

Bylaws of the New Madrid Chapter of the Earthquake Engineering Research Institute:

Article I. Name and Purpose

1. The name of the organization shall be the New Madrid Chapter of the Earthquake Engineering Research Institute (EERI), hereafter called the New Madrid Chapter.
2. The purpose of the New Madrid Chapter shall be the advancement of the science and profession of earthquake engineering and life safety by serving the public and the members of EERI within the area of the Chapter.
3. The actions of the New Madrid Chapter shall be consistent with the provisions as set forth in the constitution and Bylaws of the national EERI organization.

Article II. Area and Membership

1. The area of the New Madrid Chapter shall include the states of Alabama, Arkansas, Kentucky, Mississippi, Missouri, and Tennessee, and the regions of Southern Illinois and Southern Indiana.
2. All members of EERI who subscribe to the Bylaws of the New Madrid Chapter and who have satisfied current dues requirements of the Chapter, and who reside in the New Madrid area, shall be Members of the Chapter. All other members of EERI whose addresses are within the boundaries of the Chapter shall be "eligible" Members of the Chapter.

Article III. Dues and Finances

1. The New Madrid Chapter activities shall be financed by annual Chapter dues collected by the national EERI organization and expense allocations from, and as approved by, the national EERI organization.
2. The annual dues amount shall be determined by the Board of Directors at every September Board meeting.

Article IV. Officers

1. The officers of the New Madrid Chapter shall be a President, a Vice-President, a Secretary/Treasurer, who with the latest resident Past-President or President Elect and three Directors shall constitute a Board of Directors, in which the government of the Chapter shall be vested.
2. All officers shall be elected for terms of two years. The terms shall start at the close of the September meeting and continue until their successors are elected and assume offices.

In addition to the initial two year term, the President shall assume two additional one year terms: one as President Elect to the term as President, and then as Past-President upon the conclusion of the term as President.

The remaining three Directors shall serve in accordance with the attached Succession Plan, to carry out a transition from the initial interim Board of Directors and Officers that assumed office in October, 1995. The Succession Plan is so arranged that in any one year, only the positions of Officers, or three remaining Directors, shall be changed.

3. Only Members of the New Madrid Chapter shall be eligible for election to office.
4. A vacancy in the office of President shall be filled by the Vice-President. Other vacancies shall be filled for the unexpired term by appointment of the Board of Directors. Should a director be elected as an officer during the 4 year term as Director, the vacancy shall be filled by appointment of the Board of Directors.
5. The Board of Directors shall oversee the preparation of the Annual Report, which shall be submitted to the national EERI organization.
6. At meetings of the Board of Directors, five (5) members shall constitute a quorum.

Article V. Nomination and Election of Officers/Directors

1. The Nominating Committee shall consist of not less than three members.
2. The Nominating Committee shall choose one or more candidates for election to each office and obtain the consent of each nominee to serve if elected.
3. The Secretary shall send a letter ballot, containing list of official nominees and space for a write-in vote for another candidate for each office, to each Member of the New Madrid Chapter at least 20 days prior to the September Meeting.
4. Ballots returned to the Secretary up to the time of counting shall be opened and counted by three tellers appointed by the President. For each office the candidate receiving the highest number of votes cast shall be declared elected.

Article VI. Meetings

1. The Board of Directors shall meet regularly from August through May.
2. Notice of call for a Board of Directors meeting shall be mailed not less than seven days in advance of the meeting date.
3. All business meetings of the New Madrid Chapter Board of Directors shall be governed by Robert's Rules of Order, Revised, except as provided by these Bylaws.
4. Special meetings can be called by either the President or five(5) members of the Board of Directors.
5. At the Annual Meeting, the Board shall establish the annual event or meetings for the coming year, and establish a committee to coordinate the event or meetings.

Article VII. Committees

1. The President each year shall appoint the following committees: Steering Committee, Ways & Means Committee, and Membership Committee.
2. The President shall appoint such other committees or ad-hoc committees as are, from time to time, deemed necessary.

Article VIII. Amendments

1. Bylaws may be adopted or amended only by the following procedure:
 - a. The proposed Bylaws shall be distributed to the subscribing membership of the New Madrid Chapter who shall be given the opportunity to vote.
 - b. To become effective the proposed Bylaw amendment shall receive an affirmative vote of not less than a majority of the responding members, and the approval of the Board of Directors of the New Madrid Chapter.

Article IX.

1. No funds of the New Madrid Chapter shall be used to benefit any private individual and no substantial part of the activities of the New Madrid Chapter shall be devoted to lobbying. The New Madrid Chapter shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.
2. Upon dissolution of the New Madrid Chapter, the assets remaining after payment of the debts of the New Madrid Chapter shall be distributed to one or more corporations, community funds or foundation, organized and operated for scientific, literary, or educational purposes.

NEW MADRID CHAPTER OF EERI JOB DESCRIPTION

PRESIDENT

1. Attend Chapter board meetings
2. Attend Chapter annual meeting
3. Report progress at national level
4. Represent the chapter at the annual EERI national meeting
5. Work with all officers and board members of the chapter
6. Plan, call for, organize and conduct all board meeting and technical meetings with officers
7. Cooperate with other local engineering organizations in matters of mutual interest.
8. Help with the selection/election of officers or nominations for awards.
9. Prepare the annual budget with Secretary/Treasurer.

VICE PRESIDENT

1. Plan and arrange monthly meetings
2. Attend all meetings connected with chapter
3. Attend section meetings and National meetings at President's request
4. Work with all other officers of the New Madrid Chapter.

SECRETARY/TREASURER

1. Keep accounts of the chapter
2. Take care of all bookkeeping, i.e. making sure that there is enough money in the post office account for bulk mailing, etc.
3. Take notes at the Board Meetings in a bound notebook
 - a. Date and place of meeting
 - b. Members present
 - c. List of items discussed
 - d. Vote Counts, if any
 - e. Resolutions passed
 - f. Have the information typed and mail the minutes to all board members before the next meeting along with the information about the next meeting
4. Turn over the above notebook at the end of the year to the next Secretary/Treasurer.
5. Prepare the annual budget with the President.
6. Prepare Chapter reports whenever needed, particularly the Annual Report, which should be submitted promptly to the national EERI organization.
7. Turn over all records and check books to the new Secretary/Treasurer in good order at the September Meeting.

NEWSLETTER EDITOR

1. Submit information concerning New Madrid Chapter meetings and other news to the National newsletter editor by the first week of the month prior to the month of the newsletter publication.
2. Prepare and mail New Madrid Chapter mailings such as meeting notices, as required.
3. Maintain an up-to-date list.
4. Solicit advertisers for the New Madrid Chapter newsletter.
5. Collect all advertising fees and submit to the New Madrid Chapter Secretary/Treasurer.

DIRECTORS

1. Attend New Madrid Chapter Board Meetings and participate in decisions concerning the chapter.
2. Head committees and perform other duties as requested by the President.

LIAISONS

1. The President shall nominate, and a majority of the voting Board of Directors shall approve, New Madrid Chapter Liaisons. The Liaisons shall be responsible for interfacing with other professional organizations to coordinate activities as required.

