

**Bylaws of the ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS - TORONTO CHAPTER**

**ARTICLE 1 - NAME**

This association shall be known as **ARMA - TORONTO CHAPTER (ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS)** (hereinafter referred to as the “Toronto Chapter”).

**ARTICLE II - OBJECTIVES**

**Section 1** - The purpose and objects of the Toronto Chapter are as follows:

- (a) to promote the interests of those engaged in the records management trade;
- (b) to promote resourceful information and statistics of interest to records management persons in the trade;
- (c) to promote good quality and standards in the trade;
- (d) to promote educational workshops and conferences to the membership;
- (e) and such other complementary purposes not inconsistent with these objects.

**Section 2** - The activities of the Toronto Chapter are focused in Canada.

**Section 3** - The activities of the Toronto Chapter shall be carried on without the purpose of profit or monetary gain for members.

**Section 4** - The Toronto Chapter may engage in any enterprise consistent with the By-laws and objects of the Toronto Chapter. All monetary gain, excepting honoraria given to members, shall be used for the purposes of the Toronto Chapter as determined by the Board of Directors.

## ARTICLE III - MEMBERS

### **Section 1 - CLASSES OF MEMBERSHIP**

- A. **Regular Chapter Member:**  
A duly qualified individual in good standing with the Association entitled to full rights and benefits of ARMA International.
- B. **Honorary:**  
An individual who has been granted life membership by ARMA International's Board of Directors.
- C. **Student:**  
Any enrolled full time post-secondary student. Student membership does not convey the privileges of voting in ARMA International elections, Toronto Chapter elections, or holding Toronto Chapter office.
- D. **Retired:**  
A current or former member in good standing with the Association, who has retired from the profession of records management. Retired membership does not include the privilege of voting in an ARMA International elections, Toronto Chapter elections, holding Toronto Chapter office, or receiving The Information Management Journal.

### **Section 2 – Requirements**

The requirements for each of the various classes of membership and the processes for application, in addition to those contained within these bylaws and the bylaws of ARMA International, shall be established and published by the ARMA International Board of Directors. Membership in ARMA or the Toronto Chapter shall not be denied nor abridged on account of race, color, religion, sex, age, national origin, disability, sexual orientation or choice of life style.

### **Section 3 – Qualifications**

Any individual holding or occupying a position as manager, supervisor, educator, student or who is generally interested in the field of Records and Information Management, shall be eligible for membership. Any individual so qualified may not be excluded from nor denied membership in ARMA International or a chapter thereof, subject to the provisions of Section 7 of this Article.

### **Section 4 – Good Standing**

A member in good standing is one whose current dues are paid to ARMA International, the Toronto Chapter, and complies with the provisions and obligations of the Articles of Incorporation and the Bylaws.

### **Section 5 – Applications**

Applications for membership (regular or student) shall be made in writing on forms furnished by ARMA International for this purpose. Applications are to be sent directly to ARMA International.

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### **Section 6 – Non-Renewal and Reinstatement**

Members whose dues have not reached ARMA International or the Toronto Chapter within one calendar month following the expiration date of membership shall be considered non-renewed. A non-renewed member or a former member may apply for membership upon full payment of annual Association and the Toronto Chapter dues.

### **Section 7 – Censure, Suspension or Expulsion**

Any member may be censured or suspended by a majority vote of the Board of Directors of the Toronto Chapter for good cause if according to its findings, a violation of any provision or obligation of the Articles of Incorporation, Bylaws, or rules and regulations, has occurred. Any member may be expelled by a two-thirds vote of the Board of Directors of the Toronto Chapter for good cause if according to its finding, a violation of any provision or obligation of the Articles of Incorporation, Bylaws, or rules and regulations have occurred. Conduct unbecoming a member, conduct inimical to the welfare of ARMA International or the Toronto Chapter, and indebtedness to ARMA International or the Toronto Chapter shall also be causes for such disciplinary action. When such action is contemplated, the Board of Directors of the Toronto Chapter shall provide written notification to the party concerned, and afford an opportunity for a hearing before the Board or a special committee appointed by the Board for this purpose. Should revocation result, any dues paid to a date beyond such revocation will not be refundable.

