



# Bylaws of National Demolition Association, Inc. Florida Chapter

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*Adopted: March 3, 2023. Approved by the NDA Board of Directors: October 17, 2023*

## ARTICLE I - NAME

The name of this organization shall be the **Florida** Chapter of the National Demolition Association, Inc., also known as NDAFL. This organization is a chapter chartered by **NDAFL** whose bylaws regulate this chapter and its members. NDA and its chapters are non-profit professional organizations.

## ARTICLE II - PURPOSE

The Chapter shall have its primary purpose the generation of funds to be used by NDACF for industry-focused education or for scholarships to early-career professionals pursuing education either through the NDA education courses (i.e. Foundations of Demolition Training Series, Superintendent Bootcamp, or other courses NDA offers), NDA certification exams, a trade school program, a two year Associate's degree program, a four-year Bachelor's degree program, or a Master's degree program. In so doing, each Chapter shall strive to develop an interest in the objectives and goals of NDACF at the local level and provide a means, for those interested, for communicating within the organization.

## ARTICLE III - MEMBERSHIP

### Section 1.

Membership in this chapter shall be open only to members of NDA. Membership types and definitions shall be based on the [National Demolition Association, Inc. bylaws](#).

### Section 2.

Dues are paid to the National Office per person each year. Individual membership dues are delinquent 90 days following the annual date of renewal. Failure to pay dues shall result in suspension of membership and benefits. Members can be reinstated upon payment of their dues. Dues are not refundable.

### Section 3.

Regular meetings of the chapter shall be held at least **quarterly** at a place determined by the Governing Board. The regular meeting held in **April** shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

### Section 4.

Special meetings may be called by the President or by the Governing Board, and shall be called upon the written request of **[X number]** members of the Chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

### Section 5:

A majority of the members of the Chapter shall be sufficient to authorize action or shall constitute a vote.

## ARTICLE IV - OFFICERS AND GOVERNING BOARD

### Section 1.

The Chapter officers shall consist of [President and Secretary/Treasurer.] The President, with the approval of the Governing Board, shall appoint such other persons as may be necessary to conduct the business of the chapter.

- There shall be two volunteer roles for each Chapter; a President, and Secretary/Treasurer. The roles of the President and Secretary/Treasurer are to organize events and maintain local contacts of their particular area and should work as Co-Chairs of their Chapter. ALL officers must be members in good standing with NDA.
- President - Each Chapter shall have a President and Secretary/Treasurer. The President will coordinate, develop, and foster the activities of the Chapter and ensure compliance thereby with these guidelines and regulations, as well as all operational policies of NDACF. The President and Secretary/Treasurer are to organize events and maintain local contacts of their particular area and work as Co-Chairs of their Chapter.

- Secretary/Treasurer – In addition to the President, each Chapter shall have a Secretary/Treasurer, who shall be appointed by the President of the Chapter. The basic function shall be to receive, maintain, and account for all funds received by the Chapter, and to pay all reasonable expenses thereof. In so doing, shall comply with these guidelines and regulations, as well as all operational policies of National Demolition Association. It is the role responsibility of the Secretary/Treasurer to handle customer service for attendees, send out communications regarding the event, and coordinate the logistics of the event and communicating with NDA/NDACF. See NDA/NDACF Staff Support Guidelines for staff support.
- The Secretary/Treasurer shall maintain a comprehensive electronic roster of the Chapter.
- Each position should be a standard two-year term that coincides with the election of the officers at the NDA Annual Meeting of the Members each spring. All positions may be up for multiple terms.
- The Secretary/Treasurer must supply an annual list of programs in the Chapter geographic area to NDA for approval by the NDA Executive Committee by January 31 each calendar year. Any change in proposed dates supplied to the NDA Executive Committee 30-days prior to entering any agreement. The Secretary/Treasurer must supply a list of all contacts. See NDA/NDACF Staff Support Guidelines for staff support.

## **Section 2.**

The Governing Board shall consist of the two officers, and the Chairs of any Committees. The Board shall conduct the business of the Chapter between meetings of the general membership, fix the date, hour, and place of meeting, make recommendations to the chapter, and oversee the activities of all standing and ad hoc committees. The Board shall be subject to the orders of the Chapter and none of its acts shall conflict with action taken by the chapter. The Board has no power which is not given to them by the bylaws. The Board shall meet at least twice annually, at such times as determined by the Board or the President. Special meetings of the Board may be called by the President, and shall be called upon the written request of three members of the Board. Between meetings of the Board, business may be conducted by conference call. A majority of the Board members present shall be sufficient to authorize action or shall constitute a vote.

## **Section 3.**

Officers and Board members shall serve a minimum of one year and shall be elected by an affirmative vote of the majority of the ballots cast. Terms of office shall be staggered so that all officers and board members do not begin and end their terms at the same time. Elected officers and Board members shall assume their duties at the close of the annual meeting following their election.

## **Section 4.**

The Secretary/Treasurer shall fill a vacancy in the office of President. A vacancy on the Governing Board shall be filled by appointment by the Board. Any member filling a vacancy for an un-expired term of more than one year is deemed to have served one term.

# **ARTICLE V - NOMINATIONS AND ELECTIONS**

## **Section 1.**

The Nominating Committee shall consist of active chapter members who are not officers or members of the Board.

## **Section 2.**

The Nominating Committee shall prepare a ballot which shall be submitted to the Board for review prior to the election. Elections shall take place by ballot. A plurality vote for any office shall constitute an election. In case of a tie, the election shall be determined by lot.

# **ARTICLE VI - TASK FORCES AND COMMITTEES**

## **Section 1.**

The Governing Board shall establish Task Forces as necessary to accomplish the work of the Chapter. Task Forces shall be initiated upon the request of any members and the approval of the Board.

# **ARTICLE VII - PARLIAMENTARY AUTHORITY**



The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that the Chapter may adopt.

### **ARTICLE VIII - AMENDMENTS**

These bylaws may be amended by mail vote of the active membership. An affirmative vote by a majority of the active members who return their ballots will constitute approval for an amendment change.

### **ARTICLE IX - DISSOLUTION**

A resolution for dissolution of this Chapter shall be signed by a majority of the regular members. In the event of dissolution of the Chapter, the Board shall, after paying all liabilities of the Chapter, dispose of all the remaining assets by contribution to the National Demolition Association Charitable Foundation (NDACF). Dissolution of NDACF also serves to dissolve this local NDA chapter.