



Bylaws of ISACA Tulsa Chapter

Effective: 01/02/2019

Article I. Name

The name of this non-union, non-profit organization shall be ISACA Tulsa Chapter, hereinafter referred to as the "Chapter," a chapter affiliated with the Information Systems Audit and Control Association, Inc. (ISACA), and hereinafter referred to as the "Association."

Definition

- **Association** - Information Systems Audit and Control Association, Inc. ("ISACA") is a California not-for-profit corporation and a global provider of knowledge, certifications, communications, community, advocacy and education on information systems ("IS") assurance and security, enterprise governance and management of information technology ("IT"), and IT-related risks and compliance.
- **Chapter** - is an independent chapter of ISACA, engaged in the promotion of the education of its members for the improvement and development of their capabilities relating to the auditing of, management consulting in, or direct management of the fields of IT governance, IS audit, security, control and assurance ("Chapter") within territory.
- **Territory** - the city of Tulsa, Oklahoma, and the 50-mile radius surrounding, located in the United States of America.

Although the Chapter is affiliated with the Association and is subject to the Chapter Affiliation Agreement and other directives of the ISACA Board of Directors, the Chapter is a legally independent entity from the Association as well as any other association, enterprise, or entity, and is responsible for its own legal and administrative affairs, including compliance with all applicable territory laws and regulations.

Article II. Purpose

Chapter's Purpose

The primary purpose of the Chapter is to promote the education of individuals for the improvement and development of their capabilities relating to the auditing of, management consulting in, or direct management of the fields of IT governance, IS audit, cybersecurity, control and assurance.

The objectives of the Chapter are to, within Territory:

- Align with ISACA's global strategies to advance its purpose and promise;
- Promote the education of, and help expand the knowledge and skills of its members in the interrelated fields of IT governance, IS audit, cybersecurity, control and assurance;
- Encourage an open exchange of IT governance, IS audit, cybersecurity, control, and assurance techniques, approaches, and problem solving by its members;
- Promote adequate communication to keep members abreast of current events in IT governance, IS audit, cybersecurity, control and assurance that can be of benefit to them and their employers;
- Communicate to management, auditors, universities, and IS professionals the importance of establishing controls necessary to ensure proper IT governance and the effective organization and utilization of IT resources;
- Engage with other related organizations, including ISACA and other chapters, to further ISACA's purpose and promise; and
- Promote the Association's professional certifications and IT governance.

Authorized Chapter's Activities

During the term, the Chapter is authorized to conduct all authorized activities within the Territory that are or could be required or convenient to fulfill its objectives as an ISACA chapter, to the extent such activities are consistent with the mission and purpose of ISACA and they comply with the authorized chapter activities as outlined in ISACA's Policies and Procedures.

Article III. Membership and Dues

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Section 1. Classifications and Qualifications

- Membership in the Association is a requirement for membership in a Chapter.
- A. Member—Any member of the Association shall be eligible for membership in the Chapter, and the Association, subject to rules established by the Association Board. Members of the Chapter shall be entitled to vote and to hold office at the Chapter level.
 - B. Retired Member—Any member of the Association, who presents proof of retirement status, subject to rules established by the Association Board. Retired members shall be entitled to vote and hold office at the Chapter level.
 - C. Student Member—Full-time student currently enrolled in a degree program of an accredited college or university, subject to rules established by the Association Board. Student members shall be entitled to vote and hold office at the Chapter level.
 - D. Recent Graduate—Individuals who graduated within the last two years from a recognized college or university, subject to rules established by the Association Board. Recent Graduate members shall be entitled to vote and hold office at the Chapter level.

Section 2. Admission

- A. Potential members shall:
 - Meet the requirements of membership as outlined in Article III, Section 1.
 - Complete an Association membership application form.
 - Pay required Chapter and Association dues to the Association.
 - Follow the Code of Professional Ethics of the Association.
- B. Membership in the Chapter shall be conferred upon an individual when the Association has accepted the membership application and received the required Association dues, fees, and assessments for that individual, and the Association or individual designates the Chapter.

