

**CHICAGO METROPOLITAN CHAPTER
AMERICAN PUBLIC WORKS ASSOCIATION
BYLAWS**

Approved by the Chapter Membership on

December 10th, 2015

**CHICAGO METROPOLITAN CHAPTER
AMERICAN PUBLIC WORKS ASSOCIATION
BYLAWS**

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**CHICAGO METROPOLITAN CHAPTER
AMERICAN PUBLIC WORKS ASSOCIATION**

BYLAWS

Approved by the Chapter membership on December 6th 2015.

Unofficial Copy

The Official Copy of the Bylaws of the Chicago Metropolitan Chapter of the American Public Works Association is on file at the office of the Chapter Secretary and at APWA.

ARTICLE I – NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the Chicago Metropolitan Chapter, hereinafter called the Chapter, of the American Public Works Association, hereinafter called APWA. The territory included within the jurisdiction of this Chapter shall be the counties of Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, McHenry, Lake, and Will in the State of Illinois.

ARTICLE II – MISSION AND PURPOSE

SECTION 1. The purposes of this Chapter are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services; the dissemination of information and experience; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the "Rules Governing Chapters of the American Public Works Association."

SECTION 2. The Chapter shall engage in a program of activities designed to further the purposes of the Association within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership. Such a program of activities shall be consistent with the constitutional purposes and adopted goals and objectives of the Association and shall not include items of a partisan or political character.

SECTION 3. The Chapter is not organized for profit, and no part of the earnings shall inure to the benefit of any member or officer except as compensation for services for services rendered or necessary expenses actually incurred as authorized by the Chapter Executive Committee.

ARTICLE III – MEMBERSHIP

SECTION 1. Members of APWA residing in the Chicago Metropolitan Chapter territory specified in Article 1, shall be members of the Chapter and shall hold the same type of membership in the Chapter that they hold in APWA. Members of APWA residing outside the Chicago Metropolitan Chapter territory specified in Article I, Section 1, may elect to be members of the Chicago Metropolitan Chapter and shall hold the same type of membership in this Chapter that they hold in APWA but shall be a member of only one Chapter. Members of APWA residing in the Chicago Metropolitan Chapter territory as described in Article I, Section 1, may elect to be a member of a Chapter other than the Chicago Metropolitan Chapter but shall be a member of only one Chapter. Each member shall initially be assigned to a Branch based on their preferred mailing address but shall be a member of only one Branch within the Chapter.

SECTION 2. Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.

ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

SECTION 1. The fiscal year of the Chapter shall be from January 1 through December 31.

SECTION 2. The administrative year of the Chapter shall be from January 1 to December 31.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. The governing body of the Chapter shall be the Executive Committee, consisting of the following voting members:

- a. The Officers of the Chapter (5)
- b. The Immediate available Chapter Past President (1)
- c. The President or Vice President, or his/her designee of each Branch (5)
- d. The Council of Chapters Representative (1)
- e. The Presidential Appointees (3)

SECTION 2. No person shall be nominated, elected, or allowed to serve on the Executive Committee unless he or she holds current membership in APWA.

SECTION 3. In the event of a vacancy in the Chapter Executive Committee, a member possessing the qualifications specified in this article to fill the unexpired term shall be selected as follows:

- a. Chapter Officers shall be selected by the Chapter Executive Committee.
- b. Chapter Presidential Appointees shall be selected by the President.
- c. Council of Chapters Representative shall be filled by the designated Alternate for the unexpired term and the Chapter Executive Committee shall appoint a member to succeed as the Alternate.

- d. Officers who change their preferred mailing address to a location outside the boundaries of the Chapter during a term of office may continue to hold that office until the end of the term, subject to the approval of the Chapter Executive Committee.

SECTION 4. The Executive Committee shall manage all the affairs of the Chapter in accordance with the rules and regulations of the Board of Directors of APWA and the "Rules Governing Chapters of the American Public Works Association."

