

## Summary- REVISION 8–BYLAWS for NE SID –1/12/08

The bylaws of the New England SID have been modified to take into account necessary and desired revisions. The following summary lists those sections which have been revised and the rationale for each proposed change.

These revisions have been developed from changes suggested by Chapter Officers and an initial review by SID.

In developing these revisions, the following general comments apply:

- 1) Technology changes in today's business argue for more rapid communication .The use of E-mail rather than snail mail is an example.
- 2) SID National has defined specific requirements, which drive reporting procedures and products. Specifically, the requirement from SID to deliver semi–annual Treasurer records for the Chapter.
- 3) There is a need to encourage Student Members to become more active in the Technical community. Therefore revisions have incorporated the opportunity for Student Members to vote in Chapter elections and provide financial support for travel expenses for selected Student Members who would present technical papers at Technical Symposia.
- 4) A few administrative changes related to duties and daily practices have been incorporated.

The following 23 changes are proposed for incorporation into the Bylaws for the NE SID. Specific details are found below and in the body of the Bylaws following the affected section.

**PROPOSED CHANGES to the BYLAWS of the NEW ENGLAND CHAPTER of the SOCIETY for INFORMATION DISPLAY**  
(REV 8 Dated 1/12/08)

Change 1 Membership – ARTICLE II , Section 1 has been revised to make the membership categories and definitions compatible the SID Bylaws.

Change 2 Privileges – ARTICLE II, Section 2.B has been revised to allow Student Members to vote in Chapter elections. Section 2.C has been added to provide financial support for travel expenses for selected Student Members who present technical papers at Technical Symposia.

Change 3 Dues and Fees –ARTICLE III, Section 1 has been revised so that a \$5.00 fee can be assessed to Senior Members and Life Members as well as Associate Member, Member and Fellow. The Senior Member and Life Member categories had not been included in the existing Charter.

Change 4 Payment of Dues – ARTICLE III, Section 2 has been revised to change the payment date to December 1<sup>st</sup>. The December 1<sup>st</sup> date will make it compatible with the start of the SID fiscal year.

Change 5 Dues & Fees – ARTICLE III, Section 4 has been modified to make the December 1<sup>st</sup> start of the fiscal year coincide with the start of the fiscal year for SID.

Change 6 Officers – ARTICLE IV, Section 2 has been modified to allow officers to serve additional terms whether sequential or otherwise if elected by the membership. This removes a prior one-term limit.

Change 7 Duties and Authority – ARTICLE IV Section 3.A has been revised to add the duties and authority of the Chapter Director . The oversight of the Nomination process has been assigned to the Chapter Director.

Change 8 Duties and Authority – ARTICLE IV Section 3.D has been revised to delete a few of the Secretary's functions as they are accomplished by other officers.

Change 9 Nominations and Elections – ARTICLE V Section 2 and 3 have been revised to define the Director's role in the Nomination process.

Change 10 Nominations and Elections. -ARTICLE V, Sections 1-6 Inc. has been revised to account for voting via Electronic Mail and to define the schedule of events for the Nomination and Election phases.

Change 11 Nominations and Elections – ARTICLE V Section 2 has been revised to allow the Nominating Committee to nominate, if practical, multiple candidates for Officer positions on the nomination slate. The phrase, "if practical," provides leeway for the Committee in selecting suitable candidates for the nomination slate.

Change 12 Nominations and Elections – ARTICLE V Sections 2 and 3 have been revised to provide for the oversight of the election by the Director.

Change 13 Nominations and Elections – ARTICLE V Section 5 has been revised to clarify the tie breaking process.

Change 14 Nominations and Elections – ARTICLE V Section 6 has been revised to define the publications requirements for the election results.

Change 15 Standing Committees – ARTICLE VI Section 2 has been modified to add the Chapter Director to the Executive Committee.

Change 16 Standing Committee – ARTICLE VI Section 3 has been modified to remove a restriction which precluded officers from serving on the Nominating Committee.

Change 17 Standing Committee – ARTICLE VI Section 3.A has been modified to provide for the nomination of the Nominating Committee by the Director.

Change 18 Finances-ARTICLE VII, Section 1 has been modified so that expenditures in excess of \$250 will require approval of two Officers. The prior \$25 limit with one approval was too low to satisfy typical meeting expenses.

Change 19 Finances – ARTICLE VII Section 2 has been modified to provide the Executive Committee the option of bonding the Chairman and the Treasurer.

Change 20 Finances –ARTICLE VII, Section 3 has been modified to make an audit of the Chapter books an option for the Chapter’s Executive Committee. The audit was a requirement and never accomplished.

