

BYLAWS

OF

**THE ILLINOIS CHAPTER OF THE NATIONAL
EMERGENCY NUMBER ASSOCIATION, INC.**

AS AMENDED BY THE QUORUM

OCTOBER 23, 2006

VERIFIED AS ACCURATE BY THE C&B COMMITTEE

OCTOBER 27, 2006

BYLAWS

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ARTICLE I PURPOSE AND AUTHORITY

Section 1 Name and General Membership Requirement

- 1.1 This organization shall be known as the Illinois Chapter of the National Emergency Number Association (INENA).
- 1.2 Its membership shall be open to all persons who meet the membership requirements of these Bylaws adopted pursuant thereto.

Section 2 Purpose

- 2.1 The purpose of INENA shall be to:
 - 2.1.1 Foster the development, availability, and implementation of a universal emergency telephone number common to all jurisdictions through research, planning, training, and education;
 - 2.1.2 Represent its members before communications regulatory agencies and policy making bodies where appropriate;
 - 2.1.3 Strive towards citizens having immediate access to emergency public safety services so that safety of human life, protection of property and civic welfare are benefited to the utmost degree;
 - 2.1.4 Aid and assist in the timely collection and dissemination of information relating to a universal emergency telephone number;
 - 2.1.5 Establish and maintain a Chapter Office wherein shall be housed its files, records, equipment and those functions necessary for the adequate management of the Chapter's activities;
 - 2.1.6 Provide for membership in this Chapter in accordance with the language and intent of its Constitution and Bylaws, which are now, and may later be, in effect.

ARTICLE II MEMBERSHIP

Section 1 Designations

- 1.1 The membership of this Chapter shall be divided into four categories, Public Sector/Government (Active), Private Sector/Commercial (Commercial), Emergency Dispatcher (Telecommunicator) and Associate.
- 1.2 Members shall be admitted in accordance with the category requirements set forth in this Article.
- 1.3 Membership shall not be limited other than by category.

- 1.4 Membership shall have such rights and privileges by category as may be provided from time to time.
- 1.5 Membership shall not be denied based on race, color, creed, national origin, sex, age or numerical limitation.
- 1.6 All members are eligible to serve on committees, if appointed.
- 1.7 The following shall be eligible for Active category membership in the Chapter:
 - 1.7.1 Any management, supervisory, or support personnel responsible for planning, organizing, staffing, directing, controlling, supporting and/or operation functions required in the design, promotion, construction, installation, maintenance, command and/or operation of public safety emergency communication systems who are employed, compensated, appointed, or elected by a federal, state, provincial, territorial, tribal, or local government agency, or an agency substantially supported by government funds, or retired from one of the above categories.
- 1.8 The following shall be eligible for Commercial category membership in the Chapter:
 - 1.8.1 Any people engaged in the business sector who receive compensation from the design, manufacture, sale, service, maintenance, lease, rental, or promotion of equipment or systems which are used or can be used in public safety emergency communication systems and those persons engaged in writing, publishing, advising, or consulting in the public safety emergency communications field or who distribute goods and represent companies, firms, or persons engaged in such activities, or retired from one of the above categories.
- 1.9 The following shall be eligible for Telecommunicator category membership in the Chapter:
 - 1.9.1 Any non-management and non-supervisory people certified, engaged in, or employed as emergency telecommunicators, dispatchers, and/or call-takers who wish to further their career in the emergency communications industry and support the goals and objectives of NENA.
- 1.10 The following shall be eligible for Associate category membership in the Chapter:
 - 1.10.1 Any people not eligible for other categories of membership who wish to support the goals and objectives of NENA.

Section 2 Regions

- 2.1 INENA's area of influence is divided into eight regions.
 - 2.1.1 Region I includes the county of: Cook, excluding the City of Chicago.