SECTION 5. The Executive Committee shall have the power to contract with an individual or firm to provide administrative or other services and whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by APWA.

ARTICLE VI – OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. The Chapter shall have as its Officers a President, a President-Elect, a Vice President, a Secretary, a Treasurer, and the immediate available Past President.

SECTION 2. The President shall be the Chief Elected Officer of the Chapter and shall serve a term of one year. He/She shall preside at all Chapter and Executive Committee meetings and shall chair the Executive Committee. He/She shall issue the call for regular or special Executive Committee meetings. He/She shall appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He/She shall see that these Committees function and shall cooperate with the Committee Chairs to that end. He/She shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

SECTION 3. The President-Elect shall be elected annually to serve a term of one year and shall assume the office of President upon the completion of the term of office of President-Elect and serve as President for one year. The President-Elect shall be the liaison with the Branches of the Chapter and the headquarters staff of the American Public Works Association, shall perform such other duties as assigned by the President or the Executive Committee, and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Executive Committee.

SECTION 4. The Vice President shall be elected annually to serve a term of one year and shall perform such duties as assigned by the President or the Executive Committee. The Vice President shall act for the President and President-Elect in their absence or, in case of the inability of the President and President-Elect to perform the duties of the President, as determined by the Executive Committee. The Vice President shall be responsible for program and social functions of the Chapter.

SECTION 5. The Treasurer shall be elected annually to serve a term of one year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter. The Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Treasurer. The

Treasurer shall prepare and submit monthly financial reports to the Executive Committee and prepare the necessary documents to be reviewed by the Chapter Audit Committee. The Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Chapter, taking a receipt thereof from the successor.

SECTION 6. The Secretary shall be elected annually to serve a term of one year and shall keep all records and correspondence of the Chapter. The Secretary shall prepare a written record of the proceedings and of the Executive Committee and any form proceedings of the Chapter. The Secretary shall prepare and submit to APWA such reports as may be required.

At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Chapter in his/her custody.

SECTION 7. The Chapter representative to the APWA House of Delegates, hereinafter called the Chapter Delegate, shall be appointed by the President and confirmed by the Executive Committee to serve for a minimum three-year term and shall represent the Chapter to that body, attending regional and annual meetings of the Council of Chapters, bringing Chapter concerns to their attention, and informing the Chapter of Council of Chapters' activities. The Chapter Delegate shall prepare and submit to APWA such reports as may be required. All Alternate Chapter Delegates may be appointed annually by the President and confirmed by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Chapter Delegate in the event of the Chapter Delegate's absence or inability to perform the duties of this position as determined by the Executive Committee. The President shall notify the APWA Executive Director and the APWA Regional Director of the Chapter's representatives on or before December 31 of each year. A member serving as Chapter Delegate or Alternate Delegate may be reappointed by the Executive Committee.

SECTION 8. The Chapter President may appoint up to three (3) members to the Chapter Executive Committee who shall advise the President in Chapter affairs and who shall serve as at-large voting members of the Executive Committee. Appointees are typically drawn from the most senior members who are still active in Chapter affairs. These Presidential Appointees shall be confirmed by the Executive Committee of the Chapter.

SECTION 9. The most recent available Past President holding current membership in the Chapter shall be a member of the Executive Committee with voting privileges and shall serve in an advisory capacity to the President and the Executive Committee. It shall be the duty of the Past President to preside at meetings of the Chapter and the Executive Committee in the absence of the President-Elect, and Vice President.

SECTION 10. All Chapter Officers, except as otherwise provided, shall serve for one year or until their successors are elected and installed. The terms of office shall begin as specified in Article XIII, Section 4, of these Bylaws.

