

**BYLAWS OF THE (INDIANA SOCIETY OF  
ELECTRONEURODIAGNOSTIC TECHNICIANS/TECHNOLOGISTS) ISETT  
CHAPTER OF ASET – THE NEURODIAGNOSTIC SOCIETY  
2013 EDITION**

**ARTICLE 1  
NAME**

The name of the organization shall be the ISETT (*Indiana Society of Electroneurodiagnostic Technicians Technologists*) CHAPTER OF ASET – THE NEURODIAGNOSTIC SOCIETY, hereinafter referred to as the Society or ISETT.

**ARTICLE 2 OBJECTIVES AND PURPOSES**

The objectives of the Society shall be:

- 1) To advance the science and technical standards of the field of electroencephalography and all related fields
- 2) To promote the interests of electroneurodiagnostic (END)Technologists in the State of Indiana or any state that would like to participate
- 3) To maintain high technical standards in the field of electro-neurodiagnostics and all related fields by recognizing and endorsing the Code of Ethics of the American Board of

Registration of EEG and EP Technologists, hereinafter referred to as "ABRET", the registration examinations of ABRET and the Board of Registration of Polysomnographic

Technologists, hereinafter referred to as "BRPT"; and the American Association of Electrodiagnostic Technologists, hereinafter referred to as "AAET".

- 4) To provide educational and scientific activities in END and related fields
- 5) To maintain close liaison with other state, regional and national neurodiagnostic societies for the exchange of ideas concerning technical progress in neurodiagnostic and all related fields.

## ARTICLE 3 MEMBERS

### SECTION 1 - CLASSES OF MEMBERSHIPS

- a) The memberships of this society shall be divided into classes as follows:
- b) Active
- c) Student
- d) Retired/Sustaining
- e) Institutional

### SECTION 2 – QUALIFICATIONS, RIGHTS AND PRIVILEGES OF MEMBERSHIP

An individual or entity may hold only one class of membership at a time. The rights and privileges of all members shall be herein stated and further defined by the Executive Council.

- a. Active Membership: Any person whose primary employment or training is in electroneurodiagnostic technology may become an active member. Any person holding Active membership in good-standing shall be entitled to all membership privileges including the right to vote, to hold office and committee appointments and receive any official publications of the Society.
- b. Student Membership: Any person who is currently enrolled in an accredited training program for neurodiagnostics may become a Student member for the length of their educational program. Any person who has an interest in the field of electroneurodiagnostics but who is not actively employed or trained in the field may become a student member. Student members shall hold committee appointments and receive all official publications of the Society. They shall not be eligible to vote or hold office.
- c. Retired/Sustaining Membership: Any person who has been an active member for at least ten (10) years, who is retired and left the neurodiagnostic field, may become a Retired member. Requests for Retired membership must be approved by the Executive Council. As such, they shall not vote, hold office or committee appointments, but shall receive any official publications of the Society. It shall be at the discretion of the President/Executive Council to appoint a retired member as an Ad Hoc member of a committee.
- d. Institutional Membership: Any health care delivery or educational institution which employs or educates electroneurodiagnostic technologists may become an institutional member. Institutional members shall not vote, hold office or committee appointments, but shall receive all official publications of the Society.

### SECTION 3 - EXPULSION

- a) Any member who violates the Bylaws of the Society, the standards or professional ethics, or "with cause" as set forth by the Society may be expelled from membership or have disciplinary action taken by a majority vote at a hearing with the Executive Council. Said

member shall have been given a copy of the charges preferred, together with a twenty (20) day notice in writing of the time and place of the hearing. Service of notice and a copy of the charges must be delivered by registered mail to such member's last known address. Submission of a written defense to the Executive Council is allowed. All records of such hearings shall be part of the permanent files of the Society.

- b) Any member may submit to the Executive Council written complaint and request expulsion of another member for cause. Acknowledgment of receipt of the complaint shall be made by the President.