- 2.1.2 Region II includes the counties of: DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will.
 - 2.1.3 Region III includes the counties of: Boone, Bureau, Carroll, DeKalb, Henry, JoDaviess, La Salle, Lee, Mercer, Ogle, Putnam, Rock Island, Stephenson, Whiteside, and Winnebago.
 - 2.1.4 Region IV includes the counties of: Champaign, DeWitt, Ford, Fulton, Hancock, Henderson, Iroquois, Knox, Livingston, Marshall, Mason, McDonough, McLean, Peoria, Schuyler, Stark, Tazewell, Vermillion, Warren, and Woodford.
 - 2.1.5 Region V includes the counties of: Adams, Brown, Cass, Christian, Clark, Coles, Cumberland, Douglas, Edgar, Greene, Logan, Macon, Macoupin, Menard, Morgan, Moultrie, Piatt, Pike, Sangamon, Scott, and Shelby.
 - 2.1.6 Region VI includes the counties of: Bond, Calhoun, Clay, Clinton, Crawford, Edwards, Effingham, Fayette, Jasper, Jefferson, Jersey, Lawrence, Madison, Marion, Monroe, Montgomery, Richland, St. Clair, Wabash, Washington, and Wayne.
 - 2.1.7 Region VII includes the counties of: Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Johnson, Massac, Perry, Pope, Pulaski, Randolph, Saline, Union, White, and Williamson.
 - 2.1.8 Region VIII includes the City of Chicago.
- 2.2 For the purpose of membership the following shall be used to determine a member's Region:
- 2.2.1 Whenever a member has residency in a jurisdiction that encompasses more than one county, for the purposes of designating a region, the County assignment will be the location of the main municipal office, if government or county and the principal place of business if commercial.
 - 2.2.2 A principal residence will be considered if no other is deemed appropriate.

Section 3 Voting Rights

- 3.1 Only Active, Lifetime Active, Commercial and Lifetime Commercial category members have the right to vote on Chapter related issues.

ARTICLE III DUES

Section 1 Rates

- 1.1 The National Emergency Number Association shall set the dues rate for each category of membership in this Chapter.

ARTICLE IV MEMBERSHIP QUORUM

Section 1 Quorum

- 1.1 The Active, Lifetime Active, Commercial and Lifetime Commercial category members attending a Chapter meeting shall constitute a Quorum of such meeting.
 - 1.1.1 Twenty five of the voting eligible members are needed for the purposes of establishing a quorum at a Chapter meeting.

Section 2 Chapter Meetings

- 2.1 The Bi-monthly gathering of the membership shall be known as a Chapter meeting.
- 2.2 Site selection and dates for Chapter meetings shall be the responsibility of the President with the approval of the Executive Board.
- 2.3 Meeting format may be established by a majority vote of a Chapter meeting Quorum.

Section 3 Annual Meeting

- 3.1 The Annual meeting of this Association shall take place at the Annual Conference held each year between October 1 and November 30.

ARTICLE V OFFICERS

Section 1 Designation

- 1.1 The Officers of the Chapter shall consist of the following: President, Vice President, Treasurer, Secretary and eight Regional Vice Presidents.
 - 1.1.1 A Regional Vice President shall be elected to represent each of the eight INENA Regions.

Section 2 Authority

- 2.1 The President's power shall include authority to:
 - 2.1.1 Carry out duties as delegated in this Article.
 - 2.1.2 Appoint special committees to perform tasks deemed necessary.
 - 2.1.3 Authorize reasonable and proper expenses, up to \$ 1,000.00, of any Board member for specific Chapter duties.

- 2.1.3.1 Such authorization shall be reported to the full Board, by email, within seventy-two hours.
- 2.1.4 Call any committee into session at any time.
- 2.1.5 Engage legal counsel in accordance with Article IX of these Bylaws.
- 2.2 Parliamentary Authority
 - 2.2.1 The President's parliamentary decision upon the Chapter meeting floor shall be final, provided it is not in conflict with these Bylaws or with Roberts Rules of Order to the extent practicable.

