

NATIONAL CONTRACT MANAGEMENT ASSOCIATION  
CHAPTER BY-LAWS  
L.A. GATEWAY CHAPTER

Date: August 23, 2013 Approved

Revised: December 2015, Approved March 21, 2016, Approved May 17, 2017

Next revision date: Program year 2017-2018

**ARTICLE I: NAME, ORIGIN AND PLACE OF BUSINESS**

- A. The name of this chapter is the NCMA L.A. Gateway Chapter. The address of the L.A. Gateway Chapter is One Gateway Plaza, Los Angeles, CA 90012. The chapter number is 185.
- B. These chapter by-laws are consistent with the national association by-laws and national association policies (and all revisions there-to), which are incorporated into this document by reference. In the case if an inconsistency between the NCMA by-laws and the chapter by-laws, the NCMA by-laws shall govern.
- C. The fiscal year of the chapter shall be the same as the national association, which is from July 1 through June 30. The fiscal year and program year shall be the same dates.

**ARTICLE II: CHAPTER OFFICERS**

- A. The elected officers of the L.A. Gateway Chapter shall be: Chapter President, Chapter President-elect (or Chapter Vice President), Chapter Secretary, Chapter Treasurer, Vice President of Programs, and Vice President of Membership and Outreach. The elected officers shall be called the “Chapter Executive Council”.
- B. L.A. Gateway has appointed committee chairs (or committee members) for Programs Committee and Membership and Outreach Committee.
- C. Elected officers and committee chairs must be current members of NCMA . The duties of the Chapter officers and Committee chairs are as stated in NCMA’s policy and procedure documents.

**ARTICLE III: ELECTION OF CHAPTER OFFICERS**

- A. The Chair and members of the Nominations and Elections Committee shall be responsible for filling the slate of officer candidates. The committee shall operate within the guidelines of the NCMA policy on “Nominations and Elections Committee” and ensure the chapter elections are completed by May 1 of each program year.
- B. Officer Candidates shall be nominated from the general chapter membership and elected by an affirmative vote of the majority of the chapter members casting ballots.

- C. Chapter elections may be held at a chapter meeting or may be conducted by mail or electronic ballot. Association members in good standing, whose dues are paid in full and assigned to the L.A. Gateway Chapter, as of the date of the chapter elections.
- D. If possible, newly elected chapter officers should be installed at the last meeting of the program year, but no later than the first meeting of the next program year, to ensure proper authority to act on behalf of the chapter and in planning actions for the next program year.
- E. Chapter officers may be removed from office for cause in accordance with the NCMA by-laws.
- F. Vacancies in any elected chapter officer position caused during the program year by resignation, succession or other reasons, shall be filled by vote of the members of the Chapter Executive Council, and not the membership as described above. The chapter member elected to fill such vacancy shall serve until the completion of the term of the vacated office.

#### **ARTICLE IV: TERM OF OFFICE/EXECUTIVE MEETINGS**

- A. The Chapter Executive Council shall convene on a regularly scheduled basis (Monthly) and conduct the business of the chapter.
- B. The term of office for the chapter officers shall be two (2) years. Once elected to a chapter officer position, an officer may be re-elected for one (1) additional term for the same officer position. Years of service for the same officer position shall not exceed four (4) consecutive years.
- C. The Chapter president shall conduct the executive council meetings and will provide each council member with an agenda for the meeting.
- D. Each member of the executive council is responsible for reporting on the activities in their area of responsibility.

#### **ARTICLE V: CHAPTER MEETINGS**

- A. The Chapter shall have regularly scheduled membership meetings. The chapter shall meet at least six times during the program year.
- B. The time, day and place of chapter meetings shall be established by the Chapter Executive Council and will be provided to the membership via the chapter newsletter and other regular methods of chapter communication.

#### **ARTICLE VI: CHAPTER ASSETS**

- A. The National Contract Management Association is a 501(c) (6) nonprofit association chartered in accordance with the Internal Revenue Service Code of 1954 and the Articles

of Incorporation filed under the Virginia Non-Stock Corporation Act. Therefore, it is imperative that the L.A. Gateway Chapter and all of the L.A. Gateway Chapter officers adhere to the fiduciary responsibility conferred on them in the operation of the chapter. They shall ensure that the chapter assets are utilized in accordance with the NCMA Chapter Guidelines and Article II of the NCMA By-laws.

