



OPERATING MANUAL

2013-2014



OPERATING MANUAL

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MISSION STATEMENT

BEAVER STATE CHAPTER 3

The mission of Chapter 3 is to promote and encourage professional growth in all disciplines of right-of-way through

- Educational opportunities
- Ethical standards
- The SR/WA professional designation
- Increased recognition of the benefits and resources of the organization
- Positive participation at the Chapter, Region, and International levels

Programs and activities will be designed to serve the needs of employers, the community, and the individual chapter members.



PART 1 – CHAPTER BYLAWS, POLICY & PROCEDURE

BYLAWS
BEAVER STATE CHAPTER NO. 3
INTERNATIONAL RIGHT OF WAY ASSOCIATION

ARTICLE 1 – GENERAL

Section 1. The name of this Chapter shall be Beaver State Chapter 3, International Right of Way Association.

Section 2. This Chapter is a chapter of the International Right of Way Association, a corporation formed under the laws of the State of California, and all of its rights and powers are subject to the laws of said State, the Articles of Incorporation of said Association, and the Bylaws, Rules and Regulations of said Association, including the requirement that all bylaws and amendments thereto are not effective until their approval by the International Board of Directors of said International Right of Way Association.

Section 3. The members of this Chapter must conduct themselves in such a manner as to reflect the honesty and integrity of the International Right of Way Association, and they shall be bound by the Code of Ethics and rules of professional conduct of said Association. A member may be suspended or expelled from this Chapter and from said Association on such grounds and in the manner provided for in the International Bylaws of the International Right of Way Association.

Section 4. This Association, being non-political, non-partisan, and non-sectarian, the members shall not present themselves as representatives of the Association with respect to any religious or political activity without the specific approval of the International Executive Committee. In any presentation wherein members are in any way identified as members of the Association, said members shall specifically indicate that the opinions expressed represent their opinions as individuals and are not intended to reflect policy positions of the Association or this Chapter.

Section 5. The administrative year of this Chapter shall be from July 1 to June 30.

ARTICLE II – MEMBERSHIP

Section 1. The classes of membership in the Chapter and the requirement for such membership shall be those established in the Bylaws of the International Right of Way Association.

ARTICLE III – MEETINGS

Section 1. Regular meetings of this Chapter shall be held at the time and place designated by the President. Regular meeting shall be held at least four (4) times each calendar year at intervals not less than 28 days apart. A scheduled regular meeting, except the annual meeting, may be postponed by the President with the concurrence of a majority of the Chapter Executive Board.

Section 2. An annual meeting of the members of this Chapter shall be held prior to the 15th day of May of each year. Annual reports of all officers and committees will be presented at that time. Chapter officers, including International Directors, shall be elected at said meeting, and such other business as may be presented may be conducted.

Section 3. Special meeting may be called at any time by the President and shall be called upon receipt of a written request signed by four (4) members of the Chapter Executive Board or by ten (10) active members of the Chapter.

Section 4. Notice of all meetings shall be given to the active members in writing or via electronically transmitted communications at least five days prior to such meeting or by telephone at least one day prior to such meeting.

Section 5. Seven active members or 10% of the active members, whichever is a larger number, shall constitute a quorum.

Section 6. Meetings of the Chapter as described in the above in this Article, other than the annual meeting, may be held and business may be conducted by electronic means. This includes regular member meetings, special meetings, and executive board meetings.

ARTICLE IV – OFFICERS

Section 1. The officers of this Chapter shall be a President, President-Elect, Vice President, Secretary, and Treasurer, together with such other officers as may be appointed by the President with the concurrence of the Executive Board.

In addition to the officers listed above, there shall be elected each year from the active membership of the Chapter, one member to serve as a member of the International Board of Directors of the International Right of Way Association. Said International Director shall be elected for a two-year term so as to comply with the International Bylaws providing for two directors from each Chapter. The International Directors for a new Chapter shall initially be elected in the manner prescribe in the International Bylaws.

Section 2. Except for officers appointed by the President as provided in Section 1 of this Article, all officers, except the President, shall be elected by ballot from the active membership of this Chapter; the officers so elected and appointed shall serve for one year beginning the following July 1st or until their successors are duly elected or appointed and installed. The President-Elect shall automatically assume the office of President the following year.

Section 3. If the office of International Director shall become vacant, the Chapter, at an election scheduled for and held at the next regular meeting of the Chapter following the date the vacancy occurs shall elect a Director to hold the office during the unexpired term. If the Chapter fails to elect a new Director and to certify such election to the International Secretary prior to the next meeting of the International Board of Directors, the International Board of Directors, by a majority vote of those Directors in attendance, shall elect from the membership of the Chapter a Director who shall hold office for the balance of the unexpired term.

If the office of President shall become vacant, the President-Elect shall immediately succeed to the duties and office of the President for the balance of the unexpired term. In such event, the President-Elect shall serve again as President. In the event of a vacancy in any other office except the offices of President Elect or International Director, said office shall be filled by the President from the active members of the Chapter with the concurrence of the Chapter Executive Board.

Section 4. No officer may be re-elected to the same office until two (2) years have elapsed following the end of the term of office; provided, however, that said limitation shall not apply to the Secretary or the Treasurer, who shall be eligible to succeed for the additional term.

Section 5. The officers of this organization shall perform the duties as hereinafter set forth.

- A. International Directors.** The International Directors shall act as liaison between the International and Chapter structures of the Association working in close cooperation with the Regional Chairman and Vice Chairman. They shall inform the Chapter Executive Board of all actions and activities occurring at meetings of the International Board of Directors and of such other matters as may come to their attention.

- B. President.** The President shall be the Chief Executive Officer of the Chapter and ex-officio member of all committees and shall, subject to the control of the Executive Board, have general supervision, direction, and control of the business and officers of the Chapter. The President shall preside at all meetings of the Chapter and of the Executive Board, and shall have the general powers and duties usually vested in the office of President, and such other powers and duties as may be prescribed by the Bylaws of the Association, this Chapter, or the Chapter Executive Board.
- C. President-Elect.** The President-Elect shall have the general powers and duties of a Vice President; shall act as President in the case of the absence or disability of the President; shall advise and assist the President when called on to do so; and shall perform such other duties as may be required by the Executive Board. In case of disability or absence of the President, the President-Elect shall be an ex-officio member of all standing committees. In case the office of President becomes vacant, the President Elect shall become President.
- D. Vice President.** The Vice President shall advise and assist the President when called on to do so and shall perform such other duties as may be required by the Executive Board.
- E. Secretary.** The Secretary shall keep a book of minutes of all of the meetings of the Chapter and the Executive Board; shall carry on all correspondence of the Chapter; and shall perform such other duties as may be required by the Executive Board.
- F. Treasurer.** The Treasurer shall receive all the funds of the Chapter and keep a proper record thereof; shall deposit them in a convenient responsible bank; and shall disburse them only upon receipt of proper authority from the Executive Board. The Treasurer shall provide financial reports as required by the IRWA Headquarters in a timely fashion. The Treasurer shall perform such other duties as are delegated to that officer by the Executive Board.

Section 6. Removal of elected officers. Any elected officer may be removed from office by the body electing such officer if (a) the officer ceases to be a member in good standing of the Association; (b) the officer is suspended or expelled from membership in the Association; (c) The Executive Board issues a complaint that the officer refused to properly perform the duties of the office; or (d) if, in the opinion of the Executive Board, the officer becomes physically or mentally incapable, such that said officer cannot properly perform the duties of the office. Any such removal shall be performed by an affirmative vote of the active members present after notice of such proposed action has been submitted in writing at a previous regular or special meeting, or a copy thereof sent by mail to the active members of Chapter at least 10 days prior to the meeting.

ARTICLE V – BOARDS AND COMMITTEES

Section 1. Executive Board. The elected Chapter officers, the immediate past president, the International Directors, and the Committee Chairs shall constitute the Executive Board of this Chapter. The Executive Board shall have the power and duty to conduct and direct all the business and affairs of the Chapter. A majority of the Executive Board constitutes a quorum.

Section 2. There shall be in this Chapter, certain standing committees as provided in this Article. Unless specifically provided otherwise herein, the Chairperson and members of each standing committee shall be appointed by the President immediately after taking office. They shall be appointed from the active members of the Chapter to serve at the pleasure of the President. The President, or in case of the disability or absence of the President, the President Elect, shall be an ex-officio member of each standing committee.

Section 3. Committee on Nominations and Elections. A Committee on Nominations and Elections shall be appointed by the President not later than the end of the seventh month of the administrative year and shall consist of a Chairperson and at least three members. This committee shall present and

recommend a slate of officers to the membership for their consideration not later than the ninth month of the administrative year.

Section 4. Professional Development Committee. There shall be in this Chapter a Professional Development Committee consisting of three (3) members, each of whom shall be elected for a 3-year term at the same time and in the same manner as the officers of this Chapter are elected. If a vacancy occurs on this committee during the term for which the member was elected, such vacancy will be filled by appointment by the President for a period not to exceed one (1) year. The remaining portion of the term for which the member was elected shall be filled by election at the next regular election of officers.

