



ARMA
NNJ

NEW MEMBER GUIDE



Dear New Member,

On behalf of the Board of Directors of the ARMA NNJ Chapter, I would like to welcome you to our Chapter. ARMA NNJ members come from a wide range of industries including state government, utilities, insurance, accounting, education, and engineering to name a few. Our program year runs from September through June with events generally held the third Wednesday of the month. Thanks to our proximity to NY and CT we are able to collaborate with the Metro NYC and CT chapters to provide you with additional educational programming and networking opportunities throughout the year that include some of the hottest topics around information governance and related areas. Schedules may vary due to speaker schedules so be sure to check the Event Calendar on our website and look for updates by email.

As a new member you'll have the opportunity to take advantage of our Mentor Program which is described in the Orientation Package provided here. Someone from the Leadership Team will in touch with you shortly to see if you are interested in participating. The orientation package also includes:

- ✓ Leadership Team – contact information and biographies – feel free to contact any member of the team with questions, suggestions or otherwise
- ✓ Current Year Calendar of Events
- ✓ Chapter By-Laws;
- ✓ Chapter Mentor Program; Volunteer Opportunities and much, much more

If you not yet done so, I urge you to check out our website at www.armannj.org where you'll find information on upcoming events, be able to view presentations from previous programs, locate archives of the Chapter's newsletter and take advantage of our extensive information governance library.

Looking for an excellent way to get to know others in the chapter and we are always happy to get new input. Join a committee – there is a description of each committee in the Orientation Package. No time commitment is too small. If you are interested in participating just let any of the Leadership team know.

If you have any questions or need assistance with anything, please feel free to contact me or any member if the ARMA NNJ.

We look forward to seeing you at our program meetings, seminar events and other fun and interesting activities sponsored by the Chapter throughout the year.

With regards,

Jacki Cheslow

President, ARMA NNJ

WHO WE ARE

ARMA Northern New Jersey (ARMA NNJ) is a chapter of ARMA International a not-for-profit professional association and the authority on governing information as a strategic asset. The ARMA NNJ Chapter supports the "Vision and Mission" of ARMA International while ensuring its local members are provided with training and education that meets current day industry requirements.

ARMA International was established in 1955 and the Northern New Jersey Chapter followed shortly thereafter. From its inception, ARMA NNJ has established broad goals that enable the chapter to remain firmly rooted in its values while adapting to the future outlook of information and technology.

ARMA NNJ has a rich history that continues to shape its future. In 2010, we celebrated our 50th anniversary and the ARMA Northern New Jersey Chapter continues to facilitate dynamic training, education and support of its members and their careers.

2014/2015 CHAPTER MEETING DATES

- September 23
- October 15
- November 19
- January 21
- February 18
- March 25
- April 15
- May 13
- June 17

As topics, speakers and locations are finalized we'll be updating the website. But until then please put these dates on your calendar so you can join us.

MEET THE ARMA NNJ 2014/2015 LEADERSHIP TEAM



**Jacki Cheslow, CRM, CCEP, CCEP-I
President**

president@armannj.org
973.496.5157 Office

Jacki is the Director of the Avis Budget Group Global Records & Information Management and Business Ethics and Compliance programs. She has more than 20 years' experience in record and information governance, global compliance, and risk management. Jacki holds a B.S. in Management - Business Assurance & Security, is a Certified Record Manager and Certified Compliance & Ethics Professional both in the US and internationally. Jacki has previously served as Executive VP and VP of Professional Development for the ARMA NNJ Chapter as well as the Board of several local non-profit organizations.



**Seth Beim
Executive VP**

vicepres@armannj.org
908-253-1704

Seth Beim works with the Corporate Records and Information Management department at MetLife. He and his team are responsible for the global records management program. He handles program development, policy analysis and implementation and works with business areas to ensure records are being appropriately handled. He has over 10 years of experience working with records and information governance at Oce Business Services for Chubb, Alcatel Lucent, Iron Mountain and Honeywell. Seth has been a part of the NNJ chapter board since 2010 serving our members as Director, Treasurer and Web Administrator. He earned his BA in Mass Communications from York College of Pennsylvania.



**Ian Moran
VP, Membership**

membership@armannj.org

Bio pending...

MEET THE ARMA NNJ 2014/2015 LEADERSHIP TEAM



BJ Johnson
VP, Sponsor Relations
marketing@armannj.org
973-703-5208 Mobile

BJ has been with Archive Systems for over 13 years and has managed groups including record center operations, document conversion and customer care. He is currently the VP of Solutions and spends most of his time these days working with the Sales team as a subject matter expert and providing guidance to clients on how to improve their information governance program and business processes.



