

ASSOCIATION OF CONTINUITY PROFESSIONALS



Washington DC-Mid Atlantic Chapter
Bylaws



ASSOCIATION OF CONTINUITY PROFESSIONALS

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FOR THE WASHINGTON DC CHAPTER

National Version History

Version	Change	By	Date
1.0	Drafted		2003-1
2.0	Revision	P. Striedl J. Crosson	2006-1
2.1	Incorporate new logo, re-format table for Chapter Board table, and add signature instructions on last page. No change to content.	M. Weiland	4/6/09; 2008-04
3.0	Revision	ACP Staff	2015-04
4.0	Revision	ACP Staff	2016-11

Chapter Version History

Version	Change	By	Date
1.2	Name Change / Adhere to ACP Corporate Template	BOD	6/2011
1.3	Add approval date of membership	BOD	12/31/11
2.0	Article I – Name Corrections	BOD	07/10/15
2.0	Minor changes throughout document for grammar or clarity	BOD	07/10/15
2.0	Purpose – new organizational chart and explanation	BOD	07/10/15
2.0	Treasurer – clarification of payment authority	BOD	07/10/15
2.0	Directors – Changes to position descriptions, addition of new positions, including Vice Presidents.	BOD	07/10/15
3.0	Member Position Updates	BOD	Nov 2018
4.0	Updated the chapter name throughout document Article II – Updated state of incorporation to Virginia Member Position Updates Lowered “like organization” limit for Executive Committee members from 2 to 1. Clarified the election frequency and term limits for Executive Committee members and Board of Directors Clarified the roles of the Chapter Vice Presidents	BOD	Oct 2020



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**ARTICLE I
NAME OF CHAPTER**

The **WASHINGTON DC-MID ATLANTIC** Chapter of ACP, hereinafter known as **WASHINGTON DC** Chapter or "the Chapter", is a non-profit, mutual benefit association of business professionals who are responsible for, or participant in, continuity planning, disaster recovery, crisis management and/or business resumption planning. The **WASHINGTON DC** Chapter is an authorized operating entity of the Association of Continuity Professionals (ACP).

**ARTICLE II
PURPOSE**

The Chapter has filed with the Commonwealth of Virginia to operate as a nonprofit organization in the Commonwealth of Virginia as an agent of the Association of Continuity Professionals (ACP), a nonprofit organization incorporated in the State of California. The Chapter is dedicated to serving the continuity planning information-gathering requirements of its membership. The Chapter organization is in the National Capital Region.

The Objectives of the Washington DC Chapter are:

1. To provide an organized forum, enabling its members to discuss and investigate the spectrum of organizational, management and technical issues relative to continuity planning, disaster recovery, crisis management, emergency management and business resumption planning.
2. To accumulate, exchange and disseminate information, share experiences of mutual interest or value, and advance the effective usage of continuity planning, disaster recovery, crisis management, emergency management and business resumption planning.
3. And, in compliance with ACP Bylaws and ACP National Board policies, to provide information gathering and exchange services to remote and/or isolated communities pursuant to membership requirements.



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To meet those objectives, the chapter has been organized as portrayed in the diagram below. It should be noted that the shaded segment is mandatory while the non-shaded regions are optional based on need and level of development within the chapter. All Officers, Directors and Committee chairpersons come from the membership of the chapter.

Executive Committee	Director Positions	Other Committees
<p style="text-align: center;">MANDATORY</p> <ul style="list-style-type: none">• President• Secretary• Treasurer	<p style="text-align: center;">NECESSARY</p> <ul style="list-style-type: none">• Compliance• Membership (VP)• Programs (VP) <p style="text-align: center;">OPTIONAL</p> <ul style="list-style-type: none">• Information/Technology• Community Outreach• Education• Marketing & Special Events• Publications• Public Relations• Communications	<p style="text-align: center;">MANDATORY</p> <ul style="list-style-type: none">• Audit• Nominating <p style="text-align: center;">OPTIONAL</p> <ul style="list-style-type: none">• Special Activities



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**ARTICLE III
MEMBERSHIP**

Chapter membership is open to all business professionals and organizations interested in continuity planning, crisis management, disaster recovery and/or business resumption issues, regardless of race, color, sex, age, religious affiliation, disability or national origin. Members agree to be bound by the ACP "Code of Ethics". A signed "Code of Ethics" form from each member is required and will become a permanent record of the ACP National. Individual Chapter Membership includes both National and Chapter voting privileges.

