

**INSTITUTE OF TRANSPORTATION ENGINEERS
OZARKS CHAPTER (OCITE)
CHAPTER BY-LAWS**

ARTICLE I - PURPOSE

Section 1. The purpose of the OZARKS Chapter is the furtherance of traffic and transportation knowledge among its members; stimulation of professional improvement of its members; the fostering of closer association between persons with mutual interest in the traffic and transportation field; and the development of cooperation among its members for the betterment of traffic and transportation in the metropolitan area.

ARTICLE II - MEMBERSHIP

Section 2.1 - Any Institute member who resides within the twenty-four (24) Missouri counties in Southwest Missouri including Vernon, Barton, Jasper, Newton, McDonald, Cedar, Dade, Lawrence, Barry, Polk, Greene, Stone, Christian, Taney, Dallas, Webster, Douglas, Ozark, Wright, Laclede, Pulaski, Texas, Howell, and Phelps, hereinafter referred to as the geographic Chapter area, and who is in good standing within the MOVITE Section, shall be a Member of the Chapter upon submission of a membership application and the payment of Chapter dues.

Section 2.2 - Any Institute member may join the Chapter without residing within the geographic Chapter area by obtaining approval of the Chapter Board of Direction and upon payment of the Chapter dues.

Section 2.3 - Persons residing within geographic Chapter area and who fall into one or more of the following classifications may be affiliated with the Chapter as Chapter Affiliates:

1. Persons who are not eligible to be voting members of the Institute but who are accumulating experience toward Institute membership, or
2. Students in a recognized engineering school, or
3. Persons who are professionally engaged in related fields, or
4. Persons in sub-professional work in transportation or traffic engineering, 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

Section 2.4 - Chapter members who reside within geographic Chapter area, shall be entitled to all of the privileges of the Chapter except that student members may not vote or hold elective office. Chapter Affiliates who reside within the geographic Chapter area shall be entitled to all of the privileges of the Chapter except that they may not hold the offices of President, Vice President, Secretary, or Treasurer as defined in Article V Section 5.1. Chapter Members and Chapter Affiliates who do not reside within geographic Chapter area shall be entitled to all of the privileges of the Chapter, except that they may not hold elective office for purposes of the by-laws, residence for a member is determined by the member's current preferred mailing address as maintained by ITE.

Section 2.5 - All applications for Chapter Affiliate, except by students, shall include a description of their relationship with transportation as indicated in Section 2.3. All applications for Chapter Affiliates by a student shall be certified by a faculty member at the school attended by the applicant.

Section 2.6 - The Chapter's Board of Direction, or Board's delegate, shall process applications for Chapter Affiliate, including securing confidential reports from the applicant's references as required, and review the application for final action. Election of Chapter Affiliates shall be by vote of the Chapter's Board of Direction. An affirmative vote by a majority of those attending shall be required for election.

Section 2.7 - Chapter Honorary Membership can be granted at the discretion of the Chapter's Board of Direction to persons who are retired and such other criteria as determined by the Board. Chapter Honorary Members shall be entitled to all other privileges of the Chapter, except that they may not hold elective office.

ARTICLE III - RESIGNATION AND EXPULSION

Section 3.1 - A Chapter Affiliate or Member may resign from the Chapter by written communication to the Chapter Board of Direction. If Chapter dues have been paid, the Board shall accept the resignation in good standing.

Section 3.2 - Any Chapter Member or Chapter Affiliate whose dues are more than one year in arrears shall be dropped from Chapter membership by the Chapter Board of Direction, and the unpaid dues, but not more than the total of two years dues, shall become an obligation to be paid before the person can be restored to good standing in the Chapter.

Section 3.3 - Any Chapter Member whose Institute membership has been forfeited shall also forfeit membership in the Chapter, and will be reinstated to membership in the Chapter only if reinstated to membership in the Institute. Any Chapter member who is placed on inactive status by the Institute's Board of Direction shall also be placed on inactive status by the Chapter's Board of Direction.

