

# **INSTITUTE OF TRANSPORTATION ENGINEERS MANITOBA SECTION BYLAWS**

## **ARTICLE I - MEMBERSHIP**

*Section 1.1* - Any Institute Member, Fellow, Honorary Member, Esteemed Colleague, or Institute Affiliate who resides within the Section area as provided in the Section Charter, and who is in good standing with the District, is a member of the Section upon payment of the Section dues if any. Designation of Institute membership and Institute affiliation, and payment of Section dues, if any, shall be facilitated by the Institute. Throughout these Bylaws, the term "Resides" refers to the individual's preferred Institute mailing address, either home or place of business.

*Section 1.2* - Any Institute Member, Fellow, Honorary Member, Esteemed Colleague, or Institute Affiliate may become a member of the Section without residing in the Section area, upon approval of the Section Executive Board and upon payment of the Section dues if any.

*Section 1.3* - Persons residing in the Section area who are ineligible to become Section Members but who fall into one or more of the following classifications may be affiliated with the Section:

1. persons who are accumulating experience toward Institute membership, or
2. persons who are engaged in sub-professional work in the transportation profession, or
3. persons who are students in a post-secondary academic program, or
4. persons who are professionally engaged in related fields, or
5. persons who are in a position to work with and assist transportation and traffic engineers by virtue of official positions or commercial employment.

Students who are members of the Section's Student Chapters may be affiliated with the Section.

*Section 1.4* - Section Members who reside in the Section area and graduate student members of the Section's Student Chapters shall be entitled to all of the privileges of the Section. Persons who are affiliated with the Section, except graduate student members of the Section's Student Chapters, shall be entitled to all of the privileges of the Section, except that they may not vote or hold elective office.

*Section 1.5* - All persons who qualify to become affiliated with the Section as provided in Section 1.3 shall request to receive notification of all Section activities and may participate in these activities except as specified in Section 1.4.

## **ARTICLE II - RESIGNATION AND EXPULSION**

*Section 2.1* - A Section Member may resign from the Section by written communication to the Section Executive Board. If Section dues have been paid, the Board shall accept the

resignation in good standing.

*Section 2.2* - Any Section Member whose dues are more than one year in arrears, as indicated by the Institute's records, shall be dropped from Section membership by the Section Executive Board, and the unpaid dues, but not more than the total of two years dues, shall become an obligation to be paid before the delinquent can be restored to good standing in the Section.

*Section 2.3* - Any Section Member whose Institute membership has been forfeited shall also forfeit membership in the Section, and will be reinstated to membership in the Section only if reinstated to membership in the Institute. Any Section Member who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the Section Executive Board.

*Section 2.4* - Any person affiliated with the Section who, by reason of any change in occupation or profession, except by retirement, shall cease to be in contact regularly and frequently with transportation or traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Section without prejudice.

*Section 2.5* - The Section Executive Board shall periodically review the list of persons who are affiliated with the Section and have requested to be notified of Section activities. Upon meeting minimum qualifications for Institute membership the Section Affiliate shall be encouraged to apply for such membership.

*Section 2.6* - Any Section Member person affiliated with the Section who advertises, uses, or attempts to use identification with the Section in any manner whatsoever with intent to derive personal gain therefrom shall forfeit affiliation with the Section.

*Section 2.7* - The Section Executive Board shall consider the expulsion of any person affiliated with the Section (a) upon information coming to its notice, or (b) upon the written request of five or more members, that, for the cause set forth, the person affiliated with the Section be expelled. The Section Executive Board shall thereupon follow the procedure set forth in Article II Section 16 of the Institute Constitution. In the event such a charge is brought against a Member of or an Affiliate of the Institute, the Section Executive Board shall immediately refer the matter to the Institute Board of Direction.

## **ARTICLE III - DUES AND ASSESSMENTS**

*Section 3.1* - There shall be no initiation or entrance fee.

*Section 3.2* - The fiscal year of the Section shall be from January 1 to December 31 of the same year. Annual dues, if any, shall be charged to Section Members on a fiscal year basis. Dues for students or specific Institute membership grades may be at a reduced rate determined by the Section Executive Board. The Section Executive Board shall determine the amount of the annual dues.

*Section 3.3* - Dues notices shall be administered by the Institute.

