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| **CHAPTER**  **BYLAWS** |

**NATIONAL CONTRACT MANAGEMENT ASSOCIATION  
CHAPTER BYLAWS**  
**SPACE CITY-HOUSTON**

**Date: September 4, 2020**

Next revision date: The bylaws must be reviewed five (5) years from the date affixed above to the approved bylaws, unless earlier revision is necessary in accordance with national policy.

**ARTICLE I: NAME, ORIGIN AND PLACE OF BUSINESS**

1. The name of this chapter is Space City-Houston. The address of the Space City-Houston Chapter is Post Office Box 58513, Houston, Texas 77258. The chapter number is 030 and the date of the chapter charter is September 16, 1966.
2. These chapter bylaws are consistent with the NCMA National bylaws and associated policies, which are incorporated into this document by reference. In the case of any inconsistency between the national bylaws and the chapter bylaws, the national bylaws shall govern.
3. The fiscal year of the chapter shall be the same as the national association, which is from July 1st through June 30th. The fiscal year and program year shall be the same.

**ARTICLE II: CHAPTER OFFICERS/COMMITTEES/ADVISORS**

A. The elected officers of the Space City-Houston Chapter shall be:

1. President,
2. President-elect,
3. Secretary,
4. Treasurer,
5. Vice President for Programs and Chapter Operations,
6. Vice President for Membership, and
7. Vice President for Education.

The elected chapter officers shall be called the Chapter Executive Council. The duties of the officers are defined in Appendix A, attached hereto.

B. Elected officers and committee chairs must be current members of NCMA. The duties of the chapter officers and committee chairs are as stated in NCMA’s policy and procedure documents.

C. The chapter officers will establish committees to carry out the chapter operations. At a minimum, the following committee(s) will be established each year: Nomination and Elections Committee. Other committees may be established by officers in carrying out the specific responsibilities of their office. The instructions of the national policy on "Other/Special Committees" shall apply to these committees.

D. A Council of Advisors (CoA) may be established and appointed by the members of the Chapter Executive Council. The CoA shall be comprised of the Chapter President; and at least three representatives from Government and Industry which shall select one of its members to serve as CoA Chairperson. The CoA shall assist the Chapter Executive Council with promoting the importance of the association in the Contracts profession within the local area. The CoA will meet quarterly and the meeting will be conducted by the selected Chairperson. The Chapter President will serve as liaison between the CoA and the Chapter Executive Council.

**ARTICLE III: ELECTION OF CHAPTER OFFICERS**

1. The Chair and members of the Nominations and Elections Committee shall be responsible for identifying candidates for chapter elections and overseeing the election process. The committee shall operate within the guidelines of the national policy on Nominations and Elections and ensure that chapter elections are completed by May 1st of each program year.
2. Officer candidates shall be nominated from the general chapter membership and elected by an affirmative vote of the majority of chapter members casting ballots.
3. All candidates shall submit an introductory resume/biography to the Nominations and Elections Committee for inclusion as part of the ballot.
4. 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 Space City-Houston Chapter are entitled to cast a ballot in chapter elections.
5. If possible, newly elected chapter officers should be installed at the last meeting of the program year, but not later than the first meeting of the next program year, to ensure proper authority to act on behalf of the chapter and in planning actions for the next program year.
6. Chapter officers may be removed from office for cause in accordance with the national bylaws.
7. 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/EXECUTIVE MEETINGS**

1. The Chapter Executive Council. The Chapter Executive Council shall convene on a regularly scheduled basis [at least monthly] and conduct the business of the chapter.
2. The term of office for elected chapter officers shall be for one (1) or two (2) years, commencing July 1st and ending June 30th. [NOTE: Per NCMA Policy 5-7, elected officers may not serve for a term of more than two years. Elected officers may not serve for more than two consecutive terms in the same position.]
3. Once elected to a chapter officer position, an officer may be reelected for one (1) additional term for the same officer position.
4. Years of service for the same officer position shall not exceed four (4) consecutive years.
5. The chapter president shall conduct the Executive Council meetings and will provide each council member with an agenda for the meeting. A quorum to convene is reached with at least four (4) members of the Council present.
6. Each member of the Executive Council is responsible for reporting on the activities in their area of responsibility. Council members unable to attend the meeting may submit a written report to the Chapter President prior to the meeting.

**ARTICLE V: CHAPTER MEETINGS**

1. The chapter shall have regularly scheduled membership meetings. The chapter shall hold a minimum of nine (9) meetings per year. Membership meetings will not be held during months where significant chapter activities occur (e.g., NES, Fall Conference, and Small Business Conference). However, these significant chapter activities will count toward achievement of the minimum of nine (9) meetings per year.
2. 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 and/or other regular methods of chapter communication.

**ARTICLE VI: CHAPTER ASSETS**

1. The National Contract Management Association is a 501(c)(6) non- profit association chartered in accordance with the Internal Revenue Service Code of 1986 and the Articles of Incorporation filed under the Virginia Non-Stock Corporation Act. Therefore, it is imperative that the Space City-Houston Chapter, and all Space City-Houston Council shall 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.
2. 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.
3. 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 Space City-Houston Chapter Executive Council shall approve the chapter budget at the beginning of the chapter program year.
4. The chapter treasurer shall prepare a monthly report of the financial balance sheet and income/expense sheet for review by the Chapter Executive Council. The financial report shall include the event attendance report from the Chapter Secretary, and any other sources of income.
5. Specific guidance on disbursement of chapter funds will be developed and reviewed at the beginning of each chapter year and address at a minimum the use of checks and debit cards by chapter officers.
6. An independent audit shall be initiated by the chapter treasurer and approved by the chapter president at the end of each program year. The independent audit shall be performed by an individual outside of chapter leadership; that is, the individual cannot be an officer, committee chair or serve in any other official volunteer capacity. A formal audit report shall be submitted to the NCMA Headquarters within 90 days of the end of the program year.
7. In the event of charter revocation or chapter dissolution in accordance with NCMA Policy 5-7, all residual chapter funds and tangible property acquired by the chapter shall be forwarded to the principal office of NCMA and the chapter shall cease the use and display of the NCMA/chapter logo immediately following revocation.

