

UKAPMP

Byelaws of the UK Chapter of the Association of Proposal Management Professionals.

Name:

The Chapter will be known as the 'UKAPMP'

Membership

Member Eligibility

Membership of the UKAPMP consists of persons whose annual subscriptions are paid to the APMP and are affiliated to the UKAPMP chapter. The UKAPMP only benefit from members' subscriptions if they affiliate to the UKAPMP.

In the case of any member's general conduct being perceived as unacceptable the UKAPMP Executive Board of Directors can terminate any affiliated memberships through a majority vote of the Board.

Membership Records

The Membership Director shall record and retain membership records and maintain in accordance with current data protection legislation. Members are personally responsible for ensuring their membership information is kept up to date.

Meetings

General meetings of the membership will be held at regular intervals throughout the year, usually monthly. These meetings will take the form of workshops, seminars, webinars, social events or the Annual conference. Meetings will be notified on the web site and by email bulletins to affiliated members. Where possible a minimum of two weeks notice of any meeting will be given. Member participation may be liable to charges for any event.

Special meetings may be called at any time by a minimum of three members of the Board of Directors, or by a signed petition of at least 10% of the UKAPMP membership. Such meetings will be held within one month of the presentation of the petition to the Board of Directors.

Board of Directors

General Powers

The business and affairs of the UKAPMP will be managed by the Board of Directors.

Number, terms and qualifications.

The Board shall consist of an absolute minimum of three executive board directors – the Chief Executive Officer, Chief Operating Officer and a Finance Officer.

The Board will appoint additional Directors, Committees and sub-committees as appropriate. These will typically include Conference, Events, Membership, Marketing, Partnership, Sponsorship, Public Relations, Communications, Communities of Interest, Chapter Clerk and archivist, Web Master etc.

Terms of Office.

All members have the option of volunteering or being co-opted onto Committee to assist in the running of the UKAPMP. Members will have served on a Committee or workgroup before being eligible for consideration as an Executive Board Director.

Board positions will typically be of 1 to 3 years duration, although will be assessed on an individual basis. The roles of Chief Operating Officer (COO) and Chief Executive Officer (CEO) are in the normal course of events fixed term 12 month positions, running from 01 January to 31 December.

Directors may be voted off the Board by a majority vote of the Executive Board, with the CEO having a casting vote. Alternatively a special meeting may be called by the membership, following the procedure outlined in 'Meetings'.

Board Resignations.

Any Director may resign at any time by giving written notice to the CEO or COO. Such resignations shall take effect with one month's notice. The Board will seek to replace that Director who will fulfil the role until the end of that calendar year, when the next year's Board roles are determined.

Compensation

All individuals who serve on the Board or Committee do so on a voluntary basis. They are not eligible for compensation for performing the main and ancillary duties of their positions. The Board of Executive Directors may, in advance, approve expenses in special circumstances. Proper documentation of expenditures is required for any re-imbusement.

Meeting of Directors

The Board of Directors will meet on a regular basis, usually monthly. These meetings can be in person or by arrangement by telephone or video conference. Any special motions will require a minimum of 60% of the Board present to be passed.

Key Board Roles

The Board must consist of a minimum of the following three positions:

Chief Executive Officer.

- Setting the Vision and Goals
- To provide strategic leadership
- To manage the relationship with the APMP
- To promote the activities and benefits of UKAPMP
- To oversee the activities of the Board
- Reporting to APMP

Chief Operating Officer

- Operations Management
- Co-ordination of committees and sub-committees
- Monitoring the effectiveness of various committees
- Act as ambassador for Organisation
- Promoting the organisation

Chief Financial Officer

- Maintain Financial records for the Chapter in accordance with GAAP principles.
- Prepare monthly financial records
- Review and audit bills and payments
- Report on liabilities and cash flow projections

- Reimburse expenses as required
- Ensure statutory and regulatory compliance
- Supervise accounts preparation

Other Board Positions may be added at the discretion of the CEO, COO and CFO. This will typically include a Marketing and Events Director and a Membership Director.