

2018 Proposed ITBE Constitution and Bylaws Revision

ITBE Constitution

Article I. Name

The name of the Association shall be the Illinois Teachers of English to Speakers of Other Languages and Bilingual Education (Illinois TESOL-BE or ITBE). The Association is an affiliate of Teachers of English to Speakers of Other Languages, Inc. (TESOL).

Article II. Mission

A. Illinois TESOL-BE is a professional, non-profit organization for the strengthening, at all levels, of instruction and research in the teaching of English to speakers of other languages and in bilingual education through the promotion of scholarship, the dissemination of information, and advocacy, in cooperation with other groups and organizations having similar concerns.

B. Illinois TESOL-BE respects and celebrates the home languages and cultures of its members and of all English language learners and bilingual speakers.

Article III. Membership

A. Membership in Illinois TESOL-BE shall be open to any individual who are involved with teaching English to speakers of other languages, bilingual education, or other related fields.

B. In principle and in practice, Illinois TESOL-BE values and seeks diverse and inclusive participation within the field of English language teaching. Illinois TESOL-BE promotes involvement and broad access to professional opportunities for all and works to eliminate any kind of discrimination including, but not limited to, language background, race, creed, color, ethnicity, gender and gender identity, health/medical condition, religion, age, sexual orientation, nationality, disability, appearance, geographic location, or marital status.

C. A member shall be a member-in-good-standing upon application and payment of the dues of the organization, as established by the Executive Board.

D. Members in good standing shall be entitled to participate in the activities of Illinois TESOL-BE, including votes of the general membership, attendance at all meetings of the Association, and membership in a Special Interest Group (Refer to Bylaws, Article I, for membership benefits).

E. All votes of the general membership shall be by a simple majority of those voting, unless otherwise stipulated in the Constitution or Bylaws.

Article IV. Regional Chapters

A. Regional Chapters of Illinois TESOL-BE may be established at the discretion of the Executive Board upon the request of such a group from a specific geographic region.

1. The Regional Chapters shall present a Statement of Purpose and a set of Bylaws to the Executive Board for approval.
2. The Regional Chapters shall present to the Executive Board a list of at least ten members in good standing who will be members of a particular Regional Chapter.
3. The Regional Chapters may provide professional workshops and request a budget from the Executive Board for the expenses of the Regional Chapters.

B. A representative from each Regional Chapter shall be elected annually to serve as a voting member of the Executive Board.

Article V. Special Interest Groups

A. Special Interest Groups (SIGs) of Illinois TESOL-BE may be established at the discretion of the Executive Board upon the request of such a group.

1. The Special Interest Groups shall present a Statement of Purpose to the Executive Board for approval.

2. The Special Interest Groups shall present to the Executive Board a list of at least thirty members in good standing who will be members of a particular Special Interest Group. If thirty members minimum cannot be met, the creation of the Special Interest Group will be at the discretion of the Executive Board with a two-thirds vote necessary for creation.

3. The Special Interest Groups may request a budget from the Executive Board for the expenses of the Special Interest Groups.

B. The Chairs of the Special Interest Groups shall be elected annually and shall be voting members of the Executive Board.

Article VI. Administration

A. Executive Board

1. The Executive Board shall be the governing body of Illinois TESOL-BE. It shall be responsible for the operations, finances, and policies of the Association, both current and long-range.
2. The Officers of Illinois TESOL-BE shall be the President, the Vice President and the Convention Committee Chair.
3. The Executive Board of Illinois TESOL-BE shall consist of the Officers, the Past President, the Past Convention Committee Chair, the Associate Convention Committee Chair, the Executive Secretary, the Treasurer, the Editor of the Newsletter, the Director of Exhibits and Advertising, members-at-large elected by the membership, members-at-large appointed by the President, Special Interest Group Chairs, and Regional Chapter representatives.
4. The Executive Board shall be constituted annually, from July 1 through June 30.
5. All members of the Executive Board shall be voting members of the Executive Board.
6. A quorum shall be a simple majority of the Executive Board.
7. All votes of the Executive Board shall be by a simple majority of those present unless otherwise stated in the Constitution and Bylaws.
8. All members of the Executive Board must be members in good standing of Illinois TESOL-BE. The officers of the Executive Board shall also be members in good-standing of TESOL.
9. The Executive Board shall establish annually a regular schedule for business meetings, which shall be open to the general membership and in communication with the membership such as in the Association newsletter and ITBE website.
10. The Executive Board shall approve, by a two-thirds vote, an annual budget for the Association.
11. The business meetings of the Association shall be conducted in accordance with Roberts' Rules of Order.

