

## MEMORANDUM OF UNDERSTANDING

### **Amendment-Revisions to EAA Chapter One Bylaws:**

#### **Revision:**

#### **ARTICLE XI – FINANCIAL REPORTS AND AUDITS**

*Prior #1. 501(c)(3) Status: The Chapter shall apply for and maintain 501(c)(3) status.  
(Removed due to Board of Director decision at October 8, 2006 Board Meeting)*

1. **Financial Reports:** The Treasurer shall prepare financial reports accurately presenting the financial status and operations of the Chapter.
2. **Inspections:** All executed checks or copies must be made available to all members for inspection at the normal Chapter meeting location when requested.
3. **Financial Audits:** The Board of Directors, under the direction of the President, shall arrange annually to have either an outside auditor or an internal audit of all financial records and practices of the Chapter. Further, the Board of Directors shall make available for membership review a copy of the written report of the audit at the Chapter meeting place.

#### **ARTICLE IX – ELECTIONS**

#### **Amendment:**

#### **2. Elections:**

- New:*
- a. **Staggered Terms:** In order to provide continuity in Chapter Leadership, terms of office shall be staggered. In even-numbered years, the President, Secretary and two Directors shall be nominated and elected. In odd numbered years, the Vice President, Treasurer, and three Directors shall be nominated and elected.
  - b. **Ballots:** Ballots shall contain the nominees obtained from the nominating Committee canvassing and open floor nominations only. Appropriate blank spaces shall be provided for write-in votes for each Office or Board position. Nominees shall be listed in alphabetical order by candidate's last name and grouped according to Office or Board position. The font and type size used on the ballots should not show prejudice for one candidate above another. Ballot shall be printed on one side only. If it should require more than one page, it must be clearly noted that additional offices and candidates are on other pages. Each ballot should contain a space for the Voter's EAA membership number. Ballots shall be identified by number only, not by name. No ballot shall be considered valid without an EAA number.
  - c. **Confirmation of Membership List:** At or around August 15th, a current Chapter membership list shall be printed and mailed, faxed or emailed to EAA for verification of current membership standings. Only the members of good standing on the EAA approved list will be eligible to vote.
  - d. **Mailing of Ballots:** All ballots shall be postmarked to the eligible voting membership no later than October 1st. All executed ballots must be postmarked no later than October 21<sup>st</sup>. Ballots shall be considered valid only if mailed to the legal Chapter Post Office Box. This will ensure the security of the election. All ballots shall remained sealed, to be opened only by the appointed Election Committee on the official date and at the official time of the counting of the ballots.

## Amendment/Revision

### Cont'd

- Revised* e. **Election Committee:** At least seven (7) members appointed by the Board of Directors shall make up the Election Committee. The election Committee must not include members of the Nominating Committee or candidates for office. They shall conduct the count of the ballots at the November Board of Directors meeting, which shall be held at the official Chapter meeting place. This count shall occur at least one day prior to the November Chapter membership meeting. All ballots shall be counted and confirmed openly by the Election Committee and the results of the election shall be announced to the members present at the Board of Directors meeting and at the following Chapter membership meeting.
- f. **Member Monitoring of Elections:** Any member may monitor, but not interfere, with the Election Committee as they count.
- g. **Declaration of Winners:** An Officer or Director shall be declared a winner by a simple majority of the received ballots.
- h. **Assuming Responsibilities:** All newly elected Officers and Directors shall assume their responsibilities at the end of the December Chapter membership meeting.
- New* i. **Definition of a Term:** Each Officer and Director shall serve a term of two (2) years. In order to transition to the staggered terms provided in subparagraph a. above, the Vice President and Treasurer and three (3) Directors whose names are first in alphabetical order shall be nominated and elected in 2007.
- j. **Recall Election:** Chapter members may submit a petition to recall any or all chapter Officers or Directors from their elected or appointed positions in accordance with these Bylaws. The petition must be endorsed by a quorum of eligible Chapter members (reference Article VI, paragraph 3). If the Chapter officers fail to complete such petitioned election within sixty (60) days of the date the petition is presented at a regular Chapter meeting, the members may form an ad hoc committee of ten eligible members to conduct the election to resolve the issue presented in the petition. The results of this election shall then be recognized as office and binding.
- k. **Special Election:** If a vacancy(ies) occurs in an Office or Director's position(s) at least eight (8) months prior to the completion of the normal term, a Special Election may be held in accordance with these Bylaws (reference Article VII, paragraphs 1-3). If a Special Election is held, it must occur within sixty (60) days of the date that the Board of Directors was unable to appoint a successor. All members are to be notified in writing or by publishing notice in the chapter newsletter at least thirty (30) days prior to the election so they may declare nominations. The results of this election shall then be recognized as official and binding.