

## BYLAWS

### Association for Psychological Type International (APTi) SF Bay Area Chapter (BAAPT)

#### Article I The Name and Location

**Section 1. NAME.** The name of the organization is the Association for Psychological Type International—SF Bay Area Chapter, referred to as “the Chapter.”

**Section 2. LOCATION.** The principal office of the Chapter is located in the San Francisco, California, metropolitan area. The current mailing address is 712 Bancroft Road, #136 Walnut Creek, CA 94598. The Board of Directors, referred to as “the Board,” may change the principal office from one location to another within the San Francisco metropolitan area by noting the changed address and effective date below; such change of address is not considered an amendment to the Bylaws.

Meetings of the Chapter and/or the Board may be held at any place designated by the Board.

#### Article II Objective and Purposes, Statement of Ethics

**Section 1. OBJECTIVE AND PURPOSES.** The SF Bay Area Chapter is affiliated with the Association for Psychological Type International (APTi). Our objectives include promoting the sharing, understanding, and responsible use of psychological type. We accomplish them through the following activities:

- a. Holding regular meetings to provide opportunities for members to discuss type and type-related issues
- b. Sponsoring workshops or seminars
- c. Recruiting additional members
- d. Developing activities useful for exploring type
- e. Other activities the Board authorizes

**Section 2. STATEMENT OF ETHICS.** Chapter members are dedicated to the use of psychological type theory to honor and enhance the dignity and individuality of people. We are committed to increasing our own and others' knowledge of type theory, and to using our knowledge to promote individual and social welfare. Chapter members comply with APTi's Statement of Ethical Principles.

#### Article III Definition of Membership

**SECTION 1. MEMBERSHIP.** Any individual with an interest in psychological type may become and remain a Chapter member by paying dues and adhering to APTi's ethical principles. Chapter members can attend meetings, vote, hold office, serve on committees, and can enjoy all rights and privileges of membership defined in the Bylaws. The Board may establish membership classes (e.g., student, retired, etc.), and can establish dues for individual membership classes. Failure to submit Chapter dues will be considered termination of membership.

**SECTION 2. MEMBERSHIP LIST.** The Chapter will maintain a membership list containing the name and e-mail address of each member.

#### **Article IV Chapter Meetings**

**SECTION 1. CHAPTER MEETINGS.** Chapter meetings will be held at times and in places designated by the Board. Meetings will include the selection of officers as provided by Article V of these Bylaws, other business needing members' attention, and/or educational programs.

**SECTION 2. VOTING.** Each member, as defined in Article III, will have one (1) vote on each matter that requires a vote. Voting at meetings will be by a simple majority voice vote of all who are present.

**SECTION 3. CHAPTER MEETINGS.** Chapter meetings will be led by the Chapter President or another member of the Board.

**SECTION 4. ACTIONS NEEDED OUTSIDE OF MEETINGS.** Occasionally the Chapter may need the approval of Chapter members to take an action in a timeframe where waiting to get approval at the next meeting would be a hardship. When that occurs, the Board will send an email to all Chapter members explaining the situation, requesting that each member reply via email their approval or disapproval of the proposed action, and specifying the date by which their response must be received for their vote to be counted.

#### **Article V Board of Directors**

**SECTION 1. BOARD OF DIRECTORS.** The Board is responsible for managing Chapter activities. Members of the Board are the Chapter's officers. Positions include the President, Treasurer, Technology Director, Communications Director and Program Director

**SECTION 2. REPLACEMENT OF OFFICERS.** Occasionally a need may arise to replace an officer when someone resigns, dies or is removed. The Board may appoint someone to fill the vacancy on an interim basis until the members affirm the appointment.

The Board may remove an officer, with or without cause, following a majority vote of Chapter members at a special meeting called for this purpose, or for cause by a vote of the Board.

An officer may resign by giving written notice to the President or the Communications Director. The resignation will take effect upon receipt of the notice or at a later specified date.

**SECTION 3. COMPENSATION.** The Chapter will not compensate officers for services they provide to the Chapter as part of their Board responsibilities, but officers can be reimbursed for actual expenses related to their responsibilities. Officers are eligible for compensation if they provide services outside the responsibilities of their Board position that would be compensated if someone else provided them to the Chapter.

**SECTION 4. QUORUM.** A quorum for Board actions is a simple majority of the officers; the Board may take official action only upon majority approval of those present and voting.

## **Article VI Slate of Officers**

**SECTION 1. NOMINATION PROCESS.** Members may self-nominate or encourage others to run for office by informing the President or Communications Director by email of their desire to be considered for a position no later than November 15 of each year.