Mary Hamm, CRM, ERMP
VP, Sponsor Relations
marketing@armannj.org
973-549-7274

Mary Hamm, CRM, ERMP is the National Records Manager for Drinker Biddle & Reath LLP, a 650- lawyer, multi-practice law firm with 11 offices in the U.S. With more than a decade of experience in the field, Mary is responsible for firm-wide records management including office relocations, lateral practice group integrations and offsite storage transitions and a major contributor to the development of the firm's physical and electronic Records Management Policies and Procedures. When not traveling, Mary's base of operations is the firm's Florham Park, NJ office.



Michael Landau
VP, Professional Development
events@armannj.org
973-856-2313

Michael Landau serves as a trusted advisor to Law Firms, Corporations and government agencies in preparing for litigation while minimizing risk exposure and costs related to e-Discovery and document review. In addition Michael is completing his second two year term as the VP/Treasurer of ARMA Metro NY Chapter. He is a frequent speaker on ECM, Legal Hold, Predictive Coding and other eDiscovery subjects. In addition he serves on the National ESI & discovery committee for Claims & Litigation Management (CLM).

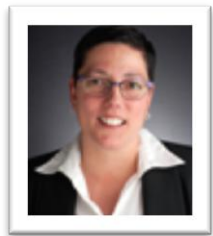
MEET THE ARMA NNJ 2014/2015 LEADERSHIP TEAM



Carl Schriefer
Treasurer

treasurer@armannj.org
201-798-7100 X311

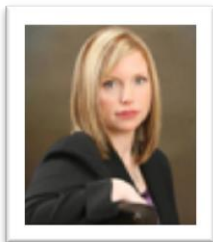
In his current role, Carl is the Director of Account Management for GRM Information Management Services. Since joining the company in 2008, he has assisted GRM's clients with complex RIM issues including risk mitigation, inventory and cost control as well as retention, corporate governance and compliance. In addition to his position at ARMA NNJ, he currently serves as a Membership Committee Chairperson for the NYC Metro ARMA chapter. He holds a BA from the William Paterson University in Wayne, NJ and is actively pursuing his CRM certification.



Anne Marie Phillips
Secretary

secretary@armannj.org
609-258-3213

Anne Marie is currently the University Records Manager at Princeton University. She is tasked with establishing a formal records management program for the University and works closely with executive, academic, and administrative departments in achieving this goal. Prior to her current position, Anne Marie was the Assistant University Archivist at Yale University. Anne Marie previously held records management and archives positions at Babson College, The Free Library of Philadelphia and Philadelphia Department of Records, and at the Central Administration of the State University of New York. Anne Marie has a BA from Wellesley College and an MLS from the State University of New York at Albany and is actively pursuing her CRM certification.

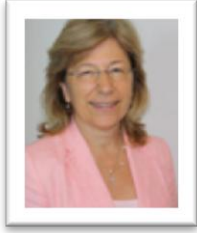


Liz Steinberg, CA
Director

director2@armannj.org
973-948-1004

Liz Steinberg, CA, is the Records Manager for Selective Insurance Company of America. Liz is responsible for the operation of Selective's records management program and is based at the company's headquarters in Branchville, NJ. Liz has over 10 years' experience as an archives and records professional. Prior to her work at Selective, Liz was the Archives & Records Manager for the Doris Duke Charitable Foundation and as Archivist at American International Group, Inc., in New York. Liz holds a BA in History from Binghamton University, an MA in History from New York University, and a Certificate in Archival Management and Historical Editing from New York University. She became a Certified Archivist by the Academy of Certified Archivists in 2001 and is currently pursuing her CRM designation. Liz's has previously served as VP membership for the ARMA NNJ chapter.

MEET THE ARMA NNJ 2014/2015 LEADERSHIP TEAM



Lucy Rieger, MLIS, CRM
Director & CRM Liaison
director1@armannj.org
201-288-5883

Lucy Rieger, MLIS, CRM has been an information professional for over 30 years. She is a principal of Records Update, a women-owned WBE certified company, which provides records management consulting and support services to corporations, law firms, accounting firms, universities, government agencies, and not-for-profit organizations. Lucy served as the President of the New Jersey Law Librarians Association and she was a speaker at a national conference for the American Association of Law Librarians. She has also written articles for professional journals and newspapers such as Spectrum and the New Jersey Law Journal. Lucy served as VP of Membership for the ARMA NNJ board last year.



Emily Gross
Director & Newsletter Editor
newsletter@armannj.org
908-903-2097

Emily first joined Chubb in 2010 as an intern in Records Management in General Counsel. Seeking a full-time position, she joined NBC and worked as a data analyst for consumer insights and research for two years. An opportunity arose to rejoin Chubb in August of 2012 where she is responsible for Chubb's corporate records management program, overseeing management of the company's information assets at the home office in Warren, NJ, across branch offices in all 50 states, and internationally. Emily holds a Master of Library Science from Rutgers University's School of Communication and Information and is actively pursuing his CRM certification.

