

# **SID UPPER MIDWEST (UMW) CHAPTER BYLAWS**

## **ARTICLE I. NAME AND TERRITORY**

**Section 1.** This organization will be known as The Upper Midwest (UMW) Chapter of The Society for Information Display (SID).

**Section 2.** Hereinafter "Chapter" will refer to the organization named in Section 1; "SID" refers to the parent organization.

**Section 3.** The Chapter serves the membership of SID in the Upper Midwestern area of the United States including Minnesota, Wisconsin, Illinois, Missouri, Iowa, Nebraska, Kansas, South Dakota, North Dakota, Montana, and Wyoming, or as determined by SID. The Chapter functions and activities shall be, in general, carried out within the geographical area covered by these states.

## **ARTICLE II. FIELD OF INTEREST AND OBJECTIVES**

**Section 1.** The field of interest of the Chapter is defined in the Constitution and Articles of Incorporation of SID.

**Section 2.** The objectives of the Chapter are to:

- Support the activities and objectives of SID.
- Encourage and contribute to the scientific and educational advancement in the field of information display and to promote its use.
- Provide forums for the exchange and dissemination of ideas and knowledge relating to the information display in the Chapter's geographical area.
- Sponsor professional meetings within the Chapter.
- Participate in symposia and conference activities of SID.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Grades and Qualifications:**

SID members in good standing in the Chapter's territory will be normally considered as members of the Chapter. Any SID member may request in writing to SID to be the member of UMW or other chapter. A member of the Chapter shall hold the same grade in the Chapter as is accorded by the SID.

### **Section 2. Privileges:**

#### **Members:**

- All dues paying members of the Chapter and those Sustaining Member nominees who meet the other requirements for membership and have a membership application on file will have equal privileges as defined by the Bylaws of SID, ARTICLE 3, Section 2. They may:
- Vote for officers, amendments, and additions to the bylaws and on such other Chapter business as requires polling of the members.
- Hold offices and membership in Committees.
- Receive all notices of general Chapter functions.
- Attend all meetings of the Chapter.

Sustaining Members (companies) and Student Members may not hold office, vote, nor serve on Nominating Committees.

#### **Non-members**

- Non-members are specifically excluded from holding office, voting on Chapter matters, or membership on committees.
- Non-members may participate in business meetings only by express invitation of the Board of Officers or by a vote of the members at a business meeting, and then only when their presence and participation is pertinent to the business of the Chapter.

- The Chapter encourages non-members to attend the technical meetings through general notices (including the SID web page) or by invitation of a Chapter member. They may be required to pay registration, admission, dining, or other fees as deemed fair by the Chapter Executive to help defray the expense of the meeting.

### **Section 3. Dues and Fees**

- Each Chapter member shall pay dues annually to the SID in accordance with his/her SID grade. No Chapter dues are required.
- Fees, if any, for attendance at technical meetings or other Chapter activities shall be established by the Chapter Executive. Chapter members in good standing may be granted preferential fees.
- The fiscal year of the Chapter will be the same as that of SID.

### **Section 4. Membership Termination:**

Membership in the Chapter may be terminated for one or more of the following reasons:

- The Chapter membership terminates automatically with termination of SID membership.
- Voluntary withdrawal by the member by means of written notice to the Chapter.
- Non-payment of SID dues.
- Voluntary withdrawal due to relocation to another geographical area.
- For cause: Such as misuse of Chapter facilities, or name, or other such activity which brings disrepute to the Chapter or parent body, the SID. In such cases, the Chapter shall recommend to the SID Membership Committee for taking appropriate action to terminate the membership.

## **ARTICLE IV. OFFICERS AND MANAGEMENT**

**Section 1.** The elected officers will be the Chapter Chair, Vice-Chair, Treasurer and Secretary. The Chapter may also elect or appoint a Program Chair and Director. The Secretary and Treasurer positions may be held by one person.

**Section 2.** The term of office for Chapter officers is one year.

**Section 3.** The Chapter will be managed by an Executive Committee composed of the Chapter Chair, Vice Chair, Treasurer, Secretary, Director, Chairs of the Standing Committees and the immediate past Chapter Chair if willing to serve. If a committee position becomes vacant, then the Chapter Chair may appoint a replacement with the approval of the Executive Committee until such vacancies are filled during the next Chapter annual election.

**Section 4.** At least 30 days prior to the Annual SID Business meeting, the nominating committee will request nominations for the offices of Chapter Chair, Vice-Chair, Treasurer, and Secretary from Chapter members by mail or email. Nominations will be open for 2 weeks. The nominating committee will generate a slate of candidates including member nominations and create a ballot. The chapter will then mail/email ballots to the Chapter members. The votes will be received and tallied by the committee and will be communicated to the Executive Committee and members through e-mail. The names and contact information of the new executive committee may be posted on SID Chapter web. Ensuring that the Chapter annual election is conducted in a timely manner and its reporting to the Regional Vice-President and SID office will be the responsibility of the Chapter Director.

**Section 5.** The outgoing Executive Committee members will transfer responsibilities to the new members no later than one month after the Annual election. This includes the transfer of all files, names, and bank accounts. A bank account transfer may require an audit to be performed by a person(s) appointed by the Chapter Chair/Executive.

**Section 7.** No individual officer or representative of the Chapter will have the authority to contract debt, pledge the credit, or in any way bind the Chapter or SID.