B. Standing Committees

1. Standing committees may be formed by the respective Executive Board Chair and may include, but not be limited to, the Planning Committee, the Annual Convention Committee, the Newsletter Committee, the Nominations Committee, the Advocacy Committee, the Professional Development Committee, the Publicity Committee, the Awards Committee, the Budget Committee, the Part-Time Issues Committee, and the Technology Committee.
2. Standing Committee Chairs shall be appointed by the President from the members of the Association with the approval of the Executive Board, for a term to coincide with that of the President.
3. Committee members shall be appointed by the various Chairs in accordance with the Bylaws for the term of the Chair and with the approval of the Executive Board. Committee members shall reflect, as much as possible, the geographical and professional distribution of the membership.
4. Standing Committee Chairs shall appoint subcommittee chairs as needed and coordinate the activities of the subcommittees. Standing Committee Chairs or their Board liaisons shall present reports at business meetings of the Executive Board.
5. The President shall be an ex-officio member of all committees and may appoint, with the approval of the Executive Board, other ex-officio members to all committees except the Nominations Committee.

C. Ad Hoc Committees

1. The President may appoint ad hoc committees with the approval of, or at the request of, the Executive Board.
2. Chairs of ad hoc committees shall be appointed from the membership of the Association by the President with the approval of the Executive Board.
3. Ad hoc committees shall be appointed for specific reasons and for specified periods of time, generally terminating no later than the end of the President's term of office unless otherwise authorized by the Executive Board.
4. Chairs or Board liaisons of ad hoc committees shall present reports at business meetings of the Executive Board.

Article VII. Nominations and Elections

A. A general election shall be held annually. The Nominations Chair, the Past-President, shall request names of nominees to the various offices from the general membership. A final slate of candidates shall be approved by the Executive Board and submitted to the membership for a vote.

B. All elected Executive Board members shall assume office on July 1 and be introduced to the general membership at the first fall meeting of the Association.

Article VIII. Vacancies in the Executive Board

A. A vacancy in the Office of President shall be immediately filled by the Vice President, who shall serve for the remainder of this term and for the duly-elected term. A presidential appointee shall then fulfill the duties of the Vice President during the year of the vacancy.

B. A vacancy in the Office of Vice President shall be filled by a special general election. The election shall be conducted within 45 days of the day of vacancy. The Executive Board shall submit the name(s) of nominee(s) for that election. If the election is not completed by July 1, the outgoing president shall remain in office until the election is completed.

C. A vacancy in a member at large position shall be filled by presidential appointment with the approval of the Executive Board. The appointee shall hold office until the following election. The Nominations Committee shall provide the names of suitable candidates to fill the remaining one-/two-year vacancy. These names shall be presented as part of the annual slate of candidates for office.

D. A vacancy in any appointed position (such as Convention Committee Chair) shall be filled by the Executive Board with a two-thirds vote. The length of the appointment shall be decided by the Board, not to exceed the remainder of the term being vacated. The membership grants the Executive Board the ability to fill a vacant board or vacated position with another candidate that will be appointed to the vacant or vacated position without a call for a general vote to the membership, but rather only with a two-thirds vote of the Executive Board. This candidate will be considered a full member of the ITBE Executive Board as long as the candidate is a member and in good standing. The term of a member voted onto the Board in this manner will not exceed the general appointed term of the vacated position.