SECTION 4 – Dues

The Treasurer shall email all current members the membership application the first week of January. Members are suggested to pay their dues within thirty (30) days from January 1. In accordance of ISETT Chapter of ASET – The Neurodiagnostic Society dues guidelines, the fee structure will be followed below;

Member Class:	ACTIVE	STUDENT	RETIRED	INSITUT
Annual Chapter Dues (if member of both ASET and Chapter)	\$155	\$78	\$130	
Annual Chapter Dues (if member of Chapter only)	\$40.00	\$20.00	\$15.00	\$30.00
First year- prorated Chapter Dues:				
Jan. – March				
If member of both ASET and Chapter	\$155	\$78	\$130	
If member of chapter only	\$ 40.00	\$20.00	\$15.00	\$30.00
April – June				
If member of both ASET and Chapter	\$116	\$58	\$97	
If member of chapter only	\$ 30.00	\$15.00	\$11.00	\$23.00
July – Sept.				
If member of both ASET and Chapter	\$78	\$39	\$65.50	
If member of Chapter only	\$20.00	\$10.00	\$7.50	\$15.00
Oct. – December of following year				
If member of both ASET and Chapter	\$155	\$78	\$130	
If member of Chapter only	\$ 40.00	\$20.00	\$15.00	\$30.00

- 8. Attach roster (including name, complete mailing address, primary telephone number, and email address) of officers and all members of board of directors. Include the beginning and ending dates for each individual's term of office, e.g., Term of Office: May 2010 to May 2012.
- 9. Provide name and complete contact information for (a) the individual who is to receive chapter rebate checks from ASET, and (b) the individual who is to receive notices of new members joining, chapter member rosters and mailing lists, etc.
- 10. Including information on any upcoming meetings or events sponsored by your chapter that you would like to have posted on the ASET website Calendar of Events, i.e., Title/Name of event, starting and ending dates, location where event will take place, brief description of event, contact information for more information)

SECTION 5 - RESIGNATION

Any member may resign by submitting a resignation in writing to the President. No refunds

of dues or assessments shall be given upon resignation.

#### SECTION 6 - REINSTATEMENT

A former member whose resignation has been accepted by the Society or whose membership has been forfeited for nonpayment of dues shall be reinstated upon payment of the current year's dues and assessments.

#### SECTION 7 - PROPERTY RIGHTS

No member shall have any right or interest in any of the property or assets, including the name of the Society, the ISETT logo, or any earnings or investment income of this Society, nor shall any of such property or assets be distributed to any member on the dissolution or winding up thereof. Furthermore, no part of the net earnings of this Society shall inure to the benefit of any private member or individual.

#### SECTION 8 - LIABILITY OF MEMBERS AND OFFICERS

No member or officer of this Society shall be personally liable for any of its debts, liabilities or obligations.

#### SECTION 9 - DUES AND BENEFITS

- a) Membership dues and assessments shall be set forth in **ARTICLE 10** hereof.
- b) Benefits of membership shall include receiving all official publications of the Society.
- c) Other benefits may be adopted by the Executive Council.

#### SECTION 10-ROSTER

A roster of the members of the Society shall be maintained by and under the control of the Treasurer. The Secretary shall keep the email and house addresses up to date.

### **ARTICLE 4 MEETINGS OF MEMBERS**

#### SECTION 1 - BUSINESS MEETINGS

An Annual Business Meeting of the Society shall be held each calendar year for the transaction of business. The exact time, date and place shall be designated by the Executive Council at least three months prior to the date of the meeting. Members shall be given written notice at least thirty (30) days prior to the meeting.

#### SECTION 2 - QUORUM

Five (5) percent of the voting membership, present at the Annual Business Meeting, or any special meeting shall constitute a quorum for the transaction of business. Once a member is present at a meeting, that member is deemed present for quorum purposes for the remainder of the meeting.

#### SECTION 3 - VOTING BODY

The voting body of the Annual Business Meeting shall be limited to individual Active members in good standing of the Society.

#### SECTION 4 - SPECIAL MEETINGS

- a) Special meetings of members may be called by the President, the Executive Council, or a coalition of members constituting at least five (5) percent of the voting membership.
- b) Written notice of the time and place of special meetings shall be given to the members not less than thirty (30) days prior to the date of such special meeting, by or at the direction of the President and Executive Council.

### **ARTICLE 5 OFFICERS**

#### SECTION 1 - OFFICERS

The Officers of the Society shall be a President, Vice President, Secretary and Treasurer.

#### SECTION 2 - OFFICERS AS EXECUTIVE COUNCIL MEMBERS

All Officers are members of the Executive Council and report to the President.

#### SECTION 3 - ELIGIBILITY

Only Active members in good standing shall be eligible to serve as Officers. These members must also hold at least 1 neurodiagnostic credential in EEG, EP, IOM or LTM.