- B. Each chapter officer shall submit a budget to the chapter treasurer at the beginning of the program year in accordance with guidelines provided by the treasurer. The budget shall consist of intended program year expenditures and estimated income from planned chapter activities for their area of responsibility.
- C. The chapter treasurer shall prepare an overall chapter budget from the officer inputs and shall submit the program year budget to the Chapter Executive Council. The Chapter Executive Council shall approve the chapter budget at the beginning of the chapter program year.
- D. The chapter treasurer shall prepare a monthly report of the financial balance sheet and income/expense sheet for review by the Chapter Executive Council. The financial report shall include the event attendance report from the Chapter Secretary, and any other sources of income.
- E. Specific guidance on disbursement of chapter funds will be developed and reviewed at the beginning of each chapter year and address at a minimum the use of checks and debit cards by chapter officers.
- F. An independent audit shall be initiated by the chapter treasurer and approved by the chapter president at the end of each program year. The independent audit shall be performed by an individual outside of chapter leadership; that is, the individual cannot be an officer, committee chair or serve in any other official volunteer capacity. A formal audit report shall be submitted to the NCMA Headquarters within 90 days of the end of the program year.
- G. In the event of charter revocation or chapter dissolution in accordance with NCMA Policy 5-7, all residual chapter funds and tangible property acquired by the chapter shall be forwarded to the principal office of NCMA and the chapter shall cease the use and display of the NCMA/chapter logo immediately following revocation.

## **ARTICLE VII: BY-LAWS AND AMENDMENTS**

- A. The chapter by-laws shall be revised when there are major changes to the NCMA by-laws or other sections of the NCMA policy that create an inconsistency between that document and these by-laws, or every five years. Failure to revise the chapter by-laws shall not, however, render these by-laws invalid.
- B. Amendments to the chapter by-laws shall be proposed in writing to the chapter president.
- C. The chapter secretary shall be instructed to either mail a ballot of the proposed by-laws or mail the proposed revisions to the by-laws to the chapter membership advising them of

the vote on the by-laws at a scheduled chapter meeting. Approval of chapter by-laws and revisions to chapter by-laws shall be determined by either an affirmative vote of a majority of those members present at a scheduled chapter meeting, or by an affirmative vote of three-fourths (3/4) of the chapter member ballots received during the specified voting period.

- D. Upon resolution adopted by the chapter voting members, the NCMA Governance Committee, or the individual/body granted the authority, shall be requested to approve the by-laws or the by-laws as amended, as specified in NCMA's policy.
- E. A copy of the L.A. Gateway Chapter by-laws and amendments shall be kept in a book of record with the chapter secretary.

#### **ARTICLE VIII: CONTRACT MANAGEMENT CODE OF ETHICS ANNUAL OBLIGATION**

- A. The chapter strongly supports integrity and ethics in the government contracting profession. Therefore, the chapter will start each program year off with a reminder to its members of the importance of complying with the Contract Management Code of Ethics by either pointing members to where it can be found on the NCMA website, handing out copies at the beginning of the program year or reading the Code of Ethics aloud at the first scheduled chapter meeting.
- B. At the beginning of the program year all chapter officers, directors, and committee chairs shall be provided a written copy of the Code of Ethics with a signature block at the bottom of the page which they are required to sign and date. These signed copies will be retained by the chapter secretary along with the chapter by-laws in accordance with NCMA's records retention policy.

The Conflict of Interest Policy (to distribute and sign) can be found in the **Association Policy Manual (Policy 5-11)**,

Summary of Changes March 31, 2016	
Article	Change
Article II: Chapter Officers	Removed Vice President of Marketing, merged responsibilities with Membership and Outreach.
Article IV: Term of Office	Changes clarify the following term limits: <ul style="list-style-type: none"> <li>•The term of office for chapter officers shall be two (2) years.</li> <li>•Once elected to a chapter officer position, an officer may be re-elected for one (1) additional term for the same officer position.</li> <li>•Years of service for the same officer position shall not exceed four (4) consecutive years.</li> </ul>

Summary of Changes May 17, 2017	
Article	Change
ARTICLE VIII: Contract Management Code of Ethics Annual Obligation	<p>Compliance/Clarification with the Code of Ethics:</p> <p>A. The chapter strongly supports integrity and ethics in the government contracting profession. Therefore, the chapter will start each program year off with a reminder to its members of the importance of complying with the Contract Management Code of Ethics, and NCMA Policy 5-11 Conflict of Interest (COI), by either identifying to members to where they can be found on the NCMA website, or providing copies at the beginning of the program year.</p> <p>B. At the beginning of the program year all chapter officers, directors, and committee chairs shall be provided a written copy of the Code</p>

	<p>of Ethics and Conflict of Interest policy. In accordance with the COI policy, Chapter officers, directors and committee chairs are required to sign and date the COI policy indicating they have read and understand the policy and agree to comply with it. These signed copies will be retained by the chapter secretary along with the chapter bylaws in accordance with NCMA's records retention policy.</p>
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