E. A vacancy in the position of SIG Chair or Regional Chapter representative shall be filled by a special election of the SIG or Regional Chapter membership no later than the conclusion of the next meeting of the SIG or Regional Chapter.

Article IX. Removal from Office

A. A request for resignation of a member of the Executive Board may be made upon a two-thirds vote of the members of the Executive Board. The request for resignation shall be made in writing either electronically or otherwise by the President and submitted to the board member following a discussion by the Executive Board about the removal. Following this action, if the member chooses not to resign, then the member may be removed by a two-thirds vote of the Executive Board at a subsequent meeting. The member shall be given the opportunity to defend his/her case prior to this final vote. If the member cannot be contacted, or does not respond to the request for resignation before the next scheduled board meeting, they waive their right to defend their case and may be immediately removed with a two-thirds vote of the members of the Executive Board.

B. Any member of the Executive Board may be removed from office by a two-thirds vote of the membership as a whole.

Article X. Meetings

A. The Association shall hold an Annual Business and Professional Meeting, called the Illinois TESOL-BE Annual Convention, for the purposes of professional development and advancement. The time and place of the Annual Convention shall be determined at least ten months in advance.

B. There shall be at least two professional development meetings (e.g. webinars, workshops, etc.) of the Association per year, not including the Annual Convention, for the purpose of professional development.

Article XI. Fiscal Year

The fiscal year of Illinois TESOL-BE shall be July 1 through June 30.

Article XII. Amendments

A. Amendments to the Constitution may be proposed by a simple majority vote of the Executive Board or by petition to the Executive Board of any ten members in good standing of the Association.

B. Any proposed amendment must be presented with full rationale to the Association membership within ninety days of its acceptance by the Executive Board.

C. Each Association member will be issued a ballot and allowed thirty days to vote.

D. An amendment shall be considered enacted if two-thirds of those voting approve. Counting and certification of any vote shall be done by the Executive Secretary and the President, and shall be announced to the Executive Board and to the Association membership .

ITBE Bylaws

Article I. Membership

A. All members in good standing shall have the right to

1. Hold office in the Association,
2. Attend all professional and business meetings, workshops, lectures, seminars, conventions, and other gatherings of an educational nature held under the auspices of the Association,
3. Register for Association events at reduced member rates or at no charge, as applicable,
4. Receive the Association newsletter and other mailings to the general membership,
5. Belong to a Special Interest Group (SIG) and vote at its meetings,
6. Vote on all matters concerning the general membership, as stated in the Constitution and the Bylaws,
7. Serve on and chair committees of the Association,
8. Present suggestions and requests of a professional nature to the Executive Board,
9. Make nominations through the Nominations Committee or by petition to the Executive Board, and
10. Apply for Association awards.

B. Annual dues shall be established by a two-thirds vote of the Executive Board. Any change in dues shall become effective the fiscal year after the year in which it is approved. The Executive Board may establish special categories of membership and the criteria for such categories, special time periods of membership, and special dues particular to each. It is the general policy of Illinois TESOL/BE that fees or charges associated with the services and programs may be waived or reduced in accordance with a participant's ability to pay. The Executive Board shall have the necessary discretion to make such waivers or reductions, when appropriate, in accordance with the approved budget and scholarship/grant awards policy. Program fee schedules shall be set in accordance with Illinois requirements for tax-exempt organizations.

C. All fees for the Annual Convention shall be established upon recommendation of the Convention Chair with a two-thirds vote of the Executive Board at least one hundred twenty days prior to the Convention.

D. Non-members may be charged a fee to attend professional meetings. This fee may be waived for members of the organizations jointly sponsoring programs.

Article II. Finances

A. The Treasurer, as the chief financial officer of the Association, shall be authorized to conduct the financial affairs of the Association. In the instances when the Treasurer is unable to act as the chief financial officer of the Association, the President shall be so authorized. If for some reason both the Treasurer and the President are unable to act, the Vice President shall be so authorized.

B. Any expenditure which exceeds the amount in the budget approved by the Executive Board need not be paid by the Association.