All members of said Chapter Professional Development Committee must have attained the designation of Senior Member – International Right of Way Association and the other members of the PDC, if not designated Senior Member, should be an SR/WA Candidate or possess in IRWA Discipline Certification whenever possible.

Section 5. Education Committee. There shall be in this Chapter an Education Committee, consisting of (3 or a multiple of 3) members, each to be appointed by the President for a three-year term; provided however, that at the time of the initial appointment of the membership of said committee, that one-third of said members shall be appointed for a one-year term, one-third for a two year term, and remaining one-third for a full three year term.

Section 6. There shall be in this Chapter such standing or ad hoc committees as the Executive Board shall from time to time determine to be necessary, provided, however, that there shall be established standing committees to correspond to each International Committee designated for Chapter counterparts by the International Board of Directors or the International Executive Committee.

The Chair of each standing committee shall be appointed by the President of the Chapter immediately after assuming office. The committee members shall be appointed by the Chair with due regard for the wishes of the President. They shall be appointed from the active members of the Chapter to serve at the pleasure of the President.

ARTICLE VI – DUES

In addition to the basic dues established by the International Board of Directors of the Association, this Chapter shall make assessments as shown below:

Section 1. Annual dues of active member of this Chapter shall be such sum as is provided by the International Bylaws of this Association as and for the annual per capita assessment plus the sum for Chapter dues which may from time to time be established by the Executive Board.

Section 2. In addition to the dues required herein, all applications for new active membership shall be accompanied by an application fee which may be established by the International Executive Committee.

Section 3. Annual dues of Associate Members of this Chapter shall be an amount which may be established by the Executive Board.

Section 4. Annual dues of Retired members, with magazine, of this Chapter, shall be an amount established by the Executive Board.

Section 5. Annual dues of Retired Members, without magazine, of this Chapter, shall be an amount established by the Executive Board.

ARTICLE VII – RULES OF ORDER

Except as otherwise provided for in these Bylaws, the most current version of "Roberts Rules of Order," are hereby adopted as the rules of the procedure and conduct of all meetings of this Chapter and of its Executive Board and Committees.

ARTICLE VIII – AMENDMENTS

Section 1. These Bylaws may be repealed, amended or new Bylaws adopted at any regular meeting of the Chapter by an affirmative two-thirds (2/3) vote of the active members present after the same has been submitted in writing and read at a previous regular meeting or a copy thereof sent by mail to the active members of the Chapter at least 10 days prior to the meeting. Said action by the Chapter shall not become effective until approved by the International Executive Committee or its designee.

APPROVED BY CHAPTER November 8, 2013

APPROVED BY INTERNATIONAL By Eric Finn 9/24/13

RE: Chapter 3 ByLaws

Eric Finn <efinn@barristonlaw.com>

Tue 9/24/2013 8:09 AM

To: Leslie Finnigan <lfinnigan@ufsww.com>;

Leslie

I can now approve the amendments.

Thanks.

Eric

From: Leslie Finnigan [mailto:lfinnigan@ufsww.com]

Sent: September-23-13 7:58 PM

To: Eric Finn

Subject: Chapter 3 ByLaws

Eric, I made the changes you suggested last week and have attached the clean copy for your review and approval.

Thanks for all of you help.

Leslie

Leslie Finnigan, SRWA
Western Regional Manager



1600 Sacramento Inn Way, Suite 216
Sacramento, CA 95815
916-564-9980
503-709-1916 (cell phone)

POLICIES, RESOLUTIONS, AND OPERATING PROCEDURES

Resolutions

15-4-10 The Chapter's annual dues assessment shall be as follows:

- 1) Active Members \$25.00. In addition to the dues, all applications for active membership shall be accompanied by an initiation fee of \$10.00.
- 2) Annual dues for Associate Members of this Chapter shall be \$25.00.
- 3) Annual dues for Retired Members shall be \$5.00.

96-1-13(4) Affirmed rules regarding Monthly Jackpot Drawing: goals are to increase meeting attendance and insure that reservations are made. Only members are eligible. The name drawn must be present and have made reservations in order to win. If the name of a qualifying individual is the first drawn, that person wins the monetary jackpot. If the first name drawn does not qualify, the drawing continues until a qualified name is drawn. That person receives a coupon for a free lunch at a subsequent chapter meeting. When monetary jackpot is won, the amount available drops to \$25 and increases by \$25 a month until won. The names of winners/losers shall be prominently displayed on Page 1 of BeaverTales.

96-4-14(1) The Chapter will subsidize the year-end Past President's Night in an amount voted on at a regular board meeting. The Chapter shall pay for the dinner of any Past President and one guest when that Past President is no longer a chapter member.

96-10-13 Since Associate Members pay the full amount of Chapter dues, they are eligible to have their name entered for the Monthly Jackpot Drawing. The same rules for winning apply, however — must be present and must have made a reservation.

85-2-8 The Chapter shall provide a free meal for Program Speakers.

84-12-7(2) The Chapter shall provide and present a plaque to the Chapter's Right of Way Professional of the Year and the Chapter Employer of Year each year these awards are given.

84-12-7(1) The Chapter shall provide a free lunch at the next regularly scheduled Chapter luncheon meeting to each new member after their notification of acceptance as a member of the Chapter.

84-10-12 The Chapter may reimburse members for registration and book fees upon successful completion of Instructor's Clinic upon Board approval

77-9-9 SRWA candidates may be reimbursed up to \$100 for successfully completing the SR/WA examination within six months from notification of their success from Headquarters.

Policy for Video Equipment

Purpose: To provide education and training for the members of Chapter 3, IRWA, to help promote and advance our professions, and to support our Code of Ethics, particularly Item 2 which states, "To add to the knowledge of our profession by constant study and to share the lessons of our experience with our fellow members."

The guidelines of this policy are intended to protect the interest of the Chapter's investment in the video equipment, as well as to advance the image, public awareness, and ideals of our Chapter and the IRWA.

Authorized uses are:

- IRWA Meetings
- IRWA Courses

Outside Chapter Use:

- Chapter Seminars Sponsoring Agencies
- International Educ. classes

BUDGET & ACCOUNTING POLICY

One of the purposes of IRWA Chapter 3's budget is to assist in the development of Chapter policy. The budget process allows for Board approval allocating resources to those programs which further the mission and goals agreed upon by the Board.

IRWA Chapter 3's budget cycle is yearly, running from July 1 through June 30th each year.

Those committees set out in the Guidelines below are required to submit a yearly budget. The Chapter's Line Item/Category budget format allows for an accounting of revenues and expenditures by code numbers and sub-code numbers assigned for those committees. The list of approved code numbers, sub-code numbers, and headings is attached. – This section to be reviewed by Advisory Council and the Treasurer at a later date along with accounting codes – what is necessary for tracking budgets.

Once the annual budget is approved by the Board, each committee chair is authorized to spend those funds set out in their portion of the approved budget. Any committee whose expenses exceed the approved committee budget must gain Board approval for individual expenditures prior to committing to that expenditure and prior to payment.

Any items of expenditure outside the approved budget require individual Board approval.

Expenses incurred must be submitted within 6 months of the occurrence otherwise they will not be reimbursed.

Budget Item Guidelines

Committee budgets are required for the following committees:

Advisory Council
Asset Management

Education
Environmental
Local Public Agency
Meeting Coordinator
Membership
Newsletter
Nominations & Election Committee
Professional Development
Relocation
Survey
Transportation
Utilities/Pipeline
Valuation

If one of these committees anticipates no income or expense during the year, a budget must still be submitted (show zero for each).

Officer's/Directors' expenses shall be itemized under the Postage, Travel, and Miscellaneous accounts.

Before developing the travel budget for the International Directors, each regularly-elected Director shall be polled to determine whether they:

1. Are able to attend the International Educational Conference, and
2. Will receive employer reimbursement for said attendance.

The budgets for the Conference, and the Spring and Fall Forum Travel Expenses shall be calculated individually, by location, and shall be limited to reimbursement for transportation, registration, lodging cost (single room) at host facility room rates, and meals. Transportation reimbursement shall be in an amount which does not exceed the lowest published air fare in effect at least 60 days prior to departure without prior approval from the Executive Board.. Lodging reimbursement shall not exceed 125% of the single-room lodging costs at the host facility and shall not apply to arrivals more than one day before the seminar/forum or departures more than one day following the seminar/forum end.

Meals will be reimbursed, including tips, on a daily basis not to exceed \$75 per day per traveler without documentation. Individual meal reimbursements will be \$15 for Breakfast, \$25 for Lunch and \$35 for Dinner. Per diem will be reduced accordingly when the IRWA provides one or more meals as part of a planned meeting or event. Exceptions for which reimbursement is claimed shall be submitted to the Board for consideration. Travel for family members is not reimbursable and shall not be included in the budget. Travel to secondary destinations is not reimbursable and shall not be included in the budget. Lodging cost beyond the forum dates is not reimbursable and shall not be included in the budget.

