

IMPORTANT NOTE:

IIBA requires each Chapter to have their own governing bylaws, which will establish the Chapter's management structure, procedures, and dispute resolution.

The **IIBA Chapter Bylaws Framework** document includes suggested bylaws which can be used as a starting point. Please note that some governments have specific requirements in the content/wording of bylaws and other documents that should be taken into consideration.

Chapters are also required to incorporate as a non-profit organization with their local government.

Saskatchewan Chapter

Bylaws

As of October 13, 2023

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Bylaw 1 – Name & Territory

Section 1 - The Organization

Subsection 1 Name

This organization shall be called International Institute of Business Analysis Saskatchewan Chapter (hereinafter “the Chapter”). The Chapter may also operate under the name of International Institute of Business Analysis – South Saskatchewan Chapter.

Subsection 2 Charter and Incorporation

This organization is a Chapter chartered by International Institute of Business Analysis, (hereinafter “IIBA®”) and separately organized. The Chapter is operating as a non-profit organization within the Province of Saskatchewan. This document is the general bylaws of the Chapter which regulate the operation of this organization.

Subsection 3 Chapter Purpose

The Chapter is leading the advancement of the Business Analysis profession for skills and competency development within the communities we serve and the certification of its practitioners

Section 2 Location

The principal office of the Chapter shall be located in Regina, Saskatchewan, Canada;

Section 3 Responsibilities

The Chapter is responsible to the duly elected IIBA Board of Directors and is subject to all IIBA policies, procedures, rules, and directives.

Section 4 Legal Requirements

The Chapter shall meet all legal requirements in the jurisdiction in which the Chapter conducts business or is incorporated and/or registered.

Section 5 IIBA Bylaw Compliance

The Bylaws of the Chapter may not conflict with IIBA’s current Bylaws and all policies, procedures, rules or directives established or authorized neither by IIBA’s Board of Directors nor with the Chapter’s Charter with IIBA.

Section 6 Charter Terms

The terms of the Charter executed between the Chapter and IIBA, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder.

Section 7 Definitions

In these Bylaws, the following terms have these meanings:

Board: The Board of Directors of this Chapter.

Bylaws: The Bylaws of this Chapter.

Chapter: The body of IIBA Members and interested parties that form the Chapter.

Chapter Member: Hereinafter referred to as **Member**, an individual who is registered with the IIBA and with the Chapter.

A Member is in good standing when:

- a. member has paid membership dues to the IIBA;
- b. he or she has paid membership dues to the Chapter;
- c. member has not been suspended as a Chapter Member; and
- d. he or she has no past due invoices with the Chapter.

Chapter Policies and Procedures: A collection of documents related to policies and procedures, developed by the Chapter from time to time.

Director: Any person elected or appointed to a voting position on the Board.

Executive Directors: This includes the President, Vice President, Treasurer, and Secretary.

General Meeting: A gathering of Chapter Members with Chapter business on the agenda. Other terms with the same meaning include the Annual General Meeting (AGM) and Special General Meeting.

Member Data: The member profile data provided by the IIBA, in addition to information provided by Members directly to the Chapter.

Ordinary Resolution: A resolution to be passed by the Members requiring a simple majority vote for the Members in attendance.

Quorum of the Board: A Quorum shall consist of a simple majority of the Board and must include a minimum of three Directors, including at least two Executive Directors.

Quorum of the Membership: A Quorum shall consist of the Members present at General Meetings, or those who have responded to a Special Resolution.

Special Resolution: A resolution to be passed by the Members requiring a simple majority vote from a Quorum of the Membership. Vote must be made available to all Members in good standing and may be accomplished by an online survey or other mechanism.

Bylaw 2 – Objective

The Chapter is leading the advancement of the Business Analysis profession for skills and competency development within the communities we serve and the certification of its practitioners.

Section 1: The purpose of the Chapter is to promote the practice of business analysis, raise the profile of the business analyst role, and locally represent the International Institute of Business Analysis (IIBA®).

