

DC-AAPOR By-Laws

ART. I NAME AND PURPOSE

1. Name. The name of the organization shall be the Washington-Baltimore Chapter of AAPOR (American Association for Public Opinion Research). The short form of the name shall be DC-AAPOR.
2. Purpose. The purpose of DC-AAPOR is to engage the intellectual Washington-Baltimore community of researchers, academics, and other professionals in the methods, applications, and findings of public opinion research and survey methodology.
3. Chapter Activities. Chapter activities and operations will be consistent with the policies and purposes of AAPOR, as expressed in its Certificate of Incorporation and Article VII of its By-Laws (local chapters).

ART. II MEMBERSHIP

1. Membership Qualification. Membership is open to all persons interested in research or study in the field of public opinion or social behavior who subscribe to the Code of Professional Ethics and practices of AAPOR and have paid their annual DC-AAPOR dues.
2. Classes of Membership. DC-AAPOR shall have three classes of membership: regular, student, and honorary lifetime. Only full-time students in degree-granting programs are eligible for student memberships.
3. Duration of Membership. The membership period is for one (1) calendar year, from January through December. The membership of any member may be terminated by the Executive Council if such member has not paid dues within one (1) month from the assessment thereof.
4. List of Members. It shall be the duty of the Secretary/Membership Chair to maintain a list of current Chapter members. This list will be available on request to any member. A directory of chapter members will be kept on the DC-AAPOR website and will be updated quarterly.

ART. III MEETINGS

1. An Annual Business Meeting for transaction of business, and open to all membership, shall be held each year. Other, special meetings may be held as determined by the President or the Executive Council. Time and place of all meetings will be set by the Executive Council, and notification will be sent to all members at least 14 days in advance.
2. Meeting of the Executive Council are scheduled by the President as needed. These meetings

are closed to general membership except if the President in his/her judgment finds it necessary to invite a non-council member's participation.

ART. IV EXECUTIVE COUNCIL

1. The affairs of the Chapter shall be managed by the Executive Council, to consist of the following officers:
 - a. President
 - Directs Chapter activities
 - Presides at all meetings of the Chapter
 - Acts as chief spokesperson and representative for the Chapter
 - Coordinates with the Executive Council to ensure that the Chapter has an active program of events and new and/or ongoing initiatives
 - Coordinates with Student Paper Competition Chair and other ad-hoc committee chairs to ensure successful implementation of Chapter initiatives
 - Sends quarterly Chapter updates and end-of-year letter to membership
 - Submits an annual written report to the AAPOR Executive Council via the Chair of the Membership and Chapter Relations Committee, containing a 1) report on membership, 2) list of activities for the year, and 3) certification stating that membership dues and any other funds provided by AAPOR to the local chapter are being collected, recorded and used in accordance with AAPOR's By-laws and standard accounting principles
 - Appoints such ad-hoc committees as designated in the Chapter bylaws
 - Appoints such ad-hoc committee chairs as designated in the Chapter bylaws:
 1. Website Committee Chair
 - a. Maintains and updates Chapter website
 - b. Maintains online event management system for event posting and attendee registration
 - c. Uploads job postings approved by Secretary/Membership Chair
 2. Student Paper Competition Committee Chair
 - a. Coordinates the annual Student Paper Competition
 - b. Recruits and appoints members of the Student Paper Competition Committee to review and judge competition entrees
 - c. Oversees activities of the Student Paper Competition Committee
 - d. Promotes the annual Student Paper Competition through listserv announcements and posting at area universities, solicits competition entrees, and announces competition winner(s) and honorable mentions
 - e. Acts as liaison with AAPOR Conference Chair
 - b. Vice President/President-Elect
 - Presides at Chapter meetings in the absence of the President
 - Succeeds to the office of the President in the event the President cannot

- serve the full term
 - Assists the President as requested
- c. Secretary/Membership Chair
- Maintains the Chapter membership list [attachment/template]
 - Maintains the non-member announcement list [attachment/template]
 - Sends announcements about Chapter events to the full distribution list, comprised of both members and non-members who requested notification of events
 - Provides Treasurer with list of members who joined or renewed through AAPOR in the past quarter for reconciliation with check received from AAPOR
 - Distributes and collect sign-in sheets at Chapter events [attachment/template]
 - Sends follow-up recruitment e-mails to non-member seminar attendees who indicate on the event sign-in sheet that they would like to join [attachment/template]
 - Sends end-of-year membership renewal reminder to members [attachment/template]
 - Responds to e-mail inquiries received at Chapter's info@dc-aapor.org address
 - Reviews and approves requests for job postings to be posted to the website
 - Keeps minutes of the Chapter meetings [attachment/template]
 - Maintains the online archive of the Chapter records, documents, and templates
- d. Associate Secretary/Membership Chair
- Assists Secretary in Chapter activities
 - Performs duties of Secretary in his/her absence or disability
 - Serves as Secretary-Elect;
- e. Treasurer
- Tracks Chapter's revenue and expenses [attachment/template]
 - Deposits dues checks received from AAPOR and individual members
 - Pays bills for all chapter expenses as authorized by the Executive Council
 - Reconciles the amount of the registration/renewal check received from AAPOR with the number of members who joined/renewed through AAPOR in the past quarter
 - Prepares quarterly budget for Executive Council review [attachment/template]
 - Prepares annual financial report for membership review at Annual Business Meeting [attachment/template]
- f. Associate Treasurer
- Assists Treasurer in Chapter activities

