

MIDWESTERN DISTRICT BY-LAWS

Approved by vote of membership June 2016

ARTICLE I – MEMBERSHIP

Section 1.1 – Membership in the District shall consist of those Institute members specified in the Charter of the District.

Section 1.2 – Any Institute member of the District placed on inactive status by the Institute Board of Direction shall automatically be placed on inactive status in the District.

ARTICLE II - GOVERNMENT

Section 2.1 – The government of the District shall be its District Board which shall consist of the Elected Officers: Secretary, Treasurer, Vice-President, President, and Past-President; the District Director(s), and four Section Representatives. The District Board shall include additional, non-voting, Ex-officio members as defined by the current District Policies.

Section 2.2 – Each Section shall annually select one Section Representative for the District Board and the Section Boards shall thereafter be responsible for filling any Section Representative vacancy on the District Board which may occur. Each Section Representative's term of office shall be one year. Section Representatives shall be voting members of their respective Section Boards.

Section 2.3 – The Secretary shall be elected annually in accordance with the process described in Article VIII of the By-Laws. The terms of the Past-President, President, Vice-President, Treasurer, and Secretary shall be one year. If a vacancy of an elective office on the District Board occurs, the Section Board of the Section represented by the departing officer shall be responsible for filling the position.

Section 2.4 – The Sections shall submit to the District Board President and the District Director the names of the Section representatives for the coming term of office prior to January 1 of each year.

Section 2.5 – All members of the District Board shall take office January 1st of each year. Board Officers shall transfer duties and records to the newly elected officers in a timely manner.

Section 2.6 – The Board President shall preside at meetings of the District and the District Board. In the absence of the Board President the Board Vice-President shall preside at meetings and discharge the duties of the Board President. In the absence of both the Board President and Board Vice-President, the Board President shall designate a member of the District Board to preside and discharge such duties. No regular meeting of the District or District Board can be held for transaction of District business unless one of the above conditions is fulfilled.

Section 2.7 – Official transaction of business at a District Board meeting requires the presence of a majority of the District Board.

Section 2.8 – The Board President shall appoint members to committees as established by the District Board.

Section 2.9 – The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the District in all cases to which they are applicable and in which they are consistent with these By-Laws and the District Charter.

ARTICLE III – DUES, FEES, AND ASSESSMENTS

Section 3.1 – The annual District dues shall be established by the Board for all grades of Institute members. Dues shall be collected in accordance with the District Charter. Student members of the Institute shall be exempt from District dues.

Section 3.2 – The annual District dues shall not be increased more than \$5.00 in any year without an affirmative vote of a majority vote of the membership ballots cast.

Section 3.3 – Special assessments of the District membership in accordance with the District Charter may be made by an affirmative vote of a majority vote of all membership ballots cast.

ARTICLE IV – MEETINGS

Section 4.1 – A Board Meeting shall be held annually in conjunction with the District's Annual Meeting. The Board may hold additional Board meetings as necessary.

ARTICLE V – VOTING AND VOTING ELIGIBILITY

Section 5.1 – Voting for amendments to these By-Laws, for petitions to amend the Charter, and for other matters which affect the relationship of the District to the Institute shall be in accordance with procedures established in the District Charter.

Section 5.2 – When a secret ballot is required, ballots shall be provided to voters with voting instructions. Those qualified to vote shall indicate their selections on the ballot and return per voting instructions to be tallied through a voting process selected by the District Board and coordinated by the District Board Secretary. All ballots from persons not included on the list of eligible voters, or which do not otherwise conform to the procedures established in this section, shall be discarded prior to tabulation.

ARTICLE VI – AMENDMENTS

Section 6.1 – Proposals to amend these District By-Laws or petition to amend the Charter may be made by resolution of the District Board or by written petition signed by at least ten voting members. The petitioners shall represent at least two Sections with not less than 5 members from each. Petitions must be received by the District President at least sixty (60) days prior to a District Board Meeting.

Section 6.2 – Proposed amendments to the By-Laws or petition to amend the Charter shall be on the order of business of the next District Board Meeting. Such amendments may be revised by majority vote of the Board in any manner pertinent to the original amendment.

Section 6.3 – Members shall be notified by email correspondence of proposed By-Laws changes. Proposed amendments will be posted on the District website for membership review and comment. The amendments, in final revised form, shall be distributed to all qualified voters of the District at least thirty (30) days in advance of the proposed vote. Ballots shall be tallied through a voting process determined by the District Board and coordinated by the District Secretary. An affirmative vote of a majority of all ballots cast is required for the adoption of any amendment to the By-Laws.

