

Americans United for Separation of Church and State
CHAPTER BY-LAWS

ARTICLE I: LOCATION

The principal area in which the activities of this chapter shall be carried on is the Chicago and North Suburban areas of the State of Illinois.

ARTICLE II: AFFILIATION, AUTHORITY AND POWERS

SECTION 1: AFFILIATION

This chapter is an affiliate of “Americans United for Separation of Church and State” (“the National Organization”), a nonprofit corporation organized under the laws of the District of Columbia and located at 518 C Street NE, Washington, DC 20002.

Americans United for Separation of Church and State (the National Organization) has been recognized by the Internal Revenue Service as an exempt organization within the meaning of Section 501 (c) (3) of the Internal Revenue Service. This chapter is not exempt under the meaning of Section 501 (c) (3) of the Internal Revenue Service unless it is a member of a group exemption received by Americans United for Separation of Church and State (the National Organization).

A statement that the chapter is affiliated with Americans United for Separation of Church shall be carried on all stationery and official documents.

SECTION 2: AUTHORITY AND POWERS

These By-laws and the Articles of Association, along with the policies of the National Organization, shall govern this chapter. The chapter shall take no action in conflict with any policy or purpose of the National Organization, and it shall be responsive to and cooperative with the directives of the National Organization.

The National Organization reserves the right to remove affiliate status from any chapter that takes any action in conflict with any policy or purpose of the National Organization, or that fails to be responsive to and cooperative with the directives of the National Organization.

This chapter shall not engage in any kind of partisan political activity, including but not limited to the endorsement of candidates, the endorsing of political parties and the distribution of campaign literature.

No person shall be employed by the chapter without written approval of the National Organization.

ARTICLE III: MEMBERSHIP AND VOTING RIGHTS

SECTION 1: MEMBERSHIP

Membership in the chapter is based upon membership dues provided to the local chapter. (These dues are the same in amount as the dues for membership in the National Organization). Membership in this chapter will be counted as membership in the National Organization.

SECTION 2: VOTING RIGHTS

All members of the local chapter (persons who have paid their membership dues to the local chapter or members of the local chapter who have sent their membership dues to the National Organization) have the right to vote on chapter matters at properly convened “at large” meetings.

ARTICLE IV: OFFICERS

SECTION 1: QUALIFICATIONS

Officers must be members of the chapter and be elected by a majority vote of the members present at a properly called chapter meeting. These Officers shall constitute the Chapter Board.

SECTION 2: ELECTION AND TERM OF OFFICE

The Officers of the chapter shall be elected at the Annual Meeting of the “at large” membership in the month of January each year. If the election of Officers shall not be held at such meeting, such election shall be held as soon thereafter as may be convenient. Vacancies may be filled at any meeting of the Chapter Board. Each Officer shall hold office until his or her successor shall have been duly elected and shall have qualified, or until his or her death, or until he or she shall resign or shall have been removed in the manner hereinafter provided. Each term of office shall be no more than two (2) years. Each Officer may serve any number of consecutive terms if so elected by the “at large” membership during the regular election procedures. Each Officer may be nominated and elected to another office upon completion of term(s) of the first office.

SECTION 3: NOMINATING COMMITTEE

At least 30 days before the annual meeting the president shall appoint a committee which shall submit one nomination for each chapter office.

SECTION 4: TITLES

The Officers of this chapter shall be a president, vice-president, secretary, and treasurer, and such other Officers and committees as the chapter considers necessary. The chapter may develop its own guidelines for the selection and function of new Officers and committees, so long as these guidelines are consistent with the chapter by-laws and approved by the National Organization. (These guidelines should then be appended to the chapter by-laws).

In the event any difficulty arises in filling an office, any member may be selected by the Chapter Board to serve as an acting Officer until such time as the office is filled by a proper election.