C. All bills authorized by the Executive Board shall be paid within thirty days of their receipt. The Association shall not be liable for bills received after one year of their authorization.

D. No member of the Association shall be authorized to

1. Borrow money in the name of the Association, or
2. Lend the Association's monies.

E. No member of the Association shall receive payment for services (time and/or labor) rendered to the Association, except by prior approval of two-thirds of the Executive Board.

F. The President, The Vice President, and the Treasurer shall have access to the online accounting software Quickbooks.

Article III. Compliance with TESOL

A. The Past President, as liaison officer with TESOL, shall complete the Annual Report required by TESOL. It shall be made available to any member upon request and may be printed in the Newsletter.

B. The President shall be the delegate of the Association to the Affiliate Assembly of TESOL. If the President is unable to be the delegate, the Vice President shall be an alternate delegate. If both the President and the Vice President are unable to be the delegate to the Affiliate Assembly, an alternate delegate to the Affiliate Assembly shall be chosen by the Executive Board from among those past Presidents of the Association who will be attending the Annual Convention of TESOL. If none of the above is available, the Executive Board shall choose the alternate delegate from among the other members of the Executive Board who will be attending the convention.

Article IV. Terms and Functions of the Executive Board

A. President

1. The President shall serve for one year, from July 1 through June 30.
2. The President shall
3. (a) preside over all meetings of the Association,
4. (b) appoint all chairs of standing committees, not otherwise designated elsewhere in the Constitution or Bylaws,
5. (c) with the Executive Secretary, act as the chief official representative of the Association,
6. (e) submit an annual calendar to the Executive Board for approval at its first meeting of the year,
7. (f) serve as an ex-officio member of all standing and ad hoc committees,
8. (g) with the Vice President and the Executive Secretary, count and certify all mail and electronic ballots of the Association, and
9. (h) make appointments, with the approval of the Executive Board, to fill vacancies on the Board as specified in Article VIII of the Constitution (p. 4).
10. The President may
11. (a) appoint, with the approval of the Executive Board, not more than three members at large to the Executive Board whose terms shall expire with that of the President, and
12. (b) appoint a Parliamentarian, whose term shall expire with that of the President, to assist in the running of business meetings.

B. Past President

1. The Past President shall serve for one year, from July 1 through June 30.
2. The Past President shall
3. (a) serve as official liaison to TESOL, other TESOL affiliates, and other organizations with similar concerns
4. (b) write the annual report
5. (c) advise and assist the President, and
6. (d) be available to serve on Standing or Ad Hoc Committees

C . Vice President

1. The Vice President shall be elected for a term of one year, from July 1 through June 30, and be the President-Elect of the Association.
2. The Vice President shall
3. (a) preside at all official occasions when the President is absent, upon the request of the President or the Executive Secretary,
4. (b) be responsible for the recording, certification, and announcement of all votes cast by the Executive Board and the general membership,
5. (c) be responsible for coordinating the selection of the future Convention site as specified in Article X of the Constitution, and

6. (d) with the President and the Executive Secretary, count and certify all mail and electronic ballots of the Association.

C. Convention Committee Chair (which is by de facto the Vice President unless otherwise filled as its own chair)

1. The Convention Committee Chair will be appointed by the President
2. As chair of the Annual Convention, the Convention Committee Chair shall
3. (a) plan, prepare, promote, implement, and evaluate the Annual Convention;
4. (b) appoint, not later than September 1 and with the approval of the Executive Board, all subcommittees needed to implement the Annual Convention;
5. (c) report the progress of the Annual convention at each Executive Board meeting; and
6. (d) compile all subcommittee reports into a final report no later than sixty days after the Annual Convention.