*Section 3.4* - Dues of new Section Members shall be payable immediately.

*Section 3.5* - A special assessment may be made on a majority vote of the Section Executive Board.

*Section 3.6* - All conferences and meetings conducted by the Section shall be planned on a financially self-supporting basis. Higher registration fees may be charged those attendees who are not Section Members.

#### ARTICLE IV – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

*Section 4.1* - Officers of the Section shall include: a President, at least one Vice President, a Secretary, and a Treasurer. The Section Executive Board shall consist of the officers, and the immediate Past President. All members of the Section Executive Board shall reside in the Section area. Officers shall be elected at the Annual Business Meeting to assume office on January 1 of the following year. The terms of officers shall be two years.

*Section 4.2* - Responsibilities of each Officer shall be described in a written document maintained by the President. Alterations to the responsibilities may be tabled by any Officer and voted on by the Section Executive Board.

*Section 4.3* - A member may occupy the same elective office for more than one term, if re-elected, but shall not hold the same elective for more than two terms.

*Section 4.4* - 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 the Vice President, the unexpired term shall be filled by the Secretary. In the event of a vacancy occurring in the office of Secretary, the unexpired term shall be filled by the Treasurer. In the event of a vacancy occurring in any other elective office, the Section Executive Board shall elect a member to fill the unexpired term.

*Section 4.5* - The Nominating Committee, normally coordinated by the immediate Past President and consisting of the immediate Past President and two Section Members, shall nominate one or more qualified candidates for each Office. Written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary not later than October 15.

*Section 4.6* - Not later than November 1 of each year, the Secretary shall send to the members of the Section a list of candidates nominated by the Nominating Committee. Additional nominations for an officer may be made by petition, signed by not less than five members. Each petition shall be accompanied by the written consent of the nominee to run for the stated office, and must be received by the Secretary not

later than November 15. A member may not be a Candidate for more than one office.

*Section 4.7* - Not later than December 1, the Secretary shall send to all voting members a listing of all the candidates for Officers. Votes shall be canvassed at the Annual Meeting by three tellers appointed by the immediate Past President. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the outgoing Section Executive Board shall select one of the candidates.

#### ARTICLE V – MEETINGS

*Section 5.1* - Regularly meetings of the Section shall be held as determined by the Section Executive Board. The Section Executive Board or President may call a special meeting when conditions justify. No action affecting the Section shall be taken at any special meeting, however, unless at least fourteen days written notice concerning the matter has been sent to all members.

*Section 5.2* - The Annual Meeting of the Section shall be held during December. A report of the financial conditions of the Section shall be made by the Treasurer at the Annual Meeting.

#### ARTICLE VI – GOVERNMENT

*Section 6.1* - The majority of the Section Executive Board shall constitute a quorum.

*Section 6.2* - The President shall preside at meetings of the Section and of the Section Executive Board. However, when the President is unable to do so, the Vice President shall preside at meetings and discharge the duties of the President.

*Section 6.3* - The President shall be an ex-officio member of all committees, except the Nominating Committee.

*Section 6.4* - The President shall appoint special committees as may be desirable, with the approval of the Section Executive Board.

#### ARTICLE VII – VOTING AND VOTING ELIGIBILITY

*Section 7.1* - 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 District or Institute shall be by secret ballot.

*Section 7.2* - When such secret ballot is required ballots shall be provided to voters during a meeting in which a vote has been scheduled to occur. Notice of intention to vote 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 7.3* - Any member whose Section dues are in arrears shall be ineligible to vote.

## ARTICLE VIII – AMENDMENTS

*Section 8.1* - Proposals to amend these Bylaws or to petition amendments to the Charter may be made by resolution of the Section Executive Board or by written petition signed by at least five members entitled to vote.

*Section 8.2* - Proposed amendments to these Bylaws shall be submitted in writing to the membership qualified to vote and shall be on the order of business of the next annual meeting. Such amendments may be amended by majority vote of those members attending the meeting in any manner pertinent to the original amendment.

*Section 8.3* - An affirmative vote of a majority of all votes cast shall be necessary for the adoption of any amendments to the Bylaws, for petitions to amend the Section Charter, and for other matters which affect the relationship of the Section to the District or the Institute. 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 8.4* - Amendments to the Bylaws so adopted shall take effect upon being filed with the District Board.