

ASTD Pensacola Chapter Bylaws

BYLAWS of the Pensacola Area Chapter of The American Society for Training and Development

ARTICLE I -NAME

: The name of this organization shall be the Pensacola Area Chapter of the American Society for Training and Development.

ARTICLE II-PURPOSE

The purpose of the organization is to achieve a better utilization of human ability and potential in business, industry, and government by:

- (a) Providing leadership in the field of training and development, in order to assist management to develop and maintain a competent work force.
- (b) Ensuring continuity of effective organization leadership by assisting management to motivate personnel to achieve individual growth goals.
- (c) Promoting an understanding of training and development as a basic responsibility of management.
- (d) Encouraging or sponsoring appropriate research and publishing results in the field of training and development.
- (e) Providing means for dissemination and exchange of knowledge, skills, and attitudes about training and development.
- (f) Encouraging educational institutions to provide programs for the preparation and growth of training and development practitioners.
- (g) Encouraging the participation and affiliation of individuals or groups concerned with specialized areas of activity to interests within the broad field of training and development.

ARTICLE III -MEMBERSHIP

Section 1: Membership is open to any individual or business having a concern or interest in the field of education, training, or development. Section 2: Any individual or business desiring membership shall fill out the appropriate application form and submit it with the appropriate dues. Section 3: A member in good standing shall be one who meets the requirements of membership as specified in Sections 1 and 2 of this Article III. Section 4: Full members in good standing shall have a vote and membership rights. Section 5: Open members in good standing do not include full member privileges and are non-voting members.

ARTICLE IV - OFFICERS (updated 2009)

Section 1: The Officers of the Pensacola Area Chapter of the American Society for Training and

Development shall be a President, a President-Elect, Immediate Past President, VP of Communications,, VP of Finance, VP of Membership, and VP of Technology/Webmaster . Their duties shall be:

- (a) President: shall preside at all meetings of the Chapter and of the Board of Directors. He/She shall appoint all committees and shall direct the administration of the business of the Chapter. The President shall be an ex-officio member of all committees.
- (b) President-Elect: shall act for the President in his/her absence at all meetings of the Chapter, of the Board of Directors, and of the committees. In the event of the resignation, incapacity, or death of the President, the President-Elect shall become President for the remainder of that term of office. The President-Elect will assume the office of President at the end of the current President's term.
- (c) VP of Communications: shall be responsible for keeping all records of the Chapter and of the Board of Directors, except financial records. He/She shall issue notices and keep and publish minutes for all meetings.
- (d) VP of Finance: shall collect all dues and assessments, make all disbursements, and keep such financial records as may be required by the Board of Directors. He/She shall furnish financial reports to the Board at regular intervals, or as requested by the President.
- (e) Immediate Past President – shall serve in advisory capacity to President and other members of the board and assume duties of President if both President and President-Elect are unavailable.
- (f) VP of Technology/Webmaster - shall research and recommend new technologies to support chapter activities and assist chapter with all technology related issues including e-learning, social media, etc. Develop and Manage Chapter Website and Blog and research and recommend additions or changes to chapter electronic communication.
- (g) VP of Membership – Shall coordinate membership campaigns, facilitate new member welcome programs and be responsible for retention strategies for existing members. Maintain membership roster and current database.

Section 2: Officers shall be elected annually and shall hold office for one year, or until their successors are chosen.

ARTICLE V -BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the Officers of the Chapter, all Committee Chairpersons, and the immediate Past President,

Section 2: The Board of Directors shall meet at the call for the President or upon a written request addressed to the Secretary by any three members of the Board.

ARTICLE VI -DUTIES OF THE BOARD OF DIRECTORS

Section 1: The duties of the Board of Directors shall be as follows:

- (a) To determine the policies of the Chapter within the limits prescribed by the Bylaws of the American Society for Training and Development national organization.
- (b) To develop, publish, and enforce Chapter Bylaws for efficient operation of the chapter business. The bylaws will be reviewed annually.
- (c) To counsel the President in the conduct of that office.
- (d) To make such provisions for the auditing of chapter records as it may deem proper for the protection of the funds and of the purpose of the Chapter.

- (e) To fill a vacancy occurring during the term of any Officer of the Chapter by electing another member to serve for the unexpired portion of the term, except that a vacancy in the office of President shall be filled as provided by Article IV, Section 1, Sub-section (b).
- (f) In the event that the President-Elect is unwilling or unable to assume the duties of the office of the President, the Board of Directors shall elect a new President who shall serve for the remainder of that term of office.
- (g) Upon retirement, each member of the Board of Directors shall deliver Chapter records to their successors.

ARTICLE VII -ELECTION OF OFFICERS

The officers shall be nominated in October and elected at the regular meeting in the month of November. Officers shall assume their respective offices on the first day of the following January.

ARTICLE VIII -ESTABLISHMENT OF COMMITTEES

Section 1: Standing committees shall be appointed by the incoming President

Section 2: Special committees shall be established as necessary. The duties of the committees shall be as prescribed by the Board of Directors.

ARTICLE IX -MEETINGS

Regular meetings of the Chapter shall be scheduled by the Board of Directors.

ARTICLE X -DUES AND FEES

Section 1: Regular dues and fees will be assessed to provide operating funds for the Chapter. All collected dues and fees are entirely for the use of the local Chapter. In addition, the Chapter may collect and remit dues to the American Society for Training and Development for those who are National members of the latter organization.

Section 2: The dues and any fees are established by the Board of Directors.

ARTICLE XI -PARLIAMENTARY PROCEDURES

Section 1: Parliamentary procedures in all meetings of the Chapter shall be in accordance with Robert's Rules of Order.

Section 2: For voting purposes, twenty percent of the membership shall constitute a quorum, established in

person or by written proxy.

ARTICLE XII -AMENDMENTS

Section 1: Proposed amendments to these bylaws must be submitted in writing to the Board of Directors at a regularly scheduled Board meeting. The Secretary shall ensure that notification of the changes is made to all members in good standing. The proposal shall be read at the next regular meeting.

Section 2: These Bylaws may be amended by a two-thirds vote of the membership present at the next regular meeting providing a quorum was attained. Vote may be by written proxy.