Immediate Past President



Ilana, CRM

pastpres@armannj.org
201-573-2777

Ilana Lutman, brings more than 20 years of expertise as an information professional in government, corporate, industrial and nonprofit sectors. She joined Mercedes Benz USA in April, 2014 where she currently serves as information governance specialist. Previously, Ilana was as a project archivist at the College of Staten Island and Roselle Public Library. In her native Australia, Ilana worked as an archivist in state and local government. She holds a Masters in Library and Information Science from Rutgers University, a BA Honors in History and a graduate diploma in Information Management and Archives Administration from the University of New South Wales, Sydney, Australia. Ilana's previous roles in the ARMA NNJ chapter include secretary and vice-president of educational programs.

MEET THE ARMA NNJ 2014/2015 LEADERSHIP TEAM

Chapter Historian & Librarian



Tony Abbate

librarian@armannj.org
973-455-5438

Tony's current career with Honeywell International began with positions in the Employee Services Organization as a pension, plan dispute and claims, analyst. Currently he serves as the Records Manager with responsibility for RIM site administration and RIM partner supplier relationships. Tony has been a member of ARMA International since August 2007 and as a member of the ARMA NNJ Chapter since August 2008 when appointed as Secretary / Historian of the Chapter. His goal is to firmly anchor the governance of our Chapter and to use our history as a positive catalyst to enable us to re-vitalize our Chapter to achieve our goals and objectives with a focus on membership engagement, education and development.

Technology Liaison



Amir Gilani

webadmin@armannj.org
732.597.6747 Mobile

Amir H. Gilani is the Operations and Business Development Manager for BELFOR Property Restoration's Northern NJ location. BELFOR Property Restoration is the worldwide leader in disaster recovery providing a single source solution for document restoration, vital records recovery, property restoration, environmental services, mold remediation and electronics restoration. With over 100 locations in North America, BELFOR is able to address any size loss. BELFOR - restoring more than just property.

Chapter Mentor Program

The role of the ARMA NNJ Chapter Mentorship Program is to identify and pair mentors and mentees based on availability and interest to further the professional development of mentees.

Mentoring is about one person helping another to achieve something. More specifically, something that is important to them. It is about giving help and support in a non-threatening way, in a manner that the recipient will appreciate and value and that will empower them to move forward with confidence towards what they want to achieve. Mentoring is also concerned with creating an informal environment in which one person can feel encouraged to discuss their needs and circumstances openly and in confidence with another person who is in a position to be of positive help to them.

The Mentor will contact you shortly to welcome you to the Chapter, to introduce themselves and the Mentor Program. The Mentor Program is not mandatory you have the option of opting out. However, this is a great opportunity to learn more about us, get valuable advice and guidance and make friends within the Chapter.

If you agree to participate, you'll work with your Mentor to outline how the relationship will work, how often you'll meet and how long you anticipate staying in the mentor program. Most Mentor/Mentee relationships run about 90 days but many develop into strong friendships.

Should be or become unemployed the Mentor Program will also assist with providing you information on employment opportunities currently posted on our chapter website or other channels which may be available; and introducing you to other chapter members may be able to assist them with their professional goals. CONTACT: director1@armannj.org

Volunteer Opportunities

ARMA NNJ Board of Directors

The Board of Directors is the governing body for the Chapter. It is comprised of the President, Executive Vice President, Immediate Past President, Secretary, Vice President of Professional Development, Vice President of Sponsor Relations, Treasurer and Vice President of Membership. By getting involved you have an opportunity to

- ✓ Enhance Your Leadership Development & Experience;
- ✓ Provide input and direction on ARMA NNJ Educational Programming;
- ✓ Advance Information Governance principles and practices,
- ✓ Provide support, networking and development to your colleagues in the Information Governance field

Standing Committees

The Chapter maintains a number of “standing” committees and participation is open to everyone. If you’re interested in getting your toe wet – that is just getting a little involved – a committee volunteer is the way to go. If you’re interested in participating on any of the committees listed below please let us know.

Awards Committee

The Awards Committee is led by the Immediate Past President and is responsible for promoting participation in chapter activities and recognizing members and leaders in the Chapter for achievement and contributions to the information governance profession and to our Chapter.

Membership Committee

The committee is led by the VP Membership and is responsible for promoting growth of the chapter and the Association by adding and retaining membership within the chapter and the Association. Volunteer to be a contact or mentor for a new member; reach out to prospective members, work the registration table at chapter events, etc.

Nominating Committee

The Nominating Committee identifies and solicits volunteers to fill any elective office that will be open in the coming year and is chaired by the Immediate Past President. This committee begins working in March and needs to have a slate of candidates prepared by distribution to the membership in May for voting and approval. It’s The committee may secure advice from any source it desires, but the slate is determined by the committee.

