



SENIA Local Chapter Bylaws

Chapter:

Board Members

- Board Make-up
 - Two or more members
 - One must be the liaison between local and international board
- Local Board to delineate jobs -
 - Chair (and/or co-chair)
 - recording secretary
 - Treasurer (if applicable)
 - web/social media designer
 - Local chapter liaison
 - Membership
 - Awareness and advocacy coordinator
- Frequent communication with fellow board members: responding to emails, calendar invites, and other requests.
- Submit local meeting minutes to International
- Update International Board about board structure and contact
- Commitment to Monthly Meetings (in person and/or online forum)
- Commitment to sitting on the board for a minimum of one year.
- When you know you are leaving, actively recruit your own replacement.
- Board Nomination Process
 - *Nominees submit CV (if applicable)*
 - *Answer Questions (Pre Determined by Local Board) or attend an interview conducted by the chairperson. ([Click Here](#) for a list of sample questions)*
 - *Voting by members of the Local Board, either in writing or verbally at a monthly meeting, should be done before a nominee joins the Local Board officially.*
 - *The board should include individuals with a variety of backgrounds and different organizations/schools*
- [Update](#) International Board about changes to Local Board

Events

- Commitment to at least 2 [events per year](#)
- Recruit host year prior to annual conference (follow SENIA's call for host paperwork)
- Board members must make a commitment to support the event host with attendance and possible organizational help.



Social Media

- Commitment to maintain at least of the following: FB, Twitter, website accounts and/or other forums(active)
- One --- Local Board member is admin on FB/Twitter/Instagram. The designated local Board member should collaborate with Mike Boll if support is needed.
- Develop Newsletter (3 year plan)
- Advertising on social media: local service providers may advertise on the local chapter's social media platforms up to twice a month, with the board's approval. This can be done using a "market day" format, or staggered posts throughout the month.
- Advertisements for local service providers or businesses my not be included in the chapter newsletter

Level of Local Board Commitment

- Attend an average of 80% or more of SENIAS board meetings and events.
 - If 2 or more consecutive meetings are missed, you will receive a warning and be given the opportunity to resign from the board if you are no longer able to maintain your commitment. Upon missing the 3rd meeting in a row, the board will ask you to step down and your role will be replaced.
 - Upon falling below the average of 80% of attendance of meetings or events, you will receive a warning and be given the opportunity to resign from the board if you are no longer able to maintain your commitment. Upon missing an average of 70% of meetings or events, the board will ask you to step down and your role will be replaced.
- Communication to the board of absences needs to be done no less than 24 hrs before the meeting for unknown events or indicated on the calendar invite within a reasonable time for known events.
- Follow-through on appointed agenda items needs to happen before the next meeting or agreed timeline.
- Responses to board specific action items and group feedback need to occur before the next meeting or agreed timeline.

Common Agreements

- Support social media with sharing, likes, and posting of local and international news, events and PD opportunities.
- Regular communication with teacher representatives in the area - Teacher reps should automatically be considered as a member of the local chapter, and be included in all social media and networking efforts. It is expected for the local chapter board and teacher reps to collaborate, such as hosting local chapter events at the schools and



promoting these events to other teachers. It is not required for the teacher reps to sit on the local chapter board.

- Sharing of board meeting minutes, agreements, and folders with SENIA Local Chapter Liaison within one week of the meeting.
- Communicating events with SENIA International board: summary and pictures, to be used for SENIA publications.
- Majority rule for making board decisions. Must be present to vote or respond to online vote.
- Sending at least one local board representative to SENIA annual conference for attendance of local board meetings with SENIA Local Board Chapter Liaison.

Conflict of Interest and Confidentiality Policy

SENIA membership lists are the confidential property of SENIA and its members. Access to this information is limited to SENIA authorized personnel, including its Board members, committees, and staff, and is intended solely for SENIA-related purposes. This policy also applies to local and regional chapter boards.

Purpose:

The purpose of this policy is to protect the confidentiality and privacy of SENIA's membership lists and ensure that they are not used for personal business purposes.

Policy:

SENIA membership lists are for the exclusive use of SENIA and its authorized personnel.

Local & Regional chapter lists shall be maintained by the Membership Chairperson.

No member or non-member of SENIA, including local and regional chapter board members, may use SENIA membership lists for personal business purposes. Personal business purposes include but are not limited to: advertising, marketing, or soliciting goods or services to SENIA members.

Any individual who violates this policy may face disciplinary action, including revocation of their SENIA membership and/or legal action.

Local and regional chapter boards may use SENIA membership lists for SENIA-related purposes only. These purposes may include but are not limited to: communications regarding SENIA events, initiatives, or updates, and other SENIA-related activities.

SENIA will take reasonable measures to ensure that its membership lists are secure



and confidential.

Members may opt-out of having their information included in the SENIA membership lists at any time by contacting SENIA directly.
SENIA reserves the right to amend this policy at any time without notice.

Conclusion:

This policy extends to local and regional chapter boards, emphasizing the importance of protecting SENIA members' privacy and confidentiality. It is essential to ensure that SENIA membership lists are used solely for SENIA-related purposes and not for personal business use. All members and non-members of SENIA, including local and regional chapter board members, are expected to comply with this policy. Failure to do so may result in disciplinary action. SENIA takes the privacy and confidentiality of its members seriously and will take reasonable measures to safeguard its membership lists.

All members are to adhere to current and/or revised by-laws. All members must work collectively toward the mission/vision of SENIA ----- . Should a board member's actions/words show that they are not fulfilling their commitment, the board chairperson will schedule an appointment to notify that member of the concerns. If their actions/words indicate a change, the board structure will remain. If their actions/words do not indicate a change, they will be notified that they are being asked to step down from the board. The SENIA ---- Board Chairperson(s) will make the final decisions.