

**ICF PHOENIX Chapter**  
**"Professional coaches serving the greater Phoenix community"**  
**BY-LAWS**

**ARTICLE I**  
**ORGANIZATION NAME**

**Section 1.**

The name of this organization shall be ICF Phoenix Chapter. This organization uses the tag line, "Professional coaches serving the greater Phoenix community." The current status of this organization is as a chartered chapter of the International Coach Federation.

**ARTICLE II**  
**ORGANIZATION GOALS**

- 1.**  
To increase the success of its membership.
- 2.**  
To increase the skills and effectiveness of its members.
- 3.**  
To raise the awareness of the wider community about the coaching profession.
- 4.**  
To provide a network through which its members can learn of and share opportunities.
- 5.**  
To provide a forum wherein the members can discuss issues of professional concern.
- 6.**  
To provide the opportunity for its members to collaborate in providing resources and solutions for their clients.

**ARTICLE III**  
**ORGANIZATION GOVERNANCE**

**Section 1. Governing Body**

The operations of the organization shall be governed by an internal Leadership Team with an executive team of Past President, Current President, President Elect, Secretary and Treasurer and they have emergency decision making rights. Each spring, elections will be held to nominate and elect a new Leadership Team. The fiscal year shall be July 1 to June 30. The Leadership Team has the authority to change the fiscal year with a majority vote.

**Section 2. Leadership Team Member Qualifications**

To be a member of the Leadership Team, one must be a current member of the International Coach Federation, an active member of the ICF Phoenix Chapter,

have served in a volunteer capacity to the organization and be voted into office by a majority vote of the organization's members.

In addition, the candidates must meet two or more of the following criteria:

- Hold an ICF credential or be in the process of applying for a credential
- Be enrolled or have completed certification in an accredited ICF Coaching school
- Have distinguished themselves by their coaching, business and/or leadership skills and experience

### **Section 3. Duties and Responsibilities of the Leadership Team**

The Leadership Team shall provide leadership in pursuit of the organization's stated goals. It shall further set and collect membership fees, determine organization-sponsored events fees, and develop the policies and procedures necessary to conduct the business of the organization effectively.

### **Section 4. Nominations to the Leadership Team**

In October of each year, a majority vote from the Leadership Team shall appoint the Nominating Committee. The Nominating Committee shall consist of three board members (the President Elect, President and Past-President when possible) and two members at large. All qualified members will be invited to notify the Nominating Committee of their interest in serving on the Leadership Team by December 31<sup>st</sup> of each year. The Nominating Committee will announce the nomination slate in March. Elections will be held in April and the newly elected officers will be announced to the membership in May and take office in July.

The Leadership Team has the right to approve a Co-Presidency if two qualified candidates emerge for such a leadership role; or any Officer role if circumstances warrant.

### **Section 5. Elections**

Before the April meeting each year, the ballots shall be distributed to all qualified members. The ballots will describe the seats open for election and the candidates running for those seats. Members will fill out their ballots electronically and return them to the Secretary, who will count the ballots.

The Nominating Committee shall notify the nominees of their official selection prior to announcing the results to the membership at the May meeting. In addition, the list of new leadership team members shall be distributed to all current and new members of the leadership team prior to the announcement. After the official announcement at the May meeting, a communication will be sent to the entire membership naming the new officers.

The Secretary will so note these proceedings and record them in the minutes of the board meeting following the election.

### **Section 6. Removal**

Any member of the Leadership Team may be removed by a majority vote of the Leadership Team. The Secretary shall record such events in the minutes of the Leadership Team meeting.

### **Section 7. Terms and Vacancies**

Terms for all Leadership Team members are for a period of one or two years with the intention that 50% of the team will hold two-year terms. The President-Elect will advance to the Presidency and then to the Past-President on the Leadership Team.

Election vacancies will be appointed by the President, subject to a majority vote of approval by the Leadership Team. The appointment so approved will continue until the following June, when the seat will be filled by the normal election process.

### **Section 8. Committees**

Committees can be appointed, either standing or ad hoc, in order to effectively and efficiently further the stated purposes of the organization. The establishment of any committee must first receive the approval of the Leadership Team by way of a majority vote. In addition a liaison may be appointed to work with the leadership team for a stated purpose or function. e.g., Coaching Fair chairs.

### **Section 9. Leadership Team Meetings**

Meetings will be held at the places and times decided by majority vote of the Leadership Team. The (President or Co-Presidents) may call a special meeting with 24 hour notice.

### **Section 10. Meeting Procedures**

Questions about Leadership Team proceedings at meetings shall be determined by Robert's Rules of Order (revised), except where such rules conflict with the laws of Arizona. When a quorum is present, Robert's Rules of Order (revised) may be suspended by a majority vote of the Leadership Team or qualified members of the organization.

### **Section 11. Quorum**

A majority of Leadership Team members shall constitute a quorum for the purpose of transacting the business of the organization.

### **Section 12. Legal Purpose**

Notwithstanding any other provision of these articles, the purposes for which the corporation is established are exclusively religious, charitable, scientific, and literary, and educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Revenue laws.

### **Section 13. Excluded activities**

Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Revenue laws.

