



URISA Alberta Chapter Bylaws

Non profit Society Status

503690836

Special Resolution

At a meeting of the members of the Urban and Regional Information Systems Association (URISA) – Alberta Chapter, held on the 11 day of May 2005, I hereby certify that a Special Resolution was passed amending numerous sections of the Society's bylaws. A consolidated version of these amendments was prepared and is attached for filing with Consumer and Corporate Affairs.

Dated at Edmonton in the Province of Alberta the 4 day of June 2009

A handwritten signature in black ink, appearing to read 'Dennis Chao', written in a cursive style.

Dennis Chao
Authorized Person
Secretary, URISA Alberta

Definitions:

URISA refers to the parent Urban and Regional Information Systems Association organization (also known as the URISA organization).

URISA – Alberta Chapter, Chapter, and/or Society refers to the local chapter of the URISA organization.

URISA Board of Directors refers to the Board of Directors of the parent Urban and Regional Information Systems Association organization.

URISA Secretariat refers to the administrative office of URISA.

100 Membership

100.1 Membership in the URISA – Alberta Chapter will be separate from membership in the Urban and Regional Information Systems Association. It will refer to members of the Chapter, whether they reside within the Province of Alberta or elsewhere, provided they make formal application to URISA – Alberta Chapter to become a member.

100.2 Rights and Obligations

100.2.1 Members shall have full voting and office holding rights.

100.2.2 Assertion of URISA – Alberta Chapter membership by members for purely personal reasons is authorized.

100.3 Qualifications

100.3.1 Membership requires an interest in the field of urban and regional information systems.

100.4 Admissions

100.4.1 Any person with an interest in the field of urban and regional information systems and in agreement with the objectives of the URISA – Alberta Chapter may be proposed for membership by transmittal to the Secretary of the URISA – Alberta Chapter an URISA – Alberta Chapter membership application form along with the payment of the annual dues as specified in the URISA – Alberta Chapter Bylaws.

100.4.2 The membership period shall be from July 1 to June 30 of a given calendar year.

100.5 Withdrawal

100.5.1 Any member wishing to withdraw from membership in the URISA – Alberta Chapter may do so upon notice in writing to the Executive through the Chapter Secretary. A refund of fees for the unexpired portion of the current year will not be granted.

100.5.2 Failure to pay the annual dues as prescribed from time to time shall be interpreted as notice of withdrawal and such member shall therefore not be entitled to membership privileges or powers in the Society until reinstated.

100.5.3 Any member, upon a two-thirds vote of all members of the Society in good standing, may be expelled from membership for any cause which the Society may deem reasonable, or for conduct that is considered to be detrimental to the aims of the Society.

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100.6 Dues

100.6.1 The annual dues for all members shall be established by action of the Executive of the URISA – Alberta Chapter.

100.6.2 Annual membership renewal will be handled by the Secretary of the URISA – Alberta Chapter.

200 Management

200.1 Executive

200.1.1 The Executive shall be comprised of ten (10) members of the URISA – Alberta Chapter in good standing who shall be the President, Vice President South, Vice President North, Treasurer, Secretary, Program Chairperson, Publicity Chairperson, Academic Liaison, Member-at-Large and the immediate Past-President. The Vice President South and Vice President North shall alternate annually as President-Elect. The duties of the Executive are described in Attachment 1, in addition to those described in these Bylaws.

200.1.2 The members of the Executive shall be elected for two-year terms. Positions on the Executive will be elected in alternate years according to the following schedule:

Election Year	1*	2*
President	Promoted	Promoted
V.P. North	Elected	
V.P. South		Elected
Secretary		Elected
Treasurer	Elected	
Program Chairperson		Elected
Publicity Chairperson	Elected	
Academic Liaison		Elected
Member-at-Large	Elected	

* Year 1 begins July 1 1992 and occurs in rotation with Year 2 thereafter.

200.1.3 At the first meeting of the Executive, the dates, times and places of other meetings to be held throughout the year shall be determined and will normally not exceed 10.