Miscellaneous account shall be used for flowers, cards, and unanticipated expenses voted on by the board.

Advisory Council budget shall include, but not be limited to:

Cost of reproducing Chapter Manual and related documents

Cost of special meetings

Meeting Coordinator budget shall include, but not be limited to:

Monthly Attendance Drawing (free lunches)

Monthly Attendance Drawing (cash jackpot)

Entertainment

Speakers' meals

Refreshments for Board meetings

Membership budget shall include, but not be limited to:

Rebate from Headquarters for billed memberships

New members' free luncheon

Potential New Member Drawing (free lunch)

Membership pin cost

Newsletter budget shall include, but not be limited to:

Photography expense

Income from advertising

Professional Development budget shall include, but not be limited to:

Chapter rebate for each new SR/WA

SR/WA promotion

SR/WA review courses, including instructors' fees and facility expenses

Education budget shall be based on courses scheduled for the coming year.

Contribution budget shall show separately itemized contributions to special funds/programs.

Year-End Audit

It is the Treasurer's responsibility to balance the books immediately following the end of the fiscal year and submit the books and supporting documentation to the Board, who will perform the audit and pass the books on to the new Treasurer.

All checks exceeding \$600 must have two signatures. If that is not feasible, then the Chapter President

must approve the issuance of such checks in writing, based on his/her review of supporting documents, and Chapter Treasurer signs it. Monthly financial documents, monthly bank reconciliations, and the financial package proved to Headquarters for the preparation of Group Return must be signed by the Chapter President and Treasurer.

All Chapter transactions must be recorded within two weeks of transaction dates.

Chapter presidents must log into QuickBooks Online (QBO) periodically, but not less than once a month to review chapter transactions for reasonableness, timeliness and completeness. They must keep a note of their review; including dates, questions asked of the Chapter Treasurer, and responses received. Chapter Presidents must inform their board of any significant non-compliance or apparent weakness in their chapters' procedures and processes.

Chapter is prohibited from obtaining credit card(s) for their chapters per IRWA Headquarters directive.

Beaver State Chapter 3 Treasurer's Account Numbers and Headings

01.0 Int-MscInc Interest/Misc. Income

- 01.0 Int-MscInc:1.1 Ckg Int Checking Interest
- 01.0 Int-MscInc:1.2 Int-MM-CD Money Market/CD Interest
- 01.0 Int-MscInc:1.4 MiscIncome Misc. Income

02.0 MiscExp Misc. Exp.

- 02.0 MiscExp:2.1 PresExp President's Expense
- 02.0 MiscExp:2.2 SecyExp Secretary's Expense
- 02.0 MiscExp:2.3 TreasExp Treasurer's Expense
- 02.0 MiscExp:2.4 TechComEx Technical Comm. Exp.
- 02.0 MiscExp:2.5 Flow Cards Flowers & Cards
- 02.0 MiscExp:2.6 SoOrGrp So. Oregon Group
- 02.0 MiscExp:2.7 BnkChg Bank Charges
- 02.0 MiscExp:2.8 MiscExp Miscellaneous Expense
- 02.0 MiscExp:2.9 AdvisExp Advisory Committee

03.0 NwsltrInc Newsletter Income

- 03.0 NwsltrInc:3.1 AdRects Advertising Receipts
- 03.0 NwsltrInc:3.2 Retirees Retiree subscriptions

04.0 Nwsltr Exp Newsletter Expense

- 04.0 Nwsltr Exp:4.1 NwsltrPrint Newsletter Printing
- 04.0 Nwsltr Exp:4.2 NwsltrMail Newsletter Mailing
- 04.0 Nwsltr Exp:4.3 NwsltrMisc Newsletter Misc.

05.0 MeetingRec Luncheon Receipts

06.0 MeetingExp Luncheon/Dinner Expenses

- 06.0 MeetingExp:6.1 AttendDwg Drawing (Attendance Jackpot)
- 06.0 MeetingExp:6.2 SpkrEntMeal Speaker/Entertainment Meals
- 06.0 MeetingExp:6.3 BoardMtgs Board Meetings
- 06.0 MeetingExp:6.4 SpkrEntFees Speaker/Entertainment Fees
- 06.0 MeetingExp:6.5 MealExp Meal Costs
- 06.0 MeetingExp:6.6 NwMbrDwg rawing (Bring Pot New Mbr)
- 06.0 MeetingExp:6.7 BeaverBucks
- 06.0 MeetingExp:6.8 PastPres free December meals for inacti

07.0 Mbrsp Rec Membership Income

- 07.0 Mbrsp Rec:7.1 HQ Rebate HQ Rebate
- 07.0 Mbrsp Rec:7.2 MbrspRec Chapter Receipts

08.0 MbrshpExp Membership Expenses

- 08.0 MbrshpExp:8.1 HQ Billing HQ Billing
- 08.0 MbrshpExp:8.2 Badges
- 08.0 MbrshpExp:8.3 PromBossB Promotion/Bosses Brkfst
- 08.0 MbrshpExp:8.4 RosterPrint Roster Printing
- 08.0 MbrshpExp:8.5 Surveys Surveys
- 08.0 MbrshpExp:8.6 NewMbrLnch New Mrb Free Lunch
- 08.0 MbrshpExp:8.7 PinsCertif
- 08.0 MbrshpExp:8.8 Misc
- 08.0 MbrshpExp:8.9 Website All website expenses

09.0 AwardsEx Awards Expenses

10.0 SumEvRec Summer Event Receipts

11.0 SumEvExp Summer Event Expense

12.0 PDCRects PDC Receipts

12.0 PDCRects:12.1 ExamFee

12.0 PDCRects:12.2 HQ Rebate

13.0 PDCExp

13.0 PDCExp:13.1 Promo

13.0 PDCExp:13.2 FreeMealSR

13.0 PDCExp:13.3 ExamPrep

13.0 PDCExp:13.4 ExamRef

13.0 PDCExp:13.5 Misc

13.0 PDCExp:13.6 ExamPayHQ

13.0 PDCExp:13.7 StdyGd purchase a study guide

13.0 PDCExp:13.8 CerAp Certif Appl Ref

14.0 TravelExp Travel Expense

14.0 TravelExp:14.1 PresForum President Spring/Fall Forum

14.0 TravelExp:14.2 PrElForum President-Elect Forum

14.0 TravelExp:14.3 AtLgeForum Additional Spring/Fall Forum

14.0 TravelExp:14.4 BdDir irectors to Bd Mtg

14.0 TravelExp:14.5 PDC Sp/Fall

14.0 TravelExp:14.6 Misc Miscellaneous travel expenses

15.0 Contribut Contributions

15.0 Contribut:15.1 RegPerCap Region Per Capita Assess.

15.0 Contribut:15.2 Educ Found Education Fund

15.0 Contribut:15.3 SemAuctDon Seminar Auction Gift

15.0 Contribut:15.4 Int'lSemin Int'l Seminar

15.0 Contribut:15.5 Misc Miscellaneous

15.0 Contribut:15.6 RegTravFnd Regional Travel Fund

15.0 Contribut:15.7 RegNewsltr Regional Newsletter

16.0 Postage Postage

16.0 Postage:16.1 Post Pres President

16.0 Postage:16.2 PostPresEl President-Elect

16.0 Postage:16.3 Post PDC PDC

16.0 Postage:16.4 Post Secy Secretary

16.0 Postage:16.5 Post Treas Treasurer

16.0 Postage:16.6 Post Mbrsp Membership

16.0 Postage:16.7 Post Misc Miscellaneous

17.0 SeminRect Seminar Receipts

17.0 SeminRect:1993 Seminar
17.0 SeminRect:1994 Seminar
17.0 SeminRect:1995 Seminar
17.0 SeminRect:1996 Seminar
17.0 SeminRect:1997 Seminar
17.0 SeminRect:1998 Seminar
17.0 SeminRect:1999 Seminar 11/4-5/99
17.0 SeminRect:2000 Seminar 10/28-29/00
17.0 SeminRect:2001 Seminar
17.0 SeminRect:2002 Seminar
17.0 SeminRect:2003 Seminar

18.0 SeminarExp Seminar Expense

18.0 SeminarExp:1993 Seminar
18.0 SeminarExp:1994 Seminar
18.0 SeminarExp:1995 Seminar
18.0 SeminarExp:1996 Seminar
18.0 SeminarExp:1997 Seminar
18.0 SeminarExp:1998 Seminar
18.0 SeminarExp:1999 Seminar 11/4-5/99
18.0 SeminarExp:2000 Seminar 10/28-29/00
18.0 SeminarExp:2001 Seminar
18.0 SeminarExp:2002 Seminar
18.0 SeminarExp:2003 Seminar

