

**BYLAWS  
of the  
Central Illinois Chapter  
AMERICAN CIVIL LIBERTIES UNION**

**ARTICLE I**

The name of this organization shall be the Central Illinois Chapter of the American Civil Liberties Union, hereinafter referred to as the Chapter.

**ARTICLE II**

The object of the Chapter shall be to support and promote the protection of civil liberties in McLean, De Witt, and Livingston Counties of the State of Illinois.

**ARTICLE III**

The members of the Chapter shall be the members of the American Civil Liberties Union residing in the area described in Article II.

**ARTICLE IV**

Each year two meetings of the full Chapter membership shall be held, the first during February, March, April, or May, the second during September, October, or November. At least fourteen days' written notice of the meetings shall be given to all members. A quorum for conducting business at the meetings shall be nine members.

**ARTICLE V**

1. The steering committee shall consist of no fewer than eight members of the Chapter, and no more than twenty. A term of service on the steering committee shall be two years, with half the terms commencing each year at the Fall Meeting, and being filled by election.

2. The steering committee shall have responsibility for managing the affairs of the Chapter. Duties of the steering committee shall include, but not be limited to, the following: planning and directing Chapter activities; authorizing expenditures from the Chapter's treasury; authorizing public statements to be made on behalf of the Chapter; authorizing letters to be written and sent on behalf of the Chapter; suggesting legal actions to the Illinois Affiliate of the American Civil Liberties Union, and maintaining communications and working cooperatively with the Illinois Affiliate.

3. The steering committee shall hold at least six regularly scheduled meetings per year. Special meetings may be called by the chairperson or by any five steering committee members, with at least two days' notice to the steering committee members. The quorum for a steering committee meeting shall be a majority of the committee members. Steering committee meetings shall be open to all chapter members.

4. Vacancies on the steering committee may be filled by interim appointment by the steering committee. At the Fall meeting of the full Chapter membership, any remaining term of positions vacant or held by expiring interim appointment shall be filled by election.

5. A steering committee member who has three unexcused absences from regularly scheduled meetings of the steering committee during one term of service may be liable to removal from the steering committee. At the third regularly scheduled meeting from which the member is absent without excuse, the Secretary shall so notify the steering committee.

At that or any subsequent regular meeting, the steering committee may decide to invoke the provisions of this paragraph, in which case immediate written notice shall be sent to the absent member that the member's removal will be considered at the following regular meeting of the steering committee. Such notice having been given, the steering committee may decide by a two-thirds vote at the next regular meeting to remove the member and declare the position vacant. If the motion for removal fails, the member's removal cannot be brought up again unless the member incurs a further absence. If the removal does not come to a vote, it can be considered at another regular meeting, provided that the affected member is given sufficient notice that removal is to be considered. If a member is removed from the steering committee, the committee may assign a member of the Chapter to that seat as an interim appointment for the remainder of the unexpired term.

## ARTICLE VI

1. The officers of the Chapter shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer. They shall be elected by the steering committee from its members at the first meeting following the Fall Meeting of the Chapter, or whenever a vacancy occurs. They shall serve until their successors are elected.

2. A. The Chairperson presides at meetings of the Chapter and the steering committee, and represents the views of the Chapter or steering committee to the public. The Chairperson may appoint individuals and subcommittees to carry out duties incidental to the purposes of the Chapter.

B. The Vice-Chairperson performs the functions of the Chairperson in the event of the chairperson's absence or incapacity.

C. The Secretary shall be responsible for: keeping minutes of all meetings of the Chapter or steering committee; keeping records of attendance of steering committee members; maintaining the membership list; notifying members of meetings or other matters when required; and keeping a current copy of the bylaws and other rules and regulations governing the Chapter or steering committee.

D. The Treasurer shall keep the financial records of the Chapter and steering committee and make such collections to, or payments from, the treasury as the steering committee may direct.

## ARTICLE VII

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern the Chapter and the steering committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Chapter or steering committee may adopt.

## ARTICLE VIII

These Bylaws may be amended by a two-thirds vote of a quorum at one of the semi-annual Meetings of the Chapter, provided that the members have been sent copies of the proposed amendment(s) at least two weeks prior to the meeting.

Approved by the membership, February 22, 2017

Approved by the membership at the Spring Meeting. March 4, 2009

Approved by the steering committee, January 7, 2009

Approved by the membership at the Annual Meeting, April 21, 1978

Approved by the steering committee, March 27, 1978