

ASSOCIATION FOR PRESERVATION TECHNOLOGY INTERNATIONAL — THE LATIN AMERICA AND CARIBBEAN CHAPTER—

BYLAWS

I. Introduction

The name of this chapter shall be “The Association for Preservation Technology—the Latin America and Caribbean Chapter”. For purposes of these bylaws, The Association for Preservation Technology—the Latin America and Caribbean Chapter will be referred to as the “LAC Chapter.”

This chapter of the Association for Preservation Technology (APT) is established under Article 12 of the APT International Bylaws. It is organized to promote the interchange of ideas and knowledge concerning preservation technology and to further the goals of APT. It is meant to serve the needs of interested persons in Latin America and The Caribbean. The name of the chapter is the Latin America and Caribbean Chapter, which constitutes the whole of Central and South America, Caribbean Islands and Mexico.

II. Objectives

- To raise the profile of preservation technology in Latin America and the Caribbean.
- To collaborate with other preservation/conservation organizations in the region. Foster collaboration, joint activities and partnerships with other preservation/conservation organizations. Provide leadership in consolidating the preservation/conservation community and augment related activities.
- To support and facilitate the organization of the APT International annual conference when held in LAC. Provide sustained support to the APT Conferences Committee and APT Development Committee in identifying and securing conference venues and local conference committee support, identifying and securing financial success through local and LAC Chapter sponsorship and fundraising efforts. Additionally, ensure APT International participation and content in related conferences by other regional preservation/conservation organizations.
- To provide a platform to promote and support APT International activity by local APT Sections across Latin America and the Caribbean. The activities could include learning opportunities (field sessions, lectures, small conferences, etc.) and Research and Development initiatives (publication of leading research, participation in special preservation/conservation research projects). Provide an organizational and logistical structure including, financial, communication, legal, insurance, etc. to promote, support, and facilitate these local APT Section activities.
- To foster training and professional education opportunities in preservation technology in Latin America and Caribbean with professionals of the region, and promote and support APT international Training and Education Committee. With the help of local APT Sections, identify local issues and talent to supplement a core of experts that would be brought from APT International and tour across the LAC Chapter APT Sections.

III. Membership

Membership is open to any person who is interested in preservation technology. Applicants will fill in a mandatory form to apply for membership. Applications should be submitted to the President of the LAC Chapter. The candidate will be a member only after the board has approved the membership application.

IV. Defaulting Member

If any Member fails to contribute to the commitments of the LAC Chapter for a period of five (5) months the board shall write to the member via email requesting confirmation of interest in being part of the LAC Chapter.

V. Board of Directors

A Board of Directors consisting of the president and one representative of each of the follows regions:

- 1) South Region (Argentina, Chile, Uruguay, Paraguay);
- 2) Brazil;
- 3) Andean Region (Bolivia, Peru, Ecuador, Colombia, Venezuela, Guyana, Suriname);
- 4) Central America and Mexico;
- 5) Caribbean;

Besides being a representative of one region, the members of the Board must act as 1st Secretary; 2nd Secretary; Events Manager; Academic and Training Manager; and Outreach Manager. The Board shall also provide other managerial functions necessary for the development of the Chapter. The president will nominate each representative for one of these last functions. The last past presidents will be members of the director board as consultants without voting rights, for a period of 2 years. The past presidents could act as direct consultants for the President if he or she asks for it.

Key Responsibilities:

- a. Keep a current list of APT Section members.
- b. Organize virtual meetings at least three a year.
- c. Provide technical leadership in the preservation/conservation local community.
- d. Mobilize volunteers to organize and provide content for events.
- e. Keep written records of activities, including meetings
- f. Promote and develop building conservation/preservation activity as per the APT International mission.
- g. Promote the election of a new board.

VI. Officers

- a. There shall be six officers as described above (IV). Terms of office shall be two years with the exception of the first officers who shall serve through the current year. Officers must be members in good standing of this chapter.

- b. The President, as the Chief Executive Officer of the chapter, shall have general supervision of the affairs of the chapter and shall normally preside at all meetings. In the absence of the President, the 1st secretary is next in succession followed by the 2nd Secretary. In the event that the President cannot continue in office, the 1st Secretary shall assume and task for a new election.
- c. The 1st Secretary shall keep records of the meetings and compile them for the annual report, maintain a record of members and their addresses, and notify members of all meetings of the chapter.
- d. The 2nd Secretary shall help the 1st Secretary in all activities and assume his activities if not present in a meeting.
- e. The Events Manager shall help to coordinate all the events of the Chapter and try to find new opportunities for events in the Chapter area.
- f. The Academic and Training Manager shall try to identify Universities, Research Institutes and other Institutions to participate in the LAC Chapter and help to organize training workshops in the area.
- g. The Outreach Manager shall plan strategies for the spread of the LAC Chapter and find associations, organizations and companies, which should be LAC partners.
- h. In the event that one of the officers must leave his or her position, the Board of Directors may appoint a person to fill only the unexpired term. The new officer must be from the same region as the retiring office.
- i. The policy of the organization shall be to have officers serve a two-year term. However, the Board may decide to allow an officer to serve in a continuing capacity provided that officer is duly elected on biannual basis.
- j. A Director may serve only two (2) successive terms as Director. After this, a Director is ineligible to serve for four years following.
- k. A Director can apply for President and in that case he or she is eligible for two terms as stressed below.
- l. A president may serve only two (2) successive terms as President. After this, a President is ineligible.
- m. One half (1/2) of the current members of the Officers shall constitute a quorum.

VII. Elections

- a. Election to office is by plurality vote. The vote is virtual and the officers are responsible to find the best way to do it easy, transparent and easily auditable. Only members in good standing for more than two months before the elections can vote.

- b. Nomination as an officer of the chapter other than the President is open to any Chapter member in good standing who has the support of five (5) other members in good standing of the chapter. In the event that no one petitions for an office, the retiring officers can solicit nominees. The Board of Directors shall act as the nominating committee and shall present a slate of nominees in the announcement for a meeting scheduled at least one month before the elections.
- c. Nominations will close at the meeting of the Chapter schedule at least one month before the election. All nominees for office will be allowed to show their proposals and bio via the Internet for the members.
- d. The latest edition of Roberts Rules of Order shall prevail at all business proceedings.

VIII. Meetings

- a. Virtual Meetings of the chapter shall be every four months unless otherwise specified by the board, but not less than three times per year. The dates of the meetings will be sent by email at least 15 days in advance, except in emergency cases justified by the board at the meeting begging and approved by the members of the Chapter.
- b. Meetings shall be held at such times as shall be designated by the officers.
- c. One half (1/2) of the current members of the Board shall constitute a quorum.
- d. As soon as possible, the Board will have regional meetings (virtual) and try to establish face-to-face meetings including members, in the future.

IX. Dissolution

The chapter may be dissolved only at a special meeting called for the purpose and only by a vote of two-thirds of Chapter members .

X. Repeal and Amendment

The bylaws of the chapter may only be repealed or amended by an affirmative vote of at least two thirds of the members voting at a meeting duly called for the purpose of considering said bylaws. A bylaw proposal shall be presented to the officers of the chapter no less than sixty (60) days before the presentation to the members at a meeting duly called for that purpose.

END OF BYLAWS