### **Section 8 – Privileges**

A member in good standing shall have the privilege of participating in all activities of the Toronto Chapter, shall be entitled to receive the Toronto Chapter newsletter and to access the Chapter library. All members have the right to attend programs and Board of Directors meetings and serve on committees. Members have the right to invite non-members to any program at the non-member fee.

## **ARTICLE IV – OFFICERS AND DIRECTORS**

### **Section 1 – Officers**

The officers of the Toronto Chapter shall be a President, Vice President and Meeting Chair and Elections, Secretary, and Treasurer.

### **Section 2 – Qualifications**

All officers and directors shall be members in good standing of ARMA International and the Toronto Chapter. No person shall be qualified for election or appointment as a director or officer if that person is less than 18 years of age; if that person is of unsound mind and has been so found by a court in Canada or elsewhere; or if that person is not an individual.

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### **Section 3 – Nomination and Election**

Call for nominations will be done each year during a month to be determined by the Board of Directors.

Once the nominations are received and there:

- is only one nominee for a specific officer or director position, then that nominated member shall be acclaimed by a quorum of the out-going Board of Directors;
- For those positions where there is greater than one nominee, the Vice-President and Meeting Chair & Elections Officer shall prepare and send out by mail or electronically (via email or otherwise) ballots to all eligible members for those positions only no later than 20 days prior to the Annual General Meeting. All ballots must be returned to the Vice-President and Meeting Chair Elections officer no later than 2 weeks prior to the Annual General Meeting.

### **Section 4 – Term of Office**

All Officers shall assume office July 1. They shall serve for a term of 1 year or until their successors are elected and have assumed duties. No officer except the Secretary or Treasurer shall serve more than 2 consecutive terms in the same office. An officer who has served for more than half a term shall be considered to have served a full term.

### **Section 5 – Vacancies**

A vacancy in any office except that of President shall be filled by election by the Board of Directors for the unexpired term.

### **Section 6 – Duties and Responsibilities**

The officers shall perform those duties provided in Appendix “A” attached hereto and such other duties as are prescribed in these bylaws, by the Board of Directors, in Appendix “A” attached hereto in the adopted parliamentary authority, or by ARMA International.

### **Section 7 – Removal**

- A. Any Toronto Chapter officer whose conduct shall be considered detrimental to the best interest of the ARMA International or the Toronto Chapter or who shall wilfully exploit the organization for personal gain or otherwise violate the Bylaws as they are written or other rules or regulations may be removed from his/her office by a majority vote of the Board of Directors.
- B. When such action is contemplated in the case of an officer, he/she shall be entitled to receive specific charges in writing from the Board of Directors and shall, if he/she expresses a desire in writing, be afforded an opportunity for a hearing before the Board of Directors or a special committee appointed by the Board of Directors for this purpose.
- C. Any Officer removed from office under this section shall be ineligible for election to any office for at least one term.

**Section 8 – Remuneration**

All officers and directors shall serve the Toronto Chapter without remuneration however, nothing contained herein shall preclude any officer or director from serving the Toronto Chapter in any other capacity and receiving remuneration therefor. Officers shall be paid such sums in respect of their out-of-pocket expenses incurred in carrying out their duties as officers, as the Board of Directors from time to time may determine by majority vote.

