

Chicago Chapter, APT (CHAPT)

BY-LAWS

ARTICLE I. NAME and LOCATION

Section 1. Name.

This chapter of the Association for Psychological Type (APT) shall be known as The Chicago Chapter, Association for Psychological Type (CHAPT).

Section 2. Location.

The principal office of CHAPT shall be located at the office of the current chapter president, but meetings may be held at any place designated by the Board of Directors.

Section 3. Affiliation.

As a local subsection of APT, CHAPT shall operate consistently with the policies and procedures of both APT and the Great Lakes Region (GLAPT).

ARTICLE II. MEMBERSHIP and DUES

Section 1. Membership Qualification and Dues.

CHAPT is open to membership to anyone. While it is not necessary to be a member of APT, CHAPT members are encouraged to join the national organization. An individual becomes a CHAPT member through application and payment of dues established by the Board of Directors consistent with the chapter needs. Dues will be paid on an annual basis, at the beginning of each calendar year.

Section 2. Privileges of Membership.

A member shall be eligible to vote, attend meetings, receive the chapter newsletter, participate in decision making, hold office, serve on committees, and enjoy other rights and privileges of membership as may be defined in the By-laws.

ARTICLE III. MEETINGS of MEMBERSHIP

CHAPT shall meet for events at least five times during the program year, which will normally run from January through May and September through December

. The Board of Directors shall convene as needed to prepare for these events. Location and meeting times shall be selected by the Board to meet chapter needs.

ARTICLE IV. GOVERNANCE

Section 1. Board of Directors.

CHAPT shall be governed by a Board of Directors in accordance with these By-laws. The Board will consist of the following officers: the President, Treasurer, Program Chair, Membership Chair, Newsletter Chair, and Website Chair. Other chapter members may be appointed as co-chairs, or to serve on various committees as determined by the Board.

Section 2. Term of Office, Nomination, and Selection.

Officers will serve for a term of two years, or until their successors are elected. There shall be staggered terms of office, with three Board positions filled each year, to provide continuity and stability to the Board. The Membership Chair and Program Chair will be up for re-election in odd years and the President and Treasurer will be up for re-election in even years. These Officers will be elected by December 31 and take office on January 1. Due to the technical nature of the Website and Newsletter Chair positions, they will be appointed. A Nominating Committee shall be appointed by the Board at least two months prior to each election. The Committee will be chaired by a member of the Board and will include at least two members-at-large. Members-at-large must have attended three meetings within the past two years. The role of the Nominating Committee is to ensure that at least one qualified nominee is available for each office. In addition, a Call for Nominations will be sent at least three months prior to each election. Election will be accomplished by mail-in ballot. or electronic ballot. A ballot will be sent to each current, dues-paid member of CHAPT, postmarked or e-mailed at least thirty (30) days prior to the date when the ballots are opened.

Section 3. Removal and Resignation.

Any officer may be removed from office with or without cause by a majority vote of the members. In the event of death, resignation, or removal of any officer, a successor will be selected by the remaining members of the Board to serve the uncompleted term of the predecessor.

Section 4. Compensation.

No officer shall receive compensation for any service rendered to the chapter, unless approved by the Board. However, any member may be reimbursed for actual expenses incurred in the performance of chapter duties.

Section 5. Duties of Officers.

a. President. Must be an APT member. Serves as the chief executive officer of CHAPT and chairman of the Board of Directors. Assists, supports, advises, and coordinates the activities of other chapter officers. Presides over chapter meetings and represents CHAPT at both APT and the Great Lakes Region for which he/she serves as a member of the GLAPT Board of Directors. Prepares and submits the annual chapter report and budget.

b. Treasurer. Responsible for the financial business of the chapter to include: establishing bank accounts, maintaining financial records, preparing periodic and annual financial reports, and paying chapter bills.

c. Program Chair. Plans, develops, coordinates, and announces the annual program schedule and special events consistent with the needs of the chapter and within budgetary constraints.

d. Membership Chair. Responsible for membership recruiting, solicitation of membership renewals, maintenance of membership records, and the publication and distribution of the membership directory.

e. Newsletter Chair. Responsible for the publication and distribution of a periodic chapter newsletter that serves as the primary source of member communication as well as a source of knowledge, information, and calendar of events.

f. Website Chair. Responsible for establishing and maintaining the chapter website. Posts meeting notices, membership and other materials forms at the website as determined to be appropriate by the board including the membership directory and newsletters. Collects and distributes to other board members online meeting reservations and membership profile information including renewals.

ARTICLE V. FISCAL YEAR

The fiscal year for CHAPT shall be the calendar year.

ARTICLE VI. ETHICAL PRINCIPLES

CHAPT is dedicated to the ethical use of the *MBTI*[®] and shall support the ethical principles as described in APT literature.

ARTICLE VII. RATIFICATION and AMENDMENTS

The initial By-Laws of CHAPT shall be proposed and ratified by a majority vote of the Board of Directors. These By-laws may be amended by a majority vote of the Board and a majority vote of the entire membership. By-laws changes will be accomplished by mail-in or electronic ballot. A ballot will be sent to each current, dues-paid member of CHAPT, postmarked or e-mailed at least thirty (30) days prior to the date when the ballots are opened.