

**BYLAWS  
of the  
WASHINGTON D.C. SECTION  
EASTERN REGION  
THE INSTITUTE OF NAVIGATION**

**INTRODUCTION**

In accordance with these Bylaws, the Washington D.C. Section of the Institute of Navigation (hereinafter referenced as “the Section”) is authorized, established, and organized as a scientific society whose goals are to advance the art and science of navigation.

The objectives of the Section are to encourage the creation and dissemination of knowledge on technical and current issues relating to all forms of navigation and to further education and communication. The Section will provide a regional forum where concepts and ideas related to navigation can have the benefit of open and informed discussion.

In order to increase the Section's knowledge base and to form communication networks, new members with technical interests in navigation and related fields will be recruited from government, industry, and academia.

**ARTICLE I  
Membership**

All members of the Institute of Navigation (ION) in good standing residing within the boundaries of the Section, defined as areas lying within postal zip codes 20000-20999 and 22000-22399, shall be members of the Section, except that if dues are levied as authorized by Article II, only those members within the boundaries of the Section who elect to pay the Section dues shall be members of the Section. Other ION members within Washington, DC, Maryland, and Virginia but with mailing addresses outside the above zip codes may be members of the Section by providing their names to the Section Secretary and stating they are not members of any other ION Section.

**ARTICLE II  
Dues**

No dues separate from those provided for in the Bylaws of the ION shall be levied on members of the Section unless voted by a two-thirds affirmative vote of the Section members attending any regular meeting or special meeting of the Section.

## **ARTICLE III**

### **Officers**

**Section 1. *Chair.*** The Chair shall be the chief executive officer of the Section. He/she shall preside at all meetings of the Section at which he/she is present. He/she shall form, be a member, and appoint committee Chairs, of all committees of the Section, including any branches that may be organized, subject to guidance of the ION Eastern Regional Vice-President, whom he/she shall keep informed of activities and conditions within the Section. He/she shall serve as a member of the ION Council and shall support the Eastern Regional Vice-President in reporting to the Council on the Section activities. The Chair shall be responsible also for any other duties of the Section not assigned or delegated to others. He/she shall make such reports to the members of the Section as he/she deems desirable or as required by the membership, being responsive to their wishes and receiving counsel as appropriate from other officers of the Section.

**Section 2. *Vice-Chair.*** The Vice-Chair shall assist the Chair as directed. In the absence, incapacity, or by delegation of the Chair, he/she shall perform the duties and exercise the authority of the Chair.

**Section 3. *Secretary.*** The Secretary shall be the chief administrative officer of the Section. He/she shall keep an accurate list of members, coordinating with the ION national office. He/she shall send out notices of meetings, and other information as requested by the Chair. He/she shall send a copy of annual meeting schedules to the Eastern Regional Vice-President as required by Article X, Section 8, of the Bylaws of the ION. He/she shall carry out such additional duties as prescribed by the Chair.

**Section 4. *Treasurer.*** The Treasurer is the chief financial officer of the Section. He/she shall receive, safeguard, and expend the Section funds as directed by the Chair, and keep an accurate record of the Section finances. He/she shall carry out such additional duties as prescribed by the Chair.

**Section 5. *Programs Chair.*** The Programs Chair shall be responsible for organizing meetings and other activities of the Section.

**Section 6. *Special Activities Chair.*** The Special Activities Chair shall assist the Programs Chair by organizing special activities for the Section.

**Section 7. *Publicity Chair.*** The Publicity Chair shall be responsible for publicizing the goals and activities of the Section. The purpose of the publicity shall be to enhance participation in and support of the Section activities by the Section members and potential members.

**Section 8. *Corporate/State Liaison Chair.*** The Corporate/State Liaison Chair shall be responsible for liaison with other organizations, including corporations, and governmental

organizations. The purpose of the liaison shall be to enhance participation in and support of the Section activities by such organizations.

**Section 9. *Membership Chair.*** The Membership Chair shall be responsible for promoting membership in the Section and in the ION by individuals and corporations likely to support the goals and benefit from the activities of the Section and ION.

**Section 10. *Student Liaison Chair.*** The Student Liaison Chair shall be responsible for liaison with students and faculty at secondary schools, colleges, and universities within the Section region. Goals shall include transfer of knowledge to and from students and promotion of participation by students in the Section and ION activities.

**Section 11. *Appointed or Elected Chairs.*** Upon appointment or election, as stipulated in Bylaws procedure, a new committee's Chair will be considered an Officer of the Section for the duration of the committee's existence. The appointed or elected Chair's duties will be defined at the time of appointment or election.

