Welcome – meeting called to order at 4:05 p.m.

Filings for ARMA International
- Names of the new Board filed with ARMA International
- Financials - the 990 completed August 1

Region Follow-up:
- As per the Board vote in July, Jason is now conducting all communications with ARMA International directly, not via the NE Region. He will inform the Board if there are any issues

Proposal to have a joint meeting with ARMA Connecticut:
- Jason was approached by Jim Merrifield, President of the ARMA CT chapter regarding a joint meeting on 10/16. Jason said he would discuss at this Board meeting
- Board agreed that 10/16 was not a good date to hold the joint meeting as it is too close to our own meeting planned for 10/18, and we have many events going on in September and October
- The Board requested more clarification on what the “Joint Meeting” entailed on our part
- Several members indicated that they might attend a joint meeting, depending on date, location and further details after they are provided by Jason

Decision: Jason will go back to Jim, indicate that 10/16 is not a good date for us, get more concrete details on where the meeting would be held, what a “joint” meeting means (does it mean a few of our chapter members would attend; that we would need to provide a co-sponsor; where would it be held? etc.), and make a new proposal to the Board.

Pin Proposal for Conference put forth on 8/14/12 by Jason:
- Because conference is a bit early this year, we are pressed for time to come up with a chapter pin. In reviewing with Frank and Bryn, in the interests of time we feel it is best to forgo the usual design contest. As such, Bryn and I have been working on a design and would like to submit the following for your review and approval:
Executive Vice President – Bryn Bowen

- No Legs and Regs reported
- Summer communications update:
  - Discussion: Bryn indicated he was awaiting venue and topics for the 9/19 Evening meeting before sending out the Email announcement. Frank indicated that typically our members respond well to a meeting notice received one month in advance.
  - Decision: With the goal of providing the information to our members for planning purposes, the Board agreed to send out an announcement with upcoming dates at least one month before the first event. Marcel will send out the “Save the Date” email to the Chapter by August 20, with an indication of date (and topics and locations if known) for the September and October events.
- Promotional items/strategy update – the Branding Task Force has not yet convened. Bryn will convene the Task Force within the next 2 weeks. He will present the task force’s business plan at the September 13th Board Meeting, which will include a request for funding.

Vice President – Secretary – Mary Sherwin

- July Planning Meeting minutes were unanimously approved
- Leadership on-line training – 5 new modules have been issued, which replace the 11 modules from FY 2011-2012. Mary contacted ARMA International and they recommended looking in the Chapter Update located at the following web link:
  [http://www.arma.org/Leadership/ChapterGovernance/ChapterConnections.aspx](http://www.arma.org/Leadership/ChapterGovernance/ChapterConnections.aspx)
- Current By-laws are attached to these minutes.
- Bike MS (Multiple Sclerosis) Team kARMA - Sunday October 21
  The team now has 11 riders. Allstate Information Management is sponsoring the jerseys and Archive Systems is sponsoring the caps. Marcel Rodriguez is working with Joe Germinario on the design and printing of print the jerseys and caps. A brighter color (i.e. lime green) will be used. All members are encouraged to support the team.

Vice President – Treasurer – Michael Landau

Committee – Carol Trapano

- 990 Form Completed, verified by our accountant and filed several days early (deadline 8/1/12)
- Overall the chapter’s cash has increased $10,000 in the past Fiscal Year, from $70,000 to $80,000
ARMA Metro New York City Chapter
Board Meeting Minutes
Conference Call
August 7, 2012 – 4:00 p.m. to 6:00 p.m.

- ARMA Metro NYC Accounts Balances (as of 7/31/12)
  - Chase Checking: $10,055.54
  - Dreyfus: $12,239.09
  - Fidelity: $43,893.04
  - Fidelity-Municipal Money Market: $14,064.55
  - Fidelity-Contra Fund: $29,828.49
  - ARMA International Escrow: $902.50
    - Action: Frank is ready to move the accounts from Chase to Capital One, which will be done by the end of August.