Section 3 Duties

- 3.1 In addition to other such duties as may be required, the President shall:
 - 3.1.1 Preside at all meetings of the Chapter.
 - 3.1.2 Appoint committees in accordance with Article VIII of these Bylaws.
 - 3.1.3 Report on the status of the Chapter to the membership during its Annual meeting.
 - 3.1.4 Carry out the purposes of the Chapter as set forth in these Bylaws.
 - 3.1.5 Make appointments to fill vacancies in office.
 - 3.1.6 Ensure website information is up to date by providing information to the INENA webmaster.
- 3.2 In addition to other such duties as may be required, the Vice President shall:
 - 3.2.1 Perform all duties of the President in his/her absence.
 - 3.2.2 When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the President.
 - 3.2.3 Perform such other duties and exercise such other authority as from time to time may be delegated or assigned by the President.
- 3.3 In addition to other such duties as may be required, the Treasurer shall:
 - 3.3.1 Be responsible for the maintenance of the financial affairs of the Chapter.
 - 3.3.2 Prepare a financial status report for each Chapter meeting and each Executive Board meeting.
 - 3.3.3 Perform other duties and exercise such other authority as from time to time may be delegated or assigned by the President.
- 3.4 In addition to other such duties as may be required, the Secretary shall:
 - 3.4.1 Provide for the notice and keeping of minutes and records of the Annual meeting and Chapter meetings of this Chapter.
 - 3.4.2 Serve as the Secretary for all meetings of the Chapter and of the Executive Board.

- 3.4.3 Perform such other duties and exercise such other authority as from time to time may be delegated or assigned by the President.
- 3.5 In addition to other such duties as may be required, the Regional Vice Presidents shall:
 - 3.5.1 Perform such duties and exercise that authority delegated or assigned by the President or the Executive Board.

Section 4 Candidates for Office

- 4.1 Active and Lifetime Active category members may hold the office of President, Vice President, or Regional Vice President in this Chapter.
 - 4.1.1 Presidential candidates must have written permission from their employer to be eligible to run for office and serve if elected.
- 4.2 Active, Lifetime Active, Commercial and Lifetime Commercial category members may hold the office of Treasurer or Secretary.
- 4.3 Members can only run or serve in one Chapter position/office at a time.

ARTICLE VI EXECUTIVE BOARD

Section 1 Designation

- 1.1 The Executive Board membership shall include the President, Vice President, Treasurer, Secretary and all Regional Vice Presidents.
- 1.2 The immediate Past President and the Chairpersons of all Committees shall serve the Executive Board in an advisory capacity only.

Section 2 Authority

- 2.1 Authority is hereby provided for the Executive Board, between Chapter Meetings, to perform all functions and do acts, which this Chapter might do or perform except it shall not have the power to Amend the Bylaws.
- 2.2 Its decision shall be final in matters determined "reasonable and proper."
- 2.3 It has the power to convene or poll itself by a majority vote.

Section 3 Duties

- 3.1 The duties of the Executive Board are as follows:
 - 3.1.1 Make appropriate recommendations to the membership at the Chapter meeting on matters considered by the Board since the last Chapter meeting.
 - 3.1.2 Approve all accounts and expenses of the Chapter.

3.1.3 Review, modify as necessary, and approve the proposed budget of the Chapter.

3.1.3.1 Such budget shall show anticipated revenues by source, anticipated expenses and the desired objective, and anticipated expenses of any projects that are not a part of the regular activities of the Chapter.

Section 4 Meetings

4.1 Meetings

4.1.1 The Executive Board shall meet at such times as the President shall designate.

4.1.2 The Board may meet if it deems necessary by a majority vote of its members.

4.1.3 Between scheduled Board meetings the Executive Board may conduct business using electronic mail.

4.2 Quorum

4.2.1 A meeting of the Executive Board shall not be official unless attended by a majority of its members.

ARTICLE VII ELECTIONS

Section 1 Procedures

1.1 Elections shall be held annually.

1.2 All elective positions in this Chapter shall be elected from nominations by the Nominations Committee in accordance with Bylaws and by individuals nominated from the floor during the three meetings prior to the Annual meeting.

1.3 After receipt of the nominations from the membership, the Nominating Committee will report a final slate of candidates to the membership at the Chapter meeting prior to the Annual meeting.

1.3.1 When the nomination process produces two or more candidates for an elective position, then that position shall be elected by ballot.