#### SECTION 4 – TERM OF OFFICE

- a) The President shall serve a term of two (2) years and may be re-elected for one (1) consecutive term so that he or she may serve up to four (4) continuous years.
- b) The Vice President shall serve a term of two (2) years and may be re-elected for one (1) consecutive term so that he or she may serve up to four (4) continuous years.
- c) The Secretary and Treasurer shall serve a term of two (2) years. The Secretary and Treasurer may be reelected up to two (2) times consecutively so that they may serve up to six (6) continuous years.
- d) Terms of office shall commence and Officers shall be installed as the Last Order of Business under New Business at the Annual Business Meeting.

#### SECTION 5 - VACANCIES

- a) In the case of death, incapacity or resignation of the President the vacancy shall be filled by the Vice President.
- b) In the case of death, incapacity, expulsion or resignation of the President, Vice President, Secretary or Treasurer the vacancy shall be filled by action of the Executive Council.
- c) The fulfillment of a vacancy shall not constitute a term.
- d) A successor so appointed shall serve until the next election of the Society in which they become eligible for general election.

#### SECTION 6 - PRESIDENT

- a) The President shall be the Chief Executive Officer of the Society with responsibility for the general supervision, direction and control of the business affairs of the Society in conformity with Society policies.
- b) The President shall serve as the Chair of the Executive Council and with the

approval of the Executive Council shall appoint committee chairs, may appoint a parliamentarian, shall be an ex-officio member of all committees except the Nominating Committee, and shall submit the Annual Report to the general membership.

- c) The President shall be the liaison officer to physician affiliates, other technologist societies and technologist credentialing bodies.
- d) The President shall preside at the Annual Business Meeting of the members the meeting of the Executive Council and shall have such powers and duties as may be prescribed by the Executive Council.
- e) The President shall appoint the Chair of the Bylaws Committee and approve all members of various committees.
- f) It shall be the duty of the President to require that all Officers and members of the Executive Council take an active part in the regular business of the Society.
- g) At the completion of their term, the President shall serve on the Executive Council for one (1) year and have the same duties as those of a Council member.

#### SECTION 7 - VICE PRESIDENT

- a) In the absence or disability of the President, the Vice President shall perform all the duties of the President, and in so acting shall assume all the power, obligations and privileges of the President.
- b) The Vice President shall have such other powers and duties as may be prescribed by the Executive Council.
- c) The Vice President shall be the Chairperson of the Training and Education Committee and shall appoint a committee to assist them in arrangements for the Annual ISETT Meeting.

#### SECTION 8 - SECRETARY

- a) The Secretary shall keep a correct and complete permanent record of the proceedings of the meetings and transactions of the Society.
- b) The Secretary shall submit full and complete records of proceedings for correction and approval of the Executive Council and/or general membership.
- c) In the event both the President and Vice President are unable to attend any meeting of the Society, the Secretary shall call the meeting to order and then have the active members present select someone in attendance as Chairperson Pro-Tem for that meeting.

#### SECTION 9 - TREASURER

- a) The Treasurer shall be the Chief Financial Officer of the Society.
- b) The Treasurer shall monitor the receipts and distribution of funds of the Society and shall present biannual financial reports to the Officers and Executive Council. A complete record of the financial status of the Society shall be presented to the general membership at the Annual Meeting.
- c) The Treasurer is responsible for mailing/ e-mailing out dues notices the first week of January.. A second notice shall be mailed/ e-mailed to all members who have not submitted their payment by January 30<sup>th</sup>.

- d) The Treasurer shall issue membership cards to all members in good-standing.
- e) The Treasurer shall submit necessary information to other professional organizations such as the American Society of Electroneurodiagnostic Technologists (ASET).
- f) The Treasurer shall be the Chairperson of the Membership Committee and shall appoint any additional members to assist with this function unless appointed otherwise by the President
- g) The Treasurer shall submit an updated membership list indicating members' status to the President and Secretary.
- h) The Treasurer shall be responsible for filing any necessary state and federal tax information.
- i) The Treasurer shall maintain a roster of the members of the Society.

#### SECTION 10 - RESIGNATION

Any Officer may resign at any time by submitting a written resignation to the Executive Council.