19.0 Educ Education Committee Receipts

19.0 Educ:100 Principles of Land Acq
19.0 Educ:100:1998 7/6-10/98
19.0 Educ:100:1999 9/27-30/99
19.0 Educ:100:2000 1/24-27/00
19.0 Educ:100:2001 1/22-25/01
19.0 Educ:101
19.0 Educ:101:1992 Dates:
19.0 Educ:101:1993 9/13-17;10/11-15/93
19.0 Educ:101:1994 Dates
19.0 Educ:101:1995 Dates:
19.0 Educ:101:1996 Dates
19.0 Educ:101:1997 A 10/20-22/97
19.0 Educ:101:1997 E 9/22-24/97
19.0 Educ:101:1997 L 9/25-26/97
19.0 Educ:101:1997 N 10/23-24/97
19.0 Educ:101:1998 AN 10/19-23/98
19.0 Educ:101:1998 EL 9/21-25/98
19.0 Educ:101 AN Appraisal & Negotiation
19.0 Educ:101 AN:1998 10/19-23/98
19.0 Educ:101 AN:1999 10/18-22/99
19.0 Educ:101 EL Engineering & Law
19.0 Educ:101 EL:1998 9/21-25/98
19.0 Educ:101 EL:1999 9/20-24/99
19.0 Educ:103 Ethics
19.0 Educ:103 Ethics:1993 9/10/93
19.0 Educ:103 Ethics:1998 4/20/98
19.0 Educ:103 Ethics:2000 8/11/00

19.0 Educ:104 StdsofPrac Standards of Practice
 19.0 Educ:104 StdsofPrac:1995 Dates:
 19.0 Educ:104 StdsofPrac:2001-1 3/20/01
 19.0 Educ:104 StdsofPrac:2001-2 11/14/01
 19.0 Educ:200
 19.0 Educ:200:2000 2/24-25/00
 19.0 Educ:200:2001 2/26-27/01
 19.0 Educ:201 Commun
 19.0 Educ:201 Commun:1994 Dates
 19.0 Educ:201 Commun:1997 get dates
 19.0 Educ:201 Commun:1999 7/21-23/99
 19.0 Educ:201 Commun:2001 5/9-11/01
 19.0 Educ:202 InterpRel
 19.0 Educ:202 InterpRel:1998 5/27-29/98
 19.0 Educ:204 GroupComm Group Communication
 19.0 Educ:204 GroupComm:1993 2/3-5/93
 19.0 Educ:205 BargNeg Bargaining Negotiations
 19.0 Educ:205 BargNeg:1993 10/7-8/93
 19.0 Educ:205 BargNeg:1999 4/15-16/99
 19.0 Educ:205 BargNeg:2001 5/21-22/01
 19.0 Educ:206 PresentSkil Presentation Skills
 19.0 Educ:206 PresentSkil:1993 8/5-6/93Cancelled
 19.0 Educ:207 Practical Negotiations Fed Funded
 19.0 Educ:207:2000 9/11-12/00
 19.0 Educ:211 WritComm Effective Written Communicatio
 19.0 Educ:211 WritComm:1993 Dates
 19.0 Educ:211 WritComm:1997 get dates
 19.0 Educ:211 WritComm:2001 3/19/01
 19.0 Educ:212 CreProbSolv Creative Group Problem Solving
 19.0 Educ:213 ConflictMan Conflict Management
 19.0 Educ:213 ConflictMan:1999 6/11/99
 19.0 Educ:214 ExpTestim Skills of Expert Testimony
 19.0 Educ:214 ExpTestim:1998 11/20/98
 19.0 Educ:301 LeaderSkill Leadership Skills
 19.0 Educ:302 TeamBuild Team Building
 19.0 Educ:400 UnifStand Uniform Standards
 19.0 Educ:400 UnifStand:2000 5/22-23/2000
 19.0 Educ:400 UnifStand:2001 9/17-18/01
 19.0 Educ:401 ApprPartAcq Appraisal of Partial Acquisiti
 19.0 Educ:401 ApprPartAcq:1993 3/22-27/93
 19.0 Educ:401 ApprPartAcq:1998 9/7-11/98
 19.0 Educ:401 ApprPartAcq:2001 3/12-16/01
 19.0 Educ:402 IncomeAppr Intro to Income Approach
 19.0 Educ:402 IncomeAppr:1993 5/20/93
 19.0 Educ:402 IncomeAppr:1996 9/5/96
 19.0 Educ:403 EsmtValuat Easement Valuation
 19.0 Educ:403 EsmtValuat:1993 5/21/93
 19.0 Educ:403 EsmtValuat:1996 9/6/96
 19.0 Educ:403 EsmtValuat:2000 11/13/00
 19.0 Educ:404 AprslTheory Appraisal Theory & Principles
 19.0 Educ:404 AprslTheory:1994 Dates:
 19.0 Educ:404 AprslTheory:1997 eed dates
 19.0 Educ:404 AprslTheory:1999 9/13-17/99
 19.0 Educ:405 ApReptPrep Prep Narrative Appr Report
 19.0 Educ:405 ApReptPrep:1997 get dates
 19.0 Educ:405 ApReptPrep:1998 4/26-5/1/98 HQ

19.0 Educ:406
 19.0 Educ:406:2001 5/14-15/01
 19.0 Educ:407 ValueContam Valuation of Contamin Properti
 19.0 Educ:407 ValueContam:1994 Dates:
 19.0 Educ:407 ValueContam:1997 3/2/97
 19.0 Educ:407 ValueContam:2000 11/14/00
 19.0 Educ:500 Unif Act Exec Summary
 19.0 Educ:500:1996 10/3/96
 19.0 Educ:500:1998 10/2/98
 19.0 Educ:500:2001 2/7/01
 19.0 Educ:501 ReloAssist Relocation Assistance
 19.0 Educ:501 ReloAssist:1993 4/14-16/93
 19.0 Educ:501 ReloAssist:1996
 19.0 Educ:501 ReloAssist:1999 5/5-7/99
 19.0 Educ:501 ReloAssist:2001 1/10-12/01
 19.0 Educ:502 BusRelo Business Relocation
 19.0 Educ:502 BusRelo:1999 7/15-16/99
 19.0 Educ:502 BusRelo:2001 2/8-9/01
 19.0 Educ:503 Mobile Home Relocation
 19.0 Educ:503:2000 3/8/00
 19.0 Educ:504 Computing Repl Hsg Pmts
 19.0 Educ:504:2000 3/9/00
 19.0 Educ:505 Advanced Relo Assist
 19.0 Educ:505:2000 3/10/00
 19.0 Educ:600 EnvAware Environmental Awareness
 19.0 Educ:600 EnvAware:1993 4/1/93
 19.0 Educ:600 EnvAware:1998 6/5/98 Cancelled
 19.0 Educ:602 ProjDevEnv Project Develop & Environmenta
 19.0 Educ:602 ProjDevEnv:2001 10/10-11/01
 19.0 Educ:603 EnvironCont Understanding Environmental Co
 19.0 Educ:603 EnvironCont:1993 4/1/93
 19.0 Educ:603 EnvironCont:1997
 19.0 Educ:700 PropMgtIntr Intro to Property Management
 19.0 Educ:700 PropMgtIntr:1997 4/14-15/97
 19.0 Educ:700 PropMgtIntr:1998 6/11-12/98 Cancelled
 19.0 Educ:700 PropMgtIntr:2001-1 4/16-17/01 Cancelled
 19.0 Educ:700 PropMgtIntr:2001-2 8/16-17/01
 19.0 Educ:701 PropMgtLeas Property Management: Leasing
 19.0 Educ:701 PropMgtLeas:1992 Dates
 19.0 Educ:701 PropMgtLeas:1994 Dates
 19.0 Educ:701 PropMgtLeas:1997 Dates
 19.0 Educ:701 PropMgtLeas:1998 10/8-9/98 Cancelled
 19.0 Educ:701 PropMgtLeas:1999 3/11-12/99
 19.0 Educ:703 PropAssMgt Real Property Asset Mgt
 19.0 Educ:703 PropAssMgt:1999 6/4/99
 19.0 Educ:800 Prin of R/E Law
 19.0 Educ:800:2000 7/24-25/00
 19.0 Educ:800:2001 10/22-23/01
 19.0 Educ:801 LandTitles Land Titles
 19.0 Educ:801 LandTitles:1994 Dates
 19.0 Educ:801 LandTitles:1996 8/12-13/96
 19.0 Educ:801 LandTitles:1997 10/14-15/97
 19.0 Educ:801 LandTitles:1999 10/13-14/99
 19.0 Educ:802 LegalAspEsm Legal Aspects of Easements
 19.0 Educ:802 LegalAspEsm:1992 Dates
 19.0 Educ:802 LegalAspEsm:1994 Dates

