

**SOCIETY OF GOVERNMENT MEETING PROFESSIONALS
HEART OF ILLINOIS CHAPTER**

ARTICLE I - NAME

The name of the organization is The (HEART OF ILLINOIS) CHAPTER (hereinafter referred to as "The Chapter") of the SOCIETY OF GOVERNMENT MEETING PROFESSIONALS, INCORPORATED (hereafter referred to as "The Society").

ARTICLE II - MISSION AND OBJECTIVES

Section 1 – Mission

The purpose of the (HEART OF ILLINOIS) CHAPTER of the Society is to support the Society of Government Meeting Professionals' mission and objectives. The Society is a national organization dedicated to improving the knowledge and expertise of individuals in the planning and management of government meetings through education and industry relationships.

Section 2 – Objectives

The purpose of the Society is to improve the quality and increase the cost effectiveness of government meetings by:

- A. Improving communications, understanding, and cooperation between planners and suppliers through periodic meetings;
- B. Expanding the knowledge and abilities of planners and suppliers by conducting formal educational programs;
- C. Aiding planners in locating and evaluating meetings facilities and support services;
- D. Researching, analyzing and translating regulatory and legislative issues and policies which affect government meeting professionals;
- E. Influencing in decision-making that directly or indirectly impacts the scope of operations of the planners;
- F. Maintaining liaison activities with other professional meeting planner and supplier groups; and,
- G. Providing guidance and advice to planners on all phases of planning, executing, and evaluating meetings.

ARTICLE III - MEMBERSHIP

Section 1 - Voting Membership

Any person who is approved as a voting member in good standing of The Society and designated in writing, their affiliation with the (HEART OF ILLINOIS) Chapter shall be considered a voting member of The Chapter.

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- A. Government Planner: Federal, state and local government meeting planners. Includes military and quasi-government associations and organizations.
- B. Contract Planner: Individuals, organizations or companies operating under contract to government agencies, and are receiving said payments directly from government agencies, to assist in the planning or implementation of meetings, conferences or conventions are contract planners by this definition. Individuals, organizations or companies that are compensated through retainer or commission from suppliers, i.e. hotels, conference centers, cities, etc., will be considered suppliers. This means that individuals, organizations or companies whose income in the planning or placement of government meetings, conferences or conventions is derived from suppliers are also considered as suppliers.
- C. Supplier: Organizations providing facilities and services to government planners and contract planners. Supplier organizations may include hotels, transportation, audio-visual, travel services, convention and exhibit services, trade publications, tour operators, caterers and convention bureaus.

Section 2 – Non-Voting Membership

Any lifetime, honorary, student, educator, retiree or any other form of non-voting membership which has been conferred upon any individual affiliated with the Chapter shall constitute non-voting membership in the Chapter.

Section 3 - Chapter Affiliation

Society members shall become affiliated members of the (HEART OF ILLINOIS) Chapter by indicating that choice on their applications, or by indicating in writing to The Society Board a desire to be a member of the (HEART OF ILLINOIS) Chapter.

Section 4 - Professional Conduct and Compliance

- A. It is the intent of The Society that the highest standards of professionalism be maintained by all members at all times. The Society shall provide a Code of Professional Conduct and Ethics to which all members are expected to subscribe. The Code shall serve to evaluate the conduct of members. The Society shall provide compliance policies and procedures for the review, investigation, evaluation and recommend disciplinary action of a member believed to have engaged in improper or unprofessional conduct.
- B. The Chapter President shall assure that the members of The Chapter are informed of the Society's Code of Professional Conduct and Ethics and the compliance policies and procedures available to initiate and resolve a complaint.
- C. Any person may initiate a complaint against a member believed to have engaged in conduct improper or unprofessional in complying with The Society's Code of Professional Conduct and Ethics.

D. For violations of the Principles of Professional Conduct or any violation of any duty of membership, the disciplinary action may consist of one or more of the following:

- Private or public letter of censure.
- Suspension of membership or loss of other designation.
- Expulsion from membership or loss of other designation.
- Assessment of costs incurred by SGMP in holding the hearing.
- Removal from elected SGMP National or Chapter Office.
- Any combination of such actions.

Any discipline imposed may be suspended and the individual placed on probation.