**ARTICLE V – MEETINGS OF MEMBERS**

**Section 1 – Regular Meetings**

- A. Meetings of members may be held with such frequency and at such locations and dates as the Board of Directors from time to time determines.
- B. Notice of the time and place of each meeting of members shall be sent to members via mail or email to their last known address not less than ten (10) days before the date of the meeting. In the case of an emergency or extreme bad weather, a regular meeting of members may be cancelled by the President or the Secretary.
- C. A member or Person entitled to attend a meeting of members may in any manner and at any time waive notice of a meeting of members.
- D. Every Member entitled to vote at a meeting of members may, by means of a proxy, appoint a proxy holder or one or more alternate proxy holders to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by the proxy. A proxy shall be in writing and executed by the member and shall conform to the requirements of the Act. A proxy shall be effective only if received by the chairperson of the Toronto Chapter or by the chairperson of the meeting or adjournment thereof prior to the time of voting.
- E. All questions proposed for the consideration of the members at a meeting shall be decided by a majority of the votes cast thereon.
  - (i) Each member, in person or by proxy, shall have one vote.
  - (ii) In case of an equality of votes either on a show of hands or on a poll, the chairperson of the meeting shall be entitled to a second or casting vote.
- F. Subject to the provisions of the Act, at all meetings of Members every question shall be decided by a show of hands unless a ballot thereon be required by the chairperson of the meeting or be demanded by a member or proxy holder present

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and entitled to vote. After a show of hands has been taken upon any question, the chairperson of the meeting or any member or proxy holder present and entitled to vote may demand a ballot thereon. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot thereon be so required or demanded, a declaration by the chairperson of the meeting that the vote upon the question has been carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be *prima facie* evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the question. The result of the vote so taken and declared shall be the decision of the Toronto Chapter on the question. A demand for a ballot may be withdrawn at any time prior to the taking of the ballot.

- G. If a ballot is required by the chairperson of the meeting or is demanded and the demand is not withdrawn, a ballot upon the question shall be taken in such manner as the chairman of the meeting directs.
- H. At each meeting of members, one or more scrutineer may be appointed by a resolution of the meeting or by the chairperson of the meeting with the consent of the Board of Directors to serve at the meeting. Such scrutineer(s) need not be (a) member(s) of the Toronto Chapter.
- I. The chairman of a meeting of Members may, with the consent of the Board of Directors and subject to such conditions as the Board of Directors may decide, adjourn the meeting from time to time and from place to place.

### **Section 2 – Special Meetings of the Members**

Special meetings may be called by the President or by a majority of the Board of Directors. A minimum of 48 (forty-eight) hours notice of the meeting shall be given. Notification of the special meeting shall be in writing by mail or email to the last known address. All Toronto Chapter members may attend regular or special meetings.

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### **Section 3 – Voting**

Any member who has not withdrawn from membership, nor has been suspended nor expelled, shall have the right to vote at any meeting of the Toronto Chapter. Such votes must be made in person or by proxy.

### **Section 4 - Quorum for Regular and Special Meetings**

Quorum for regular and special meetings shall be a majority of the membership in present and by proxy.

### **Section 5 - Annual Meeting**

The annual meeting of members of the Toronto Chapter shall be held at such time and on such day in each year as the Board may from time to time determine, for the purposes of receiving the reports and statement required by the Act to be laid before the annual meeting and for the transaction of such other business as may properly be brought before the meeting.

## **ARTICLE VI – BOARD OF DIRECTORS**

### **Section 1 – Composition**

The Board of Directors, which is the governing body of the Toronto Chapter, shall consist of the elected officers and no fewer than three (3) directors.

### **Section 2 – Duties**

The Board of Directors shall:

- A. manage the business, affairs and property of the Toronto Chapter.
- B. approve all expenditures;
- C. approve an annual budget;
- D. select the dates and make arrangements for regular and special meetings of the members; and
- E. carry out any other duties as required.

### **Section 3 – Board of Directors Meetings**

- A. The Board of Directors shall meet at least ten (10) times annually the dates and time to be decided at its first meeting.
- B. A majority of the Board of Directors shall constitute a quorum.
- C. Special meetings of the Board of Directors may be called by the President or by a majority of its members. One (1) day's notice shall be given.
- D. In the case of an emergency or extremely bad weather, a meeting may be cancelled by the President.
- E. At all meetings of the Board of Directors, every question shall be decided by a majority of the votes cast on the question.

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### **Section 4 - Miscellaneous**

In the case of an equality of votes on any question at a meeting of the Board of Directors the chairperson of the meeting shall be entitled to a second or casting vote.