1.3.2 When the nomination process produces only one candidate for an elective position, then the Nominations Committee Chairperson shall take a voice vote at the close of the nomination process to elect that individual to the position to which they were nominated.

1.3.2.1 Candidates elected by voice vote shall take office according to Section 3 of this Article.

- 1.4 Offices for which there are two or more duly nominated candidates shall be determined by secret ballot according to the following:
 - 1.4.1 Ballots shall consist of the approved slate of candidates and envelopes marked with the proper Region of the member.
 - 1.4.2 Election ballots shall be returned to the Nominating Committee Chairperson no later than five days prior to the date of the Annual meeting.
 - 1.4.3 On the first day of the Annual Conference, the full Nominating Committee will separate ballots by region, open and count each ballot.
 - 1.4.4 The Nominating Committee shall make final determination of all challenges as to the validity of any ballot.
 - 1.4.5 Election to office shall be determined by receiving a simple majority (50% plus 1) of the valid ballots cast.
 - 1.4.6 If more than two candidates compete for the same office and a simple majority by one candidate is not achieved, the candidate receiving the most votes shall be declared the winner.
 - 1.4.7 The Nominating Committee Chairperson shall certify the ballot count and forward the results to the President.

Section 2 Terms of Office

- 2.1 Elected officers shall assume their duties and authorities upon being sworn into office at the Annual Conference as provided in Section 3 of this Article.
- 2.2 Officers shall remain in office until the installation of their successor, as provided in Section 3 of this Article or at such time as may be practical.
- 2.3 Each officer will serve a term of two years.
 - 2.3.1 The President, Vice President and the Regional Vice Presidents from Regions 1, 3, 5, and 7 will have their terms expire in odd numbered years following their initial two year cycle commencing with their election in 2007.
 - 2.3.2 The Secretary, Treasurer and the Regional Vice Presidents from Regions 2, 4, 6 and 8 will have their terms expire in even numbered years following their initial two year cycle commencing with their election in 2008.
 - 2.3.3 The President, Vice President, Secretary and Treasurer shall serve a maximum of two consecutive two year terms. All other officers may succeed themselves in office if elected.

Section 3 Succession of Office

- 3.1 An investiture will be held during the Annual Conference wherein the person duly elected by ballots cast by Chapter Membership or by voice vote will be placed in their respective office.

Section 4 Vacancies in Office

- 4.1 Vacancies in the office of President shall be filled by the advancement in rank, if such fulfillment shall be in an acting capacity until the next Chapter meeting where the Acting Officer shall be eligible for regular investiture to office.
 - 4.1.1 Such acting capacities shall have otherwise no effect upon their normal terms of office or eligibility thereto.

Section 5 Removal from Office

- 5.1 Any member of the Chapter may initiate the impeachment procedure at any time.
- 5.2 The President, Vice-President, or Regional Vice-President of the Chapter may be removed from office only for reason of malfeasance of duty, misfeasance of duty, nonfeasance of duty, or for committing an act that brings significant discredit to the Chapter or Association.
- 5.3 The President may suspend an officer from the performance of his/her duties during the period between that officer being impeached and the Chapter adjudicating the matter. In the event the President is impeached, then the senior member of the Board of Officers who was not impeached may suspend the President from the performance of his/her duties during the period between the President being impeached and the Chapter adjudicating the matter.
- 5.4 The proposal to begin the impeachment procedure shall be submitted by the maker in written form to the President and its format shall in order be:
 - 5.4.1 Indication of the name of the maker of the proposal;
 - 5.4.2 Indication of the intent of the proposal;
 - 5.4.3 Indication of the Article(s), Section(s) and Paragraph(s) of the Bylaws proposed to be considered as grounds for impeachment.
- 5.5 The President shall convene a special meeting of the Executive Board to review and consider the proposal to begin impeachment proceedings.
- 5.6 By a two-thirds (2/3) vote of the Executive Board, a member or officer may be impeached for just cause but before such proceedings become final, the officer shall be accorded all of the legal rights and privileges that are available to citizens of the United States, including the right of counsel, to reply to charges and to testify in his/her own behalf before the Executive Board. Said person shall be notified in writing and copies delivered by certified mail, return receipt requested.
- 5.7 If upon completion of the review by the Executive Board, it is deemed necessary to proceed, the President shall direct the Secretary to prepare a special ballot noting the intent of the proposal.
- 5.8 The Secretary shall then disburse the ballot by mail to all current voting members.