F. Executive Secretary

1. The Executive Secretary shall be appointed by a two-thirds vote of the Executive Board for a term of two years. The appointment may be renewed for additional two-year periods or extended for one-year periods.
2. The Executive Secretary shall act as the recorder of all business meetings of the Association,
3. The Executive Secretary shall
4. (a) with the President, act as the official representative of the Association,
5. (b) with the Treasurer, coordinate all financial records pertinent to membership, such as membership dues and convention registration,
6. (c) be responsible for maintaining accurate, up-to-date lists for the Association, including membership records of SIGs and committee work preferences,
7. (d) secure and maintain the official mailing address for the Association,
8. (e) be responsible, along with the Membership Committee, for the registration/membership procedures, materials and personnel at all professional meetings of the Association, including the Annual Convention,
9. (f) be responsible for all official mailings* of the Association, and
10. (g) with the President and the Vice President, count and certify all mail and electronic ballots of the Association.
11. (h) be responsible for the maintenance of the documents of the Association, including but not limited to an accurate, up-to-date list of rules and regulations, files of minutes of all meetings, amendments to the Constitution and Bylaws of the Association, position papers, public testimony, reports, and policies,

G. Treasurer

1. The Treasurer shall be appointed by a two-thirds vote of the Executive Board for a term of two years. The appointment may be renewed for additional two-year periods or extended for one-year periods.
2. The Treasurer shall
3. (a) act as chief financial officer of the Association,
4. (b) provide accurate monthly accounting and a fiscal year-end report reviewed by an outside accountant of Association funds and their disbursement,
5. (c) submit a final accounting of the Annual Convention income and expenses to the Convention Committee Chair no later than forty-five days after the Annual Convention,
6. (d) with the Executive Secretary, coordinate all financial records pertinent to membership, such as membership dues and convention registration,
7. (e) chair the Budget Committee,
8. (f) submit an annual budget for the Association to the Executive Board for approval no later than September 1 of each year.

H. Editor of the Newsletter

1. The Editor of the Newsletter shall be appointed by a two-thirds vote of the Executive Board for a period of two years. The appointment may be renewed for additional two-year periods or extended for one-year periods.
2. The Editor of the Newsletter shall
3. (a) be responsible for the publication and dissemination of news and information concerning the Association, the teaching of English to speakers of other languages, bilingual education, and other related fields through the newsletter as stipulated in the Constitution and Bylaws,
4. (b) serve as Chair of the Newsletter Committee and appoint members to the Newsletter Committee,
5. (c) set dates of publication for the newsletter, in coordination with the Director of Exhibits and Advertising and with the approval of the Executive Board, and
6. (d) act as the publication liaison to TESOL and other TESOL affiliates.

I. Director of Exhibits and Advertising

1. The Director of Exhibits and Advertising shall be appointed by a two-thirds vote of the Executive Board for a period of three years. The appointment may be renewed for additional three-year periods or extended for one-year periods.
2. The Director of Exhibits and Advertising shall
3. (a) be responsible for the Association's contact with all commercial exhibitors and advertisers,
4. (b) with the approval of the Executive Board, set fees annually for commercial exhibiting and advertising, and
5. (c) assist in the site selection for the Annual Convention.

J. Technology Chair

1. The Technology Chair which shall be appointed by the Executive Board for a term of 2 years.
2. This Chair shall be responsible for editing the ITBE website in collaboration with the Webmaster, updating the membership database along with the Database Manager, and employing any Board-approved web applications to send notifications to the membership on an as-needed basis.
3. This Chair, with applicable committee chairs and the participating venue audio-visual staff, shall be responsible for assisting appropriate AV needs for all ITBE events.

K. Members-At-Large

1. Members-at-large fall into two categories: nine elected by the membership and up to a maximum of three appointed by the President. Elected Members-at-large shall be elected for three-year terms. Three members shall be elected each year. Members appointed by the President shall serve one year to correspond with the term of the President.
2. All Members-at-large shall
3. (a) serve as liaisons to and chairs of standing and/or ad hoc committees,
4. (b) support the officers and other members of the Executive Board, and
5. (c) actively participate in the business and activities of the Association.