Every Director, Officer and Executive Committee member who is party to a material contract or transaction or proposed material contract or transaction with the Toronto Chapter or is a director or officer of, or has a material interest in any Person who is a party to a material contract or transaction or proposed material contract or transaction with the Toronto Chapter, shall disclose in writing to the Toronto Chapter or request to have entered in the minutes of the meeting of Directors the nature and extent of that interest at the time and in the manner required by the Act. Any such contract or proposed contract shall be referred to the Board for approval even if such contact is one that in the ordinary course of the Toronto Chapter's activities would not require approval by the Board, and a director interested in a contract so referred to the Board shall not vote on any resolution to approve the same except as provided by the Act.

A Director ceases to hold office when that Director dies, resigns, is removed from office or becomes disqualified. A Director will also cease to hold office when he or she fails to physically attend any four (4) Board of Director Meetings during his or her annual term.

Subject to the provisions of the Act, when a vacancy occurs on the Board other than President (see below), a quorum of the Directors then in office may appoint a person to fill the vacancy for the remainder of the term. If there is not a quorum of Directors, the Directors then in office shall forthwith call a special meeting of members to fill the vacancy and, if they fail to call a meeting or if there are no Directors then in office, the meeting may be called by any member.

A Director shall remain in office until the dissolution of the meeting at which the Director's resignation is accepted or at which the Director's successor is elected or appointed.

Directors shall:

1. serve as a member of the Toronto Chapter's Board of Directors;
2. serve on committees as assigned;
3. perform such other duties and responsibilities as may be specified in the ARMA Toronto Chapter's Board Roles & Responsibilities document dated January, 2011 and attached hereto as Schedule "A".

## **ARTICLE VII – FINANCES**

### **Section 1 – Fiscal Year**

The fiscal year of the Toronto Chapter shall begin on July 1st and end June 30th of the following year.



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### **Section 2 – Membership Dues**

Membership dues for the Toronto Chapter shall be set by the Board of Directors in advance of the new fiscal year. The amount will be in addition to the amount designated by the Chapter. The Chapter shall notify ARMA International of any changes in local dues no later than May 1st.

## **ARTICLE VIII – COMMITTEES**

### **Section 1 – Committees**

The Board of Directors may create such standing committees, as it may deem necessary, to promote the purposes and carry on the work of the Toronto Chapter. The term of each chairman shall be for one year or until a successor has been selected.

### **Section 2 – Duties of Committees**

Committees shall perform duties as specified by the Board of Directors.

### **Section 3 – Plan of Work**

The chairman of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

### **Section 4 – Ex officio Member**

The president shall be a member ex officio of all committees except the Nominating Committee, if one is established.

## **ARTICLE IX – DISSOLUTION**

The Toronto Chapter is incorporated under the Ontario *Corporations Act* and is subject to the terms of dissolution as prescribed by the said Act.

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Toronto Chapter in all cases not provided for in these Bylaws or Articles of Incorporation and ARMA International Policies and Procedures.

## **ARTICLE XI – AMENDMENT**

These bylaws may be amended by a two-thirds vote of the Toronto Chapter’s Board of Directors provided that notice of the proposed amendment has been sent in writing at least thirty (30) days prior to the meeting at which the amendment is voted. Proposed amendments shall be reviewed by ARMA International’s Director of Member Services and the Region Manager prior to notice being sent to the members to insure that the proposed amendment does not conflict with ARMA International Policy.

## **ARTICLE XII – HEAD OFFICE AND SEAL**

### **Section 1 – Head office**

The head office of the Toronto Chapter shall be in the City of Markham, in the Province of Ontario.

### **Section 2 – Seal**

A Seal, an impression of which appears in the margin hereof, is adopted as the seal of the Toronto Chapter.

## **ARTICLE XIII - INDEMNIFICATION**

**Section 1** - Every Director, Officer and Executive Committee member, exercising the powers and discharging the duties of the office, shall act honestly and in good faith with a view to the best interests of the Toronto Chapter, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing no Director or Officer or Executive Committee member shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer, Member or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Toronto Chapter through the insufficiency or deficiency of title to any property acquired for, or on behalf of the Toronto Chapter, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Toronto Chapter shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom, any of the monies, securities or effects of the Toronto Chapter shall be deposited, or for any loss occasioned by any error of judgment or oversight, on that person’s part: or for any other loss, damage or misfortune whatever, which shall happen in the execution of the duties of the office or in relation thereto, unless the same are occasioned by the wilful neglect or default of that person.

