

BYLAWS
Of the
EMERALD COAST CHAPTER
Of
NCMS – THE SOCIETY OF INDUSTRIAL SECURITY PROFESSIONALS

A Nonprofit Organization

Article I - Name

The name of this organization shall be the Emerald Coast Chapter of It is chartered as a unit of the national NCMS , hereinafter designated as NCMS, to operate within the limits of the charter and is subject to and will abide by the Bylaws of the NCMS. The geographical boundaries of the chapter are contained in the enclosure 1 to the Bylaws.

Article II - Purpose

The purpose of this chapter shall be:

- (1) To provide a means for enabling chapter members to assemble for training in, discussion of classification management/information security matters, and to promote professionalism and professional competence among its members;
- (2) To advance the professional knowledge of its members in all matters relating to classification management and information security;
- (3) To observe and promote the objectives and tenets and to participate in the affairs of NCMS.

Article III - Membership

Section 1. Active membership in this chapter will be limited to members in good standing of NCMS who work or reside in the Emerald Coast Chapter area. Membership status in NCMS shall determine membership status within the chapter.

Section 2. Only those members in good standing shall be entitled to vote.

Article IV - Dues

Section 1. There are no chapter dues associated with the chapter for members in good standing with NCMS.

Section 2. Assessments may be self-imposed by the members, and/or this article may be modified to permit the establishment of standing chapter assessment only by a 2/3 vote of the members at a meeting where a quorum is present, or by 2/3 vote of the membership if canvassed by written ballot.

Article V - Officers

Section 1. The elective officers of the chapter shall be a chairperson, vice chairperson, secretary and a treasurer. The positions of secretary and treasurer may, at the discretion of a majority of the members, be a single office.

Section 2. Charter officers shall be elected by written ballot, either at a regular meeting at which a quorum is present or by a vote of the membership by mail, at least 30 days prior to the NCMS annual meeting. A plurality of the ballots cast shall elect. In the case of only one nominee for a position, a voice vote may be used.

Section 3. The term of office for each chapter officer shall be two years, to commence at the adjournment of the chapter's annual meeting. The chairperson and vice chairperson may be elected in alternate years. No member shall hold more than one elective office at any time, and no elected officer shall be eligible to hold more than two consecutive terms in the same office. Any part of a term in excess of six months shall be considered a term.

Section 4. The NCMS Bylaws prohibit a director of NCMS from holding chapter office. Therefore, in the event of a conflict, the individual shall resign one of the positions within a reasonable amount of time, but not to exceed six weeks from the time the conflict occurs.

Section 5. If a vacancy occurs in the office of chapter chairperson, it shall be filled by the vice-chairperson. If a vacancy occurs in any other office, the unexpired term shall be filled by appointment by the chapter chairperson.

Section 6. The elected officers and the immediate past chairperson of the chapter shall compose the executive board of the chapter. The chapter chairperson shall be chairperson of the executive board. Chapter members who are national directors will be ex officio members of the executive board.

Section 7. The duties of the officers shall be as follows:

a. The chairperson shall:

- (1) Preside at all meetings of the chapter;
- (2) Appoint a chairperson for each standing committee;
- (3) Appoint special committees;
- (4) Be empowered to sign and endorse checks by and for the chapter;
- (5) Approve all notices to members;

- (6) Be an ex officio member of all committees except the nominating committee;
 - (7) Provide an annual written report of the chapter activities to the NCMS president at the annual meeting of NCMS or as requested by the NCMS president, and will provide a written financial report for the chapter to the NCMS treasurer no later than 31 January each year covering the prior calendar year. The report will also be included in the annual report of the chapter;
 - (8) Provide a report of election results to the NCMS president and executive secretary within five (5) days after election.
- b. The vice chairperson shall:
- (1) Preside at all meetings of the chapter in the absence of the chairperson.
 - (2) Assume the office of chairperson should the chairperson become vacant for any reason.
 - (3) Perform such duties as may be requested by the chairperson.
- c. The secretary shall:
- (1) Keep an accurate record of all meetings of the chapter.
 - (2) Keep an accurate record of the executive board meetings.
 - (3) Keep records of such other activities as the chairperson may direct.
 - (4) Conduct correspondence for the chapter as directed.
 - (5) Maintain the chapter charter and file all documents and correspondence belonging to the chapter.
 - (6) Maintain the chapter by laws and have them available at all meetings of the chapter.
 - (7) Make arrangements for the meeting places, and notify members of the meetings. This function may be delegated to a program committee appointed by the chairperson.
 - (8) Provide one copy of the minutes of each chapter meeting to the NCMS treasurer and one copy to the executive secretary.
- d. The treasurer shall:

- (1) Receive funds associated with chapter-related business.
- (2) Be empowered to sign and endorse checks by and for the chapter.
- (3) Issue receipts.
- (4) Keep an accurate record of all receipts and reimbursements and make a report at each chapter meeting.
- (5) Submit books for audit at the close of term, or at the request of the executive board or a duly appointed finance committee.
- (6) Prepare, under the direction of the chairperson, the annual chapter financial report for submission to the national Society treasurer not later than 31 January of each year.