200.1.4 The time and place of any scheduled Executive meeting may be altered or cancelled by a majority vote of any regularly constituted meeting of the Executive or by consent of a majority of all Executive members and transmitted to the Secretary in time to notify all members of the Executive.

200.1.5 Special meetings of the Executive may be called by three members of the Executive provided a notice is given to all other members of the Executive, including the time, place and purpose of the meeting and the names of the Executive members calling the meeting; the notice should be mailed at least 20 days prior to the meeting.

200.1.6 Special meetings of the Executive may be called by the President at any time. Notice of such a meeting must be mailed 20 days in advance of the meeting and must include the time, place and purpose.

200.1.7 A meeting of the Executive may be held without notice if Waivers of Notice are signed by all the members of the Executive and such waivers are filed with the Secretary and notation thereof included in the minutes.

200.1.8 In the absence or incapacity of the Secretary, the President shall appoint a person to perform the secretarial functions.

200.1.9 A quorum at Executive meetings shall be a simple majority of the total members of the Executive in attendance.

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- 200.1.10** Reimbursement of actual and necessary expenses by any URISA – Alberta Chapter member in the conduct of Chapter business may be authorized by the Executive.
- 200.1.11** In consideration of service in the executive, the URISA – Alberta chapter shall indemnify any members of the Executive or former members of the Executive of the URISA – Alberta Chapter against reasonable expenses, including attorney’s fees and judgements actually incurred in connection with the defence of any action, suit or proceeding entered into by virtue of actions taken while a member of the Executive.
- 200.1.12** Any action required or permitted to be taken by the Executive or any committee thereof may be taken without a meeting if all members of the Executive or Committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consent thereto by the members of the Executive or Committee shall be filed with the minutes of the proceedings of the Executive or Committee.
- 200.1.13** The Executive shall be responsible for the day-to-day management of the URISA – Alberta Chapter and shall prepare and present an annual budget to the membership for information.
- 200.1.14** The Executive may authorize conventions, conference and meetings of the URISA – Alberta Chapter and approve their dates and location.
- 200.1.15** In the event of the incapacity of the President to complete a term of office, the president-elect, as chosen from the Executive, shall fill the unexpired term.
- 200.1.16** In the event of the resignation or incapacity of any other member of the Executive to complete a term of office, the Executive may choose to elect a replacement for the unexpired term.
- 200.1.17** A summary of the actions of the Executive shall be presented to the membership at the Annual General Meeting along with reports by the President, Treasurer and any other member called upon by the President to do so. The URISA – Alberta Chapter Objectives shall be presented to the membership at the Annual Meeting.
- 200.1.18** For purposes of denoting geographic areas of responsibility for the Vice Presidents, the dividing line shall be the top of Township Thirty-Four (34).
- 200.1.19** Any member of the Executive, upon a majority vote of all members in good standing, may be removed from office for any cause, which the Society may deem reasonable.

200.2 Boards and Committees

- 200.2.1** The activities of the URISA – Alberta Chapter shall be conducted whenever possible through voluntarily associated groups of members arranged by 1) geographic areas and 2) Focus Groups.

200.3 Audit

- 200.3.1** The books, accounts and records of the Secretary and Treasurer shall be audited at least once a year by a duly qualified accountant or by two members of the URISA – Alberta Chapter elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books of the previous year shall be submitted by such auditor or auditors at the Annual Meeting of the Chapter.
- 200.3.2** The books and records of the URISA – Alberta Chapter may be inspected by any member at the Annual Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer and Secretary. Each member of the Executive shall at all times have access to such books and records.
- 200.3.3** It shall be the duty of the Secretary to attend all meetings of the Society and to keep accurate minutes of the same. The Secretary shall have charge of all the correspondence for the Society.
- 200.3.4** The Treasurer shall receive all moneys paid to the Society and shall be responsible for the deposit of same in whatever bank, Trust Company, Credit Union or Treasury Branch the Executive may decide upon, ensuring that deposits are limited to institutions that are

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insured and limited to amounts for which insurance is available. The Treasurer shall properly account for the funds of the Society and keep such books as may be directed.