- QuickBooks – several checks ($2000) are still outstanding. Michael is still waiting one more month to see if they clear.
  - Action: Frank to circulate the Profit & Loss statements from 2011-2012 meetings and events

Vice President – Membership – Anita Castora & Darryl Harris
Committee – Lauren E. Barnes, CRM; Carl Schaeffer, Carolyn Mariani, Derick Arthur

- Current membership levels – 333
- Plan for increasing membership/Membership Drive 2012/2013 – The Business plan is still under development. The committee would really like to focus on getting students involved. Once the plan completed, the committee will present the Board with requests for funding.
- Anita requested board members to volunteer for the Membership committee so as to achieve their business plan
- Hospitality sub-committee – Frank reminded the committee that the Hospitality Subcommittee, including the registration table, is part of the membership committee. Jennifer Santiago (Total Records), Carol Trapano and possibly Rebecca Gallei (one of Lauren’s students) are available for the Registration Table.
- New Member brochure still under revision

Vice President – Professional Development – Derick Arthur
Committee – Lauren E. Barnes, CRM; Bryn Bowen; Anita Castora, CRM, Sofia Empel, CRM; Fred Grevin; Rudy Moliere Jennifer Waters Farley, CRM; Mary Sherwin, Eugene Stakhov, CRM

- Committee meeting called for later this week
- A potential speaker in the future is someone from the FBI on Security (They are presenting to Proskauer the week of 8/13). Fred mentioned the possibility of getting someone from the NYC Counter-Terrorism Task Force if the FBI is not available.
As of 8/15, the Evening Meeting - 9/19 speaker is Dana Moore, and the topic is “Management...information in all media”.

As of 8/15 the ARMA@Noon 9/27 speakers are Michael Landau, Ace Romar, Gene Stakhov, and the topic is “Social Media and Information Governance: A Love Story”.

Derick will report back to the Board next meeting with a report on potential yearly speakers.

Chapter participation in the Social Governance Workshop w/Barclay Blair & OpenText on 10/11/12 was further discussed. The chapter has been asked to assist with securing a location for the event, assisting with the event logistics (AV, catering, registration, etc.), and promoting the event to our membership.

- Discussion included the value of raising the profile of our chapter to attract different constituencies, such as IT professionals, and to get ahead of the curve in the Information Governance/Social Media arena.
- Objections were raised about co-sponsoring an event that is specific to 2 vendors (Barclay Blair’s Via Lumina and OpenText), where OpenText is not paying our chapter for the sponsorship.
- Action ➔ The Board asked for the proposal of the workshop to be circulated, for further discussion and a vote.
- 8/13- Jason reviewed the deck from Barclay Blair and discussed the workshop with him.
- ➔ Decision: 8/15 – The board voted via email 10-1 to co-sponsor this workshop.

Donna Severino joined the call to present the information on co-sponsoring event with Special Libraries Association (SLA) – 9/13/12 which is a 2 hour networking event with amateur photographers at the Midtown Exec club. SLA has a sponsor (Dow Jones Captiva for $2500). This event includes inviting our membership plus a modest charge for open bar, hors d’oeuvres, and a photo to be used on Social Networking sites. SLA is planning on using our chapter’s Cvent for announcements and credit card payments.

- The Board raised concerns about finding a co-sponsor for $2500, as this amount is generally reserved for our special events, or cocktail reception, and is very high.
- The Board also raised concerns about the benefits to our chapter of this event, and whether we are over-saturating our brand with so many events in September and October.
- The Board also raised concerns about the cost of Cvent for this event.
- The Board requested a short summary of the event, including benefits so that we can approach a sponsor.
- Derick and Debbie Mevs will discuss this event further with Donna/SLA and report back to the Board regarding our co-sponsorship.
- Jason reported on 8/15:

"Since our 8/7 call, I have been trying to get clarification on the potential costs to the chapter if we co-sponsor this event. After a great deal of back and forth, we finally have the final breakdown and some assurances from the SLA (special thanks to Frank for pulling all this together):"
$4500   Total cost of the event – if it is more than this the SLA will indemnify us.
($2500)  Already committed sponsor – Dow Jones
($1200)  Collected from registration based on 80 @ $15 per person
($  500)  Anticipated second SLA sponsor
$  300   Out of pocket to be split between SLA and ARMA Metro

Risk to chapter should be $150.00 or less if we are successful in identifying sponsors for the event.”

- Decision: The Board voted via email 10-1 on 8/15 to co-sponsor this event.

- “ASPIRE” program: Mary held further discussion on this year’s program with Lauren, and the proposal is to have 3 meetings this year, with assignments, and the possibility to present to one of our chapter meetings at the end of the year. It was suggested that an email be sent to all chapter members asking for interest in participating this year.
  - Action: Mary and Derick will discuss further program development and get back to the Board with an implementation plan for 2012-2013. All from the Board and the committee are welcome to participate in developing this program.

