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Your Partner in PUBLIC SAFETY

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***Rocky Mountain Section***

**Rocky Mountain Section IMSA  
Constitution & By-Laws**

## PREFACE

The Rocky Mountain IMSA revived their current charter with the International IMSA office in 1979, following a lengthy hiatus. The first meeting of this newly resurrected IMSA Section was attended by:

Pat Mahoney with Denver Fire Department, Marshall Hamamoto with Denver Fire Department, Vic Musalek with Denver Traffic Department, Wally Walker with Colorado Springs Traffic Department, Larry Husten with Pueblo Traffic Department, Bob Llewellyn with the International IMSA office, and Al Mello with the International IMSA office.

The group elected officers during this first meeting, with Pat Mahoney as Secretary & Treasurer, and Wally Walker as President.

In 1982 Certification was first introduced to the section, led by Buddy Braziel from Texas. Also that year, Marshall Hamamoto was elected to Secretary & Treasurer and Rusty Forster was introduced to the section by Wally Walker. Rusty would later develop and moderate one of the Rocky Mountain Section's favorite Seminar – The Troubleshooting Course

Over the years, the meetings have changed locations, from Denver Fire Alarm Building, to Traffic Systems, Inc., to our present location at WL Contractors in Arvada, CO. While meetings were held at the Traffic Systems, Inc. building, Jay Heffelfinger was introduced to the section by Greg Schafer. Jay continues to volunteer his time with the section, and plays an integral role in communicating with the International IMSA office.

### **Notable Section Volunteers and Officers**

Ken Balltrip with Greeley Traffic Department, Jay Heffelfinger with WL Contractors, Marshall Hamamoto with Denver Fire Department, Rusty Forster with Colorado Springs Traffic Department, Hank Williams with Loveland Traffic Department, Pat Mahoney with Denver Fire Department, Vic Musalek with Denver Traffic Department, Wally Walker with Colorado Springs Traffic Department, Larry Husten with Pueblo Traffic Department, Jeff Sauter with Wyoming Department of Transportation (WYDOT), Joe Strauss with Denver Traffic Department, Jim Bushnell with Sturgeon Electric, Dan Holland with Fort Collins Traffic Department, Alvin Thompson with Aurora Traffic Department, Kenneth Harmon with Denver Fire Department, and Herb Pooler with Colorado Springs Utilities.

### **Excerpt from the International IMSA's Constitution and By-Laws:**

**“We, the duly elected Officers of the International Municipal Signal Association, do solemnly agree and promise to conduct the duties of our respective Offices with forthrightness and integrity and in accordance with the provisions of the Constitution and By-Laws of the IMSA**

**Upon completion of our respective terms of Office, we do severally agree and promise to relinquish all properties of the IMSA, and all controls and authorities that may have been granted as a condition of our respective Offices.”**

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## **INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION ROCKY MOUNTAIN SECTION – BY-LAWS**

ARTICLE III of the International Municipal Signal Association (IMSA) By-Laws authorizes the Board of Directors, upon receipt of a petition signed by a sufficient number of qualified members, to grant a Charter to that group subject to the provisions of the International IMSA By-Laws. The Rocky Mountain Section was granted such a charter in 1976, as a self-governing section, providing such self-government conforms with the intent and purposes of the By-Laws of the International IMSA.

ARTICLE III of the International IMSA By-Laws grants each Section full jurisdiction, in the formation and adoption of their own By-Laws, Rules and Procedures, Committees, etc., provided that the Section's By-Laws conform to the By-Laws of the International IMSA and all other legal requirements as outlined in the Association Section Handbook – this can be found on the International IMSA website under the members only tab.