200.4 Nominations and Elections

- 200.4.1** A Nominations Committee shall be formed for the purpose of preparing a slate of officers for presentation to the membership prior to the election by the membership of Executive members.
- 200.4.2** The members of the Nominations Committee shall be the immediate Past-President of the Chapter, the most recently elected Vice President and one other URISA – Alberta Chapter member appointed by the Executive. Their period of service shall be one URISA – Alberta Chapter year.
- 200.4.3** The Nominations Committee shall request the submission of suitable names to be considered for all open elective offices.
- 200.4.4** The Nominations Committee shall endeavour to submit to the executive the names of at least two candidates for each elective office no less than four (4) weeks prior to the Annual Meeting and the list shall be published no less than three (3) weeks prior to the meeting.
- 200.4.5** Individual voting members may propose names to be added to the ballot for all elective offices. Such petition shall set forth the office and the name(s) of the proposed candidate(s). When completed, the ballot shall be submitted to the Executive.
- 200.4.6** Each candidate, prior to their name being placed on the ballot, must confirm their willingness to serve. The ballot shall contain all of the candidates listed in alphabetical order by office and shall be mailed to the membership no later than three (3) weeks before the Annual Meeting. It must be returned to a predetermined address one (1) week prior to the Annual Meeting.
- 200.4.7** Ballots shall be counted under the supervision of the Nominations Committee prior to the Annual Meeting and the results shall be announced at the Annual Meeting.
- 200.4.8** The Vice Presidents North and South will alternate annually as President-Elect. The following formula will be used and repeated as required:

Office	Election Year 1*	Election Year 2	Election Year 3
President	Promoted	Promoted	Promoted
V-P North	Elected		Elected**
V-P South		Elected**	

* Year 1 begins July 1 1992

** In the second, and every year thereafter, the President is promoted from the designated Vice President from the previous year.

200.5 Amendments

- 200.5.1** The Bylaws may be rescinded, altered or added to by a “Special Resolution”.

200.6 Fiscal Matters

- 200.6.1** The fiscal year for the URISA – Alberta chapter shall be from July 1 to June 30.
- 200.6.2** For the purposes of carrying out its objectives, the Chapter may borrow or raise or secure the payment of money in such a manner as it thinks fit, and in particular, by the issue of debentures, but this power shall be executed only under the authority of the Society, and in no case shall debentures be issued without the sanction of a Special Resolution of the Chapter.

200.7 Seal of the Society

200.7.1 A corporate seal will not be required for the purpose of conducting Chapter business.

300 Conventions and Meetings

300.1 Annual Meeting

300.1.1 The Annual Meeting of the Chapter shall be held at such a time and place within the Province of Alberta as the Executive designates, but must be held prior to the URISA Annual Meeting.

300.1.2 A General Meeting shall be scheduled during the Annual Meeting. At this time, as part of the report of the Secretary, a summary of the actions of the Executive shall be reported to the membership. Reports shall also be presented by the President, Treasurer, and any other member called upon by the President to do so.

300.1.3 URISA – Alberta chapter members may attend any meeting of the Executive.

300.2 Conventions, Conferences and Meetings

300.2.1 The URISA – Alberta Chapter Objectives will be the basis for the development of the Chapter program.

300.2.2 The Annual Program will be presented to the Executive by the Program Chairperson for approval.

300.2.3 The URISA – Alberta Chapter program will be conducted in Edmonton and Calgary and other locations as determined by need.

300.2.4 Meetings of the Chapter may be called at any time by the Secretary upon the instructions of the President or Executive by notice in writing to the last known address of each member, delivered in the mail eight (8) days prior to the date of such a meeting.

300.2.5 A Special Meeting shall be called by the President or Secretary upon the instructions of the President or Secretary upon receipt by him/her of a petition signed by one-third (1/3) of the members in good standing, setting forth the reasons for calling such a meeting which shall be sent by letter to the last known address of each member delivered in the mail eight (8) days prior to the meeting.

300.2.6 A quorum at any General or Special Meeting of the Chapter shall consist of ten (10) percent of all Chapter members in good standing provided that there are more general members than Executive members.