Vice President – Special Projects and Events – Ace Romar
Committee – Darryl Harris; Edie Mazzullo

- Ace presented the attached report on proposed venues and costs.
- Board agreed that Midtown locations are best for evening meetings
- The local proposed for the 9/19 meeting is El Cid in Chelsea, as the one being available and most cost effective.
- Proposals to be discussed at a future board meeting:
  - In past we relied heavily on full dinner menus, but like to pursue Hors D’oeuvres menus.
  - Continue our relations with New York Life and NBC Universal venues
  - Use a subscription model for tickets to our events. If a member purchases 2-3 event tickets, then subsidize for later events and/or January event

Vice President – Advertising and Promotions – Debbie Mevs & Edie Mazzullo
Committee – Derick Arthur; Frank LaSorsa; Marcel Rodriguez, Mary Sherwin

- 2012/2013 Sponsor Drive, brochure and newsletter sponsorship – Debbie, Edie and Mary met to go over strategy and questions for Advertising and Promotion.
- Symantec is interested in sponsoring our evening meeting (9/19). They would like to know the venue and topic. (as of 8/16 – Trak Records is our Sponsor for the 9/19 meeting)
- GRM will sponsor our first ARMA@Noon (9/27).
- Redwallet has agreed to sponsor our January Networking event.
- Edie will circulate the list of vendors to the Board and Committee members so that everyone can participate in recruiting sponsors for this year
Debbie proposed the pricing for the ARMA@Noon, Evening Meetings, and March Event stay the same ($695, $795 and $1695 respectively). Jason requested that they come up with the pricing for special events (networking events, cocktail reception, awards dinner, and the breakfast and break sponsorship costs at the March Event) for the next board meeting.

Vice President – Newsletter – Jennifer Best
Committee – Bryn Bowen; Lucinda Donaldson

- Jen provided a Business plan for the newsletter (attached)
- The Board thought it was a great plan.
- Jen asked that Board members make suggestions for additional articles
- Anita asked if the columns would be continued from last year.
- Mary suggested articles on Chapter member of the Year, Honored Members of the Year, as well as Melissa (Chapter Leader of the Year)

Vice President – Webmaster and Electronic Communications – Marcel Rodriguez
Committee – Derick Arthur; Bryn Bowen; Michael Landau; Ace Romar, Mary Sherwin, Eugene Stakhov, CRM

- Website – Market America provided Marcel with a link to the Website. Marcel worked with the Wizard, and implemented the requirements from Bryn & Marcel, including look and feel. Marcel is working with Liz Dederer and the developers to finalize the beta version.
- Once the beta version (demo site) is up (done by Market America), Marcel will set up a WebEx to demonstrate the Website to all board members
- LinkedIn, Facebook and Twitter – Jason and Marcel will coordinate responsibilities

Vice President – Collaboration – Gene Stakhov
Committee

- See Attached Collaboration Outreach Plan

Immediate Past President – Frank LaSorsa, CRM

- Bryn provided the report in Frank’s absence
- The ARMA International Conference is Sept 23-Sept 25 in Chicago, with the Awards lunch on Saturday Sept. 21)
- COTY meetings will be scheduled regularly by Frank beginning after conference.
- The deadline for early registration (save $100) for Friday August 10. (It has been subsequently extended to Friday August 17)
New Business

- Proposal for a Sergeant at Arms - To be discussed at the next Board Meeting
- Further discussion on selling advance subscriptions to a series of meetings. To be discussed at the next board meeting.

Addendum I – Venue Report

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<th>Status for 9/19 mtg</th>
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<tr>
<td>NBC Universal</td>
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<tr>
<td>Bourbon St.</td>
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<td>Yes, for 9/19</td>
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<tr>
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Addendum II - ARMA Metro NYC Annual Plan for the Newsletter

1. Scheduled Publication Dates and Content

- **September/October**: Content will track presentations for the ARMA International Conference. Certain presenters have been asked to consider reformatting their presentations into a one-page feature article:
  - Bryn Bowen, et al.: Using GARP to reduce costs (Bryn Bowen)
  - Bonnie McClinton et al.: Management of records from shared drives to SharePoint
  - Rudolph Mayer: RIM Considerations in Mergers and Acquisitions
  - Mark Diamond: How to Stop Employee Hoarding of Electronic Records

Note: Solicitation of articles from conference attendees will continue for future issues as well.

- **November/December**: Since its holiday time, the theme will be “Let’s Get Social” whereby the content will focus on Social Media and collaboration tools.

