

**INSTITUTE OF TRANSPORTATION ENGINEERS
DISTRICT 7 B.C. INTERIOR CHAPTER**

BYLAWS – February 2009

ARTICLE I - MEMBERSHIP

- Section 1.1 - Membership of the Chapter shall consist of those Institute Members as specified in the Charter of the Chapter.
- Section 1.2 - Persons in the area may be affiliated with the Chapter as Chapter Affiliates as specified in the Charter of the Chapter.
- Section 1.3 - An applicant for the grade of Chapter Affiliate shall submit an application on a form approved by the Officers, containing a statement of the applicant's training and experience, and giving as reference the names of at least two practitioners in the field as defined in the ITE International Charter as amended from time to time to whom the applicant is personally and professionally known.
- Section 1.4 - The Officers shall process applications for Chapter Affiliates, including securing confidential reports from the applicant's references, if required.
- Section 1.5 - Election of Chapter Affiliates shall be by vote of the Officers of the Chapter. An affirmative vote by a majority shall be required for election.
- Section 1.6 - Members of ITE (Chapter Members) shall have all privileges of membership in the Chapter including but not limited to the right to vote on any Chapter Matters as defined in the Chapter Charter and Bylaws, the election of officers and amendments to these Bylaws and Chapter Charter.
- Affiliates of the Chapter shall have all privileges of membership in the Chapter except the right to vote on matters restricted by these Bylaws and Chapter Charter to members of ITE. Chapter Affiliates do not acquire any rights to ITE Membership by their affiliation with the Chapter.
- Section 1.7 - Chapter Affiliates may be removed from membership of the Chapter for cause by the Executive. An Affiliate who is deemed by the Executive to be ineligible for membership shall be advised in writing and invited to explain to an Executive Meeting why he should not be removed from membership in the section. Any Affiliate so removed may petition (in writing) the Executive to have their decision confirmed at any regular meeting of the Chapter. At such meeting the President shall explain the Executive's decision and the aggrieved Affiliate may explain his/her position. A quorum, or, failing that, a mail ballot, both as defined in Sections 3.9 and 4.1 are required for this membership vote.
- Section 1.8 - In these bylaws the term "member" shall be construed to mean both Chapter Members and Chapter Affiliates unless this construction conflicts with any other provision of these Bylaws, the Chapter, Section, District Charters or the ITE International Charter.

ARTICLE II - FEES, DUES, AND ASSESSMENTS

Section 2.1 - No entrance fees will be required.

Section 2.2 - Annual dues for Chapter Members and Affiliates shall be established for the current year by the Officers. Such dues shall be payable at the beginning of the fiscal year, which shall be September 1st.

Section 2.3 - Special assessments may be made by the affirmative vote of two-thirds of the Members present at any regular meeting or two-thirds of the Members voting on a mail ballot, provided that the total number voting is not less than a majority of the voting membership.

ARTICLE III - NOMINATION AND ELECTION OF OFFICERS

Section 3.1 - The Officers of the B.C. Interior Chapter shall consist of:

President, Vice-President, Secretary, Treasurer, student liaison, and other members at large as desired by the Executive from time to time, who shall be Members in good standing of ITE.

Officers shall be elected to assume office immediately, for a term of one year, except as otherwise noted. The President (and consequently, Immediate Past President) shall serve for a term of two years. Any executive officer shall be permitted to serve, subject to reelection, for more than one term.

The Executive Board shall consist of the Officers, Immediate Past President, and Vancouver Section President (or designate).

Section 3.2 - Section Representative - The President (or designate) of the Chapter (who shall be an ITE member) shall be the Section Representative to be provided by the Chapter in keeping with the Section Charter and Bylaws.

Section 3.3 - No Member shall occupy the same elective office for more than four consecutive terms.

Section 3.4 - In the event of a vacancy occurring in the Office of the President, the unexpired term shall be filled by any Member of the Executive Board who is an ITE Member and who shall be elected by a vote of the majority of the Officers.

Section 3.5 - In the event of a vacancy occurring in any other elective office, the President and the other remaining Executive Board members shall appoint a Member to fill the unexpired term.

Section 3.6 - The Nominating Committee, as defined in Section 5.4, shall select one or more candidates for each office and shall report the list of nominees to the Secretary before May 1st. The consent to hold office must be received from each nominee.

