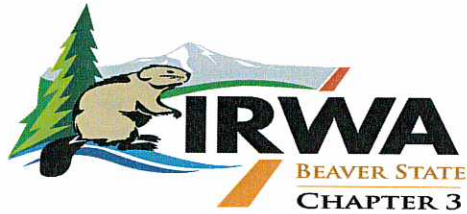


**OPERATING MANUAL**

**2020 - 2021**



## OPERATING MANUAL

Mission Statement.....

Oath of Membership .....

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### **Part I — Chapter Bylaws, Policy, & Procedure**

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### **Part II — Chapter Officer Additional Duties**

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### **Part III — Chapter Committee Duties**

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Education Committee .....

Environment Committee .....

Local Public Agency Committee .....

Meeting Coordinator.....

Membership Committee .....

Nominations and Elections Committee.....

Professional Development Committee .....

Public Relations, Publications, And Publicity Committee .....

Relocation Assistance Committee .....

Survey Committee .....

Transportation Committee .....

Utilities/Pipeline Committee .....

Valuation Committee .....

## **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.

## 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.

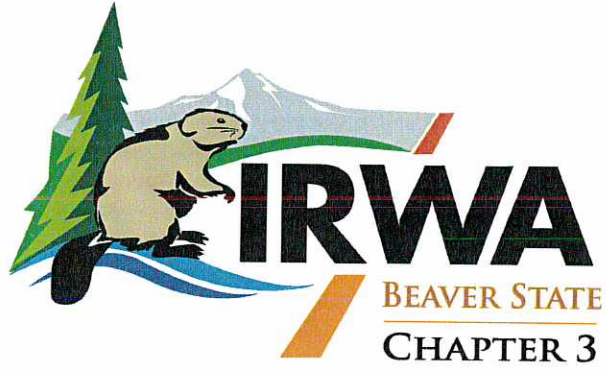
\_\_\_\_\_  
\_\_\_\_\_

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 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 himself or herself in such a manner as to reflect the honesty and integrity of the International Right of Way Association, and each is 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 same manner provided for in the International Bylaws.

**Section 4.** This Association being non-political, non-partisan and non-sectarian, no member shall present himself or herself as a representative of the Association without proper authorization from the Association. In any presentation wherein a member is in anyway identified as member of the Association, said member shall specifically indicate that the opinions expressed represent only private opinions 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 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 15<sup>th</sup> day of May of each year. Annual reports of all officers and committees will be presented at that time. Chapter officers, including International Directors, for the coming year 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 or electronically transmitted request of four members of the Chapter Executive Board or by ten 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.** Ten members of the Chapter Board, which consists of the Officers and Committee Chairs, 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, who succeeds to the office from the elected position of President Elect, and officers appointed by the President as provided in Section 1 of this Article, all officers, shall be elected by ballot from the active membership of this Chapter; the officers so elected and appointed shall serve for one year beginning at the start of the administrative year or until their successors are duly elected or appointed and installed.

**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. 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 years have elapsed following the end of the term of office; provided, however, that this limitation shall not apply to the office of Secretary, Treasurer, or International Director.

**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 Chair and Vice Chair. 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 President Elect; 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 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.** 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 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.

**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 members, each of whom shall be appointed for a 3-year term.

The three positions shall be the Vice Chair, Chair and Past Chair. The President of the Chapter shall appoint the Vice Chair at the same time the other committee positions are filled and that appointed person will serve in the three consecutive positions. 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.

All members of said Chapter Professional Development Committee must have attained the designation of Senior Member in the International Right of Way Association and, if not a designated Senior Member, should be an SR/WA Candidate or possess an 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 6/12/2020

APPROVED BY INTERNATIONAL Approved 7/28/2020  
by Dana Arnold  
see attached email

## Leslie Finnigan

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**From:** Tim Drennan <drennan@irwaonline.org>  
**Sent:** Tuesday, July 28, 2020 7:12 AM  
**To:** Leslie Finnigan  
**Subject:** Chapter 3 bylaws  
**Attachments:** Chapter 3 Bylaws[1].pdf

Hi Leslie,

General Council has approved Chapter 3's bylaws as submitted.

Also, I am looking into Carly's July dues payment refund. Please stand by.

Thanks,

Tim

**Tim Drennan**  
*Director - Field Operations*

Direct Line: (310) 433-9672

International Right of Way Association  
[www.irwaonline.org](http://www.irwaonline.org)





## **POLICIES, RESOLUTIONS, AND OPERATING PROCEDURES**

### **Resolutions**

2-10-17 – The chapter has an agreement with Northwest Regional Right of Way Conference to manage their funds, a total of \$32,000. Chapter 3 will transfer \$500 in July of each year to the Chapter account as a management fee.

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 ensure that reservations are made. Only members are eligible. The name drawn must be present and have made reservations 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 Beaver Tales.

