

AMERICAN PUBLIC WORKS ASSOCIATION

NEW ENGLAND CHAPTER

BYLAWS

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ARTICLE I – NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the New England Chapter, hereinafter called the Chapter, of the American Public Works Association, hereinafter called APWA. The territory included within the jurisdiction of this Chapter shall be Connecticut, Massachusetts, New Hampshire, Rhode Island and Vermont.

ARTICLE II – MISSION AND PURPOSE

SECTION 1. The purposes of this Chapter are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services; the dissemination of information and experiences; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. The Chapter shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership.

SECTION 3. The Chapter is not organized for profit, and earnings shall not directly benefit any Chapter member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

ARTICLE III – MEMBERSHIP

SECTION 1. Members of APWA residing in the New England Chapter territory specified in Article I, Section 1, shall be members of the Chapter and shall hold the same type of membership in the Chapter that they hold in APWA. Members of APWA residing outside the New England Chapter territory specified in Article I, Section 1, may elect to be members of the New England Chapter and shall hold the same type of membership in this Chapter that they hold in APWA but shall be a member of only one Chapter. Members of APWA residing in the New England Chapter territory as described in Article I, Section 1, may elect to be a member of a Chapter other than the New England Chapter but shall be a member of only one Chapter.

SECTION 2. Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.

ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

SECTION 1. The fiscal year of the Chapter shall be from January 1 through December 31.

SECTION 2. The administrative year of the Chapter shall be from January 1 to December 31.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. The governing body of the Chapter shall be the Executive Committee, consisting of:

- a. The Officers of the Chapter.
- b. The Chapter Directors.
- c. The President or his/her designee of each Chapter Branch.
- d. The Chapter Delegate.
- e. The Chapter Presidents for five (5) immediate past calendar years.
- f. The Region I Director (if a member of the Chapter).
- g. Directors Emeritus as appointed by the Executive Committee
- h. The Chairpersons of all active Committees, if not already sitting on the Executive Committee as appointed by the Chapter President shall be non-voting, ex-officio members of the Executive Board.

SECTION 2. No person shall be nominated, elected, or allowed to serve on the Executive Committee unless he or she holds current membership in APWA.

SECTION 3. In the event of a vacancy on the Executive Committee the remaining members of the Executive Committee shall have the power to appoint a Chapter member to fill the unexpired term of office.

SECTION 4. The Executive Committee shall manage all the affairs of the Chapter in accordance with the rules and regulations of the Board of Directors of APWA and the “Rules Governing Chapters of the American Public Works Association”.

SECTION 5. The Executive Committee shall have the power to contract with an individual or firm to provide administrative or other services and whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by APWA.

ARTICLE VI – OFFICERS AND DIRECTORS

SECTION 1. The Chapter shall have as its Officers, a President, a first Vice President, a second Vice President, a Secretary/Treasurer, and the Immediate Past President. The Chapter shall have, one (1) Director for each fifty (50) members from each State in the Chapter, but in no event shall any State in the Chapter have less than two Directors. One half of the Directors from any state shall be elected for one calendar year and one-half shall be elected for two calendar year terms. Thereafter, the terms of all Directors shall be for two calendar years.

SECTION 2. The President shall be the Chief Elected Officer of the Chapter and shall serve a term of one year. He/she shall preside at all Chapter and Executive Committee meetings and shall chair the Executive Committee. He/she shall issue the call for regular or special Executive Committee meetings. He/she shall appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He/she shall see that these Committees function and shall cooperate with the Committee Chairs to that end. He/she shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

SECTION 3. The first Vice President, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall assume the office of President upon the completion of the term of office of first Vice President and serve as President for one year. The first Vice President shall be responsible for arranging the tentative program of activities for the current administrative year, shall perform such other duties as assigned by the President or the Executive Committee and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Executive Committee.

SECTION 4. The second Vice President, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall perform such duties as assigned by the President or the Executive Committee. The second Vice President shall act for the President and first Vice President in their absence or, in case of the inability of the President and first Vice President to perform the duties of the President, as determined by the Executive Committee.

SECTION 5. The Secretary/Treasurer shall be elected annually to serve a term of one year and shall keep all records and correspondence of the Chapter. The Secretary/Treasurer shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Chapter. The Secretary/Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the term of office, the Secretary/Treasurer shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Chapter in his/her custody.