ARTICLE IV - (HEART OF ILLINOIS) CHAPTER

The (HEART OF ILLINOIS) Chapter was chartered on November 21, 1985 under the terms and conditions prescribed by The Society and The Society Bylaws. The (HEART OF ILLINOIS) Chapter Bylaws are based on the Society Bylaws, adapted to assure proper conduct of the Chapter's business, and shall not conflict with The Society Bylaws. The (HEART OF ILLINOIS) Chapter shall have such officers as may be necessary for the proper conduct of its affairs. Chapter officers shall be elected by voting members in good standing of The (HEART OF ILLINOIS) Chapter on an annual date established by The (HEART OF ILLINOIS) Chapter Board. The (HEART OF ILLINOIS) Chapter shall submit to The Society Board an annual report of its activities and financial affairs at such time as required by The Society Board.

Other rules and provisions of Article IV of The Society Bylaws are applicable to the (HEART OF ILLINOIS) Chapter.

ARTICLE V - FEES

Section 1 - Fees

The Chapter Board may establish fees to be charged all attendees, members and non-members for meetings, special seminars, workshops and conferences and social events organized and sponsored under the auspices of The Chapter. Fees will be established to support the cost of holding the function and not for profit.

Section 2 - Chapter Remuneration

The Chapter will receive a percentage of the annual membership dues as established by The Society Board.

ARTICLE VI - CHAPTER MEETINGS

Section 1 - Meetings

The regular and special meetings of The Chapter shall be established by The Chapter Board. No other Chapter event shall conflict with the regularly scheduled meetings of The Chapter.

Section 2 - Quorum

A quorum shall consist of a majority of those Chapter voting members, in good standing, registered for that particular meeting.

Section 3 – Voting

At regular and special meetings of The Chapter, each Chapter voting member shall have one (1) vote, if voting is required. There will be no proxy voting. A majority of those present and voting shall govern. Voting by mail shall have the same effect as if cast at a Chapter meeting, providing The Chapter Board has directed that form and every Chapter voting member shall have an opportunity to vote upon submitted question.

Section 4 - Cancellation and Rescheduling Of Meetings

The Chapter Board may cancel any scheduled meeting for just cause. The Chapter Board may also reschedule meetings, or adjourn a meeting to another time and/or place.

Section 5 - Rules Of Order

The meetings and proceedings of The Chapter shall be controlled by Roberts Rules of Order (Revised) except as may be otherwise provided by these Bylaws, The Society Bylaws or by a formal motion of The Chapter Board prior to any meeting.

ARTICLE VII - CHAPTER OFFICERS AND DIRECTORS

Section 1 – Officers and Directors

The Officers and Directors of The Chapter shall include a President; First Vice President; Second Vice President; Secretary; Treasurer and three Directors to be elected by the voting members of The Chapter. An elected Chapter officer shall hold no more than one elected office in The Chapter at a time. The Officers and Directors shall serve until their successors have been duly elected and assume office.

Section 2 - Qualifications for Office

Any voting member of The Chapter in good standing for at least six (6) months prior to the nomination, shall be eligible for nomination and election to an office of The Chapter, as stated herein:

President	Government Meeting Planner
First Vice President	Government Meeting Planner
Second Vice President	Supplier or Contract Meeting Planner
Secretary	Government or Contract Meeting Planner
Treasurer	Supplier or Contract Meeting Planner
Three (3) Directors	One (1) Government Meeting Planner One (1) Supplier, and One (1) Contract Meeting Planner, Government Planner or Supplier

The Immediate Past Presidents are eligible to run for national office. No other officers or directors shall be elected to The Chapter Board. An elected officer shall hold no more than one elected office at a time at either The Chapter or The Society level. The position of Immediate Past President is not elected, but serves as an advisory member.

Section 3 - Nomination and Elections

The Nomination and Elections process shall be as follows:

1. The Nomination and Elections Committee shall solicit nominations for The Chapter Officer and Director positions to be filled by elections.
2. Election of Chapter Officers and Directors shall be by mail ballot.
3. Ballots containing profiles of candidates will be mailed to all Chapter voting members in good standing, no later than forty-five (45) days prior to the date established for the annual Chapter elections as established by the Chapter Board.
4. Ballots must be returned to the Nomination and Elections Committee at least fourteen (14) days prior to the date established for announcing the Chapter election results.