Section 3.4 - Any Chapter Affiliate 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 Chapter without prejudice.

Section 3.5 - The Chapter's Board of Direction shall periodically review the qualifications of Chapter Affiliates. Upon meeting minimum qualifications for Institute membership the Chapter Affiliate shall be encouraged to apply for such membership.

Section 3.6 - Any Chapter Member or Affiliate who advertises, uses, or attempts to use identification with the Chapter in any manner whatsoever with intent to derive personal gain therefrom shall forfeit affiliation with the Chapter.

Section 3.7 - The Chapter's Board of Direction shall consider the expulsion of any Chapter Affiliate (a) upon information coming to its notice, or (b) upon the written request of five or more members, that, for the cause set forth, a person identified as a Chapter Affiliate be expelled. The Chapter's Board of Direction shall thereupon follow the procedure set forth in Article II Section 18 of the Institute Constitution. In the event such a charge is brought against a Member of or an Affiliate of the Institute, the Chapter's Board of Direction shall immediately refer the matter to the Institute Board of Direction.

ARTICLE IV - DUES AND ASSESSMENTS

Section 4.1 - An initiation or entrance fee for new members may be established or waived by the Chapter Board of Direction.

Section 4.2 - The fiscal year of the Chapter shall be from January 1 to December 31 of the same year. Annual dues shall be set by the Chapter Board of Direction and payable on a fiscal year basis for both Chapter Members and for Chapter Affiliates. Initial Annual Dues are set at \$10 and the Board of Direction may raise the dues by up to \$2 per year without a vote of the membership. A dues increase of more than \$2 per year shall require a majority vote of those members casting ballots in accordance with amendment ballot procedures as set forth in these By-Laws. Dues for students may be at a reduced rate determined by the Chapter's Board of Direction. Chapter Honorary Members shall pay no yearly dues to the Chapter.

Section 4.3 - Dues shall be due from all members at the time of the first meeting of the fiscal year.

Section 4.4 - Dues of new Chapter Members and Chapter Affiliates shall be payable upon election. A fifty percent reduction in dues shall be given to those joining during the last six months of the fiscal year.

Section 4.5 - A special assessment may be made on a majority vote of the Chapter's Board of Direction.

Section 4.6 – All conferences and meetings conducted by the Chapter shall be planned on a financially self-supporting basis. Higher registration fees may be charged to those attendees who are neither Chapter Members nor Affiliates.

ARTICLE V – CHAPTER OFFICERS

Section 5.1. The elective officers shall be President, Vice-President, Secretary, Treasurer, and at least two Directors. The Immediate Past President shall continue to serve as a voting member of the Chapter Board for one year following completion of their term as President. Persons elected to the offices of President, Vice-President, Secretary, and Treasurer shall be members of the Institute. Directors may be Chapter Members or Chapter Affiliates and in such number as set at the discretion of the Chapter’s Board of Direction.

Section 5.2. Officers are expected to conduct themselves in an appropriate manner that reflects favorably on the Chapter, and shall attend and be active in Chapter functions. Any officer who fails to attend three (3) or more business meetings during the year or two (2) business meetings in succession may be relieved of their position. The President shall fill the vacancy as specified in accordance with Article VII, Section 7.3 of the By-Laws or by the Immediate Past President if the officer to be relieved of their position is the President.

ARTICLE VI – DUTIES OF CHAPTER OFFICERS

Section 6.1. The President shall preside at the meetings of the Board of Direction and the organization and insure that all rules and regulations are strictly observed, appoint and serve as an ex-officio of all committees, decide tie votes, and see that the officers faithfully perform their duties.

Section 6.2. The Vice-President shall act as an adviser to and assist the President, plan the program and arrange other accommodations for the business meetings, and in the absence of the President assume his/her position and duties.

