

IIBA Northwest Arkansas Chapter Standard Operating Procedures (SOPs)

As of September 2022

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IIBA Chapter Standards

1. IIBA maintains a set of chapter standards with the Board should review at least annually to ensure compliance.
2. IIBA Northwest Arkansas will maintain compliance with chapter standards. Procedures in this document may exceed the chapter standard but must always at least meet the standard.
3. This document may cover policies and procedures that are not addressed in the chapter standards, so long as they do not conflict with local, state, national laws, or IIBA standards or policies.

Updating Chapter Procedures

1. Chapter procedures may be updated through discussion at a properly documented Board meeting. Changes shall be approved by vote, acclamation, or consensus of the majority of Chapter Board members.
2. These policies will be publicly available to any chapter member and maintained on the northwestarkansas.iiba.org/ website.

Chapter Documents and Documentation

1. Chapter documents shall be stored in a central location.
2. Chapter board members will be assigned a role-based email address, which they are expected to use for all chapter business.
3. Ad hoc committee members may be assigned an email address if deemed necessary to perform the work. All correspondence related to that work should be executed through the assigned chapter email.
4. Unless a specific tool is mandated by IIBA, the chapter may use whatever productivity tools it chooses to do its work.

Notice of Meetings

Supplement to Bylaw 5 Section 2

1. Notice of an Annual General Meeting should be published at least 30 days ahead of time
2. Notice of chapter meetings should be published 30 days in advance through the following modes:
 - a. Northwest Arkansas IIBA chapter website
 - b. Global IIBA community site

Voting Procedures

Supplement to Bylaw 8 Section 1 and Bylaw 11

1. Voting procedures must be accessible by the membership at any time, ideally through maintaining these on the chapter website.
2. Voting procedures may not be changed without notice given to the members.
3. Voting procedures may not be changed more frequently than annually.
4. Unless a specific tool is mandated by IIBA, the chapter may use whatever voting tools it chooses to conduct chapter voting activities.