

APMP MAPLE LEAF CHAPTER BYLAWS

Updated: May 2020

ARTICLE I – NAME

This chapter shall be known as Maple Leaf Chapter of the Association of Proposal Management Professionals, hereafter referred to as APMP Maple Leaf or “Chapter”.

ARTICLE II – MEMBERSHIP IN THE APMP MAPLE LEAF

Section 1. Member Eligibility: Membership in APMP Maple Leaf shall consist of all persons who pay the annual APMP membership fee, who abide by all rules of the APMP organization, and who designate on their annual membership form that they are affiliated with the APMP Maple Leaf local chapter. To ensure proper distribution of dues to the local chapter, each member shall be responsible for alerting APMP that he or she is a member of APMP Maple Leaf.

ARTICLE III – MEETINGS OF THE MEMBERS

Section 1. Regular Meetings of the Members: At least four (4) meetings of the Membership shall be held each year. Time and place of each meeting will be specified in advance by the Executive. These meetings may take the form of workshops, programs, seminars, or other educational forums of a live or online/teleconference nature.

Section 2. Special Meetings of the Members: Special meetings of the members may be called by three (3) members of the Executive or by the signatures of not less than one-fifth of the members of the Chapter on a Petition for Meeting. This meeting shall be held within a month of the presentation of the Petition to the Executive at a place designated by the Executive.

Section 3. Notice of Membership Meetings: Written notice stating the place, day, hour, and agenda of any meeting of the Chapter shall be posted on the Chapter web site at least one (1) week before the date of the meeting by the persons calling the meeting. Notice of meetings shall be emailed to each member at the last email address for such member which is on record APMP.org.

ARTICLE IV - EXECUTIVE

Section 1. General Powers: The business and affairs of APMP Maple Leaf shall be managed by the Executive.

Section 2. Number, Term, and Qualifications: The number of Directors of the APMP Maple Leaf is established at a minimum of four (4) individuals. The positions must include the following, which will be known as the Executive: Chair, Treasurer, Secretary, and Communications. An individual may hold up to two positions, with the exception of Chair, Treasurer and Secretary. The Executive may designate other positions or committee chairs at any time. The term of office is one (1) year. Terms are limited to 5 years within the same position. After 5 years the individual is encouraged to step down from the previously held position and if interested self-nominate for another position within the Executive. Qualifications for the position of Director are not subject to these Bylaws.

Section 3. Membership and Affiliation: All Directors of the Chapter shall be APMP members in good standing and shall be affiliated with the Chapter, as outlined in Article II, Section 1 above.

Section 4. Election of Directors: Directors of the APMP Maple Leaf shall be elected every 1 year, through a membership notification and voting process with elected members, and to be announced at a regular meeting of the Members, to fill vacancies on the Executive. Terms shall run from January of December. Elections may be called up to 3 months early if extenuating circumstances exist (examples include if the Chair or Treasurer step down and an existing Director is unable to fill the role).

Section 5. Removal: Directors may be removed from office with cause by a vote of two-thirds of the members of the Executive or by a vote of two-thirds of the Members at a regular meeting of the Members at which a quorum exists. Any Director who misses three (3) consecutive or five (5) annually Executive meetings may be removed from office if, within one (1) month after the third absence, a majority of the remaining Board members elects removal.

Section 6. Compensation: Individuals serve on the Executive on a volunteer basis and are not eligible for compensation for performing the main and ancillary duties of their positions as Directors. The Executive may, in advance, approve the compensation of *expenses* incurred by the Directors—such as travel, room and board, etc.—and may provide for payment of all expenses incurred by the Directors in attending regular or special meetings of the Board. Proper documentation of expenditures is required for any reimbursement.

Section 7. Other Board Positions: The Executive may, from time to time to meet the needs of the Chapter, establish other Board positions or At-Large Directors, filling the positions by Board action until the next scheduled election.

Section 8. Other Committees: There shall be ad hoc committees as deemed appropriate by the Executive. The Executive shall have authority to establish and appoint members to other special purpose committees as shall from time to time be necessary for the proper operation of the chapter.

