

The IFD&TC Bylaws

September 27, 2010

A Brief History

In order to provide context for the IFD&TC Bylaws development, I have generated a brief history of the activities leading to the development of the bylaws group.

Date	Event
Jan 15-16, 2009	<p>During the program planning meeting in New York, several issues emerged. These included</p> <ul style="list-style-type: none">• Not for profit status (IFD&TC is currently incorporated in Virginia as a for profit corporation)• Number of participants, both total and from any given organization• Whether for-profit organizations can participate in IFD&TC <p>Tim Gabel volunteered to work with Bob Lee to develop a document identifying key, strategic issues and objectives affecting IFD&TC</p>
Feb 2009	<p>Tim Gabel and Bob Lee presented a draft 'Strategic Issues' document identifying a number of strategic issues and metrics, including</p> <ul style="list-style-type: none">• Strategic review of the charter<ul style="list-style-type: none">○ Should we include for profit organizations?○ Collegial culture, including avoiding harsh criticism as well as allowing agencies to be relatively open about their businesses○ Attendance limits○ Program Committee structure, particularly whether 2-year terms was sufficient for knowledge transfer, but also including a field advisory committee group to parallel the tech advisory committee group○ Invited guests• Succession planning, specifically with the administrative support (Rita), site selection (Joyce), treasurer (Deb and Bill), and advisory board members• Financial stability, including<ul style="list-style-type: none">○ Pursuing 501-c(3) tax status<ul style="list-style-type: none">▪ Will require further changes to the organizational charter○ Whether to pursue financial sponsorship from member organizations○ Whether to institute dues○ Whether to purchase insurance in the event that a conference is unexpectedly cancelled

Date	Event
May 18 2009	<p>Tim and Bob presented the Strategic Issues at the 2009 IFD&TC Business Meeting. At that point, it was decided that we need to move forward on a complete review of the IFD&TC Charter.</p> <p>During the conference, volunteers were solicited for participation in the charter review and strategic issues consideration</p>
September 11, 2009	<p>Tim invited volunteers to sign up for one or more main charter section, including</p> <ul style="list-style-type: none"> • Purpose • Conference Program • Membership & Registration • Officers • Future Conferences • Bylaws • Adoption • Amendments
November 13, 2009	<p>Six charter groups were assigned and requested to submit recommendations by December 18. The six groups were</p> <ul style="list-style-type: none"> • Bylaws, Adoptions & Amendments • Conference Program • Future Conferences • Membership and Registration • Officers • Purpose
December 18, 2009	<p>While all charter groups submitted reviews and revisions, it became clear that there was insufficient time to complete the requests from the Officer group to get complete job descriptions for the officers and it was further observed that there were no bylaws, which would be the natural place for some description of officers and terms.</p>
February 12, 2010	<p>Charter team leaders presented key findings of the review process. Specific findings relevant to the bylaws included:</p> <ul style="list-style-type: none"> • Officers – Currently has material that should be in bylaws, such as job duty details • We will modify the charter after the bylaws are written • Bylaws: If we do develop bylaws, then we don't need a section saying we can develop bylaws. <ul style="list-style-type: none"> ○ Draft Non-profit bylaws were also submitted • Bylaws – the bylaws will describe how bylaws can be amended
May 17, 2010	<p>Charter review was submitted during the 2010 IFD&TC Business Meeting. Two recommendations were made and accepted:</p> <ul style="list-style-type: none"> • Adopt the recommended revised charter • Commission an IFD&TC bylaws subcommittee with a one year term to be charged with developing a set of bylaws to be discussed and voted upon during the 2011 Business Meeting. Also, further charter revisions would be developed by this committee, as needed.

Date	Event
August 12, 2010	Bylaws committee established, including <ul style="list-style-type: none"> • Laural Hill, RAND • Rick Myles, York University • Marion Schultz, WSU • Lew Berman, CDC • Grant Benson, University of Michigan
September 23, 2010	Obtained approval of the organizing committee to move forward on the bylaws with the following purposes in mind <ul style="list-style-type: none"> • Setting the stage to become not-for profit • Move Charter items into the Bylaws that we could reasonably expect would change over time • Suggest Charter modifications

Moving Forward

October, 2010

- Meeting of the Bylaws committee to review draft bylaws and compare with AAPOR bylaws

December, 2010

- Submit proposed Bylaws to the organizing committee

January, 2011

- Obtain approval or further direction from the organizing committee

February-March, 2011

- Draft and submit proposed charter revisions to the organizing committee
- Obtain approval from the organizing committee

April, 2011

- Distribute bylaws and charter recommendations to all 2011 IFD&TC participants at least 1 month prior to the conference date in preparation for the 2011 Business Meeting discussion.

