

**ARMA Winnipeg
Chapter
Constitution
And
By-Laws**

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CONSTITUTION AND BY-LAWS
OF THE WINNIPEG CHAPTER INC.
of
THE ASSOCIATION OF RECORDS MANAGERS
AND ADMINISTRATORS, INC.

Constitution

ARTICLE I

The Chapter shall be known as the:

ARMA Winnipeg Chapter Inc. of the Association of Records Managers and Administrators, Inc.

ARTICLE II

The mailing address of the Chapter shall be at P.O. Box 1908, Station "B", in the City of Winnipeg, Province of Manitoba, R3C 3R2. The Chapter may change such location or have other such locations as may from time to time be designated by its members or its Board of Directors.

ARTICLE III

The purpose of this chapter is:

to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success.

ARTICLE IV

This chapter is organized and operated exclusively for the above-stated purposes and for other not-for-profit purposes and no part of any income or earnings shall inure to the benefits of any private member.

ARTICLE V

In furtherance of the objects described above, but not in limitation thereof, the chapter shall have the power to collect and disseminate educational information, to conduct studies and research, to engage in various fund raising activities, to conduct promotion activities, including advertising and publicity, in or by any suitable manner or media, to conduct and promote seminars in the field of records and information administration and management and to hold such property as is necessary to accomplish its purpose.

ARTICLE VI

Anyone is eligible to become an active member of this chapter with full voting and other privileges, provided he or she is qualified under such rules as is set forth in the conditions of membership which shall be stated in the bylaws.

ARTICLE VII

The annual dues required for membership in the chapter, the location and time for an annual meeting and special meetings of the chapter, the quorum requirements at a meeting, the election procedure and duties and responsibilities of officers and directors of the chapter, the establishment of committees and appointment of members of the committee, the powers, duties and privileges of the members of the chapter, and other such matters concerning the establishment and operation of the chapter shall be such as specified in the bylaws of the chapter.

ARTICLE VIII

These Articles may be amended or repealed in whole or in part as is provided for in the chapter bylaws.

ARTICLE IX

Bylaws will be hereafter adopted. Such bylaws may be amended or repealed in whole or in part in the manner provided therein and the amendment to the bylaws shall be binding on all members including those who may have voted against them.

ARTICLE X

Should the Chapter cease to exist, the current Board of Directors or remaining members of the Board, shall ensure that an official audit is conducted at the time of the dissolution. Following the audit (signed by the remaining members of the Board) and the resolution of outstanding financial affairs, all remaining Chapter funds shall be transferred to ARMA International, Region Canada.

BYLAWS

ARTICLE I - MEMBERSHIP

Section 1 - Qualifications

Any individual, holding or occupying a position in records and/or information management or generally interested in the field of records and information management and a member in good standing of ARMA International shall be eligible for Chapter membership.

Section 2 - Classes

a) Regular

A duly qualified individual in good standing with the Chapter, entitled to full rights and benefits of the Association.

Corporate memberships shall not be accepted, unless the membership is registered in the name of one individual. That individual shall be eligible for Chapter individual member privileges.

b) Honorary Member, Chapter and Association

i) Chapter Honorary Member

An individual who has been granted life membership by the Chapter in recognition of the individual's contribution to the Association and/or profession of a nature to warrant special and unique consideration. Recommendation for Honorary Chapter Membership will be submitted with proper documentation to the Chapter's Board of Directors.

Upon acceptance, the individual will be listed on the Chapter roll as an Honorary Member. Persons holding this class of membership shall not be required to pay annual membership dues and shall not be eligible to hold an elective office unless they chose to pay Chapter dues. Honorary members shall be eligible to vote in Chapter elections.

ii) Association Honorary Member

An individual who has been granted life membership by ARMA International's Board of Directors. This class of membership is reserved for those individuals who have made major contributions to the profession of Records and Information Management and to the Association as a whole.