Section 2: The objectives of the Chapter are to:

Advance the role of the Business Analyst as a recognized profession;

- Support opportunities for members to network with, and gain knowledge from, seasoned BA practitioners as well as with industry and government leaders;
- Provide access for members to a formal “knowledge base” as well as forums for sharing expertise, expressing professional opinions and building a reputation within the industry;
- Provide pathways to learn about business analysis best practices;
- Obtain and maintain a sufficient level of financial security, sustainability, and autonomy at the Chapter level to sustain the Chapter.
- Create corporate support for IIBA within the local market by generating marketing/awareness programs that demonstrate the value of business analysis and IIBA;
- Liaise with industry and association partners to increase awareness and benefit of IIBA Chapter members.

Bylaw 3 – Composition

Section 1: The Chapter shall consist of an elected President and Board of Directors and shall not be used for the promotion of candidacy of any person seeking public office or preferment or the promotion of any commercial enterprise.

Bylaw 4 – Membership

Section 1 Eligibility:

Membership in the Chapter requires membership in IIBA. The Chapter shall not accept as members any individuals who have not been accepted as IIBA members.

Membership in this organization is voluntary and shall be open to any person interested in furthering the purposes of the organization. Membership shall be open to all persons without regard to race, creed, color, age, sex or sexual orientation, marital status, international origin, religion, or physical or mental disability, political belief or employment status.

Section 2 Categories

The Chapter shall not create its own membership categories.

Section 3 Rights and Privileges of Members

Chapter Members in “Good Standing” can vote in Chapter elections and hold office. Members in good standing shall be defined as Chapter Members who have paid their IIBA dues, whose membership is not under disciplinary review by the Chapter or by IIBA and whose IIBA profile has the Saskatchewan Chapter selected.

Chapter Members are entitled to one vote per motion at General Meetings and Special Resolutions. Any Member in good standing is entitled to receive notice of membership meetings of the Chapter, attend any membership meeting of the Chapter, speak at any General Meeting of the Chapter and exercise other rights and privileges given to Members in these Bylaws.

Section 4 Member Governance

Members shall be governed by and abide by IIBA Bylaws and by the Bylaws of the Chapter and all policies, procedures, rules, and directives lawfully made hereunder.

Section 5 Membership and Dues

All members shall pay the required IIBA membership dues to IIBA. In the event that a member resigns, membership dues shall not be refunded by IIBA.

No right or privilege of any Member is transferable to another person.

Section 6 Benefits

All members have the benefit of attending any Chapter event at the IIBA member price.

Section 7 Termination of Rights and Privileges

Membership in the Chapter shall terminate upon the member's selection of another Chapter, resigns, dies, failure to pay dues or expulsion from membership for just cause as defined within the international bylaws. These rules apply to Chapter Board members as well as the general membership.

Section 8 Suspension of Membership

8.1 Decision to Suspend

The Chapter Board of Directors will exercise the right to terminate Chapter membership based on just cause.

The Board may suspend a Member's membership if:

- the Member has failed to abide by the Bylaws;
- the Member has disrupted meetings or functions of the Chapter; or
- the Member has done something judged to be harmful to the Chapter or failed to fulfill a commitment, the failure of which could be judged harmful to the Chapter.

No Member shall be suspended without due process as identified in these Bylaws. Suspension shall require a simple majority vote of the Board present at a Board meeting. The Board shall determine the duration of the suspension. Membership dues will not be refunded.

The member may appeal the decision to the Chapter Board of Directors or elevate it to the Global Chapter Council. The effective date of termination will be determined by the Chapter Board of Directors and will be formally communicated to the terminated member. In this instance, the member will be urged to select a different Chapter.

8.2 Notice to Member

The affected Member shall receive written notice of the Board's intention to deal with a recommendation to suspend. The Member shall receive at least two (2) weeks of notice before the Board meeting at which discussion of the suspension is to be included on the agenda.

The notice shall be sent to the address shown on the chapter membership list produced by the IIBA and shall be marked Confidential. A Director may also personally deliver the notice. The notice shall also state the reasons why suspension is being considered.

8.3 Decision of the Board

The Member shall have an opportunity to appear before the Board to address the matter.

The Board may allow another person to accompany and/or represent the Member. The Board may exclude the Member and the Member’s representative from its discussion of the matter, including the deciding vote. The decision of the Board is final.

