



*International Institute of  
Business Analysis*

# Portland Metro Chapter

-

# Bylaws

As of JUNE 8, 2021

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Table of Contents

Bylaw 1 – Name & Territory	3
Bylaw 2 – Objective	4
Bylaw 3 – Composition	4
Bylaw 4 – Membership	5
Bylaw 5 – Chapter Calendar	7
Bylaw 6 – Officers and Directors	8
Bylaw 7 – Board of Directors Responsibilities	10
Bylaw 8 – Nominations and Elections	12
Bylaw 9 – Committees	12
Bylaw 10 – Finance	12
Bylaw 11 – Ratification and Amendments	13
Bylaw 12: Dissolution	14
Appendix 1 – Board of Directors Job Descriptions	15
Sample Job Description	15
Duties for the President	17
Duties of the Past President	17
Duties for the Secretary	18
Duties of Treasurer	19
Duties of Vice President Communications & Marketing	20
Duties of Vice President Professional Development	21

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Bylaw 1 – Name & Territory

Section 1. This organization shall be called the Portland Metro Chapter of International Institute of Business Analysis (hereinafter “the CHAPTER”). This organization is a Chapter chartered by the International Institute of Business Analysis, (hereinafter “IIBA®”) and separately organized. This document is the general bylaws of the Chapter which regulate the operation of this organization.

Section 2. The principal office of the CHAPTER shall be located in Portland, Oregon.

Section 3. The Chapter is responsible to the duly elected IIBA Board of Directors and is subject to all IIBA policies, procedures, rules and directives.

Section 4. The Chapter shall meet all legal requirements in the jurisdiction in which the Chapter conducts business or is incorporated and/or registered.

Section 5. The Bylaws of the Chapter may not conflict with the IIBA’s current Bylaws and all policies, procedures, rules or directives established or authorized by the IIBA Board of Directors nor with the Chapter’s Charter with IIBA.

Section 6. The terms of the Charter executed between the Chapter and IIBA, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder.

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Bylaw 2 – Objective

Section 1. The purpose of the Chapter is to promote the practice of business analysis, raise the profile of the business analyst role, and locally represent the International Institute of Business Analysis (IIBA).

Section 2. The objectives of the Chapter are to:

- Advance the role of the Business Analyst as a recognized profession;
- Support opportunities for members to network with, and gain knowledge from, seasoned BA practitioners as well as with industry and government leaders;
- Provide access for members to a formal “knowledge base” as well as forums for sharing expertise, expressing professional opinions and building a reputation within the industry;
- Provide pathways to learn about business analysis best practices;
- Obtain and maintain a sufficient level of financial security, sustainability and autonomy at the chapter level to sustain the chapter;
- Create corporate support for the IIBA within the local market by generating marketing/awareness programs that demonstrate the value of business analysis and IIBA;
- Liaise with industry and association partners to increase awareness and benefit of IIBA Chapter members.

## Bylaw 3 – Composition

Section 1. The Chapter shall consist of an elected President and Board of Directors and shall not be used for the promotion of candidacy of any person seeking public office or preferment or the promotion of any commercial enterprise.

## Bylaw 4 – Membership

Section 1. Membership in this organization is voluntary and shall be open to any person interested in furthering the purposes of the organization. Membership shall be open to all persons without regard to race, creed, color, age, sex, marital status, international origin, religion, or physical or mental disability.

# IIBA PORTLAND METRO CHAPTER BYLAWS

## Chapter Bylaws – 2021

**Section 2.** The Chapter shall not create its own membership categories

**Section 3.** Chapter Members in “Good Standing” can vote in Chapter elections and hold office. Members in good standing shall be defined as Chapter Members who have paid their IIBA dues, whose membership is not under disciplinary review by the Chapter or by IIBA and whose IIBA profile has the Portland Metro Chapter selected.

**Section 4:** Members shall be governed by and abide by the IIBA Bylaws and by the Bylaws of the Chapter and all policies, procedures, rules and directives lawfully made there under.

**Section 5:** All members shall pay the required IIBA membership dues to IIBA. In the event that a member resigns, membership dues shall not be refunded by IIBA.

**Section 6:** All members have the benefit of attending any Chapter event at the IIBA member price.

**Section 7:** Membership in the Chapter shall terminate upon the member’s written resignation, failure to pay dues or expulsion from membership for just cause as defined within the international bylaws. These rules apply to Chapter Board members as well as the general membership.

**Section 8:** The Chapter Board of Directors will exercise the right to terminate Chapter membership based on just cause. The member may appeal the decision to the Chapter Board of Directors or elevate it to the Global Chapter Council. The effective date of termination will be determined by the Chapter Board of Directors and will be formally communicated to the terminated member.

**Section 9:** Upon termination of membership, the member shall forfeit any and all rights and privileges of membership to said Chapter, including refund of any balance of annual dues.

