

**MID-ATLANTIC CHAPTER
of
URBAN AND REGIONAL INFORMATION SYSTEMS
ASSOCIATION, INC.
BY-LAWS**

**ADOPTED JANUARY 1, 1991
REVISED JANUARY 1, 1992, JANUARY 1, 1993 & JANUARY 1,
1995, MARCH 29, 2007**

Article I: Name

The name of this organization shall be the Mid-Atlantic Chapter of the Urban and Regional Information Systems Association, Inc. The organization shall also be referred to as the Mid-Atlantic Chapter of URISA or MAC URISA. The Mid-Atlantic Chapter is established as a voluntary, non-profit, educational, professional organization.

Article II: Purpose

The Mid-Atlantic Chapter is established to:

- A.** Stimulate and encourage the advancement of an interdisciplinary, professional approach to the planning, design, operation, and use of information systems for urban and regional planning by both the public and private sector;
- B.** Improve communication and coordination among the organizations, agencies, and the various professional disciplines that make up the membership of the Mid-Atlantic Chapter;
- C.** Bridge the gap between information producers and information users, making timely and meaningful information more accessible for administrative decision-making; and
- D.** Promote professional and educational development of the membership by providing opportunities for the exchange of knowledge and information, for examination of technologies to improve public management, and for the transfer of demonstrated technologies throughout the Mid-Atlantic Region.

Article III: Membership

A. Qualifications for Membership

Membership shall be open to those individuals who are either employed as professionals in the discipline of urban or regional information system design or operation, or who are professionally interested in such systems. While membership in URISA at the International level is desirable, it is not a pre-requisite for membership in the Mid-Atlantic Chapter. Members of the Mid-Atlantic Chapter shall be drawn from New Jersey, Pennsylvania, Delaware, and northeastern Maryland.

B. Termination of Membership

The Board of Trustees, by affirmative vote of a simple majority of those present at any meeting, may suspend or expel a member for cause. Cause shall include any breach of the provisions of the By-Laws, or any conduct harmful to the goodwill or good name which the corporation might enjoy. The determination of whether cause exists for the suspension or expulsion shall be within the sole discretion of the Board of Trustees. Notification of any action expelling a member shall be served in writing upon the member who shall be entitled to a reconsideration hearing within thirty (30) days of service, if requested by said member.

C. Resignation

Any member may resign at any time by submitting a notice of resignation to the Secretary of the Mid-Atlantic Chapter. Membership is also terminated upon the nonpayment of the annual dues, if said dues have not been paid within three (3) months of the due date, when and if annual dues are levied.

D. Categories of Membership

The membership categories shall be as follows:

- a. Active – Defined as an individual who has attended no fewer than two chapter sponsored events within a span of two years. Active members will receive voting rights to the Board of Trustees.
- b. Non-active – Defined as an individual who has not attended the required number of chapter sponsored events, yet has been added to the chapter

mailing list. Non-active members do not receive voting rights to the Board of Trustees.

Article IV: Dues and Other Income

Dues for all members can be established by the Mid-Atlantic Chapter, and revised as necessary.

The Board of Trustees shall determine the amount and billing date for annual dues and said dues shall be payable upon receipt of a bill but in no event later than three (3) months from the date of billing.

The Mid-Atlantic Chapter may receive income from both public and private sources for special purposes if agreed upon by a majority of the Board of Trustees. The Mid-Atlantic Chapter may receive a portion of URISA International dues to be retained for expenses at the Chapter level.

Article V: Board of Trustees/Board Members

Board Members are hereby defined as Officers or Trustees.

The elected officers (hereafter 'Officers') of the Mid-Atlantic Chapter shall consist of five persons: The President, Vice President, Secretary, Treasurer, and Past President. They shall represent, as much as possible, a cross-section of the membership of the Mid-Atlantic Chapter. All Officers must have previously served as Trustees. In addition to their regular duties, the Officers shall serve on the Board of Trustees and must also hold membership in URISA International for the lifespan of their term.

Board Members shall serve a two year term from the annual election held the first year to the annual election held two years thereafter. Board Members shall be allowed to succeed themselves but must run for reelection. President of the Chapter has authority to dismiss any Board Member prior to term ending if and when it is deemed necessary. Dismissals must be approved by a majority of the remaining officers/trustees on the Board.

Vacancies occurring before the expiration of terms of office shall be filled by the President. Persons so chosen shall serve the unexpired term of the Office. In the case of a vacancy in the office of President, the Vice President shall fill the Office. In the case of a Trustee being elected to an Officer position before the expiration of his or her term, the Trustee must resign his or her position as Trustee.

The following are the duties of each Board Member position:

PRESIDENT

The President shall be chief executive officer of the Corporation. Subject only to the authority of the Board, he or she shall have the general charge and supervision over, and responsibility for, the business affairs of the Corporation. Unless otherwise directed by the Board, all other officers shall be subject to the authority and supervision of the President. The President may enter into and execute in the name of the Corporation contracts or other instruments not in the regular course of business which are authorized, either generally or specifically, by the Board. He or she shall have the general power and duties of management usually vested in the office of President of a Corporation. The President shall also preside at all Chapter meetings, set agenda for all said meetings, ensure that the local Chapter obligations are met, represent the Chapter to other professional organizations, prepare an annual report for the members and Committee Chairpersons as required.

