



## INSTITUTE OF TRANSPORTATION ENGINEERS OREGON SECTION

### CHARTER BYLAWS

(Adopted July 15, 1973; amended May 1998)

#### ARTICLE I - MEMBERSHIP

Section 1.01: Any Institute member of any grade who qualifies under Article 3 of the Section Charter shall be eligible to be a member of the Section.

Section 1.02: Fellows, Members and Associate Members shall be eligible to hold any elective office and to vote. Other grades shall enjoy all the privileges of membership, except the right to vote and to hold elective office.

#### ARTICLE II - RESIGNATION AND EXPULSION

Section 2.01: Any Institute member whose Institute membership has been forfeited shall also forfeit membership in the Section. Any member of the Institute who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the Section Board of Direction. Any member subject to expulsion or suspension by the Institute Board of Direction will be reinstated in the Section only if reinstated to membership in the Institute.

Section 2.02: In the event charges are brought against a member of the Institute, the Section Board of Direction shall immediately refer the matter to the District Board of Direction for handling as provided in Article II, Section 17 of the Institute Constitution.

#### ARTICLE III - FEES, DUES AND ASSESSMENTS

Section 3.01: Any modification of dues shall be initiated by resolution of the Section Board of Direction or by written petition of the membership, as provided in Article X. Resolution or petition of annual dues change are enacted following a vote of the membership in which the majority of ballots cast by eligible voters is in the affirmative. Following an affirmative vote to increase dues, the Section Board of Direction shall execute the dues change through a written order. Special assessments may be made by the same procedures described in Article X of these Bylaws for amending these bylaws.

Section 3.02: Annual dues shall be collected in accord with Section Board of Direction Policy.

Section 3.03: Fees shall be payable upon election to membership.

Section 3.04: Any member whose dues are more than three months in arrears shall not have the right to vote and shall

not receive publications. Members whose dues become one year in arrears shall have their membership terminated. The Section Board of Direction, however, may for cause extend the time for payment and for the application of these penalties.

#### ARTICLE IV - OFFICERS AND BOARD OF DIRECTION

Section 4.01: The elective offices of the Section shall include: A President, a Vice-President, a Secretary-Treasurer. Officers shall be elected at the last meeting of the fiscal year, which is July 1 to June 30. The President, Vice-President and Secretary-Treasurer will assume office at the first meeting following their election.

Section 4.02: The terms of the President, Vice-President and Secretary-Treasurer shall be for one year. No officer shall occupy the same elective office for more than two consecutive terms.

Section 4.03: The Section Board of Direction shall consist of elective officers and the living Past President whose term has most recently expired and who is still resident of the Section. The Section representatives to District Committees shall be ex-officio members without vote.

Section 4.04: In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice-President. In the event of a vacancy occurring in the office of Vice-President or Secretary-Treasurer, the Section Board of Direction shall elect a member to fill the unexpired term.

#### ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

Section 5.01: A Nominating Committee shall nominate one or more qualified candidates for each office. The consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary-Treasurer not later than 10 days prior to the business meeting immediately preceding the final business meeting of the year.

Section 5.02: Additional nominations for any office may be made by motion from the floor at the business meeting immediately preceding the final business meeting of the year. No member may be a candidate for more than one office.

Section 5.03: The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the new Board of Direction at its first meeting shall choose between the candidates.

Section 5.04: The Section President will serve as the Section Representative to the District Annual Meeting. If the Section President is unable to attend the representative will be determined by the Board.

#### ARTICLE VI - GOVERNMENT

Section 6.01: The government of the Section shall be vested in its Board of Direction.

Section 6.02: The Section Board of Directors shall establish policies for the operation of the Section in conformity with the provisions of the Institute Constitution, the District Charter and the Section Charter.

Section 6.03: The Section Board of Direction shall meet at the call of the President providing the President has given at least 5 calendar days advance notice to the Board membership.

Section 6.04: The President shall preside at meetings of the Section and of the Board of Direction. In the absence of the President, the Vice-President shall preside at meetings. A majority of the Board and forty percent of the membership at Section meetings shall constitute a quorum.