Section 6.4 – Amendments to the By-Laws so adopted shall take effect thirty (30) days after being filed with the Institute, as provided in the Charter.

Section 6.5 – District Board action or an affirmative vote of a majority of all ballots cast is required to petition the International Board of Direction to amend the District Charter.

Section 6.6 – The District Charter can be amended only by a majority vote of the International Board of Direction.

ARTICLE VII - NOMINATION AND ELECTION OF DISTRICT DIRECTOR

Section 7.1 – The nomination for a District Director shall be rotated among the four Sections in the following sequence starting with the 2016-2018 term; Wisconsin (WisconsinITE), North Central (NCITE), Illinois (ILITE), and Missouri Valley (MOVITE). The respective Section Board shall serve as the nominating committee for nomination of the District Director candidates.

Section 7.2 – There shall be at least two qualified candidates nominated for the vacancy in the position of District Director.

Section 7.3 – The candidates for District Director shall be a Fellow or Member of the Institute.

Section 7.4 – Nominations and written consent of candidacy shall occur prior to March 1 of the election year.

Section 7.5 – Nominations shall be sent to the Secretary of the District Board by March 1 of the election year.

Section 7.6 – The Secretary of the District Board shall, prior to April 1 of an election year, submit to each Section President, the names of the nominated candidates. Each Section President shall, prior to April 15, notify each respective section member of the nominations.

Section 7.7 – Additional nomination(s) for a District Director may be made by written petition signed by at least ten eligible voters, with at least two from each Section. Each such petition shall be accompanied by the written consent of the nominee and shall be received by the District Board Secretary prior to May 1. Candidate(s) nominated by petition must be a member of the eligible Section as specified in Section 7.2.

Section 7.8 – A minimum of 2 weeks prior to the District Annual Meeting of the election year, the District Secretary shall, in accordance with these By-Laws, provide a final ballot listing the nominated candidates to each eligible voter. The candidate receiving the highest number of votes shall be elected and results announced at the Annual Business Meeting. In case of a tie, the person elected shall be determined by a coin toss held by the respective Section.

Section 7.9 – The District Secretary shall notify Institute Headquarters of the official tally within thirty (30) days after the election. Such notification must be at least fifteen (15) days prior to the date of the Annual Business Meeting of the Institute in the year prior to that Director's three (3) year term of office. The elected Director shall take office on January 1.

Section 7.10 – The term of a District Director shall be three years. No elected District Director shall serve more than one term in the Midwestern District.

ARTICLE VIII – NOMINATION AND ELECTION OF DISTRICT OFFICERS

Section 8.1 – The current Vice-President shall automatically be nominated for the Office of President. The current Treasurer shall automatically be nominated for the Office of Vice-President. The current Secretary shall automatically be nominated for the Office of Treasurer. These provisions shall not apply if the current officer(s) declines to run or if the current officer(s) neither resides nor is employed within the Section for which they are elected to represent. If an automatic nominee for any Board position is for any reason unavailable, then the District Board shall work with the respective Section Board represented by the vacancy to fill the position with a candidate from the same Section.

Section 8.2 – There shall be at least two qualified candidates nominated for election to the position of District Secretary.

Section 8.3 – The nomination for the District Secretary shall be rotated among the four Sections in the following sequence, starting with the 2018 officers (elected in 2017): WisconsinITE, NCITE, MOVITE, and ILITE. The respective Section Board shall serve as the nominating committee for nomination of the District Secretary candidates.

Section 8.4 – Nominations and written consent of candidacy shall occur prior to March 1. Nominations shall be sent to the current Secretary of the District Board not later than March 1.

Section 8.5 – The Secretary of the District Board shall, prior to March 1, submit to each Section President, the names of the nominated candidates. Each Section President shall, prior to April 1, notify each respective section member of the nominations.

Section 8.6 – Additional nomination(s) for any office may be made by written petition signed by at least ten eligible voters, with at least two from each Section. Each such petition shall be accompanied by the written consent of the nominee and shall be received by the District Board Secretary prior to May 1. Candidate(s) nominated for an office through the petition process must be a member of the eligible Section as specified in Section 8.3.

Section 8.7 – A minimum of 2 weeks prior to the District Annual Meeting of the election year, the District Secretary shall, in accordance with these By-Laws, provide a final ballot listing the nominated candidates to each eligible voter. The candidate receiving the highest number of votes shall be elected and results announced at the Annual Business Meeting. In case of a tie, the person elected shall be determined by a coin toss held by the respective section.

Section 8.8 – The Secretary shall notify ITE headquarters of the official tally within thirty (30) days after election.