- **January/February**: RIM New Year’s Resolutions where “RIM Program Improvement” will be the focus (e.g. how to better manage records on mobile devices), earning CRM

- **March/April**: Content will track the presentations at the Educational Event

- **May/June**: End of Year Chapter Year Retrospective

- **July/August**: Relax and Reboot- RIM and Technology for novices to advanced records managers

2. Beginning with the Sept/October Issue, a new column featuring a Q&A with a Metro Chapter member will appear

- **September/October**: Former Chapter President Melissa Dederer

The following prospective interviewees will be contacted for interviews and content will appear based on the interview schedule.

- “Schneider brothers”

- William Saffady

- Barclay Blair

- Beth Chiaiese

- Stephanie McCutcheon

3. Outreach to Chapter Members for Content
COLLABORATION

2012-2013 Outreach Partners

AHIMA (HIMANYC)

American Health Information Management Association (www.ahima.org) is a health information management (HIM) professional association with over 64,000 members. Founded in 1928.

Health Information Management Association of New York City (www.himanyc.org) is the regional professional association affiliated with the national organization (AHIMA), and the state-level affiliate New York Health Information Management Association (NYHIMA).

Collaboration Synopsis

We had a successful dinner meeting with HIMANYC a few years ago. It was a panel, chaired by a high-level medical executive from the NYC Department of Health and Mental Hygiene. AHIMA is the authoritative source for issues related to health informatics and the role of technology in medical records. In what has shaped to be one of the great debates of our time, I feel ARMA has been conspicuously quiet on issues related to EMR/EHR.
ECALSM/NYCPA

East Coast Association of Litigation Support Managers (www.ecalsm.com) is a professional organization comprised of litigation support and practice support professionals, is a participating chapter of the National Association of Litigation Support Managers (NALSM)

New York City Paralegal Association provides members with career guidance and Continue Legal Education (CLE) seminars. The NYCPA promotes the professional growth of paralegals and the advancement of the paralegal profession.

Collaboration Synopsis

Last year we were pretty far in the planning process with ECALSM to hold a joint meeting on the topic of the Sedona Conference’s “Cooperation Proclamation”. It would have been a panel meeting. Judge Andrew Peck agreed in principle to chair the panel, contingent upon CLE credit eligibility. Unfortunately, we were not able to accommodate that request, even with ECALSM’s support and connections in the legal world.

We met the President of NYCPA at the Contoural Symposium last year, and found out that CLE is something the NYCPA could arrange for us. The plan would be to resurrect this joint meeting discussion with ECALSM, making sure to include NYCPA.

CGOC

Compliance, Governance and Oversight Council is a forum of over 1600 legal, IT, records and information management professionals. CGOC conducts primary research, has dedicated practice groups on challenging topics, and hosts meetings throughout the U.S. and Europe where practice leaders convene to discuss discovery, retention, privacy and governance. Established in 2004.

Collaboration Synopsis
Joint meetings/mixer suggested by Jason and Bryn. We will look into joining CGOC as a Chapter (as opposed to individual).
Sponsorship Opportunities

South Ferry Sponsor

Available for:
- ARMA@Noon Meetings
- Evening Chapter Meetings
- Cost: $695.00

Benefits
- Provides your organization with exposure to the 325+ members of the chapter
- Direct access to the 30-50 meeting attendees in a relaxed social atmosphere
- Sponsorship announcement, company logo, and website link included in ARMA Metro NYC Meeting Registration announcements and on our Website
- Sponsorship announced and key attendees recognized during the meeting
- An opportunity to address meeting attendees about your company
- 1 Complimentary Registration

Contact Debbie Mevs & Edie Mazzullo
VP Marketing & Promotion
vpadvertising@armanyc.org

or:
- Derick Arthur
- Marcel Rodriguez
- Frank LaSorsa
- Mary Sherwin

You can also contact us through the ARMA Metro NYC Chapter website www.ARMANYC.org

All Day Educational Seminar Sponsorship Opportunities

Grand Central Sponsor

Available for:
- ARMA Metro NYC All Day Educational Seminar
- When: Wednesday, March 20, 2013
- Exhibitor’s Display Table
- Cost: $795.00

Benefits
- Exposure to over 600 people in event announcements
- Access to over 100+ RIM professionals
- Sponsorship announcement, company logo, and website link included in event announcements
- 1 Complimentary Registration
- Contact information for all attendees

Times Square Sponsor

Available for:
- ARMA Metro NYC All Day Educational Seminar
- When: Wednesday, March 20, 2013
- Larger Booth at a Prime Location at the Event
- Cost: $1695

Benefits – all of the above benefits plus:
- Acknowledgement at the January Chapter Meeting
- Infomercial Opportunity
- 1 Additional Complimentary Registration
Bylaws

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS
METROPOLITAN NEW YORK CITY CHAPTER, INC.
BYLAWS

ARTICLE I – Name

The name of this organization is the Association of Records Managers and Administrators, Metropolitan New York City Chapter, Inc., a New York corporation hereinafter referred to as “Chapter” or ARMA Metro New York City.