Change 21 Meetings- ARTICLE VIII, Section1 & ARTICLE X, Section 1 have been revised to make the schedule for the first meeting of the new program compliant with the Election & Nomination processes defined earlier.

Change 22 Amendments – ARTICLE IX Section 3. Section 3 has been added to provide for the submission of proposed amendments to the Chapter’s Charter once they have been approved by the Chapter’s Executive Committee and the Chapter Membership.

Change 23 Effect – ARTICLE X Section 1- Section 1 was revised as it previously addressed the effective date of the approved Charter during the Chapter’s initial year of operation.

BYLAWS of the NEW ENGLAND CHAPTER of the SOCIETY for INFORMATION DISPLAY  
(REV 8 dated1/12/08)

ARTICLE I NAME, PURPOSE and SCOPE

Section 1: Name

The name of the organization is the “New England Chapter of the Society for Information Display”, hereafter called the Chapter.

Section 2: Purposes

The purposes of this organization shall be:

- A. To encourage, at the Chapter level, the professional, scientific, literary and educational advancement of information display through its allied arts and sciences, including, but not confined to the disciplines of technology including display theory, display devices, systems development and the psychological and physiological effects of display systems upon human senses.
- B. To provide technical forums for the exchange and dissemination of ideas relating to the field of information display.
- C. To support the purposes of the Society for Information Display hereafter called the SID.
- D. To conduct these activities and achieve these objectives without pecuniary profit to chapter officers or members. Any balance of money or assets remaining after full payment of Chapter obligations of all kinds shall be devoted solely to the above stated purposes of the Chapter.

Section 3: Scope

The scope of Chapter responsibilities is defined by Chapter and SID bylaws. Chapter functions and activities are generally limited to New England. This limitation does not preclude Chapter representation in the business of the parent body, the SID.

## ARTICLE II MEMBERSHIP – REVISED

### Section 1: Grades and Qualifications –REVISED

Members of the Chapter hold the same membership grade in the Chapter as afforded them by SID.

**COMMENT:**

Section 1 has been revised as the grades and related qualifications previously defined did not comply with SID National definitions.

### Section 2 Privileges –REVISED

A. All Senior Members, Members and Life Members in good standing and Fellows shall have equal privileges in the Chapter including, but not limited to, the right to:

- (1) Vote for officers and on such matters as require polling of the Membership.
- (2) Hold offices and membership in standing committees.
- (3) Receive all notices of general Chapter functions.
- (4) Attend meetings of all Chapter bodies.
- (5) Use Chapter facilities.

**COMMENT:**

Section 2.A has been revised to add the Senior Member and Life Member categories which previously had been omitted.

B. Student members in good standing shall have the right to:

- (1) Vote for officers and on such matters as require polling of the Membership.
- (2) Receive all notices of general Chapter functions.
- (3) Attend meetings of all Chapter bodies.
- (4) Use Chapter facilities.

Student members shall be eligible for travel funding to deliver technical papers at technical meetings. Selection of the designated student member shall be defined and approved by the Executive Committee. Announcement of the travel grant shall be reported to the membership at the next meeting.

**COMMENT:**

Section 2.B has been revised to permit Student members to vote in Chapter elections, however, they will not be permitted to hold office. Additionally, this section has been revised to provide for the awarding of travel grants to student members who would deliver technical papers at Technical Symposia

C. Associate, and Sustaining members in good standing shall have the same privileges under A above except that they may not vote hold office or serve on the Nominating committee.

**Section 3: Termination of Membership**

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

A. Voluntary withdrawal of the member by means of a written notice to the Chapter.

B. Non-payment of dues- Loss of status as a member in good standing will occur ninety days after the required date for payment of dues.

C. For cause- Upon approval of two thirds of the Chapter membership in writing, the Chapter may recommend to the membership committee of the SID that it take appropriate action to effect termination of a membership in the SID.

**ARTICLE III DUES, FEES and FISCAL YEAR–REVISED****Section 1: Dues -REVISED**

The Executive Committee of the Chapter can require each Chapter member to contribute dues annually in accordance with his grade and following schedule:

A. Student Member: No dues

B. Associate Member, Member, Senior Member, Life Member and Fellow: Not exceed \$5.00

C. Sustaining Member: Not less than \$25.00.

**COMMENT:**

Section 1.B has been revised to include the Senior and Life Member categories as They were omitted in the existing Charter.

**Section 2: Payment of Dues -REVISED**

Dues shall be payable on December 1<sup>st</sup> each year.

