

ASTD-- South Central Wisconsin Chapter

Chapter Constitution

NOTE: *This Constitution was reviewed and adopted at the first membership meeting of the South Central Wisconsin Chapter on July 17, 1969 in Madison, Wisconsin. It was revised on:*

- March 23, 1976,
- March 22, 1977
- May 28, 1980
- October 3, 1985
- September 11, 1989
- September 20, 1990
- November 22, 1992
- December 30, 1999
- March 5, 2001
- February 1, 2002
- October 15, 2002
- October 22, 2004
- January 18, 2007

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Article I: Name

Section 1: Name of This Organization

The name of this organization shall be the “ASTD-South Central Wisconsin Chapter”. This may be abbreviated as “ASTD-SCWC”.

Section 2: National Organization

The national organization will be referred to as “ASTD”.

Article II: Purpose

The purpose of this organization is to provide opportunities that advance the membership’s growth, competence and effectiveness in the fields of learning and workplace performance. This will be accomplished by pursuing goals and objectives associated with the Chapter’s mission.

Chapter Mission

The mission of ASTD-SCWC is to provide learning and networking opportunities for Workplace Learning & Performance professionals.

The Chapter mission can be delineated into three specific missions:

- **Mission 1—Enhance proficiencies of Chapter members**
 - **Goal 1: Proficiencies:** To help members achieve best practice standards, which include procedures, skills and techniques
 - **Goal 2: Professional Development:** To provide members with a variety of opportunities to enhance their current skills needs and to become proficient in new skills as their needs and interests require
 - **Goal 3: Collaboration:** To encourage members to engage in collaborative activities within and outside the Chapter

- **Mission 2—Provide opportunities that enhance the base of knowledge, skills and values, from which learning and performance professionals can and should draw**
 - **Goal 1: Create Knowledge:** To encourage and support the generation and study of new ideas that can enrich professional practice
 - **Goal 2: Knowledge Dissemination:** To obtain assistance in the identification and dissemination of new ideas useful to members

- **Mission 3—Enhance the stature and image of the professional chapter**
 - **Goal 1: Community Education:** To provide educational opportunities to others as a means of promoting the learning and performance profession in the community

- **Goal 2: Visibility:** To enhance the visibility of the Chapter and the workplace learning and performance profession through communication and service
- **Goal 3: Chapter Development:** To maintain Chapter strength through activities that develop the capabilities of current and future leaders

Article III: Membership

Section 1: Eligibility

Membership in the Chapter shall be open to those who have a professional interest or involvement in workplace learning and performance regardless of race, color, creed, sex, sexual orientation, age, handicap or national origin, or who live or work in the South Central Wisconsin area.

Section 2: Member in Good Standing

A member in good standing shall be:

- One who meets the requirements of membership as specified in Section 1 of this article and
- One whose dues are fully paid for his/her current membership year.

Section 3: Voting Eligibility

Each member in good standing shall have a vote.

Section 4: Becoming a Member

Any person desiring membership shall fill out an application form and submit it with payment of one year's dues to either the Vice President—Membership or his/her appointed representative.

Section 5: Honorary and Life Memberships

The ASTD-SCWC Board of Directors may confer Honorary and/or Life Memberships upon individuals. Honorary memberships are temporary in nature and the length of which is determined by the Board. Honorary members have all the rights of members in good standing except voting.

Life memberships are permanent in nature. Life members have all the rights of members in good standing.

Section 6: National ASTD Membership

All Chapter-only members shall be encouraged to join ASTD.

Article IV: Officers

Section 1: Chapter Officers

The officers of the Chapter shall be:

- | | |
|-------------------|---|
| • President | • Vice President—Professional Development |
| • President-Elect | • Vice President—Membership |

- Past President
- Vice President—Administration
- Vice President—Finance
- Vice President—Marketing
- Vice President—Technology

All officers are required to be members of both ASTD-SCWC and ASTD.

Section 2: Elections

The President and President-Elect are elected annually. The President will automatically become the Past-President the year after his/her Presidential term. The remaining officers will be elected on a rotating schedule every two years. The VPs of Professional Development, Marketing and Membership are elected one year and the VPs of Finance, Administration and Technology are elected the next year. The Officers shall hold office for a specified term or until a successor is able to take office.

Section 3: Succession

No officer shall succeed him/herself for more than two (2) terms in the same office without Board of Director approval.

Section 4: Position Descriptions

Officers are expected to carry out the duties of the office as described in their written position description, which is reviewed annually and revised as needed.

Article V: Board of Directors

Section 1: Members

The Board of Directors shall consist of the officers of the Chapter, including the immediate Past President.

Section 2: Duties

The duties of the Board of Directors shall be as follows:

- Determine the policies of the Chapter within the limits of this Constitution and assure that the purposes of the Chapter are achieved.
- Make provisions for the regular auditing of the Chapter financial records or as deemed necessary for the protection of the fund.
- Fill a vacancy occurring during the term of any officer or director of the Board by appointing another officer or director to serve for the remainder of the term. The President-Elect shall fill a vacancy in the office of the President for the remainder of the term.
 - If the office of President-Elect becomes vacant, the Board of Directors shall call a special election to fill that office.
- Maintain the *Chapter Policies and Procedures Manual* that is reviewed annually and revised as needed.
- Remove any member of the Board who is not fulfilling his/her duties as described in the written position description.

- This removal shall be a 75% majority vote.

Section 3: Meetings

The Board of Directors shall meet at the call of the President or upon written request addressed to the Vice President—Administration by any three (3) members of the Board. A majority of the directors, one of whom shall be the President or President-Elect, shall constitute a quorum.

Article VI: Meetings

Section 1: Frequency

Chapter programs (excluding special events) shall be scheduled regularly.

Section 2: Quorum

Ten (10) percent of the members in good standing shall constitute a quorum for conducting Chapter business, including annual election of officers.

Article VII: Election of Officers

The officers shall be nominated from a slate presented to the membership. Elections shall be conducted by mail or e-mail ballot shortly thereafter, and officers shall assume their respective offices on the first day in January.

Article VIII: Dues

Annual membership dues and fees shall be set by the Board of Directors. Monies are entirely for the use of ASTD-SCWC.

Article IX: Committees

It is recommended that each officer create a committee for his/her area and appoint committee chairs as needed.

Article X: Voting Procedures

Section 1: Amending this Constitution

This Constitution may be amended by a quorum of the membership. Ten (10) percent of the members in good standing shall constitute a quorum for amending this constitution.

Section 2: Proposing Amendments

Proposed amendments must be submitted in writing to the Vice President—Administration of the Chapter. The Vice President—Administration shall immediately provide a copy to current membership.

Section 3: Voting

The vote shall be conducted by ballot.