ARTICLE I - MEMBERSHIP

a) Qualification: To become a member of The Chapter an individual or business must be a member in good standing of the WCAA as defined in Article I of the national by-laws. A member in good standing is an individual or business who is paying dues to The Chapter and to the National WCAA per an individual, business, Industry Partner or student membership.

b) The WCAA Board of Directors may dissolve The Chapter if the membership drops below 10 members or the majority of the membership of The Chapter votes to discontinue operations. If the members do decide to disband, then the Executive Director or Chapter Development Manager must be informed in order that the appropriate dissolution process is followed.

ARTICLE II - DUES

a) Each individual member and business member shall pay as dues to The Chapter an annual sum as determined by its members.

b) Dues for membership renewal shall become due and payable when notice is rendered.

ARTICLE III - TERMINATION

Section 1 - Resignation
A member in good standing may resign from The Chapter by giving written notice of their intention to do so. No refund of any portion of current dues will be made.

Section 2 - Failure to Pay Dues
Any member who fails to pay annual dues within thirty (30) days of final notice being rendered shall be dropped from the membership rolls and all privileges of membership shall cease.

Section 3 - Suspension/Expulsion
a) A member may be suspended and/or their membership terminated for failure or refusal to comply with the By-laws or for action detrimental to The Chapter, by a two-thirds (2/3) vote of the Executive Committee at a regular or special meeting.

b) If in good standing, such members shall receive not less than twenty (20) days, or more than forty-five (45) days written notice of hearing and they shall be permitted to attend.

c) If such member is not in good standing, with payment of dues and assessments in arrears for more than sixty (60) days, they shall not be entitled to any notice of hearing.

Section 4 - Reinstatement
a) Any suspended, expelled or resigned member may be reinstated by a two thirds (2/3) vote of the Executive Committee upon prior payment of all arrears.

ARTICLE IV - ELECTIONS

Section 1 - Officer Elections
The Chapter shall hold Officers elections at least every two years or annually if necessary. The regular schedule would be to present nominations in October. Vote in November. Announce elected Officers in December. Elected Officers assume office in January of the following year.
In a Chapter's charter year the time of elections should be determined between the National Office and the members.
Section 2 - Voting
Each member in good standing shall be entitled to one vote, which may be in person or by proxy. A non-
response on any vote will automatically constitute a “yes” vote.

Section 3 - Elections Committee
The Elections Committee shall notify the members in good standing at least 30 days prior to the Elections
and provide a voting form for electronic or postal mail, or fax for those unable to attend the meeting.

Section 4 - Majority Vote
The confidential vote of the majority of the membership voting in person, by electronic or postal mail, or fax
shall determine the election.

Section 5 - Qualifications
Only members whose dues are current as of the meeting date shall be entitled to vote.

ARTICLE V - OFFICERS

Section 1 - Local Coordinator
a) In the Charter Year of The Chapter, the WCAA Executive Director shall appoint a Local
Coordinator(s) for the purposes of organization and administration.
b) The Local Coordinator(s) will provide the Executive Director or his appointed Director with a monthly
status report of chapter development in its first year, or until Officers are elected and as necessary
thereafter.
c) The Local Coordinator(s) will maintain The Chapter dues in The Chapter's charter year or until a
Treasurer is elected. A full accounting of these funds shall be made to the membership on a
monthly basis. Two signatures shall be placed on the checking account.
d) The Coordinator(s) may appoint committees as needed and deemed necessary by the members and
shall be a member ex-officio of these committees.
e) When the Coordinator(s) and Executive Director or his appointed Director determines The Chapter is
ready for Officers, an Election Committee shall be appointed by them and they shall set a date for
elections.
f) The Coordinator(s) shall serve as a member of the Executive Committee for a full year following
elections of its officers.