Recommendations will be prepared at the Chapter level and submitted to the Board of Directors through the President of the Association. Association Honorary

Members shall be eligible to vote in chapter elections but shall not be eligible to hold elective office. Payment of annual membership dues shall not be required.

iii) Student Member

An individual registered in a full-time program at high-school, college or university carrying a valid student identification card, and demonstrating an interest in records and/or information management, shall be eligible for this category of membership. Student members shall not be required to pay annual Chapter dues but shall be eligible to vote or hold an elective office at the Chapter level. The purpose of this class of membership is to assist in the student's education by being able to attend Chapter functions, to receive Chapter publications, and to avail themselves of Chapter facilities.

iv) Retired Membership

A current or former member in good standing with the Association, who has retired from the profession of records management. Retired membership does not include the privilege of voting in International elections or holding an International office. (See schedule "A" attached). Retired members whom pay Chapter dues are eligible to vote in Chapter activities and may hold office at the chapter.

Section 2 - Applications for Membership

Applications for membership shall be submitted with appropriate dues to the Membership Director.

Section 3 - Membership Obligations and Privileges

i) Obligations

Every member is expected to demonstrate a continuing interest in the aims, objectives, mission and activities of the Chapter, Region and Association. Such interest may typically be demonstrated by, but is not limited to: attendance at meetings; contributions to the Chapter Newsletter; participation in Chapter sponsored activities; or being a member of, or otherwise supporting Chapter committees.

Every member is expected to use the membership roster for Chapter business only. The roster may not be sold or used for personal benefit unless special authorization has been received from the Chapter Board of Directors.

ii) Privileges

All classes of members shall have the privilege of participating in chapter activities,

shall be entitled to receive any printed material distributed by the Chapter, and shall be entitled to invite guests to attend Chapter activities.

Only regular and honorary and retired members having paid chapter dues shall be eligible to vote in Chapter elections.

Only regular members and retired members having paid chapter dues shall be eligible to hold elective office. Privileges are to be exercised only by members in good standing.

iii) Member in Good Standing

A member in good standing is one whose dues are paid, complies with the Constitution and By-Laws of the Chapter and abides by the ARMA International Code of Responsibility (schedule A)

Section 4 - Termination and Reinstatement of Membership

i) Resignations

A member may resign at any time upon submitting written notification to the Board of Directors.

ii) Suspension

Any member whose conduct shall be considered detrimental to the best interest of the Chapter or who wilfully exploits the organization for personal gain or otherwise violates the constitution and By-Laws or other rules and regulations, may be suspended by a majority vote of the Board of Directors. When such action is contemplated in the case of any member, he/she shall be entitled to receive specific charges in writing from the Board of Directors and shall, if he/she so desires, be afforded an opportunity for a hearing before the Board of Directors or a special committee appointed by the President for this purpose. If a member so suspended is not restored to active status within 90 days from the date of suspension, his/her membership shall be terminated immediately and all his/her dues forfeited.

iii) Delinquency

Regular Chapter Members who have not paid their dues within ninety (90) days shall be terminated automatically. Their names shall be removed from the roster.

iv) Reinstatement

Any member suspended shall be eligible to apply to have his/her membership restored to active status by submitting a completed ARMA application form to the

Board of Directors.

Any member terminated shall be eligible to apply for reinstatement by submitting a new application for membership that must be approved by a majority vote of the Board of Directors.

Application for restoration or reinstatement of membership must be approved by a majority vote of the Board of Directors.

A member who resigns, is terminated or suspended shall not be entitled to a refund of dues paid or any portion thereof.

Section 5 - Transfer of Membership

Any membership, except Student Membership, in good standing may be transferred. It is the responsibility of the transferring member to inform the Board of Directors in writing.

ARTICLE II - FINANCES

Section 1 - Fiscal Year

The fiscal year of ARMA Winnipeg Chapter is July 1st to June 30th of the following calendar year.