MEMBERSHIP DUES:

1. Dues:

The ACP National membership and organizational dues are set and assessed according to the National Bylaws.

The Chapter Executive Committee determines Chapter individual member dues. Changes are approved by the Chapter membership.

2. Dues Processing:

The chapter dues amount to be collected for the following year must be filed with the ACP National Treasurer no later than November 1 of each year. All dues, both Chapter and the ACP National, are to be assessed to the membership annually, on a common invoice by ACP National.

3. Membership Application Processing:

Members should submit membership applications and renewals, with appropriate dues enclosed; to ACP National administrative service provider's mailing address or website, where receipt of the dues will be acknowledged to chapters on a regular basis. The ACP National administrative service provider will also make available periodic chapter membership listings to chapters.



ARTICLE IV

CHAPTER EXECUTIVE COMMITTEE

Members of the Chapter Executive Committee must be individual members in good standing as of the date of their nomination and remain so throughout the term of office. The Chapter Executive Committee is comprised of the President, Secretary and Treasurer. Elections are described in Article VII (Chapter Elections).

Only (1) member per organization¹ may serve as a member of the Chapter's Executive Committee and no organization may hold more than 50% of the optional chapter board positions.

The Chapter Executive Committee shall manage all Chapter business. A Chapter Executive Committee quorum, for business purposes, shall consist of a majority (2).

Term: The members of the Chapter Executive Committee shall serve two-year terms. Members shall only serve 2 terms consecutively in the same position unless this provision is suspended by majority vote of the Executive Committee and the Board of Directors². Once this term limit is met, the Chapter Executive Committee member can run for another position. There is no limit to the total number of terms a member can serve.

I. PRESIDENT

The President is the principle executive officer for Chapter. He / She shall:

1. Preside at the scheduled membership meetings of the Chapter membership, Chapter Board of Directors, and the Chapter Executive Committee.
2. Exercise general charge of the Chapter officers and directors.
3. Chair the Chapter Executive Committee (The President may not chair any other committees).
4. Act as an ex-officio member of all Chapter committees but is only empowered to cast a tie-breaking vote for the committee at the committee chair's request.
5. Act as the primary interface with external organizations and is the Chapter's primary interface to ACP National.
6. The President shall appoint annually an internal audit committee, consisting of

¹ An organization is defined as any corporation, company, business or agency, or an autonomous subsidiary or division of that corporation, company, or business, whether publicly or privately owned.

² This provision is necessary to ensure Chapter leadership during times of low volunteering from members in good standing.



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(3) three or more Chapter members in good standing.



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II. SECRETARY

The Chapter Secretary is responsible for recording all Chapter activities and maintaining all Chapter records. He / She shall:

1. Attend and record minutes of all Chapter Executive Committee meetings, board meetings, and chapter meetings.
2. In cooperation with the Vice President of Programs or Vice President of Membership, provide notice of all scheduled membership meetings of the Chapter as well as the Chapter Executive Committee and Board of Directors meetings.
3. Maintain, in current status, the Articles of Association with ACP National and incorporate all amendments and policies as determined by Chapter membership, the Chapter Executive Committee, and/or the ACP National Board.
4. Provide an annual statement of the Chapter Executive Committee members to the ACP National Secretary for filing with such public agencies as required preserving the ACP National non-profit status.
5. Perform such other duties as may be assigned by the Chapter President, the Executive Committee or the ACP National Board.