### SECTION I –GENERAL

1. This Section of the IMSA, encompassing membership in the geographical areas of Colorado, Wyoming, South Dakota, North Dakota, Utah, & Nebraska, shall be known as the Rocky Mountain Section.
2. The purpose of the Rocky Mountain Section shall be:
  - a. To unite those who are involved or interested in public safety and the art and problems connected with engineering, construction, operation and maintenance of electrical, electronic, communications, signals, signs & markings and any other related systems used in public safety.
  - b. To collect and disseminate information and educational material for the benefit of the Association members and the industry.
  - c. To cooperate in the formulation of safe installation, operation and maintenance of such systems.
  - d. To promote closer technical cooperation between all members of the industry with the intent of improving the efficiency of these systems and encouraging free and open consideration of all engineering concepts and opinions.
  - e. To cooperate with other organizations whose objectives also promote the objectives of the Association.
  - f. To promote training and educational programs which are goal orientated toward certification of technicians in the various public safety fields in which the Association is involved.
3. Rules of Procedure and Resolutions, that may be adopted occasionally, shall become a part of the governing By-Laws of the Rocky Mountain Section when so ordered by the membership, provided that said Procedures and Resolutions do not conflict with the International IMSA's Constitution and By-Laws.
4. All Resolutions controlling or continuing any general action of the Rocky Mountain Section Officers and Committees, which are not made a part of the By-Laws, shall be printed at the end of the By-Laws.
5. Each Officer and Division Representative of the Rocky Mountain Section shall be provided with a copy of the International IMSA's Constitution and By-Laws, together with a copy of the Rocky Mountain Section By-Laws, including any Resolutions or Rules of Procedure which have not been incorporated in the By-Laws. If requested each new member of the Section shall be provided with a copy of the Rocky Mountain Section By-Laws, together with any Resolutions or Rules of Procedure which have not been incorporated into the Rocky Mountain Section By-Laws.

## SECTION II – MEMBERSHIP QUALIFICATIONS

1. Membership in the Rocky Mountain Section shall be in the following classes: Active, Associate, Public Utility, Public Agency, Life and Honorary.
2. Membership qualifications shall reflect SECTION II of the By-Laws of the International IMSA. See below for reference.
3. Application for membership in classes of Active, Associate, Public Utility and Public Agency shall be submitted, together with the first year's annual dues, directly to the IMSA office.
4. Upon notification by the Executive Director of the IMSA, approval of the application of a new member of this Section, the Section Secretary shall update the Section Membership Roster. The Roster shall list each member's name, title, address and class of membership.
5. Any member who is delinquent in payment of annual dues for one (1) year shall be dropped from the Membership Roster.
6. Any member whose membership shall terminate for any cause shall have no right or interest in any property of the Rocky Mountain Section, or any claim or privilege in or against the Rocky Mountain Section, or pertaining thereto.
7. Annual Dues of all members shall be payable annually as specified in SECTION III of the International IMSA's By-Laws.

**The qualifications are listed below for reference.**

- a. **ACTIVE MEMBER:** Any employee or official of a governmental agency or employee of a private contractor who is actively engaged or involved in any of the public safety operations as defined in ARTICLE II of the International IMSA By-Laws, or any person who is actively engaged in any of the public safety operations, shall be eligible for Active Membership. Except as hereinafter specified, the privileges of voting and holding office are limited to Active Members.
- b. **ASSOCIATE MEMBER:** Any individual not eligible for Active Membership, or any commercial, industrial, or non-profit organization, having special knowledge, experience, or interest in any aspect of the Association's activities shall be eligible for Associate Membership. Associate Members shall not have the right to hold office, except as Secretary & Treasurer of a Section, nor shall they have the right to vote except on Association or Section Committees to which they may be elected or appointed.
- c. **PUBLIC UTILITY MEMBERS:** Any non-governmental or investor owned corporation furnishing electric, gas, telephone, water, or other utility type service to the general public under established rate. Each Public Utility Member shall designate an individual to serve as its representative.
- d. **PUBLIC AGENCY MEMBER:** Any local, county, state, or other governmental body or agency concerned with the objectives of the Association as defined in ARTICLE II of the Constitution, shall be eligible for Public Agency Membership. In order to qualify for Public Agency Membership, there must be a minimum of three (3) individuals who qualify for Active Membership from the same organization. Public Agency Members shall each individually enjoy all the privileges of Active Membership in the Association.

e. **LIFE MEMBERSHIP:** Life Membership may be granted by the Board to an Active Member upon their retirement from employment as defined in ARTICLE II of the Constitution. Life Membership may continue during the life of the member and shall entitle them, without further payment of membership dues, to all the privileges of Active Membership in the Association, until such time that re-employment conflicts with the intent of this Section. During such conflicting employment, their Life Membership shall be temporarily suspended. Life Membership may be granted under the following conditions:

(1) The prospective Life Member shall have been a member in good standing continuously for not less than fifteen (15) years or -

(2) The member shall have been an Officer of the Association or a Section of the Association, and shall have been a member in good standing continuously for not less than ten (10) years, and -

(3) An Application for the granting of the Life Membership shall be submitted to the IMSA by the Prospective Life Member's Section Secretary at least thirty (30) days prior to the annual meeting of the IMSA Board. The Section Secretary shall provide documentation that the prospective Life Member was approved by the Section, has the proper years of service and/or the years of service as an Officer of the Association or of a Section at the time of Application.

(4) ARTICLE II Section 2 (f) (4) of the IMSA By-Laws June 2009 states "**The Section is responsible for paying the Life Membership annual dues.**"

f. **HONORARY MEMBERSHIP:** Honorary Membership may be granted by the Board. Such Membership may continue during the life of the Honorary Member, and shall entitle the member without payment of membership dues, to all the privileges of an Associate Member. Honorary Membership may be granted to any person under the following conditions.

(1) In the judgment of the Board, the prospective Honorary Member has rendered special, conspicuous, and unusual service to the Association or Section of the Association and -

(2) An application for granting of an Honorary Membership shall be submitted To the IMSA by the members Section Secretary at least thirty (30) days prior to The annual meeting of the Board, and the Section Secretary shall provide documentation that the prospective Honorary Member was approved by the Section and has met the requirements listed here in.

(3) Such requests shall document the special, conspicuous, and unusual service to The Association performed by the candidate for Honorary Membership

(4) ARTICLE II Section 2 (g) (4) of the IMSA By-Laws June 2009 states "**The Section is responsible for paying the Honorary Membership annual dues.**"

### SECTION III – DIVISIONS

For the purpose of more effectively carrying out the objectives, the Rocky Mountain Section is divided into constituent elements. These elements shall be known as DIVISIONS.

1. The following six (6) Divisions comprise the Rocky Mountain Section:
  - a. State of Colorado
  - b. State of Nebraska
  - c. State of North Dakota
  - d. State of South Dakota
  - e. State of Utah
  - f. State of Wyoming
2. The membership of the Rocky Mountain Section, upon receipt of a petition signed by at least fifty-one percent (51%) of the Active Members of the affected Divisions, may authorize them to sub-divide, merge or otherwise change the configuration of the Divisions. Approval of the reconfiguration shall be by a majority vote of the Active membership of the Rocky Mountain Section.
3. Each Division shall hold a meeting of its members, at a location within the boundaries of the Division at least once every year. At this meeting the membership shall:
  - a. Discuss section policy and review how it may be improved for the betterment of the Division, take minutes and inform the Section Secretary of actions taken.
  - b. The Division may administer Certification Programs and Examinations during their annual meeting.
  - c. The Division members should monitor state legislation and regulations in each state, report this information at the annual meeting to the Section Secretary who shall disseminate the information to the Section membership and IMSA International.
4. Each Division shall have the privilege of requesting, through the Section Secretary, that other Divisions bring up for consideration at their respective meetings, any subject the requesting Division desires broader consideration.
5. Each Division of the Section, with twenty-five (25) or more Active Members, shall have the right, as stated in Article III of the Association's Constitution and Section 4 of the Association's By-Laws, to petition the Board to grant a charter to form a new, suitably titled, self-governing Section.

### SECTION IV - BOARD OF REPRESENTATIVES

1. The Board of Representatives, together with the Executive Committee, is the governing and managing body of the Section and shall have exclusive authority in decisions on Section policy consistent with the objectives of the Section.
2. The Board shall not have the power to commit the Section to any change in the Section By-Laws without the authority of a referendum ballot to the membership.
3. The Board and the Executive Committee shall meet once a year, prior to the Annual Section Meeting, for the purpose of determining policy for the coming year.
4. Board members shall vote as instructed by the Division they represent. If uninstructed by the Division, the Board member shall vote at the dictates of their own conscience.
5. Board members who cannot attend the Annual meeting may designate an alternate to take their place at the Board meeting.

