



The Association of
Accountants and
Financial Professionals
in Business

**REGIONAL COUNCIL
OPERATIONS MANUAL**
(Revised and approved on October 24, 2014)

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Introduction

Regional councils are chartered by the IMA Global Board of Directors to serve as a bridge between the Global Board and Staff and professional chapters, student chapters and members in their designated geographic area. Direct member involvement is primarily through the local professional chapters, with the exception of CPE/CMA Review Offerings and Campus/Corporate Outreach which should be a collaborative effort with the local chapters or a standalone council effort only in areas not served by a local chapter.

The guidelines for regional councils are intended to provide a framework for the organization and operation of a regional council. Councils that wish to operate outside of this framework should request approval from the Member Relations Committee, including the basis for their request.

Governance

Regional councils are governed by:

- [IMA Articles of Incorporation and Bylaws](#)
- [IMA Policies](#)

Note - IMA Policies, Articles of Incorporation and Bylaws are linked to the IMA Global website. Should the above links not work, please refer directly to the IMA Global website or contact your Community Relations Representative.

Each regional council must adopt a set of Bylaws that establish the legal basis for operating within the structure established by the Global Governance Committee and approved by the Global Board of Directors. They must include the following:

- The fiscal year shall be the same as IMA (July 1 – June 30)
- The administrative year shall be the same as the competition year for IMA (May 1 – April 30)
- Council Bylaws shall be reviewed the earlier of every 5 years or when changes are needed. The results of the review, even if no changes are required, must be submitted to the Council's Community Relations Representative.
- The council must conduct its affairs in accordance with the Constitution. Bylaws and Policies of IMA.
- Councils are not to be organized for profit, their activities must fall within the confines of Section 501© (3) of the Internal Revenue Code.
- Council delegates must not include any attempts to influence legislation or participating in political campaigns for public office.

Regional Council Role and Responsibilities

Assist IMA and its professional chapters, student chapters (both those sponsored directly by the Council and those sponsored by member professional chapters), and other IMA members within their designated region to successfully achieve a high quality member value and member experience consistent with IMA's Mission and Core Values by providing the following:

- Leadership training and guidance for individual members and chapters, including development of future IMA Chapter, Council and Global leaders
- Continuing professional education
- Corporate and campus outreach to promote IMA and the CMA (leading and/or assisting with the activity in collaboration with the chapters)
- Opportunities to share experiences and ideas to support high quality member value and member experience (best practices, collaboration between chapters/councils/Global, etc.)
- Facilitation of communications and alignment of resources between individual members, chapters, the global volunteer board and staff, and members of the Council itself
- Maintain regular and open communications with chapters in the Council area and assist them in identifying and resolving issues with resources from Global, Council or other chapters' resources

Guidelines for Council Activities and Required Forms

Activities a Council Should Support:

- Leadership training and guidance for individual members and chapters, including development of future IMA Chapter, Council and Global leaders
 - Provide chapter leadership training
 - Provide ongoing mentoring for chapter leaders
- Continuing professional education
 - Offer professional education events for the council area, either solely by the council or in partnership with a local chapter
 - Offer CMA Review Preparation programs/courses for the council area, either solely by the council or in partnership with a local chapter
 - Provide CPE in conjunction with council meetings
- Corporate and campus outreach to promote IMA and the CMA (leading and/or assisting with the activity in collaboration with the chapters when appropriate)
 - Identify and connect with colleges in council area that provide the opportunity to establish a new student chapter.
 - Provide speakers, assistance and guidance to student chapters and other student accounting and finance organizations
 - Sponsor scholarship(s) for accounting student(s) within the council area.
 - Provide scholarships to assist student in attending Student Leadership Conference
 - Schedule campus visits to promote IMA and the CMA.
 - Schedule visits with companies in the council to promote IMA and the CMA .Host a regional student event
- Opportunities to share experiences and ideas to support high quality member value and member experience (best practices, collaboration between chapters/councils/Global, etc.)
 - Schedule a minimum of 3 council meeting each year
 - Hold special events before and after council meetings
- Facilitation of communications and alignment of resources between individual members, chapters, the global volunteer board and staff, and members of the Council itself
 - Maintain an up-to-date council website, including links to up-to-date member chapter websites
 - Publish at least 2 communications addressing council activities each year. Communications should be through member chapters when possible. With the exception of Council CPE Events, direct communications to members should only be for members of chapters that do not periodically communicate with their membership and At Large members.
- Maintain regular and open communications with chapters in the Council area and assist them in identifying and resolving issues with resources from Global, Council or other chapters' resources
 - Schedule a minimum of 3 council meeting each year
 - Council leader visits to chapters other than their own
- Other
 - Organize new chapters in areas within the geographic boundaries of the council

Annually required forms:

March (last business day)

- Elections & Appointments Form

April (last business day)

- Council Award of Excellence (optional)

July 15

- Ethics and Core Values Agreement (for upcoming Council year)

November 15

- 990N or 990 EZ

November (Last Business Day)

- Annual Financial Report

Guidelines for Functions

A. Meetings

The council should hold at least three (3) regular meetings during each chapter/council year.