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III. TREASURER

The Treasurer is responsible for recording all Chapter financial activities and maintaining all financial records. He / She shall:

1. Supervise Chapter financial affairs.
2. Perform all the duties incident to the office of Chapter Treasurer.
3. Sign any check, draft, or other order of Chapter payment of money. Two Executive Committee member approvals are required for each check. Approval may be accepted in the form of an email.
4. Prepare monthly financial statements for the Chapter Executive Committee, the ACP Corporate Board of Directors and any government reporting in such form and frequency as required.
5. Prepare financial statements for the Chapter Membership and Board, as necessary.
6. Provide for the custody and safekeeping of all Chapter securities and monies.
7. Provide an annual statement of Sources and Uses to the ACP Corporate Treasurer/CFO for filing with such public agencies as required preserving the ACP Corporate non-profit status due to the Corporate Treasurer by January 31 of the following year.
8. Perform such other duties as may be assigned by the Chapter President, the Executive Committee, or the ACP National Board.



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IV. APPOINTMENT OF COMMITTEES

Additionally, the Chapter Executive Committee may establish special committees for various purposes, as they are required, or deemed necessary. Standing committees include:

1. Chapter Audit Committee – Must be at least 3 members, appointed each year by the President to audit the Chapter’s financial books.
2. Chapter Nominating Committee – Must be at least 3 members, appointed each year by the President to present a slate of qualified candidates for officer, vice presidents and director positions to assist in the election of the chapter board of directors.



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**ARTICLE V
CHAPTER BOARD OF DIRECTORS
VICE PRESIDENTS AND DIRECTORSHIPS**

The Chapter Executive Committee creates Chapter Vice President and Directorship positions to form a Chapter Board of Directors. With direction and approval of the Chapter Executive Committee, the vice presidents and directors manage one or more project committees to accomplish their charters. No organization may hold more than 50% of the optional chapter board positions.

Term: Unless suspended by majority vote of the Chapter Executive Committee³, Chapter Vice Presidents and Directorships are perpetual, and individuals are elected to these positions during the Annual Chapter Election process each year.

The Chapter Executive Committee may choose to create and authorize any positions. Following are a list of the current Board of Directors:

I. VICE PRESIDENT OF PROGRAMS:

1. Senior member of the Board of Directors.
2. Shall be responsible for the Chapter and program format (other than the business portion) of the regular Chapter meetings.
3. Shall arrange facilities and other logistical issues related to holding meetings.
4. Shall be responsible for the arrangement of speakers, panels, and topics to be presented at these meetings, and to arrange for payment of any costs involved through the Chapter's Executive Committee.
5. Shall chair the Chapter Program Committee (when needed).

II. VICE PRESIDENT OF MEMBERSHIP:

1. Senior member of the Board of Directors.
2. Shall be responsible for organization and representation of the Chapter at seminars, conventions, and public presentations.
3. Shall be the Chapter's ambassador to all professional organizations requesting

³ This provision is necessary to ensure Chapter leadership during times of low volunteering from members in good standing.



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information about the Chapter.

4. Shall maintain, in cooperation with the Corporate Membership Director, a current listing of all Chapter members.
5. Shall be responsible for directing Chapter membership drives.
6. Shall handle registration for all Chapter meeting/functions and tracks attendance for validation of CEU credits.

III. DIRECTOR OF COMMUNITY OUTREACH:

1. Shall maintain relationships with other non-for-profit organizations and coordinating education efforts.

IV. DIRECTOR OF COMPLIANCE:

1. Shall ensure that the Executive Committee and the Board of Directors follow proper conduct and behave professionally.
2. Shall oversee the policies, procedures, and processes detailed in this Article of Association and other policy or guidance documents, as applicable.

