



International Association
of Business Communicators
Brazos Valley

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**International Association of Business Communicators
Brazos Valley, Texas, USA Chapter**

Bylaws

*Proposed revisions by the Board of Directors: July 2016 (Jennie L. Lamb, President)
Approved by chapter membership: October 2016*

Article 1: Name and Location

Section 1. Name.

The chapter will be known as Brazos Valley IABC (or BVIABC on second reference), a chapter of the International Association of Business Communicators (IABC), a not-for-profit organization.

Section 2. Location.

The geographical area served by Brazos Valley IABC will include Bryan, College Station and the following Brazos Valley counties within the state of Texas in the United States of America: Brazos, Burleson, Grimes, Leon, Madison, Robertson and Washington.

Article 2: Mission and Goals

Section 1. Mission.

The mission of Brazos Valley IABC is to provide quality professional development and networking opportunities to those practicing professional communications in the Brazos Valley.

Section 2. Goals.

The goals of Brazos Valley IABC are:

- A. To promote understanding, cooperation and an exchange of ideas about best practices in communication
- B. To drive communications as a force for good in business and society
- C. To provide the opportunity to create connections and build relationships
- D. To demonstrate the value of effective and strategic professional communications
- E. To adhere to the IABC Code of Ethics.
- F. To support the initiatives of IABC International and IABC Southern Region

Article 3: Membership

Section 1. Qualification.

Per the IABC International bylaws, membership in this association is composed primarily of professionals who value ethical, effective, efficient communications in their business practices.

Section 2. Participation.

Participation in Brazos Valley IABC is composed of individuals engaged in professional communications.

Section 3. Inclusion.

Brazos Valley IABC has a strong commitment to the principles of inclusion and diverse membership in all areas. In that spirit, membership in Brazos Valley IABC is open to all qualified individuals as defined in Article 3, Section 1. The chapter will not deny membership or membership privileges solely on the basis of race, creed, religion, disability, sex, sexual preference, age, color, national origin or other attribute.

Section 4. Categories of membership.

All membership classifications require affiliation with the local chapter, IABC Southern Region and IABC International.

- A. *Professional*: This membership is open to those practicing professional communications in business, industry, associations and other organizations; educators in communications fields; and individuals in communications support fields.
 - *Corporate*: This membership is available per the IABC International corporate membership guidelines.
- B. *Student*: This membership is open to full-time students of accredited colleges and universities majoring in communications or related subjects. Part-time students working toward a degree and not working in a professional communications position may be student members. Student members enjoy a reduced dues rate established by IABC International.
 - *Transitional*: Those joining within one year of graduation or transitioning from student to professional membership may become a transitional member at a reduced dues rate as established by IABC International.
- C. *Retiree*: This membership is open to individuals who have been professional or corporate IABC member for at least five years, are retired working in a professional communications role, and are at least 55 years of age. Retired members enjoy a reduced dues rate established by IABC International.
- D. *Fellow and Honorary*: These membership categories are conferred upon members by the IABC International Executive Board in recognition of service to the association and the profession.

Section 4. Service and participation.

Policies governing service and participation of all members within the chapter will be determined by the Board of Directors of Brazos Valley IABC, unless otherwise set forth in these bylaws.

Article 4: Dues

Section 1. Establishment of chapter dues and fees.

The chapter portion of association membership dues and other chapter fees are set by a simple majority vote of the Board of Directors of the chapter.

Section 2. Cancellation.

Members who fail to maintain their IABC membership will be dropped from the chapter rolls upon notification from IABC International, thereby forfeiting all rights and privileges of membership.

Section 3. Refunds.

No dues will be refunded to any members whose membership terminates for any reason.

Article 5: Members and Voting

Section 1. Voting.

Those eligible to vote on chapter matters will be any member of the chapter as defined in Section 2 of Article 3.

Section 2. Quorum.

A quorum of the chapter membership necessary to vote on official business of the chapter will consist of at least 40 percent of the total chapter membership. A simple majority of the quorum voting in unison is required to act on official business, including officer elections.

Article 6: Board of Directors

Section 1. Board of Directors.

The governing body of the Brazos Valley IABC chapter is known as the Board of Directors. The Board of Directors is composed of the Executive Committee and other appointed positions. The term of the Board of Directors is the same as the chapter's fiscal year, which is January 1 through December 31.

Section 2. Executive Committee.

The Executive Committee of the Brazos Valley IABC Board of Directors consists of the officers of the chapter as follows: president, president-elect, past-president, vice president of administration, and vice president of finance.

Section 3. Eligibility.

Any regular member in good standing is eligible for nomination and election to the offices of this chapter.

Section 4. Nomination of officers.

Nominees for president-elect, vice president for administration and vice president for finance are identified by the sitting board. The board invites members in good standing to nominate or apply for open board positions.