## **ARTICLE V. DUTIES OF OFFICERS**

**Section 1. The Chair:** The Chair shall be the principal executive officer of the Chapter and shall supervise and control the business and affairs of the Chapter. The Chair, when present, shall preside all general business meetings of the Chapter. The Chair may sign in the place of the Secretary or Treasurer any bank checks, contracts, or other instruments which the Board of Officers has authorized to be executed, and in general shall perform all duties incidental to the office of Chair. The Chair shall be responsive to the wishes of the Board of Officers in the performance of such additional duties as may be requested by the Board from time-to-time. The Chair may also appoint members of the Program and Membership Committees.

**Section 2. The Vice-Chair:** In the absence of the Chair or such person's inability or refusal to act, the Vice Chair shall perform the duties of the Chair and when so acting, shall have all the powers of and be subject to all the restrictions on the Chair. The Vice Chair shall perform other duties which may be assigned by the Chair or the Chapter Executive from time-to-time.

**Section 3. The Treasurer:** The Treasurer will be the custodian of the Chapter funds and keep all financial records, bankbooks and checking accounts of the Chapter. The Treasurer will receive funds from the SID and or Chapter activities and pay Chapter bills as directed by the Chair and or the Executive Committee. The Chapter Treasurer will make periodic financial reports to SID and to the Chapter Executive Committee. If the Treasurer is absent, then the Chair has to assume these duties.

**Section 4. The Secretary:** The Secretary is to keep the minutes of business meetings including attendance figures and keep the Executive Committee informed of same. If no special committee exists then develop and mail all meeting notices, and nomination and election ballots. The Secretary may arrange for meeting and dinner accommodations. The secretary is the custodian of Chapter records and in general, should perform all duties incidental to the office of Secretary and such other duties as may be assigned from time-to-time by the Chair or by the Board of Officers.

**Section 5. The Director:** The Director's role is to be a mentor and guide to the Chapter executives and to promote SID activities at local level. The Director can be assigned additional responsibilities by the Chapter executives to help the Chapter. The Director will conduct Chapter election(s) in a timely manner.

## ARTICLE VI. STANDING COMMITTEES

The functions of the standing committees described in this article may, at the decision of the Executive Committee, be undertaken by individuals who are members of the Executive Committee or by other persons elected or appointed by the Executive Committee to the Chapter Committee. The following committees, as a minimum, are recommended: Nominating Committee, Membership Committee, and Program Committee.

**Nominating and Election Committee:** The Chair of the Nominating Committee and two additional committee members shall be appointed. In general, the Director is the Chair of the Chapter nominating and Election Committee. The Nominating Committee shall select a slate of candidates for office. It shall be the duty of the Nominating Committee to be judicious and insightful in the preparation of a slate which meets the needs of the Chapter. This slate is sent to all the Chapter members in good standing for voting. After receiving the votes, they will be counted. The election results will be informed to the executive and Chapter members.

**Membership Committee:** The Membership Committee may conduct membership drives, encourage membership applications and maintain and recommend standards of membership consistent with SID and Chapter Bylaws. It should also encourage student membership from the regional academic institutes involved in display research. It will maintain an updated membership list and e-mails. The Chapter Vice-Chair is normally the Chair of this Committee.

**Program Committee:** The program committee makes all the arrangements to find companies and presenters for membership meetings. It may recommend the technical programs, activities, presenters and time and place of meetings to be conducted. The Executive Committee may share the duties of this function. The Program Chair may be elected directly with other executive members or may be appointed by the executive. Due to vast geographical area of the Chapter, all executive and committee members are encouraged to arrange meetings in their areas to encourage the local participation. Teleconferencing, webinars and other electronic means may be arranged to increase the Chapter wide participation.

**Other Committees:** Other committees and chairs not described above may be appointed by the Chapter Chair/Executive from time-to-time.

## **ARTICLE VII. MEETINGS:**

**Section 1.** General business may be discussed at any Chapter meeting but there will be at least one General Business meeting (called the Annual Meeting) conducted each year. Such meeting will be held at a time and place recommended by the Executive committee with input from the standing committees. This meeting may be conducted through electronic means to promote the participation of executive committee and general members. A majority of the Executive Committee shall constitute a quorum for the conduct of business. A majority of the quorum shall be sufficient to approve any motion.

**Section 2.** Meetings of a technical or informative nature shall be held in keeping with the objectives of the SID and as arranged by the Program Committee. The Chapter should hold at least 4 technical meetings per year.

## **ARTICLE VIII. FINANCES**

**Section 1.** All funds of the Chapter will be kept in a recognized banking or savings and loan institution. Expenditures from this fund will require the signature of either the Chapter Chair or the Treasurer. Books of account will be audited by the Treasurer upon change of Chapter officers and shall be at all reasonable times open to inspection by the Executive Committee and the Treasurer of SID. All expenditures shall fall within the general guidelines approved by the Board of Officers.

**Section 2.** The funds for the operation of the Chapter will be derived from pro-rata membership moneys transferred to it by the SID subject to the SID bylaws.

## **ARTICLE IX. AMMENDMENTS**

**Section 1.** Amendments to the bylaws may be initiated by majority vote of the Executive Committee or petition of 10% Chapter members in good standing to the Executive Committee. Such proposed changes shall then be submitted to the SID Bylaws Committee to ensure compliance with SID Bylaws and shall then be submitted for approval by the SID Executive Committee. They shall then be offered for approval by a plurality of the Chapter members.

**Section 2.** These bylaws will be compatible with the Articles of Incorporation and the Bylaws of the SID. In the event that these bylaws fail to comply with SID Bylaws or with SID Policies and Procedures, then said SID Bylaws and SID Policies and Procedures shall prevail.

Approved by SID Bylaws Committee: November 10, 2017

Approved by a plurality vote of Chapter members: January 27, 2018