Section 4 - Installation

Each Officer and Director shall be sworn in during The Chapter meeting nearest to the start of their term of office.

Section 5 - Term of Office

All Officers and Directors shall serve for a term of two years from July 1 to June 30 or until their successors are elected and assume office. Officers and Directors may not succeed themselves in the same position if serving for a two-year term. An Officer or Director appointed to fill an unexpired term of less than six months shall be eligible for election to the same office for a two year term.

Section 6 - Vacancies

A vacancy in the Office of the President shall be filled by the First Vice President. Other vacancies that occur due to death, resignation, or other cause, shall be filled no later than sixty (60) days after the vacancy has occurred by electing another member to the unexpired term by a majority vote of The Chapter Board. An Officer or Director must resign within ninety (90) days of leaving an occupation which qualified him/her for membership in The Society, unless they acquire employment in a position which qualifies him/her to serve on The Board. However, Officers or Directors who can document potential employment in occupations which would qualify him/her to serve on the Board in the position to which they were elected would be permitted to serve for (90) days during this transition.

Section 7 - Removal

An Officer or Director may only be removed or suspended for cause. For the purposes of this action an Executive Committee will be specially constituted, with its membership consisting of all members of The Chapter Board with the exception of the member in question. This Committee will investigate the allegations. Removal shall be only upon a vote of two-thirds (2/3) of the committee members. The Executive Committee shall give at least thirty (30) days notification and an opportunity for defense. An elected Chapter Officer shall be removed after his/her third consecutive absence from scheduled Chapter Board meetings. Any Chapter Board member may have his/her Board position reviewed by the remaining Board members if he/she either misses an excessive number of meetings or does not represent The Chapter or Society in a professional manner. The Officer shall have the right of appeal at the next scheduled meeting of The Chapter Board. The Officer shall be informed in writing of The Chapter Board's action and shall inform the President, in writing, of his/her intent to appeal.

Section 8 - Compensation

Officers and Directors of The Chapter shall not receive any compensation for their services. However, they may be reimbursed for expenses incurred in the performance of their duties.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1 - President

The Office of President shall be filled by a Government Meeting Planner. The President shall preside at all meetings of The Chapter Board, regular and special meetings of The Chapter and shall be an ex-officio member of all Committees, except Nomination and Elections. In the Treasurer's absence, the President is authorized to sign disbursements. The President shall perform such other duties as are necessarily incident to the office or as may be proscribed by The Chapter Board.

Section 2 - First Vice President

The Office of First Vice President shall be filled by a Government Meeting Planner. The First Vice President shall serve for the President in the absence of the President or when so requested by the President. The First Vice President shall assume the duties of the President in the case of resignation, death or other cause. The First Vice President shall perform such other duties as are incident to the office or as may be proscribed by The Chapter Board.

Section 3 – Second Vice President

The Office of Second Vice President shall be filled by a Supplier or Contract Planner. The Second Vice President shall serve for the President in the absence of the President and First Vice President or so when requested by the President or First Vice President. The Second Vice President shall perform such other duties as are incident to the office or as may be proscribed by The Chapter Board.

Section 4 - Secretary

The Office of Secretary shall be filled by a Government Meeting Planner or Contract Planner. The Secretary shall be responsible for the proper notification of Chapter Board meeting notices to its members. The Secretary shall record the proceedings of The Chapter Board and any other meetings or sessions as shall be requested by The Chapter Board. The Secretary shall maintain the Chapter official records and the Chapter Policy Manual.

Section 5 - Treasurer

The Office of Treasurer shall be filled by a Supplier or Contract Meeting Planner. The Treasurer shall ensure that accurate financial records of The Chapter are kept in accordance with standard accounting procedures and shall be responsible, in conjunction with the President, for the safekeeping of the funds in such depositories as are approved by The Chapter Board. The Treasurer shall submit a written report on the financial standing of The Chapter at each meeting of The Chapter Board and when called for by The Chapter Board or the President. The Treasurer shall be the principal signatory of all disbursements.

