

By-laws

(Adopted on April 9, 1999; revised on September 4, 2001, April 11, 2003, July 31, 2003, September 19, 2003, September 17, 2004, April 20, 2007, September 19, 2008 and October 21, 2011, September 28, 2012)

ARTICLE I - NAME OF ORGANIZATION

The name of the organization will be the Association of Professional Researchers for Advancement - Wisconsin that will operate as a local chapter of an international private non-profit association.

ARTICLE II - PURPOSE AND METHOD

The Association of Professional Researchers for Advancement (APRA)-Wisconsin is a local chapter of an international organization for people interested in and/or working in the field of prospect research. The goals of this organization are to facilitate education about research, to act as a central source of information about prospect research, to encourage professional development among the members, and to advance cooperative relationships in the field.

ARTICLE III - MEMBERSHIP

Section A. Membership Requirements

APRA-Wisconsin membership will be open to persons who seek to foster a positive association with the philanthropic community and who support APRA goals, with responsibility, integrity and without conflict of interest.

Section B. Membership Types

Active Member

An active member is a voting, dues-paying member of the association who works in the field of philanthropy.

Non-Active Member

A non-active member is a non-voting, non-dues-paying member interested in sharing the purpose and goals of APRA-Wisconsin.

Institutional Member

An institutional member is a member whose dues have been paid by her/his employer. Institutional memberships do not “travel” with members, as employment changes.

By-laws

Individual Member

An individual member is a member who has paid her/his own dues. Individual memberships “travel” with members, as employment changes.

Honorary Lifetime Members

Upon their retirement from the research profession, some members (particularly former officers) may be granted “free honorary lifetime membership” in APRA-Wisconsin. For this status to be conferred, a current officer must offer a proposal, and a majority of the chapter must approve it. Members with “free honorary lifetime” status are exempt from membership dues and meeting registration fees.

ARTICLE IV - FINANCES

Section A. Fiscal Year

The fiscal year of APRA-Wisconsin shall begin January 1 and end December 31 of the same year.

Section B. Dues

Dues shall be determined by the board of directors and will be payable annually by active members at the conclusion of each fiscal year.

Section C. Fees

Fees shall be set at the discretion of the APRA-Wisconsin board of directors and will cover expenses related to the ongoing functioning of APRA-Wisconsin.

Section D. Delinquency and Reinstatement

Active members whose dues have not been submitted by December 31 shall be considered delinquent and automatically dropped from membership.

A delinquent or former member may apply for reinstatement and will be considered a member of APRA-Wisconsin upon receipt of their dues.

Any member who decides to terminate their membership in APRA-Wisconsin for any reason shall not be entitled to a refund of dues paid.

By-laws

ARTICLE V - BOARD OF DIRECTORS

Section A. Board Membership

APRA-Wisconsin will be governed by the six elected officers of the board of APRA-Wisconsin. These officers are the President, Vice President, Events Coordinator, Treasurer, Membership Secretary, and Recording Secretary.

The board will be comprised of: the aforementioned six elected officers; two elected board members; and no more than eight former officers who have completed their terms of office, who have been invited by the President or the board, and who have agreed to serve as advisory members. The board is a voting body, and each board member may cast one vote in any board decision.

Some current or former elected or advisory board members who have provided particularly distinguished chapter service may be honored with “board member *emerita/emeritus*” status. For this status to be conferred, a current officer must offer a proposal, and a majority of the chapter must approve it. *Emeritae/-i* board members must complete – or must have already completed – at least one year of service as an elected officer or an advisory board member; after that, they may withdraw from active board service, by notifying the chapter President. Although “board member *emerita/-us*” status is a permanent designation, entailing a permanent invitation to all board meetings and permanent availability as an informal chapter leadership consultant, the privilege of voting in any board decision depends on remaining an active board member (either elected or advisory).

Section B. Board Qualifications

Candidates for the board must be voting APRA members in good standing, have been an APRA member in good standing for a twelve-month period preceding the nomination, and worked at least one year in a professional capacity including but not limited to advancement research, advancement services, information services or library sciences.

Section C. Terms of Office

Each officer and board member, aside from the invited board members, will be elected through a process of nomination and, under the authority of the by-laws of this association, will serve at least one two-year term but not more than two consecutive terms. The process of nomination and election shall take place for the elected board members in alternate years. The President, Treasurer, Recording Secretary, and one board member shall be elected one year, and the Vice President, Events Coordinator, Membership Secretary, and one board member elected the following year.

Subsequent board terms will be determined by a board vote.

By-laws

Section D. Nomination and Election of Officers/Directors

Nominating Committee

The President shall appoint a Nominating Committee consisting of at least one member of the board. The purpose of the committee is to recruit, nominate and oversee the election of board members. After membership nominations, the committee shall present a slate of officers for approval by the board.

Procedures

Nominations are accepted from the active membership.