Section 3.7 - No later than June 15th each election year, the Secretary shall send to the Members a list of

the candidates nominated by the Nominating Committee. Additional nominations for any office may be made in person, or by written or e-mail petition by a Member in good standing of the Chapter, at any time up to and including the Chapter's Annual Meeting. Each such petition shall be accompanied by the consent of the nominee to run for the Office to which he is nominated. If a Member is nominated for more than one office, he shall be considered a candidate for the one office which he prefers.

Section 3.8 - Election of Officers will occur at the Chapter's Annual Meeting, canvassed by a Tellers Committee consisting of three ITE Members appointed by the Presiding Officer. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the Membership shall choose between candidates by means of a secret ballot, and the candidate receiving the majority of votes will be elected.

Section 3.9 - When a secret ballot is required, paper ballots shall be handed out by the Teller's Committee to eligible voters. Those qualified to vote shall indicate their selection on the ballot. The candidate receiving the highest number of votes shall be declared elected.

ARTICLE IV - MEETINGS

Section 4.1 - An annual meeting shall be held each year during the period September 1st to 30th. Quorum shall consist of at least ten (10) Chapter members in good standing. Other meetings may be called by the Chapter Officers. No action affecting the Chapter, and requiring a vote of all Chapter Members, shall be taken at any meeting except the Annual Meeting, unless at least fourteen days notice concerning the matter has been sent to all Members, and unless a quorum of at least 51% of the Chapter Members eligible to vote are present. If the quorum is not present, an e-mail ballot shall be required as described in section 3.10 above.

Section 4.2 - Meeting places and dates shall be determined by the Officers.

Section 4.3 - An interim report of the financial condition of the Chapter shall be made by the Treasurer at the Annual Meeting. A final Financial Report shall be prepared by the Treasurer for the year in question and submitted on or before the first General Meeting of the Chapter over which the new Executive Board presides (Spring meeting). Committee Reports and Reports by the President may be made at any meeting in addition to the formal report to the Annual Meeting.

ARTICLE V - GOVERNMENT

Section 5.1 - The Executive Board shall manage the affairs of the Chapter in conformity with the provisions of the District Charter, District Bylaws, Section Charter and Section Bylaws, Chapter Charter and Chapter Bylaws, and the policies of the Institute.

Section 5.2 - The President shall preside at meetings of the Executive Board and of the Chapter, and of the Officers of the Chapter; provided, however, that when the President is unable to do so, the Vice-President shall preside at the meetings and discharge the duties of the President.

- Section 5.3 - The President shall be an Ex-Officio Member of all committees, except the Nominating Committee.
- Section 5.4 - The Executive Board shall appoint annually a Nominating Committee composed of a Chapter Member or Members who are eligible to vote and who are not Officers of the Section, no later than May 1st.
- Section 5.5 - The President, on the advice of the Board, shall appoint the Chairman and Members of any committees that may be desirable to carry out the business of the Chapter.
- Section 5.6 - The Board may, at any time, set change or remove statements of policy, procedure and practice for the operation of the Board, Committees and the Chapter as it sees fit. The operations of the Chapter shall be governed by these statements. No statement of policy or procedure shall take precedence over these Bylaws, the Chapter Charter, the Section Charter, District Charter or Bylaws, or the Charter of ITE.

ARTICLE VI - AMENDMENTS

- Section 6.1 - Proposals to amend these Bylaws or to petition amendments to the Chapter Charter may be made by Resolution of the Officers of the Chapter, or by written petition signed by at least five voting Chapter Members.
- Section 6.2 - The proposed amendments to these Bylaws shall be submitted by letter to the membership eligible to vote, and shall be on the order of business of the next meeting. Such amendments may be amended by a majority vote of the meeting in any manner pertinent to the original amendment.
- Section 6.3 - An affirmative vote of two-thirds of all votes cast shall be necessary for the adoption of any amendments to the Bylaws, provided that the total number voting is not less than a majority of the voting membership. Notice of intention to consider an amendment motion shall be given to the membership at least fourteen (14) days in advance of the meeting at which time the vote is to take place.
- Section 6.4 - Amendments to the Bylaws so adopted shall not take effect until filed with and approved by the Section Board, the District Board and the approved Bylaws filed with the Institute, as provided by the Charter.

Adopted by the Executive Board of the B.C. Interior Chapter

on the 19th day of February, 2009.

_____ Gord Lovegrove _____ President

_____ James Donnelly _____ Secretary

Adopted by the Members of the Vancouver Section

on the _____ day of _____, 2009.

_____ President

_____ Secretary

Adopted by the Board of District 7 (Canada)

on the _____ day of _____, 2009.

_____ President

_____ Secretary

Filed at ITE headquarters on the _____ day of _____, 2009.

_____ Secretary