#### **ARTICLE IV**

#### **Nomination, Election, and Removal of Officers**

**Section 1. *Nomination and Election.*** The Chair, Vice Chair, Secretary, and Treasurer shall be elected annually at the last annual meeting of the the Section (normally in May or June). Nominations shall be made at least 60 days in advance of the election meeting by a Nominating Committee appointed by the Chair, if that officer so elects; but such nominations shall not preclude nominations from the floor at the time of election of officers. No nominee shall be considered unless he/she has stated his/her willingness to serve if elected. In the event that the Section is not functioning, the Eastern Regional Vice-President may declare all offices vacant and appoint a temporary Chair to serve until the next meeting, at which time the officers shall be elected to fill out the unexpired term. The results of all elections shall be reported to the Eastern Regional Vice-President, with copy to the National Office of the ION, within 15 days of the elections.

Only previous or current elected or appointed officers may run for the Section Chair position. If none of the persons eligible wishes to run for the Section Chair position then candidacy for the Section Chair office is open to the membership. Upon formation of the Section the restriction on eligibility of candidates for the Section Chair position is waived.

**Section 2. *Term of Office.*** An officer shall serve until his/her successor takes office, he/she is removed from office, his/her office is declared vacant as prescribed in Article IV Section 1, he/she moves from the Section or succeeds to another office, he/she resigns from the office, or his/her office is abolished. An officer may resign by sending a letter of resignation to the Section Chair or to the Eastern Regional Vice President of the ION.

**Section 3. *Removal of Officer.*** Any officer may be removed from office by a two-thirds affirmative vote of the Section members attending any regular meeting or special meeting requested by petition of eight voting members of the Section. At any meeting at which removal of an officer is considered, reasonable opportunity shall be given, before a vote, to any person wishing to either support the proposition or to defend the person under consideration. An officer may also be removed from office by declaring the office vacant as prescribed in Sections 1 and 2.

**Section 4. *Filling Vacancies.*** If a vacancy occurs in the office of Chair, the Vice Chair will assume all duties of the Chair and the Eastern Regional Vice-President shall appoint a temporary Vice-Chair to serve until election of a Chair at the next meeting of the Section. If a vacancy occurs in any other office, the Chair shall appoint someone to serve temporarily, if needed, until election of a successor at the next meeting of the Section.

#### **ARTICLE V Committee Membership**

All committee members shall be appointed by the committee chair and serve as directed by him/her.

#### **ARTICLE VI Branches**

A portion of the members of the Section may be organized as a Branch if authorized by vote of the Section at one of its meetings. The Section Chair, subject to approval of the Section shall determine the organization, program, and relationship of the Branch to the Section. The Chair of the Branch shall report directly to and be supervised by the Section Chair.

#### **ARTICLE VII Meeting**

Meetings shall be held as determined by the Chair and in accordance with provisions of Article X of the Bylaws of the ION. A quorum for transaction of business shall be ten (10) members or the average number of the members that have attended the last four (4) regular meetings of the Section, whichever is smaller.

#### **ARTICLE VIII Publications**

Publications shall meet the requirements of Article XI of the Bylaws of the ION.

## **ARTICLE IX**

### **Finances**

**Section 1. *Financial Integrity.*** The Chair shall safeguard the financial integrity of the Section. Reports of the financial condition shall be made to the Eastern Regional Vice-President and the Section officers, and to the Section members as requested.

**Section 2. *Sources of Funds.*** The Section shall be largely self-supporting. However, financial assistance may be requested from the National Office in such manner and not to exceed such amounts as prescribed by the Council.

## **ARTICLE X**

### **Amendments to Bylaws**

**Section 1. *Proposal.*** Amendments not inconsistent with the Bylaws of the Region or the ION may be proposed in writing by the Section Chair or in a petition signed by at least five voting members of the Section. Each proposed amendment shall be accompanied by background information indicating the reason for the change and the purpose to be accomplished by it.

**Section 2. *Review.*** The General Counsel of the ION before submission for vote shall review proposed amendments. The Section Chair shall be responsible for submission of the proposed changes to the Counsel within 30 days of the Section Chair's receipt of an amendment proposal consistent with Article X Section 1.

**Section 3. *Approval.*** An amendment shall be approved by a three-fourths majority of the votes cast by the voting members of the Section in a mail ballot or at a meeting of the Section.

**Section 4. *Notice of Proposed Amendment.*** Prior notice of a proposed amendment shall be sent to the voting membership to provide an opportunity for expression of opinions pro and con. All such comments received within fifteen days of the date of mailing shall be submitted with the ballot or at the meeting at which a vote is taken. If approval is to be determined at a meeting, opportunity for verbal comment shall be given before a vote is taken.

**Section 5. *Effective Date.*** Ballots, where used, shall carry a statement of the time limit for their return, which shall be not less than fifteen days nor more than thirty days after mailing of the ballots. An amendment shall take effect immediately upon receipt of the required number of affirmative votes unless provided otherwise in the amendment. Notice of all amendments adopted shall be sent to the Eastern Regional Vice-President, with a copy to the National Office of the ION within fifteen days.

**ARTICLE XI**  
**Dissolution**

Upon dissolution of the Section, any assets remaining shall be conveyed to the ION's national office for addition to the general funds of the ION.