19.0 Educ:802 LegalAspEsm:1997 10/16/97
 19.0 Educ:802 LegalAspEsm:1999 10/15/99
 19.0 Educ:803 EmDom Emin. Dom. Law
 19.0 Educ:803 EmDom:1998 5/21-22/98
 19.0 Educ:900 Prin of Engineering
 19.0 Educ:900:2000 7/13-14/00
 19.0 Educ:900:2001 9/10-11/01
 19.0 Educ:901 EngrgPlans Engineering Plan Develop
 19.0 Educ:901 EngrgPlans:1997 6/6/97
 19.0 Educ:901 EngrgPlans:2000 6/2/00
 19.0 Educ:902 PropDescr Property Descriptions
 19.0 Educ:902 PropDescr:1997 6/5/97
 19.0 Educ:902 PropDescr:2000 5/19/00
 19.0 Educ:Misc. Income
 19.0 Educ:Unnumbered
 19.0 Educ:Unnumbered:Easement Law OR
 19.0 Educ:Unnumbered:Easement Law OR:1997
 19.0 Educ:Unnumbered:Hot Topics
 19.0 Educ:Unnumbered:Hot Topics:1996
 19.0 Educ:Unnumbered:Terrain Evaluation 10/6/00

20 EducExp

20 EducExp:100 Principles of Land Acq
 20 EducExp:100:1998 7/6-10/98
 20 EducExp:100:1999 9/27-30/99
 20 EducExp:100:2000 1/24-27/00
 20 EducExp:100:2001 1/22-25/01
 20 EducExp:101
 20 EducExp:101 AN Appraisal & Negotiation
 20 EducExp:101 AN:1998 10/19-23/98
 20 EducExp:101 AN:1999 10/18-22/99
 20 EducExp:101 EL Engineering & Law
 20 EducExp:101 EL:1998 9/21-25/98
 20 EducExp:101 EL:1999 9/20-24/1999
 20 EducExp:103 Ethics
 20 EducExp:103:1998 4/20/98
 20 EducExp:103:2000 8/11/00
 20 EducExp:104 StdsofPrac Standards of Practice
 20 EducExp:104 StdsofPrac:2001-1 3/20/01
 20 EducExp:104 StdsofPrac:2001-2 11/14/01
 20 EducExp:200 PrinNegot
 20 EducExp:200:2000 2/24-25/00
 20 EducExp:200:2001 2/26-27/01
 20 EducExp:200 7/13-14/00
 20 EducExp:201 Commun
 20 EducExp:201 Commun:1999 7/21-23/99
 20 EducExp:201 Commun:2001 5/9-11/01
 20 EducExp:202 InterpRel Interpersonal Relations
 20 EducExp:202 InterpRel:1998 5/27-29/98
 20 EducExp:205 BargNeg Bargaining Negotiations
 20 EducExp:205 BargNeg:1999 4/15-16/99
 20 EducExp:205 BargNeg:2001 5/21-22/01
 20 EducExp:207 Practical Negotiations - Fed Funded
 20 EducExp:207:2000 9/11-12/00
 20 EducExp:211 Written Communication

20 EducExp:211:2001 3/19/01
 20 EducExp:213 ConflictMan Conflict Management
 20 EducExp:213 ConflictMan:1999 6/11/99
 20 EducExp:214 ExpTestim Skills of Expert Testimony
 20 EducExp:214 ExpTestim:1998 11/20/98
 20 EducExp:400 Prin of RE Appraisal
 20 EducExp:400:2000 5/22-23/00
 20 EducExp:400:2001 9/17-18/01
 20 EducExp:401 Apprl Part. Acquis.
 20 EducExp:401:2001 3/12-16/01
 20 EducExp:403 Easement Valuation
 20 EducExp:403:2000 11/13/00
 20 EducExp:404 AprsITheory Appraisal Theory & Principles
 20 EducExp:404 AprsITheory:1999 9/13-17/99
 20 EducExp:406
 20 EducExp:406:2001 5/14-15/01
 20 EducExp:407 App'I Contaminated Prop
 20 EducExp:407:2000 11/14/00
 20 EducExp:500 Unif Act Exec Summary
 20 EducExp:500:2001 2/7/01
 20 EducExp:501 ReloAssist Relocation Assistance
 20 EducExp:501 ReloAssist:1999 5/5-7/99
 20 EducExp:501 ReloAssist:2001 1/10-12/01
 20 EducExp:502 BusRelo Business Relocations
 20 EducExp:502 BusRelo:1999 7/15-16/99
 20 EducExp:502 BusRelo:2001 2/8-9/01
 20 EducExp:503
 20 EducExp:503:2000 3/8/00
 20 EducExp:504 ReplHsgPmt
 20 EducExp:504:2000 3/9/00
 20 EducExp:505
 20 EducExp:505:2000 3/10/00
 20 EducExp:600 Environmental Courses
 20 EducExp:600:602 ProjDevEnvirProc
 20 EducExp:600:602:2001 10/10-11/01
 20 EducExp:602 Project Development & Environment
 20 EducExp:602:2001 10/10-11/01
 20 EducExp:700 Property Management
 20 EducExp:700:2001-1 4/16-17/01 Canceled
 20 EducExp:700:2001-2 8/16-17/01
 20 EducExp:701 PropMgtLeas Property Management:Leasing
 20 EducExp:701 PropMgtLeas:1999 3/11-12/99
 20 EducExp:703 PropAssMgt Real Property Asset Management
 20 EducExp:703 PropAssMgt:1999 6/4/99
 20 EducExp:800 Prin of R/E Law
 20 EducExp:800:2000 7/24-25/00
 20 EducExp:800:2001 10/22-23/01
 20 EducExp:801 LandTitles Land Titles
 20 EducExp:801 LandTitles:1999 10/13-14/99
 20 EducExp:802 LegalAspEsm Legal Aspects of Easements
 20 EducExp:802 LegalAspEsm:1999 10/15/99
 20 EducExp:803 EmDom Emin. Dom. Law
 20 EducExp:803 EmDom:1998 5/21-22/98
 20 EducExp:900 Prin of Engineering
 20 EducExp:900:2000 7/13-14/00
 20 EducExp:900:2001 9/10-11/01

20 EducExp:901
20 EducExp:901:2000 6/2/00
20 EducExp:902 PropDescr Property Descriptions
20 EducExp:902 PropDescr:2000 5/19/00
20 EducExp:Misc Expense
20 EducExp:Unnumbered
20 EducExp:Unnumbered:Terrain Evaluation 10/6/00

21.0 RegForRect ----- Regional Forum Receipts

22.0 RegForExp ----- Regional Forum Expenses

23.0 Unused ----- (formerly Receipt & Expense Totals)

Adopted by Chapter Executive Board May 10, 1996

OATH OF MEMBERSHIP

Having been duly approved for membership in Chapter 3 of the International Right of Way Association, do you hereby solemnly promise and swear that you will adhere to the Code of Ethics of the Association, abide by the Bylaws of the Association, and do all things within your power to advance the goals of the Association, including serving this Chapter to the best of your ability?

(PAUSE)

I now welcome you as (new members/a new member) of Beaver State Chapter 3, International Right of Way Association.

CHAPTER 3 INSTALLATION CEREMONY

Before proceeding to install the officers who have been chosen to govern this chapter for the ensuing year, it is proper and fitting that we take this opportunity to recognize those who have so faithfully discharged their respective duties as officers for Beaver State Chapter 3 of the International Right of Way Association for the past year. I would ask, therefore, the following individuals to rise as I call their names:

President _____
President-Elect _____
Vice-President _____
Treasurer _____
Secretary _____
International Director (1 year) _____
International Director (2 Year) _____

I wish to compliment you on conducting the affairs of Chapter No. 3 in an efficient and faithful manner. Under your guidance, the Chapter has prospered and moved forward in its endeavor to promote the interest of the Right of Way profession. You have made good officers.

It now gives me great pleasure to introduce to you those individuals who have been duly elected to serve as officers of this Chapter for the coming year. As I call their names, I would request that they rise, come forward and face the membership.

You will each raise your right hand and repeat after me:

"I do solemnly promise and swear that I will faithfully fulfill the duties of the office to which I have been chosen and will conform to and abide by the constitution and bylaws of the International Right of Way Association and that I will make every effort possible to advance the interests of the International Right of Way Association."

The responsibility for the welfare of Beaver State Chapter 3 and its members rests with you for the year. I am certain the members of Beaver State Chapter 3 have shown outstanding judgment in selecting you as their leaders.

And now, by the authority vested in me as your Installing Officer, it is my privilege to declare the officers of Beaver State Chapter 3 of the International Right of Way Association duly and properly installed.



PART II – CHAPTER OFFICER ADDITIONAL DUTIES

PRESIDENT

The President shall be the Chief Executive Officer of the Chapter and ex-officio member of all committees and shall, subject to the control of the Executive Board, have general supervision, direction, and control of the business and officers of the Chapter. The President shall preside at all meetings of the Chapter and of the Executive Board, and shall have the general powers and duties usually vested in the office of President, and such other powers and duties as may be prescribed by the Bylaws of the Association, this Chapter, or the Chapter Executive Board.

The President shall appoint the Chairs of each of the standing committees immediately after assuming office. The committee members shall be appointed by the Chair with due regard for the wishes of the President. They shall be appointed from the active members of the Chapter to serve at the pleasure of the President.

The President must log into QuickBooks Online (QBO) periodically, but not less than once a month to review chapter transactions for reasonableness, timeliness and completeness. The must keep a note of their review; including dates, questions asked of the Chapter Treasurer, and responses received. Chapter Presidents must inform their board of any significant non-compliance or apparent weakness in their chapters' procedures and processes.

