

Bylaws

Article - I – Chapter Boundary Zip Code Listing

As required by the IIE Institute By-laws, the geographic boundaries of the Chapter are defined by postal ZIP codes. A listing of these codes follows:

15001	15049	15091	15203	15240	15295	15351	15427
15003	15050	15095	15204	15241	15301	15352	15428
15004	15051	15096	15205	15242	15310	15353	15429
15005	15052	15101	15206	15243	15311	15354	15430
15006	15053	15102	15207	15244	15312	15357	15431
15007	15054	15104	15208	15250	15313	15358	15432
15009	15055	15106	15209	15251	15314	15359	15433
15010	15056	15108	15210	15252	15315	15360	15434
15012	15057	15110	15211	15253	15316	15361	15435
15014	15059	15112	15212	15254	15317	15362	15436
15015	15060	15116	15213	15255	15320	15363	15437
15017	15061	15120	15214	15257	15321	15364	15438
15018	15062	15122	15215	15258	15322	15365	15439
15019	15063	15123	15216	15259	15323	15366	15440
15020	15064	15126	15217	15260	15324	15367	15442
15021	15065	15127	15218	15261	15325	15368	15443
15022	15066	15129	15219	15261	15327	15370	15444
15024	15067	15130	15220	15262	15329	15376	15445
15025	15068	15131	15221	15263	15330	15377	15446
15026	15069	15132	15222	15264	15331	15378	15447
15027	15071	15133	15223	15265	15332	15379	15448
15028	15072	15134	15224	15267	15333	15380	15449
15030	15074	15135	15225	15268	15334	15401	15450
15031	15075	15136	15226	15270	15336	15410	15451
15032	15076	15137	15227	15272	15337	15411	15454
15033	15077	15139	15228	15274	15338	15412	15455
15034	15078	15140	15229	15275	15339	15413	15456
15035	15081	15142	15230	15276	15340	15415	15458
15036	15082	15143	15231	15277	15341	15416	15459
15037	15083	15144	15232	15278	15342	15417	15460
15038	15084	15145	15233	15279	15344	15419	15461
15042	15085	15146	15234	15281	15345	15420	15462
15043	15086	15147	15235	15282	15346	15421	15463
15044	15087	15148	15236	15283	15347	15422	15464
15045	15088	15189	15237	15285	15348	15423	15465
15046	15089	15201	15238	15286	15349	15424	15466
15047	15090	15202	15239	15290	15350	15425	15467

15468	15624	15674	15740	15953	16055	16142	16233
15469	15625	15675	15744	15954	16056	16143	16234
15470	15626	15676	15747	15959	16057	16145	16235
15472	15627	15677	15748	16001	16058	16146	16236
15473	15628	15678	15750	16002	16059	16148	16238
15474	15629	15679	15751	16003	16061	16150	16239
15475	15630	15680	15752	16016	16063	16151	16240
15476	15631	15681	15754	16017	16066	16153	16242
15477	15633	15682	15756	16018	16101	16154	16244
15478	15634	15683	15761	16020	16102	16155	16245
15479	15635	15684	15763	16021	16103	16156	16246
15480	15636	15685	15764	16022	16105	16157	16248
15482	15637	15686	15770	16023	16107	16159	16249
15483	15638	15687	15774	16024	16108	16160	16250
15484	15639	15688	15776	16025	16110	16161	16253
15485	15640	15689	15778	16027	16111	16172	16254
15486	15641	15690	15779	16028	16112	16201	16255
15488	15642	15691	15780	16029	16113	16210	16256
15489	15644	15692	15783	16030	16114	16211	16257
15490	15646	15693	15784	16033	16115	16212	16258
15492	15647	15695	15901	16034	16116	16213	16259
15601	15650	15696	15902	16035	16117	16214	16260
15605	15655	15697	15905	16036	16120	16215	16261
15606	15656	15698	15906	16037	16121	16216	16262
15610	15658	15701	15907	16038	16123	16217	16263
15611	15660	15705	15915	16039	16124	16218	
15612	15661	15713	15920	16040	16125	16220	
15613	15662	15716	15923	16041	16127	16221	
15615	15663	15717	15924	16045	16130	16222	
15616	15664	15720	15926	16046	16131	16223	
15617	15665	15723	15928	16048	16132	16224	
15618	15666	15725	15929	16049	16133	16225	
15619	15668	15727	15935	16050	16134	16226	
15620	15670	15731	15936	16051	16136	16228	
15621	15671	15732	15937	16052	16137	16229	
15622	15672	15736	15944	16053	16140	16230	
15623	15673	15739	15949	16054	16141	16232	

Article II -- Finance

- Section 1. The fiscal year shall be from April 1 to March 31.
- Section 2. Chapter dues for all grades of membership shall be as set forth in the IIE Bylaws. All Chapter dues shall be paid with the IIE dues.
- Section 3. To be a Chapter member in good standing, an individual must be a member in good standing of IIE and must have paid his/her IIE and Chapter dues for the current year.
- Section 4. The Board of Directors shall be responsible for the financial operation of the chapter.
- Section 5. Each Committee Chairman shall obtain the approval of the President or Board of Directors prior to committing any expense in excess of his/her budget.

