



## Peninsula Silicon Valley Chapter Bylaws Revised July 2002

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### ARTICLE I - NAME AND PURPOSE

- (1) **NAME.** The name of this organization is the Peninsula Silicon Valley Chapter, hereinafter called the Chapter of the California Society of Certified Public Accountants, hereinafter called CalCPA.
- (2) **PURPOSE.** The purposes of this Chapter are identical with those of CalCPA as expressed in Article I (2) of the bylaws of CalCPA, and as a branch or division of CalCPA shall implement the policies and programs of CalCPA at the local level for the benefit and the welfare of the Chapter members and the profession as a whole.

### ARTICLE II - MEMBERSHIP

- (1) **MEMBERSHIP.** There shall be no membership in the Chapter separate and distinct from membership in CalCPA. The members of the Chapter shall be those members of CalCPA assigned to it.
- (2) **SECONDARY CHAPTER MEMBERS.** Members, for whom the Peninsula Silicon Valley Chapter is their secondary chapter, shall be entitled to serve as a chapter leader only in the capacity of a committee/interest group chair or a discussion group leader.

### ARTICLE III - DUES AND ASSESSMENTS

- (1) **DUES.** The Chapter shall not collect any fees or dues except as provided in the bylaws of CalCPA.
- (2) **FISCAL YEAR.** The fiscal year of the Chapter shall begin on May 1 and shall end on April 30 of the succeeding calendar year. The standard operating year shall begin on June 1 and shall end on May 31 of the succeeding calendar year.
- (3) **ASSESSMENTS.** The Board of Directors of the Chapter shall have the right to propose assessments, provided such action shall not be taken unless notice thereof shall have been incorporated in the notice for the meeting at which the assessment is proposed. If such proposal is approved by the majority of Directors present, the Chapter President shall call a meeting of the chapter and the secretary shall thereupon send a notice to the chapter setting forth the proposed action of the Board of Directors. Alternatively, the Board of Directors may conduct a ballot by mail of the entire membership of the Chapter, under rules established by the Board of Directors. The Board of Directors shall then be governed by the majority of votes received, and if carried, such assessments shall be levied and collected by the Chapter. Only those members who would be subject to assessment by CalCPA shall be subject to assessment by the Chapter.
- (4) **GIFTS.** The Chapter may also receive voluntary contributions for local projects including, but not limited to, scholarship funds, endowment funds, sponsorships, and drawings.

### ARTICLE IV – CalCPA

- (1) **CalCPA BYLAWS.** The Chapter shall be self-governing, but no Chapter may have or adopt bylaws which are in conflict with the Bylaws of CalCPA. Chapter bylaws and any amendments thereto or changes therein shall not be effective unless and until ratified by the CalCPA Council. Any bylaws of the Chapter inconsistent with CalCPA Bylaws shall be declared void by the CalCPA Council.
- (2) **CHAPTER REPRESENTATION ON CalCPA COUNCIL.** As specified in CalCPA Bylaws Article VI, Section (a), Subsections (1) and (2), the Chapter shall be entitled to two CalCPA Council

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representatives, elected for one-year terms; the Chapter shall be entitled to one additional CalCPA Council member for every full 1000 members.

- (3) The determination of the number of members in the Chapter shall be made as of April 30 of the year immediately preceding the year of election.
- (4) Chapter Representatives to Council shall be elected concurrently with Chapter Officers and Directors as specified in Article XI, Section (6) of these bylaws.

### ARTICLE V - MEETINGS OF THE CHAPTER

- (1) **ANNUAL BUSINESS MEETING.** The Chapter may choose to hold an annual business meeting of the Chapter Members within one hundred and twenty (120) days after the beginning of the calendar year on such day and such place as the Board of Directors shall designate. This meeting shall be for the purpose of the election of officers and directors for the next operating year.
- (2) **INSTALLATION OF OFFICERS.** Chapters may choose to hold a meeting for the purpose of installing officers and directors.
- (3) **SPECIAL MEETINGS.** Special meetings may be called at any time by the President or by a majority of the Directors or shall be called by the Secretary upon the written request of not less than twenty (20) of the Chapter members entitled to vote, to be held at such place as the Board of Directors shall designate. Any such special meeting shall be held at a time fixed by the Board of Directors but not less than 15 days nor more than 45 days after receipt of the request for the meeting. At such special meeting no business shall be transacted except that specified in the call thereof.
- (4) **QUORUM.** At any business meeting of the Chapter, the presence of fifteen (15) members represented in person, or by proxy, shall constitute a quorum. If that number is not present within thirty (30) minutes after the time appointed for such a business, such meeting shall be considered adjourned.
- (5) **ADJOURNMENT.** The affirmative vote of a majority of the members present may adjourn the meeting to be reconvened at a specified date, and the secretary is required to send to all members of the Chapter notice of such adjournment and said new meeting date.
- (6) **NOTICES OF MEETINGS.** Written notice of all meetings of the Chapter shall be sent to every member of the Chapter at the member's registered address not less than 10 nor more than 90 days before the date of the meeting. The notice shall state the matters to be voted upon at the meeting. The Chapter shall determine how the notice is to be given to the members, consistent with applicable legal requirements.
- (7) **RECORD DATE.** The Chapter shall determine the record date for the purpose of determining the members entitled to notice of and to vote at a meeting, as provided by law.
- (8) **VOTING.** A vote shall be taken on each motion or resolution at each meeting, and an affirmative majority of the votes cast in person or by proxy shall be sufficient for the adoption of any motion or resolution, provided there is a quorum present, except as otherwise provided in these bylaws. The members present at any meeting, or the Chapter Board of Directors, may direct that a motion or resolution be submitted by mail, or by such other method as may be established by the Chapter Board in conformity with applicable law, to each member entitled to vote thereon and that such vote thereon be taken in lieu of a vote at a meeting of the Chapter as provided in Section (11) of this Article V – Action Without Meeting.