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**Section 2** - Subject to the provisions of the Act, the Toronto Chapter shall indemnify a Director, Officer, Executive Committee member, a former Director, Officer or Executive Committee member or a person who acts or acted at the Toronto Chapter's request as a director or officer of a body corporate of which the Toronto Chapter is or was a shareholder or creditor, and the heirs and legal representatives of that person, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the person in respect of any civil, criminal or administrative action or proceeding to which that person is made a party by reason of being or having been a director or officer of such corporation or body corporate if

- (a) that person acted honestly and in good faith with a view to the best interests of the Toronto Chapter; and
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, that person had reasonable grounds for believing that the conduct was lawful.

**Section 3** - Subject to the limitations contained in the Act, the Toronto Chapter may purchase and maintain such insurance for the benefit of its Directors and Officers as such, as the Board may from time to time determine.

### ARTICLE XIV - NOTICE

**Section 1** - Any notice, communication or other document required by the Act or the by-laws to be given by the Toronto Chapter to a Member, Director, Officer, Auditor or a member of a committee, unless otherwise required, shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to the recorded address or if mailed to the recorded address by prepaid ordinary mail or facsimile transmission or published in any publication circulated to such Member, Director, Officer or Auditor. A notice mailed shall be deemed to have been received on the fifth day after mailing.

**Section 2** - In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, 'day' means a clear day and a period of days shall be deemed to commence on the day following the event that began the period and shall be deemed to terminate at midnight of the last day of the period except that if the last day of period falls on a Sunday or holiday the period shall terminate at midnight of the day next following that is not a Sunday or holiday.

**Section 3** -The accidental omission to give notice to any Member, Director, Officer or Auditor or the non-receipt of any notice by anyone or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice of otherwise founded thereon.

## **ARTICLE XV - EXECUTION OF INSTRUMENTS**

Contracts, documents or any instruments in writing requiring the signature of the Toronto Chapter, shall be signed by any two officers. All contracts, documents and instruments in writing so signed shall be binding upon the Toronto Chapter without any further authorization or formality. The Directors shall have power from time to time by resolution to appoint an Officer or Officers on behalf of the Toronto Chapter to sign specific contracts, documents and instruments in writing. The seal of the Chapter (when required) may be affixed to contracts, documents and instruments in writing signed as aforesaid by any Officer or Officer appointed by resolution of the Board.

## **ARTICLE XVI - BANKING**

**Section 1** - The monies of the Chapter shall be kept in such bank, trust company or custodian regulated or licensed by a government authority, as the Board may by resolution determine.

**Section 2** - Cheques, promissory notes, bills or orders for money payable to the Chapter shall be endorsed for deposit to the credit of the Chapter's bank or deposit account or accounts and items of account between the Chapter and a bank, trust company or custodian, and receipts and releases shall be signed in such manner by such Officers or persons as the Board determines.

## **ARTICLE XVII - SECURITIES**

**Section 1** - The securities of the Chapter shall be deposited for safekeeping with a bank, trust company or other custodian regulated or licensed by a governmental authority, selected by the Board and may be withdrawn by the Treasurer or such other person or persons and under such conditions as the Board may determine. The Board may arrange for the management and custody in Ontario of the securities of the Chapter by a bank, registered trust company or securities dealer or portfolio manager.

## **ARTICLE XIX - BORROWING**

The Board may from time to time:

- i. borrow money on the credit of the Chapter,
- ii. issue, sell or pledge securities of the Chapter; or
- iii. charge, mortgage, hypothecate or pledge all or any of the real

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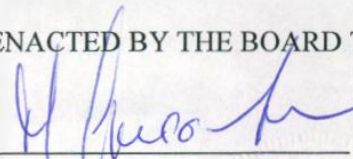
or personal property of the Chapter, including book debts, rights, powers, franchises and undertaking, to secure any securities or any money borrowed, or other debt, or any other obligations or liability of the Chapter.

