

International Institute of Business Analysis (IIBA) Istanbul Chapter Bylaws

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Bylaw 1 – Name & Territory

Section 1: This organization shall be called the International Institute of Business Analysis, Istanbul Chapter (hereinafter “the Chapter”). The Chapter is a chartered chapter of the International Institute of Business Analysis (IIBA®), separately organized and incorporated as the IIBA Istanbul Chapter.

Section 2: The principal office of the Chapter shall be located in Istanbul, Turkey.

Section 3: The Chapter is responsible to the duly elected IIBA Board of Directors and is subject to all IIBA policies, procedures, rules, and directives.

Section 4: The Chapter shall meet all legal requirements in the jurisdiction where it conducts business or is incorporated.

Section 5: The Bylaws of the Chapter shall not conflict with IIBA’s current Bylaws and all policies, procedures, rules, or directives established or authorized by the IIBA Board of Directors or with the Chapter’s Charter with IIBA.

Section 6: The terms of the Charter executed between the Chapter and IIBA, including all restrictions and prohibitions, shall take precedence over these Bylaws and any authority granted hereunder.

Bylaw 2 – Objective

Section 1: The purpose of the Chapter is to promote the practice of business analysis, raise the profile of the business analyst role, and locally represent the IIBA.

Section 2: The objectives of the Chapter include the following:

- Advance the role of the Business Analyst as a recognized profession.
- Provide networking opportunities for members to gain knowledge from experienced BA practitioners, as well as industry and government leaders.
- Create and share access to a formal knowledge base, including forums for sharing expertise.
- Promote learning about business analysis best practices.
- Maintain sufficient financial security and sustainability at the Chapter level.
- Create corporate support for IIBA in the local market through marketing and awareness programs.
- Liaise with industry and association partners to increase awareness and benefits for Chapter members.

Bylaw 3 – Composition

Section 1: The Chapter shall consist of an elected President and Board of Directors and shall not be used for the promotion of any person seeking public office or any commercial enterprise.

Bylaw 4 – Membership

Section 1: Membership in this organization is voluntary and shall be open to any person interested in furthering the purposes of the organization, regardless of race, creed, color, age, sex, marital status, international origin, religion, or disability.

Section 2: The Chapter shall not create its own membership categories beyond those recognized by IIBA.

Section 3: Members in good standing may vote in Chapter elections and hold office, defined as members who have paid IIBA dues and have selected the Istanbul Chapter in their IIBA profile.

Section 4: Members shall abide by both IIBA and Chapter Bylaws and all related policies and directives.

Section 5: Membership dues are paid to IIBA, and in case of resignation, dues are non-refundable.

Section 6: All members are entitled to attend Chapter events at the IIBA member price.

Bylaw 5 – Chapter Calendar

Section 1: The Chapter will adhere to IIBA chapter standards for meetings and events, as described in the IIBA chapter standards documentation.

Section 2: Meetings include Chapter Meetings and an Annual General Meeting (AGM), to be held annually.

Bylaw 6 – Officers and Directors

Section 1: The Chapter shall be governed by a Board of Directors, with positions as follows:

- President
- Vice President
- Vice President (VP) of Finance
- VP of Communications
- VP of Marketing
- VP of Professional Development
- VP of Records & Archives

Section 2: Officers serve two-year terms with staggered elections to provide continuity.

Section 3: Officers are eligible to serve multiple terms, with elections held at the AGM.

Bylaw 7 – Board of Directors Responsibilities

Section 1: The Board of Directors governs the Chapter and is responsible for achieving its objectives.

Section 2: The Board may adopt policies and rules consistent with these Bylaws and IIBA policies.

Section 3: The Board may declare an officer position vacant if the officer ceases to be a member in good standing or misses three consecutive Board meetings.

Section 4: Vacancies may be filled by Board appointment for the unexpired term, or a special election if deemed necessary.

Bylaw 8 – Nominations and Elections

Section 1: A Nominating Committee will prepare a list of nominees for each Board position, and elections will be conducted at the AGM or via ballot for all members in good standing.

Bylaw 9 – Committees

Section 1: The Board may establish committees to advance the Chapter's objectives.

Bylaw 10 – Finance

Section 1: The fiscal year of the Chapter is from January 1 to December 31.

Section 2: The Board shall establish policies for financial management, including submitting required tax filings.

Bylaw 11 – Ratification and Amendments

Section 1: Bylaws may be amended by a two-thirds vote of the voting membership, either during an annual meeting or by other means as described in the operating procedures.

Section 2: All amendments must align with IIBA's Bylaws and directives.

Bylaw 12 – Dissolution

Section 1: Should the Chapter dissolve, its assets shall be distributed to a charitable organization designated by the membership after settling all debts, in accordance with applicable laws.