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- (9) **SUSPENDED MEMBERS.** A CPA member suspended for any cause shall not be qualified to vote on any matter of the Chapter.
- (10) **PROXIES.** All members of the Chapter in good standing shall be entitled to vote by proxy at any Chapter meeting, but no member may vote more than four such proxies. All proxies must be in writing and signed by the member and must state the name of the member to whom the proxy is given.
- (11) **ACTION WITHOUT MEETING.** In addition to the procedures set forth in Section (8) – Voting of this Article V, any action which may be taken at the Annual Business Meeting or at a special meeting of the Chapter members may be taken without a meeting if the Chapter Board of Directors distributes a written ballot to every Chapter CPA member entitled to vote on the matter, in accordance with applicable law. Approval by written ballot pursuant to this Section V shall be valid only when the number of votes cast by ballot within 30 days of submission of the ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

### ARTICLE VI - BOARD OF DIRECTORS

- (1) **REPRESENTATION ON BOARD OF DIRECTORS.** The governing body of the Chapter shall be a Board of Directors consisting of the officers and 8 elected directors and the immediate past president of this chapter.
- (2) **TERM OF OFFICE.** The eight directors serve two-year terms. Four directors shall be elected annually for a term of two (2) years, or until their successors are elected. Directors shall take office on June 1 of the year they are elected.
- (3) **VACANCIES.** If a vacancy occurs among the directors during the year by reason of death, resignation, or otherwise, the Board shall appoint a member of the Chapter to fill the vacancy for the un-expired term of office.
- (4) **REMOVAL FROM OFFICE.** Any director may be removed by a majority vote of the members of the Chapter present in person, at a meeting at which a quorum is present, provided such action shall not be taken unless notice thereof shall have been incorporated in the notice for the meeting.
- (5) **RESPONSIBILITIES.** The Board of Directors shall have general charge of and control of the affairs, funds and property of the Chapter and shall carry out the purposes of the chapter in accordance with these bylaws; but the Board shall not alter, or amend, or rescind any resolution or notice duly adopted at a business meeting of the Chapter.
- (6) **CONDUCT OF MEETINGS.** The Board of Directors shall adopt rules and procedures for the conduct of its meetings and the transaction of its business, including provisions for voting by written ballot.
  - a) **Minutes.** The Board shall keep a record of its proceedings and such record shall be available for inspection by any member of the Chapter at all reasonable times after it is compiled. The Secretary of the Chapter shall timely distribute copies of the minutes of each Chapter Board Meeting to the Chapter Board of Directors.
  - b) **Quorum.** A majority of the members of the Chapter Board of Directors shall constitute a quorum for the transaction of the business of the Chapter.

### ARTICLE VII - OFFICERS

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- (1) **OFFICERS.** The officers of the Chapter shall be a president, vice president, secretary, treasurer, and Immediate Past Chapter President, all of whom shall be members of the Chapter. The vice president shall also be considered to be "president elect" for the following year.
- (2) **ELECTION.** The officers shall be elected at the annual business meeting of Chapter members, or as specified in Article V, Section (11) – Action Without Meeting, in each year, concurrently with the election of directors, and shall hold office from June 1 until May 31, or until election and qualification of their respective successors.
- (3) **VACANCY.** If a vacancy occurs in an office by reason of death, resignation, or otherwise, the Board shall appoint a member of the Board of Directors to fill the vacancy for the remainder of the term .
- (4) **DUTIES OF PRESIDENT.** In addition to the duties and prerogatives prescribed elsewhere in these bylaws, the president shall preside at all meetings of the Chapter and of the Board of Directors; shall enforce the bylaws of the Chapter; may conduct such correspondence as the President and the Board of Directors may consider to be in the best interests of the chapter; and shall perform all executive and other duties ordinarily appertaining to the office of President.
- (5) **ABSENCE OF THE PRESIDENT.** In the event of the absence, disability or refusal of the President to act, the following order of succession shall apply: Vice President, Secretary and Treasurer. In the further event of the absence, disability or refusal of all of these officers to preside, one of the members of the Board of Directors shall be selected to preside by the board members.
- (6) **DUTIES OF SECRETARY.** The secretary shall give notice of all business meetings of the chapter and of the Board of Directors; shall cause a record of the proceedings at all such meetings to be made and of all matters of which a record shall be ordered.
- (7) **DUTIES OF THE TREASURER.** The Treasurer shall oversee the financial activities of the chapter and shall cause a report in writing to be presented at each regular meeting of the Board of Directors. All accounts shall be subject to inspection by any member of the Board of Directors.