Section 8. Any chapter officer may be removed from office for cause by a majority vote of the chapter membership or the executive board, or at the direction of the board of directors of the Society. Any such action taken within the chapter shall be immediately reported, in writing to the national vice-president.

Article VI – Committees

Section 1. The standing committees shall be: education and training, membership, and nomination. The chairperson shall appoint a committee chairperson for each of the standing committees. Each committee chairperson shall appoint members to the committee and may attend meetings of the executive board. In addition:

- a. The chairperson of the chapter shall be a member ex officio of all committees, except the nominating committee.
- b. Standing committees, except the nominating committee, shall notify the chapter chairperson of all meetings and shall send copies of all official correspondence to him or her
- c. Committees may transact business by mail if necessary.

Section 2. The duties of the standing committees shall be as follows:

a. Education and Training

- (1) Determine the education and training needs of the members.
- (2) In coordination with program chairpersons, plan and/or present educational programs at charter meetings, seminars and other chapter functions.

- (3) Operate as a central point for the collection, development, and exchange of educational and training materials.
- (4) Take such action as may be indicated by the members, the executive board, or the officers which will enhance the professional knowledge of the members.

b. Membership

- (1) Ensure that all eligible persons in the chapter area are aware of the chapter, and encourage them to join.
- (2) Take necessary steps to gain renewals of existing memberships and retrieve delinquent members.
- (3) Ensure that membership applications, NCMS brochures, publications and other publicity items are available at all chapter meetings and functions and at such other functions as may be deemed advisable with permission of the sponsoring agency.
- (4) These duties are supplemental to, and shall not conflict with, the membership activities of NCMS.

c. Nominations.

The chairperson of the nominations committee shall select at least two chapter members to serve with him or her on the nominations committee. Chapter officers and members of the executive board are not eligible to serve on the nominations committee in any capacity unless, under the conditions of these bylaws, they are ineligible to run for any office.

The nominations committee shall:

- (1) Select a slate of candidates with two nominees for each position, whenever possible. Ensure at the time that the nominee is willing to serve and that the nominees have the support of their organizations.

Article VII – Meetings and Quorums

Section 1. The frequency and the locations of meetings of the chapter shall be determined by the chairperson or executive board. Regular meetings of the chapter shall be held at least once per quarter.

Section 2. Special meetings may be called by the chairperson, by majority of the officers, or by a majority of the members.

Section 3. The annual chapter meeting shall be the regular meeting held immediately prior to the NCMS annual meeting, at which time reports shall be given by all officers and chairpersons, and the election/installation of officers shall take place if not previously accomplished.

Section 4. A quorum shall consist of one more than 25% of the members in good standing, unless otherwise directed within these bylaws. Any actions requiring approval of the members will be determined by a majority of the members present when a quorum is present.

Article VIII – Amendments

Section 1. The bylaws may be amended at any meeting of the chapter by a majority vote, provided the amendment has been submitted in writing to the members prior to the meeting. A quorum must be present.

Section 2. Amendments agreed to by the chapter membership shall be promptly submitted to the vice-president of the Society before presentation to the board. Amendments to those bylaws shall not become effective until approved by the board of directors of the Society. Any amendment failing approval by the board of directors shall be voided.

Section 3. All questions of interpretation of these Bylaws shall be decided by the Executive Board.

Article IX – Removal from Active Status

Should the chapter, by majority vote of its members at the time, or by direction of NCMS, become inactive, or disbanded, or dissolved for any reason, the chapter and records of the chapter shall be forwarded to the executive secretary of NCMS for safekeeping and historical purposes. The chapter funds shall be transferred to the NCMS treasurer for use by NCMS as determined by the board of directors.

Article X – Fiscal Year

The fiscal year of the Emerald Coast Chapter of NCMS shall coincide with the calendar year.

EMERALD COAST CHAPTER
NATIONAL CLASSIFICATION MANAGEMENT SOCIETY
GEOGRAPHICAL AREA

The geographical boundaries of the Chapter are as follows: The southern half of the Mid-South Chapter: roughly an east-west line across the Mid-South area just north of Montgomery, Alabama. The eastern boundary is a north-south line just east of Panama City, Florida. The western boundary is the western border of Mississippi. The southern boundary is the Gulf of Mexico.