PRESIDENT-ELECT - ADDITIONAL DUTIES

The President-Elect shall prepare and submit for approval by the Chapter Executive Board a budget at the August meeting for the year. This budget shall be presented for approval at the second Executive Board Meeting following installation of officers for the New Year.

The President-Elect shall maintain a list of all individual and committee assignments and provide a current copy to the President not later than the third Friday of each month for inclusion in the agenda for the next Executive Board meeting.

The President-Elect shall act as Property Transfer Officer, ensuring that all chapter property is on hand at the end of the year and is transferred to, and receipted by, the appropriate individual at the start of the New Year. Written documentation shall be presented to the Executive Board not later than the August meeting of each year and shall be given to the Advisory Council for retention.

The President-Elect shall coordinate in a timely manner with the Meeting Coordinator regarding plans for the May Installation meeting. It is important that the facility be reserved early in the year.

The President-Elect shall coordinate with the Meeting Coordinator regarding plans for the Past Presidents Recognition to be held each December. It is important that a facility is reserved early in the year as to avoid scheduling conflicts with holiday parties.

The President-Elect shall make every effort to select all committee chairs for the coming year by March 31 and to discuss with them their duties and responsibilities. This will give time to think about their job and make plans for the coming year. It will also reduce the incidence of chairs backing out when they find a job is more (or less) than they had contemplated.

VICE PRESIDENT - ADDITIONAL DUTIES

The Vice President shall arrange programs in coordination with the Committee Chairs for each regular chapter meeting. These programs shall be dedicated to the education and enlightenment of the general membership on right of way oriented subjects. In arranging these programs, the Vice President shall coordinate with the chairs of the chapter technical committees to develop relevant presentations.

The Vice President shall also be responsible for arranging entertainment, if any, at the annual Christmas Party or at the Installation Meeting.

The Vice President shall provide, in a timely fashion, all information needed by the Newsletter Editor to describe the next meeting's speaker and topic.

The Vice President, having recent experience in both positions, shall monitor on a regular basis the performance of the Chapter Secretary and Chapter Treasurer, providing advice and guidance as required. The monitoring shall not be so restrictive as to prevent either officer from performing their jobs with reasonable latitude.

In order to provide a smooth year-end transition and reduce pressure on the incoming Vice President, the Outgoing Vice President shall arrange speakers for the first two months of the year following conclusion of the Outgoing Vice President's term in office (unless the incoming Vice President desires otherwise).

SECRETARY - ADDITIONAL DUTIES

The Secretary shall prepare minutes of the Annual Membership Meeting held each April, including a record of the results of the election of officers.

The Secretary shall extend the minutes of each monthly Executive Board Meeting to include information about the chapter meeting which follows, including the name and topic covered by the speaker, the meeting location, the attendance, any presentations made or awards given, and any business conducted.

In documenting Board decisions, the Secretary shall include in the minutes sufficient narrative to reveal the specifics of, and reasons for, all decisions that are made. All motions shall be recorded verbatim and shall document the names of those making the motion and whether it passed or failed.

The Secretary shall maintain copies of the minutes for the each meeting to be archived and transmitted to the Chapter Historian at the end of the year.

TREASURER - ADDITIONAL DUTIES

The Treasurer shall disburse funds only on receipt of approval by Chapter Executive Board. This approval may be in the form of Board approval of individual bills or may be by Board approval of an annual budget. In no event shall Treasurer disburse funds without full documentation or advance funds to any individual without case-specific Board approval. Full documentation shall mean a bill from the creditor, a copy of the Board minutes authorizing an unbudgeted expenditure, or actual receipts supporting the expenditure. Receipts are required before reimbursement may be made.

Before issuing a check to HQ in response to a bill for International dues, the Treasurer shall verify that funds have been deposited in the chapter treasury adequate to cover the sum of 1) the international dues being billed, 2) chapter dues, and 3) chapter initiation fee.

The Treasurer shall confirm with and report to the Membership Chair the annually renewed membership according to HQ's report. The Treasurer shall also verify that appropriate fees have been distributed to the chapter for annual renewals and new membership.

The Treasurer shall prepare and distribute at each monthly Executive Board meeting a report showing all moneys received and expended during the month previous to the month in which the meeting is held. This report shall also show the current balances of all checking and savings accounts.

At the October, February, and May Executive Board meetings, the Treasurer shall prepare and distribute a report showing the amount budgeted and amount expended for each budget item.

The Treasurer shall use QuickBooks Online to keep the books and shall use the Chapter Budget Codes, as set out in the operating manual, in allocating expenses and income without prior approval of the Executive Board.

The Treasurer shall prepare and distribute a report for each course/seminar showing moneys received and expended to the Education Committee.

The Treasurer shall prepare the annual income tax return for the year in which that person served as Treasurer.

All checks exceeding \$600 must have two signatures. If that is not feasible, then the Chapter President must approve the issuance of such checks in writing, based on his/her review of supporting documents, and Chapter Treasurer sign it. Monthly financial documents, monthly bank reconciliations, and the financial package proved to Headquarters for the preparation of Group Return must be signed by the Chapter President and Treasurer.

All Chapter transactions must be recorded within two weeks of transaction dates.

The Treasurer shall adhere to the Chapter Budget and Accounting Policy as set forth in this manual.



PART III – CHAPTER COMMITTEE DUTIES

ADVISORY COUNCIL

The Advisory Council shall be composed of all those past presidents who wish to serve and who are still members of Chapter 3. The Council Chair shall be elected annually by the members of the Council. The immediate Past President of the Chapter shall not be eligible to serve as Council Chair until out of office for at least 1 year. No Chair may serve more than two consecutive terms without the express consent of the Executive Board. The annual election shall be held at the first Advisory Council meeting following the annual chapter general meeting, and the Chair shall take office on the same date as the other Executive Board Committee Chairs. The duties of the Council shall be as follows:

1. Annually following the annual International Educational Seminar and Board of Directors Meeting, conduct a formal review of the Chapter Bylaws and provide a written report to the Executive Board at the September meeting. The purpose of this review shall be to insure conformance with changes made at International level and to recommend revisions required by chapter policy changes during the past year. Recommendations for Bylaws changes shall be in form adequate to meet the criteria and schedule for Bylaws changes.
2. Following procedures set forth in the Chapter Bylaws, Article VIII, arrange for amendment of Chapter Bylaws as needed.
3. Maintain and update the Chapter Policy and Procedures Guide to insure that a written record exists of major policy decisions and traditional practices. In this regard the Chair, or a designated alternate, shall attend each Executive Board meeting in order to review and record any Executive Board decisions which should be incorporated in the Policy and Procedures Guide.
4. Provide advice and counsel to the Chapter Executive Board and to the Chapter President, convening special meetings at the request of the Board or the President and conducting such special studies as may be requested by the President and/or Executive Board.
5. Actively encourage attendance by all past chapter presidents at the annual Past Presidents' Night.
6. After the election of officers and prior to the installation meeting, meet with the incoming President and review Chapter Operating Manual. Draft appropriate revisions for presentation to and approval by incoming Executive Board.
7. The Advisory Council shall arrange for and coordinate a meeting between all incoming and outgoing officers and committee chairs. The purpose of this meeting shall be
 - a. To provide a forum for the incoming President to identify agenda for the coming year.
 - b. To provide a forum for outgoing officers and committee chairs to pass on information on job requirements, issues, and problems.
 - c. To provide copies of job descriptions to all incoming officers and committee chairs and to insure compliance for the coming year.
 - d. To identify changes needed in job descriptions or chapter policies to implement President's agenda.
8. Maintain and recommend updates as needed to the Chapter Operating Manual, which consists of, but is not limited to, the following documents:
 - a. Chapter Bylaws
 - b. Chapter Policy and Procedures
 - c. Chapter Budget Policy
 - d. Chapter Position Descriptions

All changes must be approved by the Executive Board in conformance with existing Bylaws.

ASSET MANAGEMENT COMMITTEE

The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in performance of the Committee's duties. This committee will report to the general membership. The duties of the Committee shall be as follows:

1. Research and keep informed on the latest Federal and state laws, administrative instructions, and policies and procedures of governmental agencies.
2. Establish and maintain contact with other professionals in the field.
3. Develop a program by which the above information can be disseminated to the Chapter membership through the Chapter newsletter or other appropriate means.
4. In coordination with the Vice President, provide program for one monthly Chapter meeting.
5. Provide at the end of each year a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year
6. Maintain active liaison with the International Asset Management Committee.

