

## **BYLAWS**

### **OF THE DETROIT METROPOLITAN CHAPTER OF THE SOCIETY FOR INFORMATION DISPLAY**

#### **ARTICLE 1 NAME, PURPOSE AND SCOPE**

**Section 1** The name of this organization is the "Detroit Metropolitan Chapter of the Society for Information Display", hereinafter called the Chapter.

**Section 2** The purpose of this chapter shall be:

- A. To support the activities and purposes of the parent organization, the Society for Information Display, hereinafter called SID.
- B. To encourage and contribute to scientific and educational advancement in the field of information display, and to promote its use.
- C. To provide forums for the exchange and dissemination of ideas and knowledge relating to the field of information display.

**Section 3** All chapter activities shall be conducted without pecuniary profit to chapter officers or members. In the event of voluntary dissolution of the Chapter, its assets, after payment of all of its debts, shall revert to the parent organization.

**Section 4** The Chapter is a part of the Society for Information Display, bylaws of which govern the Chapter, in addition to the Chapter bylaws. 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.

**Section 5** Chapter functions and activities are geographically limited to the Metropolitan Detroit area. This limitation does not preclude Chapter representation in the business of the parent body, SID.

#### **ARTICLE 2 MEMBERSHIP**

**Section 1** Grades and Qualifications

Any member, in any grade, of the parent body, SID, is eligible for membership in the chapter.

A member of the Chapter, except for Sustaining Members, shall hold the same grade in the chapter as in the parent body, SID.

**Section 2** Privileges

a) All members in good standing (except that Student, Associate and Sustaining Members, and Affiliate Society Members may not hold office, vote, or serve on the Nominating Committee) shall have equal privileges including but not limited to the right to:

1. Vote for officers and on such other Chapter business as require polling of the members.
2. Hold offices and membership in Standing Committees.
3. Receive all notices of general Chapter functions.
4. Receive all issues of the Journal of the SID and Information Display.
5. Attend all meetings of the Chapter.
6. Use Chapter facilities for the purpose of the Chapter.

b) In addition, Sustaining Members shall be entitled to the following privileges:

1. Their names shall be listed in an appropriate manner in each issue of SID's magazine and SID's proceedings.
2. They shall receive 5 subscriptions to SID's magazine and SID's proceedings, sent to such addresses or individuals as they may designate. In the event that one or more of these individuals qualifies for the grade of Member or has been elected to the grade of Fellow, the full privileges of that grade of membership may be granted to that individual, without requiring payment of individual dues, provided that the individual has an approved membership application on file at the office of SID.

### **Section 3 Termination**

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

- A. Voluntary withdrawal by the member by means of written notice to the Chapter.
- B. Nonpayment of dues: Loss of status as a member in good standing shall be automatically invoked 30 days after the required date for payment of dues.

### **ARTICLE 3 OFFICERS AND EXECUTIVE COMMITTEE**

**Section 1** The elected officers of the Chapter shall be a Chair, Vice Chair, Secretary and Treasurer who constitute the Chapter Executive Committee.

**Section 2** The term of office for each officer shall be one year. All offices must be elected each year.

**Section 3** The duties and authorities for each office are as follows:

- A. Chair -- The Chair shall be the principal executive officer of the Chapter and shall in general supervise and control all of the business and affairs of the Chapter and shall, when present, preside at all general business meetings of the Chapter. The Chair may sign in the place of the Secretary or any other proper officer of the Chapter thereunto authorized by the Chapter Executive Committee any deeds, mortgages, bonds, contracts or other instruments which the Chapter Executive Committee has authorized, except in cases where the signing and execution thereof shall be expressly delegated by the Chapter Executive Committee or by these bylaws to some other officer or agent of the Chapter, or shall be required by law to be otherwise signed or executed. The Chair shall also appoint committee chairs of ad hoc committees. Chair shall ensure that the Chapter operates in accordance with SID's bylaws.
- B. Vice Chair -- In the absence or inability or refusal to act of the Chair, 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 such other duties as from time to time may be assigned by the Chair or by the Chapter Executive Committee.
- C. Secretary -- The Secretary shall: (a) keep a book of minutes of all meetings of the Chapter Executive Committee and of its members, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Chapter Executive Committee meetings, the number of members present or represented at members' meetings, and the proceedings thereof; (b) see that all notices are given in accordance with the provisions of these bylaws; (c) be custodian of the Chapter's records including the completed records of the Treasurer; (d) maintain membership records with a register of the post-office address of each member, which shall be furnished to the Secretary by the members; (e) perform such other correspondence within and external to the Chapter as may be required by Chapter business; (f) file a copy of all correspondence carried out in the name of the Chapter; (g) submit copies of the minutes to the Secretary of the Society; and (h) perform such other duties as may be assigned from time to time by the Chair or by the Chapter Executive Committee.
- D. Treasurer -- The Treasurer shall: (a) keep and maintain adequate and correct accounts of the Chapter's properties and business transactions, in a manner established by the executive committee. The books of account shall at all reasonable times be open to inspection by the Chapter Executive Committee; (b) have charge and custody of and be responsible for all funds and securities of the Chapter, and deposit all such monies in the name of the Chapter in such depositories as shall be selected in accordance with Article 6 of

these bylaws; (c) shall provide the Treasurer of SID with an annual accounting of chapter funds and shall otherwise comply with all fiscal practices specified in SID Bylaws and (d) perform such other duties as from time to time may be assigned by the Chair or by the Chapter Executive Committee.