Program Committee

Ever attended an ARMA or other association event and thought I’ve got a great idea for a speaker or topic. Or received an invite to an event and thought why did they pick that location? If so, this is the opportunity for you. Even if your time is limited; participation is welcome at all levels. Only available to assist with one event – that’s okay. Volunteer to develop and run an entire event or offer your time to assist with anyone of the following:

- ✓ Selecting speaker/topic
- ✓ Identifying venue
- ✓ Coordinating with other chapters or associations
- ✓ Determining format – breakfast/dinner meeting
- ✓ Picking the menu and the caterer
- ✓ Designing invitation
- ✓ Tracking RSVPs
- ✓ Working the registration desk at event

Special Projects and Events Committee

This committee is responsible for organizing and overseeing chapter and outreach Special Events, including the annual networking event, end of year celebration; community outreach project and such other projects as will be determined by the Board. The Immediate Past President of the Chapter will serve as the Committee advisor. Volunteer to develop and run an entire event or offer your time to assist with anyone of the following:

- ✓ Identifying venue
- ✓ Arrange food, beverages, entertainment or other programming
- ✓ Designing invitation
- ✓ Tracking RSVPs
- ✓ EMCEE the event

Sponsor Relations Committee

Help identify potential sponsors for events and programming; help ensure that the Chapter is fulfilling its commitment to our sponsors. Contact: Mary Hamm - marketing@nnj.org

Student/Education Promotion Committee

Information Governance and other information-related students are the future of our industry. It is critically important that we reach out to them and make them aware of the benefits of an ARMA membership as well as the benefit of local chapter participation. In addition, to student outreach, this committee will work with local educators to identify opportunities for ARMA NNJ to assist students in the information governance field with scholarships.

Technology Committee

Addicted to social media? Have we got a job for you! Help develop social media strategies for the Chapter. Contribute to blogs and web pages. Keep the Board informed of new communications tools. Contact: Seth Beim – vp@armannj.org

Leadership Development at Region Conference

Each region hosts a leadership conference during the months of May through August to provide chapter leaders with resources they need to be strengthen their leadership skills. Representatives from each Chapter contribute to the planning and organizing of the events to ensure an agenda that meets the need of the current leadership teams.

The Leadership conference is open to all ARMA Members who are interested in learning more about ARMA International, and who are exploring a desire to be involved in leadership positions within their local Chapter. The Leadership sessions are focused on Chapter business and skill development to nurture future ARMA leaders.

The Conference agenda is full of informative, engaging and entertaining activities including social events, leadership training from ARMA International and a representative from international with highlights of recent developments and a peek into what's ahead.

There are also plenty of opportunities to network with colleagues during the conference. The ARMA NNJ Chapter encourages your participation and, in fact, there is assistance available from the chapter if you're interested in attending. The assistance is limited and will be awarded on a first come first served basis so please reach out to president@armannj.org at your earliest convenience.

ARMA International Educational Foundation

The ARMA International Educational Foundation (AIEF) is an education and research *funding resource* affiliate of ARMA International to be used by individuals and organizations for the advancement of knowledge in the field of Information Management.

AIEF's mission is to generate and provide resources for education and research to effect positive change in how people access, use, manage, and govern records and information.

The ARMA International Educational Foundation is a funding resource for research and scholarship in the field of records and information management. The source of funds is the income earned by an Endowment being raised by concerned individuals and organizations in the profession. <http://www.armaedfoundation.org/>

AIEF Scholarships and Tuition Reimbursement Programs

AIEF's scholarship programs encourage development of the international records and information management community with an appropriately educated records and information management workforce.

There are four programs:

- Masters and Ph.D. Scholarships - \$3,000 each
- Access Leadership Scholars Program for undergraduates - \$6,000 & \$2,000
- Undergraduate Tuition Reimbursements - \$1,000 per semester
- RIM Education Reimbursements - \$750

Graduate scholarships provide funding for candidates intent on achieving a Masters or PhD degree with a focus on records and information management disciplines. First offered in 2006, currently nine scholarships are awarded each year. To apply, click [AIEF Graduate Scholarship Application Form](#).

Access Leadership Scholars provides financial support for outstanding in-service RIM practitioners striving for positions of greater responsibility that require a college degree. Funding is provided through a grant from the ACCESS Corporation. Click [Access Scholars Application Form](#) for complete instructions and requirements.

Undergraduate Tuition Reimbursement Program provides funds to active RIM practitioners working to complete the Bachelor degree in order to advance their career in the field. .To apply, click [AIEF Undergraduate Tuition Reimbursement Form](#). Currently ten scholarships are granted for the Fall Semester and ten for the Spring Semester.

RIM Educational Reimbursement Scholarship

\$750 one time reimbursements. No past awardees can reapply.

Reimbursements would be for conference fees, travel and lodging, up to \$750, for RIM related educational venues (AIIM, ARMA, MER, SAA, NAGARA, etc.). Applicants would have to submit a document listing total estimated expenses, estimated reimbursements from other sources (if any), estimated personal share of expenses (if any) and estimated request (up to \$750) for reimbursement from the AIEF.