EDUCATION COMMITTEE

The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in presentation of educational programs. This committee will report to the general membership. The duties of the Committee shall be as follows:

1. Promote and coordinate educational courses offered by the International Association for the benefit of the general membership.
2. Arrange for presentation of non-IRWA education courses, lectures, or discussions which may be of benefit to the general membership.
3. In arranging events, make every effort to arrange a meal function in conjunction with the event in order to eliminate/reduce room rental charges. The cost of the meal shall be included in the facility fee, as appropriate.
4. Keep informed and advise the membership of educational events being sponsored by others which may be of benefit to the general membership.
5. Arrange for real estate credit, whenever possible, for all Chapter-sponsored educational events, including the annual educational seminar.
6. Coordinate with Chapter Seminar Committee to assist, as appropriate, with annual educational seminar.
7. Provide, at the end of each year, a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year
8. Maintain active liaison with appropriate International Committee.
9. Before scheduling educational courses for the year, consult with officials at major agencies and firms to secure the maximum agency support and insure that courses presented meet agency training needs.
10. Coordinate selection of course sites with current agency training philosophies so as not to unduly limit attendance.
11. Actively promote courses through announcements at meetings, special fliers, and other appropriate measures.
12. Enter into a written contract with instructor prior to incurring any unrefundable expenses related to a course. Said contract shall be at or below prevailing rates for teaching the course. Any contract calling for higher-than-standard rates or special "perks" must be approved by a simple majority of the Chapter Executive Board before it is signed.
13. Search out a diverse client base for courses such as Course 100, i.e., surveyors, project engineers, maintenance crews, construction inspectors, etc.

ENVIRONMENT COMMITTEE

The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in the same field of concern for the environment as expressed by the International Association:

"The mission of the International Right of Way Association's International Committee on Right of Way Environment is to identify those environmental elements which affect facilities for which we acquire right of way; to suggest the means for giving full weight to those elements; to foster interest in environmental considerations; and to generally indicate how IRWA can better serve environmental goals in connection with right of way environment."

This committee will report to the Chapter 3 Board and the Chapter general membership. The duties of the Committee shall be as follows:

1. Keep informed and communicate to the general membership on the effects of local state and Federal right of way environmental statutes, procedures, policies, directives, and court decisions on the location and design of overhead, surface, and underground facilities.
2. Cooperate with other organizations and agencies active in the environment field.
3. Develop a program by which the information received in items 1 and 2 above can be disseminated to the Chapter membership through the Chapter newsletter or other appropriate means.
4. Foster the development and application, when appropriate, of environmental factors in relation to right of way activities, including public hearings.
5. In coordination with the Vice President, provide program for one monthly chapter meeting and one program for the annual education seminar.
6. Provide, at the end of each year, a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year.
7. Maintain active liaison with the International Environment Committee.

HISTORIAN

The function of the Historian is to maintain the Chapter Records and have them available to the Chapter as needed. Records to be kept include: meeting minutes; financial records; membership records and chapter newsletters. The chapter education records will also be kept by the Historian.

1. Committee chairs and chapter officers will submit their records to the Historian at the end of each year in June before the new officers and or positions take effect.
2. Records will be organized by year and kept secured.
3. Copies of the records should be scanned to a disk as soon as possible and kept in a secure place.

LOCAL PUBLIC AGENCY COMMITTEE

The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in the performance of Committee duties. This committee will report to the Chapter 3 Board and the Chapter's general membership. The duties of the Committee shall be as follows:

1. Research and keep informed on the latest legislation, court decisions, and administrative decisions affecting local public agencies.
2. Establish and maintain contact with representatives from local public agencies in the area.
3. Develop a program by which LPA information can be disseminated to the Chapter membership through the Chapter newsletter or other appropriate means.
4. As coordinated by the Vice President, provide program for one monthly Chapter meeting.
5. Provide, at the end of each year, a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year
6. Maintain active liaison with the International Local Public Agency Committee.

MEETING COORDINATOR

The Coordinator shall be appointed annually by the Chapter President. With the advice and approval of the President, the Coordinator shall appoint committee members as necessary to assist in performance of the Coordinator's duties. This committee will report to the Chapter Executive Board. The duties of the Committee shall be as follows:

1. Arrange for the meeting place, meals, and all details in connection with the monthly and annual meetings, cooperating with the Vice President in giving consideration to the type and extent of programs, anticipated attendance, and special speaker needs. In order to provide a smooth year-end transition and reduce pressure on the incoming Chair, the Outgoing Chair shall arrange meeting locations into the first three months of the year following conclusion of Outgoing Chair's term.
2. Encourage attendance by Chapter members, actively soliciting a head count for each meeting so that accurate reservations can be made.
3. Provide audio visual equipment and other special effects required by the program or speaker, including decorations, as appropriate, insuring that it is set up and operational prior to meeting.
4. Act as Official Greeter, meeting visitors, speakers, and new members and encouraging acquaintanceship between members.
5. Maintain and keep current the container of membership badges, adding and deleting names as members join or drop out.
6. Act as Sergeant at Arms at all meetings to maintain order and decorum.
7. Maintain and keep current the "fishbowl" with names of all chapter members, both regular and associate.
8. Together with the Newsletter Editor and the Membership Chair, review annually, after the dues payment deadline, the membership badges and the names in the fishbowl to insure that both are up to date.
9. Work closely with other Chapter committees as required, including providing, in a timely fashion, notification of meeting particulars to Newsletter Editor.
10. Receive the list of attendees following each meeting of the Southern Oregon Group and insure that those attendees are counted as being present, for purposes of the monthly drawing, at the next Chapter meeting.
11. Work with the President-Elect to secure, as early in the year as possible, a location and date for the Officer Installation and the Past Presidents' Event. The goal shall be to announce the site and date at the February Executive Board meeting for the May Installation and the August Executive Board meeting for the Past Presidents' event.
12. Attend monthly board meetings.
13. Monthly luncheon meetings:
 - a. Coordinate with Speaker Chair for speaker information and A/V needs.
 - b. Send monthly luncheon meeting invitation with meeting time, location and speaker topic information to all members and solicit RSVP's.
 - c. RSVP to luncheon location to provide headcount for luncheon two days in advance.

- d. Greet members and potential new members. Check-in members on Meeting Attendee report, collect luncheon dues or certificates for free lunches, reconcile receivables.
- e. Provide receipt for lunch payment if requested by member.
- f. Verify headcount matches with restaurant for luncheon bill. Obtain credit card from Treasurer or President for payment.
- g. Put receipt for luncheon credit card slip and all receivables in bank bag and provide to Treasurer for deposit in bank.
- h. Assist President with monthly Jackpot Drawing at the end of each chapter general meeting for all chapter members – must be present to win. Have numbered list of all chapter members sorted in random order at meeting. (Refer to Policy & Procedure for details re drawing.)
- i. Record the names of all potential new members who attend monthly meetings, together with the name of the member who brought them. At the end of each meeting, assist President with drawing using the names of those chapter members who brought potential new members. A free lunch coupon, redeemable at a future meeting, shall be given the winner.
- j. Assist President with monthly Attendance drawing (must be a member and RSVP'd for meeting to win. A free lunch coupon, redeemable at a future meeting, shall be given the winner.
- k. Following meeting, update Attendance report, Receivables report and Expense report. Email to Treasurer.

MEMBERSHIP COMMITTEE

The Chair shall be appointed annually by the Chapter President. The Membership Chair must be an IRWA member in good standing (current on all relevant membership dues paid in full at the time the appointment is made). Ideally, the Chapter Membership Chair will have been a member of the IRWA and chapter for a minimum of one year prior to taking on the role of Membership Chair. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in membership recruitment and retention. This committee will report to the chapter President and Board. The duties of the Committee shall be as follows:

1. Develop and implement an annual membership recruitment campaigns designed to encourage membership in IRWA, be the point person in the membership renewal process that begins in September of each year for the Chapter; oversee the new member approval process to ensure that all new chapter members are approved in a timely manner and to distribute new member certificates and pins to all new members either at chapter meetings or by mail.
2. Work with fellow board members in setting the goals and objectives for membership growth and retention. Participate in quarterly conference calls conducted by headquarters (typically held in the 2nd month of each quarter).
3. Complete the chapter report form for membership on a quarterly basis. Establish goals, objectives and strategies to reach the goals. Working with the chapter board, chairs and members maintain current contact lists for coordinating campaigns with headquarters.
4. Obtain a list from the Chapter Education Chair of all non-members who have taken a course through the chapter and invite these non-members invitations to join the Chapter and IRWA.
5. Obtain a list from the Chapter Meeting Coordinator of all non-members who attend chapter meetings and invite these non-members to join the Chapter and IRWA.
6. Upon receipt of a pending Chapter Member email from Headquarters ensure that the new members are approved by the Chapter Board and notify headquarters of Board approval (typically within 30 days of receipt of email from Headquarters).
7. Notify new members with an invitation to attend the next chapter meeting. Present the new member with their membership certificate and membership pin. If the new member is unable to attend chapter meetings, arrange to have the certificate and pin sent to them.
8. Maintain active liaison with the International Membership Committee.
9. Coordinate with Meeting Coordinator to insure that new members receive their free lunch.
10. Upon receipt of HQ lists of paid/unpaid members, review at each Board meeting. Solicit volunteers to contact each unpaid member in an effort to achieve renewal.

