

Memo

SDES - NE Chapter Transition Plan

Date: February 18, 2010

RE: Summary of revising SE Chapter Bylaws to Eastern Chapter Bylaws

A meeting was held on January 28, 2010 to discuss revisions required to the Southeast Chapter Bylaws to combine both the Northeast and Southeast Chapters into the Eastern Chapter. In attendance were Kim Heck, Myron Adam and Josh Peterson.

The following items were discussed:

1. The current SE Chapter Bylaws were last amended on January 15, 1983. The NE Chapter Bylaws were amended on October 10, 2000 and the Central Chapter Bylaws were last amended in January, 2007. All bylaws were reviewed for content and applicability.

2. It is recommended to make revisions to the Eastern Chapter Bylaws (formerly SE Chapter) similar to the changes made to the NE and Central Chapter Bylaws. An overview of some of the revisions to be made based on the NE and Central Chapter Bylaws are as follows:
 - Include a Mission Statement and eliminate the Bylaw dealing with Objectives.
 - Bylaws dealing with Administration – clarify details concerning an annual audit.
 - Bylaws dealing with Membership – eliminate old sections 3, 4 and 5. In section 2, take out “reside in the above described area”.
 - Bylaws dealing with Dues – simplify dues section and clarify administrative and fiscal years will be July 1 through June 30.
 - Bylaws dealing with Officers and Directors – correct officer names from 1st vice-president and 2nd vice-president to president-elect and vice president.
 - Bylaws dealing with Nomination and Election of Officers – revise to state president shall appoint a nominating committee, eliminate wording concerning mailing ballots.
 - Bylaws dealing with Meetings – revise wording to allow the Chapter annual meeting to be held in February or March, 30 days before Annual State meeting.
 - Eliminate Bylaw dealing with Headquarters.
 - Bylaws dealing with Amendments – eliminate wording sending copies of revised Bylaws to each member and replace with made available upon request.
 - Bylaws dealing with Duties of Officers – change the word “he” to “secretary-treasurer” throughout this section.

3. The following are revisions to be made to the Eastern Chapter Bylaws (formerly SE Chapter) to combine the Northeast Chapter and the Southeast Chapter into the Eastern Chapter:
 - Bylaw I – Name: The name Southeast Chapter shall be changed to Eastern Chapter.
 - Bylaw III – Membership: The 17 counties previously included in the Northeast Chapter shall be included in the Eastern Chapter.
 - Bylaw VII – Committees and Task Forces: Update committee and task force groups to reflect the current needs of the Chapter.

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4. The following are items noted to be revised in the State Bylaws:

- State Bylaw 10 – Elections. In the first and second sentences, change “the remaining three chapters” to “the remaining chapters”.
- State Bylaw 21 – Conferences. The last sentence would need to be revised to remove “Northeast Chapter, Southeast Chapter” and replace with “Eastern Chapter, Eastern Chapter”.
- Article IX – Nominations and election of Officers, Section 1. In the first sentence, change “the remaining three chapters” to “the remaining chapters”.
- Article XIV – Amendments, Section 1. In the first sentence, change “by at least three (3) Chapters” to “majority of Chapters”.

5. The following items were discussed in relation to the merging of the NE and SE Chapters:

- Possibly create some type of a “policy plan” for the merging of the NE and SE Chapters
 - Include as a policy the Eastern Chapter meetings will be web broadcast to try and reach as many members as possible.
 - Include as a policy it is the intention to try and host the PDH fall conference and the annual State conference in the northern half of the Eastern Chapter in “year 1” of the rotation and host it in the southern half of the Eastern Chapter in “year 2”.
 - Include in the policy the former SE Chapter Scholarship for high school seniors will be expanded to include high schools in the former NE Chapter area.
 - Include in the policy it is intended to have at least one member residing in the northern part of the Eastern Chapter on the Eastern Chapter Board of Directors.
- It was discussed whether to divide up the Committees (Annual Conference year 1, Annual Conference year 2) but it was determined to keep just one committee chair and work things out within the committee.
- Maintain the scholarships opportunities currently being offered by the SE and NE chapters after the transition to the Eastern Chapter.
- Recommend to rotate the SDES President Office among three chapters every three years.