**Section 10:** The membership database and listings provided by IIBA to the Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Chapter, consistent with IIBA policies.

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Bylaw 5 – Chapter Calendar

Section 1: The Chapter will adhere to the following **minimum** schedule of events.

Event	Timeframe
Meetings	Six per year
Annual General Meeting (AGM)	Annually
Chapter Board Meeting	As Needed
Committee Meetings	As Needed

Section 2: Notice of meetings

Meeting	Called By	Notice Period	Min Attendance	Notice Form
AGM	President	60 days	10% membership	Email
Membership	Board Member	30 days	10% membership	Email
Board Meeting	President	30 days	50% Board	Email
Committee Meeting	Committee Chair	As required	As required	Email

Section 3: Changes or modifications to Chapter Calendar must be submitted to the President to be discussed at the next Board Meeting.

Section 4: The President of the Chapter will chair all meetings except committee meetings. Voting will occur by a show of hands, by written ballot, or by a polling of members. Proxy votes will not be accepted. Decisions and acceptance are based on majority votes.

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Bylaw 6 – Officers and Directors

Section 1: The Chapter shall be governed by a Board of Directors. There will be five elected officers to serve in the following positions:

- President
- Secretary
- Treasurer
- Vice President (VP) Communications & Marketing
- Vice President (VP) Professional Development

Funds permitting, Board members may be eligible for reimbursement of annual IIBA fees if not reimbursed from another source.

All officers shall be members in good standing of IIBA. Officers will be elected by majority vote of Chapter members in attendance at the Annual General Meeting. The officers will serve two-year terms of office, staggered so that approximately half of the officer(s) are elected each year, to provide continuity.

As the Chapter increases its membership, the duties and responsibilities for each of the VPs will expand. Committees may be formed to support additional functions as deemed necessary by the Chapter.

Upon election these Officers will immediately become members of the Board of Directors and will serve as "understudies" of the Officers they are to succeed. The understudies will not have voting rights until the beginning of their respective terms. Officers shall be eligible to serve multiple terms.

Officers will be elected at the Annual General Meeting each year. The following chart illustrates the election rotation process:

<b><i>Odd Years</i></b>	<b><i>Even Years</i></b>
President	Secretary
Treasurer	Vice President (VP) Professional Development
Vice President (VP) Communications & Marketing	

Section 2: The President shall be the chief executive officer for the Chapter and of the Board, and shall perform such duties as are customary for presiding officers, including making all

# IIBA PORTLAND METRO CHAPTER BYLAWS

## Chapter Bylaws – 2021

required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees.

The immediate Past President shall serve as a member ex-officio of the Board of Directors, with a right to participate in all discussions and all committees. The Past President is a voting member.

Section 3: The Secretary shall keep the records of all business meetings of the Chapter and meetings of the Board. The Secretary is also responsible for all official correspondence with the members and the IIBA, except for committee correspondence.

Section 4: The Treasurer is responsible for the management of funds for duly authorized purposes of the Chapter. The Treasurer is responsible to the Board of Directors. The board shall be able to consider a 3<sup>rd</sup>-party audit or annual review of the treasurer's books.

Section 5: The Vice President Communications & Marketing is responsible for the timely dissemination of information both to and from the Chapter membership, using appropriate means to accomplish the objective and is also responsible for the promotion of the local Chapter and IIBA to internal and external publications. In addition, they are responsible for maintaining the Chapter's website and the development and delivery of programs along with the rest of the Board of Directors as a shared responsibility relating to business analysis for each scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board.



# IIBA PORTLAND METRO CHAPTER BYLAWS

## Chapter Bylaws – 2021

Section 6: The Vice President Professional Development will be responsible for promoting Business Analysis Professionalism through the organization and delivery of professional development study groups, publications, hosting seminars, and providing informational updates, including changes to the BA Body of Knowledge to help Business Analysts in the Business Analysis profession. Chapters are prohibited from offering training developed by the chapter, but may host a training session offered by an IIBA Endorsed Provider. See Appendix 1 for further description of all roles and responsibilities.

### **Bylaw 7 – Board of Directors Responsibilities**

Section 1: The Chapter shall be governed by the Board of Directors. The Board shall be responsible for carrying out the purposes and objectives of the Chapter.

Section 2: The Board shall consist of the officers of the Chapter elected by the membership. All Officers shall be members in good standing of IIBA and of the Chapter.

Section 3: The Board shall exercise all powers of the Chapter, except as specifically prohibited by these Bylaws, the IIBA Bylaws and policies, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these Bylaws and IIBA Bylaws and policies, and to exercise authority over all Chapter business and funds.