SECTION 6. The Secretary/Treasurer shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter. The Secretary/Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Secretary/Treasurer. The Secretary/Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Chapter Audit Committee. The Secretary/Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Secretary/Treasurer's term of office, the Secretary/Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor.

SECTION 7. The Chapter's representative to the APWA House of Delegates, hereinafter called the Chapter Delegate, shall be appointed by the Executive Committee to serve for a two year and shall represent the Chapter to that body, attending regional and annual meetings of the House of Delegates, bringing Chapter concerns to their attention, and informing the Chapter of House of Delegates' activities. The Chapter Delegate shall prepare and submit to APWA such reports as may be required. An Alternate Chapter Delegate may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Chapter Delegate in the event of the Chapter Delegate's absence or inability to perform the duties of this position as determined by the Executive Committee. The President shall notify the APWA Executive Director and the APWA Regional Director of the Chapter's representatives on or before December 31st of each year. A member serving as Chapter Delegate or Alternate Delegate may be reappointed by the Executive Committee.

SECTION 8. The five (5) most recent Past President holding current memberships in the Chapter shall be ex officio members of the Executive Committee with voting privileges and shall serve in an advisory

capacity to the President and the Executive Committee. It shall be the duty of the immediate Past President to preside at meetings of the Chapter and the Executive Committee in the absence of the President, first Vice President, and second Vice President.

SECTION 9. All Chapter Officers, except as otherwise provided, shall serve for one year or until their successors are elected and installed. The terms of office shall begin as specified in Article XIII, Section 3, of these Bylaws.

ARTICLE VII – COMMITTEES

SECTION 1. Standing Committees and/or Special Committees will be designated by the President to encompass the subject areas including but not limited to those listed below.

- a. Audit/Finance and Planning
- b. Awards
- c. Program committee to provide continuing Education and Training
- d. Scholarship and Charity
- e. Membership and Young Leaders
- f. Newsletter and Public Relations

SECTION 2. The chair and membership of each committee for the following year shall be appointed annually by the first Vice President four (4) months prior to assuming office.

SECTION 3. Each committee shall report to the Executive Committee its activities at least once annually or more frequently if directed by the President or the Executive Committee.

SECTION 4. The President may appoint, within the administrative year, other special committees as may be desirable for the conduct of the business of the Chapter.

SECTION 5. No committee shall obligate the Chapter or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

SECTION 6. Committees exist for the purpose of implementing the mission, vision, and goals of the Chapter and APWA. While it is expected that the leadership and membership of such committees will be members of the Chapter, the inclusion of non-members in some circumstances may be appropriate. However, the effective control of the committee shall be retained by the Executive Committee.

ARTICLE VIII – AUDIT COMMITTEE

SECTION 1. The President shall annually appoint an Audit Committee consisting of at least three Chapter members who shall examine the financial records and books of the Chapter. The Treasurer shall not be a member of the Audit Committee but shall cooperate fully with the Audit Committee. The second Vice President shall serve as the co-chair of the Committee

SECTION 2. The duties of the Audit Committee shall be to examine the Chapter's financial records in order to meet the requirements of APWA. The duties of the Audit Committee shall include but not be limited to the following: examination of cancelled checks, accounting for numerical sequencing, examining endorsements, reviewing bank statements, and the examination and/or reconciliation of documents supporting disbursements. The Audit Committee shall conduct the annual audit of the Fiscal Year financial documents using a computer package or hard copy format provided by APWA.

ARTICLE IX – MEETINGS

SECTION 1. The Annual Meeting of the Chapter, for the purpose of electing Officers and Directors, shall be held at the Fall meeting of each year, the date and place of which shall be determined by the Executive Committee. The newly elected Officers and Directors will be installed at the December meeting of the Executive Committee. Other General Membership Meetings for the transaction of business of the Chapter may be called by the President upon the President's own volition, upon request by the Executive Committee, or upon the written request of 15 members in good standing of the Chapter. The membership shall be notified at least two weeks in advance of the date and place of the Annual Meeting and of any other General Membership Meetings.

SECTION 2. The Executive Committee shall meet at least four times during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President or at the written request of a majority of the members of the Executive Committee.

