

Institute of Transportation Engineers Greater Vancouver Section By-Laws

ARTICLE I - MEMBERSHIP

Section 1.1

Admission of Institute Members of any grade to membership in the Section shall be initiated by application from such members.

Section 1.2

Persons in the area of the Section who fall into one of the following classifications may be affiliated with the Section as Section Affiliates:

- Technical - Persons engaged in professional transportation-~~engineering-related~~ work that are: ~~in~~
 - In the process of accumulating experience toward Institute membership;
 - Persons engaged in sub-professional transportation-~~engineering-related~~ work; and
 - Professionals in related fields that by virtue of stature or official position are in a position to contribute to the work of other transportation ~~engineers~~professionals and who are members of another professional society.
- Commercial - Persons engaged in commerce or industry that come into frequent contact with transportation engineers or planners and who thus have an interest in the profession and are in a position to work with and assist transportation ~~engineers~~professionals.
- Student - ~~engineering~~ students in a recognized ~~engineering~~ school with transportation engineering or planning courses, or in other recognized transportation-related schools.

Section 1.3

All applications and nominations for Section Affiliate membership for persons who are not Institute members shall include as reference the names of not less than three persons to whom the candidate is personally known. At least two of the references shall be members of the Institute and one reference can be a member of a recognized ~~Engineering Society~~engineering or planning society or a person of recognized ~~engineering~~ reputation within the transportation industry.

Section 1.4

All applications and nominations for membership in the Section shall be transmitted to the Section in the format provided by the Section and shall be submitted to the Section Secretary or an assigned Membership ~~Chairman~~Administrator of the Section.

Section 1.5

Upon application and payment of required entrance fees and dues, Institute members of any grade shall be enrolled in the Section.

Section 1.6

The Section Secretary or assigned Membership ~~Chairman~~Administrator shall process the applications and nominations for any Section Affiliate, including securing confidential reports from the applicant's or nominee's experience record. The confidential reports of the references, together with the recommendation from the Section Secretary or assigned Membership Administrator~~Section Membership Chairman's recommendation~~, will be forwarded to the Greater Vancouver Section Board of Direction (Section Board) for final action.

Section 1.7

Election of Section Affiliate members shall be by vote of the Section Board. An affirmative vote of the Section Board present shall be required for election.

Section 1.8

The total number of Commercial Affiliate members, which shall not exceed fifty percent of the Institute members, plus the total number of Technical Affiliate members, shall not exceed two-thirds of the total number of Institute members within the Section.

ARTICLE II - RESIGNATION AND EXPULSION

Section 2.1

Any Member of the Section may resign by written communication to the Section Board. If and when all of the resigning member's financial obligations have been satisfied, ~~his~~their resignation will be accepted.

Section 2.2

Any member of the Section shall forfeit ~~his~~their connection with the Section if their dues or special assessments become in arrears as provided for in Section 3.3 of these Bylaws.

Section 2.3

Any Section member who, by reason of any change in their occupation or profession, shall cease to be in contact regularly with transportation engineers, or who advertises, uses or attempts to use their membership in the Section in any manner whatsoever with intent to derive personal gains from, shall forfeit their membership in the Section without prejudice. In such cases, the Membership ~~Chairman~~Administrator shall submit the member's name to the Section Executive who shall then direct that this member be dropped from the Section.

Section 2.4

The Section ~~Membership Committee~~Board shall annually review the qualifications of members who are not Institute members. - As soon as any Section member meets minimum qualifications for Institute membership, that member shall be encouraged to apply for such membership.

Section 2.5

The Section Board shall consider the expulsion of any Section Affiliate if:

(a) Upon information coming to its notice; or (b) Upon the written request of five (5) or more Institute members; ~~or (c) Upon recommendation by the Section Membership Committee that for the cause set forth,~~ a person belonging to the Section should be expelled. If the circumstances appear to warrant further action, the Section Board shall notify the member by letter of the charges against them, and on the date on which the charges will be considered. The accused, may, if they desire, present a ~~defense~~defence, either in person or writing, on the date set forth in the letter. -The final action of the Section Board shall be taken at its next meeting. In case of expulsion, a member of the Section Board or the Membership ~~Chairman~~Administrator shall immediately notify the person ~~by letter.~~in writing. There is an expectation to keep these proceedings confidential to protect the excused if found guilty.

