



International Association of Business Communicators Pittsburgh

CONSTITUTION AND BYLAWS - IABC/PITTSBURGH

ARTICLE 1: NAME AND LOCATION

Section 1 – Name

The name of this organization shall be IABC/Pittsburgh, a not-for-profit organization.

Section 2 – Affiliation

IABC/Pittsburgh shall be affiliated with the International Association of Business Communicators (IABC) with headquarters in San Francisco, California.

Section 3 – Location

The geographical area served by IABC/Pittsburgh shall include a 50-mile radius around the Pittsburgh area (which may include Eastern Ohio, Western Pennsylvania and Northern West Virginia).

ARTICLE 2: MISSION

IABC/Pittsburgh is dedicated to improving the effectiveness of internal and external communication of businesses, organizations, and institutions. The organization's mission is to:

- (a) Provide lifelong learning opportunities that give IABC members the tools and information they need to be the best in their chosen disciplines.
- (b) Share among the membership best global communication practices, ideas, and experiences that will enable the development of highly ethical and effective performance standards for the profession.
- (c) Champion the communication profession to business leaders.

ARTICLE 3: MEMBERSHIP

Section 1 – Qualification

Membership in this organization shall be composed primarily of professional communicators who value ethical, effective, efficient and excellent communications in their business practices.

Section 2 – Types of Membership

IABC memberships are held by individuals, not organizations, and include:

1. Regular Members. Membership is open to professional communicators, educators, consultants and other professionals in the communication field; as well as retired communicators; This membership also is open to persons in allied fields, such as advertising and printing. Members of IABC/Pittsburgh shall be regular members of the International Association of Business Communicators. (Corporate members – registered through the corporate rate discount—are regular members.)

2. Student Members. Student Membership is open to students of educational institutions and includes a membership to IABC.
3. Honorary Members. Honorary Memberships may be conferred upon individuals at such times and under such terms as the Executive Board shall determine. Honorary Members are non-voting members.
4. Lifetime Members. This membership shall be conferred on members of IABC/Pittsburgh when determined as appropriate by the Executive Board. This is a non-voting membership status with a dues level set by the board.
5. **Trial Members.** This membership is a one-time only introduction to IABC with a discounted fee to be set by the Executive Board. It expires at the end of a program year (July 1) regardless of start date. It cannot be renewed. This is a non-voting membership in the local Pittsburgh chapter and does not include a membership to the International Association of Business Communicators.

Section 3 – Member Rights

- (a) Voting rights are reserved for Regular Members of the Association, except as otherwise provided in IABC policy, Chapter policy, or these Bylaws.
- (b) Regular Members are entitled to attend and observe all meetings of the Association, the Chapter, and its Executive Board, and meetings of all Associate and Chapter boards, committees, task forces, work groups, forums, and similar subgroups and sessions by requesting permission from a board member or committee chair. No member or visitor is entitled to address, interrupt, or otherwise participate in such meetings without the express invitation of either the President, chair, speaker, or group leader, or the consent of a majority of the board, committee, or group holding the meetings. The Chapter may establish fees for some meetings. Executive Board meeting dates will be posted and otherwise announced to membership. Members wishing to attend committee meetings through committee chairpersons.
- (c) Regular Members are not entitled to attend sessions of the Executive Board or any other governing group that have been closed in accordance with law, IABC policy, Chapter policy, or these Bylaws.

Section 4 – Service and Participation

Policies governing service and participation for all members shall be determined by the Executive Board of IABC/Pittsburgh, unless otherwise set forth in these bylaws or by the Executive Board of IABC.

Section 5 – Duration of Membership, Resignation and Removal

Membership shall be for the period for which dues are paid. Any member may resign by filing a written resignation with the chapter president. All rights, privileges and interests of a member in or to IABC/Pittsburgh shall cease on termination of membership.