Section 3. Dues

- A. Chapter dues shall be payable by 1 January of each year, in an amount determined by the Chapter Board, plus Association dues. Dues and fees must be paid in full to the Association. A member shall forfeit membership in the Chapter and Association, if dues, fees or assessments have not been paid to the Association in compliance with terms as set by the Association Board of Directors and to the Chapter as required.
- B. Any additional Chapter dues or assessments that is paid directly to the Chapter must be pre-approved by the Association Board.
- C. Resignation—Any member who resigns shall not be entitled to a refund of his/her annual Association membership or Chapter dues.

Section 4. Termination and Suspension

- A. Only the Association has the authority to terminate Association and Chapter membership of an individual.
- B. Termination of membership in the Association, for whatever reason, shall automatically terminate membership in the Chapter.
- C. A person whose membership in the Association has been suspended shall not be deemed a member of the Chapter during the period of suspension.

Article IV. Chapter Meetings

Section 1. Educational sessions

Educational sessions of the Chapter membership shall be held six (6) times a year unless otherwise determined by the Chapter Board.

Section 2. Annual General Meeting

The annual general meeting shall be held in April and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special Meetings

Special meetings may be called by the President, the Chapter Board or upon written request by ten (10) of the members. The purpose of the meeting shall be stated in the call.

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Section 4. Mail or Electronic Voting

If required, paper mail or electronic means may be used for the purposes of membership voting on resolutions approved by the Chapter Board, and such correspondence will be considered a special meeting for the purposes of these bylaws.

Section 5. Quorum for Chapter Meetings

The quorum for any annual general or special meeting shall be ten (10) members. In absence of quorum, the meeting will be adjourned, and reconvened one week later. The new date and time will be communicated to members.

Section 6. Act of the Membership

The affirmative vote of the majority of the members present and voting at any chapter meeting shall constitute an act of the membership.

Section 7. Notification

Members shall be notified 30 days in advance of the annual general meeting. Members shall be notified at least 10 days in advance of any regular meetings or special meetings. Notification may be by postal mail, by email or by telephone.

Article V. Chapter Officers

Section 1. Chapter Officers

The Officers of the Chapter shall be twelve (12) in number, constituting: *President, Vice President, Secretary, Treasurer, Immediate Past President, Education Director/Speaker Chairman, Communications Director, Membership Director, Webmaster Director, Marketing Director, SheLeads Tech Director, and Academic Relations Director.*

Section 2. Term of Chapter Officers

- A. The Chapter Officers, except the Immediate Past President, shall be elected for a term of one (1) year(s) or until their successors are elected and assume office, or until they resign or are removed from office. The term of office shall begin at the close of the annual meeting at which they are elected.
- B. No member shall hold more than two (2) Chapter office(s) at a time, and no member shall be eligible to serve more than two consecutive terms in the same Chapter office.

Section 3. Duties of Chapter Officers

The Chapter Officers shall perform the duties prescribed by these bylaws, and the parliamentary authority adopted by the Chapter.

- A. The Chapter **President** shall:
 - Preside at bi-monthly meetings of the Chapter and the quarterly meetings of the Chapter Board;
 - Ensure all Chapter Board members have reviewed the Chapter Affiliation Agreement;
 - Appoint all committee chairpersons and members, with approval of the Chapter Board;
 - Be an ex-officio member of all committees, except the Nominating Committee;
 - Represent the Chapter at ISACA Leadership Conferences, and other conferences and functions, where appropriate, or appoint another Chapter Board member as a representative;
 - Serve as liaison and advisor in coordinating the activities of the local Chapter in support of the Association;
 - Present an annual report to members at the annual general meeting such report to consist of reports from various Chapter officers and committees;
 - Maintain communications with the Association and respond to Association enquiries;
 - Be responsible for submission of the required annual Chapter reports to the Association within 30 days after the annual general meeting;
 - Supervise budgetary matters and proper internal control of finances;
 - Ensure chapter trainers for ISACA certifications are accredited by ISACA; and
 - Perform other duties as pertain to the office of President, or which may be delegated by the Chapter

169 Board.

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171 B. The Chapter **Vice President** shall:

- 172 • Preside at meetings of the Chapter and the Chapter Board, in the absence of the President;
- 173 • Perform the duties of the President in the event of his/her absence or disability;
- 174 • Responsible to the president, chapter board and chapter membership;
- 175 • Assist the president and treasurer in the preparation of the chapter budget;
- 176 • Assist the president and other chapter board members selecting venue, catering, all necessary items
- 177 required for chapter meetings;
- 178 • Work with Education Director (Speaker Chairman) to arrange for holding a local training (including
- 179 finding instructor, course materials and venues) and communicate the details to the Officers for budget
- 180 discussion and if budget permits, then communicate to the Board for final approval;
- 181 • Assume the office of President in the event of a vacancy in the office of President; and
- 182 • Perform other duties as pertain to this office.