ARTICLE VII – COMMITTEES

SECTION 1. Standing Committees and/or Special Committees will be designated by the President to encompass the subject areas including but not limited to those listed below. The President shall appoint a Chairperson for each of these committees:

- Audit
- Awards
- Bylaws
- Chapter Conference and Expo
- Community Outreach – Ad Hoc
- Directory
- Education
- Finance
- Golf
- Government Affairs
- Hall of Fame
- History
- IPSI Committee
- Membership
- Nominating
- Publicity/Communications
- Scholarship
- Website
- Young Professional

SECTION 2. The Chair of each Standing Committee shall be appointed annually by the President unless in unusual circumstances, an extended term is called for and agreed to by the Executive Committee. Each appointed Chair shall select committee members for his or her committee.

SECTION 3. Each Standing and Special Committee shall report to the Executive Committee its activities at least once annually or more frequently, if directed by the President or the Executive Committee.

SECTION 4. The President may appoint, within the administrative year, other special committees as may be desirable for the conduct of the business of the Chapter.

SECTION 5. No committee shall obligate the Chapter or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

SECTION 6. Committees exist for the purpose of implementing the mission, vision, and goals of the Chapter and APWA. While it is expected that the leadership and membership of such committees will be members of the Chapter, the inclusion of non-members in some circumstances may be appropriate. However, the effective control of the committee shall be retained by the Committee Chair.

ARTICLE VIII – AUDIT COMMITTEE

SECTION 1. The President shall annually appoint an Audit Committee consisting of at least three Chapter members who shall examine the financial records and books of the Chapter. The Treasurer shall not be a member of the Audit Committee but shall cooperate fully with the Audit Committee.

SECTION 2. The duties of the Audit Committee shall be to examine the Chapter's financial records in order to meet the requirements of APWA. The duties of the Audit Committee shall include but not be limited to the following: examination of cancelled checks, accounting for numerical sequencing, examining endorsements, reviewing bank statements, and the examination and/or reconciliation of documents supporting disbursements. The Audit Committee shall conduct the annual audit of the Fiscal Year financial documents using a computer package or hard-copy format provided by APWA.

ARTICLE IX – MEETINGS

SECTION 1. The Annual Meeting of the Chapter, for the purpose of electing and/or installing the newly elected Officers and Directors, shall be held in December of each year, the date and place of which shall be determined by the Executive Committee. Other General Membership Meetings for the transaction of business of the Chapter may be called by the President upon the President's own initiative, upon request by the Executive Committee, or upon the written request of 15 members in good standing of the Chapter. The membership shall be notified at least two weeks in advance of the date and place of the Annual Meeting and of any other General Membership Meetings.

SECTION 2. Meetings of the Chapter Executive Committee shall be held on the call of the President or request in writing of any three members of the Executive Committee. The Chapter Executive Committee shall meet a minimum of six times during the administrative year.

SECTION 3. Meetings of the Executive Committee may be conducted in person, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and the statutes of the State of Illinois.

SECTION 4. The Secretary shall formally notify each member of the Executive Committee at least two (2) weeks prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such meeting, shall accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

SECTION 5. The Secretary shall formally notify each member of the Executive Committee at least five (5) days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution or other action to be considered at such meeting shall accompany the notice of the meeting, and no other matters shall be considered at such meeting.

SECTION 6. All Chapter officers, Executive Board members, and Committee Chairs will be aware and acknowledge basic anti-trust provisions affecting associations.

ARTICLE X – QUORUM

SECTION 1. A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings.

SECTION 2. For General Membership meetings of the Chapter involving a formal business agenda, 10% of the general membership, not including members of the Executive Committee, shall constitute a quorum for the transaction of business.

ARTICLE XI – DUES

SECTION 1. The Executive Committee may establish Chapter dues for its members in accordance with the "Rules Governing Chapters of the American Public Works Association."

SECTION 2. All dues are payable to APWA annually in advance. Non-payment of dues for a period of ninety (90) days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

ARTICLE XII – BRANCHES

SECTION 1. Branches of the Chicago Metropolitan Chapter may be formed in accordance with the procedures set forth in the "Rules Governing Chapters of the American Public Works Association," by groups of members representing a region within the territorial limits of the Chicago Metropolitan Chapter for the purpose of furthering the mission, vision, goals, and objectives of the Chicago Metropolitan Chapter.