V. DIRECTOR OF EDUCATION AND SEMINARS:

1. Shall obtain and catalog information on continuity related seminars and training available
2. Shall investigate and report on certification programs, continuity and emergency planning courses, degree programs, etc. as they become available.
3. Shall coordinate any educational offerings approved by the Chapter Executive Committee.
4. Shall assist in providing programing for the regular Chapter meetings.

VI. DIRECTOR OF INFORMATION TECHNOLOGY:

1. Shall manage and maintain a local repository of materials and reference information relating to Chapter and the business continuity and disaster planning profession.
2. Shall ensure that all pertinent information collected is copied to the national officer responsible for a national ACP Resource Directory and/or Information Center.



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3. Shall manage the chapter records through an accessible database.
4. Shall manage and maintain the Chapter Internet website.
5. Shall investigate strategies for the Chapter to leverage technology.

VII. DIRECTOR OF PUBLIC RELATIONS:

1. Shall be responsible for developing and coordinating the Chapter's sponsorship program.
2. Shall be responsible for organizing the representation of the Chapter at seminars, conventions, and public presentations.
3. Shall be the Chapter ambassador to all professional organizations requesting information about the Chapter.
4. Shall be responsible for issuing Chapter media statements.
5. Will review all internal and external communications to ensure that the Chapter is being consistently represented across all mediums.

VIII. DIRECTOR OF COMMUNICATIONS:

1. Shall be responsible for establishing and editing the contents of social media and web communications.



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**ARTICLE VI
ORDER OF SUCCESSION**

Unless otherwise documented in this section, if the Chapter President cannot complete his/her term, the Chapter Secretary will assume the presidency for the remainder of the term. If the position of Chapter Secretary is not filled at the time of abdication, the remaining officers, vice presidents, and directors may appoint, by majority vote, a replacement for no more than 60 calendar days and hold an election, as dictated by this bylaw, to complete the current term.

If any other chapter officer or director cannot complete his/her term, the Chapter President will appoint a replacement for the remainder of the term with a majority approval of the Chapter Executive Committee.



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ARTICLE VII
CHAPTER ELECTIONS

To maintain cohesiveness in the organization and provide on-going input for the planning and budgeting process, it is necessary to begin the election process in September of each year. The Chapter President appoints a Nominating Committee in September. The Chapter Nominating Committee shall consist of three (3) Chapter members in good standing. Any Chapter individual member in good standing may volunteer to be part of the Nominating Committee

Only one (1) member per organization may serve as a member of the Chapter's Executive Committee and no organization may hold more than 50% of the optional chapter board positions.

Individual chapter members may volunteer to be candidates for officer, vice president and/or director positions.⁴ Each candidate must be a member in good standing as defined by the National Bylaws. The Nominating Committee shall insure acceptance of all nominations before presentation to the membership. It is recommended, for established chapters, that an individual who has been a chapter member for at least one-year staff the Executive Committee positions.

Any officer, vice president, or director may re-run for the same (within the term limits) or a different office, vice presidency, or director position. If any Chapter Executive Committee Member is elected or appointed to another position on the Chapter Executive Committee, s/he must resign from his/her current position prior to taking his/her newly elected office.⁵

The Nominating Committee will then present the qualified candidates for the open officer, vice president, and director positions to the chapter Executive Committee members and the Board of Directors in October or November. Ballots will be prepared and presented by the chapter secretary to the general members in good standing.

The elections will then be conducted at the next chapter meeting or through electronic means (email, survey tool, etc.) as soon as reasonably possible. The candidate receiving the majority of votes for each position from the voting members shall assume office the first day of January. Chapter elections shall be completed prior to December 1st with results announced as soon as possible, but no more than 7 calendar days after the

⁴ This excludes the Chapter President, whom, upon completing his / her office, becomes the Chapter Past-President, an honorary office that advises the next president.

⁵ This excludes the Chapter Past – President, who may also run for or be appointed to a director position while serving as past-president.



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completion of the voting. An Executive Committee and Board of Directors (outgoing and incoming members) meeting shall be scheduled soon after to allow for a successful transition.

