



**NATIONAL CONTRACT MANAGEMENT ASSOCIATION
CHAPTER BY-LAWS
WASHINGTON DC CHAPTER NCMA**

Date: September 2009

Next revision date: September 2014

ARTICLE I: NAME, ORIGIN AND PLACE OF BUSINESS

- A. The name of this chapter is the **Washington DC Chapter, NCMA**. The chapter number is **18** and the date of the chapter charter is **1964**.
- B. These chapter by-laws are consistent with the national association by-laws and national association policies (and all revisions there-to), which are incorporated into this document by reference. In the case of any inconsistency between the national by-laws and the chapter by-laws, the national by-laws 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

- A. The elected officers of the **Washington DC** Chapter shall be: Chapter President, Vice President, Programs; Vice President, Operations; Vice President, Secretary; Vice President, Treasurer; Vice President, Membership; and, Vice President, Education. The elected chapter officers and Appointed Chairpersons shall be called the Chapter Executive Council. The elected officers shall have the exclusive right to decide by vote on those budgetary matters which come before the Executive Council.
- B. The President shall appoint the following committee chairs: Fellows, Scholarship, Publicity, Hospitality, Nominations and Elections, Protocol, Graalman, Communications, Webmaster, and such other positions as are deemed necessary from time to time.
- C. The duties of the chapter officers and committee chairs are as stated in national policy and procedure documents. If there is no description in the national policy, the instructions of the national policy on "Other/Special Committees" shall apply.

ARTICLE III: ELECTION OF CHAPTER OFFICERS

- A. The chair and members of the Nominations and Elections Committee shall be responsible for filling the slate of officer candidates. The committee shall operate

- within the guidelines of the national policy on “Nominations and Elections Committee” and ensure that chapter elections are completed by June 30 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. 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 **Washington DC** Chapter, are entitled to cast a ballot in chapter elections.
 - D. 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.
 - E. Chapter officers may be removed from office for cause in accordance with the national by-laws.
 - F. 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 elected chapter officers shall be called the chapter executive council. The chapter executive council shall convene on a regularly scheduled basis (**monthly**) and conduct the business of the chapter.
- B. The term of office for chapter officers shall be **1 year**. The chapter president shall conduct the executive council meetings and will provide each council member with an agenda for the meeting.
- C. Each member of the chapter council is responsible for reporting on the activities in their area of responsibility.

ARTICLE V: CHAPTER MEETINGS

- A. The chapter shall have regularly scheduled membership meetings. The chapter shall meet during the months of **September through June** of each program 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, website, and other regular methods of chapter communication.

ARTICLE VI: CHAPTER ASSETS

- A. The National Contract Management Association is a 501(c) (6) nonprofit association chartered in accordance with the Internal Revenue Service Code of 1954 and the Articles of Incorporation filed under the Virginia Non-Stock Corporation Act. Therefore, it is imperative that the **Washington DC** Chapter and all of the **Washington DC** 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 **Washington DC Chapter Executive Council** shall approve the chapter budget at the beginning of the chapter program year.

ARTICLE VII: BY-LAWS AND AMENDMENTS

- A. The chapter by-laws shall be revised when there are major changes to the national by-laws or other sections of the national policy that create an inconsistency between that document and these by-laws, or every five years. Failure to revise the chapter by-laws shall not, however, render these by-laws invalid.
- B. Amendments to the chapter by-laws shall be proposed in writing to the chapter president.
- C. Approval of chapter by-laws and revisions to chapter by-laws shall be subject to an affirmative vote of a majority of those members present at a scheduled chapter meeting, where the chapter secretary shall be instructed to mail a ballot of the proposed by-laws or revisions to the by-laws to the chapter membership. Approval shall be determined by an affirmative vote of three-fourths (3/4) of the chapter member votes received during the specified voting period.
- D. Upon resolution adopted by three-fourths (3/4) vote of the chapter voting members, the NCMA National Secretary shall be requested to approve the by-laws or the by-laws as amended, as specified in national policy.
- E. A copy of the **Washington DC** Chapter by-laws and amendments shall be kept in a book of record with the chapter secretary.