

Bylaws of the Northeast Ohio Chapter of ISPI

Introduction

The Bylaws are the policies and rules that govern the operation of the Northeast Ohio Chapter of the International Society for Performance Improvement (NEO-ISPI). The Bylaws consist of five articles:

- Article I: Membership
 - Article II: Organization
 - Article III: Meetings
 - Article IV: Dues
 - Article V: Amendments
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Article I: Membership

Article I is made up of four sections:

- Section 1: Rights
 - Section 2: Classes of Membership
 - Section 3: Acceptance
 - Section 4: Expulsion
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Section 1: Rights

Chapter members are:

- Entitled to vote
- Eligible for appointment to the Board of Directors
- Non-ISPI members are eligible for appointment as an officer other than President
- Entitled to participate in all activities of the Chapter

Chapter members who also hold current memberships in the International Society for Performance Improvement are:

- Eligible for election to the Board of Directors by the membership
 - Eligible for appointment to the office of President by the Board
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Section 2: Classes of Membership

The following classes of membership shall exist in the Chapter:

- **Individual Members** shall be individuals who pay the annual dues as set by the Board. This includes Charter Members and individuals identified under the terms of a corporate membership agreement
 - **Charter Members** shall be individual members whose names appear on the membership roll on or before March 1, 1987
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Classes of Membership
(continued)

- **Student Members** shall be full-time students who are interested in the Chapter's purpose and willing to support its objectives. Dues for Student Members will be less than those set for regular members
- **Honorary Life Members** by the unanimous decision of two successive NEO-ISPI Boards of Directors, an NEO-ISPI member may be declared an Honorary Life Member to recognize outstanding and significant contributions to the Chapter. Honorary Life Members are not subject to dues, but have the same benefits as active members

The Board shall have responsibility for identifying whether an applicant qualifies for a particular class of membership.

Section 3: Acceptance

An applicant shall become a member upon receipt of his or her application and payment of the appropriate dues.

Section 4: Expulsion

Members delinquent in the payment of dues shall be notified of the delinquency in writing. Individuals so notified may be dropped from membership by the Board if they have not responded within 30 days of the notification.

Article II: Organization

Article II deals with the procedures for nominating and electing Directors and appointing officers.

Nominations

Use the following procedure to nominate candidates for the election:

1. Prior to October, the Treasurer shall determine the following:
 - Current Chapter members (dues paid = eligible to vote)
 - Current Chapter members who are also members of ISPI (eligible for nomination to the Board)
 - Current contact information for each member
 2. By the first Saturday of October, the Treasurer shall email the Secretary:
 - A list of all members eligible to be nominated to the Board and/or appointed to the Board
 - A list of all current members of the Chapter with their contact information
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**Article II:
Organization**
(continued)

3. By the third Saturday of October, the Secretary distributes a list of eligible members to all members of the Chapter. Any media may be used, but we suggest attaching a Word form to an email. A sample form is included in the Appendix.
4. By the first Saturday in November, members must return their marked form to the Secretary. No forms will be accepted after that.
5. The Secretary compiles a list of all nominees, striking duplicates.
6. By the third Saturday of November, the Secretary verifies that each nominee is willing and eligible to run for the Board and scratches from the list those that are not.

Elections

Use the following procedure to elect Directors to the Board of Directors.

1. By the last Saturday of November, the Secretary creates a ballot for the election. See the Sample Election form in the Appendix.
2. By the first Saturday in December, the Secretary distributes the ballot to each current member.
3. By the second Saturday in December, each member submits the completed ballot (voting for two) to the Secretary.
4. By the end of December, the Secretary notifies the candidates and the membership of the results.

The new Directors begin their term on January 1st.

Appointments

The three appointments to the Board will be made at the first meeting of the Board after the new Directors are elected.

The Board will appoint the new President at the first meeting of the Board after the new Directors are elected.

The other offices will be appointed at the first meeting after the appointment of the three new Board members.