8.4 Delinquency

A Member shall be considered inactive if IIBA dues have not been paid by the renewal date.

Section 9 Confidentiality of Membership Information

The membership database and listings provided by IIBA to the Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Chapter, consistent with IIBA policies.

Bylaw 5 – Chapter Calendar

Section 1 Minimum Schedule of Events

The Chapter will adhere to the following **minimum** schedule of events.

| Event | Timeframe |
|------------------------------|---|
| Events | Quarterly (Usually monthly excluding July and August) |
| Annual General Meeting (AGM) | Annually in September |
| Chapter Executive Meeting | As Needed (usually Monthly) |
| Committee Meetings | As Needed |

Section 2 Notice of meetings

| Meeting | Called By | Notice period | Min Attendance | Notice Form |
|-------------------|-----------------|---------------|----------------|-------------|
| AGM | President | 60 days | 25% membership | Email |
| Event | Board Member | 60 days | 10% membership | Email |
| Executive Meeting | President | 7 days | 50% Board | Email |
| Committee Meeting | Committee Chair | As required | As Required | Email |

Section 3 Changes to Calendar

Changes or modifications to Chapter Calendar must be submitted to the President or Secretary to be discussed at the next Executive Meeting.

Section 4 Chair and Voting

The President of the Chapter will chair all meetings except committee meetings. Voting will occur by a show of hands, by written ballot, or by a polling of members. Proxy votes will not be accepted. Decisions and acceptance are based on majority votes.

4.3 Membership Meetings

4.3.1 General Meetings

An Annual General Meeting of the membership shall be held once a year at a location to be determined by the Board. The Board may, when they think fit, convene a Special General Meeting.

Notice of a General Meeting shall specify the place, day and hour of the meeting, and, in case of Special General Meeting, the purpose of that meeting. Notification will be sent by email to all Members of the Chapter, regardless of the email preferences identified with their Member Data.

The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that meeting.

General Meetings shall be conducted in accordance with generally accepted business practice and documented accordingly as determined by the Board.

The President of the Chapter, the Vice President or in the absence of both, one of the other Directors present, shall preside as chairman of a General Meeting.

4.3.2 Chapter Meetings and Events

Chapter meetings and events will be held on a regular basis according to the annual calendar prepared by the Board and maintained as part of the Chapter Policies and Procedures.

Chapter meetings and events will be made available to Members and guests. Notification will be sent by email to Members **based on email preferences specified with their Member Data**. Individuals on the Chapter mailing list will also receive the notification.

Bylaw 6 – Officers and Directors

Need more time on this whole section matches article 3 Chapter governance

Section 1: The Chapter shall be governed by a Board of Directors. There will be no less than three and no more than eight elected officers to serve in the following positions:

- President
- Secretary / Treasurer
- Director of Marketing
- Director of Education
- Director of Membership
- Director of Technology
- Vice President and Director of Sponsorship
- Vice President (VP) Event Planning

All officers must be members in good standing of IIBA. Officers will be elected by majority vote of Chapter members in attendance at the Annual General Meeting. The officers will serve two-year terms of office, staggered so that approximately half of the officer(s) are elected each year, to provide continuity.

The term of office for all Directors will be two (2) years, with the exception of the first elections of the Chapter. Each Director may hold a specific position for a maximum of two (2) consecutive terms, except where there is no other available nominee to stand for election of the position at the end of the second term.

With the exception of the first election of the Chapter, elected Director positions will be staggered such that re-appointment will take place two (2) years after the initial appointment. Directors will be elected in two groups, with terms commencing in alternate years.

Not all Director positions will be filled during each election year, however, the requirements for minimum numbers of Board positions shall be fulfilled.

As the Chapter increases its membership, the duties and responsibilities for each of the VPs will expand. Committees may be formed to support additional functions as deemed necessary by the Chapter.