### **ARTICLE 6 EXECUTIVE COUNCIL**

#### SECTION 1 - COMPOSITION OF EXECUTIVE COUNCIL

- a) The ten-member ISETT Executive Council shall be composed of the President, Vice President, Secretary, Treasurer and the Immediate Past President and four Members-at-Large, representing the Northern, Southern, Eastern, and Western sections of the State (see map).
- b) A Neurologist Advisor shall also be a member of this Council. The Neurologist Advisor must be Board Certified in Neurology in the State of Indiana. Board certification in Electroencephalography is also preferred. The Neurologist Advisor shall be selected by the Executive Council.

#### SECTION 2 - TERMS OF THE EXECUTIVE COUNCIL

- a) Each Member-at-Large shall be elected for a two year term.
- b) The Immediate Past President shall serve a one year term commencing the year immediately following their term as President.
- c) The Neurologist Advisor shall serve a two year term.

#### SECTION 3 - POWERS AND DUTIES

Between Annual Business meetings of the Society, the property, business and affairs of ISETT shall be directed by the Executive Council, subject to the limitations of these Bylaws. All corporate powers shall be executed by or under the authority of the Executive Council.

The function of and responsibilities of the Executive Council shall be:

- a) Attend to the general business and fiscal affairs of the Society. The Executive Council shall have full power and authority to exercise judgment and make decisions as required safeguarding the Society subject to review at the next annual meeting.

- b) To authorize expenditures within the guidelines of the Bylaws.
- c) To study, determine and execute the short-term and long range plans of the Society for the continued growth and financial stability of the Society, to develop policies and periodically assess the needs of the membership and respond thereto and watch over the affairs and funds of the Society.
- d) To establish standing rules.
- e) To create and confer special awards.
- f) To accept, on behalf of ISETT, any grants, contributions, gifts, bequests, or other property to follow the purposes of ISETT.
- g) To consider and act on matters relating to membership complaints and grievances.
- c) To appoint the Chair of the Nominating Committee.
- d) To review general committee reports.
- e) To fill any vacancies which may occur in the office of the Vice President, Secretary, Treasurer, or Member-at-Large. Vacancies shall be filled by a vote of the majority of the remaining Officers and Council members, even if less than a quorum, or by the sole remaining Officer and/or Council member. The appointee(s) shall serve until the next election of the Society in which they become eligible for general election. The fulfillment of a vacancy shall not constitute a term.

#### SECTION 4 - QUORUM

The presence of six voting members at the beginning of a meeting shall constitute a quorum for conduction of Executive Council business for the entire meeting. However, in the absence of a quorum, a majority of the Executive Council present at any regular or special meeting of the Council may adjourn to meet again at a stated day and hour or on call of the President.

#### SECTION 5 - VOTING

Cumulative voting shall not be allowed. Each member shall have one vote.

**There shall be no voting by proxy.**

#### SECTION 6 - ACTION WITHOUT MEETING

Any action required to be taken between regular or special meetings of the Executive Council affecting the membership at large, may occur without a meeting if a written consent, setting forth the action to be taken, is signed by all of the Council members.

#### SECTION 7 – TELEPHONE and / or E-MAIL CONFERENCES

The Executive Council members may participate in any committee meeting by means of a conference telephone, e-mail or any similar communications equipment which allows all persons participating in the meeting to communicate with each other at the same time.

#### SECTION 8 - RESIGNATION

The Immediate Past President, Members-at-Large and Neurologist Advisor may resign at any time by submitting a written resignation to all other members of the Executive Council.



## SECTION 9 - MEETINGS

- a) Regular meetings of the Executive Council shall be held at least once each calendar year. Written notice of the time and place of the regular meetings shall be sent by mail or other mode of transmittal to each member at least thirty (30) days prior to the time of holding such regular meetings.
- b) Special meetings of the Council may be held upon the call of (a) the President or (b) any four (4) Council members at such reasonable times and places as they may designate. Notice of the time and place of special meetings shall be given to each Council member at least 48 hours prior to the time of holding all such meetings.
- c) Any Council member may waive their right to be notified of any meeting. This waiver shall be signed and in writing. It may be signed before or after the meeting date.
- d) A Council member attending any meeting waives the right to notice of that meeting, unless the member attends the meeting only for the express purpose of objecting to the transaction of business at the meeting.

## SECTION 10-AGENDA

Any Council member who wishes to place items on the agenda of any meeting of the Executive Council shall notify the President of such items no later than fourteen (14) days prior to the meeting date.