Section 5. Election of officers.

The election of the president-elect, vice president of administration and vice president of finance must be completed no later than the end of November of each year. The Board of Directors will

present a ballot to the membership no later than November 15. Members should be given at least two weeks to cast their vote. On January 1 of each year, the president-elect will become president and the newly elected officers will take office. All officers will hold office until replaced by their successors.

Section 6. Term of office.

All officers of the chapter will serve one-year terms or until a successor is duly elected. Outgoing board members are expected to be available as advisors to their successors to provide continuity of leadership.

Section 7. Vacancies or removal.

Vacancies in any position on the Board of Directors will be filled for the remainder of the term at the discretion of the president. Removal of a board member is at the discretion of the president, in consultation with other members of the Executive Committee.

Article 7: Duties of Officers

Section 1. President.

The president will serve as the chief executive officer of the chapter; supervise the activities of the Board of Directors; manage the affairs of the chapter; establish and guide strategic planning for the chapter; preside at all regular and special meetings of the Board of Directors and the chapter; represent the chapter and IABC in civic, professional, or educational capacities within the chapter boundaries; and serve as the senior chapter delegate and liaison to IABC International and IABC Southern Region.

Section 2. President-Elect.

The president-elect will automatically represent the president in all affairs and at all regular and special meetings of the Board of Directors and the chapter in the event that the president is unable to do so; and succeed to the office of the president in the event of a vacancy in that office. At the end of the term, the president-elect will automatically become president for the next term.

Section 3. Vice President of Administration.

The vice president of administration will keep an accurate record of all business meetings of the Board of Directors and the chapter; and perform such other administrative duties as delegated by the president.

Section 4. Vice President of Finance.

The vice president of finance will serve as chief financial officer of the chapter; collect and disburse all funds of the chapter; oversee the financial planning of all committees; provide a financial report to chapter membership and IABC International at least once per year; and coordinate all fiscal matters with IABC International and IABC Southern Region under the association's requirements.

Section 5. Past-President.

The past-president will provide counsel to the president; serve on the Executive Committee; complete chapter management award entries; and manage special projects as designated by the president.

Article 8: Standing Committees

Section 1. Professional Development.

The professional development committee will plan and execute professional development and networking opportunities and events that contribute to the goals of the chapter.

Section 2. Membership.

The membership committee will be responsible for recruitment and retention of chapter members; and maintain such information as needed by the Board of Directors to conduct the affairs of the chapter.

Section 3. Communication.

The communication committee will be responsible for chapter communications in all forms.

Section 4. Chairs.

Standing committee chairs will be appointed by the president and referred to as Vice Presidents. In addition to the Executive Committee, they will comprise the Board of Directors for the chapter.

Section 5. Additional standing committees.

The Board of Directors may form additional standing committees. These committees will remain in existence until dissolved as described in Section 6.

Section .6 Dissolution of standing committees.

According to the changing needs of the chapter, committees may be dissolved or merged with other committees by the Board of Directors.

Article 9: Ad Hoc Committees

Section 1. Ad hoc committees.

Ad hoc committees may be formed as needed by the Board of Directors. The president will appoint chairs of ad hoc committees.

Article 10: Finance

Section 1. Authority.

The Board of Directors of the chapter will have authority over the receipts, expenditures and assets of Brazos Valley IABC.

Section 2. Fiscal year.

The fiscal year of the chapter will be January 1 through December 31.

Section 3. Budget.

The Board of Directors will adopt in advance of each fiscal year a budget covering the activities of the chapter.

Section 4. Reserves.

Financial reserves as deemed appropriate by the Board of Directors will be retained from chapter funds or developed to provide stability of funds.

Section 5. Compensation.

Members of the Board of Directors will not receive any compensation from Brazos Valley IABC for their services as officers or members.

Section 6. Financial Review.

The accounts of Brazos Valley IABC are subject to financial review by an outside agency as deemed necessary by the Board of Directors. In addition, members of the Board of Directors may request full access to the chapter's financial records at any given time.

Article 11: Dissolution

Section 1. Dissolution.

The chapter will use its funds only to pursue the mission specified in these bylaws and no part of the funds will be distributed to members of the association except to reimburse expenses. On dissolution of the chapter, any funds remaining will be distributed to IABC Southern Region.

Article 12: Amendments

Section 1. Amendments.

Amendments to these bylaws may be proposed by the Board of Directors or by a petition of no fewer than 10 percent of the members of the chapter. Proposed amendments must be submitted to the membership at least 15 days prior to voting. A simple majority vote of a quorum of the membership will determine acceptance or rejection of proposed amendments.

Section 2. Periodic Review.

The Board of Directors will review these bylaws at least once every five years. Any proposed changes or amendments will be submitted to the membership for a vote as described in Section 1.