ARTICLE II – Purpose

The objectives and purposes of this non-profit, educational organization is: To provide education, research and networking opportunities to information professionals, to enable them to use their skills and experiences to leverage the value of records, information and knowledge as corporate assets and as contributors to organizational success.

ARTICLE III – Membership

Section 1. Classes of Membership
There shall be three classes of membership at the Chapter level: Regular, Student and Honorary.

A. Regular Members
Any duly qualified individual in good standing with ARMA International is entitled to full rights and benefits of the Chapter. Regular members shall be privileged to vote, hold office and participate in the activities of the Corporation. Applications for Regular Membership shall be submitted to ARMA International for processing. Regular members will pay dues to the Chapter
and to ARMA International.

B. Student Members
Any enrolled, full-time post-secondary student in the field of records and information management or administration or in any allied profession shall be eligible for student membership. Student members shall enjoy the privilege of participating in all local chapter activities except they shall not have the right to hold office or vote. Student membership does not convey the privileges of voting in ARMA International elections, holding elective office, or chairing committees. Applications for Student Membership shall be submitted to ARMA International for processing. Student members will pay dues to ARMA International and to the Chapter.

C. Honorary members
An individual who has been granted life membership by ARMA International’s Board of Directors and has been a member of the Chapter will be granted Honorary Member status at the Chapter level.

Section 2. Requirements
The requirements for each of the various classes of membership, and the processes for application, in addition to those contained in these By-Laws, shall be established and published by the ARMA International Board of Directors. Membership in the Association or in this 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 person holding a position as a 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, subject to the provision of Section 6 of this article.
Section 4. Termination
The resignation of any member in good standing shall be forwarded to the Vice President/ Membership and upon submission to the Board of Directors will become effective. Any member severing connection with the Chapter by resignation, for nonpayment of dues, or who is deemed ineligible, shall thereby forfeit all interest in any of the properties or monies belonging to or paid into the Chapter.

Section 5. Good Standing
A member in good standing is one whose current dues are paid and who complies with the provisions of the Articles of Incorporation and the By- Laws.

Section 6. Censure, Suspension or Expulsion
Any member may be censured or suspended by a majority vote of the Board of Directors for good cause if, according to its findings, a violation of any provision or obligation of the Articles of Incorporation, By- Laws, or rules and regulations, has occurred. When such action is contemplated, the Board of Directors shall provide written notification to the party concerned, and afford an opportunity for a hearing before the Board or a special committee appointed for this purpose. Should revocation result, any dues paid to a date beyond such revocation will not be refundable. Membership may be terminated by the Board of Directors when a member becomes delinquent in financial obligation or is otherwise ineligible.

Section 7. Assignment
Membership is transferable from one person to another within a given company providing the membership fee has been paid by the company. Membership is transferable from one Chapter to another, subject to the approval of the Board of Directors of the Chapters concerned.

ARTICLE IV – Finances
Section 1. Fiscal Year
The fiscal year of the Chapter shall begin July 1 through June 30th of the following year.

Section 2. Dues
Annual membership dues of the Chapter shall be payable within one month following the expiration date. Chapters may change their annual dues amounts from time to time, as determined by the chapter Board. Chapter dues changes must be approved by the chapter Board and submitted to ARMA International no later than May 1. Invoices for Non-Renewal or Reinstatement dues will be sent to each member by ARMA International prior to the member’s expiration date.
(i) Members whose dues have not reached ARMA International and the Chapter within one calendar month following the member’s membership expiration date, shall be considered non-renewed.
(ii) A non-renewed member or former member may resume full membership benefits by reapplying for membership and making full payment of the annual ARMA International association and Local Chapter dues.

The initial dues for any new chapter member shall be forwarded monthly to the Association (its portion of the dues) with the respective membership applications.

Section 3. Financial Management

A. Disbursements
Expenses incurred by the Chapter (e.g. meeting expenses, travel, etc.) must be submitted to the Board of Directors to be approved for payment. A sign off is required by the President or Executive Vice President/President Elect, before issuance of a check by the Vice President/Treasurer. Signatories for the Chapter accounts will be the then current President, Executive Vice President/President Elect, Vice President/Treasurer and Vice President/Secretary. Only one signature is required on
disbursed checks.