VICE PRESIDENT

The Vice President shall perform such duties and have such authority as from time to time may be delegated to him or her by the President or by the Board. In the absence of the President or in the event of his or her death, inability, or refusal to act, the Vice President shall perform the duties and be vested with the authority of the President. The Vice President shall also identify new areas of interest, identify new membership potential, develop a yearly program for the acceptance of the Officers and the membership, and arrange for guest speakers for the Chapter meetings.

TREASURER

The Treasurer shall have the custody of the funds and securities of the Corporation and shall keep or cause to be kept regular books of account for the Corporation. The Treasurer shall perform such duties and possess such other powers as are incident to that office or as shall be assigned by the President or by the Board. The Treasurer shall be responsible for submitting an annual statement at the annual meeting each year.

SECRETARY

The Secretary shall cause notice of all meetings to be served as prescribed in these By-Laws and shall keep or cause to be kept the minutes of all meetings

of the Board. The Secretary shall have the charge of the seal of the Corporation. The Secretary shall perform such other duties and possess such other powers as are incident to that office or as assigned by the President or the Board. The Secretary shall also maintain accurate membership records and have charge of all correspondence of the Chapter.

TRUSTEES

Trustees shall be elected by the active membership and all elected trustees must be active members of the Chapter. The Board of Trustees shall consist of no fewer than 6 Trustees as well as the 5 Officers listed above. Trustees are expected to attend Chapter Meetings and volunteer to assist in coordination of chapter events throughout their term of office.

Article VI: Chapter Meetings

The Mid-Atlantic Chapter Board of Trustees will convene no less than (1) time per year. The meetings will be announced to the Board Members by the Secretary via e-mail and/or by phone. Meetings shall focus on upcoming events as well as issues and ideas brought forth by the active membership. All voting that must take place within the Board of Trustees will occur at Chapter Meetings. A quorum of no fewer than 2 officers and no fewer than 3 trustees must be present for an official Chapter Meeting to be called to order.

Notices of meetings of the Mid-Atlantic Chapter shall be in writing/e-mail and state the date, time, and place of the meeting. Such notices shall be mailed/e-mailed by the Secretary no fewer than ten (10) days before each meeting. Parliamentary procedure shall be governed by Robert's Rules of Order Revised.

Special meetings of the Mid-Atlantic chapter may be called by the President or by two (2) of the Officers. Upon written request of a simple majority of the active membership, the President may call a Chapter Meeting.

Article VII: Chapter Events

The Chapter will hold no fewer than two Chapter sponsored events each year. Events will be advertised to all members (active and non-active) and will be held within the Chapter's Constituent Region.

Chapter Events will focus on the specific activities related to the State/regional/local information systems applications and integration, and State/regional/local issues and opportunities for the enhanced use of information systems.

Notices of Chapter Events sponsored by the Mid-Atlantic Chapter shall be in writing, and/or posted on the Chapter website and state the date, time, and place of the meeting. Such notices shall be mailed, e-mailed or posted online by a member of the Board of Trustees no fewer than ten (10) days before each meeting. Parliamentary procedure shall be governed by Robert's Rules of Order Revised.

Article VIII: Financial Affairs

The Officers shall propose for adoption by the Board of Trustees at a designated meeting, budget and programs of work for the Mid-Atlantic Chapter for the coming year, and shall have overall responsibility thereafter for the execution of same. The Officers may amend the annual budget in order to meet changing circumstances that may arise during the year.

All checks, drafts, and other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Mid-Atlantic Chapter shall be signed by any of the Officers upon approval by the President or Treasurer. All funds of the Mid-Atlantic Chapter shall be deposited to the credit of the Mid-Atlantic Chapter in such banks, trust companies, or other depositories as the Officers may select.

The fiscal year of the Corporation shall end on December 31st of each year. In the event that the International Organization shall require that the fiscal year end on a different date, the fiscal year end shall be changed accordingly.

Article IX: Committees

Committees shall be appointed by the President, as needed, to serve a specific purpose. The President shall appoint the Committee Chairperson. Any committee members must be chosen from the active membership.

Article X: Special Interest Groups

Special Interest Groups (SIGs) may be formed around any subject category that may be considered appropriate by the Chapter membership. When

possible, SIG designations should coincide with URISA International designations.

Article XI: Amendments

These By-Laws and any amendments or supplements may be adopted, amended, altered, supplemented, or repealed by a simple majority of the active membership of the Chapter, who are present at a meeting or represented by proxy, when notice of the proposed By-Law amendment has been given to all members at least fifteen (15) days prior to the meeting at which action is scheduled.

Article XII: Elections

A Nominating/Elections Committee of volunteers from the Board of Trustees appointed by the President will develop and present a proposed slate of Officers and Trustees at a regularly scheduled Board Meeting. They shall notify the entire membership at least fifteen (15) days in advance of the event whereby voting will take place and the electoral slate will be presented.

The Secretary of the organization, assisted by the Nominations/Elections Committee, will set a date for the votes to be received which shall provide for no less than ten (10) days from the date of notice of election. The Secretary and the Nominating/Elections Committee will tabulate the ballots and announce the results to the membership.

It is the intention that the membership shall elect no more than (3) Trustees and (2) Officers every year for the Organization. The remaining trustees and officers who were not scheduled for reelection/succession the first year, will subsequently be slated for reelection/succession the following year.

The President of one term will automatically hold the office of the Past President in the following term if and when he/she leaves post. In the case of the President being re-elected or otherwise vacating the Past President office, the standing Past President will serve another term.

Article XIII: Notification

Official notification to the general membership as mandated by these By-Laws shall be made by individual mailings or by e-mail.