



media
communications
association
international

**Arizona Chapter 44
BY-LAWS**

**Revised and Approved
March 27, 2001**

BY-LAWS MCA-I ARIZONA CHAPTER 44

ARTICLE 1 Name:

Arizona Chapter 44 of the Media Communications Association International (MCA-I)
(chartered as Chapter 44 of Region X on May 23, 1980).

ARTICLE II Purposes:

- A. To promote the growth, quality and success of film, video and multi-media communications and related businesses in the State of Arizona.
- B. To provide networking opportunities and channels of communication among users, suppliers and distributors of video and visual communications services and equipment.
- C. To provide liaison between visual communicators and others with like interests in allied fields.

ARTICLE III Membership:

- A. Membership in MCA-I will automatically result in assignment to a regional or local chapter of MCA-I. Those joining MCA-I from the State of Arizona will be added to the membership rolls of Chapter 44.
- B. Local membership (Chapter 44) must also apply for membership in the International Television Association through the International Office (I.O.) and be accepted as a member of that organization.
- C. Membership categories include:
 - 1. Student – proof of full-time status
 - 2. Individual
 - 3. Organizational – corporations can assign up to three members
 - 4. Additional – for corporations
 - 5. Retiree
 - 6. Visitor – may attend up to three meetings prior to requiring membership
 - 7. Associate – an individual desiring admission to this category shall have NO rights or responsibilities connected with the International Office.

- a. Associate members may not hold office on a Chapter, Regional or National level and have NO voting privileges.
- b. Associate members shall have rights in the Chapter, including but not limited to: attendance at all local Chapter functions, receipt of Chapter newsletters and other mailings; and participation on committees.
- c. Associate membership shall be contingent on acceptance into the Chapter, with annual dues of ninety dollars payable to Chapter 44 only.
- d. Membership rebates: a percentage of the dues paid to the International Office are rebated to the Chapter to fund the operation of the local Chapter.

ARTICLE IV Offices:

A. The elective officers shall include:

- 1. President
- 2. Vice President
- 3. Membership Director
- 4. Communications Director
- 5. Treasurer

A. The terms of office shall be one year commencing on July 1 of each year. Officers can serve successive terms.

B. If an elective office is vacated during a term, the Chapter Council may elect to:

- 1. Assume the duties of the officer
- 2. Conduct a special election

A. An officer may be removed from office by all of the following:

- 1. Ten percent of the total membership signing a recall petition with the stated reason for the recall, then
- 2. A three-fourths majority vote for removal from the office by the total membership

A. No elected officer may receive compensation for his/her services from the Chapter (except for reimbursement of approved expenses by Chapter Council).

B. Duties of Officers:

1. President

- a. Chief administrative office of the Chapter
- b. Member of the Executive Council of MCA-I International Office
- c. Liaison between Chapter and International Office in Chapter matters
- d. Conducts Chapter Council meetings and regular membership meetings
- e. Conducts official correspondence for the Chapter
- f. Assumes fiscal management of the Chapter (one or two officers empowered to sign check for Chapter expenses)
- g. Serves as advisor to the succeeding administration on Chapter operational and International Office matters
- h. Call Chapter Council meetings

- i. Keep Chapter files
1. Vice President
 - a. Assumes the office of President when the current President's term expires
 - b. Assumes the role of Chapter President in the President's absence
 - c. Call Program Committee meetings
 1. Relates work of the Program Committee to the Chapter Council and the membership
 2. Responsible for structure and planning of membership meetings (through committee)
 3. Responsible for communication of program planning through Newsletter Editor and membership Committee Chair
 - d. Conducts membership meeting in the absence of the President
 - e. Responsible for development of education workshops and seminars (minimum of one per year)
 1. Membership Director
 - a. Responsible for Chapter membership activities:
 1. Chairs Chapter membership committee
 2. Attracts new members through public relations, advertising and other recruitment efforts.
 3. Facilitates new membership applications and mediates problems current members may have with membership fees and services
 4. Greets and registers attendees to Chapter functions, Monitors Chapter growth and communicates it regularly to Chapter Council and membership
 - b. Responsible for Chapter Video Festival/Awards Banquet
 - c. Maintains membership list including names, addresses, places of employment and phone numbers.
 - d. Monitors Hotline
 1. Communications Director
 - a. Ensures the quality, timeliness and effectiveness of all Chapter communications
 - b. Informs members of relevant news, event and issues through Chapter newsletter, meeting notices, telephone trees and other media
 - c. Promotes the Chapter to non-members through press releases, publicity and other media.
 - d. Supervises Chapter elections
 - e. Maintains Chapter By-Laws
 - f. Records minutes of all meetings and distributes copies to Chapter Council
 1. Treasurer
 - a. Maintains financial records for the Chapter, Reports to Chapter Council monthly
 - b. Collects all receivables including newsletter advertising, workshop and meeting registration and International Office dues rebates
 - c. With the approval of the Chapter Council, issues all checks for payment of Chapter expenses (empowered with the President to sign Chapter checks)