### ARTICLE VIII - BUDGET

- (1) **ANNUAL BUDGET.** The Chapter shall each year, during the fall, select a Budget Committee and prepare a budget for the following year, showing all amounts to be appropriated for the purposes of the Chapter for review by the Chapter Board of Directors and submission by December 1 to CalCPA's Finance Committee. Upon approval by CalCPA's Finance Committee and the CalCPA Council , the budget will be submitted to the Chapter Board of Directors for adoption.
- (2) **ADJUSTMENTS AND UNEXPENDED APPROPRIATIONS.** The President and Treasurer may adjust line items within the budget during the year, subject to approval and adoption by the Chapter Board of Directors. Unexpended appropriations shall lapse at the end of each fiscal year and shall not be carried forward.

### ARTICLE IX – COMMITTEES/INTEREST GROUPS

- (1) **COMMITTEES/INTERESTGROUPS.** The Board of Directors, or the President, at the request of the members of the Chapter, may designate committees/InterestGroups deemed desirable to carry out the purposes of the Chapter. The President may specify the number of members to compose each such committee/Interest Group and the duties thereof. The

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purpose and duties of such committees/Interest Groups shall be consistent with CalCPA policies.

- (2) **APPOINTMENTS BY PRESIDENT.** The President shall annually designate the personnel of every committee/Interest Group, and at the time of appointment of a committee shall designate the chairperson of the committee/Interest group. The President of the Chapter shall be a member "ex-officio" of every committee/Interest group except the nominating committee.
- (3) **REMOVALS BY PRESIDENT.** The President shall have the power to remove the chairperson and any member of each and every committee/Interest group except the nominating committee.

### ARTICLE X - NOMINATIONS

- (1) **COMMITTEE (Composition).** The committee on nominations shall consist of no less than three (3) members appointed each year by the President, designating one of them as chairperson, and approved by the Board of Directors. No officer or director of the chapter shall be eligible to serve on the committee on nominations except for the immediate past president. No member of the Chapter shall be eligible to serve consecutively for more than two years on the committee on nominations, unless approved by the Board. No member of the nominating committee shall be eligible to vote for their own nomination as an officer or director.
- (2) **COMMITTEE REPORT.** The duties of the committee shall be to nominate officers, directors and CalCPA Council representatives by an affirmative vote of at least two-thirds of the committee members. The report of the committee shall be approved in writing by at least two-thirds of the entire committee membership and shall be filed with the Secretary of the Chapter not later than the 15<sup>th</sup> of December in each year.
- (3) **NOTICE BY MAIL.** Nominations for officers and directors made by the committee and filed with the Secretary shall be provided to the members of the Chapter, under rules established by the Chapter Board, but not later than the 15<sup>th</sup> day of February in each year.
- (4) **NOMINATIONS BY MEMBERS.** Fifteen (15) members or more may nominate a candidate for chapter Board officer or director. Such nominations must be filed with the Secretary of the Chapter not later than the 15th day of January in each year.
- (5) **ELECTIONS.** Officers, directors and CalCPA Council representatives shall be elected at the annual business meeting held within one hundred and twenty (120) days after the beginning of the calendar year (Refer to Article V, Section (1). Alternatively, if established by the Chapter Board, elections may also take place by written ballot or such other method established by the Chapter Board as set forth in Article V, Section (8) of these bylaws.
- (6) **CONSENT.** The consent of nominees proposed by the committee on nominations or by other members, as herein provided, shall be obtained before forwarding such nominations to the Secretary.

### ARTICLE XI - AMENDMENTS

- (1) **PROPOSED AMENDMENTS, VOTING ON AMENDMENTS, MAIL BALLOTS.** These bylaws shall be amended by the same procedures as are provided for amendment of the bylaws of the CalCPA in Article XII.

### ARTICLE XII - MISCELLANEOUS

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- (1) **PARLIAMENTARY PROCEDURE.** The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the chapter may adopt.