Section 2.6

In case such charges are brought against an Institute member, the ~~Secretary or~~ Membership ~~Chairman~~Administrator shall immediately submit a full report to the Board of Direction of the Institute and the Section will take no further action, except at the request of the Institute Board of Direction.

ARTICLE III - FEES and DUES

Section 3.1

The Section Board shall annually review and establish fees and ~~annuals~~annual dues of the Section. Section dues shall not be increased such that total annual ITE membership dues (including Section dues) are increased by more than ten percent in any year without a majority vote of the voting membership.

Section 3.2

Annual dues for all members shall be billed and payable at the beginning of the fiscal year, which shall be January 1st. Annual dues for Institute members may be billed through the Institute billing system. Dues collected at anytime during the fiscal year shall be for the full annual amount. Entrance fees and dues of new members shall be payable on election.

Section 3.3

Any Institute member of the Section whose dues are more than six months in arrears (dating from the beginning of the fiscal year) shall lose the right to vote. ~~The Treasurer shall notify these Institute members when their dues become six months in arrears.~~ Any member of the Section whose dues have not been paid by June 30th of the current year and year immediately proceeding shall forfeit their membership in the Section. ~~In such cases, the Treasurer shall submit the member's name to the Section Board who shall then direct that this member be~~

~~dropped from the Section. The Section Board~~The Section Executive may, for a cause deemed by it to be sufficient, extend the time for payment and for application of these penalties.

Section 3.4

Special assessments may be made by the affirmative vote of two thirds of the voting members at any regular Section meeting; ~~provided that the total number of votes shall not be less than twenty percent of the membership eligible to vote.~~ Electronic voting can be used.

ARTICLE IV - GOVERNMENT

Section 4.1

The government of the Section shall be vested in the Section Board.

Section 4.2

The Section Board shall establish policies for the operation of the Section in conformance with the provisions of the Institute's Constitution, the District's Charter and the Section's Charter.

Section 4.3

The Section Board shall consist of the following, each of which shall be a voting member of the Section Board:

Section 4.3.1: The Section President. The Section President shall be elected annually for a term of one year, commencing on January 1st.

Section 4.3.2: The Section Vice-President: The Section Vice President shall be elected annually for a term of one year, commencing on January 1st.

Section 4.3.3: The Section Secretary: The Section Secretary shall be elected annually for a term of one year, commencing on January 1st.

Section 4.3.4: The Section Treasurer: The Section Treasurer shall be elected annually for a term of one year, commencing on January 1st.

Section 4.3.5: Past President: The Past President of the Section shall hold office for a period of one year, commencing on the January 1st immediately following their term as Section President.

Section 4.4

The Section ~~Board~~ President shall ~~appoint~~ serve as the representative to the District Board of Direction ~~each year. The meetings. Should the Section Representative can serve a maximum of two consecutive one-year terms, each term starting on January 1st. The President be unable to attend meetings or otherwise represent the Section Board shall appoint the Section Representative by no later than December 15th in the year immediately preceding the commencement of, the Section Representative's term~~ Executive will assign another Executive to attend on the District Board. If the Section Representative position becomes vacant, the Section President shall appoint a member to complete the term of office. The Section Representative shall have achieved a membership grade of Fellow or Member in the Institute. President's behalf.

Section 4.5

In the event of a vacancy occurring in the office of Section President, the Section Vice- President shall fill the remainder of the President's term. In the event of a vacancy occurring in the office of Section Vice-President, ~~or~~ Section Secretary, or Section Treasurer, the remaining Section Board shall appoint within sixty days a Section member to fill the position for the remainder of the term.