Once elections have been completed, the Chapter Secretary shall provide the National Secretary and the National Director of Chapter Services with a list of the Chapter's Board of Directors with their contact information no later than December 1st. This document shall include the Chapter Official Address, which will be used for all mailings.

With elections being held in November, the outgoing and incoming officers, vice president and directors will have an opportunity to transition for the next year. It is imperative for the success of the incoming officers, vice presidents and directors that all prior collected/developed documentation is provided to the incoming team.



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ARTICLE VIII
VOTING

All members in good standing, as set forth in these Bylaws, shall be entitled to vote to:

1. elect the members of the Executive Committee and Board of Directors
2. annually approve these bylaws, or
3. dissolve the Chapter.

Votes may be cast in a manner and format as prescribed for the Chapter Secretary. Each member in good standing shall be entitled to cast one vote on each matter submitted to a vote of the members. Approval shall be by majority vote unless otherwise required by these bylaws or the National Bylaws.

Proxies

Any Executive Committee or Board of Director member may designate another Executive Committee or Board of Director member to act as his/her proxy for voting purposes at any ACP DC meeting. Any such proxy is specific to the meeting and must be communicated to the Chapter Secretary prior to the start of the meeting intended. An Executive Committee or Board of Director member may hold only one proxy per meeting.

The Chapter Secretary will specify the form and format of the proxy, verify the proxy is duly rendered and record the proxy as part of the meeting minutes.

Once cast, an Executive Committee or Board of Director's proxy vote is irrevocable. A validly executed proxy shall continue in full force and effect until revoked by the Director or member executing it before the vote is cast under that proxy. An Executive Committee or Board of Director member may revoke his/her proxy:

- by a notice delivered to the Chapter Secretary stating that the proxy is revoked; or
- by a subsequent proxy executed by that Director or member and presented to the Chapter Secretary; or
- by that member's attendance and voting at the meeting; or
- when written notice of death or incapacity of the owner of the proxy is received by the Chapter Secretary before the vote under that proxy is counted.



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**ARTICLE IV
MEETINGS**

The Chapter Executive Committee determines the frequency, dates, and duration of Chapter membership meetings. Location of the meeting may differ.

Chapter Executive Committee meetings will be held monthly, with timing and location of meeting to be determined by the Executive Committee.

The Chapter President determines the frequency, dates, and duration of the Board of Directors' meetings.

Chapter Presidents are encouraged to attend the annual ACP National meeting(s) and the monthly Presidents Council conference calls. The incurred expenses for attendance at any national meeting are at the expense of the president or his/her representative from the chapter Executive Committee or with the authorization for chapter reimbursement of associated expenses.

ACP National has instituted "peer" meetings where national directors hold collaborative and planning meetings with the Chapter directors holding the same positions. The meeting schedule and materials are posted on the National Website. The Chapter President should encourage their Directors to attend these meetings and provide regular feedback.



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**ARTICLE IX
FINANCIAL ADMINISTRATION**

Membership dues shall be paid annually and become delinquent if left unpaid more than 30 days after membership term expires.

The Chapter Executive Committee determines chapter dues. Changes are approved by the Chapter membership. The assessed ACP National membership dues are included in the total annual dues. The National Treasurer is notified annually of the chapter dues amount. The chapter dues amount to be collected for the following year must be filed with the National Treasurer no later than November 1 of each year. Dues are fixed for one calendar year.

The Chapter Treasurer is authorized to open bank account(s) in the name of the Chapter of the Association of Continuity Professionals (ACP). He/she, at the direction of the Chapter Executive Committee, maintains all accounts.

Signatory authority for all Chapter accounts, which have been or may be established, shall reside with current members of the Chapter Executive Committee. Two board member approvals are required for each check. Approval may be accepted in the form of an email.

