

*Bylaws of the*  
**LENNOX LEADERSHIP DEVELOPMENT ORGANIZATION**

*Of the*  
**NATIONAL MANAGEMENT ASSOCIATION**

**Revised August 10, 2007**

**ARTICLE I**

**Membership**

- Section 1: ***Admission to Membership:*** Any person who has met the eligibility standards and desiring membership in the chapter shall submit to the chairperson of the Member Relations Committee a properly completed application form, accompanied by the dues in accordance with Article III Section 1.
- Section 2: ***Acknowledgment of Membership:*** Upon action on the application by the Membership Committee, the Member Relations Committee spokesperson shall notify the applicant of his/her status.
- Section 3: ***Ineligibility:*** Persons whose membership requirements are not in accordance with those specified by the constitution will have their membership terminated to coincide with the date of the change. Dues will be refunded on a pro rata basis. Should they become eligible again, no registration fee will be required.
- Section 4: ***Resignations:*** Anyone who voluntarily resigns and reapplies for admission shall become a member again only upon approval by Membership Committee.

**ARTICLE II**

**Eligibility of Officers and Directors**

- Section 1: ***Secretary, Treasurer, and/or Director:*** Any nominee for these positions shall have been a member for one year before taking office.
- Section 2: ***President and Vice-President:*** Any nominee for these positions shall have been a member for two years before taking office and shall have been a director, officer, and/or standing committee chairperson for one year before taking office.
- Section 3: ***Re-Election:*** After serving a full twelve-month term, no officer may be re-elected to succeed himself/herself in the same office.

### ARTICLE III

#### Dues

Section 1: **Annual Dues:** Annual dues of all members shall be set by the Board of Directors. These dues shall be payable with one annual payment or by payroll deduction. The amount shall include dues in the National Management Association.

Schedule of dues upon entry in the chapter shall be as follows:

New members: New members admitted during the fiscal year shall pay one-twelfth multiplied by the remaining number of months in the current year payable by cash, check or payroll deduction.

Current members: Although we encourage payment by payroll deduction, annual dues for current members may be made by cash or check. Payroll deductions for current members shall be the annual dues amount divided by the number of pay periods. Current members who wish to begin payroll deduction must give written authorization 30 days prior to the first pay-date in the new chapter year.

Section 2: **Registration Fee:** Each new member, upon entry into the chapter, shall pay a non-refundable registration fee payable by cash or check. This fee will be set by the Board of Directors. The fee will be based on NMA processing charges for new members.

Section 3: **Honorary Member Dues:** Annual dues of all honorary members shall be set by the Board of Directors.

### ARTICLE IV

#### Duties of Officers and Board of Directors

Section 1: **President:** Duties shall be: Be responsible to the Board of Directors for the satisfactory operation of the chapter. Preside at all regular and special meetings of the chapter and the board. With secretary, sign all written contracts of the Chapter as authorized by the Board of Directors. Establish an organizational structure and staff it.

Section 2: **Vice-President:** Duties shall be: In the absence of the President, perform the duties of the President. Provide leadership and direction to the Program, Member Relations, Professional Development and Public Relations Committees.

Section 3: **Secretary:** Duties shall be: With the President, sign all written contracts as authorized by the Board of Directors. Maintain membership records. Provide leadership and direction to the awards chairperson. Perform such other duties as may be designated by the President.

Section 4: **Treasurer:** Duties shall be: Assume responsibility for the funds of the chapter and deposit them in a depository approved by the Board of Directors. Pay all bills that fall within the budget, provided the invoices are approved by the official responsible for the activity. Pay all other bills which are duly approved by the Board of Directors. Keep books of account of receipts and expenditures which will be open at all times for inspection by the Board of Directors. Make such reports as designated by the President.

Section 5: **Board of Directors:** Duties shall be: Be the policy-making body of the chapter and continuously observe the results to ensure that Board policies are being observed. Be responsible for setting immediate goals for the current administrative year and long-range goals for future chapter achievement. Upon request appoint a committee for the annual audit of the books.

The Board of Directors may cause the removal and replacement of a Director for irregular attendance at board meeting or failure to fulfill his/her responsibilities upon a two-thirds vote of the entire board.

## ARTICLE V

### Committees

Section 1: **Standing Committees:** Each standing committee will have one director assigned to assist the chairperson in their activities. Members for each committee should come from different departments to encourage the diversification of ideas and projects.

Section 2: **Special Committees:** All appointments of members of special committees shall be made by the chairperson of that committee unless previously designated by the President.

Section 3: **Program Committee:**

1. Plan, develop and execute all phases of programs for each regular membership meeting in keeping with the professional development theme of the requirements of National Management Association (NMA).
2. Communicate frequently on the progress of program planning with the President or Vice-President in charge.
3. Supervise and instruct necessary subcommittees on the facilities, speaker, reception and entertainment on programs
4. This committee must hold regular meetings.

Section 4: **Member Relations Committee:**

1. Plan, organize and conduct a constant program for enlisting new members and promote interest in and understanding of the chapter and the National Management Association (NMA) to the members.
2. Coordinate the indoctrination of all new members.
3. This committee must hold regular meetings.
4. Encourage members to be active in chapter activities.
5. Keep members informed of upcoming chapter meetings and activities.
6. Coordinate a procedure to call on members prior to monthly meetings to acquire reservations and collect money for upcoming meetings.