SECTION 5: REMOVAL AND VACANCIES

Any Officer of the Chapter Board elected by the “at large” membership or appointed by the Chapter Board may be removed by the Chapter Board whenever, in its judgement, the best interests of the chapter would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Such Officer of the Chapter Board shall be notified in writing of his or her removal in the same manner described in these Bylaws for removal of any “at large” members of the chapter. A vacancy on the Chapter Board because of death, resignation, removal, disqualification or otherwise may be filled by the Chapter Board for the unexpired portion of the term.

The National Organization reserves the right to revoke the membership of any person, thereby disqualifying that person from serving as an Officer of the Chapter Board.

SECTION 6: DUTIES OF THE PRESIDENT

The President shall be the principal Officer of the chapter and shall, in general, supervise and control all of the business affairs of the chapter. He or she will preside at all meetings of the Chapter Board. She or he may sign, with the Secretary or Treasurer or any other proper Officer thereunto authorized by the Chapter Board, any deeds, mortgages, bonds, contracts or other instruments which the Chapter Board have authorized to be executed, except in such cases where the signing and execution thereof shall be expressly delegated by the Chapter Board or by these Bylaws to some other Officer or agent of the chapter, or shall be required by law to be otherwise signed or executed; and, in general, shall perform all duties incident to the office of President and such other duties as may be prescribed by the Chapter Board from time to time.

SECTION 7: THE DUTIES OF THE VICE-PRESIDENT

In the absence of the President or in the event of her or his inability or refusal to act, the Vice-President (or, in the event there be more than one Vice-President, the Vice Presidents in order of their election) shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Vice-President shall perform such other duties as from time to time may be assigned to him or her by the President or by the Chapter Board.

SECTION 8: THE DUTIES OF THE TREASURER

The Treasurer shall:

- Have charge and custody of and be responsible for, all funds and securities of the chapter, and deposit all funds in the name of the chapter in such banks, trust companies or other depositories as shall be selected by the Chapter Board.
- Receive and give receipt for, monies due and payable to the chapter from any source whatsoever.
- Disburse or cause to be disbursed, the funds of the chapter as may be directed by the Chapter Board, taking proper vouchers for such disbursements.
- Keep and maintain adequate and correct accounts of the chapter's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. (Each year, the Treasurer shall file with the Secretary of the chapter and the National Organization of *Americans United for Separation of Church and State* a complete and accurate inventory, including the approximate value and location of all properties of the chapter).
- Exhibit at all reasonable times the books of account and financial records to any Officer of the chapter, or to his or her agent or attorney, on request therefor.
- Render to the President and Officers, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the chapter.
- Promptly remit to the National Organization a complete and accurate quarterly financial report.
- Prepare or cause to be prepared, and certify, or cause to be certified, on the appropriate form provided by the National Organization, the financial statements to be included in any required papers.
- In general, perform all the duties incident to the office of Treasurer and such other duties as may be required by law, by the National Organization and by these By-laws, or which may be assigned to her or him from time to time by the Chapter Board.

SECTION 9: DUTIES OF THE SECRETARY

The Secretary shall:

- Certify and keep at the principal office of the chapter the original, or a copy of these Bylaws as amended or otherwise altered to date.
- See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- Be custodian of the chapter records and at the end of each quarter shall file a copy of the minutes of each chapter meeting with the National Organization.
- Have the responsibility of sending a notice of the Annual Meeting at least 30 days in advance to all "at large" members.
- Solicit and collect nominations for Officers from the Chapter Board and the "at large" membership and solicit such nominations by notifying the "at large" membership of open nominations at least 60 days in advance of the Annual Meeting.
- Provide "at large" members written notice at least 30 days prior to the expiration of membership due to non-payment of dues and unless renewed according to these provisions of these Bylaws.
- In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to her or him by the President or by the Chapter Board.

ARTICLE V: MEETINGS

SECTION 1: ANNUAL MEETING

An annual meeting shall be held in the month of January each year. At this meeting the president or acting president shall make an annual report of the activities, progress, and current status of the chapter. All Officers shall be elected at this meeting.