- Performs duties of Treasurer in his/her absence or disability
- Serves as Treasurer-Elect

g. Program Chair

- Maintains overall responsibility for organizing, scheduling, planning, and coordinating Chapter events, including seminars, social hours, short courses, and workshops
- Coordinates with organizational liaisons to promote events to niche audiences within external organizations
- Serves as Chair for Chapter workshops

h. Associate Program Chair

- Assists the Program Chair with Program Committee activities
- Performs duties of the Program Chair in his/her absence or disability
- Serves as Program Chair-Elect

i. Immediate Past President

- Chairs the Committee on Nominations
- Assists the President with the Election process
- Assists the President and other Executive Council members as deemed appropriate

J. The Councilor at Large

Is appointed by the Executive Council and serves a two year term from January to December. The councilor at large must have served previously on the DC-AAPOR executive council and meet the other conditions of the executive council (e.g., member in good standing of AAPOR and DC-AAPOR). The Councilor at Large is a non voting member of the Executive Council. The Councilor at Large does not have defined duties but assists the executive council as needed, including serving as a liaison to committees.

2. Election of Officers

- Election. The following Officers shall be elected prior to the Annual AAPOR Conference: Vice President; Associate Secretary/Membership Chair; Associate Treasurer; and Associate Program Chair. These officers shall serve for one year and then assume the responsibilities of the President, Secretary/Membership Chair, Treasurer, and Program Chair, respectively. Only those who are also members of AAPOR are eligible to serve as officers.
- Voting shall be by majority of votes cast in an electronic secret ballot. In order to receive an electronic ballot, chapter members must be in good standing (i.e.,
- Voting. dues for current membership year paid in full) and also be a member of AAPOR. The voting period should conclude before the Annual AAPOR Conference, and the newly elected officers should be announced prior to the Annual AAPOR Conference.

3. Vacancies. Vacancies on the Executive Council (except for the position of Immediate Past President) shall be filled in the following way: If the Presidency is vacant, the Vice President/President-Elect assumes the President's position. If the Secretary/Membership Chair, Treasurer, or Program Chair position becomes vacant, the corresponding Associate assumes the position. Vacancies in the remaining positions (Associate Secretary/Membership Chair, Associate Treasurer, and Associate Program Chair) are filled through appointment by the remaining Executive Council members. Members of the Executive Council cannot hold more than one office at a time.
4. Executive Council Meetings. The Executive Council shall meet a sufficient number of times each year to ensure the successful conduct of Chapter activities and initiatives.
5. Resignation. Any Executive Council member of DC-AAPOR may resign as an officer or chair at any time by giving written notice to the President or the Secretary/Membership Chair. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.
6. Quorum and Manner of Acting. Except as otherwise provided by statute, three (3) of the total number of voting Executive Council members shall be required to constitute a quorum for the transaction of business at any meeting, and the act of a majority of the Executive Council members present at any meeting at which a quorum shall be present shall be the act of the Executive Council. Once it has been determined that a quorum is present, the Executive Council may transact business at any meeting for which prior notice has been given.
7. Action by Consent. Any action required or permitted to be taken at any meeting of the Executive Council, or of any committee thereof, may be taken without a meeting. Written consent may be provided electronically (i.e., via email or other electronic means).

ART. V COMMITTEES

1. The Executive Council includes the following standing committees:
 - a. The Committee on Nominations, consisting of the Immediate Past President as Chair and two voting members appointed by the President, shall issue a call for nominations at least 60 days before the Election voting period begins. The Committee shall present a slate of nominations to the membership at least 30 days before the Election voting period begins. The presentation of the slate of candidates to the membership shall include biographical sketches and instructions on how to vote, including procedures on voting for a "write-in" candidate. The Committee shall encourage involvement from the various sectors of DC-AAPOR membership in the nominations for the Executive Council, and the slate should represent the diversity of the Washington, DC area research community. Nominations may also be made from any charter member who is in good standing.

- b. The Program Committee, consisting of the Program Chair, the Associate Program Chair, the President, the Vice President, and other chapter members appointed by the Program Chair, shall prepare a program of events, such as meetings, seminars, social activities and short courses for the year. The Program Chair shall endeavor to include representation on the Committee from the following 4 sectors: commercial, non-profit, academic, and government. Vacancies on the Program Committee shall be filled by appointment by the Program Chair.
 - c. The Student Paper Competition Committee, consisting of a Chair appointed by the President and Committee members appointed by the Chair. The Student Paper Competition Committee conducts the Student Paper Competition on an annual basis.
2. Council may appoint ad hoc committees as needed for special projects.

ART. VI DUES

The Executive Council shall establish a schedule of dues annually. Dues shall be collected by DC-AAPOR or the national AAPOR secretariat for conducting DC-AAPOR business. Requests for dues payment shall be mailed annually, in a manner that is consistent with AAPOR's schedule. The membership year will be consistent with AAPOR's year. The Executive Council must authorize any fees that may be necessary to cover the costs of specific chapter activities such as speaker honorariums, catering at events, or short courses.

ART. VII AMENDMENTS

These By-Laws may be amended by majority vote of all members voting. Any member in good standing may propose an amendment to the Executive Council. Those amendments approved by the Executive Council will be sent to the members along with instructions on how to vote for or against acceptance.