Upon election these Officers will immediately become members of the Board of Directors. Officers shall be eligible to serve multiple terms. same as in Board of Directors section 2

Officers will be elected at the Annual General Meeting each year. The following chart illustrates the election rotation process:

| <i>Odd Years</i> | <i>Even Years</i> |
|--|---------------------------------|
| President | Treasurer |
| Vice President (VP) Professional Development | Secretary |
| Vice President (VP) Communications & Marketing | Vice President (VP) Sponsorship |
| Vice President (VP) Event Planning | Vice President (VP) Membership |

Each board member is responsible to:

- Commit to the work of the IIBA and promote the local IIBA Saskatchewan Chapter;
- Attend monthly Board meetings and any general meetings;
- Prepare for discussion of issues on the agenda and vote on motions;
- Support and participate in special events and volunteer committees;
- Specific responsibilities and accountabilities for Directors for their respective portfolio;
- Maintain process documents related to portfolio; and
- Complete other responsibilities as assigned by the Board.

Section 2 President

The President shall be the chief executive officer for the Chapter and of the Board and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees.

The President is responsible for:

- Lead the definition of the Board and the Director Portfolios;
- Exercise supervision/accountability over the Board Members;

- Provide direction on Board nominations and elections;
- Chair the Board Meetings;

- Enforce Bylaws, orders and resolutions of the Board;
- Comply with Chapter reporting for the IIBA;
- Stay apprised of regional and international IIBA activities;
- Report to the general membership on behalf of the Board at each annual meeting; and
- Serve as ex-officio with the right to vote on all committees.

The **immediate Past President** shall serve as a member ex-officio (non-voting) of the Board of Directors, with a right to participate in all discussions and all committees. The Past President shall not have a vote on the Board of Directors or the Committees.

Section 3 Secretary

The Secretary shall keep the records of all business meetings of the Chapter and meetings of the Board. The Secretary is also responsible for all official correspondence with the members and IIBA, except for committee correspondence.

The Secretary is accountable for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate.

- Document and coordinate board and general meetings;
- Manage internal board templates;
- Maintain and update Director onboarding documents;
- Maintain annual board activity calendar;
- Maintain chapter bylaw document;
- Maintain chapter account passwords and resets;
- Track board assets (phone, banners, office supplies, etc.).

Section 4 Treasurer

The Treasurer is responsible for the management of funds for duly authorized purposes of the Chapter. The Treasurer is responsible to the Board of Directors and will submit the books for audit each year.

The Treasurer is responsible for:

- maintain annual board budget;
 - Done through initial planning with board at end of previous year to plan for future year and is reported on at the annual AGM in September
- manage accounts payable, receivable and bank reconciliation;
 - Statements are electronic and PDFs should be uploaded to online document repository
 - Cheque information should be captured in QuickBooks and reconciled regularly.
 - Receipts / invoices can be filed in an annual receipts folder (online)
- manage event reconciliation which includes hotel and meal costs, door prizes, education reimbursement and member fees when appropriate; and
- complete financial reporting and coordinate with a financial reviewer (not an accountant necessarily due to cost reasons)

Section 5 Director of Marketing

The Vice President of Communications & Marketing is responsible for the timely dissemination of information both to and from the Chapter membership, using appropriate means to accomplish the objective and is also responsible for the

promotion of the local Chapter and IIBA to internal and external publications. In addition, they are responsible for

maintaining the Chapter's website and the development and delivery of programs relating to business analysis for each scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board.

The Director of Marketing is accountable for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate.

- Develop and execute a marketing strategy for the Chapter;
- Define sponsorship packages in collaboration with the Vice President;
- Provide oversight and review of all external communications prepared by each Director or volunteer committee;
- Lead the development and distribution of Chapter newsletters and social media;
- Manage the setup and communications for event registrations;
- Liaise with international IIBA technology team for website support; and
- Maintain the chapter website.

Section 6 Director of Education

The Vice President of Professional Development will be responsible for promoting Business Analysis Professionalism through the organization and delivery of educational publications, seminars, and informational updates, including changes to the BA Body of Knowledge to help Business Analysts in the Business Analysis profession. Chapters are prohibited from offering training developed by the Chapter but may host a training session offered by an IIBA Endorsed Education Provider.

The Director is accountable for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate.