Section 2 - Annual Dues

Remittance

Dues are payable on application or annually upon receipt of an invoice, and no later than ninety (90) days after expiry of membership, at which time membership will be deemed to have been terminated. Dues are a combination of Chapter and Association dues and are payable in US funds.

Section 3 - Assessments/Dues Increase

Chapter dues are set by the current board of directors of the Winnipeg Chapter. Association dues are set by the Board of Directors of ARMA International. The procedure for notification is provided in the Constitution and By-Laws of the Association.

Section 4 - Financial Statements

The treasurer shall prepare a monthly statement of revenue and disbursements for the monthly Board of Directors Meeting and General Membership Meeting. The treasurer shall prepare and submit to the Board of Directors a year-end statement of the Chapter finances which will form part of the Annual Report. Any member of the Chapter is at liberty to

request a statement of the Chapter finances.

Section 5 - Fees and Payments

No Chapter member, including the Board of Directors, shall be eligible to receive remuneration for services rendered to the Chapter. Reimbursements will be granted to cover out of pocket expenses for administrative costs which are approved by the Board of Directors. The Board of Directors shall have the authority to approve payment of certain expenses for specific reasons.

ARTICLE III - ORGANIZATION

Governing Body:

The Elected Representatives of the Chapter shall be known as the Board of Directors and shall consist of the following:

- President
- President Elect
- Secretary
- Treasurer
- Director Education and Program
- Director Membership
- Director Marketing
- Director Public Relations
- Immediate Past President and Chairman of the Board.

The Management of the Chapter, its affairs, meetings and property shall be vested in the Board of Directors. Upon a majority vote (quorum), the Board of Directors shall have the power to:

Suspend any member for cause after said member has been duly notified of the reasons for such action and has had an opportunity to appear before the Board of Directors;

Remove any Committee Chair with just cause;

Reinstate any member terminated;

Approve all cash receipts and disbursements;

Perform such other duties as properly devolve upon a Board of Directors of this incorporated association;

Perform such other duties as may be requested by the President.

All motions passed at the general meeting of the ARMA Winnipeg Chapter must be

implemented.

ARTICLE IV - TERMS AND QUALIFICATION OF OFFICE

All members of the Board of Directors must be members in good standing.

The Board of Directors shall be elected by majority of the quorum present. (See Article VII).

The Board of Directors shall take office effective July 1 of the year in which they are elected and shall hold office until June 30 of the following year.

Vacancies occurring in any office shall be filled by appointment for the unexpired term by the President with the approval of a majority vote of the Board of Directors. If any Officer or Director is absent from two (2) consecutive Board of Directors' Meetings, for causes unacceptable to the Board of Directors, a vacancy shall be considered to exist and a successor appointed.

The President and President-Elect shall not be employed by the same company/firm, same Department of a Government Office or organization.

DUTIES OF ELECTED OFFICERS

President

The President shall be the Chief Executive Officer of the Chapter and shall:

- a) Plan and develop the Chapter's goals and objectives, both short term and long term;
- b) Exercise general supervision over the affairs of the Chapter;
- c) Be responsible for the enforcement of the Constitution and By-Laws and all directives of the Board of Directors;
- d) Upon approval of a majority vote of the Board of Directors, appoint all standing committee chairs unless provided otherwise in these By-Laws. If necessary, appoint members of all Committees or authorize the Board of Directors to make such appointments;
- e) Appoints all chairs of committees;
- f) Serve as ex-officio member of all standing committees except Nominating and Awards;
- g) Keep the Board of Directors fully informed of all the activities of the Chapter, Region and Association.

- h) Draft a budget for submission to the Board of Directors.
- i) Deliver at the July Directors meeting to his/her successor in office all books, papers, records and other property to the chapter for which he/she is responsible;
- j) Represent the Chapter at the Annual Chapter Presidents' Meeting and Region VIII Chapter Presidents' Meeting.

