

International Right of Way Association

Chapter 57

Bylaws

As Amended August 18, 2005

Article I – General

Section 1. The name of this Chapter shall be California Inland Empire, Chapter No. 57, International Right of Way Association.

Section 2. This Chapter is a Chapter of the International Right of Way Association, a corporation formed under the laws of the State of California; and all of its rights and powers are subject to the laws of said State, the Articles of Incorporation of said Association and the Bylaws, Rules and Regulations of said Association, including the requirement that all bylaws and amendments thereto are not effective until their approval by the International Executive Committee of said International Right of Way Association.

Section 3. Each member of this Chapter must conduct himself or herself in such a manner as to reflect honesty and integrity of the International Right of Way Association and each is bound by the Code of Ethics and Rules of Professional Conduct of said Association. A member may be suspended and expelled from this Chapter and from said Association on such grounds and in the same manner provided for in the International bylaws of the International Right of Way Association.

Section 4. This Association being nonpolitical, nonpartisan and nonsectarian no member shall represent himself or herself as a representative of the Association in respect to any religious or political activity without the specific approval of the International Executive Committee. In any presentation wherein a member is in any way identified as a member of the Association, said member shall specifically indicate that the opinions expressed represent his or her opinions as an individual and are not intended to reflect policy positions of the Association or of this Chapter.

Article II - Membership

Section 1. The classes of membership in this Chapter and the requirements for such membership shall be those established in the International Bylaws of the International Right of Way Association.

Article III - Officers

Section 1. The elected Officers of this Chapter shall be a President, President-Elect, Secretary, Treasurer, and the Officers of the Professional Development Committee. Other Officers of this Chapter may be appointed by the President from the active membership of this Chapter, with the concurrence of a simple majority of the voting members of the Executive Board. The President and the President-Elect, on assuming the duties of said offices, shall each, at the same time, assume the duties of an International Director, which latter office they shall retain for a period of time concurrently with their term as President and President-Elect, respectively.

Section 2. The Officers of this organization shall perform the duties as hereinafter set forth.

A. International Directors. The International Directors shall act as liaison between the International and Chapter structures of the Association, working in close cooperation with the Regional Chairman and Vice Chairman. They shall inform the Chapter Executive Board of all actions and activities occurring at meetings of the International Board of Directors and of such other matters that may come to their attention.

B. President. The President shall be the Chief Executive Officer of the Chapter and ex-officio member of all committees and shall, subject to the control of the Executive Board, have general supervision, direction, and control of the business and Officers of the Chapter. The President shall preside at all meetings of the Chapter and of the Executive Board, and shall have the general powers and duties as may be prescribed by the Bylaws of the Association, this Chapter, or the Chapter Executive Board.

C. President-Elect. The President-Elect shall have the general powers and duties of a President-Elect; shall act as President in the case of the absence or disability of the President; shall advise and assist the President when called on to do so, and shall perform such other duties as may be required by the Executive Board. In case the office of President becomes vacant, the President-Elect shall become President. In addition to other duties, the President-Elect shall perform such duties in connection with the supervision of standing committees as may, from time to time, be directed by the President.

D. Secretary. The Secretary shall keep a book of minutes of all the meetings of the Chapter and the Executive Board; shall carry on all correspondence of the Chapter; and shall perform such other duties as may be required by the Chapter Executive Board.

E. Treasurer. The treasurer shall receive all funds of the Chapter and keep a proper record thereof; shall deposit them in a convenient, responsible bank; and shall disperse them only upon receipt of proper authority from the Chapter Executive Board; and shall perform such other duties as may be required by the Chapter Executive Board.

Section 3. Except for the office of President and for Officers appointed by the President as provided in Section 1 of this Article, all Officers shall be elected by ballot from the active membership of this Chapter; the Officers so elected shall serve for one (1) year beginning the following January 1, or until their successors are duly elected or appointed and installed. At the expiration of the term of the President, the President-Elect shall succeed to the office of the President for a one (1) year term.

Section 4. If the office of an International Director shall become vacant and the Chapter fails to install a new Director and to certify such installation to the International Secretary prior to the next meeting of the International Board of Directors, the International Board, by a majority vote of those Directors in attendance shall elect a Director from the active membership of the Chapter, who shall hold office for the unexpired term.

Section 5. No Officer shall hold or be reelected to the same office until two (2) years have elapsed following the end of the term to which elected; provided, however, that said limitation shall not apply to the Offices of Secretary or Treasurer, the incumbents of which shall be eligible to be elected to succeed themselves for one (1) additional term, nor to a President who is filling out the unexpired term of a predecessor and succeeded to office to fill a vacancy, nor to a President-Elect who was appointed to office to fill out the unexpired term of a predecessor, nor to a member of the Professional Development Committee who was appointed to fill out the unexpired third year of a three year term of a predecessor.