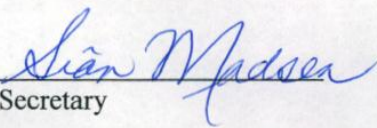
### ARTICLE XX - INTERPRETATION

In this By-law and all other By-Laws unless the context otherwise specifies or requires:

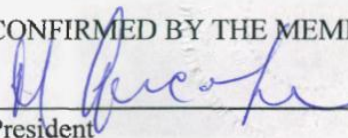
- (i) "Act" means the Chapters Act, R.S.O. 1990, C.38, as amended together with the Regulations made pursuant thereto and any statute or regulations that may be substituted therefor as amended time to time;
- (ii) "By-Law" means this by-law and all other by-laws of the Chapter as amended from time to time, and from time to time in force and effect;
- (iii) "Code of Ethics" refers to the ARMA International Code of Professional Responsibility POL 3-303, revised on February 19, 2010;
- (iv) "Person" includes an individual, sole proprietorship, partnership, unincorporated associations, unincorporated syndicate, unincorporated organization, trust, body corporate and a natural person in his capacity as trustee, executor, administrator or other legal representative;
- (v) all terms contained in the By-Laws which are defined in the Act or Regulations shall have the meanings given to such terms in the Act or such Regulations; and
- (vi) words importing the singular number shall include the plural and vice-versa, and words importing gender shall include the feminine, masculine and neuter genders.

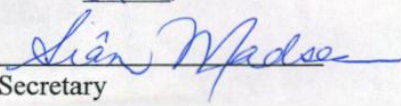
ENACTED BY THE BOARD THE 29<sup>th</sup> DAY OF June, 2011.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

CONFIRMED BY THE MEMBERS THE 29<sup>th</sup> DAY OF June, 2011.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

**SCHEDULE “A”**

**ARMA TORONTO CHAPTER’S BOARD ROLES & RESPONSIBILITIES**

<b>Role</b>	<b>Responsibilities</b>
<b>President</b>	<ul style="list-style-type: none"> <li>• Provides leadership to the board regarding the focus and strategy of the Chapter</li> <li>• Provide leadership to committees as required</li> <li>• Reciprocal contact with ARMA International re: member list, financial status, complaints, names of chapter board, etc.</li> <li>• Acknowledges letters and other correspondence addressed to the chapter and route to the appropriate board member</li> <li>• Provides newsletter content (President’s letter)</li> <li>• Prepare and present speeches at venues and events</li> <li>• Signs cheques</li> <li>• Attends all meetings</li> <li>• Be a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Treasurer (2 year term)</b>	<ul style="list-style-type: none"> <li>• Manages the financials</li> <li>• Signs cheques; ensure all cheques are signed by two approved signatories</li> <li>• Ensure all cheques are made out to a person and not to cash</li> <li>• Accounts Payable; make all payments by cheque</li> <li>• Support all payments with invoices, receipts and dockets</li> <li>• Ensure that goods received and paid stamps or markings appear on all invoices</li> <li>• Take advantage of discounts</li> <li>• Issue receipts in sequential date order as per takings, for the total of funds collected</li> <li>• Ensure two independent people are responsible for collecting and counting money</li> <li>• Issue receipts to people responsible for collecting and counting money</li> <li>• check banking corresponds to receipt totals</li> <li>• Bank or securely store all money daily</li> <li>• Keep cashbooks up to date</li> <li>• Match the sequence of entries in the cashbook with the sequence of receipts and payments</li> <li>• Do not use white-out in the order book, cashbook, receipt books</li> <li>• Keep an account of all receipt books, order books and chequebooks in a register of accountable forms</li> <li>• Keep a register of equipment held by the ARMA Toronto Chapter</li> <li>• Control plant and equipment to prevent theft and loss</li> </ul>