Should the President be unable to attend any Chapter Presidents' meetings, the President- Elect will be the representative for the chapter. Should the President-Elect not be able to attend the President shall appoint a representative. The representative must be approved by the Board of Directors and have full voting power.

President - Elect

The President - Elect shall assume all the duties of the President during his/her absence or disability and shall:

- a) Assist the President with his/her duties;
- b) Serve as an ex-officio member of and be responsible for co-ordinating the activities of all special committees;
- c) Assume responsibility for all committees on behalf of the Board of Directors, including Canadian Legislative and Regulatory Affairs Committee (CLARA), Industry Specific Group (ISG), Constitution and Bylaws, unless otherwise noted in the Constitution and Bylaws;
- d) Assume responsibility for forming the Long Range Planning and Strategic Planning Committee;
- e) Deliver at the July Directors meeting to his/her successor in office all books, papers, records and other property of the Chapter for which he/she is responsible;
- f) Draft a budget for submission to the Board of Directors;
- g) Perform such other duties as may be assigned by the President and/or Board of Directors.

The President – Elect is the automatic incumbent into the position of President.

Secretary

The Secretary, shall be responsible for the records of the Chapter, including the Chapter Charter, and shall:

- a) Keep a record of all meetings of the Board of Directors and meetings of the Chapter Membership;
- b) Distribute to the Board of Directors copies of the record of proceedings of all meetings;
- c) Be responsible for preparing and distributing notices of all Board of Directors meetings;
- d) Handle correspondence as directed by the President and/or Board of Directors;
- e) Update the Executive Meeting summary after each board of Directors meeting for publication in the Chapter Monthly Newsletter;
- f) Receive and distribute all Chapter mail;
- g) Deliver at the July Directors meeting to his/her successor in office all books, papers, records and other property of the Chapter for which he/she is responsible;
- h) Draft a budget for submission to the Board of Directors;
- i) Ensure the carry forward of all "Old Business Items" at each meeting of the Board of Directors;
- j) Perform other such duties as provided in the Constitution and By-Laws or as may be assigned by the President and/or Board of Directors.

Treasurer

The Treasurer shall be the chief financial officer of all funds of the Chapter and shall:

- a) Receive all membership dues and other payments to which the Chapter is entitled;
- b) Disburse funds of the Chapter generally on approval of the Board of Directors;
- c) Ensure all cheques bear the signature of two (2) designated officers;
- d) Draft a budget for submission to the Board of Directors;
- e) Deposit all funds in the name of the Chapter in depositories approved by the Board of Directors;

- f) Prepare a monthly statement of revenue and disbursements for the monthly Board of Directors Meeting and General Membership Meeting;
- g) Prepare a year-end financial statement of the finances of the Chapter;
- h) Deliver at the July meeting of the Board of Directors to his/her successor in office all books, papers, records and other property of the chapter for which he/she is responsible;
- i) Submits yearly incorporation status;
- j) Perform such other duties as provided in the Constitution and By-Laws or as may be assigned by the President and/or Board of Directors.

Director Education and Program:

The Education and Program Director is responsible for the development of diversified education programs internal to the Chapter, and for the planning, co-ordination and successful management of the monthly program for the Chapter and shall:

- a) Establish the programs for all Chapter monthly meetings (for the approval of the Board of Directors). This should be presented on or before the August Meeting
- b) Arrange for meeting facilities, guest lecturers, introductions, gifts and presentations;
- c) Confirm guest speaker and topic with newsletter editor;
- d) Assist and liaise with Education Directors and Committees at International and Regional levels;
- e) Identify Records and Information Management education needs on a local and regional level;
- f) Assist in the development of Records Management course programs as approved by the Board of Directors for Chapter members as well as Manitoba schools, colleges and universities;
- g) Establish guidelines for professional standards of Records Management education;
- h) Monitor work of Library Committee;
- i) Chair the Education and Program Committee;
- j) Deliver at the July meeting of the Board of Directors to his/her successor in office all

books, papers, records and other property of the Chapter for which he/she is responsible;

- k) Draft a budget for submission to the Board of Directors;
- l) Promote professional certification in Records and Information Management to the Chapter membership;
- m) Appoint and/or serve as the Institute of Certified Records Managers (ICRM) Liaison.