SECTION 2: OTHER MEETINGS

Meetings may be scheduled by the chapter at regular intervals, by the president, or by any three members at such times and places as they may designate, so long as the required notice is given. Three chapter Officers shall be necessary to constitute a quorum for the transaction of business at any meeting.

ARTICLE VI: FINANCES

SECTION 1: MEMBERSHIPS AND MEMBERSHIP DUES

Membership in the chapter is based upon membership dues provided to the local chapter. These dues are the same in amount as the dues for membership in the National Organization. Any membership collected by the chapter will be counted as a membership in the National Organization. Membership dues sent directly to the National Organization by members of the chapter will be credited to the chapter.

SECTION 2: SOLICITATION OF CHAPTER MEMBERSHIP RENEWALS

Unless renewed, membership shall be terminated immediately upon expiration of the 18 months following payment of dues. The chapter may, with or without assistance from the National Organization, send out its own solicitation for membership and membership renewal.

SECTION 3: DIVISION OF FUNDS

The chapter shall retain a portion of the membership dues it collects and send a portion to the National Organization. The chapter shall also receive a portion of the membership dues sent to the National Organization by members of the chapter. The exact allocation of monies deriving from "dues-splitting" shall be set by the National Organization. Transactions related to this division of funds shall be executed by the field department of the National Organization.

SECTION 4: FUNDRAISING.

Aside from the collection of membership dues, the chapter shall engage in no form of fundraising without the approval and cooperation of the National Organization.

Special gifts, contributions and designated funds must be reported to the National Organization and must be in compliance with the policies for such as established by the National Organization.

SECTION 5: CHAPTER EXPENDITURES.

No funds shall be expended except as ordered by the chapter. Every expenditure shall be proven by a receipt. Copies of these receipts must be made available to the National Organization in regular financial reports.

SECTION 6: REIMBURSEMENTS

Upon presentation of proper receipts, chapter Officers and members may receive reimbursement for costs incurred relative to the performance of chapter duties. Reimbursements over the amount specified in the chapter policy manual must be approved by the Chapter Board prior to expenditure. Records of reimbursements must be kept and copies must be sent to the National Organization along with regular financial reports.

SECTION 7: RECEIPTS.

Membership dues, subscriptions, and other contributions must be recorded on receipts provided by the National Organization. Copies of all receipts must be promptly sent to the National Organization along with check in payment of the National Organization's share of monies received.

ARTICLE VII: INVENTORY

The chapter treasurer shall file with the secretary and with the National Organization an annual inventory, including approximate value and present location of all properties of the chapter.

ARTICLE VIII: LEGAL RELATIONSHIPS

The Officers and members of this chapter shall have no right or power to incur obligations of any kind in the name of the National Organization, or which in any way involve or are binding upon the National Organization. No court action or threat of litigation shall be taken in the name of "Americans United for Separation of Church and State" without the approval of the National Organization.

ARTICLE IX: DISSOLUTION

In the event of the dissolution or lapsing of this chapter, no property of the chapter or any of the proceeds shall be distributed to or insure to the benefit of any Officers, directors or members of the chapter. Upon the dissolution of the chapter, the title to all records, funds, equipment, and other assets shall immediately be distributed to the National Organization and be forwarded to its office at 518 C Street NE, Washington, DC 20002.

This chapter may be dissolved by the National Organization or by a majority of the Chapter Board.

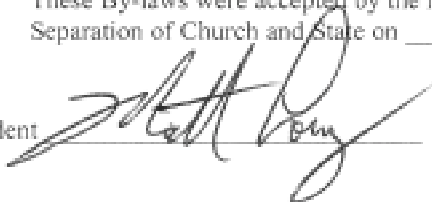
ARTICLE X: AMENDMENTS

These by-laws are worded the same as the By-laws of all chapters of Americans United for Separation of Church and State and may be amended only by the National Organization.

(Northbrook, IL)

These By-laws were accepted by the resolution of the North Shore Chapter of Americans United for Separation of Church and State on 1-18, 2007.

President



Secretary

