

# CONSTITUTION OF HAWAII CHAPTER OF THE ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS, INC.

## ARTICLE I

**Name.** The name of this chapter shall be the Association of Records Managers and Administrators - Hawaii Chapter, Inc. ("ARMA - Hawaii Chapter") of the Association of Records Managers and Administrators, Inc. ("ARMA International").

## ARTICLE II

**Territory.** This chapter is assigned the state of Hawaii as its territory from which its members may be drawn. In the event additional chapters of ARMA\_International are required in the state, the territorial limits for such chapter or chapters will be coordinated with the Hawaii Chapter and defined by mutually acceptable boundary statements.

## ARTICLE III

**Purpose.** The purposes of this chapter shall be:

1. To promote and advance the improvement of records and information administration and management and related fields through study, education and research.
2. To advance professional knowledge and techniques by sharing and exchanging experiences and information related to the fields of records and information administration and management.
3. To develop and advance standards of professional competence in the field of records and information administration and management
4. To do anything necessary and proper for the accomplishment of any purposes set forth herein.

This chapter is organized and operated exclusively for the above stated purposes and for other not-for-profit purposes and no part of any income or earnings shall inure to the benefit of any private member.

## ARTICLE IV

**Powers.** In furtherance of the purposes described above, but not in limitation thereof, the chapter shall have the power to collect and disseminate educational information, to conduct studies and research, to engage in various fund raising activities, to conduct promotion activities, including advertising and publicity, in or by any suitable manner or media, to conduct and promote seminars in the field of records and information administration and management and to hold such property as is necessary to accomplish its purposes.

## ARTICLE V

**Membership.** Anyone is eligible to become an active member of this chapter with full voting and other privileges, provided he or she is qualified under such rules as is set forth in the conditions of membership which shall be stated in the Bylaws.

## ARTICLE VI

**Governing Body.** The governing body for the chapter shall be known and referred to as the Board of Directors. It shall consist of the elected officers (President, Vice President, Secretary, Treasurer), four (4) Directors and the Immediate Past President.

The management of the chapter, its affairs, meetings, and property shall be vested in said Board of Directors and upon a simple majority vote of its members, said Board of Directors shall have the power and responsibilities as stated in the Bylaws.

## ARTICLE VII

**Chapter Operations.** The annual dues required for membership in the chapter, the location and time for an annual meeting and special meetings of the chapter, the quorum requirements at a meeting, the election procedure and duties and responsibilities of officers and directors of the chapter, the establishment of committees and appointment of members of the committee, the powers, duties and privileges of the members of the chapter, and other such matters concerning the establishment and operation of the chapter shall be such as specified in the Bylaws of the chapter.

## ARTICLE VIII

**Bylaws.** This chapter shall adopt Bylaws not inconsistent with the Constitution and Bylaws of ARMA International and this Constitution.

The Board of Directors is authorized to make, alter or repeal the Bylaws.

## ARTICLE IX

**Amendments.** Proposals to amend this Constitution may be made by the Board of Directors upon an affirmative simple majority vote or by petition to the Board of Directors of twenty percent (20%) of the regular chapter members in good standing. At the next chapter meeting, each chapter member in good standing will receive a copy of the proposal and an official ballot stating the proposed amendment. Members in good standing not present at the meeting will be mailed the proposal and ballot the day of the chapter meeting. Ballots must be received by the Secretary within thirty (30) days of the ballot date (chapter meeting date). The Secretary shall tabulate the valid votes and certify the results in writing ("certified results") to the Board of Directors within five (5) days.

The Constitution shall be amended by an affirmative vote of two-thirds (2/3) of the valid votes.

Amendments to this Constitution shall be effective as of the date of the “certified results.”

#### ARTICLE X

**Dissolution.** Upon dissolution of this chapter, all of its assets shall be paid over or transferred to one or more exempt organizations of the kind described in Section 170(b)(1)(A) of the Internal Revenue Code of 1954, as amended, and the regulations promulgated thereunder, as both now exist or may hereafter be amended.

Approved by Chapter Members  
March 10, 1995