Section 2 - Officers
a) Term of Office: The term for all Officers shall be for two (2) years. Each Officer is eligible to serve
a maximum of two (2) consecutive terms in each position. Officers may continue to serve as officers
in different positions after having served two terms in any given office.
b) Only one officer position may be held by an Industry Partner at any given time.
c) Should any Officer miss the majority of two consecutive Meetings, they would become subject to
removal from their Office. A 75% majority vote of the entire Board will be required for removal.
Each Officer should read and sign the acknowledgement page for their particular job description,
indicating an understanding and acceptance of their role and responsibilities.
d) President: The President shall have general supervision of the business and activities of The
Chapter, preside at all meetings of The Chapter and Executive Committee, implement simplified
Robert's Rules of Order for meeting etiquette, suggest the initiation of policies and programs, direct
the execution of all measures adopted by The Chapter, and ensure the Bylaws are adhered to. He
or she shall be a member ex-officio of all regular and special committees and shall perform such
other duties as are usual to the office of president.
e) Vice President: The Vice President shall perform the duties of the President in the latter's absence
from meetings or inability to perform the functions of their office. In the absence of both the
President and Vice President, any other Officer present at the meeting shall preside over the
meeting or select a Chairperson for said meeting. The Vice President will act as Chairperson and/or
member of the Membership Committee and any other committees as appointed by the President.
f) Secretary: The Secretary shall record the minutes of each meeting. They shall provide a report of these minutes via electronic mail or at the following meeting for approval by the members. The minutes shall then be maintained as part of the historical record of The Chapter. The Secretary shall maintain a list of the membership and provide a current directory to the members and the WCAA Executive Director as new members are added.

g) Treasurer: The Treasurer shall be responsible for maintaining a record of the budget and finances of The Chapter. They shall be responsible for receiving and paying out all moneys belonging to The Chapter with the approval of the membership. The Treasurer shall be responsible for providing a monthly financial statement to the President, which will also be recorded with the monthly minutes, and an annual report to the WCAA Executive Director. They shall disburse and safeguard funds of The Chapter as prescribed by the membership and in accordance with these By-Laws. The Treasurer shall provide a verbal or written financial report at each meeting to the membership.

h) Immediate Past President: shall be called on for historical advice regarding recurring discussions, and shall be responsible for establishing and presiding on the Elections Committee during the year/s of new Officer elections.

Section 3 - Qualifications
a) Good Standing: A candidate for Office shall be a member in good standing with the WCAA and the Local Chapter at the time of their election and shall remain in good standing during their term.

b) Qualifications: An Officer must be engaged in a legitimate window covering business and eligible to vote as outlined in Article 1 of the By-Laws of the WCAA. No person shall be eligible for such office unless he or she shall have been a member in good standing of the chapter for a minimum of one (1) year.

c) Maintenance of Qualifications: Should any Officer cease to maintain the foregoing qualifications; such cessation shall be deemed a resignation from the office held.

d) Fees: Officers shall serve without compensation.

e) Terms of Office: The term of office for the Officers shall be for two (2) years and each Officer is eligible to complete two consecutive terms (4 years). The Executive Director or his appointed Director shall determine the term of office for Coordinator(s).

Section 4 - Vacancies
a) President: In the event of vacancy, the Vice President shall become President and hold office until the next Election.

b) Vice President, Secretary or Treasurer: In the event of vacancy, the other members of the Executive Committee may fill the vacancy by a majority vote.

Section 5 - Removal
If any Officer shall fail to perform the duties of his office, or for any action detrimental to The Chapter or the WCAA, upon fifteen (15) days notice and an opportunity to be heard, they may be requested to resign and the office declared vacant by a three-fourths (3/4) vote of the current membership. All members of the Executive Committee must be given due notice of a special meeting for this purpose.

Section 6 - Regular Meetings
The Chapter shall hold regular monthly meetings with a minimum of 10 meetings per annum, as determined by the membership.