Applicants could be college students or RIM professionals looking to enhance their educational or professional standing.

Weight would be given to applicants that demonstrate an active participation (presenter, monitor, committee member, task force member, officer). Weight would also be given to first time attendees at conferences.

Awardees would have to submit actual expenses for reimbursement from the AIEF. Awardees would also agree to submit a photo and a brief description of the event attended and how it impacted them professionally or as a student.

CHAPTER BYLAWS

ARTICLE I. NAME

The name of the organization shall be “NORTHERN NEW JERSEY - SUMMIT CHAPTER, INC.”

ARTICLE II. OBJECTIVE

The purposes for which this corporation is formed are to advance the principles and practices of good Records and Information Management.

ARTICLE III. MEMBERS

Section 1. Class of Members

- A. Professional is a duly qualified individual in good standing with the Association entitled to full rights and benefits of ARMA International.
- B. Honorary Member is an individual who is granted a life membership by ARMA International’s Board of Directors. Honorary Members are entitled to full rights and benefits of ARMA International.
- C. Associate Member a duly entitled individual in good standing with the Association is entitled to limited benefits of the Association. Associate membership does not include the privilege of voting in an ARMA International election, Northern New Jersey – Summit Chapter elections, holding Chapter office or receiving the printed version of the Association’s professional magazine.

Section 2. Requirements

- A. The requirements for each of the various classes of membership, and the processes for application, in addition to those contained in these Bylaws, shall be established and published by the ARMA International Board of Directors. Membership shall not be denied nor abridged based on race, color, religion, sex, age, national origin, disability, sexual orientation or choice of life style.

Section 3. Qualifications

- A. Any individual holding or occupying a position as manager, supervisor, educator, student or who is generally interested in the field of Records and Information Management, shall be eligible for membership. Any individual so qualified may not be excluded from nor denied membership in ARMA International or a Chapter thereof, subject to the provisions of Section 7 of this Article.

Section 4. Good Standing

- A. A member in good standing is one whose current dues are paid to ARMA International, the Northern New Jersey – Summit Chapter, and complies with the provisions and obligations of the Articles of Incorporation and the Bylaws.

Section 5. Applications

- A. Applications for membership (professional or associate) shall be made in writing on forms furnished by ARMA International for this purpose. Applications are to be sent directly to ARMA International. The duration of membership is for one (1) year and is renewable annually.

Section 6. Non-Renewal and Reinstatement

- A. Members whose dues have not reached ARMA International or the Chapter within one calendar month following the expiration date of membership shall be considered non-renewed.
- B. A non-renewed member or a former member may apply for membership upon full payment of annual Association and Chapter dues.

Section 7. Censure, Suspension or Expulsion

- A. Any member may be censured or suspended by a majority vote of the Board of Directors of the Chapter for good cause if according to its findings, a violation of any provision or obligation of the Articles of Incorporation, Bylaws, or rules and regulations, has occurred. Any member may be expelled by a two-thirds vote of the Board of Directors of the Chapter for good cause if according to its finding, a violation of any provision or obligation of the Articles of Incorporation, Bylaws, or rules and regulations have occurred. Conduct unbecoming a member, conduct inimical to the welfare of ARMA International or the Chapter, and indebtedness to ARMA International or the Chapter shall also be causes for such disciplinary action. When such action is contemplated, the Board of Directors of the Chapter shall provide written notification to the party concerned, and afford an opportunity for a hearing before the Board or a special committee appointed by the Board for this purpose. Should revocation result, any dues paid to a date beyond such revocation will not be refundable.

ARTICLE IV. OFFICERS AND THEIR DUTIES

Section 1. Officers

- A. Officers of ARMA NNJ, the Corporation, shall be President, Executive Vice President, Vice President - Professional Development, Vice President - Membership, Vice President – Sponsor Relations Member, Vice President Sponsor Relations Vendor, Secretary, Treasurer and Immediate Past President, and three (3) Directorships.

Section 2. Qualifications

- A. All officers shall be members in good standing of ARMA International and the Chapter.

Section 3. Nomination Procedures and Election

- A. The Nominating Committee shall prepare a slate of at least one nominee for each elective office to be filled. This slate shall be submitted to the Board of Directors at least two months prior to the Annual Business Meeting. The Board of Directors shall vote on the slate of nominees and shall establish the date by which all ballots to be validated must be returned. In the event a nominee is not approved for election, the nominee must be informed and the Board is obligated to identify a new candidate for the open position.

Section 4. Board Election Procedures

- A. The Immediate Past President will be the chairperson of the Elections Committee. If he/she is unable to perform the required duties, the President shall appoint a chairperson who shall not be a nominee for elective office. The chairperson shall prepare ballots designating the name of each nominee and the office for which each is proposed. Blank spaces shall be provided for write-in votes for each office.

