chapter will meet at least nine times per year.

#### Section 2: Meeting Agenda

Business at Chapter meetings will be conducted by the President, or in the President's absence, the President-Elect or a Director.

#### Section 3: Reservation Policy

Members are required to make reservations for the Chapter meetings. If a member or a guest registers for a meeting and does not show up-or-if he/she cancels after the deadline of the Friday before the meeting, he/she will be billed a \$25 fee. This is to cover the cost of the meal being reserved, as we cannot reduce the number of meals after the deadline.

If a member fails to register yet wishes to attend that meeting, said member will be required to pay the \$35 guest member fee. This policy is to assure accurate count for caterer. They will also be placed on a waiting list and accommodated with attendance at the meeting and/food as space permits.

### **Article IX–General**

#### Section 1: Fiscal and Administrative Years

The fiscal and administrative years of the Chapter will be determined by the Executive Council.

#### Section 2: Review

Responsible officers from the Executive Council will review the Chapter books annually.

#### Section 3: Bonding

The Chapter shall carry insurance to protect against lawsuits.

#### Section 4: Compliance

The Chapter will submit to the ASTD CORE requirements.

#### Section 5: Use of Chapter Name

The Executive Council shall determine regulations governing the use of the name Charlotte Area Chapter of the American Society for Training and Development, its initials, and trademark, as defined by National ASTD.

#### Section 6: Financial Responsibility

No member shall have the authority to pledge the credit of the Chapter except as specifically authorized by the Executive Council.

#### Section 7: Mailing Labels and Diskettes

The Charlotte Area Chapter ASTD mailing labels and diskettes will be available to members and non-members for a fee if it is determined acceptable use by the Executive Council.

#### Section 8: Long Range Financial Plan

The long-range financial plan consists of the maintenance of Reserve Accounts A and B whose total should not fall below three months' operating expenses. Any proposal, which would take the balance of Reserve Accounts below three months' operating expense, must include a payback method to restore the balance by the end of the current year. One-third of reserves should be in Reserve Account B.

##### A. RESERVE ACCOUNT "A"

- This account will be utilized to support the long-range goals of the Chapter.
- These funds will remain in an insured, high yield, liquid account like the current bank Money Market Checking accounts.
- The use of these funds is to be limited to special projects outside the operating budget. All requests to utilize funds from this account must be submitted in writing to the Charlotte Area Chapter ASTD Executive Council for approval.
- The request must include:
  - Project cost/benefit analysis to support the annual goals of the Chapter. This will include the following:
    - \* Benefits to the Chapter
    - \* Identities of the responsible committee
    - \* Anticipated income
    - \* Timetable for receipt of income
- Any excess operating funds at the end of the year will be transferred to this account.

##### B. RESERVE ACCOUNT "B"

- This account is to be used only if all other case accounts or reserve accounts have been depleted and operating funds fall below \$500. This account may then be used as see money to implement an immediate solvency plan by the Executive Council.
- The Chapter's Vice President – Finance is responsible for selecting an insured, high yield three months or longer Certificate of Deposit (or similar note) in which to invest these funds.
- Interest accrued from this account is to be reinvested in Reserve Account B.

#### Section 8: Position Referral Service

The Position Referral Service (PRS) will be administered by a coordinator, service under Vice President – Operations, and will operate according to the following guidelines:

- Committee members will be bound by the PRS Code of Ethics.
- The PRS will accumulate information concerning position vacancies from area companies and organizations.
- This information will be placed in a position referral notebook made available at each Chapter meeting to Chapter members and on the chapter website.
- Organizations who wish to list a position with the PRS should contact the coordinator with information about the listing including the following:
  - The nature of the job
  - Salary
  - Contact person at their organization
  - Job requirements
  - Location

There is no charge for listing a position opening with the Position Referral Service.

## Section 9: Special Interest Groups

A Special Interest Group (SIG) shall be defined as a group of at least three ASTD members who meet on a regular basis to focus on areas of shared interest. Members who wish to form a SIG must:

- Appoint a chairperson reporting to Vice President – Programs.
- Meeting at least six times per year which may consist of speakers, visits to facilities, networking, and so on.
- Submit annual goals and objectives to Vice President – Programs.
- Submit an annual budget to Vice President – Programs.
- Have an annual meeting schedule and submit to Vice President – Programs.
- Provide one service opportunity to the Chapter each year, which may consist of a monthly meeting program, workshop, participation in a yearly fund-raiser, etc.
- Provide regular reports on activities and events to the general membership through the Insight newsletter and the website.
- Promote the importance of Special Interest Groups to the Chapter and encourage support and participation.

## **Article X – Indemnity**

The Chapter may indemnify any person who is a party to a court action (other than an action by the Chapter) because she or he is or was acting as an agent of the Chapter. This protection may include expenses such as attorney fees, judgments, or fines if the Executive Council believes in good faith that her or his conduct was lawful.

## **Article XI – Bylaws**

### Section 1: Effective Date

Amendments shall be effective on the date approved or on the date specified in the amendment.

### Section 2: Publication

Notice of changes to the Bylaws will be published in a Chapter publication, which will be distributed to all members as soon as possible.