**SECTION 2. QUALIFICATIONS.** The following qualifications are required for nominees to all Board offices:

- a. At least one year of current continuous Chapter membership
- b. Previous involvement in the organizational aspects of APTi at the chapter level
- c. Willingness to commit the necessary time to fulfill the responsibilities of the position

Additional requirement for the positions of President and Treasurer: paid membership in the Association for Psychological Type International at the Premium level or higher.

**SECTION 3. CONFIRMATION OF OFFICERS.** At the first meeting of each year, the President will present a slate of officers for the Chapter to affirm by voice vote.

## **Article VII Officers and Their Duties**

**SECTION 1. CHAPTER OFFICERS AND THEIR DUTIES.** The officers of the Chapter include the President, the Treasurer, the Communications Director, the Technology Director and the Program Director.

The duties of the officers are as follows:

- a. **President.** The President is the chief executive officer of the Chapter and chairs the Board. The President leads Chapter meetings, appoints committees, serves as an ex-officio member of all committees, and represents the interests of APTi. The President ensures that Board directives are implemented and may sign checks and other legal documents with approval of the Board. The President will respond to inquiries about Chapter activities, and, when feasible, will represent the Chapter at national APTi meetings, and will perform other tasks requested by the Board. The President will oversee the annual APTi renewal process.
- b. **Treasurer.** The Treasurer is responsible for forecasting the Chapter's financial position, for monitoring expenses, and for approving all actions that have significant budgetary impact. The Treasurer is responsible for maintaining Chapter records, financial and others. The Treasurer will provide a semi-annual report of income and expenditures to the Board. The Treasurer may sign checks and other legal documents and oversees Chapter funds and bank accounts. The Treasurer will arrange for periodic audits of financial records. The Treasurer will prepare an annual financial statement for submittal with the Chapter's APTi renewal. The Treasurer will coordinate the Chapter's annual APTi renewal process and will perform other responsibilities the President requests.
- c. **Communication Director.** The Communication Director will prepare minutes of all Board meetings and ensure that they reflect the decisions and directives of the Board. The Communication Director will work with the database manager to maintain membership records, including a roster with names and email addresses of all Chapter members. The Communication Director will manage the process to

communicate and publicize Chapter activities to members and others via newsletters and emails. The Communication Director will perform other responsibilities the President requests.

- d. **Program Director.** The Program Director is responsible for planning and coordinating Chapter programs throughout the year—developing program ideas, contacting possible presenters and working with them to produce their presentations. The Program Director will work with the Communications Director to communicate and publicize Chapter activities to members and others. The Program Director will perform other responsibilities the President requests.
- e. **Technology Director-** The Technology Director is responsible for the Chapter’s technology applications (website, Meet Up, Constant Contact, Vimeo, Zoom, etc.) The Technology Director will ensure that content is current with monthly and yearly program and recording information, will manage Zoom producers for virtual meetings, create Zoom meeting links and Google calendar for monthly program and Type Talks, and update BAAPT Google Drive with documents. The Technology Director will oversee website development and expansion, and research and coordinate new technology solutions to facilitate meeting access, such as live streaming. The Technology Director will perform other responsibilities the President requests.

### **Article VIII Committees**

The Board may establish standing and advisory committees as needs arise. The President will oversee the formation of all committee and their activities.

### **Article IX Chapter Books and Records**

The chapter will maintain the following records:

- a. Minutes of all Board meetings
- b. Adequate and correct books and records of account
- c. Membership records, indicating member names and email addresses
- d. A copy of the Chapter's Bylaws as amended to date
- e. A list of all programs with date, title and speaker

### **Article X Bylaws**

**SECTION 1. APPROVAL OF BYLAWS.** Initial approval of Chapter Bylaws occurred by approval of the members. This is a rewrite of the bylaws submitted to the members for approval in December, 2012.

**SECTION 2. AMENDMENT OF ARTICLES.** Alteration, amendment, or repeal of these Bylaws may be accomplished by either of the following procedures:

- a. By approval of the Board, except when the change would affect the rights of members
- b. By approval of the Membership.

**Article XI  
Miscellaneous**

The fiscal year of the Chapter begins on the first day of July and ends on the 30<sup>th</sup> day of June. Our program year begins on the first day of September, and ends on the 31<sup>st</sup> day of May.

\_\_\_\_\_ Dated:  
Judy Levy, President

\_\_\_\_\_ Dated:  
Julie Wright, Treasurer

\_\_\_\_\_ Dated:  
Michael Murphy, Communication Director

\_\_\_\_\_ Dated:  
Mary Lynne Schoenbeck, Program Director

\_\_\_\_\_ Dated:  
Judy MacLaren, Technology Director