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184 C. The Chapter **Secretary** shall:

- 185 • Take minutes of the meetings of the Chapter Board, membership meetings, and annual general meeting,
- 186 and maintain a copy of the records;
- 187 • Maintain accurate attendance records;
- 188 • Be responsible for the legal affairs, Chapter records and correspondence pertaining to the Chapter,
- 189 • Assist President in distributing and managing surveys (i.e. including annual survey) of the chapter
- 190 membership;
- 191 • Assist the President in the administration of Chapter membership meetings; and
- 192 • Perform other duties as pertain to this office.

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194 D. The Chapter **Treasurer** shall:

- 195 • Be custodian of Chapter funds;
- 196 • Receive and disburse such funds of the Chapter as shall be required in the conduct of its affairs and the
- 197 carrying on of its activities or as directed by the Chapter Board;
- 198 • Remit dues to the Association as required;
- 199 • Submit a written report at each regular Chapter and Board meeting;
- 200 • Along with the President, authorize expenditures from, or transfers of funds from/to, the Chapter US
- 201 dollar credit account held at the Association;
- 202 • Submit annual financial statements for presentation to the membership at the annual general meeting;
- 203 • Submit books and records for audit, when required;
- 204 • File any and all tax forms required;
- 205 • Coordinate registration for meetings
- 206 • Maintains a record of monthly meetings and attendees, as retention of such is crucial when a certification
- 207 holder in the chapter is audited and needs to verify his/her attendance
- 208 • Coordinates with the Vice President and Education Director (Speaker Chairman), as appropriate, to
- 209 obtain a gift, honorarium or fee for the speaker(s); and
- 210 • Perform other duties as pertain to this office.

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212 E. The **Immediate Past President** of the Chapter shall:

- 213 • Provide advice and guidance to the new President and Chapter Board; and
- 214 • Perform other duties as pertain to this office.
- 215 • Assist in organizing events, chairing special committees, or researching responses to questions from the
- 216 board. Additionally, he/she may serve on the chapter's nominating committee, review candidates for
- 217 board vacancies and propose the recommended slate of candidates that is presented at the chapter's
- 218 annual general meeting.

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220 F. The **Education Director/Speaker Chairman** shall:

- 221 • Coordinate the shorter educational programs held in conjunction with bi-monthly chapter meetings (Feb,
- 222 April, June, Aug, Oct and Dec);
- 223 • Arrange and recommend interesting, informative topics, including identifies guest speakers that will