96-4-14(1) The Chapter will subsidize the year-end Past President's Holiday Event an amount voted on at a regular board meeting. The Chapter shall pay for the meal 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 30<sup>th</sup> 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 later 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:

Asset Management  
Education  
Environmental  
Local Public Agency  
Meeting Coordinator  
Membership  
Nominations & Elections  
Professional Development  
Public Relations, Publications and Publicity  
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, daily 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.

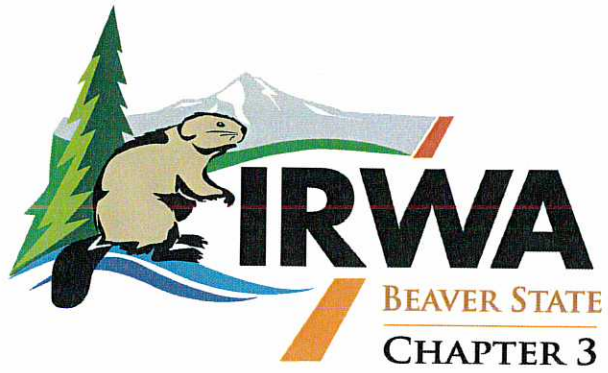
All checks exceeding \$600 must have two signatures. If that is not feasible, then the Chapter President must approve the issuance of such checks in writing, based on his/her review of supporting documents,

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.



**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 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 before 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.

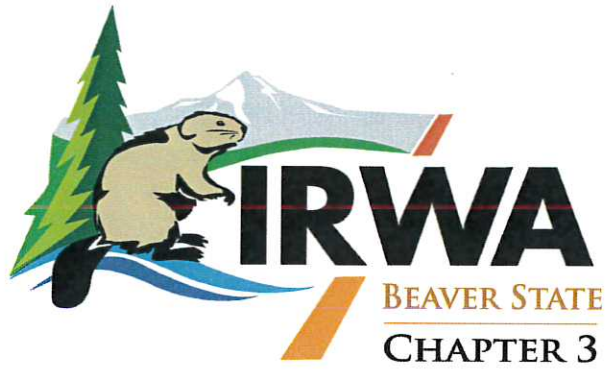
The Treasurer shall adhere to the Chapter Budget and Accounting Policy as set forth in this manual.

## **ADVISORY COUNCIL – Ad Hoc**

The Advisory Council shall be composed of all those past presidents who wish to serve and who are still members of Chapter 3. 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 ensure 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 ensure 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 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. 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.
6. 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.



**PART III – CHAPTER COMMITTEE DUTIES**

## **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.

## COMMUNICATION COMMITTEE

The Communications Chair shall be appointed annually by the Chapter President. With the advice and approval of the Chapter President, the Communications Chair shall appoint committee members as necessary to assist in performance of the Committee's duties. The 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 Beaver Tales, in accordance with the policies of the Chapter Executive Board. Distribute the newsletter in a format that accommodates the greater need of the chapter and make reasonable efforts to be sure all chapter members are aware of its distribution.
3. Each year, around board installation, the incoming Chapter President and Communications Chair shall work together to create a reasonable distribution schedule for the coming year. Wherever possible, the newsletter shall be distributed at least one week prior to the next meeting date.
4. Each newsletter will contain all available information regarding chapter events expected to take place between releases, which will include but not be limited to, luncheon and board dates, educational course reminders, relevant chapter event information, etc.
5. Each year, around board installation, the Chapter President and Communication Chair will work together to establish a Communications & Marketing Plan for the chapter. The Plan should include sponsorship opportunities, outreach goals, and promotional opportunities, as well as their respective costs and/or prices.
6. The Communications Committee shall maintain a current chapter email list and distribute to board and committee members upon request – all non-chapter business related requests for the email list are to be directed to the [irwaonline.org](http://irwaonline.org) website.
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 regional and headquarters staff to insure a proper balance of news in the newsletter.
9. Each year of eligibility, the Communication Committee will provide all relevant documentation to the Chapter Awards & Recognitions Committee for nomination of the newsletter for International Newsletter of the Year.
10. The following items will be provided within each issue of the newsletter throughout the chapter year, in an easy to find location, to the extent the information is made available to the committee:
  - A. Luncheon Promotional Information (e.g., attendance prizes, jackpots, gift cards, etc.)
  - B. Upcoming Educational Course Information
  - C. New Chapter Member Names

11. The following items will be provided in at least four issues of the newsletter throughout the chapter year, within reasonable timeframes of their relevancy, to the extent that the content is available to the committee:
  - A. Chapter Dues Reminders
  - B. President's Messages
  - C. Industry Committee Submitted Articles
  - D. Member Spotlights
  - E. Young Professional Outreach Information



## 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 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 ensure 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 nonrefundable 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.