Section 4: The Board shall meet at the call of the President, or at the written request of three (3) members of the Board directed to the Board Secretary. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

# IIBA PORTLAND METRO CHAPTER BYLAWS

## Chapter Bylaws – 2021

Section 5: The Board of Directors may declare an officer position to be vacant where an officer ceases to be a member in good standing of IIBA, or where the officer fails to attend three (3) consecutive Board meetings. An officer may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Section 6: An officer may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

Section 7: If any officer position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. If more than half the term of office remains, the Board has the option to call a special election for the position for the balance of the term of office.

In the event the President is unable or unwilling to complete the current term of office, an Interim President will be appointed by the remaining Board members. This appointment shall be in effect for the remainder of that term.

Section 8: If and when the board can convene a quorum the board has the power to:

- propose an amendment to the bylaws
- amend objectives
- commit the local chapter to contractual arrangements
- terminate any individual member for violation of a Chapter bylaw or an IIBA bylaw

Section 9: If the membership is dissatisfied with actions taken by the board, a petition signed by 60 percentage of the membership, can be submitted to the President and the issue(s) will be tabled at a special meeting of the members or the next scheduled member meeting, for action.

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## **Bylaw 8 – Nominations and Elections**

Section 1: A Nominating Committee shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Nominating Committee of the Board. Elections shall be conducted during the annual meeting of the membership, or by ballot to all voting members in good standing.

The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board.

Section 2: No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee.

## **Bylaw 9 – Committees**

Section 1: The Board may authorize the establishment of committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board.

Section 2: The President with the approval of the Board shall appoint all committee members and a chairperson for each committee. Committee members must be appointed from within the membership of the organization.

## **Bylaw 10 – Finance**

Section 1: The fiscal year of the chapter shall be from July 1 to June 30.

Section 2: The Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

Section 3: All membership dues billings, collections and disbursements shall be performed by IIBA.

Section 4: Audit of records and accounting practice will be performed as requested by the board by an independent third party with an accounting degree, who is neither on the board nor affiliated with the IIBA.

Section 5: Annual financial statements including a balance sheet and income statement will be shared with IIBA within three months of the Annual General Meeting.

## **Bylaw 11 – Ratification and Amendments**

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the voting membership in good standing present at an annual meeting of the Chapter duly called and regularly held; or

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

by a two-thirds (2/3) vote of the voting membership in good standing voting by mail ballot returned within forty-five (45) days of the date by which members can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the membership at least fifteen (15) days before such meeting or vote.

Section 2: Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.

Section 3: All amendments must be consistent with IIBA's Bylaws and the policies, procedures, rules and directives established by the IIBA Board of Directors, as well as with the Chapter's Charter with IIBA.

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## **Bylaw 12: Dissolution**

Section 1: Should the Chapter dissolve for any reason, its assets shall be dispersed to a charitable organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

Dissolution of the Chapter may be due to the direction of the IIBA, a vote of the membership or the lack of sufficient members to sustain the chapter. In the case of a vote of the membership, the dissolution must be brought to the members in a special election and be approved by at least 60% of the members in good standing who attend the meeting.

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Appendix 1 – Board of Directors Job Descriptions

The following job descriptions will be signed by the elected officer the day of the election by the membership.

### Sample Job Description

IIBA Portland Chapter JOB DESCRIPTION

#### Position: Board Member

#### Authority and Responsibility

The Board of Directors is the legal authority for the Chapter. As a member of the Board, a Director acts in a position of trust for the organization and is responsible for the effective governance of the organization

#### Requirements:

Requirements of Board membership include:

1. Commitment to the work of the IIBA
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at the Annual General Meetings
7. Attendance at membership meetings
8. Support of special events
9. Support of, and participation in, special events
10. Financial support of the IIBA

#### Term

Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors may be released at the end of the elected term by resigning, or according to the Chapter bylaws.

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## General Duties

A Director is fully informed on organizational matters, and participates in the Board’s deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

### The Director must:

1. Approve, where appropriate, policy and other recommendations received from the Board or its standing committees
2. Monitor all Board policies
3. Review the bylaws and policy manual, and recommend bylaw changes to the membership
4. Review the Board’s structure, approve changes and prepare necessary bylaw amendments
5. Participate in the development of the Chapter’s organizational plans and annual review
6. Approve the Chapter’s budget
7. Support and participate in evaluating Director performance
8. Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the Chapter’s mission

## Evaluation

A Director’s performance is evaluated annually based on the performance of assigned Board requirements and duties.

## Review Date and Approval Date

The Board Member Job Descriptions are reviewed annually by the President. Recommended changes are presented to the Board.