Section 6 - Directors

Directors may serve as Committee Liaisons and perform all duties and related functions as directed by The Chapter Board. Directors will be voting members of The Chapter Board. There shall be three (3): one shall be filled by a Government Meeting Planner; one shall be filled by a Supplier, and one shall be filled by either a Government Meeting Planner, Contract Planner or Supplier.

Section 7 - Immediate Past President

The Immediate Past President shall be a voting member of The Chapter Board. The Immediate Past President shall also act in an advisory capacity to The Chapter Board.

ARTICLE IX - CHAPTER BOARD

Section 1 - Authority and Responsibility

The governing body of The Chapter shall be the Chapter Board. The Chapter Board shall have the responsibility to supervise and direct the affairs of this Chapter and shall determine The Chapter's policies, shall actively pursue The Society objectives, and shall oversee the disbursement of The Chapter funds. The Chapter Board may adopt such rules and regulations for the conduct of its business as may be deemed advisable, in keeping with The Society Bylaws and the best interest of The Society and The Chapter.

Section 2 – Composition

The Chapter Board shall consist of the President; First Vice President; Second Vice President; Immediate Past President; Secretary; Treasurer; and three (3) Directors.

Section 3 - Quorum

At any meeting of The Chapter Board a majority of the members of The Chapter Board will constitute a quorum for the purpose of transacting the business of The Chapter. Adoption of any business items shall require an affirmative vote of a majority of the members present and voting.

Section 4 - Meetings

The Chapter Board will meet as often as deemed necessary to properly conduct the business of The Chapter. Special meetings may be called by the President or at the request of two-thirds (2/3) of The Chapter Board members. Meetings of The Chapter Board may be attended by any Chapter member in good standing. The Chapter Board may meet in Executive Session, providing two-thirds (2/3) of the quorum present and voting request such action. The members of The Chapter Board shall be provided reasonable notice of all Board meetings.

Section 5 - Voting

At all meetings of The Chapter Board, each board member shall have one (1) vote. Voting rights shall not be delegated or executed by proxy.

ARTICLE X - STANDING AND SPECIAL COMMITTEES

Section 1 - General

There shall be such Standing and Ad Hoc Committees appointed by The Chapter Board as are required. The Chairperson of each Committee shall be as specified in these Bylaws or as appointed by The Chapter Board. Committee participation shall be open to all categories of Chapter membership. Each committee must submit to The Chapter Board a budget within sixty (60) days after its formation, for approval. Such committees shall consist of, but are not limited to the following:

1. **Program Committee** – The Committee shall be responsible for determining, establishing and promoting the educational programs of The Chapter and of The Society. The Committee will arrange for regular meetings and the programs thereto. The Committee shall also perform such other functions as deemed appropriate by The Chapter Board.
2. **Membership Committee** – The Committee shall develop, promote and maintain The Chapter membership among eligible individuals and organizations interested in meeting planning in accordance with these Bylaws. The Committee shall be responsible for meeting registration and maintaining records of The Chapter membership and guests. The Committee shall also perform such other functions as deemed appropriate by The Chapter Board.
3. **Nominations and Elections Committee** – The Committee shall seek, evaluate and validate qualified candidates as nominated from the Chapter membership for leadership in The Chapter, in accordance with and as specified by The Chapter Bylaws and The Society Bylaws. The committee shall alert and involve as many members as possible in the nominating and elective process. No person running for office may serve on this committee. This committee is responsible for overseeing the mailing and counting of ballots.
4. **Publications and Communications Committee** – The Committee is responsible for monitoring all publications and communications of The Chapter and shall recommend to The Chapter Board any refinements which will further the purpose of The Society and The Chapter. The Committee will be responsible for providing information on Chapter activities to the SGMP Newsletter and for the regular communications and notifications to The Chapter membership of regular meetings, seminars, workshops and Chapter social functions. The Committee shall maintain the archives of The Chapter. This Committee shall work closely with other Chapter Committees to assure maximum coverage of all Chapter events. The Committee shall also perform such coverage of all Chapter events. The Committee shall also perform such other functions as deemed appropriate by The Chapter Board.