## SECTION V – OFFICERS

List of Officers – This represents the Section’s Executive Committee

- President – Elected in EVEN years
- Past President – Automatic
- Vice President – Elected in ODD years
- Secretary & Treasurer – Appointed (term is indefinite)
- Delegate – Elected in EVEN years
- Alternate Delegate – Elected in ODD years
- Certification Chairman – Appointed (term is indefinite)
- Director at Large - Appointed
- State Representative – Appointed (no voting privileges)

1. The **President**, or in his/her absence the Vice-President, shall preside at Section meetings and at meetings of the Board of Representatives. During their term in office, this individual will be a member of all Committees and will be accountable to the Section for the proper conduct of the affairs of the Section, in accordance with the By-Laws. The President shall be the Section’s CEO. Elections for President will be held during EVEN numbered years at the Annual Conference.
2. The **Past President** shall be an automatic position when a President in good standing is no longer the Section President. The term will last until another President steps down from their term, thus becoming the Past President. This position will come with voting privileges.
3. The **Vice President** shall assist the President during office and attend monthly Section meetings. This position will come with voting privileges. Elections for Vice President shall be held on ODD numbered years at the Annual Conference.
4. The **Secretary & Treasurer** shall be, during office, a member of all committees and shall take the minutes during Section Meetings or delegate this task to another member. Except as noted in the duties for the Certification and Conference Committees, the Secretary & Treasurer shall conduct the correspondence, receive all funds, pay all bills approved by the Executive Committee, keep all records of the business and finances, submitting a report at each regular meeting and file annual reports to the IRS. The Secretary & Treasurer may select the option of using a professional Tax Preparer to file reports to the IRS. The Secretary & Treasurer is authorized to pay any emergency bill not exceeding \$250.00 in advance of authorization by the Executive Committee. This position will be appointed by a vote of the Executive Committee when the position is vacant.
5. The **Primary Delegate** to the International IMSA for the Rocky Mountain Section will be a representative for the Section, at the IMSA International Conference held each summer. This individual will need to have several years of experience with the Rocky Mountain Section as a volunteer. The Delegate votes for International IMSA positions during IMSA Annual Event. Elections for the Delegate will be held on EVEN numbered years at the Annual Conference.
6. The **Alternate Delegate** to the International IMSA for the Rocky Mountain Section will be a representative for the Section, at the IMSA International Conference held each summer. This individual will need to have several years of experience with the Rocky Mountain Section as a volunteer. The Alternate Delegate votes for International IMSA positions during IMSA Annual Event when the Delegate is unable to attend. Elections for the Delegate will be held on ODD numbered years at the Annual Conference.
7. The position of **Certification Chairman** shall be an appointed position. The individual holding this position will be expected to coordinate with the International IMSA office with matters of Certifications Courses, ordering books and exams, submitting exams following Certification courses, and disseminate information to the Section Members regarding IMSA Certifications. This position will be held until the individual resigns or is removed from the position. In the event of a vacancy, the Executive Committee shall decide the next Certification Chairman by ballot.

8. The Executive Committee shall also appoint one member from each of the 6 states, as the **State Representative** to the Rocky Mountain Section. This individual shall be the point-of-contact within each state for questions, comments, and concerns as it relates to the Rocky Mountain Section. This position will last indefinitely but will come with NO voting privileges.

9. The Rocky Mountain Section will also appoint **Director(s)-at-Large**. These individuals will be representatives of the Rocky Mountain Section IMSA and help volunteer their time within the section where needed.

## SECTION VI – COMMITTEES

1. Each year the President shall appoint a Chairman of each of these Standing Committees, except where the chairman is specifically designated under Committee Duties. The President may also appoint a Co-Chairman of any of the Standing Committees. Except as specified under Committee Duties, the appointed Chairman shall appoint at least two (2) other members to serve on the Committee and shall immediately notify the President and Secretary of the names of the appointed committee members. Below is the list of Standing Committees within the Rocky Mountain IMSA Section.