**COMMENT:**

Section 2 has been revised to change the payment date for dues to December 1<sup>st</sup>.  
The December 1<sup>st</sup> date will make it compatible with the SID fiscal year.

**Section 3 Fees**

Fees, if any, for attendance at technical meetings or other Chapter activities shall be established by the Executive Committee or sub-committee appointed by them. Chapter members and SID members in good standing may be granted preferential fees.

**Section 4: Fiscal Year - REVISED**

The fiscal year of the Chapter shall run from December 1 through November 30. Treasurer's reports shall be forwarded to SID which cover the period, June 1 to November 30 and December 1 to May 31.

**COMMENT:**

Section 4 has been modified to make the fiscal year of the Chapter comply with the fiscal year of the SID and to define semi-annual reporting dates imposed on the Chapter Treasurer by SID.

**ARTICLE IV OFFICERS -REVISED****Section 1: Chapter Director and Chapter Officers -REVISED**

There shall be two officer levels the Chapter Director and the Chapter Officers.

The Chapter Director serves on the SID board and functions as the Chapter representative on that board.

The Chapter Officers function as the management team for the NE Chapter. The officers of the Chapter shall be Chairman, Vice Chairman, Secretary and Treasurer.

**Section 2: Terms -REVISED**

The term of the Director shall be for three years. Any candidate for the Director may be elected to that office provided that individual is nominated by the Executive Committee and that individual is elected to that office by majority vote of the Chapter membership as part of the annual SID election.

The term of each Officer shall be one year. Any Officer may be elected to an office of the Chapter provided that individual is nominated by the Executive Committee and that individual is elected to the nominated office by vote of the membership.

COMMENT: Section 2 has been revised to remove a restriction that officers were limited to terms of one year. Additionally, a definition of the functions of the Director has been incorporated.

Section 3: Duties and Authority -REVISED

The duties and authority for each office are as follows:

- A. Director - The Director serves on the SID Board as the representative of the Chapter and functions as the representative of that board for the Chapter. The Director assists the Chapter in maintaining a level of technical activities that encourages participation of the membership and the attraction of new members. The Director shall nominate the members of the Nomination Committee and shall perform oversight on the Chapter elections.

COMMENT

This section was added to define the role of the Chapter Director. The Director shall provide oversight to the Nominating process

- B. Chairman-The Chairman 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. He may sign in place of the Secretary or any other proper officer of the Chapter thereto authorized by the Executive Committee any deeds, mortgages, bonds, contracts, or other instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the 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, and in general shall perform all duties incident to the office of Chairman, He shall be responsive to the wishes of the Executive Committee in the performance of such additional duties as may be requested by that Committee from time to time. The Chairman shall also appoint committee chairman of ad hoc committees.
- C. Vice-Chairman- In the absence of the Chairman at an Executive or general meeting of the Chapter or his inability or refusal to act determined by a majority of the members of the Executive Committee, the Vice-Chairman shall perform the duties of the Chairman and, when so acting, shall have all the powers of and be subject to all of the restrictions upon the Chairman. The Vice- Chairman shall coordinate various committee activities and perform such other duties as from time to time may be assigned to him by the Chairman or by the Executive Committee.
- D. Secretary – The Secretary shall: (a) maintain a record of the minutes of all meetings of the Executive Committee with the time and place of holding whether regular or special attendees, how authorized, the notice thereupon given, and the proceedings thereof; keep the same data with respect to general business and technical meetings, except that only the number of members present must be recorded; (b) see that all



notices are given in accordance with the provisions of these bylaws; (c ) perform such correspondence within and external to the Chapter as may be required by Chapter business and (d) in general, perform all duties incident to the office of Secretary and such other duties as may be assigned to him from time to time by the Chairman or by the Executive Committee.

COMMENT

Section D was modified to delete a few of the Secretary’s functions as they are accomplished by other officers.

E. 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 be at all reasonable times be open to inspection by the Executive Committee; b) have charge and custody of and at all times, be responsible for all funds and securities of the Chapter, and deposit all such monies in the name of the Chapter in such a depository as shall be selected in accordance with Article VII of these bylaws; and (c) in general perform all duties incident to the office of the Treasurer and other such duties as from time to time may be assigned to him by the Chairman or the Executive Committee.

Section 4: Vacancy of Office

Offices other than Chairman shall be filled by a temporary appointment by the Executive Committee when deemed necessary by the Executive Committee because of vacancies or failure of officers to perform their required functions.

ARTICLE V NOMINATIONS and ELECTIONS –REVISED

Section 1: Election Process- REVISED

The election process shall consist of a nomination phase and a voting phase.

