

IABC Boston Chapter By-Laws

Article 1: Name and Location

Section 1. Name. The name of this organization shall be the Boston Chapter of the International Association of Business Communicators, known as IABC Boston, a not-for-profit organization. IABC Boston shall be affiliated with the International Association of Business Communicators (IABC).

Section 2. Location. The geographical area served by IABC Boston shall include Massachusetts, New Hampshire, Maine, Rhode Island and Vermont. This service area may, from time to time, be modified with the approval of the IABC Boston Board of Directors to accommodate the needs of IABC and its membership.

Article 2: Vision and Mission

Section 1. Vision. IABC Boston supports IABC's vision of enabling a global network of communicators working in diverse industries and disciplines to identify, share, and apply the world's best communication practices and making IABC the recognized professional association of choice for communicators who aspire to excel in their chosen fields.

Section 2. Mission. IABC Boston adds value for members and the communication profession by:

- Offering learning, networking and leadership development opportunities
- Helping members take full advantage of IABC member benefits
- Supporting IABC international and Heritage region programs and services
- Providing recognition for member achievements

Article 3: Membership

Section 1. Qualification. Membership in this organization shall be composed primarily of professional communicators engaged in business communications, both internally and externally focused, and other professionals with an interest in improving communication effectiveness.

Section 2. Regular Membership. This membership is open to:

- Professional communicators in business, industry, not-for-profit organizations, education, government, and other organizations
- Educators, consultants, and independent professionals in the communication field
- Persons in allied fields, such as event planning, advertising, printing, public relations, marketing, publishing, and audio-visual production.

Regular members of IABC Boston shall be regular members of the International Association of Business Communicators.

Section 3. Student Membership. This membership is open to full-time college or university undergraduate or graduate students who are enrolled in a communication or allied field-related curriculum.

Section 4. Service and Participation. Policies governing service and participation for all members shall be determined by the Board of Directors of IABC Boston, unless otherwise set forth in these bylaws.

Section 5. Duration of membership, resignation and removal. Membership shall be for the period for which dues are paid. Any member may resign by filing a written resignation with the president. All rights, privileges, and interests of a member in or to IABC Boston shall cease on termination of membership. Any member may be removed from membership by a two-thirds vote of the Board of Directors. For any cause other than nonpayment of dues, removal shall occur only after the member in question has been given at least 30 days notice of the proposed termination and the reasons for it. The member will have at least 15 days to respond in writing to the Board for forwarding to the executive committee of the International Association of Business Communicators, which then shall make the final determination.

Article 4: Dues

Section 1. Establishment of Dues. Membership dues for IABC Boston shall mirror those established by IABC International. Any other chapter fees, including registration for events, shall be set by the Board of Directors.

Section 2. Cancellation. Members who fail to pay their full dues within two months after they are notified shall forfeit all rights and privileges of membership.

Section 3. Refunds. No dues shall be refunded to any member whose membership terminates for any reason.

Article 5: Organizational Structure

Section 1. The Board of Directors may, at its discretion, establish task forces within IABC Boston to serve specific geographical, functional or other interests.

Article 6: Meetings of Members and Voting

Section 1. Membership meetings. Membership meetings of IABC Boston shall be held on an as-needed basis per the discretion of the Board of Directors.

Section 2. Notice of meetings. All members shall be sent written notice of meetings, including time, location, and meeting agenda, at least one week prior to each meeting.

Section 3. Voting. Those eligible to vote shall be members meeting the requirements of membership as set forth in these bylaws, with the exceptions that student and honorary members shall not be eligible to vote.

Section 4. Quorum. A quorum necessary to act on official business of the entire chapter shall consist of at least 40 percent of the total voting membership. A quorum of the Board of Directors shall consist of a majority of the total number of Board members, as defined in these bylaws.

Section 5. Cancellation. The Board of Directors may, by a majority vote, cancel or postpone any meeting of the chapter for cause, except those called by a quorum of the membership. Such meetings shall be held no less than 30 days after presentation of a request for a meeting signed by at least 40 percent of the total voting membership.

Article 7: Officers

Section 1. Governing body. The governing body of IABC Boston shall be known as the Board of Directors.