- B. Within two (2) weeks of the date, the slate of nominees is approved by the Board of Directors, and ballots shall be electronically mailed to all Chapter members in good standing. These ballots shall be returned by electronic mail to the Nominating Committee chairperson. A majority of the votes eligible to be counted shall be required to elect a nominee to office. The name of the person elected to each office shall be announced at the Annual Business Meeting and a report by the Nominating Committee chairperson of the votes cast for each nominee shall be filed by the Secretary for inclusion in the official records of the Chapter.

Section 5. Terms of Office

- A. Effective with the ARMA NNJ Elections of 2012 all Officers, other than the Immediate Past President, shall be elected for a term of two (2) years beginning July 1 of the election year and ending on June 30 of the following year. An Officer who has served for more than half a term shall be considered to have served a full term.
- B. In addition to the Officers named in Section 1, three (3) other persons shall be elected as Directors for a two (2) year term in office beginning July 1. Two Directors shall be elected in each even numbered year and one in each odd numbered year. Each of the three Directors will be appointed to at least one (1) Committee during their term in office.
- C. No Officer or Director may serve more than the terms specified for that elected office.

Section 6. Vacancies

- A. A vacancy in any office except that of President shall be filled by election by the Board of Directors for the unexpired term. Vacancies in the office of the President shall be filled as provided in Article IV, Section 6 (2), and (3) and (4).

Section 7. Duties and Responsibilities

- A. The Officers shall perform the duties provided in this section and such other duties as are prescribed in these bylaws, by the board of directors, in the adopted parliamentary authority, or by ARMA International, including a review of the by-laws on a bi-annual basis.
- B. Duties of Officers are summarized and described below as follows:
- C. President - The President shall be Chief Executive Officer of the Chapter and shall preside at all meetings of the members and the Board of Directors. The President shall appoint the chairperson of each standing committee where the chairperson is not designated elsewhere in these bylaws, as deemed necessary to carry on the activities of the Chapter. The President shall be an ex-officio member with the right to vote on all committees; shall sign contracts for the Chapter; shall render an annual report at the Chapter's Annual Business Meeting and shall perform such other duties as are required of the President. Responsibilities include:
 - (1) Consult with the Board of Directors on matters of Chapter policy and the development of annual goals and objectives
 - (2) Liaise with ARMA International headquarters and the Northeast Region on behalf of the Chapter
 - (3) Represent the Chapter in relations with other professional, business, and service organizations

- (4) Plan to attend ARMA International's Annual Conference and Expo in the fall, and attend the Chapter Leadership Forum
- D. Executive Vice President - The Executive Vice President is the second Executive Officer of the Chapter. Responsibilities include:
- (1) Assist the President in the executive direction of Chapter affairs
 - (2) Directs the activities of the appointed members of the Board of Directors
 - (3) Serves on at least two (2) committees as appointed by the President
 - (4) In the absence or disability of the President, the Executive Vice President performs all the duties of the President. The Board of Directors or the President may delegate other powers or duties to the Vice President.
- E. Vice President, Professional Development - The Vice President, Professional Development shall be Chairperson of the Professional Development Committee and shall perform other duties as are delegated or assigned by the President; In the event of the resignation or permanent disability of the President and Executive Vice President, the Vice President – Professional Development shall immediately succeed to the vacated office.
- (1) The Vice President, Professional Development shall promote the professional development and education of the Chapter's membership through programs, seminars and workshops and interface with ARMA International's Director of Professional Development as appropriate. They shall collaborate with the Board of Directors to provide expanded and appropriate educational sessions for the benefit of the membership; shall serve as a resource for Chapter members seeking technical publications or information relating to recognized and approved records management policies and procedures.
- F. Vice President, Membership - The Vice President, Membership shall be chairperson of the Membership Committee and shall perform other duties as delegated or assigned by the President. In the event of resignation or permanent disability of the President, Executive Vice President and the Vice President – Professional Development, the Vice President - Membership shall immediately succeed to the vacated office of the President. Responsibilities include:
- (1) Continued growth of the Chapter and the Association by adding to the membership
 - (2) Retention of membership within the Chapter and the Association
- G. Vice President, Sponsor Relations Member - The Vice President, Sponsor Relations Member may not be affiliated with a prospective vendor, consultant or other Record Management or Information Governance service provider and shall serve as the co-chairperson of the Sponsor Relations Committee and shall perform such duties delegated or assigned by the President. Responsibilities include:
- (1) Establishes and implements an annual sponsorship and advertising campaign for the Chapter
 - (2) Establishes advertising rates for Chapter publications including the Newsletter and the Chapter's website
 - (3) Promotes the sponsorship of Chapter events and the advertising in the Chapter's publications