SECTION 3. Meetings of the Executive Committee may be conducted in person, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and the statutes of the State of Illinois.

SECTION 4. The Secretary/Treasurer shall formally notify each member of the Executive Committee at least ten (10) days prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such meeting, shall accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

SECTION 5. The Secretary/Treasurer shall formally notify each member of the Executive Committee at least five (5) days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other action to be considered at such meeting, shall accompany the notice of the meeting and no other matters shall be considered at such meeting.

ARTICLE X – QUORUM

SECTION 1 EXECUTIVE COMMITTEE MEETINGS.

A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings. A minimum of twelve (12) members of the Executive Committee shall constitute a quorum to do business.

SECTION 2 GENERAL MEMBERSHIP MEETINGS.

For General Membership meetings of the Chapter involving a formal business agenda, a minimum of five (5) per cent of members, not less than half being non- Executive Committee members, shall constitute a quorum for the transaction of business.

ARTICLE XI – DUES

SECTION 1. Chapter dues are 25% of the American Public Works Association national dues for individual, Public Agency, Corporate and Associate members, for its members in accordance with the "Rules Governing Chapters of the American Public Works Association." The Executive Committee may revise Chapter dues as it deems necessary.

SECTION 2. All dues are payable to APWA annually in advance. Non-payment of dues for a period of one year shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

ARTICLE XII – BRANCHES

SECTION 1. Branches of the New England Chapter may be formed in accordance with the procedures set forth in the “Rules Governing Chapters of the American Public Works Association,” by groups of members representing a region within the territorial limits of the New England Chapter for the purpose of furthering the mission, vision, goals, and objectives of the New England Chapter.

SECTION 2. Any group of 10 or more members of the chapter may petition the Executive Committee to form a branch within the chapter. The Executive Committee may authorize upon approval by the APWA Board of Directors the establishment of such branches by adopting a resolution which provides for its name, jurisdiction, approval of branch bylaws, method of conducting affairs, submission of periodic reports and the appointment of a temporary committee to arrange for an organizational meeting of the branch.

SECTION 3. The officers and all members of the branch shall be members of APWA.

ARTICLE XIII – ELECTION OF OFFICERS

SECTION 1. The President shall appoint a Nominating Committee of at least three (3) members, one of whom shall be the most recent available Past President having current membership in the Chapter and who shall serve as Chair of the Nominating Committee. The Nominating Committee shall report the names of its nominees for each office standing election to the Executive Committee by June 30th. One or more nominations shall be made by the Nominating Committee for each office. No persons serving on the Nominating Committee shall be eligible for nomination except by declaration.

SECTION 2. The Executive Committee shall prescribe the form of ballot, schedule and other details of the election procedure. The annual election shall be held at a time and place of the annual meeting. Additional nominations may be made by members from the floor of the meeting.

SECTION 3. Newly elected Officers and Directors shall assume office at the beginning of the administrative year with the first Vice President elected the previous year becoming President.

SECTION 4. In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Chapter Officers and Directors extended for one full term.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

SECTION 1. The rules of procedure contained in Robert's Rules of Order, Revised, shall govern meetings of the members of the Chapter so far as they are applicable and when not inconsistent with these Bylaws.

ARTICLE XV – AMENDMENTS

SECTION 1. Amendments to these Bylaws may be proposed by petition submitted to the Executive Committee in writing and signed by not less than 15 members or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership after approval by the APWA Board of Directors, at a meeting of the Chapter within one year after the date of their submission or by letter ballot as may be determined by the Executive Committee. Provided, however, that the Executive Committee may, within sixty days after receipt of any amendment proposed by petition, return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it

is presented to the membership. If the proposed amendment is resubmitted in writing and signed by not less than eight members of the original petitioners it shall be presented to the membership after approval by APWA with or without the approval of the Executive Committee. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

SECTION 2. These Bylaws and such amendments as may be made from time to time shall become effective upon approval by the APWA Committee on Bylaws and Rules and adoption by the Chapter.

CERTIFICATION OF BYLAWS

These bylaws were adopted by members of the New England Chapter at a duly called meeting on April 11, 2007 with a quorum present as prescribed by chapter bylaws.

The minutes of this meeting are on file with the chapter secretary and APWA.

President

Secretary/Treasurer

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