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Role	Responsibilities
	<ul style="list-style-type: none"> <li>• File and hold all ARMA Toronto Chapter records for appropriate periods</li> <li>• Keep insurance and workcover payments up to date</li> <li>• Keep tax files up to date</li> <li>• Ensure that all accounts are using order books for purchases, official receipt books to collect money and chequebooks to make all payments (excluding petty cash payments)</li> <li>• Ensure that all accounts are current and balanced, especially if the financial year has already begun</li> <li>• Present the following complete and up-to-date financial documents for each account to the ARMA Toronto Chapter Board monthly meeting:               <ul style="list-style-type: none"> <li>○ cashbook</li> <li>○ statement of receipts and payments</li> <li>○ bank reconciliation (with supporting bank statements)</li> <li>○ trading statements, if a subcommittee has stock or inventory (recommended monthly, but acceptable if only done each term).</li> </ul> </li> <li>• Sign off all financial reports</li> <li>• Have another executive member check the bank reconciliation before each meeting</li> <li>• Monitor receipts and payments against budget</li> <li>• File all financial reports, bank reconciliations, payment vouchers and any other documentation that may be required by audit to verify the financial position of the ARMA Toronto Chapter</li> <li>• Confirm inventory of plant and equipment</li> <li>• Generate annual financial statements</li> <li>• If multiple accounts are held, combine annual financial statements from the ARMA Toronto Chapter into consolidated annual financial statements</li> <li>• Have annual financial statements certified by executive members of the ARMA Toronto Chapter Board</li> <li>• Arrange audit of annual financial statements. Recommend an auditor with appropriate qualifications and experience for appointment at the annual general meeting for the following year</li> <li>• Prepare a budget for next year. Set up a committee for that purpose and work with the members</li> <li>• Accounts Receivable</li> <li>• Completes taxes</li> <li>• Designs budget</li> <li>• Deposits cheques</li> <li>• Provides quarterly and annual financial reports to the board</li> <li>• Submits financial information to independent accounting firm or auditor for verification and preparation of annual financial statement</li> <li>• File HST</li> <li>• Manages mail</li> </ul>

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Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Attends all meetings</li> <li>• Be a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Vice President and Meeting Chair &amp; Elections</b>	<ul style="list-style-type: none"> <li>• Acts as back up to the President</li> <li>• Manages the elections process including filling vacancies and recruitments</li> <li>• Creates and updates roles and responsibilities for director positions</li> <li>• Manages chapter constitution and by-laws</li> <li>• Attends all meetings</li> <li>• Acts as a contact person for orientation purposes for new Board members</li> <li>• Acts a contact person for orientation purposes for new Board members</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Takes, prepares and obtains approval of meeting minutes and agendas</li> <li>• Provides Board meeting materials</li> <li>• Maintains a contact list of Board members</li> <li>• Secures a venue for monthly Board Meetings</li> <li>• Maintains all current and archival ARMA Toronto records (electronically thru Google Groups and in hard copy at an off-site storage facility). Records are to be kept in accordance with the retention and disposition schedule.</li> <li>• Coordinates and manages all aspects of AGM (find venue, prepare announcements, obtain budget approval, catering, etc.)</li> <li>• Receives current Admin. E-mail</li> <li>• Attends all meetings</li> <li>• Be a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Programs Director</b>	<ul style="list-style-type: none"> <li>• Delivers minimum 5 programs per year</li> <li>• Sources and secures speakers in collaboration with the IMS Conference Manager</li> <li>• Compiles speaker materials (includes welcome package and post speaker materials)</li> <li>• Sourcing and securing venue</li> <li>• Posts events on website</li> <li>• Sources and secures sponsorship in collaboration with Marketing Director</li> <li>• Determines theme of events</li> <li>• Ensures feedback forms are collected on all programs</li> <li>• Analyses the results of the feedback and presents to the board at every meeting or sooner</li> <li>• Coordinates catering for programs</li> <li>• Coordinates advertising for events in collaboration with Communications</li> </ul>