Section 2. Officers. The officers of IABC Boston shall be:

- President
- President-Elect
- Vice President, Communication
- Vice President, Membership
- Vice President, Programming
- Vice President, Administration
- Vice President, Finance
- Immediate Past President

The President will appoint additional members to leadership positions to strengthen the ability of the chapter to provide programs and services that deliver value to members. These positions may vary from year to year, depending on the needs and current priorities of the chapter. The elected officers and the appointed leaders will constitute the Board of Directors.

Section 3. Qualifications for office. Any regular member in good standing shall be eligible for nomination and election to office in IABC Boston.

Section 4. Nomination of officers. Any member of IABC Boston may submit qualifications for a leadership position to the Nominating Committee during the month of April. The Nominating Committee, which shall consist of a selection of current board members and non-board members, screens nominees and presents a recommended slate to the Board of Directors in May. The Board of Directors then ratifies or modifies the recommendation to determine the official slate of officers.

Section 5. Election of Officers. Copies of the slate of officers will be sent to all voting members in June, accompanied by an official ballot. Voting will occur in June, and the Vice President, Administration shall be responsible for tabulating all official ballots and announcing the resulting officers by the end of June.

Section 6. Terms of Office. All officers shall serve one-year terms.

Section 7. Vacancies or Removal. Vacancies in any office on the Board shall be filled for the balance of the term by the Board at any regular or special meetings in accordance with these bylaws.

The Board may, at its discretion and following IABC Boston policy, remove by two-thirds vote any officer from office for cause.

Article 8: Duties of Officers

Section 1. All Officers. All officers of IABC Boston shall:

- Participate in monthly board meetings
- Attend as many other chapter events as possible
- Identify and train a successor

Section 2. President. The President of the chapter is the Chief Executive Officer of the chapter. In this capacity, the officer shall:

- Preside over all meetings of the chapter officers and members
- Preside over the activities of all officers, as well as all standing and special committees of the chapter, to ensure compliance and continuance of IABC's mission, goals and direction, and to ensure accomplishment of the chapter's mission
- Monitor the use, accounting and responsible handling of the chapter monies and resources
- Promote a strong, positive image of the chapter and IABC among the members, member organizations and the public
- Represent the chapter in professional, educational, community and public roles
- Inform the officers and chapter members regularly of chapter, IABC, and district/regional activities, affairs, finances, and annual performance
- Appoint and support the chapter delegates to formal district/region and international meetings, and ensure that they fulfill their obligations
- Serve on the Nominating Committee
- Provide recognition to committee members, officers and other volunteers for their efforts
- Build and maintain a strong liaison with regional and international organizations and IABC world headquarters

Section 3. President-Elect. The President-Elect serves as the successor to the current President in the year prior to his or her term as President. In this capacity, the officer shall:

- Assist the President while learning about and training for the responsibilities of the position of President
- Serve on the Nominating Committee
- Complete special or ad-hoc projects for the chapter
- Assist the Board as needed

Section 4. Vice President, Communication. The Vice President, Communication has primary responsibility for external and internal communication and brand management. In this capacity, the officer shall:

- Work with the Board of Directors to create a strategic communication plan that supports the objectives of the chapter
- Manage a team of appointed directors to implement the activities outlined in the plan using communication vehicles that include a member newsletter (EDIT), a chapter website, and various social media tools.
- Work with the Programming team to promote events and programs

- Identify and act upon special publicity opportunities

Section 5. Vice President, Membership. The Vice President, Membership has primary responsibility for recruiting and retaining members of IABC Boston. In this capacity, the officer shall:

- Manage a team of appointed directors that develops and implements chapter activities in support of:
 - Recruiting and retaining members
 - Member outreach and engagement
 - Leadership development and
 - Career opportunities
- Monitor, survey and represent the members' needs to the Board
- Prepare and distribute the membership brochure or information kits to prospective members and their organizations
- Ensure the development and implementation of:
 - An ongoing recruitment drive, with particular focus during any special "Membership Months" offered by IABC internationally
 - Programs to greet and acquaint new members and to engage and involve existing members
 - Surveying of non-renewing members
 - A process to develop chapter and industry leaders
- Maintain an accurate and current mailing list