300.2.7 Any member who has not withdrawn from membership nor has been suspended nor expelled as herein provided shall have the right to vote at any General or Special meeting or in any ballot of the Society.

300.3 Parliamentary Authority

300.3.1 The Parliamentary Authority for meetings of the URISA – Alberta chapter shall be "Robert's Rules of Order, Newly Revised".

400 Financial Procedures

400.1 Revenue

400.1.1 Registration fee(s) for all Chapter conferences shall include twenty percent (20%) in excess of the estimated cost of the activity as a contingency. The contingency is to ensure Chapter conferences are self-funding.

400.2 Bank Balance

400.2.1 A year-end bank balance of not less than five thousand (\$5000) dollars is to be maintained to ensure the long-term financial viability of the Chapter.

400.3 Payment of Registration Fees

400.3.1 Whenever possible, fee(s) for chapter activities should be paid in advance or at the beginning of the activity.

400.3.2 If the billing of fee(s) following an activity is allowed, an amount in excess of the prepayment of fee(s) is to be charged as an allowance for possible bad-debt losses.

400.4 Registration Fee(s) Exemption

400.4.1 An exemption for payment of registration fee(s) for any activity may be provided for the following persons:

- Executive
- Keynote Speakers
- Other Speakers
- Organization and assistance providers such as registration assistance.

400.5 Expenditures

400.5.1 Whenever expenditures are incurred by a member of the Executive for activities in support of the Chapter, all reasonable expenses will be borne by the Chapter.

400.6 Submission of Expenses

400.6.1 All statements of expenses are to be forwarded to the Treasurer in an organized fashion, substantiated with original copies of the receipt(s).

400.6.2 Individual details and amounts are to be provided in the claim for expenses as well as the grand total amount claimed.

400.7 Remuneration

400.7.1 Unless authorized at any meeting and after notice of same shall have been given, no officer or member of the Chapter shall receive remuneration for his services.

Dated this day of 19.....

Attachment 1

Duties of the Executive

President

- Set the agenda for all Executive meetings.
- Ensure that Chapter obligations to the International Organization are met.
- Represent the Chapter to the International Organization.
- Represent the Chapter to other professional organizations.
- Prepare an annual report for the members.
- Preside at all meetings of the Chapter and of the Executive.
- In subsequent years, as “Past-President”, provide advice to the new President particularly in matters which carry over from the previous year, such as conferences and other programmes.
- Prepare the “President’s Column” for each edition of the Chapter newsletter.

Vice Presidents

- Identify new areas of interest, or new membership potential.
- Assist the Programme Chairman in the execution of the annual programme, as required and requested, especially in the local arrangements for luncheon speakers and other events in their region, including arranging rooms, taking registrations, etc.
- Prepare an annual report for the members on Chapter activities.
- Oversee the annual conference and provide continuity where conferences planned in one year are to be executed in the next. This would include sitting on the Conference Organizing Committee to represent Chapter interests. It is recognized that this role may extend past their term of office.

Program Chairperson

- Develop the year’s programme for acceptance by the Executive (and membership). This would normally include a series of luncheon speakers, and a suggested topic or format for one or more educational workshops throughout the year.
- Utilize the Executive, and membership, in the execution of the programme.
- Obtain agreements with luncheon speakers on time, place, and topic, and liaise with Vice Presidents to confirm room arrangements, menus, etc.

Treasurer

- Maintain the accounts of the Chapter within the guidelines of the Bylaws.
- File the appropriate tax returns with Revenue Canada.

Secretary/Membership Chairperson

- Keep accurate minutes of all Executive meetings.
- Maintain a record of the Chapter membership and Chapter mailing lists.

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- Have charge of all correspondence of the Chapter.

Publicity Chairperson

- Assume responsibility for assembling materials and publishing Chapter newsletter on a regular basis.
- Advertise all other Chapter activities through direct mailings to interested members and other means as appropriate.

All Executive Members

- Collectively set the topic for an annual conference and select/participate in the Conference Organizing Committee.
- Determine theme and content, and contribute material, for Chapter newsletters.
- Chapter outreach to students, industry and the community.