- a. Auditing Committee
- b. Awards Committee
- c. Certification Committee
- d. Constitution, By-Laws & Resolutions Committee
- e. Executive Committee
- f. Membership Committee
- g. Representative to Institute of Transportation Engineers (ITE).

2. The Executive Board shall have the right to appoint Special Committees, provided that the scope of the Special Committees work does not duplicate the work of the Standing Committees. The Executive Board also has the right to dissolve any of the Standing Committees.

## SECTION VII - COMMITTEE DUTIES

### a. AUDITING COMMITTEE

1. The Auditing Committee shall consist of at least three (3) members appointed each year by the President. One member of the Committee must be an Active Member.
2. The Committee shall be responsible for auditing the Section books kept by the Secretary & Treasurer, the Chairman of the Certification Committee, and the Co-Chairman of the Certification Committee.
3. The Committee shall ascertain, through conference with the Secretary & Treasurer, Chairman and the Co-Chairman of the Certification Committee that the expenditures of funds are strictly within the scope of the Section's By-Laws.
4. The Committee, as it deems advisable, may make recommendations for increasing income and/or reducing expenditures of the Section.
5. The Committee shall make its audit during the Physical Tax Year and shall report it's findings and recommendations at the Opening Session of the Annual Conference.
6. The Committee shall submit an annual report detailing the tax exempt status of the Rocky Mountain Section.
7. The Committee shall prepare supporting documents every five (5) years for an external audit, to be done by a professional accountant.

#### b. AWARDS COMMITTEE

1. The Awards Committee, in cooperation with the Executive Committee, shall assist with the selection of recipients of the awards customarily given by the Section or especially authorized by the President.
2. The Committee shall assist the Secretary in procuring suitable awards for presentation at the Annual Conference and shall make such award presentation when requested by the President.
3. Our Section's Award shall be - **The Rocky Mountain Section Founder's Award**
4. This award shall be given to individuals who displayed outstanding service to the Rocky Mountain Section.
5. The Founder's Award was created in honor of our Rocky Mountain Section founders. These men volunteered their time and money over the years to build an outstanding organization, committed to safety and to its members. For this reason, we want to honor their name with this award, and use it to recognize exemplary volunteers within the IMSA Rocky Mountain Section.

(cont.)

In honor of: Marshall Hamamoto, Jay Heffelfinger, and Rusty Forster

#### c. CERTIFICATION COMMITTEE

1. The Chairman of this Committee shall appoint one or more members, who have been approved by the Association to administer certification programs, to serve on this Committee. As per Charter Agreement the Chairman of this Committee will provide the IMSA International Office with a list of all educational opportunities for posting on the website and publication in the IMSA Journal.
2. In the event that there are no qualified members in a Division, the chairman may appoint a qualified member from a different Division to administer certification programs in that Division.
3. The chairman of this Committee shall be responsible for the upkeep of all certification records, shall conduct the correspondence, receive all funds, pay all bills, take minutes of Committee meetings and make a report at each regular meeting.
4. The Committee shall be responsible for deciding policy and procedures to be followed by the Committee, and shall serve as the governing body in all questions relating to certification matters of the Section.
5. The Committee shall be responsible for developing curriculum, setting prerequisites and fees, providing course materials, and testing in all areas of the certification program.
6. The Committee shall respond to written questions from Members and non-members regarding their status on any certification matter and shall make every effort possible to resolve differences between the Member or non-member and the International IMSA.
7. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

#### d. CONSTITUTION, BY-LAWS & RESOLUTIONS COMMITTEE

1. The Committee shall receive all proposals for amendments to the Constitution, Association By-Laws, Section By-Laws and all proposals for any Resolutions. The Committee shall study such proposals with regard to intent, legality,

phraseology, and form, and make recommendations regarding actions to be taken by the Rocky Mountain Section.