E.

**Section 4** The Chapter Executive Committee may co-opt members to fill vacancies, other than a vacancy for Chair, until such vacancies are filled during the next Chapter annual election. The Vice Chair shall succeed to the office of Chair in the event of the Chair's (1) resignation, (2) extended absence, or (3) inability or refusal to act; as determined by vote of three of the other four Chapter Executive Committee members, who must the notify the Chapter membership in writing of the circumstances and resulting actions.

#### **ARTICLE 4 NOMINATIONS AND ELECTIONS**

##### **Section 1**

The candidates for each elected office shall be selected by the Nominating Committee at least 90 days before the annual election meeting. The Secretary shall send ballots to all qualified members in good standing at least 60 days before this meeting. Suitable steps shall be taken to assure the anonymity of the completed ballot, which must be received by the Secretary no later than 30 days before the annual election meeting. Legible write-in votes shall be considered valid.

Section 2: Ballots will be returned by mail and counted by the Nominating Committee in time for reporting at the annual election meeting. A plurality of the legal votes cast for each office will be sufficient to elect for that office. In case of ties, the tie will be broken by balloting during the annual election meeting.

Section 3: Elected officers will be announced at the annual election meeting and will take office at the conclusion of that meeting.

Section 4:

#### **ARTICLE 5 COMMITTEES**

**Section 1** The following committees shall be appointed annually as defined in subsequent sections of this Article:

##### **Section 2** Chapter Executive Committee

- A. The Chapter Executive Committee shall consist of the Chapter Chair, Vice Chair, Secretary and Treasurer. The Chapter Chair shall chair the committee.
- B. Any four members of the Chapter Executive Committee shall constitute a quorum.
- C. The Committee shall conduct the business of the Chapter under terms of the bylaws.

##### **Section 3** Nominating Committee

- A. The Chair of the Nominating Committee and two additional committee members shall be appointed by the Chapter Executive Committee immediately after the annual meeting for installation of Chapter Officers.
- B. The Nominating Committee shall have the responsibility for selection of at least one candidate for each office submitted to the membership for election.

**Section 4** All other committee Chairs shall be appointed by the Chapter Executive Committee immediately after the installation of Chapter Officers.

**Section 5** The Membership Committee shall conduct membership drives, act on membership application, and maintain and recommend consistent standards of membership.

**Section 6** The Program Committee shall:

- A. Recommend programs and activities to be conducted.

- B. Recommend the specific time and place of the annual meeting for the election of officers and the meeting for installation of officers as determined by the Chapter Executive Committee.
- C. Establish and submit for approval by the Chapter Executive Committee a program budget.
- D. Arrange for facilities, agenda, publicity, and all other necessary matters pertinent to businesslike and professional management of meetings.

## **ARTICLE 6 FINANCES**

**Section 1** All funds of the Chapter, other than petty cash, shall be kept in recognized banking and savings and loan institutions. Expenditures of funds in excess of \$50 for any single transaction shall have the written approval of the Chair and the Treasurer. If either of these officers are unavailable, the Secretary may approve expenditures in their stead. Below that amount, either the Treasurer's or the Chair's signature shall be required. All expenditures shall fall within the budgets approved by the Chapter Executive Committee.

**Section 2** The books of account shall be reviewed by the Chapter Executive Committee of the Chapter upon change of the Treasurer and shall at all reasonable times be open to inspection by the Chapter Executive Committee.

**Section 3** The fiscal year of the Chapter shall run from July 1 to June 30 of the following year.

## **ARTICLE 7 MEETINGS**

**Section 1** There shall be general business meetings conducted each fiscal year. Such meetings shall be held at times and places recommended by the Program Committee subject to approval of the Chapter Executive Committee and shall normally occur in June for the purpose of electing and installing officers and in September for the purpose of initiating the program for the coming year. The membership shall be informed of the time and place of each of these meetings at least 15 days in advance.

**Section 2** Four (4) voting members shall constitute a quorum for the conduct of business. A majority of the quorum shall be sufficient to approve any motion.

**Section 3** Meetings of a technical or informative nature shall be held as often as the Program Committee deems appropriate.

**Section 4** In all matters not covered by the bylaws, the Chapter shall be governed by decisions of the Chapter Executive Committee.

## **ARTICLE 8 AMENDMENTS**

**Section 1** Any group of five or more members may, by signed petition, submitted at any time, propose an amendment of these by laws.

**Section 2** The Chapter Executive Committee shall review the petition and on approving it shall submit it to the SID Bylaws Committee to ensure compliance with SID Bylaws. It shall then be submitted for approval by the SID Executive Committee. If approved, the Secretary shall be directed to submit the amendment, together with the committee recommendation, for approval by majority vote of all voting members in good standing, concurrent with the next election ballot.

Approved by SID Bylaws Committee: May 13, 2017

Approved by SID Executive Committee: May 13, 2017

Approved by a plurality vote of chapter members: April 07, 2018