B. Audit Procedures
The Chapter will conduct an annual audit of the Finances in accordance with the required procedures set forth by ARMA International. This Annual Audit will compile all information for the Chapter to be included with the Group tax return filing made by ARMA International. The Audit will be conducted by the Chair of the Audit Committee, which falls under the direction of the Vice President/President Elect.

C. Funds
The Chapter funds will be kept in a commercial Bank Account under the Chapter name. Excess funds accumulated by the Chapter will be invested into conservative vehicles such as a Money Market or low-risk Mutual Fund. The Board of Directors will approve any changes to the Fund selection or movement of funds between accounts.

ARTICLE V – Organization

Section 1. Board of Directors
The governing body of the Chapter shall be known as the Board of Directors, and shall consist of the Immediate Past President, five (5) elected offices and five (5) appointed offices. The Board of Directors shall assume the entire management and control of the activities of the Chapter. It shall be empowered to remove any Board member who is derelict in performance of his or her duties or is absent from three (3) consecutive meetings within a fiscal year (July 1 – June 30).

Section 2. Elected Offices
- President
- Executive Vice President-President Elect
- Vice President-Secretary
- Vice President-Treasurer
- Vice President-Membership
Section 3. Appointed Offices
- Vice President-Professional Development
- Vice President-Special Projects and Events
- Vice President-Advertising and Promotion
- Vice President-Newsletter and Website Editor
- Vice President-Interdisciplinary Relations and ISG Liaison

Section 4. Terms of Office
The President and Executive Vice President-President Elect shall be elected to a one year term and shall serve no more than two consecutive terms. All elected Vice Presidents shall be elected to two-year terms, alternating odd and even years of election. All appointed Vice Presidents shall serve a one-year term and shall serve no more than two consecutive one-year terms.

Section 5. Duties of the Officers

A. President: Shall be the Chief Executive Officer of the Chapter and shall preside at all meetings of the members and of the Board; shall have general supervision, direction and direct control of the business of the officers of the chapter; shall appoint all non-Board Committee heads as deemed necessary to carry on the activities of the Chapter; shall be ex-officio a member, with the right to vote, of all committees (except the Nominating Committee); shall sign all contracts and other formal instruments for the Chapter with approval of the Board; shall countersign all checks, as appropriate; shall render an annual report at the Annual Business Meeting; and shall perform such other duties as are required by the Presidency.
The President shall chair the Member of the Year Committee, which is comprised of the three most recent Members of the Year, receiving input from all board and committee members. The President shall chair the New Member of the Year Committee, which is comprised of the three most recent New Members of the Year, receiving input from all board and
committee members.

**B. Executive Vice President-President Elect:** Shall perform the duties of the President in the absence or disability of the President; shall assist the President as required; shall monitor Committee Managers; shall implement board directives relating to chapter administration and development; shall serve as a ”sounding board” for the chapter members, seeking out ideas, hearing complaints, and handling recommendations; and shall be ex-officio, a member with the right to vote, of all non-Board committees (except the Nominating Committee). The Executive Vice President-President Elect shall perform such other duties as shall be delegated by the President, and in the event of resignation or death of the President, shall immediately succeed to the office of President. The Governmental Affairs Committee shall report to the Executive Vice President-President Elect. The Audit Committee shall report to the Executive Vice President-President Elect. The Honored Members Award Committee shall report to the Executive Vice President-President Elect. The CRM Liaison Committee will report to the Executive Vice President-President Elect.

**C. Vice President-Secretary:** Shall maintain the minutes of the Board meetings and of the annual business meeting and submit them within ten (10) days of said meeting to the Board members for approval; shall maintain, manage and direct the Chapter’s Archives, including all materials related to the history and administration of the Chapter. The Vice President-Secretary shall set up a method/ procedure for maintaining the business records and other Chapter memorabilia in an archive according to approved records management principles.

**D. Vice President-Treasurer:** Shall maintain the Chapter’s financial affairs according to approved accounting procedures; shall submit a monthly report at the monthly Board meetings
itemizing all Chapter revenues and expenditures; shall submit all expenditures to the Board for its approval, if an immediate approval is required between the monthly Board meetings then the President (and the Executive Vice President-President Elect in the President’s absence) may approve; shall collect and deposit all revenues from membership dues, meeting attendance fees, sale of publications, or fees from special events; shall work with the President to create and maintain a budget for the fiscal year.