The committee will prepare a slate of nominees for the available board-level positions and then, following board review, an election ballot. Prior to the spring meeting, the ballot will be distributed to all active members; election to any position will be determined by a simple majority vote.

Election results are announced at the spring meeting.

Section E. Vacancies

A vacancy on the board will occur when, and if, an officer becomes disqualified due to negligence of duties, is unable to perform his/her duties, or resigns. When a vacancy occurs, the Nominating Committee will nominate a new officer from the membership at large to complete the term of the former officer. The President can appoint a person to the office as a pro-tem officer for the time needed to elect another person to the office. Approval of the appointee would include the endorsement of at least two other board members.

The board may elect to increase its membership with the approval of a majority of chapter members.

Section F. Structure of the Board

The board consists of six elected positions. Additionally, two elected board members, and no more than eight invited former board officers as advisory members. Eligibility requirements: One year in a professional capacity including but not limited to advancement research, advancement services, information services or library sciences.

By-laws

President

Primary responsibilities include:

- Chairs all meetings
- Officiates the nomination committee
- Acts as spokesperson for the membership at large
- Sets the agenda for board meetings
- Insures that all members help to fulfill collective responsibility for the enforcement of the bylaws
- Appoints, as needed, members of committees or authorizes other board members to make these appointments
- Keeps the board of directors fully informed of the activities of the association
- Gathers and delivers annual reporting documentation required by State of Illinois and APRA International
- Distribute job notices and other pertinent news of interest to chapter members
- Work in cooperation with other board members to complete the above, as needed
- Delivers to his/her successor all pertinent materials for which he/she is responsible

Vice President

Primary responsibilities include:

- Assumes all duties of the President during the President's absence
- Assists the President
- Coordinates all the activities of all standing committees
- Assist events coordinator and meeting hosts as needed
- Appoint and manage chapter volunteers, which may include website maintenance, newsletter publication, graphic design, event photography, etc.
- Work in cooperation with other board members to complete the above, as needed
- Delivers to his/her successor all pertinent materials for which he/she is responsible

Treasurer

Primary responsibilities include:

- Steward and maintain accounting of all financial dealing of the chapter
- Receive membership dues and other payments from chapter members
- Forward membership renewal information to membership secretary
- Communicate all member status changes to membership secretary
- Disburse funds at the discretion of President and board of directors
- Provide budget and financial statements as required
- Prepare and file annual income tax statements
- Assist with financial planning for conferences
- Work in cooperation with other board members to complete the above, as needed
- Delivers to his/her successor all pertinent materials for which he/she is responsible

Membership Secretary

Primary responsibilities include:

- Maintain membership roster

By-laws

- Maintain all group email lists
- Send membership roster to APRA International as required
- Initiate and manage annual membership renewal; coordinate with treasurer
- Distribute chapter information to new researchers in the region, as requested
- Work in cooperation with other board members to complete the above, as needed
- Delivers to his/her successor all pertinent materials for which he/she is responsible

Recording Secretary

Primary responsibilities include:

- Record official minutes of chapter and board of director meetings
- After they are approved by the president, distribute official minutes of chapter and board meetings
- Manage record-keeping and reports as required by APRA International
- Works in cooperation with other board members to complete the above, as needed
- Delivers to his/her successor all pertinent materials for which he/she is responsible

Events Coordinator

Primary responsibilities include:

- Work with meeting host and board to facilitate chapter events, including the development of a marketing plan, meeting announcements, and sponsor solicitation and recognition
- Develop and maintain event planning checklist and time line for meeting hosts
- Solicit and maintain roster of potential guest speakers, topics and host-sites
- Contact guest speakers about availability and topic preference
- Arrange lodging, meals, transportation and appreciation gifts for guest speakers
- Serve as contact person for guest speakers
- Review event planning processes and measurement of success
- Works in cooperation with other board members to complete the above, as needed
- Delivers to his/her successor all pertinent materials for which he/she is responsible

Advisory Board Members

Serve as advisory members on the Nominating Committee

Assist in the programming of the spring and fall conferences, as well as any other educational activities for the association

Assist the President with the overall mentoring of members, matching new members with experienced researchers

Section G. Meetings

APRA-Wisconsin will meet two times a year or at such times as may be deemed appropriate by a majority vote of the board.

By-laws

Section H. Powers of Authority

The Directors will have the ultimate authority to make and execute all rules, policies, and/or decisions necessary to conduct the affairs of APRA-Wisconsin in an efficient manner.

ARTICLE VI - DISSOLUTION OF INCORPORATION

In the event of dissolution or termination of APRA-Wisconsin, the assets of this organization shall be transferred to another APRA Chapter in good standing, or to APRA International, at the discretion of the APRA-Wisconsin board.

ARTICLE VII - AMENDMENTS TO THE BY-LAWS

The by-laws of APRA-Wisconsin may be amended as deemed appropriate by majority vote of the members.