

Superintendents' Round Table of Northern Illinois By-Laws

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this organization shall be the Superintendents' Round Table of Northern Illinois.

Section B: Purpose – The purpose of this club shall be:

1. To study and discuss current topics in education focused on supporting best practice and innovation;
2. To provide meaningful leadership in Illinois education;
3. To conduct research, as appropriate on timely topics for further study; and
4. To provide fellowship and thoughtful exchange of ideas between educational leaders in Illinois.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to educational leaders, by invitation. An application will be completed by each candidate and presented to the members for consideration of membership.

Section B: Dues – Dues shall be reviewed and established by the Executive Board annually. Retired members representing vendors shall pay a reduced rate of dues at 50% of the established member rate.

Section C: Voting – Members shall vote on such business as sent to them by the Executive Board. Each member shall have one vote. Unless otherwise provided in law or these Bylaws, a majority vote of the members voting shall constitute an act of the membership.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary/Treasurer/Membership, Past President and Members-at-large (2-4 at the determination of the Executive Board). The officers make up the Executive Board. Whenever possible, the officers will be representative of different counties or sections of Cook County.

Section B: Eligibility – Officers must be currently employed as an educational administrator.

Section C: Election – The officers shall be selected by the Executive Board.

Section D: Term – The officers shall rotate through each of six positions beginning with the Secretary/Treasurer/Membership, Vice-President, President, Past President and Members-at-large. Their term of office shall begin July 1.

Section E: Vacancy – If a vacancy occurs in any office, the Executive Board identifies a replacement for the vacancy. The replacement officer will serve out the remaining term, through the rotation or, if necessary, the rotation will be modified.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – The duties of the President shall be to:

1. Set organizational meetings and agendas.
2. Keep records of meetings and contacts for presenters and speakers.
3. Update the History with appropriate information, if applicable.
4. Ensure that presenters or speakers are scheduled for the year, taking into consideration the survey information from the membership.
5. Complete or delegate any tasks identified that are not already assigned to a position.

Section B: Vice-President – The duties of the Vice-President shall be to:

1. Serve in place of the President to preside over meetings, in the absence of the President.
2. Assist with the scheduling of speakers.
3. Reserve dates for the upcoming year. It is best to reserve the dates for the upcoming year in February. Work with the Administrative Assistant to SRT to reserve dates and pay deposits.
4. Set menus for the upcoming year. This can be done at the same time when establishing the dates. Work with the Administrative Assistant to SRT to submit menu.
5. Arrange with the venue any needs for the speaker i.e. podium, projector, projection screen, microphone, etc. Work with the Administrative Assistant to SRT to secure technology needs.

Section D: Secretary/Treasurer/Membership – The duties of the Secretary/Treasurer/Membership of the Study Club shall be to:

1. Secure transfer of checking account from prior year Secretary/Treasurer/Membership in June of each year (when necessary).
2. During officer transition, plan transfer of account, signatures, etc. with bank.
3. Work with auditor for the processing of the audit, if appropriate.
4. Prior to each meeting, check with Administrative Assistant to SRT for names of any new members.
5. Announce and gain approval for new members at each meeting using the following:
I Hereby Nominate You as a Member of the Superintendents' Round Table/
Study Club of Northern Illinois
Those in favor say "AYE"
Those opposed say "NAY"

Section E: Past-President – The duties of the Past-President shall be to:

1. Assist with program ideas, arrangements, etc. throughout the year.
2. Recommend a new board member for the following year.
3. Fill the vacancy of an officer in the event an officer's seat is vacated mid-term.

Section F: Member –at-Large – The members-at-large (2-4 based on determination of Executive Board) shall be to:

1. Assist with the program ideas, arrangements, etc. throughout the year.
2. Provide assistance with any tasks, as appropriate.
3. Create and implement surveys to members for feedback regarding programs and meeting structure.

Section F: Administrative Assistant to SRT – The administrative assistant to SRT shall be to:

1. This position's term begins with superintendent named Secretary/Treasurer/Membership and remains until that superintendent becomes Past President.
2. Maintain updated membership list and payment information.
3. Send out welcome letter and membership form to membership list in early July. Include an overview of the year with dates of meetings and topics, if possible. IASA and ISBE can assist with information for updates to the list.
4. E-mail membership the Agenda and Program Overview for the October, December, February and May meetings a month before the date of the meeting. Two weeks later e-mail information to members who have not responded.
5. Balance checking account and provide reconciliation to Secretary/Treasurer/Membership to present at quarterly leadership meetings.
6. Compile a list of new members for each meeting. Submit names to Secretary/Treasurer/Membership chair for vote at the meeting.
7. Print nametags for each meeting.
8. Prepare and process checks for any other Round Table expenses/invoices, as well as deposits, as needed.
9. Administers all aspects of website; content updates, posting meeting materials, etc. Oversee web hosting duties.

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held four times per school year, typically the first Friday of October, December, February and May.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Board.

Section C: Quorum – A quorum shall consist of a majority of the membership present.

Section D: Parliamentary Authority – Robert's Rules of Orders, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE BOARD – OFFICER MEETINGS

Section A: Responsibility – Management of the organization shall be vested in an Executive Board responsible to the entire membership to uphold these bylaws.

Section B: Membership – This Board shall consist of the officers as listed in Article III.

Section C: Meetings – The Executive Board shall meet at least once between school years to organize and plan future activities.

ARTICLE VIII: COMMITTEES

Section A: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Board, from time to time as needed.

ARTICLE IX: STATEMENT OF NONDISCRIMINATION

It is the policy of the Round Table not to discriminate against individuals on the basis of race, color, national or ethnic origin, gender, sexual orientation, religion, or disability in the provision of its programs, services, activities or benefits.

ARTICLE X: APPLICABLE LAW

The Round Table is a corporation organized under and subject to the Illinois General Not for Profit Corporation Act of 1986 (the "Act"). In the event of conflict between these bylaws and the Act, the Act shall supersede any provision in these bylaws.

ARTICLE XI: AMENDMENTS

Section A: Selection – These bylaws may be amended by a majority vote of the members voting. A vote may be taken in person or electronically.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. The notice will be in electronic format.

ARTICLE XII: DISSOLUTION

Upon dissolution, after paying or making provision for the payment of all the liabilities of the corporation, all remaining assets of the Round Table shall be distributed for one or more exempt purposes with the meaning of §501(c) (6) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or to the federal government, or to a state or local government, for a public purpose, or partly to said organizations or governmental unit.

Any such assets not disposed of shall be disposed of by the appropriate court of law of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for §501(c)(6) tax exempt purposes.

These Bylaws were approved at the October 18, 2019, meeting of the Round Table by a vote of its members.