



Adopted Policies
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## **Section 1 – Officer Duties**

### **1.1 Duties of the Past President**

- a. Chair of the OCITE Nominating Committee. Nominating Committee shall consist of the Immediate Past President and two other members of the Chapter as appointed by the President.
- b. Responsible for obtaining President's Plaque to be presented at the Annual Meeting.
- c. Serves as a Mentor for the Board of Direction to insure understanding and proper exercise of duties and procedures.
- d. Prepares Annual Report of Chapter activities from the previous year for submission to Section Vice-Chair and ITE Headquarters on schedule set by Section and ITE.

### **1.2 Duties of the President**

- a. Serves as the Chapter Liaison to the Section Board.
- b. Insures that all rules and regulations are strictly observed.
- c. Appoints and serves as an ex-officio of all committees. At a minimum, there shall be a Nominating Committee, Audit Committee, and Tellers Committee.
- d. Prepares the Agenda for all meetings of the Board of Direction.
- e. Presides over all meetings of the Chapter.
- f. Decides tie votes.
- g. Insures that the officers faithfully perform their duties.

### **1.3 Duties of the Vice-President**

- a. Acts as an adviser to and assistant to the President.
- b. In the absence of the President, assumes the responsibilities and duties of the position.
- c. Serves as Chapter Liaison to student chapters within the OCITE geographical area.
- d. Plans for setting schedule of meetings, meeting locations, speaker and/or program and arrange other accommodations for the Chapter meetings for the following year. Tentative meeting schedule and locations shall be approved by the Board and presented to the membership at the Annual Meeting in December.

#### **1.4 Duties of the Secretary**

- a. Maintains a current listing of OCITE members with contact information.
- b. Prepares and distributes minutes of all meetings of the Board and business meetings conducted at general membership meetings.
- c. Writes and conducts the correspondence of the Chapter.
- d. Responsible for retention of Chapter History Files.
- e. Notifies MOVITE and ITE Headquarters of election results.
- f. Notifies MOVITE and ITE Headquarters of meeting schedule.
- g. Maintains official record of Section Charter, By-Laws and Policies.

#### **1.5 Duties of the Treasurer**

- a. Receives and pays all bills contracted by the Chapter.
- b. Maintains an accurate record account of all receipts and expenditures of the organization and shall have the books open for inspection by any member.
- c. Signs checks and reconciles checking and savings accounts.
- d. Prepares initial dues notices for all Chapter members before January of each year. Provides billings quarterly to collect late dues payments. Notifies persons of loss of membership after one year in arrears.
- e. Provides a bimonthly financial report to the Board and membership.
- f. Exercises authority in financial matters in accordance with such bylaws and resolutions as may be adopted by the membership from time to time.

#### **1.6 Duties of the Directors**

- a. **First Year Director** – Serves as Chair of the Membership Committee. The Membership Committee reviews the applications submitted for membership and provide a recommendation for approval to the Board of Direction. Visitors and potential new members in attendance at Chapter meetings are recognized and welcomed by the Chair of the Membership Committee.

- b. **Second Year Director** – Serves as Chair of the Budget Committee. The Budget Committee evaluates the income and expenses of the Chapter and submits a recommended budget for the new year for consideration by the membership at the Annual Meeting.

## **Section 2 – Membership**

### **2.1 Membership Application Procedures** – OCITE membership application procedures for processing are as follows:

- a. All applications for membership shall be submitted to the Membership Committee for review. Membership shall be granted in accordance with provisions of the Chapter Charter.
- b. Upon approval of a new member, the Membership Committee Chair shall notify the Secretary and Treasurer for letter of congratulations and welcome with invoice for dues.

### **2.2 Honorary Members** – Chapter Honorary Membership can be granted at the discretion of the Chapter’s Board of Direction to persons who are retired and such other criteria as determined by the Board. A list of Honorary Members shall be maintained by the Secretary.

## **Section 3 – Meetings**

### **3.1 Meeting Schedule** – The Vice-President will determine the schedule and location for meetings of the Chapter for the following year and present the schedule to the Board of Direction for approval (subject to any necessary confirmations) at the Annual Meeting in December. Luncheon meetings may be held monthly with the exception that no meeting shall be set within two weeks of a scheduled International ITE Meeting, Annual District 4 Meeting, Spring or Fall MOVITE Meeting, or the Annual Missouri State Traffic and Safety Conference.