2. Resolutions may be submitted by any Member of the Section or by any Division.
3. Proposed amendments and resolutions, approved by this Committee, relating to Section policy, rules of procedure, control or continuation of any general action, shall be submitted to the Membership for approval.
4. The Committee shall be alert and active, and shall prepare and present to the Membership such amendments to the Constitution and By-Laws as it deems necessary.
5. The Committee shall consult with the International Constitution, By-Laws & Resolutions Committee on any legal or technical questions that the Committee may be confronted with in its deliberations.

e. EXECUTIVE COMMITTEE

1. The Executive Committee of the Section shall consist of the President, First Vice President, Past President, Secretary & Treasurer, Certification Chairman, Director at Large, State Representative, Delegate, and Alternate Delegate. The President shall serve as the Chairman of this Committee.
2. When it is not expedient to secure action of the Board of Representatives, the Executive Committee shall establish policy on matters not covered by the Constitution, By-Laws, Section By-Laws or Resolutions. The Board of Representatives may delegate any or all its power to the Executive Committee so that the Committee may effectively direct the affairs of the Section between meetings of the Board.
3. The Executive Committee shall arbitrate differences between Officers and Members of the Board, between Divisions, or between a Division and the Board.
4. The Chairman shall submit a report at the Annual Conference. The report shall cover the activity and actions taken by the Committee and other pertinent data as necessary.

f. MEMBERSHIP COMMITTEE

1. The Second Vice President shall serve as Chairman of this Committee and shall be a member of the International Membership Committee.
2. This Committee shall be responsible to develop and implement member recruitment and retention efforts.
3. The Chairman and all Members of this Committee should attend all Board Meetings, so that Officers, Board Members, or Committee Chairman may seek advice or assistance from them.
4. The Committee may bring the Board's attention such matters, which in the Committee's opinion will be helpful in furthering the aims and goals of the Section.

g. REPRESENTATIVE TO THE INSTITUTE OF TRANSPORTATION ENGINEERS (ITE)

1. This Committee shall be responsible for establishing contact with the various area ITE sections located within the Rocky Mountain Section boundaries and requesting that ITE literature be sent to them as issued, and in turn see that literature, technical and other data emanating from this Section is sent to them.
2. The Committee shall work with ITE in preparing the programs for the joint ITE / IMSA meetings. When the program agenda is completed the Committee shall forward the information to the Secretary & Treasurer at least one (1) month prior to the scheduled meeting date.

## SECTION VIII - ANNUAL SECTION CONFERENCE

1. The site location for future conferences shall be selected one year in advance.
2. Any Member may submit an invitation to the Site Committee to hold the Annual Conference in their city. Such invitation should be in writing and shall be presented at the Opening Meeting of the Rocky Mountain Section Annual Conference.
3. If possible, the invitation shall provide information regarding hotels, number and cost of guest rooms, size, number and cost of meeting rooms and exhibit space, meal costs and such other information as may be pertinent.
4. The Site Committee recommendations on future sites shall be presented to the Membership at the Closing Business Meeting.

## SECTION IX - ANNUAL BUSINESS MEETING

### 1. PROCEDURE FOR ANNUAL BUSINESS MEETING

- a. The order of business and procedures of the Annual Business Meeting shall conform in general, to the following outlines. The outlines are for the purpose of guiding the Presiding Officer. At all meetings the Presiding Officer at his/her discretion, may deviate from these outlines.
- b. Robert's Rules of Order, Revised, shall govern the procedure of all meetings.

### 2. OPENING BUSINESS MEETING

- a. The President or other Presiding Officer shall call the meeting to order.
- b. The Presiding Officer shall introduce the Officers and Division Representatives.
- c. Self-introduction by Members and guests.
- d. Reading and adoption of minutes of the preceding meeting, after notations of changes or corrections are made, if necessary.
- e. Reading and approval of the Treasurer's Report.
- f. Correspondence.
- g. Executive Committee Report.
- h. Adoption and ratification of Executive Committee action since last meeting.
- i. Committee Reports.
  - Certification Committee
  - Awards Committee
  - Constitution, By-Laws and Resolutions Committee
  - Membership Committee
  - Representative to Institute of Traffic Engineers (ITE)
- j. Unfinished Business.
- k. Presentations of invitations for future Conference Sites.
- l. Election of Life and Honorary Members.
- m. Nominating and Past Presidents Report.
- n. Nominations from the floor for new Officers.
- o. Election of Officers. The candidates will be vetted through the nominating committee. Qualified Candidates will be announced via email no later than 30 days prior to the Section's Annual Meeting. During election - A minimum of 10% of the Membership must be present and (3) currently Elected Officers to qualify for the Quorum and validate the election process.

