

Chapter Bylaws

By-Law I: NAME

This organization shall be known as a Chapter of the Central Service Association (herein referred to as the "Chapter")

Bi-Law II EXECUTIVE COMMITTEE

- 1) The Chapter Executive Committee shall as a whole conduct all business pertaining to the Chapter.
- 2) Each Chapter shall elect every two (2) years, one (1) term, a Chapter Executive Committee of no less than three officers as follows;
President
Vice-President
Secretary/Treasurer
Educational Director (optional)
Past President (optional)
- 3) Chapter Elections must occur the same year as the Association Executive elections.
- 4) A list of the successfully elected executive officers will be submitted by the Director of Chapter Development prior to the end of the membership year.
- 5) It shall be the duty of each officer of the Chapter Executive Committee upon leaving to turn over to the successor all properties and records of the Chapter pertinent to the Office.
- 6) The Chapter President is responsible to submit an annual report of chapter activity and a chapter financial report prior to May 8th each year to qualify for chapter rebates.

Bi-Law III EXECUTIVE COMMITTEE MEMBERS

- 1) The Chapter President shall:
 - a) Lead the Chapter and shall carry out the responsibilities of the office and work toward the objectives of the Chapter as outlined in the Chapter President's Position Description.
 - b) Call and preside at all Chapter Executive Committee Meetings, Chapter Meetings and an Annual Chapter Meeting.

c) Can only serve in this office for a period of four (4) consecutive years two (2) terms.

2) The Chapter Vice-President shall:

a) Carry out the responsibilities of the office and works toward the objectives of the Association and the Chapter as outlined in the Chapter Vice-President's Position Description.

b) Assumes the position of Chapter President in the event this position becomes vacant between elections.

c) In the absence of the Chapter President, performs those duties as required.

d) At the end of the Chapter Presidents term, shall assume the position of President of the Chapter.

3) The Chapter Secretary/Treasurer shall:

(Note, this position can be divided into two (2) separate position if deemed necessary by the chapter executive committee)

a) Carry out the responsibilities of the office and work toward the objectives of the Chapter and Association as outlined in the Chapter Secretary/Treasurer's Position Description.

b) Oversees all regular financial business on behalf of the Chapter

c) Prepares a final financial report each year on the chapter template provided and to accompany the chapter yearly report by May 8th each year.

4) Educational Director shall:

Oversee all educational business on behalf of the chapter through the Chapter President.

Bi-Law IV VACANCIES

1) In the event that a vacancy occurs in any office of the Chapter Executive Committee, the Chapter President may appoint a temporary replacement until such time as an election is held.

2) If all positions become vacant then a Chapter Meeting and elections must occur within one month of the resignations and will be facilitated by the Board of Directors.

Bi-Law V ELECTIONS

- 1) Elections shall be considered the responsibility of each Chapter.
- 2) Election must be held by the end of the membership year as stated May 31st and before the chapter annual meeting.
- 3) Elections are to be conducted following the voting rules as outlined in bylaw VI.
- 4) Nomination forms and Notice for the Annual Chapter Meeting must be circulated to all Chapter Members at least 45 days prior to the Annual Chapter Meeting which is to be held before April 30th to meet the May 8th reporting deadline.
- 5) Nomination forms will be sent to all chapter members by the Chapter President by January 1st of election year with return to the CSAO office by February 15th.
- 6) All elections will be done by mailed secret ballot prepared by the CSAO office and sent to each chapter President by Feb. 20th for immediate mailing to all chapter members by the chapter secretary.
- 7) All chapter ballots must be received at the CSAO office by April 1st. The office will notify the Chapter President prior to the chapter annual meeting of the successful candidates.

Bi-Law - VI VOTING

- 1) Members of the Association in good standing shall be entitled to vote on all issues considered by the Chapter to which they belong.
- 2) Any business requiring a vote shall be carried by a majority vote of the Members present.
- 3) Any candidate may request a recount of votes within one (1) hour of the announcement of the successful candidate. A recount will immediately take place. The votes shall be recounted in the same manner as they were originally counted. The person found to have the greatest number of votes as a result of the recount shall be deemed to be elected.
- 4) All ballots will be destroyed within sixty five (65) minutes of the announcement of the successful candidates if no recount is requested, or immediately following the announcement of the successful candidate following a recount.

• *September 2013*

Bi-Law - VII CHAPTER MEETINGS

- 1) A minimum of one (1) Chapter Meeting must be held each year to conduct business.
- 2) All chapter minutes must be sent to the Directors of Chapter Development and the CSAO office 30 days after approval.

Bi-Law - VIII CHAPTER FINANCES

- 1) The finances of the Chapter shall be the responsibility of each individual chapter.
- 2) All Chapter finances must be maintained in a Chapter account that has two signing officers. Signing officers will be three of the following:
President, Vice President and Treasurer
All transactions must be done through this account and permanent records maintained. No personal accounts or credit cards can be used for Chapter activity.
- 3) All Chapter expenses must be approved by the Chapter Executive Committee
- 4) In the event of dissolution of a Chapter, all monies and assets shall become the property of the Association.
- 5) All materials paid for by chapter monies belong to the Chapter.

Bi-Law IX APPOINTMENTS

- a) Appointment of representatives of the Chapter, shall be made at the discretion of the Chapter Executive Committee
- b) These appointments must be recorded in the minutes and voted on.