- Develop and execute an annual education plan;
- Study groups, mentorship program;
- Assess local educational needs;
- Arrange and coordinate with speakers for monthly events;
- Has evolved in to a joint board responsibility;
- Arrange and coordinate with facilitators for educational workshops;
- Has evolved in to a joint board responsibility;
- Liaise with educational providers, ensuring alignment with BABOK;
- Stay apprised of BABOK and offer support to chapter members;
- Stay apprised of IIBA certification levels and offer support to chapter members; and
- Provide and manage study groups and materials for certification.

Section 7 Vice President/ Director of Sponsorship

The Vice President of Sponsorship will be responsible for sourcing sponsors and maintaining the relationships. Sponsorship will allow the Chapter a source of income to further the goals and objectives of the Chapter as well as bringing the community together.

The Vice-President is responsible to:

- Support the President in leading the Chapter;
- In the event the President resigns or is unavailable, the Vice-President will take over the Presidential role and responsibilities according to the Chapter Bylaws;
- Enforce Bylaws, orders and resolutions of the Board;

- Maintain communication with other organizations;
- Engage other organizations to build partnership relationships which could potentially lead to:
 - Joint events
 - Cost sharing
 - Process sharing
- Actively participate in Board strategy and planning sessions;
- Lead sponsorship activities;
- Plan and lead Manager’s Meeting activity for the year;
- Assist Directors and volunteers as necessary to carry out the business of the Chapter.

Section 8 Director of Membership

The Vice President of Membership will be responsible for the growth and sustainment of the memberships affiliated with the Chapter, as well as managing the Chapter's relationship with its members, corporations and academic institutes.

The Director is accountable for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate.

- Develop and execute strategies for member engagement and retention
- Track and review membership activity (new & expiration)
- Manage chapter inquiries from members and interested parties
- Liaise with venues for events and monthly Board meetings
- Develop and maintain networking activities for the Chapter
- Prepare and manage surveys for event feedback
- Issue volunteer callouts and maintain the volunteer pool
- Track volunteer hours for CDUs

Section 9 Director of Technology

The Vice President of Technology will be responsible for the Chapter technology assets, technology solutions, and technology training, as well as managing the Chapter's technological planning.

The Director is accountable for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate.

- Training technical staff
- Scheduling and leading meetings and regular check-ins to check technology
- Scheduling technical staff for events or performances
- Suggesting technological improvements
- Acting as the technical point of contact for Director of Event Planning and event presenters
- Working with Director of Marketing on networking and website development

Section 10 Director of Event Planning

The Vice President of Event Planning will be responsible for organizing, mobilizing and/or coordinating the volunteers, event participants, officials, and administrators for the successful execution of an event on behalf of the Chapter, as well as managing the Chapter's development of an event management plan which is required for the coordination and training of persons that are needed in the organization of and planning and execution of any event.

The Director is accountable for the following activities, however responsibility for completion of these activities may be delegated to others where appropriate.

- Develop and execute strategies for the successful execution of an event.
- Track and review event attendance, prize winners, fundraising and report back to the board
- stands in as a representative of the Chapter event at hand when dealing with outside bodies which may include the sponsors of the event and media platforms that would like to cover the proceedings of the event.

With the Director of Membership:

- Manage chapter inquiries from members and interested parties
- Liaise with venues for events and monthly Board meetings
- Develop and maintain networking activities for the Chapter
- Prepare and manage surveys for event feedback
- ensure scheduling and training for volunteers who work at events

With the Director of Technology

- coordinate equipment and volunteers required for events
- ensure training for technology for volunteers who work at events

With the Director of Marketing

- coordinate timing of event advertising
- ensure appropriate signage, banners, etc. for the event

Bylaw 7 – Board of Directors Responsibilities

Review in more detail in 3.2 Chapter Management

Section 1: The Chapter shall be governed by the Board of Directors. The Board shall be responsible for carrying out the purposes and objectives of the Chapter.

An elected Board of Directors, herein referred to as ‘the Board’, shall be the governing body of the Chapter responsible for setting direction and policy with full authority over all affairs of the Chapter. Approval of the Board, in accordance with these Bylaws, shall be required for all Chapter activities. Unless otherwise provided for in these Bylaws, all actions and decisions of the Board shall be final. 3.1.1 Board of Directors : Composition and Authority

Section 2: The Board shall consist of the officers of the Chapter elected by the membership. All Officers must be members in good standing of IIBA. Same as in Officers and Directors Section 1 parag.4

The Board shall include the following Executive Director positions:

- President
- Vice President
- Secretary
- Treasurer
- Technology
- Event Planning

Per current Chapter Policies and Procedures, the Secretary and Treasurer positions may be combined. In addition to the Executive Board, no less than one (1) and no more than seven (7) individuals shall be elected as Directors of the Board.