Section 2: Nomination Slate -REVISED

After due deliberation as to the qualifications and willingness of each nominee to serve, if elected, the Nominating Committee shall select multiple candidates, if practical, for each elected office and forward that slate to the Director no later than 15 days prior to the start of the election phase as designated by the Director.

COMMENT:

Section 2 has been revised to provide the Nominating Committee leeway in selecting multiple candidates for each office on the nomination slate and to provide for the oversight of the election by the Director.

Section 3: Approval of Slate -REVISED

Approval of the nomination slate shall be accomplished within the 15-day period defined in Section 2 by plurality vote of eligible members by either or both email or electronic voting via the SID website. The nomination slate approval period shall commence with the transmission of an E-mail to the membership. During this interval, nominations for alternative candidates may also be placed on the election ballot if a petition is received by the Director from at least 10 voting members in good standing.

**COMMENT:**

Section 3 has been revised to provide for oversight of the election process by the Director.

**Section 4: Voting Process -REVISED**

The voting process shall employ either or both email or electronic voting via the SID website. The start of the election period shall commence with the transmission of an Email from the Secretary to all members of the Chapter. The duration of the election process shall be 10 days. Once the process for electronic voting is activated, members can write-in alternative candidates using that process as well as view the results of the electronic voting.

**Section 5: Election Criteria -REVISED**

A plurality of legal votes cast for each office will be sufficient to elect for that office. In case of a tie, a special ballot will be prepared which lists the candidates for the office in which the tie vote occurred . A second election will be held using this ballot and the election process defined in Section 4 .

**COMMENT:**

Section 5 was revised to clarify the process employed in the event of a tie vote.

**Section 6: Publication of Results -REVISED**

The results of the election will be reported via email to all Chapter members within 5 days of the completion of the election process. Elected officers will take office at the next Chapter meeting.

**COMMENT:**

ARTICLE V was revised to define the role of the Chapter Director in the nominating process. Specifically, the Director nominate the members of the Nominating

**Committee**

and provide oversight for the Nomination and Election processes.

ARTICLE V was revised to provide for a new Nomination & Election process using either or both email and the electronic voting process available within the SID website. Approval of the nomination slate may be accomplished by electronic means . No election meetings will be conducted. The execution of the Nomination and

Election processes will be conducted within a 25-day period with 15 days allocated to the Nomination phase and 10 days allocated to the Election phase. Following the completion of the election, the results will be transmitted to the membership within 5 days. Provision will be made for proposing alternative candidates to the nomination slate both during the approval of the proposed slate and during the election itself. Additionally, the oversight of the election process shall be accomplished by the Chapter Director.

## ARTICLE VI STANDING COMMITTEES -REVISED

### Section 1 Chapter Committees

The following standing committees shall be appointed annually:

- A. Executive Committee
- B. Nominating Committee
- C. Membership Committee
- D. Program Committee
- E. Publicity Committee

### Section 2 Executive Committee- REVISED

- A. The Executive Committee shall consist of 6 members, the Chapter Director, the Chapter Chairman, Vice-Chairman, Secretary, Treasurer and the last past Chairman, with the Chapter Chairman as Chairman of the Committee.
- B. Any three members of the Executive Committee shall constitute a quorum.
- C. The Committee shall conduct business of the Chapter under terms of the bylaws.

### Section 3 Nominating Committee –REVISED

- A. The Director shall appoint the Nominating Committee Chairman and two additional committee members each June.
- B. The Committee shall prepare a slate of officer candidates in July of each year which will be delivered to the Director in August. Approval of the nominated slate shall begin in accordance with ARTICLE V.
- C. The Nominating Committee shall have final responsibility for selection of the candidates submitted to the membership for elected office except as specified in ARTICLE V Sections 1-6 Inc. This selection shall not be subject to review by the Executive Committee.

COMMENT: Section 3 has been revised to address the new requirements laid upon the Nominating Committee as defined in Article V Sections 1 – 6 inc. Additionally, a restriction was removed which precluded officers from serving on the Nominating Committee. Section 3.A has been revised to provide for the nomination of the Nominating Committee by the Director.

#### Section 4 Standing Committees

All other standing committee chairman shall be appointed by the Executive Committee immediately after the installation of Chapter officers.

#### Section 5 Membership Committee -REVISED

The Membership Committee shall:

- A. Conduct membership drives and be responsible for apprising the Chapter of membership standards.

COMMENT: This section was revised to correct a grammatical error.

- B. Act at the Chapter level to initiate nomination to the Honors and Awards Committee of the SID.

