

**APWA ARIZONA CHAPTER BYLAWS – Revised 2020**  
AMERICAN PUBLIC WORKS ASSOCIATION

ARTICLE VI – OFFICERS, DIRECTORS AND DELEGATE

**SECTION 3.** The President-Elect shall be elected annually to serve a term of one year and shall assume the office of President upon the completion of the term of office of President-Elect. The President-Elect shall perform such other duties as assigned by the President or the Board of Directors and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Board of Directors.

**SECTION 4.** The Secretary shall be elected annually to serve a term of one year and shall keep all records (except for financial records kept by the Treasurer) and correspondence of the Chapter. The Secretary shall prepare a written record of the proceedings of the Board of Directors and any formal proceedings of the Chapter. The Secretary shall prepare and submit to APWA such reports as may be required. At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Chapter in his/her custody.

**SECTION 5.** The Treasurer shall be elected annually to serve a term of one year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter. The Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Chapter Audit Committee. The Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor.

**SECTION 6.** The Chapter's representative to the APWA Council of Chapters, hereinafter called the Chapter Delegate, shall be appointed by the Board of Directors to serve a three year term and shall represent the Chapter to that body, attending Council of Chapter meetings, bringing Chapter concerns to their attention, and informing the Chapter of Council of Chapters activities. The Chapter Delegate shall prepare and submit to APWA such reports as may be required. An Alternate Chapter Delegate may be appointed by the Board of Directors to serve for a two-year term and shall act for and on behalf of the Chapter Delegate in the event of the Chapter Delegate's absence or inability to perform the duties of this position as determined by the Board of Directors.

**SECTION 7.** Six members of the Chapter shall be elected to serve as Chapter Directors and shall be members of the Board of Directors to provide direction to the Chapter. Each Director shall serve a two-year term and 1/2 shall be elected each year to provide for continuity of direction. Each Director shall attend all Chapter and Board of Directors meetings and shall be prepared to present progress reports of any assignments.

# CHAPTER MANUAL

## CHAPTER BOARD OF DIRECTORS

### Chapter President-Elect

The President-Elect, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall:

- Act as the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Board of Directors.
- Assume the office of President upon the completion of the term of office of President-Elect.
- Responsible for arranging the program of activities for the current fiscal year as liaison with the Program Committee.
- Function as the contract administrator for the Chapter Administrator.
- Responsible for arranging for a Master of Ceremonies to perform the duty of administering the oath of office to the incoming Board of Directors at the last meeting of the administrative year.
- Perform such other duties as assigned by the President or the Board of Directors.
- Coordinate and conduct Chapter Committee Chair Orientation and Kick-off Meeting.

### Chapter Secretary

The Secretary shall be elected annually to serve a term of one year and shall:

- Manage Chapter communication; this may include using a Chapter Administrator to assist with communication as required.
- Prepare a written record of the proceedings of the Board of Directors and any formal proceedings of the Chapter.
- Prepare and submit to APWA such reports as may be required.
- Obtain from APWA any certificates of appreciation, service pins, etc., for the current President for presentation at the last meeting of the administrative year.
- Coordinate annual sponsorship solicitations for newsletter & directory, corporate and calendar, and branch sponsorships.

- Serve on the Communication Committee.

As outlined in the Rules Governing Chapters, specific guidelines have been established to outline the responsibilities of the Chapter Secretary in monitoring meeting conduct. Specific criteria must be met by officers when calling and conducting Board of Directors meetings as follows:

- No official meeting of APWA Chapters may be called on less than five days' notice.
- All meetings must follow a published agenda that includes the main items of business to be discussed as sent to the Board of Directors.
- Ensure all meeting notices be sent to both Chapter members and APWA National simultaneously, using email and website postings.
- Minutes must be kept of all meetings, to include the resolution of all agenda items, names of active meeting participants (as opposed to observers), including agency/company identifications when appropriate.
- All Chapter officers and meeting Chairs must be aware of, and acknowledge basic antitrust provisions affecting associations.
- All meeting minutes (both draft and approved versions) must be filed with APWA within thirty (30) days of the meeting date.
- A simple majority of the Board of Directors constitute a quorum for conducting official Chapter business.

### Chapter Treasurer

The Treasurer shall be elected annually to serve a term of one year and shall:

- Sign all checks and vouchers together with appropriate officer(s).
- Obtain signature cards from financial institutions maintaining Chapter funds, obtain signatures from the incoming President, Secretary, Treasurer and signatures from APWA National Director of Finance and National Treasurer and file the executed signature cards with the appropriate financial institution(s) by July 1 each year.
- Ensure compliance with all APWA financial policies.
- Review all financial reports provided to the Board of Directors by the Chapter Administrator.
- Coordinate with Branches to ensure accuracy of Branch financial reports and compliance with APWA financial reporting deadlines.
- Serve on the Finance/Budget Committee.

- Ensure all checks valued at \$5,000 or more must be signed by two officers.

### Directors (6) of the Chapter

Six members of the Chapter in good standing shall be elected to serve as Chapter Directors and serve a maximum of two 2-year terms. Three of the six Chapter Directors shall be elected on alternate years to provide direction continuity. Chapter Directors shall:

- Present progress reports of any assignments.
- Represent Chapter Committees as directed by the Chapter President.
- In the event a Director cannot complete their term, a replacement shall be selected from the candidates in the previous election and the person currently not serving having the highest vote total offered the option to be the replacement.

### Chapter Alternate Delegate

The Arizona Chapter Alternate Delegate shall be appointed by the Board of Directors to serve for a two-year term and:

- Shall be selected for the position using the same criteria and process as the Chapter Delegate.
- Shall attend or phone in to the monthly Board of Directors meeting so to stay abreast of chapter activity.
- Shall fulfill the Delegate's responsibilities acting for and on behalf of the Chapter Delegate in the event of the Chapter Delegate's absence or inability to perform the duties of this position.
- Shall have the same responsibility and authority as the Chapter Delegate at any regional and annual meeting attended in the absence of the Chapter Delegate and be funded in the same manner as the Chapter Delegate at the Board of Director's discretion.
- May attend regional and annual meetings as a non-voting observer together with the Chapter Delegate. The Board of Directors may elect to approve funding for the Chapter Alternate Delegate to various District/National Events; otherwise, the Chapter Alternate Delegate will need to provide their own funding to attend the District/National Event(s).

Since there is a potential for the Delegate to serve two-three-year terms, it is the intent to appoint three separate individuals to fill the role of Alternate Delegate matching the Delegate's term. This will provide three individuals the opportunity to gain an understanding of the Delegate role and be better prepared when the Chapter Delegate position is open.

In the event that the Alternate Delegate is not able to fulfill these requirements on a permanent basis or has agreed to fulfill a vacated Delegate position, the Nominating Committee would conduct a search for a new Alternate Delegate.