



CHAPTER BYLAWS

**NATIONAL CONTRACT MANAGEMENT ASSOCIATION
CHAPTER BYLAWS
SPACE CITY-HOUSTON**

Date: October 12, 2007

Next revision date: The bylaws must be reviewed five years from the date affixed above to the approved bylaws, unless earlier revision is necessary in accordance with national policy.

ARTICLE I: NAME, ORIGIN AND PLACE OF BUSINESS

- A. The name of this chapter is the Space City-Houston. The address of the Space City-Houston Chapter is Post Office Box 58513, Houston, Texas 77258. The chapter number is 030 and the date of the chapter charter is September 16, 1966.
- B. These chapter bylaws are consistent with the NCMA National bylaws and associated policies, 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.
- C. The fiscal year of the chapter shall be the same as the national association, which is from July 1 through June 30. The fiscal year and program year shall be the same dates.

ARTICLE II: CHAPTER OFFICERS/COMMITTEES/ADVISORS

- A. The elected officers of the Space City-Houston Chapter shall be:
 - a. President,
 - b. Vice-President/ President-elect,
 - c. Secretary,
 - d. Treasurer,
 - e. Vice President for Programs and Chapter Operations,
 - f. Vice President for Membership,
 - g. Vice President for Education.

The elected chapter officers shall be called the Chapter Executive Council. The duties of the officers identified above are defined in Appendix A, attached hereto.

- B. The chapter officers will establish committees to carry out the chapter operations. At a minimum, the following committees will be established each year: Bylaws Committee, History Committee, and Nomination and Elections Committee. The descriptions of these committees are identified in Appendix B. Other committees may be established by officers in carrying out the specific responsibilities of their office. The instructions of the national policy on "Other/Special Committees" shall apply to these committees.

- C. A Council of Advisors may be established and appointed by the members of the Chapter Executive Council. The Council of Advisors shall be comprised of the Chapter President and at least three representatives from Government and Industry which shall select a Chairman. The Council of Advisors shall assist the Chapter Executive Council with promoting the importance of the association in the Contracts profession within the local area. The Council of Advisors will meet quarterly and the meeting will be conducted by the selected Chairman. The Chapter President will serve as liaison between the Council of Advisors and the Chapter Executive Council.

ARTICLE III: ELECTION OF CHAPTER OFFICERS

- A. The chair and members of the Nominations and Elections Committee shall be responsible for identifying candidates for chapter elections and overseeing the election process. The committee shall operate within the guidelines of the national policy on Nominations and Elections and ensure that chapter elections are completed by May 1 of each program year.
- B. Officer candidates shall be nominated from the general chapter membership and elected by an affirmative vote of the majority of chapter members casting ballots.
- C. All candidates shall submit an introductory resume/biography to the Nominations and Elections Committee for inclusion as part of the ballot.
- D. Chapter elections may be held at a chapter meeting or may be conducted by mail or electronic ballot. Association members in good standing, whose dues are paid in full and assigned to the Space City - Houston Chapter are entitled to cast a ballot in chapter elections.
- E. Newly elected chapter officers should be installed at the last meeting of the program year, if possible, to ensure proper authority to act on behalf of the chapter and in planning actions for the next program year.
- F. Chapter officers may be removed from office for cause in accordance with the national bylaws.
- G. 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 executive council, 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.

ARTICLE IV: TERM OF OFFICE

- A. The term of office for chapter officers shall be for one year, commencing July 1 and ending June 30.
- B. Chapter officers shall not hold the same position for more than 2 years.

ARTICLE V: CHAPTER EXECUTIVE COUNCIL MEETING

- A. The Chapter Executive Council shall convene on a monthly basis and conduct the business of the chapter.
- B. The Chapter President shall call the meeting to order and provide each Council member with an agenda for the meeting.
- C. Each council member is responsibility for reporting on the activities in their area of responsibility each month. Council members unable to attend the meeting may submit a written report to the Chapter President prior to the meeting.

ARTICLE VI: CHAPTER MEETINGS

- A. The chapter shall have regularly scheduled membership meetings. The chapter shall hold a minimum of 9 meetings per year. These meetings will typically be luncheon meetings. However, membership meetings will not be held during months where significant chapter activities occur (i.e, NES, Fall Conference, and Small Business Conference). These significant chapter activities will count toward achievement of the minimum of 9 meetings per year.
- B. The time, day and place of chapter meetings shall be established by the Chapter Executive Council and will be provided to the membership via the chapter newsletter and other regular methods of chapter communication.

ARTICLE VII: CHAPTER ASSETS

- A. The National Contract Management Association is a 501(c)(6) non profit association chartered in accordance with the Internal Revenue Service Code of 1986 and the Articles of Incorporation filed under the Virginia Non-Stock Corporation Act. Therefore, it is imperative that the Space City - Houston Chapter, and all of the Space City - Houston Chapter officers adhere to the fiduciary responsibility conferred on them in the operation of the chapter. They shall ensure that the chapter assets are utilized in accordance with those guidelines.
- B. Each chapter officer shall submit a budget to the chapter treasurer at the beginning of the program year in accordance with guidelines provided by the treasurer. The budget shall consist of intended program year expenditures and estimated income from planned chapter activities for their area of responsibility.
- C. The chapter treasurer shall prepare an overall chapter budget from the officer inputs and shall submit the program year budget to the chapter executive council. The Space City – Houston Chapter Executive Council shall approve the chapter budget at the beginning of the chapter program year.
- D. An independent annual audit, to be initiated by the President, will be performed at the end of each fiscal year. A formal audit report will be submitted to the Chapter Executive Council and NCMA National prior to July 31 of each year.

