

## Georgia Chapter of URISA Bylaws

### *ARTICLE I. DEFINITIONS*

Georgia URISA -The name of this organization is the Georgia Chapter (hereinafter referred to as "the Chapter") of the Urban and Regional Information Systems Association (hereinafter referred to as "URISA.")

URISA - the Urban and Regional Information Systems Association.

Officers – The roles of Immediate Past President, President, Vice President, Secretary, Treasurer, and membership Coordinator are considered officers of the Chapter.

At Large Director – All other board positions are considered at large positions.

Sub-Chapter – A chapter recognized group that meets within the boundaries of the Chapter and conforms to the mission, vision, and direction of the Chapter.

Sub-Chapter Directors – each sub-chapter in good-standing appoints through their internal processes a member in good standing with both the chapter and subchapter to represent their sub-chapter on the Chapter board.

Board of Directors – The Board of Directors consists of all officers, At Large Directors, and Subchapter Directors serving these roles.

### *ARTICLE II - OBJECTIVES*

**Section 1. Education.** Recognizing a need to stimulate, encourage and otherwise provide for the advancement of an interdisciplinary approach to planning, designing, and operating urban and regional information systems, the objectives of URISA and the Chapter are (a) to provide an objective educational forum without political, social, financial or national bias, (b) to foster the exchange of ideas and studies focused on the planning, operation, and consequences of such information systems, (c) to promote professional interaction, stimulate research, encourage publication, and generally aid the advancement of its members and other organizations having related objectives.

**Section 2. Equal Opportunity.** Being mindful of the undesirable effects of institutionalized discrimination, the Chapter shall conduct its activities on a fair and equitable basis without bias. Further, the Chapter shall encourage and promote equal opportunity participation in all Chapter activities.

**Section 3. Political Activity.** No chapter member should participate in lobbying on the part of Georgia URISA as defined by GA Code. The Board may appoint a representative to provide testimony or participate in limited advocacy to influence legislation, but shall not expend a substantial part of its budget in these matters; nor shall it participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. It is the responsibility of individual Chapter Members, officers and duly appointed representatives participating in any legislative process to be aware of legal and professional limits and to seek necessary authorization and duly report such activity to URISA.

## ARTICLE III. MEMBERSHIP

**Section 1. Eligibility.** Any responsible individual or organization with a serious interest in the field of urban and regional information systems in agreement with the mission of URISA and approving of the objectives of the Chapter shall be eligible for membership in the Chapter.

**Section 2. Categories.** The categories of Chapter membership are as follows and should be reflected on Georgia URISA Membership Application:

Regular:

- (a) Corporate
- (b) Business
- (c) Institutional/Not-for-Profit
- (d) Individual
- (e) Student (Free)

Special:

- (a) Subscriber (receives email notifications only)
- (b) Complimentary

**Section 3. Duration.** All members shall hold membership for a period of one year unless otherwise specified in these bylaws. Chapter memberships shall be on a rolling one year basis from the date of payment.

**Section 4. Rights and Privileges.** All regular dues-paying members shall have full voting and office-holding rights. All members, regular and special, shall be informed of the activities and progress of the Chapter through annual or more frequent reports, newsletters, and/or Chapter meetings.

**Section 5. Dues.** Chapter dues for each defined membership category shall be established by the Chapter's Board of Directors (hereinafter referred to as "the Board") with the approval of Georgia URISA. Any change in Chapter dues must be approved by Georgia URISA.

## IV. CHAPTER MEETINGS

**Section 1. Meetings.** The Chapter shall hold regular meetings at a time and place as determined by the Board. At least one meeting shall be designated as "The Annual Meeting" of the Chapter. In keeping with the Robert's Rules of Order, Special Meetings of the Chapter may be called at any time by the President, at the request of a majority of the Board or upon the written petition of ten percent (10%) or more of the regular members in good standing.

**Section 2. Quorum.** At any meeting of this Chapter a quorum shall consist of ten (10) members or ten percent (10%), whichever is greater, of the regular members in good standing.

**Section 3. Voting.** At all meetings of the Chapter membership, all regular members not otherwise restricted by a special membership category and in good standing, shall have one (1) vote. Unless

otherwise specifically provided by these By-Laws, a majority vote of the regular members present and voting shall govern.

Section 4. Rules of Order. The current edition of "*Robert's Rules of Order*" governs this chapter in all parliamentary situations that are not provided for in the Chapter Bylaws.

#### ARTICLE V. OFFICERS AND DIRECTORS

Section 1. Offices: The Board shall consist of eleven (11) members and sub-chapter appointees for each operating sub-chapter. There are six (6) officers and five (5) at-large positions. The officers are: Immediate Past President, President, Vice President, Secretary, Treasurer, and Membership Coordinator.