Any member can be removed from membership by a two-thirds vote of the Executive Board. For any cause other than nonpayment of dues, removal shall occur only after the member in question has been given at least 30 days notice of the proposed termination and the reasons for it. The member will have at least 15 days to respond in writing to the Executive Board for forwarding to the executive committee of the International Association of Business Communicators, which then shall make the final determination.

ARTICLE 4: DUES

Section 1 – Establishment of Dues

Chapter dues and other chapter fees shall be set by a two-thirds vote of the Executive Board of IABC/Pittsburgh. Lifetime (500 club) members must pay appropriate Chapter dues.

Section 2 – Cancellation - Members who fail to pay their full dues within 45 days after they are due shall forfeit all rights and privileges of membership.

Section 3 – Refunds

No dues shall be refunded to any member whose membership terminates for any reason.

ARTICLE 5: ORGANIZATIONAL STRUCTURE

Section 1 – Operating Year

The Chapter's operating year shall begin when the incoming Executive Board and officers begin their terms on July 1 and shall end on June 30.

Section 2 – Chapter Responsibilities

- (a) The Chapter is a group of Members, meeting the requirement of and chartered by the IABC Executive Board, and is affiliated with IABC and bound by its Bylaws, policies and rules, and by the IABC Code of Ethics for Professional Communicators.
- (b) The Chapter shall organize itself to serve its members in any appropriate manner that does not contravene the Bylaws, policies, or rules of IABC, or the IABC Code of Ethics for Professionals Communicators.
- (c) The Chapter shall remain in good standing, as defined by IABC Bylaws, policies, and rules.

Section 3 – Discretion to Establish Units

The Executive Board, at its discretion, may establish units within IABC/Pittsburgh to serve specific geographical, functional, or other interests. These units may include Regular Committees or Special Interest Groups (SIG), depending on initiatives and the unique market and professional needs of IABC/Pittsburgh.

ARTICLE 6: MEETINGS OF MEMBERS AND VOTING

Section 1 – Regular Meetings

Regular meetings of IABC/Pittsburgh shall be held monthly, except in July, August and December. A meeting may or may not be held in June at the discretion of the board. These meetings will include opportunities for professional development and/or networking. Meetings can be open to the public, or restricted to members only.

Section 2 – Notice of Meetings

All Members shall be sent electronic or written notice of meetings, including time, location and purpose of the meeting, at least one week prior to said meeting.

Section 3 – Special Meetings

- a) The Executive Board may call special meetings of membership at any time by sending electronic or written notice as specified above. A special meeting of the membership shall be held no less than 30 days after presentation of a request for such a meeting, delivered to the President and signed by at least 40 percent of the total voting membership.

Section 4 – Voting

Voting rights are reserved for Regular members of the Association. Student, Trial and Lifetime Members shall not be eligible to vote. Voting can be conducted electronically, with the majority based on the total of those who reply (not the total amount of members polled.) All eligible members should be included in electronic votes.

Section 5 – Quorum

A quorum of the Executive Board shall consist of a majority of the total number of Executive Board members, as defined in these bylaws.

Section 6 – Cancellation

The Executive Board, by a majority vote, may cancel or postpone any meeting of the chapter for cause, except those called by a quorum of the membership.

Section 7 – Rules of Order

Meetings and procedures of IABC/Pittsburgh shall be regulated and controlled according to Robert's Rules of Order (Revised) for parliamentary procedure, except as otherwise provided by these bylaws.

ARTICLE 7: OFFICERS

Section 1 – Governing Body

The governing body of IABC/Pittsburgh shall be known as the Executive Board.

Section 2 – Officers

Effective July 1, 2018, the officers of IABC/Pittsburgh and the members of the Executive Board shall include the following: President, Treasurer, Vice President of Administration; Immediate Past President; and Chairs/Regular Members of the following Committees: Membership, Professional Development, Partnerships, Marketing Communications, and Golden Triangle Awards (GTAs).

Co-presidents, Co-vice-presidents, or Co-chairs may be elected as deemed appropriate by the Executive Board.