- d. Provides final accounting to the International Office as required for tax-exempt status purposes
 - e. Maintains list of paid membership (with Membership Director)
 - f. Holds checkbook and conducts all necessary correspondence with banks
 - g. Provides necessary financial information the President for files
1. Chapter Council Members
 - a. The governing boards of the local MCA-I Chapter shall be the Chapter Council.
 - b. The council shall be comprised of the following:
 1. President – who shall call and conduct the business of the Council on a monthly basis
 2. Vice President
 3. Membership Director
 4. Communications Director
 5. Treasurer
 6. Newsletter Editor
 7. Immediate Past President
 8. Immediate Past Vice President
 9. Immediate Past Communications Director
 10. Immediate Past Treasurer
 - a. Meets on a monthly basis
 - b. Reviews and approves the business of the Chapter

ARTICLE V Non-Elective Offices:

- A. With the approval of the Chapter Council, the President may appoint Chapter members to assist or perform specific tasks. These appointments are on an ad hoc basis and serve at the pleasure of the Chapter council. Generally, those appointments include (but are not limited to):
 1. Newsletter Editor – responsibilities include:
 - a. Writes, publishes and mails monthly newsletter for the Chapter
 - b. Gathers information from President, Membership Director, Communications Director and Treasurer for newsletter
 - c. Gathers articles on technical and production tips from membership for newsletter
 - d. Includes information about next meeting in the newsletter
 - e. Includes names, addresses, phone numbers and email addresses of officers in newsletter
 - f. Includes membership application in newsletter
 - g. Gathers and lays out advertising copy for the newsletter.
 1. Chapter Photographer
 - a. Takes and provides photographs of Chapter activities for newsletter publication
 - b. Provides photographs of Chapter activities for Chapter files

1. Entertainment Chair
Plans, coordinates and arranges all aspects of special social functions, including but not limited to (a) annual Christmas party and (b) year-end party (June)
2. Chair – Ad Hoc Committees
 - a. Plans and coordinates all meetings and consequent reports issued by ad hoc Committees
 - b. Plans and coordinates activities (through committee) as authorized by the Chapter Council

ARTICLE VI Standing Committees:

- A. Program Committee
 1. Chaired by the Vice President
 2. Composed of three additional members appointed by the President and approved by the council for the term of the officers
 3. Schedules, plans and organizes the monthly membership meetings. Generally, plans meetings up to six months in advance.
- A. Membership Committee
 1. Chaired by the Membership Director
 2. Composed of three additional members appointed by the President and approved by the Council for the term of the officers
 3. Encourages new membership
 4. Promotes attendance at the membership meetings through personal contact (phone) with members each month
 5. Arranges for signs directing members to meeting sites
 6. Arranges for refreshments at monthly membership meetings
 7. Meets and welcomes guests at monthly membership meetings
- A. Communications Committee
 1. Chaired by the Communications Director
 2. Composed of three additional members appointed by the President and approved by the Council for the term of the officers
 3. Promotes Chapter activities to internal and external audiences through meeting notices, news releases, newsletters and special event promotions.

ARTICLE VII Ad Hoc Committees:

- A. These are formed by the President and Chapter Council as needed.
- B. Appointments from the membership are made by the President and approved by the Council.

- C. Possible Ad Hoc Committees might include:
 - 1. Workshops and Conference
 - 2. Rules and By-Laws
 - 3. Elections
 - 4. Entertainment
 - 5. Competition and Judging

ARTICLE VIII Membership Meetings

- A. Meetings shall be held for the membership on a monthly basis except for the month of July and December, which shall be reserved as vacation and officer transition month and Christmas Party respectively.
- B. The meetings shall be held in facilities of local producers, vendors, or other professional locations.
- C. The meeting program shall be planned by the Programs committee, chaired by the Vice President.
- D. The structure of the meeting shall include, but is not limited to:
 - 1. Educational component
 - 2. Business component
 - 3. Networking component

ARTICLE IX Chapter Council Meetings:

- A. The President of the Chapter shall call a Chapter Council meeting when necessary, but at least once per month.
- B. The Chapter Council shall consist of:
 - 1. President
 - 2. Vice President
 - 3. Membership Director
 - 4. Communications Director
 - 5. Treasurer
 - 6. Newsletter Editor
 - 7. Immediate Past Officers
- C. The council shall review and approve the business of the Chapter as conducted by the elected officers.
 - A. The Council shall review and approve committee appointments of the President.
 - B. The Council shall initiate long-term planning and guide the direction of the Chapter.