L. Special Interest Group Chairs

1. Special Interest Group Chairs shall be elected by their respective memberships no later than May 15 and serve as members of the Executive Board for a term of one year, from July 1 through June 30.
2. Special Interest Group Chairs shall
3. (a) act as liaison of their Special Interest Group to the Executive Board.
4. (b) encourage participation of the Special Interest Group members in the activities of the Association,
5. (c) submit a budget request by August 1 and an annual report of the Special Interest Group activities by June 30 of the following year.
6. (d) represent the interests of their SIGs and make contributions to the Professional Development Events Committee, the Annual Convention Committee, and the Newsletter Committee, and
7. (e) be available for assignment to standing and/or ad hoc committees.

Article V. Standing Committee and Chair Guidelines

All Standing Committees shall submit a budget request by August 1 and an annual report by June 30 of the following year. Committees shall be overseen by their respective Chair on the Executive Board.

A. Budget

1. The Budget Chair shall be the Treasurer.
2. The Budget Chair shall be responsible for submitting an annual budget for the Association to the Executive Board for its approval, no later than September 1 of each year.
3. At the first meeting of the Executive Board each year, the Budget Committee shall solicit a budget request from the Executive Secretary for the operational expenses of the Association.
4. At the first meeting of the Executive Board each year, the Budget Committee shall solicit a budget request from the Convention Chair and from the chairs of all standing and ad hoc committees to fund their projects for the year.
5. The Budget Committee shall be responsible for overseeing all financial matters of the Association.

B. Annual Convention Committee

1. The Annual Convention Committee shall be chaired by the Convention Committee Chair (VP). The Chair shall appoint subcommittee chairs as needed.
2. The Annual Convention Committee shall be responsible for the planning, publicizing, implementation, and evaluation of the Annual Convention with the cooperation of all committees of the Association.
3. A subcommittee of the Annual Convention Committee consisting of the Vice President, the Convention Chair, the Past Convention Chair, and the Director of Exhibits and Advertising shall conduct a search for the future convention site.

C. Membership and Registration

1. Membership Chair shall consist of the Operations Manager. The Chair may appoint subcommittee chairs from the Executive Board.
2. This Chair shall be responsible for supporting events and activities to promote and retain membership in the Association.
3. This Chair shall be responsible for registration and membership procedures for all professional meetings including the Annual Convention.

D. Newsletter

1. The Chair of the Newsletter Committee shall be the Editor of the Newsletter. The Chair shall appoint subcommittee chairs as needed.
2. This Committee shall be responsible for the publication of the Association newsletter.

3. Publication dates of the newsletter shall be set by the Editor of the Newsletter with the approval of the Executive Board.

E. Nominations Committee

1. The Nominations Committee shall consist of the Past President. The Chair shall appoint subcommittee chairs as needed.
2. The Nominations Committee shall be responsible for the annual election of the Association. The Nominations Committee shall conduct the annual election as follows:
3. (a) The Nominations Committee shall formally request names of nominees to the various offices from the general membership. This shall be done through the newsletter or a mailing no later than the annual convention.
4. (b) Nominations for Vice President and Members-at-large of the Executive Board shall be made by the Nominations Committee and presented as a slate to the Executive Board no later than March 15.
5. (c) The ballot shall list at least one nominee for the office of Vice President, and at least six nominees for three Member-at-large positions.
6. (d) The names of additional nominees may be placed on the ballot by the petition of at least ten members of the Association in good standing if such names are presented to the Executive Board by March 15.
7. (e) The slate of nominees to the Executive Board shall, as far as possible, represent the geographic and professional distribution of the membership of the Association.
8. (f) All nominees for office shall be apprised in writing by the Nominations Committee of the responsibilities and requirements of office. The Committee shall provide each candidate with the appropriate job description. The nominees shall be required to affirm their acceptance in writing.
9. (g) The Committee shall request each candidate to inform the Chair of the Nominations Committee in writing of receipt of the appropriate job description, acceptance of the nomination, and membership-in-good-standing of the Association. Each candidate shall submit in writing to the Nominations Chair a biographical statement and any requested material pertinent to the election.
10. (h) The Committee, in cooperation with the Executive Secretary, shall be responsible for the preparation and dissemination of the ballot and all other pertinent election material.
11. (i) Ballots shall be sent to members in good standing for a secret mail vote no later than the Monday after the April board meeting.
12. (j) Ballots shall be counted and certified no later than May 15. A tie will be broken by secret ballot of the Executive Board.
13. All elected Executive Board members shall assume office on July 1 and be introduced to the general membership at the first fall meeting of the Association.