Section 6.05: The Section Board of Direction shall act upon all proposals received from its Committees, or the membership assembled at the Section meetings on matters intended as policies, standards or recommendations of the

Section. Approval by the Section Board shall be required before Section policies, standards or recommendations shall be official statements.

Section 6.06: The President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.07: Within 30 days after the first of January of each year the President shall appoint a Nominating Committee composed of three members who are not officers except for the Chair who will be the most immediate living Past President of the Section still residing in the Section.

Section 6.08: The President shall appoint the Chair of such special committees as may be desirable and members to appropriate District Committees.

Section 6.09: The membership may, by petition to the Section Board of Direction, initiate a vote to determine if any officer shall be deposed from office. When the question involves the President, Vice-President, or Secretary-Treasurer the petitioners must include at least 40 percent of the eligible voters.

Within 30 days after receipt of the petition by the Section Board of Direction, the following question shall be submitted to each member eligible to vote for the office in question for vote by secret ballot: Shall \_\_\_\_\_ (Name) be deposed from the office of \_\_\_\_\_ (Office) ? Should the affirmative carry a majority and if at least 50 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner prescribed in Article IV, Section 4.04.

Section 6.10: The membership may, by petition to the Section Board of Direction, initiate a vote to determine if any action of the Section Board or by the membership at a business meeting shall be rescinded. The petitioners must include at least 40 percent of the eligible voters.

Upon receipt of such petition by the Section Board of Direction, the petitioned action shall be suspended and within 30 days the following question shall be submitted to each eligible voter for vote by secret ballot: Should the following action of the Section Board of Direction be upheld: \_\_\_\_\_? Should the negative carry a majority and if at least 50 percent of the eligible voters cast ballots, the petitioned action shall be rescinded; otherwise, the suspension shall be lifted.

Section 6.11: Conduct of business and Board of Direction meetings shall be as contained in the current edition of Roberts Rules of Order Newly Revised.

#### ARTICLE VII - SECTION MEETINGS

Section 7.01: Regular meetings of the Section shall be held as determined by the Section membership. The Section Board of Direction may call a special Section meeting when conditions justify. No action affecting the Section shall be undertaken at any special Section meeting, however, unless written notice concerning the matter has been mailed to all members at least fourteen days in advance of the meeting.

Section 7.02: The annual Business meeting of the Section shall normally be held in May. A written report of the financial condition of the Section shall be made by the Secretary-Treasurer at this Annual Business Meeting. Committee reports and reports by the president may be made at any meeting.

#### ARTICLE VIII - VOTING AND VOTING ELIGIBILITY

Section 8.01: Voting for officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the Section to the Institute or District shall be by secret ballot.

Section 8.02: When such a secret ballot is required, ballots shall be sent to qualified voters, accompanied by a blank envelope and an envelope addressed to the Secretary-Treasurer. Voters shall indicate their selections on the ballot, seal

it in the blank envelope, and insert that envelope in the one addressed to the Secretary-Treasurer. The voter shall affix the voter's signature across the back of the addressed envelope. Before the ballots are canvassed, the names on the outside of the envelope shall be checked against a list of eligible voters and only the ballots cast by eligible voters shall be canvassed.

#### ARTICLE IX - ADMINISTRATION

Section 9.01: The Section shall be administered as specified in Article V of the Section Charter.

#### ARTICLE X - AMENDMENTS

Section 10.01: Proposals to amend these Bylaws or to petition amendments to the Charter may be made by resolution of the Section Board of Direction or by written petition signed by at least twenty-five percent of the voting members.

Section 10.02: Proposed amendments to these Bylaws shall be submitted to the eligible voters in accordance with Article VIII of these Bylaws. Approval of any amendment is subject to the provisions of Sections 4.5 and 4.7 of Article IV of the Section Charter.

*Note: This document incorporates amendments approved by the eligible voters of the Section on May 15, 1998, and ratified by the District 6 Board on July 5, 1998.*