Section 7 - Quorum
A majority of the members in good standing shall constitute a quorum. If a quorum is established, a majority of the members present at any meeting shall decide its actions. A quorum, if present at any meeting, shall presume to continue until the meeting has been adjourned.
Section 9 - Executive Session
For the purpose of private discussion, any member of The Chapter or Executive Committee may request Executive Session. The Session will include the members of the Executive Committee and those persons whose presence is expressly requested by the member or Officer.

ARTICLE VI - COMMITTEES

Section 1
a) Executive Committee: The President, Vice President, Secretary, Treasurer and Immediate Past President shall constitute the Executive Committee.
b) The Committee may be called into an Emergency Session by the President or the National Office for any action which cannot await regular meeting, cannot be conducted by telephone poll, and which does not warrant the calling of a special chapter meeting. Immediately following this meeting, a transcript of the proceedings shall be forwarded to each member of The Chapter. Action may be approved by three-fourths (3/4) vote of the Committee and will be binding on The Chapter.
c) The President or any other member of this Committee may request an Executive Session for the purpose of planning. No actions taken at such a session are binding on The Chapter.

Section 2
The President shall appoint the following committees after consultation with the other Officers. The President shall ensure that committee duties are performed. Additional committees may be formed as deemed necessary.
a) Membership Committee: Vice President shall reside on the Membership Committee. A Membership Chairperson shall be appointed. The purpose of this committee is to actively promote membership in the local area, determine eligibility for membership, maintain a list of potential members, and assist the Secretary in maintaining a list of current members. The Chairperson will serve on the Elections Committee.
b) Elections Committee: The Elections Committee shall oversee the nomination and election of officers. The Committee shall submit the nominations for the offices of President, Vice President, Secretary, and Treasurer to the chapter membership in October of the voting year. The Chapter members may vote to stagger elections, in which case two Officers, in any combination, will be nominated and voted on each year. The Committee will present a slate of officers to be voted on in November of the voting year. They shall supervise nomination and voting, determine eligibility of votes, the validity of email and fax votes, and shall count all votes. New officers will assume respective offices starting in January of the New Year. The Committee may also be requested to supervise voting at any regular meeting.
c) Other Committees: Other committees may be formed as deemed necessary by the President.

ARTICLE VII - RULES & PROCEDURES

Section 1 - Officers
a) The Officers and all committees may prescribe and change such rules and methods of procedure for their own hearings and meetings as shall be deemed in conformity with the provisions of these By-Laws.
b) The Officers shall perform all other duties requested by a majority vote of the membership, present and voting at a regular meeting or by the President as long as they do not interfere with the duties of other Offices provided in these By-Laws.

Section 2 - Expenditures
a) A bank account in the name of The Chapter must be opened with the signature of the Treasurer and at least one other Officer signature required on the checks issued by The Chapter. Signatories shall be changed with each election of new officers.
b) The Treasurer may issue payment of bills pertaining to the business of The Chapter without approval of the full membership for those items up to $50 provided proper receipts are submitted. This expense will be duly itemized with detailed information in the Chapter accounting record.

c) Expenditures over $50 must be approved by a three-fourths (3/4) majority of current chapter members, either in attendance at a regularly scheduled meeting or by special polling by telephone or in writing. Proper receipts shall be submitted for the records.

d) The member and Treasurer shall sign all receipts for reimbursement to a member. All receipts shall be kept for a period of five (5) years.

**ARTICLE VIII - OTHER**

**Section 1 - Amendments**
Proposal to amend these By-Laws may be at any meeting of The Chapter called for that purpose. Such proposed changes must be introduced at a prior chapter Meeting and included in the notice of the meeting. A two-thirds (2/3) vote of the membership of The Chapter shall be required. The proposed changes must be submitted to the WCAA Board of Directors for approval. Amendments must be approved by the WCAA Board of Directors in writing. No amendments are to be considered approved until the written documentation is received.

**Section 2**
Use, changes to and / or display of the WCAA name, WCAA logo, WCAA certification names, WCAA certification logo(s) and pins are strictly controlled as stipulated in the National By-Laws.