Section 6.3. The Secretary shall record the proceedings of the organization proper, write, and conduct the correspondence. The Secretary shall be responsible for the preparation of all reports due to the Section and the Institute.

Section 6.4. The Treasurer shall take in and pay all bills contracted by the Chapter, sign all checks, give bimonthly reports to the assembly, and exercise authority in financial matters in accordance with such bylaws and resolutions as may be adopted by the membership from time to time. The Treasurer shall keep an accurate record account of all receipts and expenditures of the organization and have his/her books open for the inspection of any member.

Section 6.5. The First-Year Director shall serve as chair of the membership committee and other duties as assigned by the President. The membership committee shall review the applications submitted for membership and provide a recommendation for approval to the Board of Direction. Visitors and potential new members in attendance at Chapter meetings shall be recognized and welcomed by the Chair of the Membership Committee.

Section 6.6. The Second-Year Director in shall serve as chair of the budget committee and other duties as assigned by the President. The budget committee shall evaluate the income and expenses of the Chapter and submit a recommended budget for consideration by the membership at the first business meeting of the following year.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 7.1. Any officer, upon the consent of the Board of Directors, may succeed himself or herself for additional years of service, provided that the consent of the Board of Directors is renewed for each additional term. Directors shall serve overlapping two-year terms with one new Director elected each year.

Section 7.2. The President shall appoint a nominating committee, who, with the assistance of the Secretary, shall notify the voting membership by ballot not less than forty-five (45) days prior to the annual meeting of the names of at least one candidate for each office. A call for nominations shall occur at the first business meeting prior to the

annual meeting. Ballots will accepted up to the beginning of the annual business meeting at which time the teller committee will count the ballots. Newly elected officers shall be announced at the annual meeting with terms to begin January 1 of the following year.

Section 7.3. Should any elective office become vacant before the expiration of its term, the President with the approval of the Board of Direction, shall appoint the next ranking officer or Board member to fill said vacancy in ascending order leaving the lowest elected position open. This position shall then be filled by an eligible member appointed by the President.

ARTICLE VIII - MEETINGS

Section 8.1. Business meeting dates and places will be arranged by the Vice-President with the approval of the Board of Direction, including the annual meeting; except that, no meeting may be scheduled which would conflict with the ITE Annual Meeting, the Annual Meeting of District 4, MOVITE Section Meetings (Spring and Annual), and the Missouri State Traffic and Safety Conference. Meeting of the Chapter for a particular month may be waived by the Board of Direction. The Annual Meeting of the Chapter shall be held in the month of December.

Section 8.2. Quarterly meetings of the Chapter Board of Direction shall be held at a time and meeting place designated by the President.

Section 8.3. Report of the financial condition of the organization shall be made by the Treasurer to the Board of Direction at its quarterly meetings and to the membership as a whole at each business meeting.

Section 8.4. Committee reports and reports by the President may be made at any meeting at which business of the Chapter is conducted.

ARTICLE IX - GOVERNMENT

Section 9.1. The government of the organization shall be vested in the Board of Direction.

Section 9.2. The Board of Direction shall consist of the elective officers and the most recent Past-President who is a member of the Chapter or Affiliate Member of the Chapter.

Section 9.3. The Board of Direction shall meet at least quarterly. A majority of the Board shall constitute a quorum. The conduct of the Board of Direction meeting shall conform to Robert's Rules of Order.

ARTICLE X - AMENDMENTS

Section 10.1. Proposals to amend the Bylaws may be made by the Board of Direction or by written petition signed by at least five (5) members.

Section 10.2. The by-laws of the Chapter may be adopted, and amended after adoption, only if the proposition is submitted in writing to all voting members of the Chapter at least thirty (30) days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative two-thirds vote of those voting. Chapter by-laws shall be filed with the Section Board and the Institute within thirty (30) days after adoption or amendment and shall take effect upon being filed with the Section Board.