Director Membership

The Membership Director is responsible for the maintenance and growth of the membership, and for liaising with the Association in the processing of membership applications, and shall:

- a) Assist and co-operate with Membership Directors and Committees at International and Regional levels;
- b) Recruit new members;
- c) Update and revise membership lists and issue a roster to Chapter members twice annually. The publications are to be distributed to each member in good standing in October and February respectively;
- d) Process applications according to policy;
- e) Issue information packages to all new members;
- f) Administer all procedures of the Membership Committee;
- g) Ensure distribution of ARMA certificates to all members;
- h) Chair the Membership Committee;
- i) Formulate and present plans for membership drives;
- j) Notify ARMA International Inc. of any changes to the membership roster;
- l) Deliver at the July Executive meeting to his/her successor in office all books, papers, records and other property of the Chapter for which he/she is responsible;
- m) Draft a budget for submission to the Board of Directors;
- n) Perform such other duties as may be assigned by the President and/or Board of

Directors.

Director Public Relations

The Publicity Director is responsible for the development and implementation of an effective communications plan and network, and shall:

- a) Assist and co-operate with Publicity Directors and Committees at International and Regional levels;
- b) Advertise and promote the Association via any media at his/her disposal;
- c) Prepare, edit and distribute the monthly Chapter Newsletter and annual report;
- d) Maintain member identification badges for general meetings;
- e) Deliver at the July Executive meeting to his/her successor in office all books, papers, records and other property of the Chapter for which he/she is responsible;
- f) Perform such other duties as may be assigned by the President and/or Board of Directors.

Director Marketing

The Marketing Director shall:

- a) Develop a plan and budget for Chapter marketing functions and initiatives for the approval of the Chapter Board of Directors;
- b) Liaise with and represent the Chapter on all marketing committees and initiatives sponsored by the Association or Region VIII;
- c) Establish and chair the Chapter Marketing Committee and ensure that all committee functions are appropriately conducted;
- d) Report on the status of marketing activities in the Chapter, in Region Canada and in the Association to the Chapter Board of Directors;
- e) Liaise with other members of the Chapter Board of Directors as required to ensure marketing requirements are considered;
- f) Deliver at the July Directors meeting to his/her successor in office all books, papers, records and other property of the Chapter for which he/she is responsible;
- g) Draft a budget for submission to the Board of Directors;

- h) Perform other duties as assigned by the President/Vice President and/or the Chapter Board of Directors.

Immediate Past President and Chairman of the Board

- a) Preside at all meetings of the Chapter and of the Board of Directors
- b) The Immediate Past President is a member of the Board of Directors and has a full vote at all meetings of the Board. Principal duty is to assist the Board of Directors in the maintenance of continuity from one administration to the next. Serves as ex-officio chair of the nominating and Legislative Committees and as a member of the Awards Committee.

ARTICLE V - COMMITTEES

There are two types of committees: standing and special committees. A standing committee has a permanent and continuing role whereas a special committee is of a short term nature and will terminate at the end of the specified assignment.

Section 1 - Standing Committees

i) The Chapter Standing Committees are:

Name	Chair	Responsible To
Awards	Immediate Past President	Board of Directors
Newsletter	Appointed by Publicity Director	Director Publicity
Program & Education	Director Education & Program	Board of Directors
Legislative	Immediate Past President	Board of Directors
Library & Archives	Appointed by Director Education	Director Education
Marketing	Director Marketing	Board of Directors
Membership	Director Membership	Board of Directors
Nominating	Past President	Board of Directors
Publicity	Director Public Relations	Board of Directors

ii) Committee Duties

Awards Committee:

This Committee shall consist of no less than three members including the immediate past president as the Chair and the immediate past two recipients of the Chapter Member of the Year award. A vacancy on this committee shall be filled by a designate named by the president of the Chapter.