ARTICLE X Newsletter:

- A. The Chapter shall communicate with the membership through the publication of a monthly newsletter.
- B. The newsletter shall be written and produced by the Newsletter Editor. The Newsletter Editor shall be selected by the President and approved by the Chapter Council.
- C. The newsletter shall include, but not be limited to:
 - 1. Educational articles and columns
 - 2. Chapter news
 - 3. Meeting announcements
 - 4. Officers names, addresses, phone numbers and email addresses
 - 5. Advertising
 - a. Display and business card advertising shall be solicited in order to defray expenses of newsletter publication.
 - b. Classified advertising shall be offered free to the user member on a per-space available basis.
 - c. Job availability and position wanted advertising shall be provided to all members on a per-space available basis.
 - d. Sized camera-ready art shall be provided by the advertiser.
- A. The newsletter mailing list shall not be made available to anyone for any purpose except Chapter related business and communications.

ARTICLE XI Election Process:

- A. The term of the elected officer's shall be one year, with the term of office commencing on July 1 of each year.
- B. Elected officers shall include:
 - 1. President
 - 2. Vice President
 - 3. Membership Director
 - 4. Communications Director
 - 5. Treasurer
- A. The President shall appoint a Nominating committee by March 1 of each year. That committee shall meet by March 15 and be chaired by the Membership Director.
 - 1. The committee shall prepare a slate of candidates for each office.
 - 2. There should be at least two nominations for each position.
 - 3. The committee should accept names from interested personnel and contact each nominated party to ascertain a desire or willingness to serve in the position, if elected.
 - 4. Candidate information shall be sent to the Newsletter Editor by April 15.

- A. The nomination for offices shall be presented to the membership for vote by April 30.
 - 1. Ballots shall be sent to all members (including biographic information)
 - 2. Write-in spaces shall be included on each ballot
 - 3. Ballots can be returned by mail or hand delivered to a member of the Nominating Committee

- A. Ballots shall be accepted through May 15 of each year.

- B. Ballots shall be tabulated by the Nominating committee.
 - 1. A return of at least 25% of the membership is required
 - 2. A simple majority is required to be elected to any office
 - 3. The President shall be notified of the results
 - 4. A run-off election will be required in case of a tie in any elective position; the Chapter council will determine the method of the run-off election.

- A. New officers will be introduced to the Membership at the May Meeting.
 - 1. New officers will be notified, upon tabulating of results, by the out-going President
 - 2. All out-going officers will continue on the Chapter Council for one year

ARTICLE XII Records:

- A. The President shall maintain all Chapter records, these shall include, but not be limited to:
 - 1. Financial
 - 2. Historical
 - 3. Correspondence
 - 4. Membership Lists
 - 5. I.O. Reports
 - 6. Newsletters
 - 7. Minutes of Meetings

- A. The Treasurer shall hold and maintain the Chapter checkbook.

- B. The Membership Director shall maintain a membership list.

- C. The Newsletter Editor shall maintain a mailing list, including a guest list of past meetings.

- D. All records shall be passed to the following administration, complete and up-to-date.

ARTICLE XIII By-Law Revision:

- A. Proposed changes in the By-Laws shall be in writing and can be presented by:
 - 1. The President

2. The Chapter Council
 3. Any Chapter member
 4. Suggestions for proposed changes in the By-Laws can be made from the floor of a membership meeting at the appropriate time
- A. Any proposed change shall be referred to the Council for checks on consistency of language, legality and practicality of administration.
 - B. The Council shall bring the proposed change (with Council's recommendations) to a vote of the membership within 60 days; including a formal reading in a membership meeting.
 - C. A majority vote with at least 25% of the membership voting shall be required to institute a change in the By-Laws.

ARTICLE XIV International Office By-Laws

- A. The Arizona Chapter 44 of MCA-I is a chartered chapter of the International Television Association.
- B. As such, the chapter shall abide by the By-Laws of the International Office.
- C. In those cases where, due to change, the local By-Laws are inconsistent with the International Office By-Laws, the International By-Laws shall prevail.
- D. Changes in the local By-Laws, to remain consistent with the I.O. By-Laws, shall not require a vote of the membership, but only timely notification.

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