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Article III: Meetings

Regular chapter meetings shall be scheduled and conducted in accordance with the following guidelines:

- A minimum of six regular Chapter meetings shall be held each program year.
- A program year runs from September through May unless extended by the Board
- Meeting locations shall be selected so as to best serve the geographic distribution of current Chapter membership
- Program content, dates, and times will be determined by the Board and published to the membership
- Meeting fees for Chapter members shall be lower than for non-members
 - Member: \$10
 - Non-member: \$20

Board meetings. Any of the following may be considered meetings:

- Telephone conference calls
- Live chats on the Internet
- A sequence of correspondence by email for making a particular decision
- Face-to-face gatherings

While not mandatory, it is desirable that:

- The Board meets at least six times a year
 - At least two of those meetings be face-to-face
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Article IV: Dues

Article IV is made up of two sections:

- Section 1: Classes of Dues
 - Section 2: Period Covered
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Section 1: Classes of Dues

Dues for each of the classes of NEO-ISPI membership shall be as follows:

- Individual dues for members of ISPI shall be \$40 per year
 - Individual dues for non-members of ISPI shall be \$50 per year
 - Corporate dues shall be \$200 per year. Up to five persons may be placed on the rolls as individual members under the terms of this membership. Additional individuals may be added for \$30 each per year
 - Student Dues shall be \$20 per year
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**Section 2:
Period Covered** Chapter dues shall cover a period of one membership year. A membership year begins September 1 and runs until August 31.

Payments for new memberships shall be credited as follows:

IF payment is received between...	THEN credited as paid-in-full for ...
September 1 and February 28	The current membership year
March 1 and August 31	Through the end of the current membership year at a cost pro-rated at ½ the membership fee.

**Article V:
Amendments** Article V deals with amending the chapter Constitution and the chapter Bylaws.

The Constitution

The NEO-ISPI Constitution shall be amended using these procedures:

- Any Board member may propose an amendment to the other Board members for review by mail, email, fax, or at a meeting. All Board members must receive the proposal in writing by the time specified in the constitution before it can be adopted
- Any other chapter member may present an amendment to any member of the Board at any time for placement on the agenda for review at the next Board meeting
- The Constitution cannot be adopted at the same meeting it was presented for review

The Bylaws

The Chapter Bylaws may be amended by a majority vote of a quorum of the Board of Directors at any Board meeting.

Appendix

Sample Nomination Form

Here is an example of a Nomination form. You should protect the document before you email it. Otherwise, the document could be altered. Protecting enables the checkboxes.

Announcement: It is Time to Nominate Candidates for the Board of Directors of the Northeast Ohio Chapter of ISPI

Introduction It is time to elect two NEO ISPI members to the Board of Directors of NEO ISPI. Please take a minute to nominate up to three candidates for this election from the list of qualified members below

Details All of the members listed below are members of both the chapter and ISPI. We will contact each nominated person to verify that they want to run and that they meet all other criteria.

Elected directors serve for two years.

NOTE: You may nominate yourself.

Effective date All nominations must be submitted by Friday, December 2, 2006.

Additional information Please nominate up to three candidates by clicking in the field after their name. Return this completed form to Tony Moore at Tony@MoorePerformance.us by December 2nd.

Required actions The table below identifies members who are eligible for nomination. Nominate one, two, or three from the list by clicking in the checkbox:

Eric Doner	<input type="checkbox"/>
Molly Feiklowicz	<input type="checkbox"/>
Don Gibson	<input type="checkbox"/>
Joel Head	<input type="checkbox"/>
Scott Lewis	<input type="checkbox"/>
Scott Mills	<input type="checkbox"/>
Tony Moore	<input type="checkbox"/>
Ron Wacker	<input type="checkbox"/>


Contact For more information, contact Tony Moore at: Tony@MoorePerformance.us

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Appendix, Continued

Sample Election Form

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**International Society for
Performance Improvement**
Northeast Ohio Chapter

Chapter Elections: 2007

Nominees to the Board of Directors of the Northeast Ohio Chapter of the International Society for Performance Improvement are below. Elected nominees will begin serving the chapter January 1, 2007. Please cast your vote for two nominees by clicking the box beside the names of your choices. Terms are for two years.

Voting takes only seconds. Do it now and return the ballot to Jim Poole by email (jpoole@polaris.edu), today. Thanks!

If you have any questions, contact: Scott Lewis, Ohio Savings Bank, 216-588-5404
ScottAnissa@aol.com

Nominees, in alphabetical order, are:

- Molly Feiklowicz
- Joel Head
- Tony Moore