- a) Co-ordinate Chapter awards in accordance with established criteria;
- b) Review and recommend changes to award criteria for approval by the Board of Directors;
- c) Act as the Chapter liaison for Regional and International Awards.

Chapter Newsletter Committee:

- a) Compile and Publish the Chapter's monthly newsletter;
- b) Arrange for the distribution of the newsletter to all Chapter members and related organizations.

Education Committee:

- a) Assist in the development of Records and Information Management course curricula;
- b) Secure or assist in the selection of instructors for Records and Information Management courses, seminars and workshops;
- c) Arrange or assist in arrangements for course accommodations;
- d) Promote all Records and Information Management courses to Chapter membership as well as the general public through the publicity chair.

Legislative Committee:

- a) Ensure that all Chapter and Board of Directors meetings are conducted in accordance with established practices;
- b) Recommend amendments to the Chapter Constitution and By-Laws for the approval of the Board of Directors;

- c) Ensure that the Chapter Constitution and By-Laws are in conformance with the Association Chapter Operations Handbook.

Library and Archives Committee:

- a) Maintain an up-to-date library of materials relative to Records and Information Management for the use of Chapter members;
- b) Maintain a current list of library holdings available and arrange for the publication and distribution of this list at least once a year to Chapter members;
- c) Ensure that sufficient and proper material is available for research to members wishing to write the Institute of Certified Records Manager (ICRM) exams;
- d) Recommend the acquisition of new material to the Education Director;
- e) Identify all Chapter records that are deemed to be of archival value and arrange for deposit in the Chapter Archives;
- f) Prepare records retention schedules for all Chapter records for approval by the Board of Directors;
- g) Review and cull, where applicable, all Chapter files according to established retention schedules annually after the election of new Board of Directors in July.

Membership Committee:

- a) Develop, recommend and implement ways and means to recruit qualified members;
- b) Maintain membership standards (see Article I);
- c) Work with Chapter Members to assist in obtaining new members;
- d) Maintain a supply of promotional and membership materials;
- e) Assemble all material for new member kits consisting of, but not limited to the following:
 - 1) The Constitution and By-Laws;
 - 2) Code of Ethics;
 - 3) National Officers;
 - 4) Chapter Officers and Directors;
 - 5) Past Presidents of the Winnipeg Chapter;
 - 6) Committee Chair;
 - 7) Membership roster;

- 8) Programs for the coming year;
- f) Maintain an up-to-date roster of members and distribute twice annually to members in good standing.

Marketing Committee:

- a) Develop a marketing strategy for the recruitment of new members in conjunction with the Director Membership for approval by the Board of Directors;
- b) Implement the marketing program for new member recruitment;
- c) Promote increased attendance at regularly scheduled program meetings through additional advertising with other associations and the use of published and broadcast media;
- d) Develop a marketing strategy for seminars and workshops in conjunction with the Program and Education Directors for approval by the Board of Directors.

Nominating Committee:

- a) The Association Chapter Operations Handbook to be used as terms of reference to secure nominations for new Board of Directors;
- b) Prepare a slate of at least one nominee for each elective office to be filled and present such slate to the Board of Directors for approval at the May Meeting;
- c) Notwithstanding (b), if names are received from the membership at large, those names may appear on the printed ballot.

Program Committee:

- a) Develop programs consistent with the objectives and in the interests of the Association. This includes all monthly Chapter meetings;
- b) Present to the Board of Directors for their approval at the August Board Meeting, a draft of the theme, activities and tentative speakers for the year's activities;
- c) Arrange for meeting facilities guest lecturers, introductions, gifts and presentations;
- d) Record attendance of members and guests at all official functions;
- e) Send advance reminder notices to each speaker and a letter of appreciation on behalf of the Chapter after each program;

- f) Advise successor Chairs of desirable programs that could be scheduled but may be secured later.