E. Vice President-Membership: Shall promote membership in the local Chapter as well as on the International level; shall monitor the renewal of existing memberships; shall promote attendance at Chapter meetings; shall officially greet new members into the Chapter and at meetings; shall maintain an accurate list of Chapter members and coordinate distribution of the list; shall maintain an accurate database consisting of Chapter membership information, mailing lists, and other information relevant to the administration of the Chapter, and shall maintain and distribute the Chapter Membership Directory; and shall orchestrate the management of the Chapter’s library. The Vice President-Membership shall chair a Hospitality Committee. The Hospitality Committee shall contact members regarding business and shall serve as the greeting committee for new members.

F. Vice President-Professional Development: Shall promote the professional development and education of the Chapter’s membership through programs, seminars and workshops; shall interface with ARMA International’s Association Director of Professional Development; shall collaborate with the VP of Interdisciplinary Relations to provide expanded and appropriate educational sessions for the benefit of the membership; shall serve as Chapter representative to the Regional Conference Program Committee; shall serve as a resource for Chapter members seeking technical publications or information relating to recognized and approved records management policies and
procedures. The Education Committee will report to the Vice President-Professional Development. The Vice President-Professional Development shall chair a Registration Committee. The Registration Committee shall document the attendance of members/guests at scheduled monthly meetings or at special events and shall be responsible for the collection of fees on such occasions.

G. Vice President-Advertising and Promotion: Shall create and distribute all literature (including meeting notices, newsletters, notices of special events, the elections ballot and special mailings, as required) to the Chapter (except the Membership Directory); shall serve as the primary vendor liaison; shall maintain responsibility for all invoices to be produced by the Chapter. The Vice President-Advertising and Promotion shall chair a Sponsorship Committee.

H. Vice President-Special Projects and Events: Shall be responsible for organizing and overseeing chapter and outreach Special Events, including the annual Vendor Exhibit, Holiday Party, Annual Scholarship Fund Raising Event and exhibits outside the Chapter (e.g., PC Expo, Legal Tech, etc.); shall schedule all monthly Chapter meetings, including Special Events. The Vice President-Special Projects and Events shall oversee the Facilities Committee; shall maintain the relationship with the Chapter’s meeting place, ensuring all provisions are arranged for each meeting, including food, beverage, and audio-visual equipment.

I. Vice President-Newsletter and Website Editor: Shall be the Editor of the Chapter Newsletter, or other official publication, shall supervise the Chapter’s Webmaster who shall update the Chapter Website regularly to promote Chapter business and activities; shall be ex-officio a member of the newsletter committee; shall work with other Records and Information Management related disciplines to solicit articles and other content to be published in the Chapter’s Newsletter and Website.
J. Vice President-Interdisciplinary Relations and ISG Liaison: Shall outreach to other organizations related to the Records and Information Management discipline to facilitate interdisciplinary meetings, shall promote interdisciplinary relations with related Records and Information Management organizations with a focus on the educational advancement for the benefit of the Chapter membership. Shall be ex-officio a member of the Professional Development Committee and shall collaborate with the Vice President -Professional Development to provide expanded and appropriate educational sessions for the benefit of the membership; shall serve as the Industry Specific Group liaison with ARMA International.

K. Immediate Past President: Shall serve as general counsel to the President and to the Board; shall be a special envoy to the Chapter as required; and shall oversee the following committees: Nominating/Elections and Tellers.

Section 6. Vacancy in Office:

A. President: In case of a vacancy in the office of the President, the Executive Vice President-President Elect shall assume the office for the remainder of the term and the full term of ascendancy thereafter.

B. Executive Vice President-President Elect: In case of a vacancy in the office of the Executive Vice President-President Elect, nominees shall be solicited from the membership by the nominating committee chair and the current board of directors. The Executive Vice President-President Elect shall be elected through the standard ballot procedure at a special election.

C. Other Offices: A vacancy in any other office shall be filled by appointment by the President, and ratified by the Board of Directors, for the balance of the respective unexpired term.
ARTICLE VI – Committees

Section 1. The Standing Committees shall be as follows:

A. Nominating/Elections Committee - This Committee shall consist of not less than three members who are not elected officers. The Chair shall be Immediate Past President. The Committee shall prepare a slate of nominees for each elective office in accordance with procedures shown in Article VII of these By-Laws.

B. Tellers Committee - Chaired by the Immediate Past President

C. New Member of the Year Award Committee - Consisting of the past 3 recipients voting and chaired by the President

D. Member of the Year Award Committee – Consisting of the past 3 recipients voting and chaired by the President

E. Honored Member Award Committee – Chaired by the Executive Vice President-President Elect

F. Audit Committee – Chaired by the Executive Vice President-President Elect

G. Sponsorship Committee – Chaired by the Vice President-Advertising and Promotion

H. Hospitality Committee – Chaired by the Vice President-Membership

I. Government Affairs Committee – Chaired by the Executive Vice President-President Elect

J. Education Committee – Chaired by the Vice President-Professional Development
K. Newsletter Committee – The Newsletter Editor Committee Chair should be a Chapter Member appointed by the Vice President – Newsletter and Website Editor. Members should include: President Elect, Chapter Photographer and other contributors.