Section 9. The roles of Chair and Treasurer must be filled by a candidate each year with prior experience on the Maple Leaf Chapter Executive unless there is not a candidate available to fill the position.

EXECUTIVE ROLES & RESPONSIBILITIES

Role	Role Description
Chair	Will lead the board and oversee all chapter activities. Primarily, the Chairperson will ensure that the chapter provides APMP with all reporting requirements specified by the Charter Chapter Guidelines.
Secretary	Will oversee the preparation of all reports. Specifically, the Secretary will: write and disseminate meeting minutes, and submit copies with the annual report, as required.
Treasurer	Will supervise all fiscal operations and will serve as the primary point of contact to the APMP CFO. The Treasurer will provide semi-annual

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	<p>reports to the APMP CFO on the Chapter's activities; endeavor to maintain the Chapter's fiscal solvency; and communicate/network with other APMP chapter treasurers to identify opportunities for improvement.</p>
<p>Professional Development & Mentorship Chair and Advisors</p>	<p>Will act as a contact person for questions with respect to APMP accreditation. Will seek out professional development opportunities that may be available within Canada to communicate with members. Will oversee mentorship program.</p>
<p>Communications Advisors</p>	<p>Will schedule webinars and be responsible for circulating information to members by social media (email, LinkedIn), for producing a monthly newsletter and administrating the Chapter email account.</p> <p>Will maintain the APMP Maple Leaf Chapter online presence including web site and LinkedIn Group and communicate other pertinent pieces of information to Chapter members.</p> <p>Will coordinate other activities to enhance overall membership involvement & communication.</p>
<p>Memberships</p>	<p>Will welcome new members and acts as a point of contact for questions from potential members. The Memberships Chair also sends reminders to members about upcoming membership expiration dates.</p>
<p>Regional and Programming</p>	<p>Each Regional and Programming Chair will be responsible for hosting and setting up two regional events in their area such as in-person seminar, networking event, local training etc.</p> <p>Will enlist potential speakers to provide presentations at the quarterly National meetings.</p>
<p>Technology Advisors</p>	<p>Owns the Maple Leaf Chapter's web presence at http://www.apmp-mapleleaf.org/</p> <p>Responsible for brand, style, updates and maintenance of the Chapter website.</p>

ARTICLE V – MEETING OF DIRECTORS

Section 1. Regular Meetings (Virtual or Physical): The Executive may provide by resolution, the time and date, within Canada or by virtual means, for holding at least eight (8) meetings each year, to be scheduled the month prior to a general membership meeting. Meetings will not be held in July and August to allow for a summer break.

Section 2. Special Meetings: Special meetings of the Executive may be called by or at the request of the Chapter Chair or any two (2) Directors.

Section 3. Notice of Meetings: Regular meetings of the Executive may be held without notice to the Membership. The person or persons calling a special meeting of the Board of Director shall, at least two (2) days before the meeting, give notice thereof by any usual means of communication (electronic mail or posting on the web site). Such notice need not specify the purpose for which the meeting is called.

Section 4. Quorum: A majority of the Directors fixed by these Bylaws shall constitute a quorum for the transaction of business at any meeting of the Executive.

Section 5. Manner of Acting: Except as otherwise provided in this Section, the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Executive.

Section 6. Information Action by Directors: Action taken by a majority of the Directors without a meeting is nevertheless Board action, if written consent to the action in question is provided by all the Directors via email or in other written form and filed with the minutes of the proceedings of the Board. The written consent can be done before or after the action is taken.

ARTICLE VI – CONTRACTS, LOANS, AND DEPOSITS

Section 1. Contracts: The Executive may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument on behalf of APMP Maple Leaf, and such authority may be general or confined to specific instances.

Section 2. Loans: No loans shall be contracted on behalf of APMP Maple Leaf and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Executive, and such authority may be general or confined to specific instances.

Section 3. Checks and Drafts: All checks, drafts, or other orders for payment of money issued in the name of the APMP Maple Leaf shall be signed by two signing officers of the Executive including the Chair or the Treasurer with two alternates (Chapter Members) who are available for signing, unless otherwise determined by resolution of the Executive.