ARTICLE VIII: BYLAWS AND AMENDMENTS

- A. The chapter bylaws shall be revised when there are major changes to the national bylaws or other sections of the national policy that create an inconsistency between that document and these bylaws, or every five years. Failure to revise the chapter bylaws shall not, however, render these bylaws invalid.
- B. Amendments to the chapter bylaws shall be proposed in writing to the chapter president.
- C. Approval of chapter bylaws and revisions to chapter bylaws shall be subject to an affirmative vote of a majority of those members present at a scheduled chapter meeting. Approval shall be determined by an affirmative vote of three-fourths (3/4) of the chapter member votes received during the scheduled chapter meeting.
- D. Upon resolution adopted by three-fourths (3/4) vote of the chapter voting members, the bylaws shall be processed and rendered approved in accordance with the national policy.
- E. A copy of the Space City - Houston Chapter bylaws and amendments shall be kept in a book of record with the chapter secretary.

Appendix A

President

1. Presides at all Chapter and Chapter Executive Council meetings and promulgates the aims and purposes of the Association.
2. Makes appointments to fill temporary vacancies and Committee Chairpersonships.
3. Exercises general supervisory responsibility over the other officers and committees.
4. Maintains the continuity of Chapter activities by assuring the election of successors to the Chapter officers.

Vice President/President Elect

1. Acts as alternate authority in the guidance and supervisory functions of the President.
2. Acts in the absence or incapacity of the President on a temporary basis, or on a permanent basis, if required, for the full unexpired term of the President.
3. Acts as Chapter Parliamentarian.
4. Other duties as assigned by the President.

Vice President for Programs

In charge of the committee or committees which:

1. Plan complete program for year and annual calendar of Chapter events for year, subject to approval of Chapter Executive Council.
2. Plan and conduct program sessions of all Chapter membership programs, introducing speaker(s) and other program participants.
3. Maintain a master file of Chapter Constitution and Bylaws and provide a procedure for revision.
4. Solicit nominations from Chapter members and conduct timely election of Chapter officers.

Vice President for Membership

In charge of the committee or committees which:

1. Maintain current monthly membership roster and arrange for presentation of membership certificates, pins, and awards.
2. Develop and implement annual Membership Retention Plan.
3. Good faith effort to obtain maximum attendance at all Chapter meetings and/or functions and maintain detailed attendance records.

4. Publish Fellow requirements and work with potential Fellow candidates in preparing the application.
5. Publish Chapter newsletters and announcements of monthly meetings and workshops.

Vice President for Education

In charge of the committee or committees which:

1. Develops and recommends long- and short-range goals pertaining to professional education and certification.
2. Establishes annual objectives as steps toward those education/certification goals. Presents specific number of workshops annually.
3. Prioritizes objectives and allocates required resources.
4. Guides and coordinates activities to achieve education/certification goals with adherence to NCMA's Code of Ethics, Principles and Objectives.
6. Champion annual scholarship program to encourage study in the field of acquisition.

Secretary

1. Records the minutes and business decisions of the Chapter and assures the availability of the minutes for each regular meeting of the Chapter or Chapter Executive Council.
2. Prepares the Chapter correspondence and supervises all notices of meetings/activities.
3. Exercises supervision over the supply and dissemination of Association publicity and recruiting literature.
4. Retains the Chapter Charter and historical data.
5. Other duties assigned by the President.

Treasurer

1. Initiates the preparation of a Chapter Budget in conjunction with the Chapter Vice Presidents.
2. Collects Chapter revenues and submits monthly Treasurer's report.
3. Maintains the Chapter bank account and draws checks for approved Chapter purposes.
4. Acts as alternate to the Secretary.
5. Other duties as assigned by the President.
6. Develop chapter budget (with input from elected officers and committee chairs, as needed) and obtain approval from Chapter Executive Council.

Appendix B

Bylaws Committee

1. Maintains an adequate supply of current Chapter Bylaws.
2. Maintains a master file of Chapter Bylaws and all revisions including pertinent correspondence and Chapter/Committee minutes.
3. Provides a "review and recommendations" system/procedure for revisions.
4. Provides bylaw historical context when requested by Chapter President or presiding officer at Chapter meeting.

History Committee

1. Responsible for storage of historical documentation of Chapter's formation, growth, and activities.
2. Develops retention period/disposition for files.
3. Keeps other officers/committees informed of available historical records pertaining to their responsible area and assures they are aware noncurrent records should be sent to the History Committee for filing.
4. Establishes checkout system to allow officers/committees to retrieve noncurrent documents from the file and return them afterwards.

Nominations and Elections Committee (Shall be appointed by President no later than January 1 of each year; committee shall be composed of at least two members.)

1. Reviews position description of Chapter Officers as described in Appendix A to these bylaws.
2. Establishes qualifications for each nominee for Chapter office.
3. Determines guidelines for most practical geographic and employer dispersal of officers for Chapter representation.
4. Provides a timely request to Chapter members to obtain nominations.
5. Develops slate after reviewing all nominations and reviewing all nominees.
6. Announces candidates for office in Chapter newsletter and at Chapter meeting in month preceding the election.