Section 4.6

Fellows and members of the Institute are eligible to hold any office in the Section. Associate members, Affiliate members and Honorary members are eligible to hold any office in the Section except Section President and Section Vice-President.

Section 4.7

The Section President shall preside over meetings of the Section Board. In the absence of the Section President, the Section Vice-President shall carry out the duties of the Section President. If both the Section President and Section Vice-President are absent, the Section Board will appoint a Section Board member to preside over the meeting.

Section 4.8

~~By no later than February 15th of each year, the~~ The Section President shall appoint a Section ~~Nominations Committee, Section Awards Committee and Section Membership Committee, each,~~ consisting of at least three Section Past Presidents who are Institute members ~~of membership grade Member or Fellow,~~ by no later than Nov 15th of each

year. The Section President may appoint other committees as necessary. ~~The District President shall be an ex-officio member of all committees except the Nominations Committee.~~

Section 4.9

The Section President shall appoint Members-At-Large as necessary for specific roles within the Executive. These persons appointed to these roles will be advertised to the Section within 30 days of appointment.

Section 4.10

The fiscal year of the Section shall be the same as the fiscal year of the District.

~~The Section Board shall establish a budget each year.~~

Section 4.11

The Section Executive shall establish a budget each year. A five-year outlook shall be updated annually which reviews projected yearly deficit expenditures and compares them to expected revenues from the Quad Conference (which occurs once every 4 to 5 years). The Section Executive shall avoid approving the budget if the yearly deficit expenditures exceeds the expected revenue available funds.

Section 4.12

Cheques made out to an individual within the Section Executive must be signed by another member of the Section Executive. The Section Treasurer shall audit all cheques at the end of the previous fiscal year to ensure no cheques were made out to and signed by the same member of the Section Executive.

Section 4.13

Annual financial statements for the previous fiscal year shall be posted on the Section's website by April of the current year.

Section 4.142

The Board shall report the names and addresses of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

Section 4.153

The Section Board is authorized to issue and revoke charters for Chapters within the Section. The effective date for any new Chapter shall be as stated in the charter. If a charter for a Chapter is under consideration for revocation, the Chapter President must be notified in writing of the contemplated action a minimum of thirty days prior to the meeting when the Section Board will discuss the revocation. The Chapter President has the right to appear before the Board and discuss the proposed revocation. If a charter is revoked, the revocation date is at the discretion of the Section Board.

Section 4.146

The Section Board is authorized to enter into contracts with individuals/firms for the handling and processing of routine duties the Section is responsible for. The District Board shall approve the responsibilities, term, qualifications and compensation package of any individual/firm the Section contracts with for services.

ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

Section 5.1

~~The Nominations Committee~~ A Section member shall nominate one or more candidates for each office that is up for election. Written consent to hold office must be received from each person nominated. ~~The Nominations Committee shall transmit its~~ list of nominees shall be sent to the Section Secretary no later than ~~one hundred and twenty~~ 30 days prior to the election.

Section 5.2

Not later than ~~ninety~~ 30 days prior to any Section election, the Section Secretary shall transmit the list of candidates ~~nominated by the Nominations Committee~~ to the membership. ~~Additional nominations for any office shall be made by petition, signed by not less than thirty members. Each petition shall be accompanied by the written consent of the nominee to run for the office nominated and must be received by the Section Secretary not later than sixty days prior to the election.~~ No member may be a candidate for more than one office.

Section 5.3

~~Not later than thirty days prior to the election, the Section Secretary shall transmit to each eligible voter a final ballot, listing the candidates nominated for office. Returned ballots will be transmitted to the Section Secretary. A Canvassing Committee consisting of three members appointed by the Section President shall count the ballots received from eligible voters. Election for each office shall take place through a combination of online voting and in-person voting during the Section Annual General Meeting. The election shall be by all eligible voters including those voting online and those present voting at the meeting who will use a secret ballot.~~ The candidate receiving the highest number of votes for each office shall be declared elected. In the case of a tie vote, the Section Board shall choose the successful candidate from among those tied.