Section 4. Deposits: All funds of the APMP Maple Leaf, not otherwise employed, shall be deposited from time to time to the credit of the APMP Maple Leaf, in such depositories as the Executive may direct.

Section 5. Gifts: The Executive is authorized to accept contributions, gifts, or bequests of any personal property on behalf of APMP Maple Leaf. No Director is authorized to accept any gift on behalf of APMP Maple Leaf if that gift is for personal gain only.

Section 6. Proper Use of Funds: Chapter funds should be used for such expenditures as local meeting expenses, preparing chapter mailings, and marketing and membership development activities. Chapter funds should not be used to reimburse Directors or chapter members for meals, travel, entertainment, or direct payment to any member without proper reimbursement documentation, unless otherwise approved by the Executive.

Section 7. Reporting: The Chapter Treasurer shall report to the membership on an annual basis regarding the state of the accounts.

Section 8. Funding Requests: Any requests for funding for any reason should be submitted to the Executive. The request must include reasons for the request for funding and benefits to the Chapter. Requests of this nature will be reviewed on a case by case basis.

Article VII - General Provisions

Section 1. Maintenance of Chapter Documents and Records: All records of APMP Maple Leaf chapter shall be retained as directed by the Executive; it is recommended that a repository or library of documents (such as official board meeting minutes, annual reports developed for the national organization, membership meeting minutes, etc.) be created for these records. The Secretary shall be responsible for maintaining these documents and records.

Section 2. Dissolving the Chapter: The chapter can be dissolved only by a majority vote of the Executive endorsing a motion to take the issue to membership. The chapter will be dissolved if a simple majority of membership attending the meeting votes to dissolve the chapter.

Article VIII – Local Events

Section 1. Maple Leaf Chapter hosted local events:

- The APMP Maple Leaf Chapter will budget for six local events each year (\$250 per event or unless otherwise agreed by the Executive).
- The first time a city / region hosts a local event in a calendar year, the Maple Leaf Chapter will pay for the event, up to \$250. If subsequent events are planned for the same city / region in the same calendar year, the Maple Leaf Chapter will support the logistics (i.e., providing contact information, promoting the event, etc.) but will not provide financial support unless otherwise agreed by the Executive.
- The local event must be organized by a Maple Leaf Chapter member (in good standing).
- To keep costs low and engage attendees, it is recommended that local events are either breakfast or coffee meetings. (Costs of alcoholic beverages will not be reimbursed.)
- The event should be held at a Maple Leaf Chapter member's office and / or a local eatery.
- Non-members can be invited to the local event; however, their costs will not be covered by the Maple Leaf Chapter. Invitation of non-members is encouraged only when those individuals are considering joining the APMP.
- Following the event, the organizer must supply the Maple Leaf Chapter with names and email addresses of attendees. This information should accompany the receipt for the event and must be provided before the organizer will be reimbursed.

Article IX – Conference Attendance Paid by Chapter

The Maple Leaf Chapter has determined that it is a priority to ensure attendance at the Leaders Workshop at the annual APMP Conference. To accomplish this, we have determined that if the funds are available the Maple Leaf Chapter will pay the ProposalCon registration fees, as applicable, for one Executive member to attend.

- The Executive team members will put their names forward if they are interested in attending.
- The Chapter Chair will undertake a “draw from hat” type process to select the Executive member to represent the Chapter at the annual ProposalCon event.

- The Executive person attending will:
 - Commit to remaining a member of the board for the current year and running for the Executive in the coming year
 - Have actively participated in the activities of the Executive in the current year (i.e., attended the majority of Board meetings and participated in Executive initiatives)
 - Commit to hosting a Chapter event at the Conference
 - Commit to attend the Chapter Leader's workshop and take notes to present to the Executive upon return
- The Chapter will reimburse costs for registration and for hosting a Maple Leaf chapter event at ProposalCon (up to USD\$250 for the Chapter event) or an amount as otherwise agreed to by the Chapter Chair and Treasurer.