### **3.2 Joint Meetings** – Joint meetings are encouraged subject to Board approval.

### **3.3 Meeting Expenses** – Meetings shall be organized to be self-supporting.

## **Section 4 – Finances**

### **4.1 Dues** – Dues for all members shall be paid annually by all members without penalty if paid by the end of January each year or within one month of being elected to membership in the Chapter. Annual dues shall be 50% for persons whose membership application is approved after July 1 for the remainder of the year. Annual dues are herein set at \$10 on a calendar year basis for both Chapter members and for Chapter Affiliates. Students and

Chapter Honorary Members shall pay no annual dues to the Chapter and are excluded from special assessments.

- 4.2 Agency Dues** – When more than one Chapter membership is requested for persons working at the same agency (and when paying with one check), annual dues for additional Chapter memberships are \$9.00 each.
- 4.3 Initiation or Entrance Fee** – A one-time initiation or entrance fee for new members may be established or waived by the Chapter Board of Direction. Current Initiation / Entrance Fee is set at \$10.
- 4.4 Signers on OCITE Checking Account** – The Treasurer and President are designated to act as signers on the OCITE checking and savings accounts, however, only one signature shall be required to write checks to pay bills.

## **Section 5 – Government**

- 5.1 Geographical Area** – The area designated for membership in this Chapter shall be the twenty-four (24) Missouri counties in Southwest Missouri including Vernon, Barton, Jasper, Newton, McDonald, Cedar, Dade, Lawrence, Barry, Polk, Greene, Stone, Christian, Taney, Dallas, Webster, Douglas, Ozark, Wright, Laclede, Pulaski, Texas, Howell, and Phelps. The geographical area covered by this Chapter of ITE may be established from time to time by majority vote of the Section Board, or as the area shall be established from time to time as an outcome of amendments to the area designated by the Board of Direction of the MOVITE Section or the Board of Direction of the Institute, as provided in the Chapter Charter.
- 5.2 Automatic Nominations for Executive Board** - The current Vice-President shall automatically be nominated by the Nominating Committee for the Office of President. The current Secretary shall automatically be nominated by the Nominating Committee for the Office of Vice-President. The current Treasurer shall automatically be nominated by the Nominating Committee for the Office of Secretary. The current Second Year Director, if eligible, shall automatically be nominated by the Nominating Committee for the Office of Treasurer. Other nominees may be made by the Nominating Committee for these offices as deemed appropriate or necessary. These provisions shall not apply if the current officer(s) decline to run or if the current officer(s) no longer reside or hold employment within the Chapter geographical area.

## **Section 6 – Relationship to MOVITE Section**

The Chapter owes its existence to the MOVITE Section with approval of the Chapter Charter. The OCITE President shall serve as the liaison to the MOVITE Section by providing Chapter activities reports for each meeting of the MOVITE Board of Direction and by attending (or designating a member in their place) to attend meetings of the MOVITE Board of Direction. The current MOVITE President shall be invited to attend the Annual Meeting of the Chapter and

all other meetings as practicable. The OCITE Chapter shall avoid holding meetings in conflict with International ITE, District or Section meetings and will encourage all Chapter members to attend Section meetings and be active participants in Section, District and ITE activities.

### **Section 7 – Relationship to Student Chapters**

The OCITE Chapter shall be committed to encourage, foster and support activities of all student chapters within the OCITE geographical area. Activities may include the arranging of meeting speakers, field trips, equipment displays and joint meetings with the Chapter.

### **Section 8 – Chapter Website**

A chapter website will be maintained by the Secretary, or his/her designee, that includes a listing of the current Board of Direction, the Charter, By-Laws, Policies, membership application, chapter events, student scholarship information, sponsorship opportunities, annual reports, and other general chapter information. The Web address, or URL, for the website is [www.ocite.org](http://www.ocite.org).

### **Section 9 - Activities Report to MOVITE and ITE**

The Secretary will submit annually (or more frequently if requested) an activities report for the upcoming year to MOVITE and ITE Headquarters including list of officers, membership statistics, financial information, meeting dates and summary of meeting activities, and other information as requested. The Past President will prepare and submit the Annual Report of Chapter Activities for the previous year.