SECTION 2. Any group of 10 or more members of this Chapter may petition the Executive Committee of the Chapter to form a branch within the Chapter's boundaries. By resolution, the Chapter Executive Committee may authorize, upon approach by the APWA Board of Directors, the establishment of such branches which provides for its name, jurisdiction, approval of branch bylaws, method of conducting affairs, submission of periodic reports, and the appointment of a temporary committee to arrange for an organizational meeting of the branch.

SECTION 3. The officers and all members of the Branch shall be members of APWA.

ARTICLE XIII – ELECTION OF OFFICERS

SECTION 1. The President shall appoint a Nominating Committee of three (3) members, one of whom shall be the most recent available Past President having current membership in the Chapter and who shall serve as Chair of the Nominating Committee. The Nominating Committee shall report the names of its nominees for each office standing election to the Executive Committee at the December annual meeting. One or more nominations shall be made by the Nominating Committee for each office. No persons serving on the Nominating Committee shall be eligible for nomination, except by declaration.

SECTION 2. The Executive Committee shall prescribe the form of ballot, schedule, and other details of the election procedure. The annual election shall be held at a time and place of the annual meeting. Additional nominations may be made by members from the floor of the meeting.

SECTION 3. The majority of votes cast by qualified voting members present shall constitute a valid election.

SECTION 4. Newly elected Officers shall assume office at the beginning of the administrative year with the President-Elect elected the previous year becoming President.

SECTION 5. In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Chapter Officers and Directors extended for one full term.

SECTION 6. The American Public Works Association shall be notified annually of the officers elected for the ensuing year on or before December 31.

ARTICLE XIV – DISSOLUTION OF THE CHAPTER

SECTION 1. When necessary and when directed by the APWA Board of Directors, the Chapter may be dissolved. In the event of the dissolution or final liquidation of the Chapter, after all liabilities and obligations have been paid, satisfied, and discharged, or adequate provision made therefore, all remaining property and assets of the Chapter shall be conveyed, assigned, and transferred to APWA to administer according to the bylaws of APWA, with the following exception: Funds held by the Chapter in a scholarship fund as defined by the IRS in Code Section 501(c)(3) may, at the discretion of the Chapter, be moved to another 501(c)(3) scholarship fund of the Chapter's choice.

SECTION 2. The Chapter shall use its funds only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure or be distributed to the members of the Chapter. On dissolution of the Chapter, any assets remaining shall be remitted to the American Public Works Association.

ARTICLE XV – PARLIAMENTARY AUTHORITY

SECTION 1. The rules of procedure contained in Robert's Rules of Order, Newly Revised, shall govern meetings of the members of the Chapter so far as they are applicable and when not inconsistent with these Bylaws.

ARTICLE XVI – AMENDMENTS

SECTION 1. Amendments to these Bylaws may be proposed by petition submitted to the Executive Committee in writing and signed by not less than 15 members or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership after approval by the APWA Board of Directors, at a meeting of the Chapter within one year after the date of their submission or by letter ballot as may be determined by the Executive Committee. The Executive Committee may, within sixty days after receipt of any amendment proposed by petition, return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it is presented to the membership. If the proposed amendment is resubmitted in writing and signed by not less than eight members of the original petitioners, it shall be presented to the membership after approval by APWA, with or without the approval of the Executive Committee. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

SECTION 2. These Bylaws and such amendments as may be made from time to time shall become effective upon approval by the APWA Committee on Bylaws and Rules and adoption by the Chapter membership.

CERTIFICATION OF BYLAWS

These Bylaws were adopted amended revised by members of the Chicago Metropolitan Chapter at a duly called meeting on December 10, 2015 with a quorum present as prescribed by Chapter Bylaws.

The minutes of this meeting are on file with the Chapter Secretary and APWA.





President



Secretary