

# **CONSTITUTION**

## **ARTICLE I - OFFICIAL NAME**

This association shall be known as the Association of Records Managers and Administrators (ARMA) - Edmonton Chapter.

## **ARTICLE II - ADDRESS**

The chapter office shall be located in the home city of the current chapter President. The chapter may change such location as deemed necessary by its members or its Board of Directors.

## **ARTICLE III – MISSION**

Our mission is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success.

## **ARTICLE III - PURPOSE**

The chapter shall have the power to collect and disseminate educational information, to conduct research, to engage in various fundraising activities, to conduct promotional activities, including advertising and publicity, in or by any suitable manner or media, to conduct and promote seminars in the field of records and information management and to hold such property as is necessary to accomplish its purpose as outlined below.

- a) To promote and advance the improvement of records and information administration and management and related fields through study, education and research.
- b) To advance professional knowledge and techniques by sharing and exchanging experiences and information related to the fields of records and information management.
- c) To develop and advance standards of professional competence in the fields of records and information management.
- d) This chapter is organized and operated exclusively for the above stated purposes and for other not-for-profit purposes and no part of any income or earnings shall benefit any member.

## **ARTICLE IV - MEMBERSHIP**

Anyone is eligible to become an active member of this chapter with full voting and other privileges, by following the conditions set out in the chapter bylaws.

## **ARTICLE V- CHAPTER OPERATION**

The following items shall be specified in the bylaws of the chapter:

- a) Annual dues required for the membership of the chapter
- b) Location and time for annual and special meetings of the chapter
- c) Quorum requirements at a meeting
- d) Election procedures
- e) Duties and responsibilities of officers and directors of the chapter
- f) Establishment of committees and appointment of members to the committee
- g) Powers, duties, and privileges of the members of the chapter
- h) Any other such matters concerning the establishment and operation of the chapter

## **ARTICLE VI - CONSTITUTION AMENDMENT**

The Chapter Board of Directors may amend the Constitution and Bylaws without the approval of the Chapter membership only when the Constitution and Bylaws of ARMA International or the Canadian Region are amended and these changes must be reflected in the Chapter Constitution and Bylaws. The Past President shall advise the membership of these changes.

## **ARTICLE VII - BYLAW AMENDMENT**

The bylaws may be amended or repealed and shall be binding on all members of the Association.

## **ARTICLE VIII - CHAPTER DISSOLUTION**

Should the chapter cease to exist, the current Board of Directors or remaining members of the Board shall ensure that an official audit is conducted at the time of the dissolution. The remaining members of the Board shall sign this audit and after the resolution of all outstanding financial affairs, all remaining chapter funds are to be transferred to the Canadian Region. The funds are then to be used to further the endeavors of the Canadian Region.