- 5.9 The Executive Board shall convene a special meeting to count the ballots.
- 5.10 The results of the special impeachment ballot shall be announced at the next immediate Chapter meeting, at which time, replacement or succession as defined in Section 4 of this Article, shall take place.
- 5.11 A two-thirds majority vote of the total voting Chapter membership shall be required for the removal from office of an officer of this Chapter.

ARTICLE VIII COMMITTEES

Section 1 Standing Committees

- 1.1 Nominating Committee
 - 1.1.1 This Committee shall gather and report a slate of nominees for each of the offices of the Chapter.
 - 1.1.2 The slate of nominees shall be presented to the membership in accord with the election procedure stated in Bylaws Article VII, Section 1.3.
- 1.2 Illinois Public Safety Telecommunications Association (IPSTA)
 - 1.2.1 This Association shall plan and administer all of the aspects pertaining to the Illinois Chapter joint APCO-NENA-ICC Annual meeting on behalf of INENA.
 - 1.2.2 The INENA President shall serve as a member of the IPSTA Board of Directors.

Section 2 Special Committees

- 2.1 Special committees may be appointed by the President as necessary.
- 2.2 Members of these committees shall serve at the pleasure of the President.
- 2.3 Their terms shall expire concurrently with that of the President.

Section 3 Duties of Committees

- 3.1 Where not otherwise specified, duties of committees shall be designated by the President.

ARTICLE IX EMPLOYMENT OF COUNSEL

Section 1 Employment Procedure

- 1.1 Counsel shall be employed upon a recommendation by the President and a simply majority approval of the Executive Board.

- 1.2 The Executive Board shall stipulate the retainer fee.

Section 2 Purpose

- 2.1 Counsel shall be employed for the purpose of providing legal advice to the Chapter and for the preparation and presentation of matters before governmental bodies as desired by the Chapter.

ARTICLE X FISCAL YEAR

Section 1 Definition

- 1.1 The fiscal year for the Chapter shall run from January 1 until December 31 of each year.

ARTICLE XI GRANTS AND CONTRIBUTIONS

Section 1 Application for Funds

- 1.1 The President of this Chapter or any member designated by him/her may make application to philanthropic organizations, corporations, agencies, groups or persons for grants or contributions of funds or property for carrying out general or specific purposes of this Chapter.

Section 2 Acceptance of Grant or Contribution

- 2.1 Any member who may be offered a grant, contribution or contract for this Chapter shall immediately notify the President.
- 2.2 No grant or contribution shall be accepted by the Chapter except upon the approval of the Executive Board.
- 2.3 The terms of any such grant or contribution shall be set forth in writing and signed on behalf of the Chapter and the donor.

Section 3 Administration of Funds

- 3.1 Any grant or contribution to the Chapter shall be credited to its general fund unless, under the terms thereof, a special fund is prescribed.
- 3.2 The budgeting, receipt, custody and disbursement of any such grant or contribution shall follow the procedure defined for general funds of this Chapter, unless provided otherwise in the terms of the grant or contribution and agreed to by the Executive Board.

Section 4 Training Grants

- 4.1 The Chapter through the Executive Board may make grants of Chapter funds for training and education purposes to any region according to the following procedure:
 - 4.1.1 The Regional Vice-President on a form approved by the Executive Board shall make application for the grant.
 - 4.1.2 Each Region shall be limited to a grant in an amount to be determined by the Executive Board on an annual basis.
 - 4.1.3 No grant amount shall exceed the amount set by the Executive Board.
 - 4.1.4 The nature of the training funded by the grant shall be specifically related to telecommunications, emergency dispatch or 911 related issues.
 - 4.1.5 The Executive Board shall approve or deny each application for training funds based on the nature of the training and its impact on the Region's membership.

