

BY-LAWS OF DISTRICT SEVEN (Canada) INSTITUTE OF TRANSPORTATION ENGINEERS

Article I - NAME

1.01 The name of this organization shall be District Seven (Canada), of the Institute of Transportation Engineers Inc., hereafter referred to as the Institute.

Article II - PURPOSE

2.01 District Seven (Canada) shall have as its objectives the following:

- (a) To provide a national forum for transportation engineers in Canada through the development of a strong District;
- (b) To encourage the formation of strong Sections to provide a forum for member activities and to enable members to develop professionally through active participation in Institute affairs;
- (c) To promote member and public awareness of traffic and transportation engineering as a profession;
- (d) To develop technical pre-eminence in transportation engineering in Canada;
- (e) To plan and promote activities of mutual interest with allied professional associations for the purpose of encouraging harmonious relationships between transportation engineers and other professionals who must interface in activities of mutual concern;
- (f) To encourage broader professional development opportunities through education and training of transportation engineers; and
- (g) To engage in any activity on behalf of transportation engineers and the transportation engineering profession.

2.02 District Seven (Canada) shall issue charters to Sections and Student Chapters.

2.03 District Seven (Canada) shall admit to Institute membership qualified applicants in the grade of Associate and shall transfer upon proper application of qualified applicants to the Institute grade of Member.

Article III - MEMBERSHIP

3.01 Any member of the Institute residing in Canada shall be a member of District Seven (Canada), providing the appropriate District dues are paid in full.

Article IV - ADMINISTRATION

- 4.01 District Seven (Canada) policies shall be established by the District Board. Between meetings of the District Board the District Seven (Canada) Executive Committee shall give effect to Board policy and administer the affairs of the District. The District Executive Committee shall consist of the President, Vice-President, Secretary-Treasurer, District Director and Past-President. The District Board shall consist of the Executive Committee, and one Representative from each section.
- 4.02 The duties and responsibilities of the members of the District Board are as follows:
- (a) President – shall be the chief executive officer of the District; shall preside at meetings of the District Executive Committee, District Board and District Annual Meeting; shall appoint chairmen for standing and ad hoc committees; shall liaise with the Section; shall present positions to governmental and other agencies on behalf of the District; and shall present a report to the District Annual Meeting.
 - (b) Vice-President – shall be a member of the District Executive Committee; shall be chairman of the District Technical Committee; representative on the Institute Standing Committee of Department 3, District Technical Activities, and be responsible for the promotion of technical activities and the conduct of technical programs; shall, in the absence of the President, assume the President's responsibilities; and shall present a report to the District Annual Meeting.
 - (c) Secretary-Treasurer – shall be a member of the District Executive Committee; shall prepare and maintain minutes of proceedings at executive Committee Meetings, District Board Meetings and the District Annual Meeting; shall supervise the banking and bookkeeping functions of the District; shall supervise the maintenance of membership record; shall prepare and present a financial statement to the Executive Committee by April 1 for the preceding year; and shall present a report to the District Annual Meeting.
 - (d) District Director – shall be a member of the District Executive Committee and shall represent District Seven (Canada) on the International Board of Direction of the Institute.
 - (e) Past-President – shall be a member of the District Executive Committee.
 - (f) Section Representatives – shall represent their respective Sections at District functions and shall be appointed by their Sections.
- 4.03 Signing officers shall be any two of the members of the Executive Committee.

4.04

- (a) The terms of office for the President, Vice-President, and Secretary-Treasurer shall be effective on the date of and the end of the District Annual Meeting and end on the date of and end of the second subsequent District Annual Meeting.
- (b) Nominations for President, Vice-President, and Secretary-Treasurer and District Director shall be open not later than February 1 and close not later than March 1 of election year. Nominations can also be received by petition from the membership at large, endorsed by five members of the Institute. Written consent to accept office must be received from each person nominated.
- (c) Voting for President, Vice President and Secretary-Treasurer and District Director shall be by ballot mailed to all eligible voters not later than thirty days prior to the District Annual Meeting. Members whose dues are in arrears for more than three months shall not be eligible to vote. No vote will be conducted for offices filled by acclamation.
- (d) All ballots shall be submitted to the Secretary-Treasurer prior to the District Annual Meeting and shall be counted at or before the District Annual Meeting by three tellers appointed by the presiding officer. In the case of a tie vote, the District Board shall select the successful candidate.
- (e) Should the office of President, Vice-President, Secretary-Treasurer and/or District Director become vacant before the term expires, the District Board shall appoint a temporary officer for the unexpired term.
- (f) The District Director shall be elected and shall serve in accordance with the By-Laws of the Institute.
- (g) If Federal law and Institute policy permits, the District Board shall establish procedures for electronic elections in the District.

Article V - DISTRICT ANNUAL MEETING

- 5.01 The District Annual Meeting shall be the Annual Business Meeting in the years when the International Meeting is held in Canada and the Annual Business Meeting and Conference otherwise.
- 5.02 The District Board shall call an annual meeting of the District membership.
- 5.03 The location and date of the District Annual Meeting shall be decided by the District Board and announced one year in advance.

- 5.04 The District shall be financially responsible for the District Annual Meeting. Profits or losses, which result from the District Annual Meeting, shall accrue to the District.
- 5.05 The District Board shall confirm the appointment of the District Annual Meeting Chairman.

Article VI - DUTIES OF DISTRICT BOARD

- 6.01 The District Board shall establish District policies and procedures.
- 6.02 Names and addresses of all elected officers of the District and the dates on which the terms of each begins and expires shall be reported in writing to Institute headquarters within 30 days after election.
- 6.03 The District Board shall establish annual dues, fees, and special assessments.

Article VII - COMMITTEES

- 7.01 Standing Committees of District Seven (Canada) and their purpose shall be as follows:
- (a) Policy and Legislation – to review the policies of the Institute for application in Canada; to develop national policies; and to present a report to the District board.
 - (b) District Annual Meeting – to plan and conduct the District Annual Meeting and to publish the proceedings of the District Annual Meeting.
 - (c) District Conference – to obtain data on past conferences and act as a clearing house; to administer paper and presentation guidelines; to advise Sections on organizing the conference; and to approve conference format and financing.
 - (d) Membership – to receive, evaluate and approve or reject applications to the grade of Associate and transfers to the grade of Member in the Institute.
 - (e) Nominations and Elections – to call for nominations and add candidates as required for the offices of President, Vice-President, Secretary-Treasurer and District Director and to preside over the election of District Officers. The Chairman of the Nominations and Election Committee shall be appointed by the District Board at the Annual District Board Meeting held in the year prior to the elections.
 - (f) Publications – to develop a public relations package for distribution to members, allied professions, allied organizations and the general public by preparing and maintaining an inventory of publications and information

available from the Institute and by modifying such material for use in Canada.

- (g) Technical – to develop technical programs in accordance with the objectives of the Institute.

Article VIII - PARLIAMENTARY AUTHORITY

8.01 The rules contained in the current edition of “Robert’s Rule of Order Newly Revised” shall govern the District in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and the District Charter.

Article IX - AMENDMENT OF BY-LAWS

9.01 These By-Laws may be amended on the recommendation of the District Board by a two-thirds majority of ballots received.

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