

APRA WISCONSIN: BYLAWS

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ARTICLE I - NAME OF ORGANIZATION

The name of the organization is the Association of Professional Researchers for Advancement (Apra) Wisconsin.

ARTICLE II - PURPOSE AND METHOD

Apra Wisconsin is a local chapter of Apra International, a private non-profit organization for individuals interested in the profession of Prospect Development, which includes specific activities such as fundraising research, analytics, and relationship management. The goals of the chapter are:

- Facilitate education around and act as a central source of information about prospect development
- Encourage professional growth among the members
- 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 positive connections 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 who shares the purpose and goals of Apra Wisconsin.

Institutional Member

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

Individual Member

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

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Honorary Lifetime Members

Upon their retirement from the research profession, some members (particularly former directors) may be granted “free honorary lifetime membership” in Apra Wisconsin. For this status to be conferred, a current director 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 on January 1 and end on 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. Under extraordinary circumstances, membership dues may be waived for the entire chapter.

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 January 31 (in a year when such dues have not been waived chapter-wide) shall be considered delinquent from membership. Scholarship opportunities may be available.

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.

ARTICLE V - BOARD OF DIRECTORS

Section A. Board Membership

Apra Wisconsin will be governed by the seven elected directors of the chapter’s board. These directors are the President, Vice President, Director of Finance, Director of Records, Director of Membership, Director of Programming, and Director At-Large.

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 director 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 director or an advisory director; 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

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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).

The board will be comprised of the aforementioned seven elected directors and no more than four former directors 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 directors. The board is a voting body, and each board member may cast one vote in any board decision.

Section B. Board Qualifications

Candidates for the board must:

- Be voting Apra Wisconsin members in good standing
- Have been an Apra Wisconsin member in good standing for a twelve-month period preceding the nomination
- Have worked at least one year in a professional capacity including but not limited to prospect development, advancement services, information services, or library sciences

Section C. Terms of Office

Each director, excluding any advisory directors, will be elected through a process of nomination and, under the authority of the bylaws of this association, will serve at least one two-year term (beginning January 1 of the following fiscal year) 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, Director of Finance, and Director of Records are elected in one election cycle, and the Vice President, Director of Programming, Director of Membership, and Director At-Large are elected in the other cycle.

Section D. Nomination and Election of 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.

Procedures

Nominations are accepted from active members in the third quarter of the fiscal year.

The committee will prepare a slate of director-nominees for the available positions and then, following board review and approval, an election ballot. The ballot will be distributed to all active members in the fourth quarter of the fiscal year. Election to any position will be determined by a simple majority vote.

Election results are announced within one week of the conclusion of voting.

Section E. Vacancies

A vacancy on the board will occur if or when a director:

- Becomes disqualified due to negligence of duties
- Is unable to perform their duties

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- Resigns

When a vacancy occurs, the Nominating Committee will nominate a new director from the pool of active chapter members to complete the term of the former director. The President can appoint a person to the office as a pro tem director, for the time needed to elect another person to the office. Approval of the appointee requires the endorsement of at least two other board directors.

Section F. Structure of the Board

The board consists of seven elected positions and no more than four invited former board directors as advisory directors.

President

Primary responsibilities include:

- Chairs all meetings
- Officiates the Nominating Committee
- Acts as spokesperson for the membership base
- Sets the agenda for the board meetings and bi-annual chapter business meetings
- Ensures 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 Apra International
- Gathers and delivers annual reporting documentation required by the State of Illinois and Apra International
- Distributes job notices and other pertinent news of interest to chapter members
- Works in cooperation with other board members to complete the above, as needed
- Delivers to their successor all pertinent materials for which they are responsible

Vice President

Primary responsibilities include:

- Assumes all duties of the President during the President's absence
- Assists the President
- Coordinates the activities of all standing committees
- Appoints and manages chapter volunteers, which may include website maintenance, newsletter publication, graphic design, etc.
- Works in cooperation with other board members to complete the above, as needed
- Delivers to their successor all pertinent materials for which they are responsible

Director of Finance

Primary responsibilities include:

- Stewards and maintains accounting of all chapter finances
- Receives and processes membership dues and other payments from chapter members

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- Communicates all member status changes to the Director of Membership
- Distributes funds at the discretion of the President and board of directors
- Provides budget and financial statements, as required
- Prepares and files annual income tax statements (990-N, Financial summary form)
- Works with the President and Director of Programming on financial aspects of event planning
- Works with the President and Director of Records on documenting and retaining all key financial information
- Works in cooperation with other board members to complete the above, as needed
- Delivers and explains to their successor all pertinent materials for which they are responsible

Director of Records

Primary responsibilities include:

- Records official minutes of chapter and board of director meetings
- Asks the President to review and approve the official minutes of chapter and board meetings and then distributes such documents chapter-wide
- Manages record-keeping and reports as required by Apra International
- Works in cooperation with other board members to complete the above, as needed
- Delivers to their successor all pertinent materials for which they are responsible

Director of Membership

Primary responsibilities include:

- Maintains membership roster
- Maintains all group email lists
- Sends membership roster to Apra International, as required
- Initiates and manages annual membership renewal, in coordination with the Director of Finance
- Distributes introductory chapter information to new members
- Collaborates with other board members on membership recruitment efforts and leads approved initiatives
- Works in cooperation with other board members to complete the above, as needed
- Delivers to their successor all pertinent materials for which they are responsible

Director of Programming

Primary responsibilities include:

- Leads anchor and informal events each fiscal year in conjunction with the board
- Plans, oversees, and delegates all aspects of annual chapter events, including volunteer roles
- Maintains chapter's Event Planning Checklist
- Coordinates programming logistics with event hosts
- Works in cooperation with other board members to complete the above, as needed
- Delivers to their successor all pertinent materials for which they are responsible

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Director At-Large

- Represents the membership at-large and helps to optimize reciprocal communication between the board and all chapter members
- Offers backup coverage for other board members' responsibilities, as needed
- Manages membership feedback and survey initiatives
- Provides primary programming and volunteer recruitment support, as needed, for the Director of Programming
- Delivers to their successor all pertinent materials for which they are responsible

Advisory Director (invited/appointed)

- Offers historical perspective and institutional memory for the board of directors
- Serves as an informal, confidential leadership or research consultant for the board and other chapter members, as requested
- Assists the President or Vice President in any capacity needed, as requested -- for example: mentoring members directly or arranging mentor-mentee pairs
- When appropriate, and in consultation with the President, encourages departing directors to consider making themselves available for Advisory Director service
- Provides programming support, as needed and as time allows

Section G. Meetings

Apra Wisconsin will meet two times a year for a formal business meeting, in the spring and fall – or at such times as may be deemed appropriate by a majority vote of the board. Only members in good standing may vote on the issues presented.

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 International chapter in good standing, or to Apra International, at the discretion of the Apra Wisconsin board.

ARTICLE VII - AMENDMENTS TO THE BYLAWS

The bylaws of Apra Wisconsin may be amended as deemed appropriate by a majority vote of the members.