Section 5. ***Professional Development Committee:***

1. Determine the professional development needs of the membership and plan a program of management development activities, aside from the general membership meetings.
2. Assist the Program Committee to help plan programs of an educational nature in keeping with the objective of NMA.
3. Regularly consult company executives, training director(s), past officers of the Board and the membership.
4. This committee must hold regular meetings

Section 6. ***Public Relations Committee:***

1. Keep the public informed of the activities of the chapter, and be responsible for internal publicity and publications
2. This committee must hold regular meetings.

Section 7: ***Finance committee:***

1. The Board of Directors shall serve as the Finance Committee with responsibility for approval of the annual budget.
2. All expenditures within budget are subject to approval of the official responsible.
3. Any change or transfer of funds or expenditures over budget must be approved by the Board.

Section 8: ***Awards Committee:***

1. Plan for any NMA or other awards to members or an individual to be honored.
2. Make any arrangements necessary for the presentation of an award. This should be done with the NMA director of the Chapter.
3. Gather and compile information from other committees, complete and submit necessary forms in a timely manner to NMA headquarters.

Section 9: ***Membership Committee:***

1. It is recommended that this committee be made up of the following: The members of the Executive Advisory Committee, the company Human Resources Manager and the Chairperson of the Member Relations Committee.
2. The Membership Committee shall determine the qualifications of any new prospective chapter member and extend in writing to the president a letter of eligibility of such a prospect.
3. Advise an individual in the event he/she no longer meets the eligibility requirements of the chapter.

Section 10: ***New Chapter Promotion Committee:***

1. Encourage representatives from companies in the area to attend regular membership meetings.
2. Meet with representatives of interested companies to discuss the merits of NMA affiliation.
3. Provide liaison between NMA officials and interested companies to assist in forming new chapters.

Section 11: ***American Enterprise / Community Services Committee:***

1. Promote the spirit of American Enterprise by sponsoring events such as Management Week in America, American Enterprise Speech Contest and/or American Enterprise Award.
2. Select a local business annually to receive the Chapter's American Enterprise Award.
3. Promote community involvement through the sponsorship of activities.
4. This committee should meet on a regular basis.

Section 12: ***Executive Advisory Committee:***

1. A committee to advise chapter leaders shall be appointed by the company General Plant Manager.
2. Discuss affairs with chapter leaders at the beginning of the year and approve any company financial support.
3. Review with chapter leaders at year-end which goals were achieved, which were not reached, and discuss future goals

## ARTICLE VI

### Vacancies of Office

Section 1: ***President and Vice-President:***

1. If the President leaves his/her office, the Vice-President will succeed to the office of President for the remainder of the year.
2. If the Vice-President leaves his/her office, the Board of Directors will call for a general membership election to elect a new Vice-President.

Section 2: ***Director, Secretary, Treasurer:***

1. If a vacancy occurs in one of these offices during the year, the Board of Directors shall appoint a qualified member to serve for the balance of the year.

## ARTICLE VII

### Nominating and Election Procedure

Section 1: ***The Nominating committee:*** The President shall appoint a nominating committee, comprised of five (5) voting members. The Vice-President shall serve as an exofficio member of the committee. None of the voting members shall be a Director or Officer of the Chapter or a candidate for office. The names of those serving on the committee shall be announced at a regular membership meeting -- at least two months before election.

Section 2: ***Committee Instructions:*** The newsletter will announce that the Nominating Committee is seeking volunteers that wish to run for positions. The committee shall nominate one (1) candidate for each office and directorship whose terms are expiring. The list of nominees shall be submitted to the membership at the regular meeting during the month prior to the election. Additional nominations may be made from the floor upon recognition from the chair.

Section 3: ***Procedures and Time of Election:*** Election shall be held at the regular April monthly meeting.

**ARTICLE VIII**

**Meetings**

- Section 1: **Membership Meeting:** The regular membership meeting shall be the third Thursday of each month. There shall be a minimum of ten (10) general membership meetings, of which at least seven shall be devoted to professional development. The Board of Directors may change the meeting date for any emergency.
- Section 2: **Installation Meeting:** This meeting shall be held in June. The installation of officers and directors will be held.
- Section 3: **Special Meetings:** May be called for a specific purpose only. No other business may be transacted at this meeting. Special meetings may be called by the president, a majority of the Board of Directors, or two-thirds of the membership. The membership must be given ten (10) days notice before the meetings.
- Section 4: **Board of Directors Meeting:** There will be 12 monthly board meetings.

**ARTICLE IX**

**Amendments**

- Section 1: The bylaws may be amended by two-thirds majority vote of the Board of Directors.
- Section 2: Any proposal for amendments to the bylaws must be presented in writing to the Board of Directors 30 days in advance and made a part of the published agenda for the next meeting.
- Section 3: An annual review of the bylaws may be made by a committee appointed by the president.

**ARTICLE X**

**Convalescent and Bereavement Fund**

- Section 1: When a chapter member is confined to a hospital for more than one day, the Public Relations chairperson may send a card.
- Section 2: In the event of death of a chapter member, the Public Relations chairperson will send a bouquet or spray of flowers.
- Section 3: In the event of death in the immediate family of a member of the chapter, the Public Relations chairperson will send a sympathy card to the member.

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