Any reimbursement of funds to Chapter Executive Committee members, Chapter Vice Presidents & Directors, or chapter members for purchases or services rendered on behalf of Chapter requires authorization by the Chapter Treasurer and the Director of the area authorizing the service or expense. Reimbursement to a Chapter officer with signing authority requires approval by the other two officers neither of who may be the recipient. One must be the Treasurer unless the Treasurer is the recipient. The other officers must sign any reimbursements to the Treasurer.

The Chapter Treasurer shall receive all statements of account(s) and shall be responsible for reconciliation thereof and forwarding a written financial statement annually or as directed by the ACP National Treasurer. This is required to ensure continuation of ACP National's non-profit status. In the unlikely event of chapter disassociation, all chapter funds and assets remain with ACP National.



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Each year the Chapter President shall appoint an internal audit committee, consisting of (3) three or more Chapter members in good standing. These individuals shall not be members of the Chapter Executive Committee. The responsibility of the audit committee shall be to examine all Chapter financial records and make a report of their findings to the Chapter membership. This report shall be in writing and shall be maintained as part of the permanent records of the Chapter. The Chapter Secretary shall forward a copy of this written report to ACP National after acceptance.



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ARTICLE X

CHAPTER OFFICER IMPEACHMENT PROCEDURE

Chapter impeachment proceedings for the removal of a Chapter officer, vice president, or director may be initiated by an officer, vice president, or director moving for and having seconded a motion to impeach at a joint meeting of the executive committee and the Chapter directors. A quorum for these proceedings is composed of two thirds of total Chapter Executive committee and three quarters of the Chapter directors. Three quarters of this body must vote to impeach before the proposal to impeach can be brought before the membership (with one month's notice) electronically or at a regular membership meeting where a majority of the voting membership in attendance is required to remove the Chapter officer, vice president, or director in question. All actions must be documented in detail in the appropriate set of minutes as recorded by the Secretary of the chapter.

Impeached officers, vice presidents, and directors shall not hold a position in the Chapter for a period of no less than two years from the date of impeachment.



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**ARTICLE XI
AMENDMENTS TO CHAPTER BYLAWS**

Chapter bylaws may be amended as necessary if there is no conflict with the National Bylaws upon approval by:

- A majority of voting members present at the membership meeting during which such an amendment is proposed to the membership or a majority of voting members responding to an e-mail vote during a defined time period which such an amendment is proposed to the membership
- The ACP National Board

The Chapter Secretary will send all amended Articles of Association to the Chapter Services Director to be reviewed before it is voted on by the chapter membership.

The general content of the proposed changes is to be provided to Chapter members of record at least thirty (30) days prior to the meeting in which voting for the amendments will take place. This notice may take place as a part of a newsletter, electronic message, or mail sent to all members at their last known address.

Electronic voting: this is the preferred method. The proposed changes to Chapter bylaws may be included with the electronic voting ballot if the voting period is at least seven (7) days long.

After the membership has approved the new or updated bylaws, a copy must be signed (ink or electronically) by the Chapter Officers. Send signed copy via email to the ACP National Headquarters staff@acp-international.com for approval. The amendment will become active upon receiving written acceptance from ACP National. The bylaws must be reviewed by June 30 of each year.



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SUBMISSION FOR CHARTER AND APPROVAL

All actions prescribed by ACP National and Chapter directives have been complied with prior to submission of this document.

These bylaws for

WASHINGTON DC-MID ATLANTIC CHAPTER

of the Association of Continuity Professionals are approved
on this ? day of ?, 2021

Chapter President, Avery Church

Chapter Secretary, Jennifer Paris

Chapter Treasurer, Ellen Ku

Signed copy of this document shall be sent via email to staff@acp-international.com.



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**APPROVAL FOR CHARTER
OR
REVISION OF CHAPTER ARTICLES OF ASSOCIATION**

ACP National approval is granted for these initial / modifications to Chapter Bylaws by Board
directive on

this ? Day of ?, 2021.

ACP Client Services Coordinator