Publicity Committee:

- a) Provide and maintain a suitable public relations and publicity program consistent with the objectives and in the best interest of the Association;
- b) Prepare and issue press releases for approval of the Board of Directors;
- c) Supervise and handle public relations assignments pertinent to official activities of the Association, the ARMA Winnipeg Chapter or its individual members using all media outlets as directed by the Board of Directors;
- d) Maintain public relations contact with members of the press, interested business organizations and school administrations;
- e) Appoint a telephone committee for the purpose of telephoning members regarding meeting attendance and other Chapter activities;
- e) Gather, assemble, publish and distribute the Winnipeg Chapter Annual Report.

SECTION 2 - SPECIAL COMMITTEES

Special Committees and their Chair shall be appointed by the President and/or the Board of Directors when deemed necessary.

ARTICLE VI - MEETINGS

Section 1 - Board of Directors

Unless otherwise notified, the Board of Directors' Meeting shall be held monthly, at a date, time, and place to be determined by a majority vote of the Board of Directors. Notice of Board of Directors meetings shall be published in the monthly newsletter.

Section 2 - Quorums

A quorum consisting of a majority of Board of Directors must be present to conduct business coming before the Board of Directors at any of its meetings.

A quorum must be present to conduct business coming before the Chapter Membership at its Annual Meeting. The quorum shall consist of twenty percent (20%) of the Chapter members in good standing.

No voting by proxy shall be permitted.

Section 3 - Special Meetings

Special meetings of the Board of Directors may be called by the President and any four (4) members of the Board of Directors.

A special meeting of the Chapter membership may be called by the Board of Directors or by petition to the Board of Directors by twenty percent (20%) of Chapter members in good standing.

Notice of Special Chapter Membership Meetings shall be sent by the Secretary to all Chapter members in good standing at least ten (10) working days prior to the date fixed for such Special Meetings, and such notice shall be accompanied by an Agenda on the special Chapter membership meeting.

Section 4 - Chapter Membership Meetings

Unless otherwise ordered by the Board of Directors, Chapter meetings shall be held monthly.

Section 5 - Annual Business Meeting

The Annual Business Meeting shall be held in June of each year.

ARTICLE VII - ELECTION PROCEDURES

Section 1 - Nominating procedures

- A. The Nominating Committee shall designate one nominee for each office to be filled, and shall present said slate to the Board of Directors at the May meeting of the Board of Directors, each year.
- B. At the meeting in May the presiding officer shall call for nominations from the floor prior to the election of each officer and director.

For subsequent actions and procedures see Nominating Committee.

Section 2 - Voting

The voting procedures to be followed are:

- i) Voting shall be by Chapter members in good standing;
- ii) Voting will be by acclamation when there is only one candidate for a particular office;
- iii) Voting shall be by ballot prepared by the Nominating Committee. Such ballots shall contain only necessary instructions for proper completion, the names of nominees for each office and spaces for write-in of nominations from the floor;
- iv) Any candidate who received a majority of votes on any ballot shall be declared elected;
- v) If no candidate receives a majority of votes on the first ballot, a second ballot shall be taken on the two candidates who received the highest number of votes;
- vi) At the conclusion of balloting for each office to be filled, and upon receipt by the Chapter Teller, of all ballots cast for each such office, the Chapter Teller's Committee shall tabulate the ballots cast; the Chapter Teller shall certify and report the results to the presiding officer who immediately shall announce the results to the membership.