#### Section 6 Program Committee -REVISED

The Program Committee shall:

- A. Recommend to the Executive Committee the specific time and place of all technical meetings.

COMMENT: Section 6.A has been revised to incorporate the Program Committee's requirement to define the time and place of technical meetings.

- B. Establish and submit for approval by the Executive Committee, a program budget.
- C. Determine the programs and activities to be conducted.
- D. Arrange for facilities, agenda, and all other necessary matters pertinent to a businesslike and professional management of meetings.
- E.. Perform the above duties with respect to National Symposia in New England area only if specifically requested to do so by the Executive Committee.

#### Section 7 Publicity Committee

The Publicity Committee shall:

- A. Arrange for publicizing Chapter and selected SID organizational activities

B. Support publicity requirements of other committees as requested by their chairmen.

## ARTICLE VII FINANCES –REVISED

### Section 1 Fiduciary Matters -REVISED

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 \$250 for any single transaction shall have the approval of the Chairman and Treasurer. Below that amount only one approval of the above shall be required. All expenditures shall fall within the budgets approved by the Executive Committee.

**COMMENT:**

Section 1 has been revised to increase the expenditure level to \$250 which requires the approval of the Chairman and the Treasurer.

### Section 2 Bonding of Officers -REVISED

The Chairman and Treasurer shall be bonded for the duration of their terms at the expense of SID if required by the SID Directors.

**COMMENT:**

Section 2 has been revised to provide the Executive Committee the option of bonding the Chairman and the Treasurer.

### Section 3 Access to Chapter Books of Account -REVISED

The books of account shall be open for inspection by the Executive Committee at all times. At the discretion of the Executive Committee, the books will be audited upon change of the Treasurer or at the end of his term. The types and methods of recording in these books shall be in accordance with the instructions from SID.

**COMMENT:**

Section 3 has been revised to refine when the books of account will be audited.

### Section 4 Transferral of Membership

Funds and property of the Chapter shall remain in the property of the Chapter in the event that a portion of the membership is transferred to another Chapter.

### Section 5 Dissolution of Chapter

Funds and property of the Chapter shall revert to SID in the event of dissolution of the Chapter.

**COMMENT:**

Section 3 has been revised to make an audit of the books an optional action by the Executive Committee. Section 3 was also revised to make the types and methods of recording in the Treasurer's books be in accordance with instructions from SID.

**ARTICLE VIII MEETINGS –REVISED****Section 1 Meetings \_REVISED**

There shall be two general business meetings conducted each program year. Such meetings shall be held at times and places recommended by the Program Committee subject to the approval of the Executive Committee. A meeting shall ordinarily occur in September for the purpose of initiating the program for the coming year and introducing the elected Officers to the Membership. The membership shall be informed via email as to the time and place of such meetings at least 15 days in advance.

**Section 2 Quorum**

Fifteen voting members shall constitute a quorum to conduct business. A majority of the quorum shall be sufficient to approve any motion, except that by a 25% affirmative vote of members in good standing present, the motion shall be submitted to the Chapter membership in good standing for a written vote. In such an event, a majority of the members voting shall be required to approve the motion.

**Section 3 Technical Meetings**

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

**Section 4 Rules of Order**

In all matters not governed by the bylaws, the Chapter shall be governed by "Roberts' Rules of Order: Revised Seventy-Fifth Anniversary Edition"

**COMMENT:**

Section 1 was revised to incorporate the results of the election in the September meeting.

**ARTICLE IX AMENDMENTS****Section 1 Amendment by Petition**

Any group of five or more voting members may, by signed petition submitted at any time, propose to amend these bylaws.

**Section 2 Chapter Approval –REVISED**

The Executive Committee shall review the petition and make suitable recommendations to the Membership. The Secretary shall be directed to submit the proposed amendment(s), together with the Committee recommendations to the Membership. Approval by the majority vote of all voting members in good standing, concurrent with the next election ballot is necessary for acceptance. In special cases, the Executive Committee may effect an earlier vote.

### Section 3 SID Approval -REVISED

Following a successful vote, the proposed amendments shall be submitted to the SID Executive Committee for approval.

**COMMENT:**

Section 2 and 3 was incorporated to provide for the approval of proposed amendments to the Chapter Bylaws by the SID Executive Committee following approval of the proposed amendments by the Charter Executive Council and the Chapter Membership.

## ARTICLE X EFFECT- REVISED

### Section 1 Effective Date -REVISED

These bylaws shall take effect immediately following the formal approval of the same by the parent organizations, the SID.

**COMMENT:**

Section 1 was revised as it previously addressed the approval cycle to be employed during the first year of the Chapter.