**ARTICLE VII: BYLAWS AND AMENDMENTS**

1. The chapter bylaws shall be revised when there are major changes to the national bylaws or other sections of the national policy that create an inconsistency between such document(s) and the Chapter bylaws, or every five years. Failure to revise the chapter bylaws shall not, however, render these bylaws invalid.
2. Amendments to the chapter bylaws shall be proposed in writing to the chapter president.
3. The chapter secretary shall be instructed to either mail a ballot of the proposed bylaws or mail the proposed revisions to the bylaws to the chapter membership advising them of the vote on the bylaws at a scheduled chapter meeting. Approval of chapter bylaws and revisions to chapter bylaws shall be determined by either an affirmative vote of a majority of those members present at a scheduled chapter meeting, or by an affirmative vote of three-fourths (3/4) of the chapter member ballots received during the specified voting period.
4. Upon resolution adopted by three-fourths (3/4) vote of the chapter voting members, the bylaws shall be processed and rendered approved in accordance with the national policy.
5. A copy of the Space City-Houston Chapter bylaws and amendments shall be kept in a book of record with the Chapter Secretary.

**ARTICLE VIII: CONTRACT MANAGEMENT CODE OF ETHICS & CONFLICT OF INTEREST ANNUAL OBLIGATION**

A. The chapter strongly supports integrity and ethics in the government contracting profession. Therefore, the chapter will start each program year off with a reminder to its members of the importance of complying with the Contract Management Code of Ethics, and NCMA Policy 5-11 Conflict of Interest (COI), by either identifying to members to where they can be found on the NCMA website, or providing copies at the beginning of the program year.

B. At the beginning of the program year all chapter officers, directors, and committee chairs shall be provided a written copy of the Code of Ethics and Conflict of Interest policy. In accordance with the COI policy, Chapter officers, directors and committee chairs are required to sign and date the COI policy indicating they have read and understand the policy and agree to comply with it. These signed copies will be retained by the chapter secretary along with the chapter bylaws in accordance with NCMA’s records retention policy.

**Appendix A**

1. **President**
   1. Presides at all Chapter and Chapter Executive Council meetings and promulgates the aims and purposes of the Association.
   2. Makes appointments to fill temporary vacancies and Committee Chairpersonships.
   3. Exercises general supervisory responsibility over the other officers and committees.
   4. Maintains the continuity of Chapter activities by assuring the election of successors to the Chapter officers.
2. **President Elect**
   1. Acts as alternate authority in the guidance and supervisory functions of the President.
   2. Acts in the absence or incapacity of the President on a temporary basis, or on a permanent basis, if required, for the full unexpired term of the President.
   3. Acts as Chapter Parliamentarian.
   4. Other duties as assigned by the President.
3. **Vice President for Programs**
   1. Individually or through committee(s):
   2. Plans the program year and annual calendar of Chapter events, subject to approval of Chapter Executive Council.
   3. Plans and conducts program sessions of all Chapter membership programs, introducing speaker(s) and other program participants.
   4. Maintains a master file of Chapter Bylaws and provides a procedure for revision.
4. **Vice President for Membership**
   1. Individually or through committee(s):
   2. Maintains current monthly membership roster and arranges for presentation of membership certificates, and awards.
   3. Develops and implements annual Membership Retention Plan.
   4. Makes a Good faith effort to obtain maximum attendance at all Chapter meetings and/or functions and maintains detailed attendance records.
   5. Works with potential Fellow candidates in preparing the Fellow application. Publishes Chapter newsletters and announcements of monthly meetings and workshops.
5. **Vice President for Education**
   1. Individually or through committee(s):
   2. Develops and recommends long- and short-range goals pertaining to professional education and certification.
   3. Establishes annual objectives as steps toward those education/certification goals.
   4. Presents specific number of workshops annually.
   5. Guides and coordinates activities to achieve education/certification goals with adherence to NCMA's Code of Ethics, Principles and Objectives.
   6. Champions annual scholarship program to encourage study in the field of acquisition.

**Appendix A**

1. **Secretary**
   1. Records the minutes and business decisions of the Chapter and assures the availability of the minutes for each regular meeting of the Chapter or Chapter Executive Council.
   2. Prepares the Chapter correspondence and supervises all notices of meetings/activities.
   3. Exercises supervision over the supply and dissemination of Association publicity and recruiting literature.
   4. Retains the Chapter Charter and historical data.
   5. Individually or through committees:
   6. Maintain and update the Space City-Houston website.
   7. Coordinate, provide assistance,and promote the use of social media resources and outlets for the Chapter.
   8. Coordinate annual Chapter elections.
   9. Other duties assigned by the President.
2. **Treasurer**
   1. Initiates the preparation of a chapter budget in conjunction with the Chapter Executive Council.
   2. Collects Chapter revenues and submits monthly Treasurer's report.
   3. Maintains the Chapter bank account and draws checks for approved Chapter purposes.
   4. Acts as alternate to the Secretary.
   5. Other duties as assigned by the President.