ARTICLE VIII - AMENDMENTS TO BY-LAWS

- (a) The Board of Directors is empowered to amend these By-Laws without approval of membership in the following case only:

When the By-Laws of International or the Region change and the Chapter By-Laws must be amended to reflect these changes. All members will be advised of such changes via the Chapter Monthly Newsletter and/or e-mail.
- (b) Proposals to amend these By-Laws may be made by the Board of Directors, or by petition to the Board of Directors of twenty percent (20%) of Chapter members in good standing.
- (c) Within thirty (30) days following the Board of Directors meeting at which any such proposal is made, the Secretary shall forward to each Chapter member in good standing a Notice of Proposal together with instructions for voting.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of ARMA Winnipeg Chapter in all cases not provided for in these Bylaws, Board of Directors Rules of Procedure and the Administrative Letters of the Association.

Schedule A - Code of Professional Responsibility

General

This Code of Professional Responsibility for Records and Information Managers is intended to increase the awareness of records and information management practitioners of ethical issues and to guide them in reflection, decision making, and action in three broad areas of ethical concern: society, work, and the profession. This Code is intended to orient members of the profession to the high standards of responsibility and performance expected of them. This Code is intended to inform members of the public and practitioners' associates of the ethical aspects of the profession and the ideals to which it aspires.

This Code is not regulatory in intent and no sanctions are applicable.

Ethical Areas

I. The Social Principles

Because of their responsibility to society, records and information managers shall:

1. Support the free flow of information and oppose censorship of publicly available information as necessary conditions for an informed and educated populace.
2. Support the principle of professional responsibility for accurate creation and maintenance of information as well as development and use of information systems and procedures which place a high priority on maintaining accurate information.
3. Affirm that collection, maintenance, and distribution of information about persons is a privilege in trust and that the rights to privacy of all individuals must be both promoted and upheld.
4. Condemn and resist unethical or immoral uses of concealment of information.
5. Support compliance with laws related to recorded information and encourage development of appropriate information-related legislation and regulations.

II. The Occupational Principles

Because of their responsibility to their employers, records and information managers shall:

1. Serve the employer at the highest level of professional competence.
2. Maintain the confidentiality of privileged information.
3. Avoid personal interest or gain at the expense of their employers or co-workers.
4. Recognize situations of an illegal or unethical nature and inform the employer of possible adverse implications.

III. The Professional Principles

Because of their responsibility to their profession, records and information managers shall:

1. Pursue appropriate educational requirements for professional practice and pursue a program of ongoing education to enhance professional stature.
2. Pursue and encourage others to pursue appropriate professional certification.
3. Accurately represent their education, competencies, certifications, and experience to superiors and co-workers.
4. Be committed to recruit persons to the profession on the basis of competence and educational qualifications and without discrimination.
5. Enrich the profession by sharing their knowledge and experience.
6. Encourage public discussion of the profession's values, services and skills.

Schedule B - Membership Fee Structure

ARMA International – As established by ARMA International

Regular Chapter Member - \$35.00 (must be a member of ARMA International to qualify)

International Retiree – As established by ARMA International

Chapter Retiree - \$6.00 Cdn (not eligible for office, no voting privileges)

Chapter Retiree - \$35.00 Cdn (eligible for office, voting privileges) note: must also pay International Retiree Dues.

Chapter Student – no charge (not eligible for office, no voting privileges)

Schedule B - Banking

- I) The President, the President-elect, the Secretary and the Treasurer shall be the authorized signing officers of the Winnipeg Chapter.
- II) The Treasurer and any one of the other authorized signing officers shall be required to transact general banking business, i.e. sign cheques, etc.
- III) Any one of the authorized signing officers, upon approval of the other signing officers, may, from time to time, delegate authority, in writing, to one or more members of the Winnipeg Chapter to transact general banking business.
- IV) The Treasurer shall be the only signing officer authorized to conduct investment activities on behalf of the Winnipeg Chapter.
- V) The treasurer shall be authorized to use telephone and/or FAX for the

transmission of investment instructions and information to and from the bank.