5. **Honors and Awards Committee** – The Committee is responsible for developing and implementing an awards program giving recognition to The Chapter members who have significantly contributed to the objectives of The Society and The Chapter. Any member of this Committee nominated for an award is excluded from voting upon the award for which he/she is nominated.
6. **Special Events Committee** – Special events shall be those Chapter functions that do not fall under the jurisdiction of the Program Committee, i.e., holiday party, annual picnic, installation of officers, golf tournament, etc. The Committee is responsible for planning the special events, selecting the sites and presenting the special events program. The Chairperson of this Committee shall serve as ex-officio member of the Program Committee. At the direction of The Chapter Board, this Committee shall plan special activities to increase the financial resources of The Chapter.
7. **Bylaws Committee** - The Bylaws Committee shall be chaired by the Immediate Past President or if unavailable to serve, by any voting member of The Chapter, appointed by The Chapter Board. The Committee shall be responsible for periodic review of the existing Bylaws and shall be activated as deemed necessary by The Chapter Board to maintain The Chapter Bylaws in accordance with the operation of The Chapter and The Society Bylaws. They shall act as liaison between the membership and The Chapter Board in matters relating to proposed amendments to The Chapter Bylaws.
8. **Community Services Committee** – The Committee shall be responsible for planning and implementing activities, events and service functions that benefit the community at large.
9. **Special/Ad Hoc Committee** - The President, with the approval of The Chapter Board, may appoint other Committees and groups as are necessary to the execution of the objectives of The Chapter.

ARTICLE XI - FINANCES

Section 1. - Fiscal Year

The Fiscal Year of The Chapter shall be from July 1 to June 30 annually.

Section 2. - Budget

Committee Chairpersons shall submit to The Chapter Board a proposed budget for the operation of their Committees for the next fiscal year. The Chapter Board will be responsible for establishing the annual operating budget covering all activities of The Chapter. The Treasurer shall prepare and furnish to The Chapter Board, The Society Board and The Chapter membership an annual financial report of The Chapter.

Section 3 - Audit

The financial records of The Chapter shall be reviewed not less than once a year by a Committee and the results of the review shall be announced to The Chapter membership at the next meeting following the receipt of the report.

Section 4 - Dissolution

Upon the dissolution of The Chapter, The Chapter Board shall, after payment or providing for the payment of all debts of The Chapter, return any remaining assets of The Chapter to The Society Board for appropriate disposition.

ARTICLE XII - POLITICAL ACTIVITIES

The Chapter shall not contribute any of its earnings or property or provide any service for any political candidate, committee, party or political action group.

ARTICLE XIII - INDEMNIFICATION

Each Officer and Director of the corporation now or hereafter serving as such, shall be indemnified by the corporation against any and all claims and liabilities to which he/she has or shall become subject by reason of serving or having served as such Officer or Director, or by reason of any action alleged to have been taken, omitted or neglected by him/her as such Officer or Director. The corporation shall reimburse such person for all legal expenses reasonably incurred by him/her in connection with any such claim or liability, provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with any claim or liability arising out of his/her own misconduct or gross negligence. The amount paid to any Officer or Director by way of indemnification shall not exceed his/her actual, reasonable or necessary expenses incurred in connection with the matter involved.

The right of indemnification herein above provided for shall not be exclusive of any rights to which any Officer or Director of the corporation may otherwise be entitled to.

ARTICLE XIV - AMENDMENTS

Amendments to these Bylaws may be proposed by any (HEART OF ILLINOIS) Chapter voting member. Proposed Amendments shall be directed to the Bylaws Committee, as established in Article X, or to The Chapter Board. Amendments will be presented to the voting members of The Chapter by ballot and will be adopted when ratified by a vote of two-thirds (2/3) of the responding eligible voting members of The Chapter. Upon presentation of amendments to the members, ballots shall be returned to the Bylaws Committee within 30 calendar days. Following Chapter ratification, the amended bylaws will be sent to the National Board Bylaws Committee for review and approval by the National Board.

Approved by the Board _____
Approved by the Chapter Membership _____
Approved by the National Bylaws Committee _____
Amended by (HEART OF ILLINOIS) Chapter _____

Amendments approved by the National Bylaws Committee _____
Amended in accordance with the National Bylaws _____
Approved by the National Board January 17, 2004.