In the event that a President came to office to fill out the unexpired term of a predecessor, and such unexpired term amounted to less than six (6) months, the President shall, upon completion of the partial term, automatically succeed himself or herself to serve a successive, full term as President.

In the event that a President-Elect came to office by appointment to serve out the unexpired term of a predecessor, the President-Elect, upon completion of the partial term, shall be eligible to be elected to a successive full term.

In the event that a member of the Professional Development Committee came to office by appointment to serve out the unexpired third year of a three year term of a predecessor, such member shall be eligible to be elected to a new three year term as a member of the Professional Development Committee.

Article IV - Meetings

Section 1. Regular general membership meetings of this Chapter shall be held at the time and place designated by the President. Regular meetings shall be held at least four (4) times each calendar year at intervals not less than twenty-eight (28) days apart. A scheduled regular meeting, except the annual meeting, may be postponed by the President with the concurrence of a simple majority of the Chapter Executive Board.

Section 2. An annual meeting of the members of this Chapter shall be held prior to the twenty-fifth (25th) day of November of each year. Annual reports of all Officers and Committees will be presented at this time. Chapter Officers, including International Directors shall be elected at said meeting and such other business as may be presented may be conducted.

Section 3. Special membership meetings may be called at any time by the President and shall be called upon receipt of a written request signed by four (4) members of the Executive Board or by ten (10) active members of the Chapter.

Section 4. Notice of all meetings shall be given to the active members in writing, or by email, or by telephone at least five (5) days prior to such meetings.

Section 5. Twenty (20) active members shall constitute a quorum at general membership meetings.

Section 6. The Chapter Executive Board shall hold its regular meetings on the pre-designated scheduled day of each calendar month throughout the year except for June and July. Regular meetings of the Chapter Executive Board shall not be cancelled for any reason, except where it is known in advance that a voting quorum cannot attend that meeting, and then only upon a telephone/email roll-call vote of a simple majority of the voting members of the Chapter Executive Board. Any regular meeting so cancelled shall be rescheduled and held on the next day that a quorum can be attained. An unscheduled special meeting of the Chapter Executive Board may be called by a simple majority vote of the Chapter Executive Board or by a written request signed by at least three (3) voting members of the Chapter Executive Board.

Section 7. In the event that an elected Officer of this Chapter shall be absent for any reason from three (3) consecutive regular meetings of the Chapter Executive Board, his or her resignation from the office shall be deemed to be tendered, which resignation may then be accepted by a simple majority vote of the Chapter Executive Board. At the regular meeting of the Chapter Executive Board at which the third (3rd) of such consecutive absences occurs or at any subsequent regular or special meeting of the Chapter Executive Board, any voting member of the Chapter Executive Board may introduce a motion to declare such resignation effective and the resigned office vacant. Upon the introduction and passage of such motion, if the office vacated by passage of the motion is the office of President, the President-Elect shall immediately succeed to the duties and office of the President as provided in Section 8 of Article IV of these Bylaws. At the same meeting, following passage of the motion, or at the next subsequent regular or special meeting of the Chapter Executive Board, the President shall appoint an active member of the Chapter to any office made vacant by the passage of such motion to fulfill the duties of that office for the remainder of the unexpired term, with the concurrence of a simple majority of the voting members of the Chapter Executive Board.

Section 8. In the event that an Officer of the Chapter resigns, or is deemed to have resigned as provided for in Section 7 above, said Officer shall return all books, papers, and other materials in his or her possession which belong to the Chapter, to the Chapter President within five (5) working days of such resignation. If the office of President becomes vacant, the President-Elect shall immediately succeed to the duties and office of the President. In the event of a vacancy in any other office, said office shall be filled by appointment by the President from the active members of the Chapter, with the concurrence of the Chapter Executive Board.

Article V – Boards and Committees

Section 1. The Executive Board and Committees shall be defined and have powers as hereinafter set forth.

A. Executive Board. The elected Chapter Officers, Immediate Past President/Parliamentarian, and the Executive Committee shall constitute the Executive Board of this Chapter. The Executive Board shall have the power and duty to conduct and direct all the business and affairs of the Chapter.

B. Executive Committee. The Executive Committee shall consist of the Chairpersons of those standing committees appointed by the President or elected by the membership. Any elected committee chairperson may become part of the Executive Committee with the approval of the active membership of the Chapter.