- a. The position of President and Immediate Past President shall be progressive board positions and shall be limited to a one (1) year term.
- b. In the case of President, the individual must have held the office of Vice President the previous year. The individual that holds the office of President shall proceed to the office of Immediate Past President the following year. The President and Vice President should never simultaneously be the same person.
- c. The offices of Vice President, Secretary, Treasurer and Membership Coordinator shall be filled by elected board members who volunteer and/or are nominated for the position and confirmed by a majority vote of the Board. The term for each of these positions shall be two (2) years except Vice President, which is limited to a one (1) year term before proceeding to the office of President.
- d. After two (2) years, an at-large board member must decide whether they want to leave the board, move into another board position per majority vote of the board or re-elected to their existing position per majority vote of the membership. In the event an office is vacated for any reason, the Board at its discretion may nominate and approve by a majority vote an at-large member to fill the vacated office.
- f. The President will designate the title and responsibilities of the at-large board positions. Board members shall serve without compensation.

Section 2. Nominations: Each year a nominating committee shall be developed and chaired by the Immediate Past President. This committee shall identify a list of board candidates no more than twice the number of open positions. It shall be the responsibility of this committee to develop a ballot for elections to be held in November. This committee shall also be responsible for distributing the ballots, collecting completed ballots and counting the votes. The Immediate Past President shall attest to the final results of the elections.

Section 3. Elections: New Board members shall be initially elected to board positions per majority vote of the membership.

Section 4. Vacancy. In the event of a vacancy in the office of the President, other than expiration of tenure, the Vice President shall automatically succeed to the Presidency. Vacancies in any other elective office may be filled for the balance of the term, by the Board at any regular or special Board meeting.

**Section 5. Removal.** Any officer or director may be removed from office by the Board if, after due and proper hearing, he or she is found guilty by the Board of neglect of duty, improper conduct, violation of these Bylaws, or other causes as defined by the Board. Removal of any officer or director shall require a two-thirds (2/3) vote of all Board members.

**Section 6. Duties of Officers.** The officers of the chapter shall minimally consist of the five following positions and the Immediate Past President:

a. The President shall be the chief elected officer and the official spokesperson for the Chapter. He or she shall preside at all meetings of the Board and Chapter membership. He or she must be an active Georgia URISA member in good standing. The President shall appoint all committee chairpersons with the approval of the Board and shall be an ex-officio member, with the right to vote, on all committees except the Nominating Committee. The President may make and sign contracts and agreements, in the name of the Chapter, with approval of the Board and in accordance with guidelines set forth by the Board.

b. The Vice President assumes the duties of the President in the absence of the President. He or she performs other duties as the President and Board recommend. The Vice President is also in charge of determining luncheon venues and speakers. He or she must be an active URISA member in good standing.

c. The Secretary shall prepare accurate minutes of all proceedings and meetings of the Chapter and Board. The Secretary is responsible for emailing information and notices to the membership. He or she must be an active URISA member in good standing.

d. The Treasurer shall be responsible for managing the Chapter finances and shall handle the Chapter funds in accordance with procedures established by the Board. The Treasurer shall be responsible for the verification and filing of the chapter's Annual Financial Report, which includes the Chapter's financial statement, and shall be responsible for all other reports and filings as required by other agencies. He or she must be an active URISA member in good standing.

e. The Membership Coordinator produces the membership directory, mails renewal letters and answers questions about membership benefits. The Membership Chair sends out mailings for workshops, membership renewals and conferences. This position also responds to emails that are received from the website which include requests and questions.

**Section 7. Board of Directors ("Board.")** The Chapter Board of Directors shall be the principal governing body of the Chapter with full supervision and control over all Chapter business affairs. The Board shall be composed of the Chapter's officers and additional directors as defined by these Bylaws. The Board shall meet at least once a year at a time and place determined by the Board. Special Meetings of the Board may be called by the President or upon written petition signed by three (3) directors. The meeting shall be held at a time and place designated in the notice of the meeting. Actual notice shall be given to each Board member at least seven (7) days prior to the meeting and shall state the purpose of the meeting. Business transacted shall require a majority vote of the directors present, unless a different vote is required by these Bylaws. The Board may transact business at a meeting, by a telephone

conference call, by a telephone ballot, by email, or by facsimile ballot. A majority of the members of the Board shall constitute a quorum.

*ARTICLE VI. STANDING AND SPECIAL COMMITTEES*

Standing Committees of the Chapter shall include a Nominating Committee appointed by the President and approved by majority vote of the Board. Additional special and standing committees dealing with special topics including, but not limited to, finance, membership, publications, and conferences may be established as needed. The President, with approval by the Board, shall establish the duties and membership of such committees as appropriate to support the Chapter's needs.

*ARTICLE VII. AMENDMENTS*

These Bylaws may be amended, revised, or repealed by a two-thirds (2/3) majority vote of the Board.

*ARTICLE VIII. Policy & Procedures Manual*

The Chapter Policy and Procedure manual governs the day to day operation of the chapter.