

**BYLAWS**  
**FOR**  
**NORTHWEST CHAPTER**  
**NASTT**

ARTICLE I: Name

- Section 1. The Northwest Chapter of the North American Society for Trenchless Technology (Northwest Chapter NASTT) shall be affiliated with the North American Society for Trenchless Technology, hereafter referred to as NASTT.
- Section 2. The geographic area for this chapter covers the Province of Alberta, the Province of Saskatchewan and the Province of Manitoba in Canada

ARTICLE II: Objectives

- Section 1. To advance the science and practice of Trenchless Technology for the public benefit; to promote and conduct education, training, study and research in said science and practice for the public benefit; and to make available information thereof to all interested and concerned parties.

ARTICLE III: Definitions of the Chapter

- Section 1. Trenchless Technology as used herein means that technology for the evaluation, servicing, renovation and replacement of existing , and the construction of new public utilities and other services underground without the digging of trenches, including all kinds of sensing and mapping techniques for underground guidance, tunneling devices and specialized machinery, materials and equipment.

ARTICLE IV: Membership

- Section 1. Membership in the chapter shall be available to all individuals and to all private, trade, professional, and labour organizations, public regulatory agencies, consumer and environmental groups, governmental agencies, public utilities and contractors or any other organization or individuals professing an interest or concern in Trenchless Technology.

Section 2. Membership in the chapter shall be in four (4) classes as follows:

- 2.1 Sustaining. An organizational membership providing additional support for, or participation in, the chapter. Sustaining organizations may designate up to two individuals to represent their organization. Additional individuals may be designated by meeting NASTT requirements. Each sustaining member shall have one vote to be cast by the designated prime representative.
  - 2.2 Governmental/Educational Institutions. Federal, provincial or local government agencies and educational institutions that have interests in the technology. Such agencies and institutions will be granted the same benefits as sustaining members and will be allowed to name one voting and one non-voting representative to the chapter.
  - 2.3 Individual. An individual membership available to all individual persons interested in the technology or concerned with the environment. Each individual member shall have one vote.
  - 2.4 Student. An individual who is (1) a full-time student currently enrolled in a program of an accredited educational institution, or (2) enrolled in a recognized apprentice program. The curriculum or apprenticeship must have a reasonable relationship to the technology. The student membership is non-voting and may not hold office in the chapter.
  - 2.5 Any member in the above categories, except student, may vote in all Chapter meetings. Such voting shall be by ballot, unless the meeting by resolution otherwise decides.
  - 2.6 Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. Any member upon majority vote of all members of the chapter in good standing may be expelled from membership for any cause which the Chapter may deem reasonable.
- Section 3. Application for membership may be made through NASTT. Upon payment of dues, the organization or individual will be considered accepted as an active member. Chapter applications and dues payments are to be forwarded to NASTT within five (5) days after receipt.
- Section 4. Non-members shall be allowed to attend only two (2) meetings.
- Section 5. NASTT members from outside the geographical area may join this chapter by requesting NASTT Headquarters forward dues in the amount of 15% of the society membership dues.

- Section 6. Members may voluntarily withdraw from the chapter by submitting a written notification to the Northwest Chapter NASTT.
- Section 7. Membership will be automatically withdrawn upon non-payment of membership dues.
- Section 8. Members have the right to attend Chapter meetings and may vote on all issues as per their membership class.
- Section 9. Members are responsible for conducting themselves in accordance with the bylaws and objectives of the Chapter.

#### ARTICLE V: Membership Dues

- Section 1. NASTT dues are established by the NASTT Board of Directors and approved by the NASTT general membership. Supplemental chapter dues, if required, shall be established by the chapter membership.

#### ARTICLE VI: Meetings

- Section 1. A minimum of one (1) meeting shall be held annually at a time and place designated by the chapter board.
- Section 2. Special meetings of the Chapter may be called in addition to the annual meeting if warranted by ongoing events.
- Section 3. Notice of the time and place of all meetings shall be distributed by e-mail or other suitable means to each member not less than thirty (30) days prior to the date of such meeting. A copy of such notice shall also be sent to NASTT Headquarters or an annual listing of dates and locations of chapter meetings may be sent.
- Section 4. An annual meeting of the members shall be held not less than ten (10) days prior to the end of the NASTT fiscal year for the purpose of electing directors and officers and for the transaction of such business as may come before the meeting.
- Section 5. A quorum to conduct business at the annual meeting shall be 10 percent, but in no case less than five (5) of the voting chapter members. In the case of a special meeting, a quorum shall be not less than 4 voting Chapter members. The vote of the simple majority of votes entitled to be cast, during a meeting at which a quorum is present, shall be necessary for the adoption of any

matter. In case of a tie, the chapter chair shall cast his/her vote to break a tie.

Section 6. Voting by mail or e-mail may be authorized by the chapter Executive Committee to meet emergency situations. Votes are to be returned within thirty (30) days to the chapter secretary for counting.

Section 7 The Books and Records will be available for inspection by individual members at the annual meeting.

#### ARTICLE VII: Board of Directors

Section 1. The affairs of the chapter shall be managed by its Board of Directors.

Section 2. The number of directors shall be not less than 3 (three) and not more than nine (9) as determined by the Board of Directors. The immediate past chair shall be ex officio member of the board.

Section 3. Directors shall be individual members or the voting representative of a charter, sustaining or governmental/institutional member. In order to maintain the broad societal purpose of the chapter, the board should, to the extent feasible, have representation from each of the following seven (7) areas of activity: public utilities, professional engineers, contractors, regulatory agencies, manufacturers, suppliers and educators/researchers.

Section 4: The Board of Directors shall meet at least annually in conjunction with the annual meeting of the chapter.