## SECTION 11 - COMPENSATION

Executive Council members shall not receive any compensation for the service, but the Council may, by resolution, authorize reimbursement of expenses incurred in the performance of their duties. Such authorization may prescribe proceedings for approval and payment of such expenses by designated Officers of ISETT. Nothing herein shall preclude a Council member from serving ISETT in any other capacity and receiving compensation for such services.

## SECTION 12 - ABSENCE

Any Council member unable to attend a meeting shall notify the President, Secretary or Treasurer by email or letter and state the reason for his or her absence. If a Council member is absent from a scheduled meeting for reasons which the Council has failed to declare to be sufficient, his or her resignation shall be deemed to have been tendered and accepted.

## **ARTICLE 7 APPLICATION OF ROBERT'S RULES OF ORDER, NEWLY REVISED**

Except as otherwise provided for in these Bylaws, in respect to meetings, elections and procedural matters, the Robert's Rules of Order, Newly Revised are hereby adopted and govern in respect to such meetings, elections and procedural matters.

## **ARTICLE 8 COMMITTEES, COUNCILS AND LIAISONS**

## SECTION 1 - COMMITTEES, COUNCILS, APPOINTEES, LIAISONS

- a) There shall be such Committees, Councils and Liaisons as required to carry on the work of the Society.
- b) The Officers and Executive Council members are empowered to create, combine or dissolve committees, councils and liaisons, or to change their composition or responsibilities as the need may arise.
- c) The chairperson(s) of each committee and council and the liaisons shall be appointed by the President, with the approval of the Executive Council, unless otherwise specified in these Bylaws.
- d) The term of the appointee, liaison, committee chair and committee members shall correspond to the Presidential term, unless a specific term is otherwise approved by the Executive Council.
- e) The members of any committee or council shall be appointed by the committee/council chair and are subject to the approval of the President. The President shall serve as an ex-officio member of each committee and council.

## SECTION 2 - STANDING COMMITTEES

The Standing Committees of the Society are Membership, Nominating, Training and Education, and Bylaws.

## SECTION 3 - MEMBERSHIP COMMITTEE

- a) The Membership Committee Chair shall be the Treasurer, unless appointed otherwise by the President, who shall appoint any additional members to assist with this function.
- b) The Membership Committee shall establish, revise and distribute information to new applicants for membership as directed by the Executive Council.
- c) The Membership Committee shall submit information concerning new applications for membership to the President and Secretary.

## SECTION 4 - NOMINATING COMMITTEE

- a) The Nominating Committee shall be composed of the four Members-at-Large representing the Northern, Southern, Eastern, and Western regions of the state, with them appointing a Chair that is a member of the Board. The Chair's term of office is a one year, beginning the first of the year of the election year and ending with the close of election day.
- b) The Nominating Committee shall receive nominations from the membership and identify active members as candidates for vacancies occurring for Officers and Executive Council members.
- c) For further functions of this committee, see **ARTICLE 9 – NOMINATIONS AND ELECTIONS.**

## SECTION 5 - TRAINING AND EDUCATION COMMITTEE (T & E)

- a) The Vice President shall be the Chair for the T & E Committee.
- b) The Chair will recruit committee members for the T & E Committee.
- c) The T & E Committee shall develop a course outline for the annual meeting, schedule speakers, arrange for audio-visual presentations, design, print and mail the program

- brochure, apply for CEU's, contact various vendors and arrange for booth space for those vendors interested in participating, and select a hostess/host for the meeting.
- d) The T & E Committee shall establish registration fees for educational meetings to help defray the cost of the meeting.
  - e) The President will review and approve the course outline prior to printing and distribution to the members.
  - f) Notification of the agenda for the annual meeting will be mailed/ e-mailed to the members at least thirty (30) days prior to the meeting date.

