



**BYLAWS
OF THE (NAME) CHAPTER OF THE
ASSOCIATION OF LUTHERAN DEVELOPMENT
EXECUTIVES (ALDE)**

Approved by ALDE Board February 24, 2005

Required articles: *The Purpose Statement and Articles set forth below that are asterisked should appear in all chapter bylaws.*

***Purpose Statement:** The Chapter is a branch of the Association and exists for the purpose of accomplishing the goals and objectives of the Association in accordance with its policies. Chapter goals are centered on support of the ALDE mentoring program; providing opportunities for education; and fostering networking & support for professional and spiritual growth of its members.

ARTICLE I: MEMBERS

* 1. The members of the (Name) Chapter of ALDE shall be those members of the Association of Lutheran Development Executives who at any time and from time to time are described in one of the ALDE membership categories. The (Name) Chapter is an auxiliary of and not a substitute for the international organization of ALDE. A member should affiliate with the chapter assigned to the area in which the member resides unless not practical.

* 2. An annual meeting of the members of the (Name) Chapter shall be held for the purpose of electing members of the Executive Committee and for the transaction of other business as may be brought before the meeting. The annual meeting shall take place at a time following the adjournment of the ALDE International Annual Business Meeting and prior to the end of that fiscal year. The members of the (Name) Chapter may also meet in such capacity at the time of any regular meeting of the Executive Committee of the chapter.

* 3. Those members present at any duly called meeting shall constitute a quorum for the transaction of business. Every decision by a majority of those present and voting shall be valid as an act of the (Name) Chapter unless a larger vote is required by these bylaws.

* 4. Meetings of members of the (Name) Chapter shall be conducted by the Chapter President. The Secretary of the chapter shall serve as Secretary for all meetings of the chapter.

ARTICLE II: THE EXECUTIVE COMMITTEE

*1. The Executive Committee shall be composed of a minimum of five (5) elected members and shall include all chapter officers. The Executive Committee shall be elected at the annual meeting for a two-year term by the members of the chapter, all of whom must be voting members of ALDE. Members of the Executive Committee may serve two consecutive terms. Each member of the Executive Committee shall serve until

his or her resignation, death, removal, or expiration of his or her term. The election so arranged that half of the Executive Committee is elected in even-numbered years and half is elected in odd-numbered years.

*2. Vacancies on the Executive Committee or in officer positions shall be filled by the remaining members of the Executive Committee. A person elected to fill a vacancy shall serve for the remainder of the unexpired term. Election of members to fill vacancies shall be by the majority vote of those present at that meeting of the Executive Committee.

*3. One Executive Committee member shall be designated as liaison member to the ALDE Chapter Support Team and be able and willing to meet with the team should such a meeting be requested.

*4. A quorum for the transaction of business of the Executive Committee shall be a majority of the members of the Committee.

ARTICLE III: DUTIES OF THE EXECUTIVE COMMITTEE

*1. The Executive Committee shall:

a. Serve as a Nominating Committee and present a slate of nominees for election to the Executive Committee at the annual meeting of the chapter.

b. Plan quality programs for professional growth opportunities from time to time during the year.

c. Communicate plans and events regularly with members of the chapter through a newsletter or other means of communication.

d. Coordinate activities and report regularly to the ALDE Chapter Support Team.

e. Oversee the investment and safekeeping of chapter funds.

f. Encourage guests at ALDE events to consider membership.

g. Review the chapter's bylaws on a regular basis and recommend to the membership changes which enhance the goals and objectives of the chapter. All changes, however, shall be submitted to the ALDE Chapter Support Team for approval in accordance with provisions under Article VIII of these bylaws.

ARTICLE IV: OFFICERS

*1. The officers of the chapter shall consist of president, vice president or president-elect, secretary and treasurer. The officers shall have the following duties:

a. President - The president shall preside at the annual meeting of the chapter and all meetings of the Executive Committee, and shall perform all duties incident to the office of president and such other duties as, from time to time, may be assigned by the Executive Committee.

b. Vice President or President-elect - The Vice President or President-elect shall have such powers and perform such duties as may from time to time be prescribed by the membership or as the president may from time to time delegate. If the president is absent and unable to act, the Vice President or President-elect shall perform the duties of the president.

c. Secretary - The secretary shall keep, or cause to be kept, in books provided for the purpose, the minutes of the meetings of the annual meeting, the Executive Committee, and all special meetings and shall perform all duties incident to the office of secretary and such other duties as may from time to time be assigned to the secretary by the president or Executive Committee. The secretary shall send a complete copy of the minutes of all meetings to the office of the Executive Director of ALDE on a timely basis.

d. Treasurer - The treasurer shall be the financial officer of the chapter and shall have charge and custody of, and be responsible for all funds of the chapter, and deposit such funds in such banks, trust companies, or other depositories as shall be selected by the Executive Committee. The treasurer shall receive or cause to be received any receipts for monies due and payable to the chapter from any source whatsoever. The treasurer shall send a complete copy of the annual financial report to the office of the Executive Director of ALDE on a timely basis.

*2. Election. Chapter officers (president, vice president or president-elect, secretary and treasurer) shall be elected for a term of ALDE's fiscal year either at the annual meeting by the chapter members or by the members of the Executive Committee at its first meeting following the annual meeting. The Executive Committee may choose other roles to be identified for that fiscal year (liaison to the international organization, mentor program liaison, chapter workshop coordinator, etc.). The retiring president may serve as a non-voting, ex-officio member of the Executive Committee.

*3. Vacancies. Whenever any vacancy shall occur in any office by death, resignation, or otherwise, the same shall be filled by the Executive Committee for the balance of the applicable term and the officer so elected shall hold office until his/her successor is elected and qualifies. Election of members to fill vacancies shall be by the majority vote of those present at that meeting of the Executive Committee.

*4. Delegation of Authority. In case of the absence of any officer of the chapter, or for any reason that the Executive Committee may deem sufficient, the Executive Committee may delegate powers or duties of such officer to any other officer or committee member for a set period of time, provided that a majority of the members of the Executive Committee concurs.

ARTICLE V: FINANCE

*1. The treasurer shall cause a bank account to be established for the deposit of all monies received.

*2. The chapter shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the chapter.

*3. Chapter dues or standing fees may not be assessed. However, registration fees may be charged for chapter seminars or workshops.

*4. The chapter may approach potential sources of funding to support specific programs or activities provided the Executive Director of ALDE has approved the request prior to formal submission.

ARTICLE VI: FISCAL YEAR

*1. The fiscal year of the chapter shall be July 1 to June 30, or such other fiscal year selected by the ALDE Board of Directors.

ARTICLE VII: CHAPTER DISSOLUTION

*1. The Chapter may be subject to dissolution by the ALDE Board of Directors upon determination by the Chapter Support Team that the chapter is no longer active. Fulfilling the duties of the Executive Committee as outlined in Article III of these bylaws constitutes the main criteria for being an active chapter.

*2. Upon dissolution, the chapter must

a. Yield its books, records, and assets to the Board of Directors of ALDE or to an entity so designated by the Board of Directors of ALDE.

b. Cease from the further use of any name that implies or connotes a relationship with the ALDE.

c. Lose its tax-exempt status as a chapter organized under the authority of the ALDE.

ARTICLE VIII: AMENDMENTS

*1. After study and review by the Executive Committee and initial review by the ALDE Chapter Support Team, these bylaws may be altered, amended, or repealed, and new bylaws may be adopted by an affirmative vote of the majority of the voting membership of the chapter at its annual meeting. Amendments are submitted to the ALDE Board of Directors for final approval. Changes do not take effect until final approval from the board.