- (4) Promotes the concepts of Records Management within the professional community
- H. Vice President, Sponsor Relations Vendor- The Vice President, Sponsor Relations shall be affiliated with a vendor, consultant or other Record Management or Information Governance service provider and shall serve as the co-chairperson of the Sponsor Relations Committee and shall perform such duties delegated or assigned by the President. Responsibilities include:
- (1) Establishes and implements an annual sponsorship and advertising campaign for the Chapter
 - (2) Establishes advertising rates for Chapter publications including the Newsletter and the Chapter's website
 - (3) Promotes the sponsorship of Chapter events and the advertising in the Chapter's publications
 - (4) Promotes the concepts of Records Management within the professional community
- I. Secretary - The Secretary is the corresponding and recording officer of the Chapter and shall perform other duties delegated or assigned by the President. Responsibilities include:
- (1) Keep the records of all meetings of the Chapter including those of the Board of Directors
 - (2) Maintain all record keeping responsibilities of the Chapter
 - (3) Acts as a liaison between Chapter members and the Board of Directors
- J. Treasurer - The Treasurer is the Financial Officer of the Chapter and is the Chairperson of the Audit and Budget Committee; and, shall perform such other duties as may be delegated or assigned by the President. Responsibilities include:
- (1) The Treasurer is responsible to the President and the Board of Directors for the receipt and deposit of all funds of the Chapter and for the disbursement of funds for properly vouched and approved expenditures.
 - (2) Shall have charge of all financial records and shall be the custodian of the funds of the Chapter in such depository as is selected by the Treasurer and approved by the Board of Directors.
 - (3) Maintain accurate books of account, which shall be open to inspection or audit.
 - (4) Disburse funds subject to the approval of the Board of Directors.
 - (5) Prepare an annual budget for approval by the Board of directors.
 - (6) The Treasurer shall submit a written financial report at each Board meeting of the Board of Directors.
- K. Immediate Past President - The Immediate Past President shall serve as Chairperson of the Nominating Committee; serve as Chairperson of the Awards Committee; be the chief elections officer; and perform such duties as may be delegated or assigned by the Board of directors.

Section 8. Removal from Office

- A. Any ARMA NNJ Chapter officer whose conduct shall be considered detrimental to the best interest of ARMA International or the Chapter or who shall willfully exploit the organization for personal gain or otherwise violate these Bylaws as they are written or other rules or regulations may be terminated by a majority vote of no confidence due to the failure to meet the obligations of the elected officer's position on the Board.
- B. When such action is contemplated in the case of an officer, he/she shall be entitled to receive specific charges in writing from the Board of Directors and shall, if he/she expresses a desire in writing, be afforded an opportunity for a hearing before the Board of Directors or a special committee appointed by the Board of Directors for this purpose.
- C. Any Officer removed from office under this section shall be ineligible for election to any office for at least one full elected term.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

- A. Regular meetings of the members shall be held during the course of the year. The dates and arrangements for these meetings shall be determined annually by the Board of Directors at their first meeting held following July 1. In the case of an emergency or extremely bad weather, a meeting may be cancelled by the President.

Section 2. Special Meetings

- A. Special meetings may be called by the President or by a majority of the Board of Directors.

Section 3. Annual Meeting

- A. The meeting held in July shall be the Annual Meeting at which annual reports shall be presented.

Section 4. Quorum

- A. A quorum will consist of greater than 50% of the standing Board's total set of members and shall constitute a quorum for the transaction of business in any meeting of the Chapter. If a quorum is not attained, no official business may be conducted and should a vote be taken it will be considered invalid.

Section 5. Conducting Business

- A. A simple majority shall decide any issue voted upon. In the event of a tie vote, the President shall be entitled to cast the deciding vote, or may refer the issue to a general meeting.

ARTICLE VI. BOARD OF DIRECTORS AND APPOINTED POSITIONS

Section 1. Composition

- A. The Board of Directors, which is the governing body of the Chapter, shall consist of the elected officers and three (3) elected Directors.

Section 2. Duties

Section 3. The Board of Directors shall:

- A. Manage the activities of the Chapter.
- B. Approve an annual budget.
- C. Select the dates and make arrangements for meetings of the members.
- D. Perform all other duties as necessary to advance the principals and practices of good Records and Information Management (RIM) as outlined by “Generally Accepted Records Keeping Principles” and other Records and Information Management Standards.

Section 4. Directors

- A. Each Director serves as a full voting member of the Board of Directors and performs duties as may be assigned by the President or by the Board of Directors. An ARMA NNJ Director will serve on at least one Chapter committee.