- 224 contribute to the personal and professional growth of the membership;
- 225 • Collect and provide biographical material of all speakers to the Communication Director and/or
- 226 Webmaster for announcement to the members and publication on the chapter web site;
- 227 • Manages all speaker arrangements (i.e., travel, presentation materials) including, works with
- 228 arrangements committee to ensure that any special equipment required by the speaker(s) is available;
- 229 • Coordinates with the Vice President and Treasurer, as appropriate, to obtain a gift for the speaker(s).
- 230 Also, send e-letter of thank you to the speaker(s);
- 231 • Facilitate the surveys for members to determine topics of interest for future meetings, along with build
- 232 and maintain a library or list of prior & upcoming program topics, course materials and speakers;
- 233 • Work with Vice President to arrange for holding a local training (including finding instructor, course
- 234 materials and venues)and communicate the details to the Officers for budget discussion and if budget
- 235 permits, then communicate to the Board for final approval; and
- 236 • Perform other duties as pertain to this office.
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- 238 G. The **Communications Director** shall:
- 239 • Maintain electronic lists of members and guests, in accordance with local applicable privacy laws;
- 240 • Forward information on events and other pertinent information to email lists;
- 241 • Work with Speaker Chairman in obtaining the Speaker’s bio and topic presentations for bi-monthly
- 242 chapter meetings,
- 243 • Send the Speaker’s bio and topic presentation to the Webmaster for website updates;
- 244 • Send out the bi-monthly meeting registration emails to members a month prior the event and couple days
- 245 prior for reminder;
- 246 • Send out and organizing the surveys; especially annual survey (in May/June);
- 247 • Identify and use other means of disseminating information about events and the chapter where
- 248 appropriate, such as via emails and social media i.e. LinkedIn or Twitter;
- 249 • Assist with President/Vice President in finding new potential venue and catering for social event, local
- 250 training, and/or chapter meetings (for potential relocation); and
- 251 • Perform other duties as pertain to this office.
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- 253 G. The **Membership Director** shall:
- 254 • Maintain accurate lists of membership, in accordance with local applicable privacy laws;
- 255 • Disseminate membership lists as directed by Chapter Board, with due regard to security and privacy;
- 256 • Send out welcome email to new member; reminder email to current member prior end of year to-rejoin
- 257 for new upcoming year; and send out congratulations for member that pass certification exam;
- 258 • Report on Chapter membership data from the Association;
- 259 • Coordinate plans for maintaining and increasing Chapter membership; and
- 260 • Perform other duties as pertain to this office.
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- 262 H. The **WebMaster** shall:
- 263 • Oversees the maintenance and operation of the chapter website;
- 264 • Ensure the content is accurate, approved by board and up-to date;
- 265 • Work with Speaker Chairman and Communication Director to ensure the bi-monthly meetings
- 266 registration page is open post invites sent and up-to-date prior each meeting;
- 267 • Coordinate with 3rd party services, if any, as appropriate; and
- 268 • Perform other duties as pertain to this office.
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- 270 I. The **Marketing Director** shall:
- 271 • Conduct general marketing and publicity of the Chapter, ISACA’s certifications, COBIT, CMMI,
- 272 Cybersecurity Nexus (CSX) the Association, and any other new initiatives;
- 273 • Coordinate initiatives involving partnerships and alliances;
- 274 • Be familiar with utilization of the marketing store site for the purpose of chapter board and members;
- 275 • Acquire any required marketing materials from the Association as authorized by the Chapter Board;
- 276 • Exercise general policy control and direction of any mail-out kits, publications, editorial or advertising
- 277 the Chapter may issue, authorize or sponsor under the direction of the Chapter Board; and

- 278 • Perform other duties as pertain to this office.
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280 J. The **SheLeadsTech Liaison / Director** shall:
281 • Serve as liaison between chapter SheLeadsTech program with the ISACA HQ program;
282 • Assist in promoting SheLeadsTech events carried out by ISACA and leads the charge for chapter-based
283 SheLeadsTech events;
284 • Act as the “face” of this program at the chapter level, including presentations to the chapter board or
285 chapter meetings;
286 • Assist in fill volunteer roles for SheLeadsTech events;
287 • Understand the mission and purpose of SheLeadsTech is to seek and increase the representation of
288 women in technology leadership roles and the tech workforce;
289 • Bring more potential of more women leadership in technology to come to our chapter meetings as
290 speakers, etc. – work with Speaker Chairman; and
291 • Perform other duties as pertain to this office.
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293 K. The **Academic Relation Director** shall:
294 • Provide liaison with academic institutions;
295 • Establish opportunities to brief appropriate classes of academic institutions on ISACA, CISA, CRISC,
296 CISM, CGEIT and IT governance;
297 • Promote ISACA and IT Auditing fields in the college / university area to gain student memberships;
298 • Coordinate scholarship initiatives approved by the Chapter Board;
299 • Liaise with appropriate professors, and where appropriate take steps to establish an "Academic
300 Advocate" program in local academic institutions; and
301 • Perform other duties as pertain to this office.
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303 **Section 4. Chapter Officer Vacancies**

- 304 A. If a Chapter officer’s membership in the Association shall for any reason terminate, that individual’s position
305 as Chapter officer shall automatically become vacant.
306 B. If a vacancy occurs in the office of President, the vacancy shall be filled by the Vice President.
307 C. If a vacancy occurs in any other office, except that of Immediate Past President, the vacancy shall be filled by
308 the Chapter Board.
309 D. If a vacancy occurs in the office of Immediate Past President, the vacancy shall remain vacant, until filled by
310 routine succession.
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312 **Article VI. Nominations and Elections**

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314 **Section 1. Chapter Nominations**