Article III -- Duties of the Board of Directors

- Section 1. Directors shall be responsible for bringing a sense of continuity to the new Board members each year. Their primary objective is to provide vision and document a strategic plan for the Chapter. These duties shall be carried out under the provisions of the most current IIE and Chapter Constitution and Bylaws with which all members of the Board of Directors should be familiar. The Chapter Constitution and Bylaws shall be reviewed annually and updated as needed to provide consistency with the IIE Constitution and Bylaws. As well established members of the chapter, the directors' help with job search opportunities is valuable.
- Section 2. The President shall administer the Operations of the Chapter as directed by the Board of Directors. It shall be the duty of the President to abide by and enforce the provision of this Constitution and Bylaws, and the IIE Constitution and Bylaws. He/she shall preside at all Chapter meetings. He/she shall appoint the chairman of each standing committee. All such appointments become official when ratified by the Board of Directors. The President shall not have a vote in meetings of the Board of Directors except to fulfill quorum requirements or to break a tie vote. He/she shall prepare an annual report for the Chapter's immediate superior IIE officer and such other reports as may be required by IIE.
- Section 3. The Vice President shall make plans and preparations for the following year, during which he/she will serve as the President. Prior to execution, such plans and preparations must be approved by the Board of Directors. The Vice President shall be responsible for staffing the leadership

positions of the chapter for the year that he/she shall serve as President. He/she may request that the President appoint a member or nominating committee to assist the Vice President in large investigations or planning projects. The Vice-President shall serve as Chapter Activity Chairman. It will be his/her duty to prepare an annual report on the Chapter activities for the year prior to the IIE Annual Meeting for the Vice-President of the Region.

Section 4. The Secretary shall keep accurate records and proceedings of all Chapter and Board of Directors Meetings, and shall distribute the minutes of the meeting to all concerned parties either on an individual basis or through the newsletter. The Secretary is responsible for creating the ballots, counting the votes and announcing the election results.

Section 5. The Treasurer shall have custody of all funds of the Chapter and shall report to the Board of Directors as required. It is the Treasurer's responsibility to make all deposits and pay all Chapter obligations. On a yearly basis, the Treasurer will prepare the tax statement. He/she shall present a semi-annual report and balance sheet to the Board of Directors, and provide all records, in good order at the end of his/her tenure of office to the succeeding Treasurer.

Article - IV - Nominations

Section 1. The call for nominations will be issued in August prior to the election. The Vice President shall be responsible for assessing the qualifications and interest level of nominees. Permission of nominees to be considered for office must be obtained.

Section 2. Based on the interest level and qualifications of nominees, the Vice President in cooperation with the nominating committee, shall prepare a list of candidates for each office to be elected.

Section 3. A final list of candidates will be published in October and will be announced at the earliest Chapter meeting.

Article - V - Elections

Section 1. Elections shall be conducted through such means as to be accessible to every Member in good standing.

Part 1 – The ballot shall be prepared listing each nomination for each vacancy. It will be distributed to all Members at least two weeks before the election deadline.

Part 2 – Ballots will be forwarded to the Vice President on or before the election deadline stated on the ballot.

Part 3 – The ballots shall be counted by the Vice President and the results announced in the earliest Chapter newsletter and Chapter meeting.

Part 4 – In the event of a tie in the number of votes cast for candidates of any office, the tie shall be broken by a vote of the Members present at the next regularly scheduled meeting of the Chapter where voting quorum is achieved. The candidates shall include only those persons involved in the tie. A simple written ballot shall be used and voting shall be conducted until the tie is broken.

Section 2. Newly elected officers and directors will begin their terms of office on January 1 and will be installed at the January Chapter meeting. They will serve until their successors are chosen and their terms of office begin.

Article - VI - Quorums

Section 1. A quorum at any Chapter meeting shall consist of one-fourth of the Chapter membership.

Section 2. A quorum for voting purposes shall consist of one-eighth of the Chapter membership.

Section 3. A quorum for a Board of Directors meeting shall consist of 50% of the total number of Board members, rounded up to the next whole number.

Article - VI –Parliamentary Authority

Section 1. Robert’s Revised Parliamentary Rules of Order shall be the standard authority of the Chapter.

Article - VII – Amendments

Section 1. Amendments to the Bylaws may be made as set forth in Article VIII (Bylaws) of the Chapter Constitution.