NOMINATIONS & ELECTION COMMITTEE

The Chair shall be appointed annually by the Chapter President. The Committee will consist of the Chair plus at least three members and shall include a member of the Advisory Council, a previous recipient of the Professional of the Year, and a member with the Senior Designation.. This committee will report to the Chapter Executive Board. The duties of the Committee shall be as follows:

1. By March of each year, develop a ballot of a maximum of three individuals for nominations for a Chapter R/W Professional of the Year and Employer of the Year Award. The ballot of the nominations will be presented to the Chapter Executive Board at its March meeting. Balloting shall be at the April Membership meeting.
2. At the May meeting introduce, with appropriate ceremony, the Chapter's R/W Professional of the Year and the recipient of the Employer of the Year Award.
3. Prepare the annual nomination of the Chapter newsletter, BeaverTales, and submit that nomination to the International Nominations and Elections Committee.
4. Prepare and submit to the International Nominations and Elections Committee the nomination of the Chapter 3 Professional of the Year as a contender for the Frank C. Balfour Award.
5. Prepare and submit to Region 7, the nomination of the Chapter 3 Professional of the Year as a candidate for Region 7 Professional of the Year.
6. Propose to the President and/or Executive Board such special awards as are deemed appropriate, and prepare all special awards, plaques, and certificates as directed by the Executive Board.
7. Provide appropriate recognition of Chapter members for community service and for achievements on the job.
8. Annually arrange for 25-year membership awards for those members having 25 continuous years of membership.

PARLIMENTARIAN

The function of the Parliamentarian is to advise the officers, committees, and members of parliamentary procedure and chapter bylaws. The position shall be appointed annually by the Chapter President. The qualifications for this position are as follows:

- a. Longtime active member in good standing
- b. Impartial
- c. Knowledge of parliamentary procedure
- d. Knowledge of chapter bylaws.
- e. Preferably a former officer

The duties shall be:

1. Advises the presiding officer and other officers, committees, and members on matters of parliamentary procedure and chapter bylaws.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Chair shall be elected annually by the members of the Chapter Professional Development Committee. Selection of the members of the Chapter Professional Development Committee shall be by the method provided in the Chapter Bylaws. This committee will report to the general membership. The duties of the Committee shall be as follows:

1. Actively promote the SR/WA Program within the Chapter, encouraging all members to obtain the Senior designation and or certifications.
2. Annually survey the needs of the Candidates and provide brush-up sessions. Such sessions shall be gratis for Chapter members, and a nominal fee will be charged members from other chapters.
3. In coordination with the Education Chair, schedule those courses needed to facilitate the acquisition of the SR/WA designation and or certifications.
4. Develop a program by which information about the SR/WA program can be disseminated to the Chapter membership through the Chapter newsletter or other appropriate means. Provide Newsletter Editor a monthly report identifying new SR/WAs and new Candidates.
5. Arrange for the obtaining and giving of SR/WA exams, securing all necessary funds, requesting rebates as appropriate, and providing a proper accounting of all funds received and disbursed.
6. Arrange for and conduct appropriate ceremonies at general membership meetings for the presentation of SR/WA designations and for reimbursement of exam fees. Where possible, the supervisor of the new SR/WA shall be invited to the meeting and shall receive a free meal.
7. Provide, at the end of each year, a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year.
8. Maintain active liaison with the International Professional Development Committee.

PUBLIC RELATIONS, PUBLICATIONS, AND PUBLICITY COMMITTEE

The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in performance of the Committee's duties. This committee will report to the general membership. The duties of the Committee shall be as follows:

1. Make announcements, prepare news releases, and develop publications to advance the public image and advise the public of chapter activities, conducting a systematic publicity campaign to promote an awareness of the Association and its members by private and public agencies and the community.
2. Prepare and edit a newsletter, which shall be called BeaverTales, in accordance with the policies of the Chapter Executive Board. Post the newsletter on chapter website and notify membership of the posting. Wherever possible, BeaverTales shall be posted at least 1 week prior to the meeting date.
3. Annually bill all current advertisers and solicit new advertising from, as a minimum, all private-sector Chapter members. Receive moneys for advertising and keep an accurate accounting thereof. Maintain and update, as required, Chapter Advertising Policy and Rate Structure.
4. Maintain updated email list for Chapter members.
5. Provide, at the end of each year, a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year
6. Maintain active liaison with regional and headquarters staff to insure a proper balance of news in the newsletter.
7. Provide three (3) copies of each edition of the newsletter to the Chapter Awards and Recognition Committee for use in preparing the annual award nomination.
8. Print all address changes and member additions and deletions in the Chapter newsletter, BeaverTales.
9. The following items shall be printed in each edition of BeaverTales:
 - a. chapter dues collection schedule
 - b. attendance jackpot amount (front page)
 - c. speaker name and topic (front page)
 - d. meeting location, cost, menu, date, and time (front page)
 - e. directions to meeting site and/or map
 - f. course dates, locations, and coordinator phone numbers
 - g. articles from each industry committee

REGIONAL FORUM COORDINATOR

The Coordinator shall be appointed as needed by the Chapter President. With the advice and approval of the President, the Coordinator shall appoint committee members as necessary to assist in performance of the Committee's duties. This committee will report to the general membership. The duties of the Committee shall be as follows:

1. In coordination with chapter and regional officers, make all arrangements for the Regional Forum when it is hosted by Chapter 3.
2. In coordination with the Education Committee, present an educational opportunity in conjunction with the Regional Forum.
3. Disseminate information on the Regional Forum to the Chapter membership through the Chapter newsletter or other appropriate means.
4. Prepare and submit to the Executive Board a financial statement showing a detailed account of all Forum income and expenses.

RELOCATION ASSISTANCE COMMITTEE

The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in performance of the Committee's duties. This committee will report to the general membership. The duties of the Committee shall be as follows:

1. Research and keep informed on the latest Federal and state laws, administrative instructions, and policies and procedures of governmental agencies.
2. Establish and maintain contact with other professionals in the field.
3. Develop a program by which the above information can be disseminated to the Chapter membership through the Chapter newsletter or other appropriate means.
4. In coordination with the Vice President, provide program for one monthly chapter meeting.
5. Provide, at the end of each year, a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year
6. Maintain active liaison with the International Relocation Assistance Committees.

SURVEY COMMITTEE

The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in performance of the Committee's duties. This committee will report to the Chapter's Board and the Chapter's general membership. The duties of the Committee shall be as follows:

1. Research and keep informed on the latest Federal and state laws, administrative instructions, and policies and procedures of governmental agencies.
2. Establish and maintain contact with other professionals in the field.
3. Develop a program by which the above information can be disseminated to the Chapter membership through the Chapter newsletter or other appropriate means.
4. In coordination with the Vice President, provide program for one monthly chapter meeting.
5. Provide, at the end of each year, a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year
6. Maintain active liaison with the International Survey Committee.

TRANSPORTATION COMMITTEE

1. The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in performance of the Committee's duties. This committee will report to the Chapter's Board and Chapter's general membership. The duties of the Committee shall be as follows:
2. Research and keep informed on the latest Federal and state laws, administrative instructions, and policies and procedures of governmental agencies.
3. Establish and maintain contact with other professionals in the field.
4. Develop a program by which the above information can be disseminated to the Chapter membership through the Chapter newsletter or other appropriate means.
5. In coordination with the Vice President, provide program for one monthly Chapter meeting.
6. Provide, at the end of each year, a written report to the Chapter's general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year
7. Maintain active liaison with the International Transportation Committee.

UTILITIES/PIPELINE COMMITTEE

The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in performance of the Committee's duties. This committee will report to the Chapter's Board and Chapter's general membership. The duties of the Committee shall be as follows:

1. Research and keep informed on the latest Federal and state laws, administrative instructions, and policies and procedures of governmental agencies.
2. Establish and maintain contact with other professionals in the field.
3. Develop a program by which the above information can be disseminated to the Chapter membership through the Chapter newsletter or other appropriate means.
4. In coordination with the Vice President, provide program for one monthly Chapter meeting.
5. Provide, at the end of each year, a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year
6. Maintain active liaison with the International Utilities & Pipeline Committees.

VALUATION COMMITTEE

The Chair shall be appointed annually by the Chapter President. With the advice and approval of the President, the Chair shall appoint committee members as necessary to assist in performance of the Committee's duties. This committee will report to the Chapter's Board and Chapter's general membership. The duties of the Committee shall be as follows:

- 1.
2. Keep informed on the latest appraisal and review techniques, legislation, and standards, being alert to changes and trends.
3. Encourage a continuing awareness among all members of the importance of land economic studies and the free exchange of such knowledge.
4. Develop a program by which the above information can be disseminated to the Chapter membership through the Chapter newsletter or other appropriate means.
5. In coordination with the Vice President, provide program for one monthly Chapter meeting.
6. Provide, at the end of each year, a written report to the general membership which summarizes the following:
 - A. Activities
 - B. Objectives reached and not reached
 - C. Recommendations for next year
7. Maintain active liaison with the International Valuation Committee.
8. Serve as Chapter liaison with the Appraisal Foundation of Oregon and other appraisal-oriented professional societies.