Visual Resources Association Mountain West and Plains Regional Chapter Bylaws
Updated 12/2019

Article I. NAME. The name of this organization shall be the Visual Resources Association Mountain West and Plains Regional Chapter, hereafter referred to as the Chapter.

Article II. PURPOSE. The purpose of the Chapter shall be to promote communication among, and to provide support and professional enrichment opportunities for, visual resources professionals residing or professionally active in Arizona, Colorado, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, and Wyoming. The Chapter will also promote and support the Visual Resources Association as an international professional organization.

Article III. MEMBERSHIP.

A. Eligibility. Membership is open to everyone, regardless of their membership in the Visual Resources Association.

B. Membership Categories.

1. Regular members: Anyone is eligible to join the chapter.
2. Institutional members: Institutional Membership of the VRA shall be eligible for Chapter membership at the Chapter’s regular membership rate.
3. Student members: Student members are eligible to apply for Chapter student membership at a reduced rate from that paid by regular members. An individual applying for student membership may be asked to provide verification of current student status.
4. Retired members: The Chapter shall allow retired visual resources professionals to apply for Chapter retired membership at a reduced rate from that paid by regular members.
5. Other discounted membership categories: The Chapter may allow other individuals eligible for discounted rate VRA membership to apply also for Chapter membership at a reduced rate from that paid by regular members.

C. Membership year. The Chapter membership year is based on the anniversary date of membership. Annual membership is active for 365 days after dues are paid.

D. Dues.

1. Determining dues amounts. Dues for the various categories of Chapter membership shall be proposed by the Chapter officers and ratified by a plurality of the written or electronic vote of the Chapter membership.

2. Payment of dues. Eligible individuals may enroll in the Chapter at any time by...
making a “bundled membership” transaction using the member’s online MemberClicks account (accessed through VRAWEB); registration and payment of Chapter dues can be made with the same transaction as registration and payment of Association annual membership dues. Registration and payment of Chapter dues can also be made as a separate MemberClicks transaction from registration and payment of Association membership dues.

E. Special assessments and fees. The Chapter may propose the assessment of additional fees to recover the per capita cost of participation in a specific Chapter-sponsored event or project, subject to the approval of the membership.

F. Privileges.
   1. Only Chapter members may vote in Chapter elections or hold elective Chapter office.
   2. All members shall be entitled to receive minutes, announcements of meetings, and other notices of general interest to the membership.

Article IV. OFFICERS.

A. Chapter officers shall consist of a minimum of two, those being Chairperson and Secretary/Treasurer.

B. Qualifications for office. Officers must be a Chapter member in good standing.

C. Terms of office. The term of office shall be two calendar years.

D. Duties of officers.
   1. The Chapter Chairperson shall:
      a. Act as the representative of the Chapter in its official business.
      b. Conduct business and serve as program chair at Chapter meetings.
      c. Make arrangements with host site for meetings.
      d. Develop programs and agendas with other officers.
      e. Write and submit the Chapter’s mid-year and annual reports to the VRA Executive Board.
   2. The Chapter Secretary/Treasurer shall:
      a. Keep minutes of Chapter meetings, be responsible for Chapter correspondence, and designate a teller for elections.
      b. Produce and distribute notices of meetings and announcements.
      c. Keep Chapter financial records and report to the Chapter on a regular basis.
      d. Receive and review periodic reports of Chapter dues paid to the Association through bundled membership transactions.
      e. Authorize payments from Chapter funds held in the Chapter Bursary.
      f. Receive and review periodic disbursement reports of payments made from Chapter funds held in the Chapter Bursary.
g. Conduct meetings in the absence of the Chairperson.

E. Replacement of officers.
   1. Any Chapter officer unable to perform the duties of his/her office should submit a written resignation in the form of a letter or electronic communication to the Chapter Chair; or, if the Chair resigns, the written resignation is tendered to the Secretary/Treasurer. The designated recipient will inform the Chapter membership of the resignation and its effective date.
   2. Should any Chapter office be vacated mid-term, the other officer(s) may recommend a qualified successor (with that individual’s consent) from the membership to fill the remainder of the vacated term, to which action a majority of the membership must assent by a vote of affirmation (in person, written, or electronic).

Article V. ELECTIONS.

A. Officers shall be elected by a plurality of votes (written or electronic) cast by the members.

B. Nominations. Officers may self-nominate or be elected from nominations received from members participating in a designated Chapter meeting.

C. Elections should be staggered to provide for continuity of leadership; officers should alternate their two-year terms.

Article VI. MEETINGS.

A. Chapter meetings shall be called by the Chairperson.

B. The Chapter will hold a minimum of two meetings a year. The Chapter will provide for various forms of remote participation for members who are unable to be physically present at a meeting. A member participating remotely shall be able to communicate on an equal basis with all other members who are physically present.

C. Members may invite guests to meetings and encourage them to become members. Guests are not eligible to vote or hold office. If a supplemental fee is assessed to cover the cost of participation in a specific Chapter event, non-member Guests will be assessed a proportionately higher amount than that paid by members.

Article VII. AMENDMENTS.

A. Proposed amendments to the Bylaws may be submitted to the Chapter in writing or electronic communication by any voting member.

B. Approval by a two-thirds majority of voting members (in person, written, or
electronic) shall be necessary to amend the Bylaws.

C. The Bylaws shall be submitted to the Visual Resources Association Executive Board for approval.

D. The Bylaws shall be reviewed at least once in every five years.

**Article VIII. DISSOLUTION OF THE CHAPTER.**

A. The Visual Resources Association shall authorize the dissolution of the Chapter upon the request of its members or when in the opinion of the Executive Board the Chapter’s effectiveness and viability have ceased.

B. All just liabilities and obligations of the Chapter shall be paid, satisfied, and discharged, or adequate provision shall be made therefore.

C. All other assets shall be transferred or conveyed to the Visual Resources Association.

**Article IX. IMPLEMENTATION.**

A. These Bylaws shall become effective immediately upon approval by the Chapter membership and the Visual Resources Association Executive Board.

B. Officers elected under any previous Bylaws shall remain in office until the conclusion of their terms.