

**Bylaws
of the Pacific Northwest Chapter
of the American Society for Indexing**

Original April 1996
Revised April 2000
Revised August 2001
Revised December 2002
Revised September 2005
Revised July 2010

Below are the bylaws drafted by the founding members of this chapter and submitted to the ASI National Board of Directors' Chapter Relations Committee. These bylaws were approved, making us an official chapter, in April 1996.

ARTICLE I. Name

The name of this chapter shall be Pacific Northwest Chapter, American Society for Indexing.

ARTICLE II. Chapter Bylaws

These Chapter bylaws were approved by the National Board of Directors of the American Society for Indexing Chapter Relations Committee in April, 1996.

ARTICLE III. Objectives

The objectives of this Chapter, in keeping with the objectives of the American Society for Indexing, shall be (1) the promotion of communication among and education of indexers in the Pacific Northwest and (2) the promotion of indexers and indexing standards to authors and publishers.

ARTICLE IV. Policies

The policies and procedures of the American Society for Indexing, as applicable, shall be the policies and procedures of this Chapter.

ARTICLE V. Membership

Membership in the Pacific Northwest Chapter shall include all those members of the American Society for Indexing who choose to affiliate with this Chapter.

ARTICLE VI. Chapter Requirements

Section 1.

This Chapter shall:

- (a) maintain a membership of at least 10 active (dues-paying) ASI members,
- (b) not be an integral part of any other national organization,
- (c) ensure that the Chapter bylaws are current and are in force, and
- (d) hold at least one meeting per fiscal year

Section 2.

Should the Chapter fail to observe these requirements, Article XVI applies.

ARTICLE VII. Dues and Fees

The American Society for Indexing will allocate the per member allotment, as determined by the ASI Board of Directors, to the local Chapter at the end of each fiscal year for the previous fiscal year. Chapter officers will set charges for Chapter meetings, events, and expenses as needed.

ARTICLE VIII. Fiscal Responsibility

Section 1.

The fiscal year shall correspond to the fiscal year of the American Society for Indexing. The Pacific Northwest Chapter is financially responsible to ASI.

Section 2.

The secretary's and the treasurer's records shall be presented at the annual meeting of the Chapter (the last meeting of the fiscal year).

ARTICLE IX. Officers

Section 1.

There shall be 5 officers: (a) a President (b) a Vice-President/President-Elect (c) a Secretary (d) a Treasurer and (e) a Past President.

Section 2.

A term of office for President, Vice-President/President Elect and Past President shall be 1 year. A term of office for the Secretary and for the Treasurer shall be 2 years, on an overlapping basis.

Section 3.

Officers shall assume their duties at the beginning of each fiscal year and shall serve their term or until their successors are duly elected or appointed.

Section 4.

Inactive officers: In case of continued failure of an officer to attend meetings and participate in the deliberations and activities of the board, the body may, by vote of three-fourths of its remaining members, declare the office of such member vacant.

ARTICLE X. Nominations and Elections

Section 1.

Officers shall be elected by a vote of Chapter members.

Section 2.

Only Chapter members shall be eligible for office.

Section 3.

The President and the Past President shall appoint members of the Nominating Committee. The Past President shall serve as coordinator of the Nominating Committee. The Nominating Committee shall select a slate of one or more nominees for each open office.

Section 4.

Vacancies in office shall be treated as follows:

(a) In the event of resignation, incapacity, lapse in ASI membership, failure to fulfill duties, or death of the President, the Vice-President/President Elect shall become President for the remainder of the unexpired term. If the Vice-President/President Elect is not able to serve as President, the Secretary shall become President for the remainder of the unexpired term. If the Secretary is not able to serve as President, the Past President shall become President for the remainder of the unexpired term. If none of these people are willing or able to serve as president, the Nominating Committee shall put forth candidates to fill the remainder of the term, and an election shall be held as soon as possible.

(b) Vacancies in offices other than President whether due to resignation, incapacity, lapse in ASI membership, failure to fulfill duties, or death, shall be filled by appointment for the unexpired term by the Executive Committee. In the event of a tie vote by the Board, the matter shall be put before the membership for a vote.

(c) Incapacity or failure to fulfill duties shall be decided based on a vote by the remaining Executive Committee members. A vote where three of the remaining members agree that the officer is incapacitated or has failed to fulfill their duties shall be sufficient for the removal of that officer.

Section 5.

No member shall hold the same office for more than two consecutive terms.

Section 6.

Six months or more shall be considered a term of office in determining eligibility for reelection.

Section 7.

Elections will be held no later than one month before the fall meeting. Elections will be conducted electronically through email votes, through a service such as surveymonkey, or through ASI's electronic ballot procedures. Only Chapter members may participate in elections. The voting period for an election will be no less than one week.

ARTICLE XI. Duties of Officers

Section 1.