The date and place of the first meeting should be established the preceding year and should be held as soon as practical after the beginning of the council year. If possible, the meeting schedule for the next year should be set at the council's last meeting of the council year.

Written notice of all meetings, along with a proposed agenda, should be mailed/mailed to each voting and nonvoting delegate (and others who have requested that their names be placed on the mailing list) at least thirty (30) days in advance of all meetings.

Special meetings of the council may be called by its President or by delegates of any three member chapters, provided that written notice is given to all delegates at least ten (10) days in advance stating the purpose of the meeting.

Any past IMA officer or director or past council officer may request that the council Secretary place their name on the mailing list to receive meeting notices.

The right of one vote at council meetings is held by each elected council officer and each certified delegate of a chapter in good council standing. In addition, the Council may determine through their Bylaws to allow current and/or past Global Directors and/or past Council Presidents to vote either individually or collectively as a group (i. e. one person from the group selected to vote at each meeting).

A majority of the member chapters and elected officers of the council constitutes a quorum at a council meeting. *Participation may also be via teleconference or other electronic means.*

Delegates unable to attend a council meeting may be represented by an alternate or proxy as prescribed by the council.

Except as required by law or by the Council Bylaws, an act of a majority of voting delegates or designated alternates at any duly constituted meeting of the council shall be the act of the entire council.

All meetings shall be open to any individual member of IMA in good standing.

In establishing meeting dates, the council should try to avoid conflicts with regularly scheduled meetings of member chapters, IMA global board meetings, global committee meetings, and other global functions.

All meetings shall be conducted in accordance with the Bylaws and *Robert's Rules of Order*.

B. Delegates Duties

Delegates should attend council meetings, participate in deliberations, and accept and fulfill council positions of leadership.

Delegates should share practices, experiences, and opinions of their chapter board and members. They should participate in the deliberations of the council. They should function as the primary communication link between the council and the chapter board and members.

Each delegate who is not a council officer or committee chair should be named to one of the operating committees of the council (if the council has committees).

Global Directors who are affiliated with or have assigned responsibilities to member chapters may be voting delegates to the council, unless they are from another council and only serving in a communications/advisory capacity. Their participation in council meetings and their counsel should be sought. The council should not expect leadership participation by these persons beyond that directly connected with their duties as global officers and directors.

Past officers of the council should be nonvoting delegates (unless otherwise designated as a voting delegate). Past council Presidents should be considered ex-officio delegates to the council for life, as long as they remain active members of IMA.

C. Duties of Nominating Committee

The duties of the committee will include to:

- (a) Provide a list of candidates for Global Directors for submission to the Council for their consideration. The selection will be from a pool of candidates, who have the following:
 - 1) are past Chapter Presidents, a past Global Director, a past Council President or have other appropriate IMA service
 - 2) are an IMA member in good standing and are willing to serve if elected
 - 3) have high ethical standards
 - 4) have good communication and leadership skills
 - 5) have the ability to commit the necessary time if elected
 - 6) have access to sufficient travel funding to attend required meeting if elected

- (b) Select a nominee for Council President. The nominee will be selected from a pool of candidates, who have the following:

- 1) Are a Past Chapter President, a past Council Officer, or a past Global Director
- 2) are an IMA member in good standing and are willing to serve if elected
- 3) have high ethical standards
- 4) have good communication and leadership skills
- 5) have the ability to commit the necessary time if elected
- 6) have access to sufficient travel funding to attend required meeting if elected

At the discretion of the Council President, a separate nominating committee may be appointed to nominate council officers other than the Council President. Elected Officers shall be submitted to Community Relations by **the last business day in March**.

(a) Nominees will be selected from a pool of candidates, who have the following:

- 1) are an IMA member in good standing and are willing to serve if elected
- 2) have high ethical standards
- 3) have good communication and leadership skills
- 4) have the ability to commit the necessary time if elected
- 5) have access to sufficient travel funding to attend required meeting if elected

Guidelines for Structure

A. Officers

Each council must, at a minimum, elect a President, Secretary and Treasurer. In addition to the required officers, it is recommended that a council elect some or all of the following officers:

- President Elect
- Vice President Administration
- Vice President of Education Programs
- Vice President of Communications and Public Relations
- Vice President of Membership and Marketing
- At Large Director(s)

All councils must submit nominations for Global Director in accordance with the IMA Global Bylaws, which are available) on the IMA Global website or through the Community Relations team.

B. Duties of Officers

The general duties of the officers are defined in the Bylaws. (See Article VIII, Sections 1 to 5.)

The activities of the council are carried out under the officers as follows:

1. Council President

The President shall be the executive head of the council and, when present, shall preside at all meetings of the council. The President shall be an ex-officio member of all committees, shall exercise general supervision over the affairs of the council, and shall perform such other duties as may be required by the council.