Section 6. Vice President, Programming. The Vice President, Programming has primary responsibility for the planning and execution of the chapter's professional development programs and networking/social events. In this capacity, the officer shall:

- Manage a team of appointed directors that:
 - Researches, plans, and implements programs and events in support of the IABC Boston mission (including site identification and logistics)
 - Evaluates the effectiveness of programs and events through post-event surveys to attendees and reports results to the Board
 - Works with the Communication team to ensure effective publicity of programs and events
 - Follows up meetings with thank you notes and acknowledgements of speakers, sponsors and other contributors
- Track spending on program-related activities via expense reports submitted to the VP of Finance after each program or event

Section 7. Vice President, Administration. The Vice President, Administration serves as the official record keeper and secretary of the chapter. In this capacity, the officer shall:

- Record all actions of the Board and business of the chapter
- Maintain all chapter records, as well as archives, artifacts, history and displays
- Chair the nominating committee
- Serve as the official election judge on all matters requiring membership vote, such as elections, changes in governing documents, or dues increases
- Serve as secretary to the President as needed, issuing notices and calls for agenda items

- Maintain the official chapter stationery, logo and other documents and electronic files
- Work with the Vice President, Communication, to inform chapter members of resolutions and policies adopted by the Board

Section 8. Vice President, Finance. The Vice President, Finance serves as treasurer and chief financial officer of the chapter. In this capacity, the officer shall:

- Work with other board members to develop and monitor the chapter's overall annual budget
- Collect and disperses all chapter funds with Board approval
- Keep accurate records of all chapter financial transactions
- Assists other Board members in budgeting for areas of activity
- Maintain chapter checking and savings accounts
- Develop special investments for the chapter's excess monies
- Provide financial reports of revenues and disbursements to the Board and to IABC as required
- Arrange for an audit of the chapter books at the end of the fiscal year and report those results to the Board and the full membership
- As needed, work with the Vice President, Communication to report the financial condition of the chapter to chapter members
- Arrange for donations of monies or services as required by chapter programming

Section 9. Immediate Past President. The Immediate Past President serves as adviser to the Board for the year following his or her term as President. In this capacity, the officer shall:

- Contribute to the development of member services by researching other chapters' services and successes
- Ensure that governing documents are maintained and are current
- Assist in the development of any Chapter Nomination Awards for the term he or she was President
- Assist and advise the Board and President as needed

Article 10: Standing and Special Committees

Section 1. The President shall appoint and administer standing and special committees to conduct the affairs of IABC Boston. He or she also will appoint candidates identified by the Nominating Committee to board positions to supplement the elected officers.

Article 11: Finance

Section 1. Authority. The Board of Directors shall have authority over the receipts, expenditures and assets of IABC Boston.

Section 2. Fiscal Year. The fiscal year of IABC Boston shall be the same as that of the International Association of Business Communicators.

Section 3. Budget. The Board shall adopt in advance of each fiscal and/or administrative year an operating budget covering all the activities of IABC Boston.

Section 4. Reserves. Financial reserves as deemed appropriate by the Board shall be retained from chapter funds or developed to provide reasonable stability of finances.

Section 5. Bonding. Board members, as determined by the President, shall be bonded in an amount deemed practical by the Board.

Section 6. Compensation. Officers shall not receive any compensation from IABC Boston for their services as officers.

Section 7. Audits. The accounts of IABC Boston shall be audited by a certified public accountant selected by the Board not less than annually. The accountant shall provide a written report to the Board.

Article 12: Non-Discrimination

Section 1. IABC Boston shall not accept any organizational unit that denies membership or membership privileges, nor shall it deny membership privileges itself, on the basis of race, creed, religion, disability, sex, sexual orientation, age, color or national origin.

Article 13: Dissolution

Section 1. IABC Boston shall use its funds only to pursue the mission specified in these bylaws, and no parts of said funds shall be distributed to members of IABC Boston. On dissolution of IABC Boston, any funds remaining shall be distributed at the discretion of the IABC Boston executive board.

Article 14: Amendments

Section 1. These bylaws may be amended at a regular or special meeting of IABC Boston, or by electronic ballot, by a two-thirds vote of a quorum necessary to conduct business.