

## **BY-LAWS**

### **ARTICLE I -NAME**

The name of this organization shall be Law Enforcement Record Managers of Illinois (LERMI).

### **ARTICLE II - OBJECT OF ORGANIZATION**

Law Enforcement Records Managers of Illinois (Herein referred to as LERMI) exists to enhance the effectiveness and consistency of law enforcement records management by providing an information network. LERMI is dedicated to the exchange of ideas and techniques, providing a forum for interaction, and improving the communication between law enforcement records managers across Illinois.

### **ARTICLE III - POLICY**

This organization shall be nonsectarian, nonpartisan, nonprofit, and nonunion.

### **ARTICLE IV- QUALIFICATIONS FOR MEMBERSHIP**

Members shall be a person, civilian or sworn, actively responsible for the management of records within a law enforcement agency in the State of Illinois, or is in a position to promote training, efficiency or plans that improve the operations of police records managers

### **ARTICLE V- DUES**

Yearly dues to the organization will be \$25.00, for the primary member, payable no later than March 1 of the calendar year. The fiscal year of the organization shall run from January 1 to December 31. Membership includes access to all meetings and the LERMI web site and discounts and priority seating on LERMI conferences and training. Membership will be revoked for failure to pay dues. Dues not paid by March 1 will be subject to an additional \$10 late fee. Membership will be forfeited if no payment is made by April 30.

If a new member joins the organization after 6 months into the fiscal year, his/her dues will be one half the total regular amounts.

Additional members from agencies other than the primary member will be \$15.00 per year. Renewals will be due by March 1 each year and members not paying by that date will forfeit membership to the organization.

Dues for guests shall be \$10.00 per meeting. The \$10.00 will be credited to the dues if the guest decides to join LERMI.

Associate membership, approved by the board, will be for various professionals and past members to have access to the LERMI Web site.

## ARTICLE VI -MEETINGS

Section 1 – Regular meetings of this organization shall be held every other month or on an as needed basis at a place chosen by the membership. Any regular meeting may be changed by a two-thirds vote of the membership present at the prior meeting; notice of such change shall be given to all members.

Section 2 – A two-thirds vote of members present shall constitute a quorum.

## ARTICLE VII -NOMINATION AND ELECTION OF OFFICERS

Section 1 – Officers of the organization shall consist of President, Vice President, Secretary, and Treasurer.

Section 2 – Nominations for Officers shall take place before the December regular business meeting. Voting will be done via a poll ballot at the December meeting.

Section 3 – Election of Officers shall take place at the regular business meeting in December.

Section 4 – Any member in good standing of the organization shall be eligible as a candidate for office.

Section 5 - The term of office shall be two years. No officer shall hold the same office for more than two consecutive terms unless approved by a two-thirds vote of the general membership present.

Section 6 – A vacancy in an elective office shall be filled by a two-thirds vote of the membership present and such appointment shall be valid for the specified term of office.

## ARTICLE VIII - DUTIES OF OFFICERS

**President** - The president shall preside at all meetings of LERMI and shall perform such other duties as ordinarily pertain to this office.

**Vice President** - The vice president shall assist the president and shall assume the duties of the president in his/her absence.

**Secretary** - The secretary shall keep a correct record of all the proceedings of all meetings of the organization and shall maintain a permanent record.

**Treasurer** - The treasurer shall keep an account of all receipts and disbursements, making a report to the membership, and he/she shall pay bills upon direction from the organization. The treasurer shall be responsible for the distribution of a current and accurate organization address list.

## **ARTICLE IX -PARLIAMENTARY AUTHORITY**

The rules contained in "Roberts' Rules of Order Revised" shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

## **ARTICLE X -AMENDMENTS**

Section 1 - The By-Laws may be amended at any regular meeting of the organization by a two-thirds vote of members present, provided notice is given in writing prior to the meeting.

Section 2 - Standing Rules may be amended at any regular meeting by a majority vote of a quorum, to become effective immediately.