Section 3 – Committees and SIG Representation

Committees are made up by members of the Executive Board with specialized focus on specific functional roles and initiatives. Each Committee shall have one (1) Chairperson (term length of two years), and a minimum of two (2) Regular Committee Members (term length of one year).

Committee Chairs shall work with his/her team of Regular Committee Members, in conjunction with the President, to determine specific focus and activities for the committee, which will best serve chapter members and current market needs. Committee Chairs will be responsible for providing regular updates and reports on committee affairs to the President and all other Executive Board members.

When SIG groups are formed, there shall be one member of the board who represents any and all Special Interest Groups of IABC/Pittsburgh. Voting status and term of office for SIG reps will be determined by the Executive Board.

Section 4 – Qualifications for Office

The roles of President, Treasurer, VP Administration, and the Membership Committee Chair are required to be filled by regular IABC members in good standing within the chapter.

The roles of Immediate Past President, Professional Development Committee Chair, Partnerships Committee Chair, Marketing Communications Committee Chair, and Golden Triangle Awards Committee Chair, as well as all Regular Committee Members, are **not** required to be filled by members of any IABC chapter.

Persons fulfilling these and all application requirements shall be eligible for nomination and election to office in IABC/Pittsburgh.

Section 5 – Nomination of Officers

Candidates for office shall be selected by a nominating committee, consisting of the Immediate Past President, who will serve as chair, the President and up to three members appointed by the president. Nominees will be drawn from applicants interested in serving on the Executive Board.

The nominating committee shall present its slate to the Executive Board for approval, and copies of the slate shall be mailed or sent electronically to all voting board members at least 15 days in advance of the final meeting of the board year.

Section 6 – Election of Officers

The slate of officers will be mailed or sent electronically to all voting board members and voted on by voice vote at the last chapter meeting of the board year or by an electronic vote before May 31.

Section 7 – Terms of Office

The following officers shall serve a **two-year term**, from July 1 until June 30: President, Treasurer, VP Administration, and Chairs of the Membership Committee, Professional Development Committee, Partnerships Committee, Marketing Communications Committee, and Golden Triangle Awards (GTA) Committee.

The following officers shall serve a **one-year term**, from July 1 until June 30: Immediate Past President, and Regular Members of Membership Committee, Professional Development Committee, Partnerships Committee, Marketing Communications Committee, and Golden Triangle Awards (GTA) Committee. The term start/end dates of GTA Committee may vary, depending on when the competition is held.

Section 8 – Vacancies or Removal

- a) Vacancies in any office on the Executive Board shall be filled for the balance of the term by the Executive Board at any regular or special meeting in accordance with these bylaws. Successors should be named within 30 days of the vacancy.
- b) The Executive Board, at its discretion and following IABC/Pittsburgh policy, may remove by two-thirds vote any officer from office for cause.

ARTICLE 8: DUTIES OF OFFICERS

Section 1 – President

The President shall serve as the chief executive officer of IABC/Pittsburgh; exercise general supervision over executive affairs of IABC/Pittsburgh; preside at all regular and special meetings; appoint and be an ex officio member of all committees; represent IABC/Pittsburgh in civic, professional and educational activities; and serve as primary spokesperson for the chapter.

The President leads board planning and meetings, sets expectations of other board members, oversee board activities, leads the effort in strategic planning for the chapter, keeps board members informed and provides resources, listens to member concerns, and **ensures structure and governance of chapter** by building awareness among leaders of IABC policies, procedures, and deadlines as appropriate. The President shall perform other duties necessary to the office or as prescribed by the Executive Board. In addition, the President shall serve as the delegate of IABC/Pittsburgh to the International Association of Business Communicators and to the Heritage Region board.