### **Section 14. Dissolution**

In the event of its dissolution, the residual assets of the organization will be turned over to one or more organizations which are themselves exempt as described in Section 501 (c) (3) and 170(c) (2) of the Internal Revenue Code of 1954 or the corresponding provisions of any prior or future IRS codes or to the Federal, State, or local government for exclusive public use.

## **ARTICLE IV DUTIES OF THE ORGANIZATION OFFICERS**

### **Section 1. President**

The President or his/her designee shall:

- Presides at all meetings of the Leadership Team of the ICF Phoenix Chapter.
- Sign any instruments or documents, which may lawfully be executed on behalf of the Leadership Team, along with another officer.

### **Section 2. President Elect**

In case of the absence or disability of the President, or at his/her request, the President-elect shall:

- Perform all of the duties of the President.
- Have such authority as from time to time may be assigned by the President..

### **Section 3. Secretary –**

The Secretary shall:

- Oversee the proper recording of meetings and proceedings of the ICF Phoenix Chapter, and the Board of Directors (Leadership Team).
- Ensure that a record of current chapter membership is available for reference.
- Supervise the preservation of the chapter's historical records and documents.
- Approve and promulgate all forms of chapter balloting and shall review and maintain the voting integrity of all elections.
- Perform the duties and exercise the powers of the Chapter President or President-elect due to the absence or disability of those officers.

### **Section 4. Treasurer**

The Treasurer shall:

- Perform the organization's official financial transactions.
- Keep accurate books of the organization's accounts.
- Present a Financial Report to the Leadership Team at its meetings.
- Partner with the Secretary to prepare reports for ICF Global, the 990 forms and any other official documents required.

### **Section 5. Vice President of Membership**

The Vice President of Membership shall:

- Find ways to give members benefits on the local level.
- Coordinate a membership drive.
- Follow up with inactive members.
- Follow up with guests (prospects for membership).
- Head the Membership Committee which welcomes and orients new members with any ICF Phoenix Chapter literature and supports VP in all functions listed above.
- Oversee the ICF Phoenix Chapter co-membership for any ICF member, who is also member of another Chapter. They will pay annual dues of at same time as national schedule for dues.
- Work with the Treasurer to ensure that all members are in good financial standing with the ICF Phoenix Chapter.

### **Section 6. Vice President of Public Relations/Marketing**

The Vice President of Public Relations shall:

- Develop and direct the public image of the ICF Phoenix Chapter.

- Disseminate information about upcoming meetings and other events through various media.
- Head the Public Relations Committee, which works closely with the Membership and the Membership Benefits Committee to effectively develop and retain members.

### **Section 7. Vice President of Programs**

The VP of Programs shall:

- Form a committee and enlist them and/or other leaders to assist in some of the following responsibilities:
  - Plan and coordinate speakers and programs, maintain proposed speaker log, obtain and convey speaker gifts/appreciation.
  - Evaluate meetings.
  - Secure program sponsorships, facilities, logistics, etc.
  - Apply for CCEUs.

### **Section 8. Vice President of Community Outreach**

The Vice President of Community Outreach shall:

- Act as the Chapter Ambassador to organizations who share similar goals and purpose.
- Attend meetings of affiliated organizations as a Chapter representative, enhance the relationship with each of the affiliate Chapters, and participate in events that feature the best aspects of the Coaching profession.

### **Section 9. Vice President of Professional Development**

The VP of Professional Development shall:

- Manage New Coaches Collaborative.
- Provide information to members about the requirements and value of ICF certification.
- Coordinate a study network for coaches preparing for ICF Certification.
- Share information about and coordinate awarding of CCEUs for re-certification.
- Enlist committee(s) and/or other leaders to assist in some of these responsibilities.

### **Section 10. Immediate Past President**

The Past President shall provide support and guidance to the President and other officers as requested. Other duties may be assigned as needed.

### **Section 11. Delegation of Officers' Duties**

The majority of the Leadership Team may delegate any officer's duties to any other member of the Leadership Team when they deem such action to be appropriate.

**ARTICLE V  
ORGANIZATION MEMBERSHIP**

**Section 1. Qualifications**

In order to qualify as a member of the organization, an individual must be a current member of the International Coach Federation and have designated Phoenix as their local chapter. They may also participate at the multiple chapter designation. To do this they will complete a Multiple Chapter Application and pay the applicable annual dues.

**Section 2. Voting**

All qualified members of the organization are eligible to vote on any issue presented to the membership for a vote.

**ARTICLE VI  
AMENDMENTS TO THE BY-LAWS**

**Section 1. Recommendation for Amendment**

These by-laws may be amended when recommended by a committee appointed by a majority of the Leadership team, or upon a written request from at least ten percent of the qualified members of the organization.

**Section 2. Amendment Approval**

A majority of the Leadership Team shall have the recommended amendments posted appropriately. All qualified members of the organization shall be invited to review the amended by-laws and prepare to vote on the amendments (yea or nay to the totality of amendments as presented) within two weeks of posting. Votes received after that date are invalid. A proposed amendment set of by-laws shall be considered ratified and effective when carried by a majority vote of ICF Phoenix Chapter Members who participate in the vote.

A majority of the Leadership Team shall see that the official by-laws are so amended and posted appropriately. The Secretary will maintain a set of all by-laws, past and current.

We, the President, Secretary and Treasurer of the ICF Phoenix Chapter, support these bylaws with our signatures below.

Amended: February 2010