Section 2. Committee on Nominations and Elections. A Committee on Nominations and Elections shall be appointed by the Chapter President no later than the September Executive Board meeting and shall consist of a Chairperson and at least three (3) members. This committee shall present and recommend a slate of Officers to the membership for their consideration not later than the October regular membership meeting.

Section 3. Professional Development Committee. There shall be in this Chapter a Professional Development Committee consisting of three (3) members, each of whom shall be elected for a three (3) year term at the same time and in the same manner as the Officers of the Chapter are elected, provided however, that at the first election following establishment of this committee three members shall be elected with one-third (1/3rd) of said members being elected for a three (3) year term, one-third (1/3rd) being elected for a two (2) year term, and one-third (1/3rd) being elected for a one (1) year term. All members of said Chapter Professional Development Committee must have attained the designation of Senior Member – International Right of Way Association. The committee member serving the second (2nd) year of his or her term shall serve as the committee chairperson.

Section 4. Education Committee. There shall be in this Chapter an Education Committee consisting of one (1) or more members, each to be appointed by the President.

Section 5. Chapter News Media Committee. There shall be a Chapter News Media Committee consisting of one (1) or more members appointed by the President. This committee shall be responsible for the collection and dissemination of newsworthy information to the Chapter through a Chapter newsletter, Chapter Internet web site and any other means.

Section 6. There shall be other standing committees as the Executive Board shall from time to time determine to be necessary; provided however that there shall be established standing committees to correspond to each International Resolution Committee unless the Regional Chairperson authorizes the Chapter to eliminate an unnecessary corresponding committee. The Chair and members of all standing committees shall be appointed by the President immediately after he or she assumes office. They shall be appointed from the active membership of the Chapter. The President, or in the case of his or her disability or absence, the President-Elect shall be an ex-officio member of all standing committees.

Section 7. Removal of Executive Board Members. Any voting member of the Chapter Executive Board may be removed from office and membership on the Chapter Executive Board for cause including misconduct, negligence, or failure to properly discharge his or her prescribed and appropriate duties, provided that, as directed by a simple majority vote of the Chapter Executive Board, thirty (30) days written notice is first given to the deficient Chapter Executive Board member citing the cause for which removal is ordered, and the deficient member does not rectify the deficiency in performance or conduct to the satisfaction of a simple majority of the voting members of the Chapter Executive Board within the thirty (30) day period. All such removal proceedings and discussions, actions, or motions related thereto shall be conducted in closed sessions, and copies of any correspondence or documents arising therefrom, shall be maintained in a confidential file. Such minutes shall not be published along with minutes of regular or other meetings of the Chapter Executive Board, and any other pertinent documents shall not be disseminated or made public in any way.

Section 8. Chapter Executive Board voting quorum. A quorum shall consist of seven (7) voting members of the Chapter Executive Board, two (2) of which shall be elected Officers. One (1) of these Officers shall be either the President or the President-Elect and one (1) shall be any elected Officer.

Article VI - Dues

Section 1. Annual dues (annual per capita assessment) of members of the Chapter shall be such sum as provided by the International Board of Directors of this Association for his or her class of membership.

Section 2. In addition to such annual dues, the members of the Chapter shall pay such special assessments as are provided by the International Board of Directors of this Association for his or her class of membership.

Section 3. In addition to the above-referenced dues and assessments, the members of the Chapter shall pay annual dues to the Chapter in amounts which may from time to time be established for his or her class of membership by a vote of its active members, which vote shall occur in the manner provided by Article VIII – Amendments, as set forth within these Chapter Bylaws.

Section 4. Any member who has not paid his or her dues and assessments by the delinquency date established by the International Board of Directors of this Association shall pay such delinquency penalties and reinstatement fees and other payments mandated by said Directors.

Article VII – Rules of Order

Section 1. Except as otherwise provided for in these Bylaws, “Robert’s Rules of Order, Revised” is hereby adopted as the rules for the procedure and conduct of all meetings of the Chapter, its Executive Board, and committees.

Section 2. The Immediate Past President shall serve as Chapter Parliamentarian, and shall be responsible for insuring adherence to the Rules of Order at general membership meetings and Executive Board meetings.

Article VIII - Amendments

Section 1. These Bylaws may be repealed, amended, or new Bylaws adopted at any regular meeting of the Chapter by an affirmative two-thirds ($2/3^{\text{rd}}$) vote of the active members present after the same has been submitted in writing and a copy delivered to the active members of the Chapter at least ten (10) days prior to the meeting. Said action by the Chapter shall not become effective until approved by the International Executive Committee.

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