Section 2 – Treasurer (Vice President of Finance)

The Treasurer is responsible for the finances of the chapter, and shall develop an annual budget, issue all bills, serve as primary chapter liaison with local bank/financial institution, collect all money due, disburse such funds as approved by the Executive Board, and issue monthly reports to the Executive Board. The Treasurer coordinates review and development of policy related to fiscal processes, savings and spending, coordinates year-end financial reporting, and prepares year-end reporting for tax and IABC International (due 15 February of each year). The Treasurer shall keep a permanent record of all financial transactions and, at the end of the calendar year, prepare a financial statement for review by the Executive Board.

Section 3 – Vice President of Administration

The Vice President of Administration shall record the minutes of the board meetings, distribute meeting notices, manage daily bookkeeping and finances (with the Treasurer), handle all planning logistics for board meetings, send information to prospective members, maintain all secure, proprietary chapter databases, serve as main liaison with post office mail, and perform other administrative duties as necessary or requested by the Executive Board. The Vice President of Administration will manage event registration, coordinate with other Executive Committee members for onsite registration activities, badge creation, and list generation.

Section 4 – Immediate Past President

The primary role of Immediate Past President is to serve as chapter consultant, providing support to the President and other Executive Board members, succession planning, and onboarding and training to the new President. The Immediate Past President will participate, with the President and the Executive Board, on the review/documentation of chapter's activities for the year including, but not limited to: updating role descriptions, documenting committee activity, reviewing sponsorship materials, and drafting an annual report. The Immediate Past President recruits and chairs the annual Executive Board Nominating Committee, coordinates special projects as needed, serves as secondary liaison to the region and international leadership, and votes on region issues as backup to or in lieu of the President.

Section 5 – Membership Committee: Chair and Regular Members

The Membership Committee shall be responsible for all recruiting and orientation for new members of IABC/Pittsburgh, and shall monitor the record of all names and addresses of members as coordinated by IABC headquarters. The Membership Committee will be charged with creating and managing a new member recruitment plan, including follow through with prospects, growth and upkeep of prospect list. The Committee will also create and manage a member retention plan – all chapter efforts to retain members, welcomes new members (via phone, email, in person), follows through with lapsed members and managing marketing messaging to members, receives and reviews monthly rebate report from IABC International.

Specific activities, roles and functions of the IABC/Pittsburgh Membership Committee *can include* (but not limited to):

- Membership administration
- Membership retention
- Member surveys
- Stakeholder analysis
- IABC Int'l Membership Month activities
- Member involvement and social events
- University relations/student outreach
- Job placement newsletter/career services for chapter members

The committee will be led by a Chair (serving a two-year term), with at least two committee Members (serving a one-year term) to execute all Membership activities. The Membership Committee Chair shall meet with all Regular Members at least once a month to discuss Membership strategy, tactics, issues, and execution of initiatives, and shall report on activities to the President and Executive Board monthly or as requested.

In the temporary absence of the President, the Membership Committee Chair shall perform all the duties and obligations of the President.

Section 6 – Professional Development Committee: Chair and Regular Members

The Professional Development (PD) Committee is charged with planning and implementing all IABC/Pittsburgh professional development activities for its members. The PD Committee will use member research to identify topics, plan a 12-month calendar of events, recruit/negotiate/manage/thank speakers, contract speakers, coordinate venue/food, and leverage local, region and international resources where possible. The PD Committee will collaborate with other Executive Board members to ensure appropriate content for event promotional messages, attend events, makes introductions, announcements and thanks speakers and attendees (or coordinates others); and maintains PD budget, records and materials in coordination with the Treasurer.

Specific activities, roles and functions of the IABC/Pittsburgh Professional Development Committee *can include* (but not limited to):

- Up to twelve (12) PD/networking events in a calendar year
- Certification: Communication Management Professional (CMP) and the Strategic Communication Management Professional (SCMP)
- TEDx program (talks/events)

The committee will be led by a Chair (serving a two-year term), with at least two committee Members (serving a one-year term) to execute all PD activities. The PD Committee Chair shall meet with all Regular Members at least once a month to discuss PD strategy, tactics, issues, and execution of initiatives, and shall report on activities to the President and Executive Board monthly or as requested.