## **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 considering the type and extent of programs, anticipated attendance, and special speaker needs. 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, ensuring 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 "fishbowl" with names of all chapter members, both regular and associate.
6. Together with the Newsletter Editor and the Membership Chair, review annually, after the dues payment deadline, the names in the fishbowl to ensure that both are up to date.
7. Work closely with other Chapter committees as required, including providing, in a timely fashion, notification of meeting to Newsletter Editor.
8. 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
9. Attend monthly board meetings.
10. 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, and 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
3. 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.
4. 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.
5. Upon receipt of a pending Chapter Member email from Headquarters ensure that the new members are approved by the Chapter Board.
6. 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.
7. Coordinate with Meeting Coordinator to ensure that new members receive their free lunch.
8. Upon receipt of HQ lists of paid/unpaid members, review at each Board meeting. Solicit volunteers to contact each unpaid member 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. On or about March 1<sup>st</sup> of each year, send out notification and ballots to the chapter members asking for nominations for Chapter R/W Professional of the Year and Chapter Employer of the Year. By March 31<sup>st</sup> 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. In addition, by March 31<sup>st</sup>, order two plaques from headquarters to allow sufficient time to receive and one gavel (to be presented to the outgoing President). The ballot of the nominations will be presented to the Chapter Executive Board at its April 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. By December 31<sup>st</sup>, prepare the annual nominations including but not limited to the following: Frank C. Balfour Professional of the Year; Young Professional of the Year; Regional Professional of the Year; Website of the Year; Employer of the Year; Newsletter of the Year; and Chapter of the Year. Review with Executive Board at the January Meeting. Submittals due no later than February 1<sup>st</sup>.
4. On or about August 1<sup>st</sup> prepare and submit to Region 7 (No later than one month prior to the Region 7 Fall Forum), the nomination of the Chapter 3 Professional of the Year as a candidate for Region 7 Professional of the Year.
5. 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. (Have we done this in the past and if so, what are some examples?)
6. Provide appropriate recognition of Chapter members for community service and for achievements on the job. (Have we done this in the past and if so, what are some examples?)
7. Annually arrange for 25-year membership awards for those members having 25 continuous years of membership. On or about January 1<sup>st</sup> of each year, check with Membership Chair and determine if there are any members that qualify for this prestigious award.
  - January 1 – Check with Membership Chair on members with 25 years
  - February 1 – International nominations due to INEC Chair
  - March 1 – Send out ballots for nominations for Chapter Professional and Employer of Year
  - August 1 – Region 7 Professional of Year nomination
  - December 31 – International nominations determined

## 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.



## COMMUNICATION COMMITTEE

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

12. 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.
13. Prepare and edit a newsletter, which shall be called Beaver Tales, in accordance with the policies of the Chapter Executive Board. Distribute the newsletter in a format that accommodates the greater need of the chapter and make reasonable efforts to be sure all chapter members are aware of its distribution.
14. Each year, around board installation, the incoming Chapter President and Communications Chair shall work together to create a reasonable distribution schedule for the coming year. Wherever possible, the newsletter shall be distributed at least one week prior to the next meeting date.
15. Each newsletter will contain all available information regarding chapter events expected to take place between releases, which will include but not be limited to, luncheon and board dates, educational course reminders, relevant chapter event information, etc.
16. Each year, around board installation, the Chapter President and Communication Chair will work together to establish a Communications & Marketing Plan for the chapter. The Plan should include sponsorship opportunities, outreach goals, and promotional opportunities, as well as their respective costs and/or prices.
17. The Communications Committee shall maintain a current chapter email list and distribute to board and committee members upon request – all non-chapter business related requests for the email list are to be directed to the [irwaonline.org](http://irwaonline.org) website.
18. 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
19. Maintain active liaison with regional and headquarters staff to insure a proper balance of news in the newsletter.
20. Each year of eligibility, the Communication Committee will provide all relevant documentation to the Chapter Awards & Recognitions Committee for nomination of the newsletter for International Newsletter of the Year.
21. The following items will be provided within each issue of the newsletter throughout the chapter year, in an easy to find location, to the extent the information is made available to the committee:
  - A. Luncheon Promotional Information (e.g., attendance prizes, jackpots, gift cards, etc.)
  - B. Upcoming Educational Course Information
  - C. New Chapter Member Names

22. The following items will be provided in at least four issues of the newsletter throughout the chapter year, within reasonable timeframes of their relevancy, to the extent that the content is available to the committee:

- A. Chapter Dues Reminders
- B. President's Messages
- C. Industry Committee Submitted Articles
- D. Member Spotlights
- E. Young Professional Outreach Information

## **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**

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 Chapter's 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 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. Keep informed on the latest appraisal and review techniques, legislation, and standards, being alert to changes and trends.
2. Encourage a continuing awareness among all members of the importance of land economic studies and the free exchange of such knowledge.
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 Valuation Committee.
7. Serve as Chapter liaison with the Appraisal Foundation of Oregon and other appraisal-oriented professional societies.