## ARMA Toronto Bylaws

Role	Responsibilities
	<p>Director and Newsletter Editor</p> <ul style="list-style-type: none"> <li>• Coordinates registration for events</li> <li>• Secures contracts</li> <li>• Manages technical set up for programs</li> <li>• Attends all meetings</li> <li>• Acts as a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Member Support Director</b>	<ul style="list-style-type: none"> <li>• Addresses questions from the membership</li> <li>• Tracks enquiries</li> <li>• Creates and distributes a welcome package to new members</li> <li>• Manages Member List on website (i.e. adds new members, renewal notice, e-mail blasts, potential new members for chapter)</li> <li>• Coordinates Networking Socials (including sourcing and securing venues, RSVPs, catering, communicating to membership, etc.)</li> <li>• Attends all meetings</li> <li>• Acts as a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Public Relations Director</b>	<ul style="list-style-type: none"> <li>• Liaises with educational institutions to bring awareness of ARMA Toronto to students</li> <li>• Designs and distributes PSAs as necessary</li> <li>• Attends all meetings</li> <li>• Acts as a spokesperson and advocate for the board</li> <li>• Manages grants and bursaries to educational institutions and attend related awards ceremonies</li> <li>• Liaises with non-educational institutions (e.g. technical associations) to coordinate partnership arrangements and facilitate discounts to events for members</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Manages communications standards</li> <li>• Issues email broadcasts to members in support of Chapter activities and events</li> <li>• Coordinates website postings (internal)</li> <li>• Coordinates website postings (external i.e. job advertisings)</li> <li>• Attends all meetings</li> <li>• Be a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>IMS Conference</b>	<ul style="list-style-type: none"> <li>• Project Manages all aspects of Information Management Symposium</li> </ul>

## ARMA Toronto Bylaws

Role	Responsibilities
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Sources and secures speakers in collaboration with the Programs Director</li> <li>• Compiles speaker materials (includes welcome package and post speaker materials)</li> <li>• Sources and secures venue for IMS</li> <li>• Posts conference on website</li> <li>• Coordinates catering</li> <li>• Sources and secures sponsorship in collaboration with Marketing Director</li> <li>• Determine theme of event</li> <li>• Ensures feedback forms are collected on all programs</li> <li>• Analyses the results of the feedback and presents to the board</li> <li>• Manages promotion of event, in collaboration with Communications Director</li> <li>• Coordinates registration for events</li> <li>• Attends all meetings</li> <li>• Acts as a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Newsletter</b>	<ul style="list-style-type: none"> <li>• Delivers a minimum of 4 newsletters</li> <li>• Project manages the production of the newsletter</li> <li>• Designs the layout</li> <li>• Provides some content including: member profile, photos, synopsis of past program, current education being offered, etc.</li> <li>• Attends all meetings</li> <li>• Be a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Marketing Director</b>	<ul style="list-style-type: none"> <li>• Sources and secures sponsorship from vendors</li> <li>• Manages advertising for Newsletter and Website</li> <li>• Manages Marketing Materials (includes advertising agreements, pricelist, obtaining artwork and logos form advertisers)</li> <li>• manages vendor list</li> <li>• manages price list</li> <li>• Attends all meetings</li> <li>• Be a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Member-At-Large (Programs)</b>	<ul style="list-style-type: none"> <li>• Assists Programs Director on the delivery of Chapter run events.</li> <li>• Compiles registration data and shares numbers with appropriate parties.</li> <li>• Books venues for program events.</li> <li>• Coordinates catering</li> <li>• Manages technical set up</li> <li>• Attends all meetings</li> </ul>

## ARMA Toronto Bylaws

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Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Acts a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>
<b>Member-At-Large (Website Manager)</b>	<ul style="list-style-type: none"> <li>• Manages website</li> <li>• Manages relationship with Web Master</li> <li>• Manages website questions and feedback from members</li> <li>• Identifies areas to improve the website's Content Management System (CMS)</li> <li>• Quantifies costs associated with CMS enhancements</li> <li>• Project manages Web Master's activities on CMS enhancements</li> <li>• Provides CMS and web email training to other Board members</li> <li>• Attends all meetings</li> <li>• Acts a spokesperson and advocate for the board</li> <li>• Manages web email inbox and responds to members and others accordingly</li> </ul>