At a minimum, the Board shall consist of two (2) Executive Board positions and one (1) additional Director. This means a max total of 11 = 4 exec + 7 Directors but Bylaw 6 Section 1 says no more than 8 officers

Roles and responsibilities for each Board of Director position will be documented in the Chapter Policies and Procedures. Any changes to Board positions shall require the passing of a motion to that effect by a Quorum of the Board. I have copied responsibilities to the officer section from the transition documents - not the Chapter Policies and Procedures

All Directors of the Board shall be Members in good standing.

Section 3: The Board shall exercise all powers of the Chapter, except as specifically prohibited by these Bylaws, IIBA Bylaws and policies, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these Bylaws and IIBA Bylaws and policies, and to exercise authority over all Chapter business and funds.

Section 4: The Board shall meet at the call of the President, or at the written request of three (3) members of the Board directed to the Board Secretary. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with procedures determined by the Board.

Section 5: The Board of Directors may declare an officer position to be vacant where an officer ceases to be a member in good standing of IIBA or where the officer fails to attend three (3) consecutive Board meetings. An officer may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Section 6: An officer may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

Section 7: If any officer position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. If more than half the term of office remains, the Board may call a special election for the position for the balance of the term of office.

In the event the President is unable or unwilling to complete the current term of office, an Interim President will be appointed by the remaining Board members. This appointment shall be in effect for the remainder of that term.

Section 8: If and when the Board can convene a quorum the Board has the power to:

- propose an amendment to the bylaws
- amend objectives
- commit the local Chapter to contractual arrangements
- terminate any individual member for violation of a Chapter bylaw or an IIBA bylaw

Section 9: If the membership is dissatisfied with actions taken by the board, a petition signed by 60 percent of the members affiliated with the Chapter, can be submitted to the President and the issue(s) will be tabled at a special meeting of the members or the next scheduled member meeting, for action.

Bylaw 8 – Nominations and Elections

Section 1: A Nominating Committee shall prepare a list containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Nominating Committee or the Board. Elections shall be conducted during the annual meeting of the membership, or by ballot to all voting members in good standing. The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board.

Section 2: No current member of the Nominating Committee shall be included in the list of nominees prepared by the Committee.

Bylaw 9 – Committees

Section 1: The Board may authorize the establishment of committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board.

Section 2: The President with the approval of the Board shall appoint all committee members and a chairperson for each committee.

Bylaw 10 – Finance

Section 1: The fiscal year of the Chapter shall be from 1 January to 31 December.

Section 2: The Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

Section 3: All membership dues, billings, collections and disbursements shall be handled by IIBA.

Section 4: Audit of records and accounting practice will be performed every two (2) years by an independent third party.

Section 5: Annual financial statements including a balance sheet and income statement will be shared with IIBA within three months of the Annual General Meeting.

Bylaw 11 – Ratification and Amendments

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the voting membership in good standing present at an annual meeting of the Chapter duly called and regularly held; or by a two-thirds (2/3) vote of the voting membership in good standing voting by mail ballot returned within forty-five (45) days of the date by which members can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the membership at least fifteen (15) days before such meeting or vote.

Section 2: Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.

Section 3: All amendments must be consistent with IIBA's Bylaws and the policies, procedures, rules and directives established by IIBA's Board of Directors, as well as with the Chapter's Charter with IIBA.

Bylaw 12 – Dissolution

Section 1: Should the Chapter dissolve for any reason, its assets shall be dispersed to a charitable organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

Dissolution of the Chapter may be due to the direction of IIBA, a vote of the membership or the lack of sufficient members to sustain the Chapter. In the case of a vote of the membership, the dissolution must be brought to the members in a special election and be approved by at least 60% of the members in good standing who attend the meeting.