The President shall be responsible for appointing a committee to audit the council financial records as soon as possible after the beginning of the following council year.

2. President-Elect

The President-Elect shall serve as President pro tem in the event of the absence of the President, and shall chair ad hoc committees when requested by the President. The President-Elect shall also perform such other duties as may be assigned by the President.

3. Vice President of Administration

The Vice President of Administration shall serve as President pro tem in the absence of the President and the President-Elect. The Vice President Administration shall also perform such other duties as may be assigned by the President.

If the council has a committee system, the following committees and activities should usually be handled by the Vice President of Administration:

- Business meeting, social and fellowship
- Global conference
- Chapter relations

4. Vice President of Professional Education

The Vice President of Professional Education shall coordinate all educational activities and where applicable, coordinate activities such as:

- Professional development program
- Chapter Leadership Effectiveness Workshops and Chapter Management Seminars
- Speakers' bureau
- CMA activities
- Other duties as may be assigned by the President

This Vice President shall also coordinate the utilization and promotion of global educational programs and/or service to the council.

5. Vice President of Communications and Public Relations

The Vice President of Communications and Public Relations shall be responsible for the general communication activities of the council and, where appropriate, coordinate activities such as:

- Council Directory
- Council Communications
- Publicity
- Community Service
- Council Website
- Other duties as may be assigned by the President

6. Vice President of Membership and Marketing

The Vice President of Membership and Marketing shall coordinate membership activities such as:

- Council inter-chapter membership contest, if applicable
- New-chapter formation
- Chapter assistance
- Student Chapter assistance support
- Other duties as may be assigned by the President.

7. Secretary

The Secretary shall be the custodian of the records, shall record the minutes of each meeting, and shall prepare and distribute copies of same to all persons on the list to receive notices of council meetings. The Secretary shall also perform such other duties as may be assigned by the President.

8. Treasurer

The Treasurer shall be responsible for financial affairs of the council. The Treasurer shall receive and disburse all funds, shall be custodian of all property, shall maintain the financial records, shall prepare an annual operating budget, shall prepare quarterly and annual financial reports of the council, and shall relate tax returns. The Treasurer shall also perform such other duties as may be assigned by the President.

9. At Large Director(s)

At Large directors shall perform such duties as may be assigned by the President.

10. Global Director (Regional Responsibilities)

- Present regional issues as a member of the IMA Board of Directors that might impact IMA as a whole or affect other regions.
- Champion IMA's Strategic Plan, and communicates Board activities to the region.
- Participate in and/or act as a facilitator for Chapter Leadership conferences.
- Identify and mentor new leaders.
- Facilitate effective communications between the Board and or Global Staff.

Note – If a Council did not nominate a current Global Director, the Member Relations Committee (MRC) will appoint an existing Global Board Member to fulfil the above responsibilities. MRC will look first at Global Directors from within the Council area, then from those living within a reasonable proximity of the Council's geographic area, and then finally (if necessary) from the balance of the Board. This should be done prior to the beginning of the Council Year.

A. Suggested Meeting Agenda

Regional Council _____
Date-Place

- I Call to Order
- II Introduction of Global Representative
- III Self-Introduction of Delegates
- IV Secretary's Report – Approval of Minutes
- V Treasurer's Report

- Audit Committee
- VI Council Committee Reports
 - Council Competition (Intra- and Inter)
 - Chapter Leadership Effectiveness Workshop
 - Annual Conference
 - Communications (newsletter, publicity, roster, Chapter Program Booklet exchange)
 - Long-Range Planning
 - Speaker's Bureau
 - Community Service
 - Professional Education
 - Meetings (arrangement, socials, etc.)
 - Certificate in Management Accounting (CMA)
 - Nominating Committee
 - Corporate Development
- VII Global Committee Reports by Council Delegates serving on committees
- VIII Old Business
- IX New Business
- X Comments:
 - Chapter Presidents
 - Global Committee Members
 - Global Directors
- XI Announcement
- XII Adjournment

It is recommended that the following items be considered at the first meeting:

- a. Approve budget
- b. Exchange Printed Annual Program/Roster Booklets and newsletters
- c. Select dates and site of the remaining meetings plus the first meeting for next year.

B. Procedure for Chapters to Change Regional Council Affiliation

When a chapter wishes to change from one council to another the following steps should be taken:

- 1) The Chapter Board of Directors must approve request to transfer from one council to another. This is to be recorded in the minutes, stating reasons for the request, and submit to the IMA office.
- 2) A formal request is sent to the Community Relations Team, IMA stating reasons for transfer along with a copy of the minutes recording the approval of the chapter Board.
- 3) A copy of the request is to be sent with a letter to the secretary of each council involved.
- 4) The council receiving the chapter must vote to accept the chapter into the council.
- 5) Changing council should be made to coincide with the competition year.