#### SECTION 6 - BYLAWS COMMITTEE

- a) The Bylaws Committee will be composed of members from the Executive Council, and a Chair shall be appointed by the President.
- b) The Committee shall study all proposed changes in the Society's Bylaws.
- c) Changes in the Bylaws shall be submitted to the President at least sixty (60) days prior to the annual meeting.
- d) The Executive Council shall review recommendations for amendments to the Bylaws and direct the Chair of the Committee to present the proposed amendments/changes to the membership as directed under **ARTICLE 14** herein

### **ARTICLE 9 NOMINATIONS AND ELECTIONS**

#### SECTION 1 - NOMINATIONS

- a) The Nominating Committee shall receive nominations from the membership and identify active members in good standing as candidates for vacancies occurring for Officers and Executive Council members and will work to ensure officers are not solely from one facility whenever possible.
- b) Nominations for the election of Officers and Members-at-Large shall be accepted between July 1 to October 1 of each odd-numbered year. No Nominations will be accepted on the floor at the Annual Meeting.
- c) Each nominee shall submit a brief professional biography to the Committee prior to October 1<sup>st</sup> of that year.
- d) The Nominating Committee shall prepare a slate of at least one candidate for each vacancy whose consent has been obtained.
- e) The Nominating Committee shall submit to the membership the list of candidates via mail, e-mail, or posted on the website for review of the membership. Included should be biographies of the candidates.
- f) If the slate has only one candidate for each vacancy, the report of the Committee, together with the biographies of the candidates, shall be mailed, e-mail or posted on the website for the membership with the announcement of the Annual Meeting.
- g) The newly elected Officers and Members-at-Large shall thus be installed and their term of office shall commence as the Last Order of Business under New Business at the Annual Business Meeting.

#### SECTION 2 - ELECTIONS

- a) The report of the Nominating Committee shall be presented to the members during the Business Meeting of the Annual Meeting. Voting shall take place at the Annual Meeting. No absentee or proxy voting will be accepted. Members must be present at the time of vote to cast a vote.
- b) If the slate includes one or more than one candidate for any office, a ballot will be given and voted on at the Annual Meeting.
- c) There will be no floor or write-in nominations taken during the Annual Meeting.
- d) The nominees with the majority of the votes shall be declared elected to office. In the event of a tie, the vote will be sent back out to the floor for a re-vote. In the event a tie still remains, the election shall be by majority vote of the Executive Council. If the tie involves a member of the Executive Council, that member will be removed from voting for the tie breaker.
- e) The terms of office shall commence and the Officers and Members-at-Large shall be installed as the Last Order of Business under New Business during the Business Meeting of the Annual Meeting.

## **ARTICLE 10**

### **FINANCES, DUES AND ASSESSMENTS**

#### SECTION 1 - FISCAL YEAR

The Fiscal Year of this Society shall be from January 1 through December 31.

#### SECTION 2 - BUDGET

- a) Fiscal and money policies shall be established by the Executive Council.
- b) The Treasurer shall make recommendations to the Executive Council concerning an annual operating budget to cover expected activities of the Society.

#### SECTION 3 - BOND

- a) The Treasurer of the Society shall be bonded.
- b) Copies of the bond will be sent to the President and the Secretary.

#### SECTION 4 - DUES

- a) Dues are subject to change by the voting members at the Annual Business Meeting of the Society as recommended by the Executive Council.
- b) Dues shall be paid annually and are not refundable.
- c) Annual dues shall be due upon receipt of statement from the Treasurer or on or by the 1<sup>st</sup> activity that the member participates in..

## **ARTICLE 11 DISSOLUTION**

In the event of dissolution for final liquidation of the Society all of its assets remaining after payment of its obligations have been made or provided for shall be distributed to a non-profit entity engaged in activities substantially similar to ISETT. Distribution of funds shall be designated by the Officers and the Executive Council.

## **ARTICLE 12 COMPENSATION**

The Officers, Executive Council members and Committee members shall serve without compensation.

## **ARTICLE 13**

### **ADDITIONAL APPOINTMENTS**

Appointments may be made by the President, with the approval of the Executive Council, to carry out functions not otherwise outlined in these Bylaws.

## **ARTICLE 14 AMENDMENTS**

### **SECTION 1 - PROCEDURE TO AMEND THESE BYLAWS**

- a) Amendments may be presented in writing to the President by any member in good standing. The President shall forward said proposals within thirty (30) days of receipt to all of the Executive Council members.
- b) Amendments to the Bylaws may be made by a two-thirds vote of the Executive Council. Action to amend may be made by the President or by a Council member. Council member-proposed amendments shall be submitted to the President at least two (2) months before the Annual Meeting, together with justification to all Council members at least one (1) month prior to the Annual Meeting. Voting shall follow discussion of the proposed amendments.
- c) Any changes in the Bylaws will be mailed, e-mailed, or posted to the website for the Membership.