

## **Section Bylaws**

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

#### **INTRODUCTION**

In accordance with these Bylaws, the Washington D.C. of the Institute of Navigation is authorized, established, and organized as a scientific society whose goals are to advance the art and science of positioning, navigation and timing (PNT) and provide local networking opportunities.

As with all ION programs, the responsibility of oversight of the arrangements lies with the ION Council. The ION's Bylaws is the predominant organizing document.

#### **ARTICLE I Membership**

All members of the Institute of Navigation (ION) in good standing residing within the boundaries of the Washington D.C. Section shall be members of the Section. Boundaries of the Section shall include the area to be covered by the following regional definition: Washington D.C., Virginia and Maryland.

#### **ARTICLE II Dues**

No dues separate from those provided for in the Bylaws of the ION shall be levied on members of the Section. Corporate donations in support of section activities and section programs are permissible. Sections may charge fees to members to participate in specific Section sponsored meetings/activities.

#### **ARTICLE III Officers**

**Section 1. Chair.** The Chair shall be the chief executive officer of the Section. The Chair shall preside at all meetings of the Section at which the Chair is present. The Chair shall appoint and be a member, ex-officio or otherwise, of all committees of the Section, including any branches that may be organized, subject to guidance of the ION Regional Vice-President, who shall keep informed of activities and conditions within the Section. The Chair shall serve as a member of the ION Council and shall support the Regional Vice-President in reporting to the Council on Section activities on a biannual basis. The Chair shall be responsible also for any other Section duties not assigned or delegated to others. The Chair shall make such reports to the members of

the Section as the Chair deems desirable or as required by the membership, being responsive to their wishes and receiving counsel as appropriate from other Section officers.

**Section 2. *Secretary.*** The Secretary shall be the chief administrative officer of the Section. The Secretary shall keep an accurate list of members, coordinating with the ION National Office. The Secretary shall send out notices of meetings, and other information as requested by the Chair. The Secretary shall send a copy of annual meeting schedules to the Regional Vice-President as required by Article X of the ION Bylaws. In the absence, incapacity, or by delegation of the Chair, the Secretary shall perform the duties and exercise the authority of the Chair. The Secretary shall carry out such additional duties as prescribed by the Chair.

**Section 3. *Treasurer.*** The Treasurer is the chief financial officer of the Section. The Treasurer shall receive, safeguard, and expend Section funds as directed by the Chair, and keep an accurate record of Section finances. The Treasurer shall carry out such additional duties as prescribed by the Chair.

**Section 4. *Other Officers.*** Other officers may be appointed by the Chair as deemed necessary. Examples would include: Vice Chair; Programs Chair, responsible for organizing meetings of the Section; Publicity Chair, responsible for publicizing the goals activities of the Section and coordinating fund-raising activities; Nominating Chair, responsible for nomination and election of Section officers; and Outreach Chair, responsible for organizing outreach activities.

#### ARTICLE IV

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

**Section 1. *Nomination and Election.*** The method of election shall be defined by the Section's Officers by majority vote. The method of election shall meet the following requirements:

- A Nominating Committee shall be appointed by the Chair.
- Officers shall be elected biennially.
- The Nominating Committee shall have sole authority to manage the election process.
- The decisions of the Nominating Committee are final unless overruled by a two-thirds vote of the Section Officers.
- Nominations may be submitted in advance to a member of the Nominating Committee or from the floor of the Nominating Committee meeting.
- Nominations must be seconded by a person attending a Nominating Committee meeting.
- Nominations shall be finalized 15 days prior to the election at a Nominating Committee meeting.
- No nominee shall be considered unless the nominee has stated the nominee's willingness to serve if elected.
- The results of all elections shall be reported to the ION's Regional Vice-President, with copy to the National Office of the ION, within 15 days of the elections.

In the event that the Section has been inactive, or a new section is forming, the ION 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.

**Section 2. *Term of Office.*** The term for officers voted into office shall be two years. An officer shall serve until a successor takes office, the officer is removed from office, the office is declared vacant as prescribed in Section 1, the officer moves from the Section or succeeds to another office, the officer resigns from the office, or the office is abolished. To resign an officer must send a letter of resignation to the Section Chair or to the 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 Section members attending any regular meeting or special meeting requested by petition of 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 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 Regional Vice-President shall appoint a temporary 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 Meetings**

Business 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 three officers.

The Section shall have a minimum of three Business and three General meetings per year to be considered active. General meetings shall include technical presentations, socials or section sponsored outreach programs.

## **ARTICLE VI Finances**

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

**Section 3. *Management of Funds.*** The Section shall be given authority to open a local bank account in the Section's name. Copies of the Section's monthly bank statements shall be

provided annually to the ION National Office. The National Office shall have the authority to close local section bank accounts if they have been inactive for six months. Funds in inactive Section accounts shall revert to the ION National Office.

**ARTICLE VII  
Amendments to Bylaws**

**Section 1. Proposal.** Amendments consistent with the Bylaws of ION may be proposed in writing by the Section Chair or in a petition signed by all the officers 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 ION National Office shall review and approve proposed amendments prior to distribution to, or voting by, members of the Section.

**Section 3. Approval.** An amendment must be approved by 1) a vote three-fourth majority vote of Section officers at which a quorum is present; and 2) the ION President.

**ARTICLE VIII  
Dissolution**

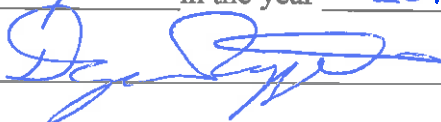
The Section Chair shall advise the ION National Office of the Section's intent to dissolve. The ION Council may also formally dissolve a Section if it becomes inactive.

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.

**ACCEPTANCE:**

Enacted this 27<sup>th</sup> day of May in the year 2015

Section Chair:



ION Regional Vice President:

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