- 315 A. A Nominating Committee of four (4) members shall be elected by the Chapter Board at their January
316 meeting.
317 B. The Nominating Committee shall solicit candidates for office from the Chapter membership and shall
318 nominate candidates for offices to be filled at the annual general meeting.
319 C. The Nominating Committee shall report to the membership at the regular meeting in April.
320 D. Nominations from the floor shall be permitted prior to the election.
321 E. Each candidate shall have consented to serve and shall have completed/signed a Willingness to Serve
322 agreement and Conflict of Interest form.
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324 **Section 2. Chapter Elections**

- 325 A. Officers shall be elected by ballot.
326 B. In the event there is only one candidate for any office, voting on that office may be by voice.
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328 **Article VI. Chapter Board**

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330 **Section 1. Composition of the Chapter Board**

331 The Chapter Board shall consist of the officers listed in Article V, Section 1.
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333 **Section 2. Duties**

- 334 The Chapter Board shall:
- 335 A. Supervise the affairs and conduct the business of the Chapter between business meetings;
- 336 B. Make recommendations to the membership;
- 337 C. Have regular Chapter Board meetings quarterly (or four (4) times annually) at a time and place determined by
- 338 the Chapter Board. Special meetings of the Chapter Board may be called by the President and shall be called
- 339 upon the written request of two (2) members of the Board. Notice must be given to Chapter Board members
- 340 at least 48 hours before a Special Meeting of the Chapter Board and must include the purpose of the meeting;
- 341 D. Perform the duties prescribed in these bylaws and the parliamentary authority adopted by the Chapter
- 342 E. Regular or special meetings of the Chapter Board may be held electronically. A conference meeting must be
- 343 arranged at least 48 hours in advance of the call. Each member should seek recognition from the chair before
- 344 beginning to speak, and each member should identify himself or herself prior to speaking. Motions will be
- 345 voted on by voice vote. If the chair has a problem determining the vote, he or she may call for a roll call vote.
- 346 The roll call vote is for determination of the outcome of the vote and shall not be recorded in the minutes. The
- 347 minutes of the meeting shall be approved at the next in-person meeting.
- 348

349 ***Section 3. Financial Authority***

350 The Chapter Board shall have the authority to:

- 351 A. Approve the annual budget
- 352 B. Expend funds allotted in the approved budget
- 353 C. Authorize non-budgeted expenditures not to exceed \$1000 without prior approval of the membership
- 354

355 ***Section 4. Fiscal Year & Annual Financial Statements***

- 356 A. The fiscal year of the Chapter shall run from May 1st to April 30th unless otherwise established by the Chapter
- 357 Board.
- 358 B. The Chapter Board shall ensure that annual financial statements are prepared, audited or verified by
- 359 individual(s) other than the Chapter Board, and approved by the Chapter Board, presented to members at the
- 360 annual general meeting, and submitted annually to the Association as part of compliance reporting.
- 361

362 ***Section 5. Insurance***

363 The Chapter Board shall use commercially reasonable efforts to carry at all times adequate insurance coverage to

364 insure the risk associated with the Chapter's activities, and shall hold the Association harmless from any lawsuits,

365 damages, other expenses or liabilities, arising out of the activities of the Chapter.

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367 ***Section 6. Quorum***

368 The quorum for any regular or special meeting of the Chapter Board shall be a majority of members of the Board.

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370 ***Section 7. Removal***

- 371 A. Any Officer who fails to attend two (2) Chapter Board meetings within a year or two (2) committee meetings
- 372 within a year will be brought before the Chapter Board and may be removed from office by a majority vote of
- 373 the Chapter Board of Directors.
- 374 B. Any Officer may be removed, with or without cause, at any meeting of the Chapter Board, by a majority vote
- 375 of the members of the Chapter Board of Directors.
- 376 C. Any Officer being considered for removal from the Chapter Board shall have the right to be heard by the
- 377 Chapter Board before an official vote is taken.
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379 **Article VII. Chapter Committees**

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381 ***Section 1. Standing Committees***

382 There shall be the following standing committees:

383 program, membership, education, certification, audit, long-range planning, bylaws, academic relations.