L. CRM Liaison Committee – Chaired by the Executive Vice President-President Elect

Section 2. Optional Committees

PURPOSE: To assist officers in the performance of their duties, the following committees may be formed by the officers indicated, without Board approval.
A. Meetings Registration Committee Chair: Vice President-Professional Development
B. Advertising & Promotion Committee Chair: Vice President-Advertising & Promotion
C. Special Events Committee Chair: Vice President-Special Events
D. Meeting Facilities Committee Chair: Vice President-Professional Development

Section 3. Special committees
Shall be created by the President as deemed necessary.

ARTICLE VII – Election Procedures

Section 1. Nominating Procedures
The Nominating Committee shall select one or more nominees for each elective office and shall submit this list to the Vice President-Secretary for submission to the membership May 1st of each year. Each nominee must certify that his or her company shall endorse his or her time to work on the Board of Directors. No member of the Nominating Committee shall be a candidate for elective office.
Section 2. Election Procedures
Prior to the Annual Business Meeting, the President shall appoint a Manager of an Elections Committee. By May 1, the Manager of the Nominating Committee shall present a slate of candidates for office for the coming fiscal year. Following the presentation of candidates by the Nominating Committee, the Manager of the Elections Committee shall prepare ballots to designate the names on the slate of nominees for elective office, including spaces for write-in votes. All Ballots shall be returnable to the Manager of the Tellers Committee by mail. A majority shall constitute an election. Vacancies during term of office shall be filled by a person recommended by the President and ratified by the Board of Directors, except as provided in Article V, Section 6.

ARTICLE VIII – Meetings

Section 1. Meeting Schedule
Regular meetings of the members shall be held each month from September to June inclusive. The dates and arrangements for such meetings will be determined annually by each new Board of Directors. The regular June meeting, however, shall be the Annual Business Meeting of the Chapter, at which time such annual reports as are required shall be presented.

Section 2. Board of Directors Meetings
A meeting of the Board of Directors shall be held each month. Time and date shall be agreed upon by the Board of Directors at the first meeting of the year. The last meeting of the fiscal year shall be a joint meeting of the outgoing and incoming Boards.

Section 3. Special Meetings
Special meetings shall be called by the President when deemed necessary. Participants will be notified by telephone or e-mail at least 24 hours in advance of the meeting.

Section 4. Quorum
A. A quorum must be present to conduct business coming before the Board of Directors at any of its meetings. A quorum shall consist of a majority of the designated members of the Board.

B. At the membership meetings, twenty (20) of the active members shall constitute a quorum.

Section 5. Rules of Order
The rules contained in Robert’s Rules of Order Newly Revised, shall govern in all cases where they do not conflict with the Constitution or By-Laws of the Chapter.

ARTICLE IX – Policy
The name of the Chapter shall not be used in support of any person, party, or enterprise without consent of the Board of Directors.

ARTICLE X – Records
By June 30th of each year the retiring Officers and Committee Chairs shall convey to the outgoing President all accounts (except monies), record books, and other papers belonging to the Chapter. The President shall be charged with the disposal of all records. The Board of Directors shall provide a suitable storage place for permanent records.

ARTICLE XI – Modification
Section 1. By-Laws
These By-Laws may be modified, altered or amended by a majority vote cast by members provided that any proposed change shall have been sent to all active members thirty (30) days prior to the voting. Revisions and/or amendments to Chapter By-Laws shall be reviewed by ARMA International’s Director of Member Services and the Region Manager prior to Chapter membership ratification.
**Section 2. Incorporation**
The Certificate of Incorporation may be modified, altered or amended pursuant to the Membership Chapter Law of the State of New York by a majority vote cast by active members present, provided that any proposed change shall have been sent to all active members thirty (30) days prior to the voting.

**Section 3. Dissolution**
In the event of dissolution of the Chapter, all of its assets shall be paid over or transferred to one or more exempt organizations of the kind described in Section 170(b)(1)(A) of the Internal Revenue Code of 1954, as amended, and the regulations promulgated thereunder, as both now exist or may hereafter be amended, as the governing Board shall determine.

_Last updated: 01/12/2012_