Section 7 – Partnerships Committee: Chair and Regular Members

The Partnerships Committee shall be responsible for cultivating positive, lasting relationships between chapter members and local/regional organizations and industries to help advance the chapter's mission. This committee will be the primary networking body for the chapter: executing efforts to forge targeted partnerships that will have a meaningful impact to member benefits, IABC visibility, and the financial security of the chapter.

Specific activities, roles and functions of the IABC/Pittsburgh Partnerships Committee *can include* (but not limited to):

- Sponsorships
- Development
- Fundraising
- Strategic alliances
- Community service/outreach opportunities for chapter members

The committee will be led by a Chair (serving a two-year term), with at least two committee Members (serving a one-year term) to execute all Partnerships activities. The Partnerships Committee Chair shall meet with all Regular Members at least once a month to discuss Partnerships strategy, tactics, issues, and execution of initiatives, and shall report on activities to the President and Executive Board monthly or as requested.

Section 8 – Marketing Communications Committee: Chair and Regular Members

The Marketing Communications (MC) Committee shall be responsible for creating, implementing, and updating a comprehensive chapter marketing communication plan. This covers both internal and external communication for the chapter, integrating all available communication channels to relay chapter affairs to members, prospective members, and audiences at-large. The MC Committee will regularly manage all communication vehicles and tactical execution of communiques, and keep all chapter communication tools updated to create and provide the most enhanced, intuitive and user-friendly experience possible. The MC Committee will be expected to communicate the value of an IABC membership to the community at-large by working closely with all chapter Executive Board members and functional areas.

Specific activities, roles and functions of the IABC/Pittsburgh Marketing Communications Committee *can include* (but not limited to):

- Public relations
- Social media
- Marketing
- Branding
- Website / Electronic communications
- Newsletters
- Collateral production

The committee will be led by a Chair (serving a two-year term), with at least two committee Members (serving a one-year term) to execute all MC activities. The MC Committee Chair shall meet with all Regular Members at least once a month to discuss MC strategy, tactics, issues, and execution of initiatives, and shall report on activities to the President and Executive Board monthly or as requested.

Section 9 – Golden Triangle Awards Committee: Chair and Regular Members

As a special committee for the chapter, the Golden Triangle Awards (GTA) committee is responsible for the planning and execution of all aspects of the chapter's signature annual award competition.

All GTA efforts will be led by the GTA Chair, who will oversee and manage the timeline and activities of the GTA Committee. While aspects of the competition may change each year, in general the following areas should be developed and managed to maintain a successful competition program:

- Competition theme
- Setting all competition milestone dates
- Call for entries: timelines, collateral production
- Entry management: collecting entries, judging, scoring
- Award ceremony event planning: logistics, P/Os, reservations, meals, invitations, decors
- Tracking all finances (in coordination with the Treasurer)
- Securing special emcee for ceremony
- Sponsorships (in-kind, monetary)
- Trophies
- Photography/videography
- Script writing
- Business Communicator of the Year (BCY) nominations
- Promotions: social media, media relations, marketing
- Post-GTA follow up: scoresheets, thank-yous

The committee will be led by a Chair (serving a two-year term), with at least two committee Members (serving a one-year term) to execute all GTA Committee activities. The GTA Chair is the primary person responsible for recruiting volunteers to serve on the GTA committee, with assistance from the President and other Executive Board members. The GTA Chair shall meet with all GTA Committee members at least once a month to discuss GTA strategy, tactics, issues, and execution of initiatives, and shall report on activities to the President and Executive Board monthly or as requested.

Section 10 – SIG Representatives

Any SIG representative is responsible to keep the board informed of activities, issues, and concerns of the Special Interest Group.

ARTICLE 9: EXECUTIVE BOARD

Section 1 – Composition

The Executive Board of IABC/Pittsburgh shall consist of the officers of IABC/Pittsburgh, as defined in Articles 7 and 8. All Executive Board members will be voting members of the Executive Board.