Section 5. Appointed Positions

- A. The President shall make appointments for non-elected positions. The Board of Directors can overrule a selection with a 2/3 vote. There are no term limits for an appointed position(s). Appointed positions include:
- B. CRM Liaison: The CRM Liaison would work with the VP, Professional Development and would be responsible for promoting the CRM designation for Chapter membership; encourage and support candidates throughout the application and testing process including the organization of meetings and study groups. The CRM Liaison would also work with the VP, Professional Development on education seminars and workshops to obtain CRM credit approval from ARMA International and be responsible for recognizing new CRMs. This position will be held by a member in good standing as a CRM.
- C. Historian: The Historian of the ARMA NNJ Chapter shall develop and maintain the history of the Chapter. The Historian shall have custody of the Organization’s original Certificate of Incorporation, Bylaws and amendments thereto and all other records pertaining to the history of the Organization.
- D. Librarian: The Librarian of the Chapter shall maintain and support the ARMA NNJ Chapter Library Resources, which are to be used by the ARMA NNJ Chapter’s membership for their education, development and growth. The library will consists of books, CDs, DVDs, periodicals, etc. or such other media as may become available.
- E. Newsletter Editor: The Newsletter Editor shall be the Editor of the ARMA NNJ Newsletter or any other official publication of the Chapter.
- F. Scholarship: This appointed member will Chair the Scholarship Committee and will review and assess the papers submitted by student applicants to determine a recipient of the annual scholarship program.
- G. Technology Liaison: The Technology Liaison shall be responsible for the continuing education of the Board of Directors with respect to changing technology and its applications to ensure currency and relevancy with the technology as it applies to the Chapter and with the Social Networking capabilities

that are emerging throughout the public and private domains. Also will be responsible for the development, maintenance and reporting on all aspects of the ARMA NNJ Website.

Section 6. Meetings

- A. Place and Times of Meetings - The Board of Directors shall meet at least eight (8) times annually, the dates and time to be decided at its first meeting.
- B. Quorum - A majority of the Board of Directors shall constitute a quorum greater than 50% of the voting membership.
- C. Special Meetings - Special meetings of the Board of Directors may be called by the President or by a majority of the Board to address issues of an urgent nature. In the case of an emergency or extremely bad weather, a meeting may be cancelled by the President.
- D. Meeting by Conference Call - Members of the Board of Directors or of any committee designated by the Board of Directors may participate in a meeting of the Board of Directors or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting in this manner shall constitute presence in person at the meeting.

ARTICLE VII. FINANCES

Section 1. Fiscal Year

- A. The fiscal year of the Chapter shall begin on July 1st and end June 30th of the following year.

Section 2. Membership Dues

- A. Membership dues for the Chapter shall be set by the Board of Directors in advance of the new fiscal year. The amount will be in addition to the amount designated by the Association. The Chapter shall notify the Association of any changes in local dues no later than May 1st.

ARTICLE VIII. COMMITTEES

Section 1. Committees

- A. The Board of Directors may create such standing committees, as it may deem necessary, to promote the purposes and carry on the work of the Chapter. The term of each chairperson shall be for two (2) years or until a successor has been selected.

Section 2. Duties of Committees

- A. Committees shall perform duties as specified by the Board of Directors.

Section 3. Plan of Work

- A. The chairperson of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

Section 4. Ex-officio Member

- A. The President shall be a member ex officio of all committees except the Nominating Committee.

ARTICLE IX. DISSOLUTION

- Section 1. In the event of dissolution of the Chapter, all of its assets shall be paid over or transferred to one or more exempt organization of the kind described in Section 170(b)(1)(A) of the Internal Revenue code 1954, as amended, and the regulations promulgated there under, as both now exist or may hereafter be amended. These assets are to be paid over or transferred to ARMA International as prescribed in its Policies.

ARTICLE X. PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Chapter in all cases not provided for in these Bylaws or Articles of Incorporation and ARMA International Policies and Procedures.

ARTICLE XI. RECORDS

- Section 1. By June 30 of each year, the retiring Officers, Directors and Committee Chairpersons shall convey to their respective successor in office all accounts, including monies, record books and other papers belonging to the Chapter. The Board of Directors shall be charged with disposition of all records not belonging to a specific Chapter. The Historian shall have custody of the Organization's original Certificate of Incorporation, Bylaws and amendments thereto and all other records pertaining to the history of the Organization.

- Section 2. The Board of Directors shall establish and monitor a retention schedule for Chapter records, which satisfies legal, regulatory, and ARMA International requirements.

ARTICLE XII. AMENDMENT

- Section 1. These Bylaws may be amended by a two-thirds vote of the active Board of Directors if notice of the proposed amendment has been sent in writing at least thirty (30) days prior to the meeting at which the amendment is voted. Proposed amendments shall be reviewed by ARMA International's Director of Member Services and the Region Manager prior to notice being sent to the members to insure that the proposed amendment does not conflict with ARMA International Policy. This amended version of the ARMA NNJ Bylaws effective July 24, 2013 will supersede all previous amendments upon approval by the ARMA NNJ Board of Directors, the Northeast Region and ARMA International.