ARTICLE VI - VOTING AND VOTING ELIGIBILITY

Section 6.1

Any member of the Institute in good standing, excluding those classified as Section Affiliates, shall have voting privileges in the Section if records at Institute Headquarters indicate that they reside in the Section area.

Section 6.2

Voting for Section officers, for amendments to these Bylaws and for petitions to amend the Section Charter shall be by secret ballot.

Section 6.3

Whenever a secret ballot is required, all eligible voters shall be sent a ballot ~~accompanied, either electronically or by a blank envelope and a pre-addressed return envelope. The name of the eligible voter shall be pre-labeled on the back of the return envelope.~~ mail. Those qualified to vote shall mark their selection on the ballot; ~~seal the ballot in the blank envelope and insert the blank envelope inside the return envelope, and return it to the Section Secretary.~~ Ballots used for the election of officers shall be canvassed as described in Section 5.3.

~~Section 6.4~~

~~If state law and Institute policy permit electronic balloting, the Section Board Executive shall establish procedures for electronic elections in the Section.~~

ARTICLE VII - MEETINGS

Section 7.1

There shall be a minimum of two meetings of Section each year, one of which shall be the Annual Meeting. The Section Board shall set the date, time and place of regular Section meetings. Notice of regular Section meetings shall be transmitted to the membership at least thirty days prior to the meeting.

~~Section 7.2~~

~~The Section Board shall meet in conjunction with each regular meeting of the Section. Other meetings of the Section Board shall be called by the Section President, as he or she deems necessary or upon receipt of a petition signed by a majority of the other members of the Section Board. The notice of a Section Board meeting shall be transmitted to the membership at least fifteen days prior of any called meetings of the Section Board.~~

~~Section 7.3~~

~~Official transaction of business at any Section Board meeting requires a majority of the voting members of the Section Board. The affirmative vote of a majority of the Board members in attendance shall be necessary to take action. The Section Board can utilize video and/or telephone conferencing technology to conduct Board meetings.~~

~~Section 7.24~~

When unusual or unexpected conditions arise, the Section President may call an emergency meeting of the Section Board. An emergency meeting requires that all Board members be notified at least three days in advance. Either the Section President or Vice-President must preside over an emergency Section Board meeting. The Section Board can use technologies such as emails and/or telephone or video conference calls for transacting business at emergency Section Board meetings.

ARTICLE VIII - QUAD CONFERENCES

Section 8.1

TheA conference bank account shall be maintained and all financial transactions be undertaken by the Section Treasurer.

Section 8.2

During the conference preparation period, the Section Treasurer shall review the conference bank account at least once monthly through either the online banking system or paper statements.

Section 8.3

Conference financial tracking shall be undertaken in a ~~consistent~~ Microsoft Excel™ spreadsheet (or equivalent) that can be shared, accessed, and updated by the Section Treasurer and the conference's Financial Chair. The spreadsheet may be updated every conference to incorporate any updates.

Section 8.4

A conference summary report shall be submitted to the Section Executive within four months of the conference's completion.

Section 8.5

Services to eExhibitors and sponsors ~~services~~ shall only be provided after payment has been received by the Section.

ARTICLE ~~VIII~~ IX - AMENDMENTS

Section ~~89~~.1

Proposals to amend these Bylaws or the Charter may be made by resolution of the Section ~~Board~~Executive or by written petition of at least five percent of the voting members of the Section.

Section ~~89~~.2

Proposals to amend these Bylaws shall be transmitted to all Section members who are qualified to vote. The voting shall be by secret ballot. ~~Ballots returned within thirty days shall be canvassed~~ in the manner set forth in Section 5.3. The majority of those voting shall prevail.

Section ~~89~~.3

The Bylaws of the Section shall not take effect until filed with the District Board of Direction. ~~As~~At any time thereafter, the Board of Direction may amend any part of the Section's bylaws which it considers to be contrary to the constitution, bylaws or best interests of the Institute by giving written notice to the elected officers of the Section.