Section 2 – Authority and Responsibility

The Executive Board shall have supervision, control, and direction of the affairs of IABC/Pittsburgh, shall determine its policy or changes therein within the limits of these bylaws, shall uphold its mission, and shall supervise the disbursement of its funds. The Executive Board may adopt such rules and regulations for the conduct of its business as it deems advisable, and may delegate certain of its authority and responsibility to a board of directors, executive committee, or other committees or persons.

Section 3 – Quorum

A quorum of the Executive Board shall consist of a majority of the voting members. If a quorum cannot be mustered, a meeting may proceed and any action taken shall become valid if subsequently confirmed by unanimous approval in writing or by e-mail vote of the members of the Executive Board.

ARTICLE 10: BOARD MEMBERS AT-LARGE

The President may appoint board members at large to participate in board meetings and provide counsel, input and feedback to help the chapter carry out its mission. All board members at large will be ex officio, non-voting members of the Executive Board. (amended 6/02)

ARTICLE 11: STANDING AND SPECIAL COMMITTEES

The President can appoint and administer standing and special committees to help conduct the affairs of IABC/Pittsburgh.

ARTICLE 12: FINANCE

Section 1 – Authority

The Executive Board shall have authority over the receipts, expenditures and assets of IABC/Pittsburgh.

Section 2 – Fiscal Year

The fiscal year of IABC/Pittsburgh will correspond to the fiscal year of the International organization, currently January 1 to December 31. (amended 6/06)

Section 3 – Budget

The Executive Board shall adopt in advance of each fiscal and/or administrative year an operating budget covering all activities of IABC/Pittsburgh. Funds shall be used to support the activities and mission of IABC Pittsburgh, including planning sessions. Funds shall not be distributed to members. Prizes and small gifts can be purchased for members or officers as a gratuity for special service, at an amount approved by the board at the first meeting of each year when the budget is approved

Section 4 – Reserves

Financial reserves as deemed appropriate by the Executive Board shall be retained from chapter funds or developed to provide reasonable stability of finances.

Section 5 – Separate financial records for SIGs – There may be separate financial records kept for any SIG. (amended 6/06)

Section 6 – Bonding

Executive board members, as determined by the president, shall be bonded in an amount deemed practical by the Executive Board.

Section 7 – Compensation

Officers shall not receive any compensation from IABC/Pittsburgh for their services as officers. The Administrative Coordinator may receive a monthly stipend.

Section 8 – Audits

The accounts of IABC/Pittsburgh shall be audited annually by an Audit Committee appointed by the Executive Board. An individual with knowledge of standard accounting practices shall be part of the committee. The committee shall provide a written report to the board. (amended 6/06)

ARTICLE 13: POLICY MANUAL

The Executive Board shall use the International Association of Business Communicators policy manual as a guideline.

ARTICLE 14: NONDISCRIMINATION

IABC/Pittsburgh shall not accept any organizational unit that denies membership privileges, nor shall it deny membership privileges itself, on the basis of race, creed, religion, disability, sex, sexual preference, age, color or national origin.

ARTICLE 15: DISSOLUTION

IABC/Pittsburgh shall use its funds only to pursue the mission specified in these bylaws, and no parts of said funds shall be distributed to members of IABC/Pittsburgh. On dissolution of IABC/Pittsburgh, any funds remaining shall be distributed to the International Association of Business Communicators.

ARTICLE 16: AMENDMENTS

These bylaws may be amended at a regular or special meeting of the Executive Board of IABC/Pittsburgh by a two-thirds vote. Proposed amendment to these bylaws must be announced to the members at least 30 days prior to the meeting of the Executive Board and comment invited. Following the 30-day period of comment by the members, proposed amendments will be voted upon by the Executive Board. The results of the voting will be announced to the members. (amended 6/02)

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