Draft Bylaws

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How to Start a Nonprofit:

Sample Bylaws

BYLAWS OF INTERNATIONAL FIELD DIRECTORS & TECHNOLOGIES CONFERENCE

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be International Field Directors & Technologies Conference.

Section 2: The International Field Directors & Technologies Conference is organized exclusively for charitable, scientific and educational purposes, more specifically to provide an opportunity for survey research personnel who are involved in the direction of survey field operations, the technological aspects of survey data collection, and their management to meet and exchange ideas and information at an annual conference.

ARTICLE II – MEMBERSHIP: The active membership of the IFD&TC during a conference shall consist of all those eligible persons who registered for and are in attendance at that conference. The active membership between conferences of the IFD&TC shall consist of all those eligible persons who attended the most recent annual conference, plus any others already registered for the next conference. Membership is open to all persons involved in survey research who have responsibility for field direction, technological aspects, or management of survey data collection, and who are associated with academic institutions, government agencies, or other nonprofit organizations. Membership is open to eligible persons from all nations.

ARTICLE III - ANNUAL MEETING

Section 1: Annual Meeting. The date and location of the next regular annual meeting shall be determined by a majority vote during the annual business meeting. The dates and suggested site for the annual meeting will be proposed by the Governing Board.

Section 2: Special Meetings. Special meetings may be called by the Governing Board.

Section 3: Notice. Notice of each annual meeting will be announced to the active membership at least 3 months prior to the meeting, by e-mail and through a posting on the IFD&TC website.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the Governing Board, and delegates responsibility for day-to-day operations to the program chairpersons and committees. The Board shall have up to five and not fewer than three members. The board receives no compensation other than reasonable expenses.

Section 2: Meetings. The Board shall meet at least once a year, at an agreed upon time and place.

Section 3: Board Elections. Election of new directors or election of current directors to a second term will occur as the first item of business at the annual business meeting. Directors will be elected by a majority vote of the current directors.

Section 4: Terms. All Board members shall serve 2 year terms, but are eligible for re-election.

Section 5: Quorum. A quorum must be attended by at least 50 percent of the Board members before business can be transacted or motions made or passed.

Section 6: Notice. An official Board meeting requires that each Board member have written notice two weeks in advance.

Section 7. Officers and Duties. The officers of the IFD&TC shall consist of two site chairpersons, two registrars, two program chairpersons for field directors' interests, two program chairpersons for field technologies' interests, treasurer, and co-treasurer. To represent field directors' interests, one of the program chairpersons must work in a large survey research organization, and one must work in a small research organization. Similarly, to represent field technologies' interests, one of the program chairpersons must work in a large survey research organization, and one must work in a small research organization. These officers shall constitute the IFD&TC Governing Board. Their duties are as follows:

The two site chairpersons conduct site research and suggest locations for the annual conference. Once a site is identified, they make all arrangements with hotels for conference support.

The two registrars plan for and handle both advance and onsite registration for the annual conference. They also suggest fees to cover conference expenses.

Two program chairpersons for field directors' interests work with program chairpersons for field technologies interests to create a program for the annual conference.

The Treasurer shall make a report at each annual meeting.

Section 8: Vacancies. When a vacancy on the Governing Board exists, nominations for new members may be received from present Governing Board members or any IFD&TC member in

attendance at the annual business meeting. They may also be announced in advance to the membership. Vacancies will be filled at the annual business meeting.

Section 9: Resignation, Termination and Absences. Resignation from the Governing Board must be in writing and received by other members of the Governing Board. A Governing Board member may be removed for reasons, such as absence or performance, by a two-thirds vote of the remaining directors.

Section 10: Special Meetings. Special meetings of the Governing Board shall be called upon the request of the Program Chair or one-third of the Board. Notices of special meetings shall be sent out to each Governing Board member two weeks in advance via e-mail.

ARTICLE V - COMMITTEES

Section 1: The Governing Board may create committees as needed, such as fundraising, housing, etc. The Governing Board Chair appoints all committee chairs through a consensus vote.

Section 2: Members of the Governing Board serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 3: Finance Committee. The Treasurer is chair of the Finance Committee, which includes three other Governing Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Governing Board members. The Governing Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Governing Board. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Governing Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members and the public.

ARTICLE VI - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the IFD&TC membership. Proposed changes to the bylaws must be made available electronically (for example, e-mail, Web) to all eligible members at least one month prior to the annual business meeting

These Bylaws were approved at a meeting of the Board of Directors of _____ on _____, 20XX.