F. Advocacy

1. The Chair shall appoint committee members, as needed.
2. This Committee shall be responsible for representing and promoting the Association and its professional concerns at the local, state, and national levels, including the preparation of testimony.

3. This Committee shall keep the Association apprised of all issues and legislation relevant to the interest and needs of the membership. It shall be responsible for the dissemination of such information to the Association.
4. This Committee shall act as liaison with TESOL committees for professional concerns and advocacy.

G. Professional Development

1. The Chair shall appoint committee members, as needed.
2. This Committee shall be responsible for the planning, preparation, promotion, implementation, and evaluation of at least two professional development events annually, apart from the Annual Convention, with the cooperation of other Association committees.

H. Publicity

1. The Chair shall appoint committee members as needed.
2. This Committee shall be responsible for the dissemination of information about the activities of the Association to its members, TESOL, other professional organizations, public and private agencies, the media, and other interested persons. This Committee shall work in conjunction with the Newsletter Committee, the Annual Convention Committee, and other Association committees as needed.

I. Awards Committee

1. The Awards Committee shall consist of a Chair and at least two members, one of which should be the President. The Chair shall appoint subcommittee chairs as needed.
2. The Awards Committee shall publicize the awards, encourage applications from eligible candidates, evaluate the applications, make any recommendations to the Executive Board for its approval, and publicize the granting of the awards.

J. Technology

4. The Technology Committee shall consist of a Chair and up to two other members. The Chair shall appoint committee members as needed.
5. This Committee shall be responsible for editing the ITBE website in collaboration with the Webmaster, updating the membership database along with the Database Manager, and employing any Board-approved web applications to send notifications to the membership on an as-needed basis.
6. This Committee, with applicable committee chairs and the participating venue audio-visual staff, shall be responsible for assisting appropriate AV needs for all ITBE events.

Article VI. Electronic Voting

Electronic votes on main and secondary motions will be accepted whenever there is a need to conduct business electronically prior to the next board meeting. The process for conducting an electronic vote shall be:

A. The maker of the motion must submit the motion electronically to the Executive Secretary who will distribute it to all board members;

B. If the Executive Secretary is not able to handle the motion, the President will then take charge;

C. The e-business motion must be seconded unless it has been submitted by a committee;

D. Time for debate must be allowed for a minimum of five working days unless the Executive Secretary decides the situation warrants a more immediate response;

E. A deadline for returning votes will be stated;

F. A simple majority of the board must vote and a simple majority of those voting will carry the motion unless otherwise specified in the Constitution;

G. The Executive Secretary will be responsible for tallying, recording, and reporting on the vote.

Article VII. Online ITBE Board Management System

Current and incoming board members shall be issued an @itbe.org email address and be enrolled in the online board software system. This email address will be used for all official board communications. After a board member has vacated their position their email account will be terminated after a period of six months. The account, emails, and documents contained within the account remain property of the Association. The President, Vice President, and Technology Chair positions shall be granted administrative privileges and are charged with keeping the database up to date.

Article VIII. Amendments

A. Amendments to the Bylaws, not in conflict with the Constitution, may be made by a two-thirds vote of the members of the Executive Board.

B. Petitions for amendments of the Bylaws, whether by members of the Executive Board or by the membership, shall be presented to the Executive Board in writing at a regular business meeting.

An amendment to the Bylaws may not be voted on until the meeting following its initial presentation to the Executive Board. All members of the Executive Board must be apprised of the amendment by mail, prior to the meeting at which it is to be voted upon. A vote in writing may be accepted.

*throughout this document, "mailing(s)" or "mail" denotes electronic and/or paper mailings