The President shall be the principal officer of the Chapter, and perform the following duties:

- (a) Preside at all meetings of the Chapter and the Executive Committee.
- (b) Appoint standing and special committee coordinators with the approval of the Executive Committee.
- (c) Serve as ex-officio member of all committees except the Nominating Committee.
- (d) Bring to the attention of the Chapter all pertinent information from the American Society for Indexing.
- (e) Approve, in advance, in writing (any form that will provide a permanent copy, including fax and email) any disbursements over \$100. Approve, in writing, quarterly, the bank statement and the list of all expenditures made by the Treasurer.
- (f) Send the names and addresses of all officers and committee coordinators to the Chapter Relations Committee immediately following election or appointment; and an immediate report of any changes affecting the officers.

Section 2.

The Vice-President/President Elect shall perform the following duties:

- (a) Preside, in the absence of the President, at all meetings of the Chapter and the Executive Committee.
- (b) Become President for the unexpired term in case of resignation, incapacity, lapse of ASI membership, failure to fulfill duties, or death of the President.
- (c) Serve in such capacities as assigned by the President.
- (d) Assume responsibility for program planning for the Chapter and serve as Coordinator of the Program Planning Committee.

Section 3.

The Secretary of the Chapter shall perform the following duties:

- (a) Record accurate minutes of the proceedings of all meetings of the Chapter and Executive Committee.
- (b) Complete all necessary correspondence for Chapter activities.
- (c) Assist the Vice-President/President-Elect with meeting registration.

- (d) Preserve in a permanent file all records and letters of value to the Chapter and its officers. This preservation may be delegated to the Chapter archivist.
- (e) Deliver within 2 weeks after expiration of term of office, all books, records, and papers to the newly elected Secretary.
- (f) Communicate with ASI on issues regarding membership, welcome new members, and serve as information source for members.

Section 4.

The Treasurer of the Chapter shall perform the following duties:

- (a) Have charge of all moneys of the Chapter and report about the current financial state of the Chapter at all meetings.
- (b) Apply for and receive per member allotment of the Chapter from the Treasurer of the American Society for Indexing, to be used for activities of the local Chapter.
- (c) Pay all bills. President shall approve, in advance, in writing (in any form that will provide a permanent copy, including fax and email) any disbursements over \$100.
- (d) Submit each quarter an itemized record of all receipts and expenditures, and a copy of the bank statement to the President, who must provide written approval. Keep an itemized record, in a permanent file, of all receipts and expenditures and approvals.
- (e) Deliver within 2 weeks after expiration of term of office, all books, records, and papers to the newly elected Treasurer.

Section 5.

The Past President shall (a) assist the Vice-President/President Elect in program planning, (b) participate in Executive discussions and decisions, and (c) coordinate the Nominating Committee.

Section 6.

Each officer shall deliver, within 2 weeks after expiration of term of office, all accounts, books, records, papers, and other property belonging to the Chapter to the newly elected officer.

ARTICLE XII. Meetings

Section 1.

Regular meetings shall be held at least once per year unless otherwise ordered by the Chapter membership or the Executive Committee.

Section 2.

The last regular meeting of each fiscal year shall be designated the Annual Meeting, at which time reports summarizing the year's activities shall be given.

Section 3.

Special meetings may be called by the President or by any five Chapter members, provided that all members are notified of time, place, and purpose of the meeting.

Section 4.

A minimum of 10 Chapter members shall constitute a quorum.

ARTICLE XIII. Executive Committee

Section 1.

The elected officers of the Chapter shall constitute the Executive Committee.

Section 2.

The Executive Committee shall meet electronically or in person, at the request of the President or by any 2 members of the Committee, for the consideration of special matters between regular meetings of the Chapter.

Section 3.

Standing and special committee appointments made by the President shall be subject to the approval of the Executive Committee.

Section 4.

Two of the elected officers shall constitute a quorum for a meeting of the Executive Committee.

ARTICLE XIV. Standing Committees

Section 1.

The standing Committees of the Chapter shall be the Program Committee and the Publicity Committee.

Section 2.

Only Chapter members shall be eligible to be Coordinator of a standing committee.

Section 3.

Committee Coordinators and members shall be appointed for a term of 1 year and may be reappointed.

ARTICLE XV. Amendments

Section 1.

Amendments to the bylaws may be proposed by the Executive Committee or by a Bylaws Committee. Individual members may submit suggested bylaw changes to the Chairperson of the Bylaws Committee or to any member of the Executive Committee.

Section 2.

All proposed amendments shall be sent in writing to every member of the Chapter.

Section 3.

Amendments to bylaws may be approved by mail or electronic ballot by a two-thirds vote of the responding Chapter membership.

Section 4.

The final adoption by the Chapter of amendments to or revisions of these bylaws shall be contingent upon the approval of the Board of Directors of the American Society for Indexing.

Section 5.

When an amendment that affects Chapter bylaws is adopted by the American Society for Indexing, the Chapter shall automatically amend its bylaws to conform.

ARTICLE XVI. Dissolution

Chapter dissolutions must be approved by the Board of Directors of the American Society for Indexing. Upon dissolution of this Chapter, all its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the American Society for Indexing, and none of its assets will be distributed to any member or officer of this Chapter.