

ITT Tech of Greenfield

ETA-I Student Chapter No. 111

By-Laws

Article 1

Section 1: The name of this organization shall be the ITT Tech of Greenfield, Electronics Technicians Association, Student Chapter No. 111, a nonprofit organization in the state of Wisconsin.

Article 2

Section 1: The objectives of this association shall be:

1. To provide an opportunity for the exchange of experiences and opinions through discussion, study, and publication.
2. To promote the art and science of electronics technology and to educate the members and the public in the advancement, improvement, and the use of the services of electronics technicians.
3. To provide a means through which Certified Electronics Technician tests and registrations may be obtained and administered.
4. To conduct and cooperate in courses of study for the benefit of technicians desiring to fit themselves for advancement in the electronics technician profession.
5. To acquire, preserve and disseminate data and valuable information relative to the field of electronics.
6. To work with the ETA-I, local or regional groups of associations of technicians, and/or to do other things to promote the advancement of the electronics technicians' profession.

Article 3 **Membership**

Section 1: **Qualifications:** Membership in this chapter shall be comprised primarily of students and alumni of ITT Technical Institute, Greenfield, Wisconsin and of the electronics technicians engaged in the repair, operation, servicing, design, or installation of electronic products. Those persons engaged in the education and training of technicians, including those technicians engaged in technical writing and other work requiring the skills and knowledge of an electronics technician.

Section 2: **Educators:** A special membership category may be set up for those technicians who are engaged in the education of technicians as an instructor or administrator.

Section 3: **Non-Voting Membership:** The officers of the chapter may grant honorary memberships or associate memberships for persons representing companies or agencies selling products for members of this organization.

Section 4: **Application for Membership:** All applicants for membership shall complete and sign the form of application provided by the association and submit the application to the Chapter Membership Committee. Such application shall include full payment of annual ETA-I student chapter dues and agreement by the applicant to abide by the association's standards of conduct.

Section 5: **Removal:** Members of any classification may be removed from membership by the chapter for cause by a two-thirds vote of members present. For any cause other than non-payment of dues, the member may appeal to the officers of the chapter.

Section 6: **Quorum:** The least amount of members needed to pass a vote is 5 members in addition to the chapter officers.

Section 7: **IT WILL BE A PREREQUISITE TO JOIN THE ETA-I PRIOR TO BECOMING A MEMBER OF THIS CHAPTER.**

Article 4

Section 1: **Organization:** To achieve the objectives of this chapter the officers may, at their discretion, establish organizational units such as committees or divisions to service interests of the chapter.

Article 5

Section 1: **Dues:** Chapter dues and admission fees for all classes of membership shall be established at \$20.00 per year.

Section 2: Any member delinquent for a period of 60 days shall be notified of such delinquency and suspended from further services. If payment is not made within the next 30 days, the member shall be dropped from the rolls.

Section 3: No dues shall be refunded to any member whose membership terminates for any reason.

Article 6

Section 1: **Meetings:** Meetings shall be held monthly on the second Saturday of the month at 1:00 P.M. If there is a valid reason why the chapter cannot meet for that week, the fallback date shall be the third Saturday of the month at 1:00 P.M. unless notified otherwise.

Article 7 Officers

- Section 1: **Elected Officers:** The elected officers of the chapter shall be a President, a Vice President, a Secretary, and a Treasurer. The Vice President shall automatically succeed to President in the President's absence.
- Section 2: **Qualification for Officers:** Any regular member in good standing shall be eligible for nomination and election.
- Section 3: **Nominations:** The nominations for an office will be taken during a normal election, provided the nominee has given his/her prior or subsequent consent.
- Section 4: **Term of Office:** Each elected officer shall take office immediately upon installation and shall serve for a term of 6 months or until his successor is duly elected and qualified.
- Section 5: **Re-election:** No elected officer may be elected for more than 2 successive terms.

Article 8 Duties of Officers

- Section 1: **President:** The president shall be the chief elected officer of the chapter. He or she shall also serve as a member, ex officio, with the right to vote on all committees except the nominating committee. He or she shall make all required appointments of the standing and special committees and trustees, and will ensure that all committees are functioning as specified. Also he or she shall act as a liaison with an advisor.
- Section 2: **Vice President:** The Vice President shall automatically succeed the President. As Vice President, he or she shall be responsible for such duties as are individually assigned by the President with the approval of the members.
- Section 3: **Secretary:** The Secretary shall be in charge of the chapter's record. He or she shall be in charge of the proper and legal mailing/posting of notices to members. He or she shall see to the proper recording of meetings of the chapter, officers, and committees and carry into execution all orders, votes, and resolutions not otherwise committed. He or she shall see that accurate records are kept of all members.
- Section 4: **Treasurer:** The Treasurer shall be in charge of the chapter's funds and financial records. He or she shall collect all of the members dues and/or assessments and shall have established proper accounting procedures for the handling of the chapter's funds, and shall be responsible for the keeping of the funds in such banks, trust companies, and/or investments

that are approved by the chapter. He or she shall report on the financial conditions of the chapter at all meetings and at other times when called upon by the President. Such duties of the Treasurer may be delegated to the President or a designated member of his or her staff.

Article 9 Finance

Section 1: **Expenditures:** The Treasurer shall report to the chapter on any transaction that may have taken place. The chapter votes on all expenditures.

Section 2: The Treasurer shall furnish to the organization, at the last meeting prior to an election, a fiscal report covering his or her term.

Section 3: The Treasurer shall furnish to the organization, within 30 days following the end of each annual fiscal period, a financial report for the year completed. A fiscal year is defined as the period between January 01 and December 31 of a given year.

Article 10 Dissolution:

Section 1: The chapter shall use its funds only to accomplish the objectives and purposes specified by these by-laws and no part of said funds shall insure, or be distributed, to the members of the chapter. On dissolution of the chapter, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organization to be selected by the officers.

Article 11 Amendments

Section 1: These by-laws may be amended or repealed by a two-thirds vote of the regular membership present at any meeting of the chapter duly called and regularly held, including any vote submitted by proxy. Notice of such proposed changes will be sent in writing to the members 10 days before such a meeting. Amendments may be proposed by the officers on their own initiative, or upon petition of any 10 regular members addressed to the chapter. All such proposed amendments shall be presented by the officers with or without recommendations.

These by-laws have been approved and adopted by the chapter during a regularly held meeting.

_____ President	_____ Date	_____ Vice President	_____ Date
_____ Secretary	_____ Date	_____ Treasurer	_____ Date