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385 ***Section 2. Duties of Standing Committees***

- 386 A. The program committee shall develop and implement the Chapter training and development events for
- 387 the year.
- 388 B. The membership committee shall promote interest in the Chapter, and in the Association, and conduct an
- 389 ongoing membership campaign. When requested by the Association, the local Chapter, through its

- 390 membership committee, shall receive and forward applications for membership to the Association.
391 C. The education committee shall recommend and oversee seminars of professional education, except exam
392 review courses.
393 D. The certification committee shall assist the chapter certification exam coordinator(s) in promoting
394 ISACA's certification examinations and professional designations locally and shall provide assistance in
395 planning and conducting chapter's exam review courses.
396 E. The audit committee shall have the duty of auditing the Chapter accounts at the close of the fiscal year
397 and reporting to the Chapter Board and subsequently to the members at the annual general meeting. If the
398 completion date of the audit will be after the annual general meeting, members are to be advised that they
399 may request a copy of the audit letter, to be communicated to them upon completion. Members of the
400 audit committee should be selected in a manner so as not to have a conflict of interest (example: The
401 Treasurer shall not be part of the audit committee.).
402 F. The long-range planning committee shall review the affairs of the Chapter and make recommendations to
403 the Chapter Board and the chapter members concerning ways and means by which the Chapter's purpose
404 given in Article II can be met. It shall be the duty of this committee to develop a strategic plan, to
405 regularly review the adopted plan, and to prepare and submit plan amendments to the Chapter Board for
406 adoption.
407 G. The bylaws committee shall report to the Chapter Board and shall maintain the bylaws. The bylaws
408 committee shall expedite the process of changing the bylaws in accordance with Article XI of the
409 bylaws, assure that all proposed changes conform to any local laws, examine the consistency of the
410 proposed change with other provisions of the bylaws and with those of the Association, and suggest
411 wording for proposed changes.
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413 ***Section 3. Special Committees***

414 Other committees may be created as necessary by the Chapter Board.
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416 **Article VIII. Indemnification**

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418 The Chapter shall indemnify any and all of its directors or officers or former directors or officers or any person
419 who may have served at its request or by its election as a director or officer of another corporation, against
420 expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit
421 or proceeding, in which they, or any of them, are made parties, or a party, by reason of being or having been
422 directors or a director or officer of the corporation or of such other corporation. Notwithstanding the forgoing,
423 this indemnification obligation shall not extend to matters as to which any such director or officer or former
424 director or officer or person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct
425 in performance of duty and to such matters as shall be settled by agreement predicated on existence of such
426 liability.
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428 The indemnification provided hereby shall not be deemed exclusive of any other rights to which anyone seeking
429 indemnification may be entitled under any bylaw, agreement, vote of members, or disinterested directors or
430 otherwise, both as to action in his or her official capacity and as to action in another capacity, while holding such
431 office.
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433 **Article IX. Dissolution**

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435 If dissolution of the Chapter becomes inevitable, these bylaws must be rescinded by a two-thirds (2/3) vote of the
436 chapter membership after ten (10) days notice has been mailed to each member. In the event of dissolution, the
437 Chapter shall notify the Chief Executive Officer of the Association, in writing, indicating the reason(s) for
438 dissolution and shall return the Chapter charter and any other Chapter or Association documents to International
439 Headquarters. All net assets shall be distributed to other selected ISACA chapters, or to a welfare, education, or
440 civic project designated by the Chapter membership, pursuant to Section 501 (c) of the US Internal Revenue Code
441 with the approval of the Association's Chair of ISACA's Board of Directors and Chief Executive Officer.
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443 **Article X. Parliamentary Authority**

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445 The rules contained in the current edition of *Roberts Rules of Order Newly Revised*, shall govern the chapter in all

446 cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules
447 the chapter may adopt.

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449 **Article XI. Amendment of Chapter Bylaws**

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451 The Chapter Board shall approve all suggested bylaw changes and forward them to the Association, with changes
452 indicated. The Association must give written approval to all bylaw changes prior to them being submitted for a
453 vote by chapter membership.

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455 Chapter bylaw amendments will be approved, at any chapter meeting, by a two-thirds (2/3) vote, provided the
456 amendment has been submitted in writing at the previous meeting, or has been mailed or emailed to the entire
457 Chapter membership at least ten (10) days prior to the meeting at which it will be considered. The Chapter
458 Relations team of the Association will be advised that the bylaw amendments have been approved and will be sent
459 a copy of the approved version of the bylaws.

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461 The Chapter Board shall conduct a periodic, ideally annual, comparison of the Chapter practices to the bylaws.
462 The Chapter must ensure the compliance of the bylaws with the Association's bylaws and any applicable country
463 or state requirements.

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