Section 5. Special meetings of the Board of Directors may be called at the request of the chair or any three directors or officers.

Section 6. Notice of Board meetings shall be delivered at least fourteen (14) days prior to the meeting date.

Section 7. A majority of the Board of Directors shall constitute a quorum for transaction of business. If in the course of business, additional funds must be accessed through borrowing, a unanimous decision by all board members will be required.

Section 8. Any vacancy of the Board of Directors shall be filled by the affirmative vote of a majority of the remaining directors for the unexpired portion of the term.

Section 9. The term of office for all directors shall be two (2) years, coinciding with the Annual General Meeting of the chapter. In order to establish a staggered

rotation of board members, initially approximately half shall be elected for one (1) year and the remainder for two (2) years.

- Section 10. Any director or officer, upon a majority vote of all Chapter members in good standing, may be removed from office for any cause which the Chapter may deem reasonable.
- Section 11. Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the Chapter shall receive any remuneration for his/her services.

#### ARTICLE VIII: Chapter Officers

- Section 1. The officers of each chapter shall be at least three (3) and not exceed six (6) and shall consist of:
  - Chair
  - Vice Chair
  - Secretary
  - Treasurer
  - Past Chair

And shall be bonded by NASTT. The offices shall be filled by eligible members appointed by election in accordance with the regional bylaws at any regular meetings or by mail/e-mail ballot.

- Section 2. The term of office for all chapter officers shall be one year, coinciding with the Annual General meeting of the chapter. The Vice Chair shall succeed the Chair, and the Secretary shall succeed the Vice Chair.
- Section 3. Any chapter office which shall become vacant by reason of death, incapacity or resignation of the officer shall be filled by the alternative vote of a majority of the Board of Directors for the unexpired portion of the term.

#### ARTICLE IX: Executive Committee

- Section 1. The officers of the chapter shall constitute the Executive Committee. The immediate past chair shall be an ex officio member of the Executive Committee.
- Section 2. The Executive Committee is empowered to act on behalf of the Board of Directors between meetings of the board.
- Section 3. Should a corporate seal become necessary, it would be under the custody of any member of the Executive Committee.

## ARTICLE X: Duties of Officers

### Section 1. Chair

- A. The chair shall be the chief executive officer of the chapter. He/she shall preside at all meetings of the chapter and its Board of Directors and Executive Committee.
- B. It shall be the chair's duty to exercise general supervision over the activities and welfare of the region and maintain liaison with the chapter Board of Directors.
- C. The chair is an ex officio member of all chapter committees (with the exception of the nominating committee) and is a voting member of the chapter Board of Directors.

### Section 2. Vice Chair

- A. Shall perform such duties that may be assigned by the Chair or Board of Directors.
- B. Shall act in the event of a temporary disability or absence of the chair from the meetings.

### Section 3. Secretary

- A. Shall record and maintain records of all chapter business.
- B. Shall prepare and keep minutes for all chapter meetings and Board of Directors meetings.
- C. Shall provide NASTT Headquarters and all attending chapter members with copies of minutes of chapter meetings within thirty (30) days of said meeting.
- D. Shall conduct voting by mail or e-mail in accordance with established rules.
- E. Shall participate in the annual audit of accounts.

### Section 4. Treasurer

- A. Shall be custodian of chapter funds.

- B. Shall approve and make all disbursements properly allocated to chapter business, with the disbursements being counter-signed by at least one other officer.
- C. Shall maintain chapter financial records and perform an annual audit of accounts for preparation of the year-end financial statement.
- D. Shall provide chapter members with a financial statement at each chapter meeting.
- E. Shall provide NASTT Headquarters with a year-end financial statement.
- F. Shall file for tax exempt status.
- G. Shall file required provincial and federal forms, if and as required.

#### ARTICLE XI: Fiscal Year

- Section 1. The fiscal year shall be the same as that of NASTT, the Calendar Year.

#### ARTICLE XII: Chapter Committees

- Section 1. There shall be a budget committee, a nominating committee and such other committees as the Chapter Executive Committee shall from time to time establish.
- Section 2. The chapter Executive Committee shall designate the chair of each committee. Committee chairs shall appoint committee members, subject to approval of the chapter Executive Committee.

#### ARTICLE XIII: Chapter Rules of Order

- Section 1. The rules contained in Roberts Rules of Order, Current Revision shall apply to all meetings of each chapter.

#### ARTICLE XIV: Amendments

- Section 1. Amendment(s) to the bylaws must be by special resolution.

Section 2. Any proposed amendment to these bylaws shall first be presented to NASTT Headquarters for approval and then presented to voting members at least thirty (30) days prior to voting on the amendment.

Section 3. Voting may take place at any legally constituted meeting of the chapter's voting members. A majority of the votes cast is required for adoption of an amendment.

ARTICLE XV: Dissolution

Section 1. The region shall use its funds only to accomplish the objectives and purposes specified in these bylaws and no part of its funds shall inure, or be distributed to members of the chapter or NASTT. On dissolution of the chapter, any funds remaining shall be distributed to NASTT.

Dated: \_\_\_\_\_

<b>Signature:</b>		<i>Address</i>
<b>Print Name:</b>		<i>City, Prov</i>
<b>Signature:</b>		<i>Address</i>
<b>Print Name:</b>		<i>City, Prov</i>
<b>Signature:</b>		<i>Address</i>
<b>Print Name:</b>		<i>City, Prov</i>
<b>Signature:</b>		<i>Address</i>
<b>Print Name:</b>		<i>City, Prov</i>
<b>Signature:</b>		<i>Address</i>
<b>Print Name:</b>		<i>City, Prov</i>
<b>Signature:</b>		<i>Address</i>
<b>Print Name:</b>		<i>City, Prov</i>