ARTICLE XII RETENTION OF PROPERTY INTEREST

Section 1 Retention of Title

- 1.1 All right, title, and interest, both legal and equitable, in and to property of this Chapter shall remain in the Chapter.

Section 2 Requirement for Return of Property

- 2.1 Any property of the Chapter in the possession or trust of a member or employee shall be returned immediately to the Chapter in the event of his/her death, resignation, suspension, or expulsion.

ARTICLE XIII DISBURSEMENT OF ASSETS UPON DISSOLUTION

Section 1 Statement of Intent

- 1.1 Should INENA be dissolved, all assets shall be distributed to an organization, or organization of similar purpose as selected by a two-thirds majority vote of a Chapter meeting quorum.

ARTICLE XIV TRADEMARK PROTECTION

Section 1 Statement of Policy

- 1.1 The NENA logo is a registered trademark and its use, except as specifically provided for in this Article, shall be strictly controlled by the NENA Executive Board.
- 1.2 The Illinois Chapter is specifically authorized to use the NENA logo for stationary purposes in the pursuit of its normal business activity.
- 1.3 The use of the logo in the manufacture of jewelry and hardware and in conjunction with identification and/or commercial activities is governed by the NENA Constitution & Bylaws.

ARTICLE XV RULES OF ORDER

Section 1 Parliamentary Authority

- 1.1 The Rules contained in "Robert's Rules of Order, Revised" shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order of this Chapter.

ARTICLE XVI AMENDMENT

Section 1 Requirements

- 1.1 The Bylaws of this Chapter may be Amended only by a two-thirds majority vote of a Chapter meeting Quorum in regular session except as provided for under Section 1.3 of this Article.
- 1.2 A proposal to amend the Bylaws of the Chapter shall be honored from any member.
 - 1.2.1 Errors in the format of such proposal shall not be sufficient cause for rejection.
- 1.3 The Constitution and Bylaws Committee may make non-substantive changes to the Bylaws in order to correct errors in grammar, punctuation, spelling, cross-references when the correct cross-reference is obvious and the use of incorrect words when the correct word is obvious and may adjust the numbering of individual sections to maintain proper numerical sequence and to maintain a consistent style and format of section numbering but not to change the relative order of individual sections. Such non-substantive changes shall require the approval of the Executive Board.

Section 2 Procedures

- 2.1 An amending proposal shall be submitted by the maker in written form to the President.
- 2.2 Its format shall in order be:
 - 2.2.1 Indication of the name of the maker of the proposal;
 - 2.2.2 Indication of the intent of the proposal;
 - 2.2.3 Indication of the Chapter meeting where consideration is desired;
 - 2.2.4 Indication of the Article(s), Section (s) and Paragraph(s) of the Bylaws proposed to be amended;
 - 2.2.5 Proposed amending language.
- 2.3 Drafting of Resolutions to Amend
 - 2.3.1 A resolution to amend the Bylaws of this Chapter shall be based upon the required amending proposal and, with the guidance of the President.
 - 2.3.2 If desired the Secretary shall assist in drafting the amendment.
 - 2.3.3 A copy of the draft resolution shall be provided to the maker prior to consideration for his/her concurrence.
 - 2.3.4 Participation by the Executive Board in these matters shall not be construed to imply their support of the measures considered therein except when the Executive Board initiates an amending resolution.
- 2.4 Required Publication
 - 2.4.1 An amending resolution, which has been processed with the requirements of Section 2.2 and 2.3 of this article shall be published and distributed to all members of this Chapter through the meeting minutes at least thirty days prior to the meeting at which consideration is desired.
- 2.4 Quorum Revision of Resolutions
 - 2.4.1 A Chapter meeting Quorum may amend and revise the language of a proposed resolution to amend by majority vote on each such proposed revision.
- 2.5 Effective Dates of Amendments
 - 2.5.1 All amendments passed and adopted by this Chapter in accordance with the Bylaws shall be in full force and effect upon the adjournment of the meeting wherein considered and adopted, provided an exception to this is not otherwise contained in the language of the amending resolution itself.