Approval Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Duties for the President

- Provide leadership to the Board of Directors of the local Chapter
- Ensure the Board adheres to its bylaws and constitution
- Prepare the Board's agenda with input from the Board Members
- Chair Board meetings
- Encourages Board Members to participate in meetings and activities
- Keeps the Board's discussion on topic by summarizing issues
- Keeps the Board's activities focused on the organization's mission
- Evaluates the effectiveness of the Board's decision making process
- Appoints committee chairpersons
- Orients Board Members and committee chairpersons to the Board
- Serve as ex officio member of committees and attends their meetings as required
- Ensure there is a process to evaluate the effectiveness of Board Members using measurable criteria
- Recognize Board Members' contributions to the Board's work
- Acts as one of the signing officers for disbursements cheques and other official documents
- Play a leading role in supporting special events
- Promote the organization's purpose in the community and to the media
- Prepare a report for the Annual General Meeting
- Ensure programs and services are implemented
- Ensure that the Board governs as well as manages programs and services

## Duties of the Past President

- Support the current President
- Chair the Nominating Committee for recruitment of new Board Members
- Assist with Board recruitment and orientation to the Board
- Assist with Board training
- Chair special events
- Provide historical continuity about the Board's activities



# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Duties for the Secretary

- Serve on the Board
- Maintain all membership records for the PDX Metro Chapter which includes any changes and connected with IIBA Corporate
- Maintain the attendees and addresses for meeting invitations.
- Maintain all name tags and CCBA® or CBAP® certification
- Maintain membership renewals
- Maintain all corporate membership lists
- Create, record, and maintain all sign in attendance sheets for chapter meetings
- Maintain copies of the organization's bylaws and the Board's policy statements
- Maintain lists of Board Members, committees and General Membership
- Notify Board Members of meetings
- Take official meeting minutes
- Record Board attendance
- Ensure there is quorum at meetings
- Record all motions and decisions of meetings
- Record all corrections to minutes
- Sign Board minutes and corrections to attest to their accuracy
- Maintain copies of minutes of Board and committee meetings'
- Distribute copies of minutes promptly
- Conduct general Board correspondence including receiving, reading, distributing
- Maintain records of all Board correspondence
- Sign official documents of the organization as required
- File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry
- Ensure members are notified of General Meetings
- Chair Board meetings in the absence of the President
- Orient the new Secretary

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Duties of Treasurer

- Serve on the Board
- Give regular reports to the Board on the financial state of the organization
- Keep financial reports on file
- Orient the new Treasurer
- Act as signing officer with the President for cheques and other documents
- Manage the day-to-day financial affairs of the Board
- Manage the accounting of the funds of the organization, its budget and expenditures
- Keep full and accurate accounts of all organizational receipts and disbursements
- Receive and bank all monies due to the organization
- Disburse all monies as directed by the Board
- File necessary financial reports, tax reports and audits
- Ensure compliance with local and corporate fiduciary responsibilities

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Duties of Vice President Communications & Marketing

- Act in the absence of the President
- Learn duties of the President and keep informed on key issues
- Orients the new Vice President
- Sends all Chapter wide communications or provides instructions to other board members to send communications
- Sends Chapter meeting invitations.
- Updates and maintains Chapter website
- Responds to all emails sent to [Info@portland.iiba.org](mailto:Info@portland.iiba.org)
- Chair a Programs committee (if one exists)
  - Develop, update and incorporate recommended changes from the Board to the terms of reference and mandate of the committee
  - Recruit an appropriate number of committee members to carry out the mandate
  - Orient members to the committee's mandate and position in the organization
  - Call committee meetings and develop agendas with the input of the members
  - Chair committee meetings and report the committee's progress to the Board
  - Encourage members to participate
  - Keep discussion on topic by summarizing issues
  - Guide the committee through its meetings to fulfill the committee's purpose
  - Recognize each member's contribution to the committee's work
  - Delegate appropriate tasks to individual committee members
  - Submit recommendations to the Board for approval
  - Plan and evaluate the committee's work with the help of the members
  - Ensure meeting minutes and other relevant information are recorded and filed

# IIBA PORTLAND METRO CHAPTER BYLAWS

Chapter Bylaws – 2021

## Duties of Vice President Professional Development

- Act in the absence of the President
- Learn duties of the President and keep informed on key issues
- Orients the new Vice President
- Chair a Professional Development committee
  - Develop, update and incorporate recommended changes from the Board to the terms of reference and mandate of the committee
  - Recruit an appropriate number of committee members to carry out the mandate
  - Orient members to the committee's mandate and position in the organization
  - Call committee meetings and develop agendas with the input of the members
  - Chair committee meetings and report the committee's progress to the Board
  - Encourage members to participate
  - Keep discussion on topic by summarizing issues
  - Guide the committee through its meetings to fulfill the committee's purpose
  - Recognize each member's contribution to the committee's work
  - Delegate appropriate tasks to individual committee members
  - Submit recommendations to the Board for approval
  - Plan and evaluate the committee's work with the help of the members
  - Ensure meeting minutes and other relevant information are recorded and filed

-End of IIBA Portland Metro Chapter June 2021 Bylaws-