

**NATIONAL CONTRACT  
MANAGEMENT ASSOCIATION**



**NORTHERN WEST VIRGINIA CHAPTER  
CHAPTER BYLAWS**

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**Date:** May 2, 2017

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

- A. The name of this chapter is the Northern West Virginia chapter. The address of the Northern West Virginia Chapter is PO Box 203, Kingmont, WV 26578. The chapter number is #114 and the date of the chapter charter is October 8, 1986.
- B. These chapter bylaws are consistent with the national association bylaws 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 NCMA bylaws and the chapter bylaws, the NCMA bylaws 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 Northern West Virginia Chapter shall be: Chapter President, Chapter Vice President / President-elect, Chapter Secretary and Chapter Treasurer. The elected chapter officers shall be called the “Chapter Executive Council”.
- B. The Northern West Virginia chapter officers shall share the responsibilities of recruitment and maintenance of the chapter membership, as well as promotion of educational opportunities recognized by the national association for all chapter members. The chapter President shall be responsible for the overall management of the chapter, its officers, establishment of committee chairs as applicable, and directing the preparation and submission of all chapter documents.
- C. 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.
- D. The Northern West Virginia Chapter shall have a Council of Advisors. The members of the Council of Advisors shall be nominated by the Chapter Executive Council and meetings shall be chaired by the chapter president. The chapter Council of Advisors shall have similar duties and responsibilities as listed in the NCMA policy on the “Board of Advisors.”

### **ARTICLE III: ELECTION OF CHAPTER OFFICERS**

- A. The chapter President shall chair and the chapter officers shall be the members of the Nominations and Elections Committee which shall be responsible for filling the slate of officer candidates. The committee shall operate within the guidelines of the NCMA policy on “Nominations and Elections Committee” and ensure that chapter elections are completed by May 1 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 **Northern West Virginia** Chapter, as of the date of the chapter election are entitled to cast a ballot in chapter elections.
- D. 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.
- E. Chapter officers may be removed from office for cause in accordance with the NCMA bylaws.
- F. Vacancies in any elected chapter officer position caused during the program year by resignation, succession or other reasons, 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**

- A. The Chapter Executive Council. The Chapter Executive Council shall convene on a regularly scheduled basis **every other month beginning in August** and conduct the business of the chapter.
- B. The term of office for chapter officers shall be **one (1) program year**. The Chapter Vice President/President-Elect shall automatically succeed the Chapter President following completion of the President's term of office. Chapter Officers may serve repeat terms if no volunteers are nominated, but shall not exceed one (1) additional year for the same officer position. All efforts will be exhausted to find volunteers to prevent this situation.
- C. Years of service for the same officer position shall not exceed two (2) consecutive years.
- D. The chapter president shall conduct the executive council meetings and will provide each council member with an agenda for the meeting.
- E. Each member of the executive 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 **every other month beginning in September** 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 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 **Northern West Virginia** Chapter, and all of the **Northern West Virginia** 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 the NCMA Chapter Guidelines and Article II of the NCMA Bylaws.
- 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 **Chapter Executive Council** shall approve the chapter budget at the beginning of the chapter program year.
- D. 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.
- E. 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.
- F. 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.
- G. 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**

- A. The chapter bylaws shall be revised when there are major changes to the NCMA bylaws or other sections of the NCMA policy that create an inconsistency between that document and these bylaws, or every five years. Failure to revise the chapter bylaws shall not, however, render these bylaws invalid.
- B. Amendments to the chapter bylaws shall be proposed in writing to the chapter president.
- C. 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.

- D. Upon resolution adopted by the chapter voting members, the NCMA Governance Committee, or the individual/body granted the authority, shall be requested to approve the bylaws or the bylaws as amended, as specified in NCMA's policy.
- E. A copy of the **Northern West Virginia** 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.