### 3. CLOSING BUSINESS MEETING

- a. The outgoing President or other Presiding Officer shall call the meeting to order.
- b. Introduction of new Officers and the transfer of gavel to the new President.
- c. Audit Committee Report.
- d. Awards Committee Report.
- e. Conference Committee Report.
- f. Certification Committee.
- g. Constitution, By-Laws and Resolutions Committee Report.
- h. Program Committee Report.
- i. Site Committee Report and Recommendations.
- j. Selection of Cities for future Conferences.
- k. Unfinished Business.
- l. The President shall announce the new Committee appointments. The President may defer making the Committee appointments for a period not to exceed thirty (30) days following the adjournment of the Closing Business Meeting.
- m. New Business.
- n. Announcements.
- o. Adjournment.

### SECTION X – TRAVEL REIMBURSEMENT POLICY

**POLICY** - It is the policy of the International Municipal Signal Association (IMSA) to accept lawful, properly authorized, substantiated and reasonable travel expenditures incurred by staff, members of the Executive Committee and other authorized individuals in the performance of their functions. To the extent possible, travel related expenses are to be minimized.

**PURPOSE** - To establish guidelines as to allowable types of travel costs and expenses and reporting requirements.

**RESPONSIBILITY** - All travel shall be pre-approved by the Executive Committee. Request for travel authorization shall include a proposed travel budget. All expenses shall be documented by receipts and turned in to the Section Treasurer for payment.

**Transportation** - Transportation expenditures must be included in the Expense Report submitted for the period during which travel occurred. Caution should be exercised when deciding whether to travel by air or automobile, as there may be times when airfare would be less expensive than mileage.

**Air Travel** - When traveling by air, coach class is to be used. Whenever possible airline reservations should be made at least 14 to 21 days in advance of travel. Personal travel which adds any additional expense to your IMSA business trip must be paid for by the individual.

**Travel Insurance** - Travel Insurance is NOT reimbursable.

**Ground Transportation** - Travelers are expected to use good judgment in the use of IMSA funds when selecting ground transportation. When possible, use of hotel courtesy vans, sharing of taxis, shuttles etc. should be considered.

**Rental Vehicles** - Must be authorized in advance by the Executive Committee.

**Personal Vehicles** - IMSA will reimburse for the use of a personal vehicle at the current federal mileage reimbursement rate as determined by United States government mileage rates. IMSA travelers choosing to use a personal vehicle in place of air travel will be reimbursed up to the cost of a coach-class ticket. This includes the approved mileage rate calculation plus tolls. A request to use a personal vehicle in place of air travel must be pre-approved by the Executive Committee. Parking fees and tolls are also eligible for reimbursement.

**Lodging** - IMSA travelers should choose standard rooms in business class hotels. The use of government rates is encouraged when making hotel reservations. If guaranteed reservations

are made and the IMSA traveler fails to arrive at the designated facility, the traveler will be liable for the "no show" charges, unless his/her failure to arrive is through no fault of his/her own (i.e., canceled flight). If a trip is canceled or modified, it is the IMSA traveler's responsibility to ensure that the guaranteed reservation is canceled. Personal travel which adds any additional expense to your IMSA business trip must be paid for by the individual.

**Non-Reimbursable Expenses** - Examples of such types of personal items include, but are not limited to, the following:

- (a) Haircuts, shoeshines, clothing repairs, etc.
- (b) Fines for traffic violations
- (c) Newspapers, books and magazines
- (d) Credit card fees
- (e) Gifts
- (f) Alcoholic Beverages
- (g) Finance charges
- (h) Spouse travel
- (i) Entertainment and movies
- (j) In-room entertainment, movies and honor bar items
- (k) Laundry and valet service
- (l) Travel insurance
- (m) Other personal expenses

**DISPUTES** - The Executive Committee will have the responsibility to approve or disallow expense requests. The Committee is responsible to resolve any dispute.

**REIMBURSEMENT** - Requests for reimbursement shall be made within 45 days from the last date of travel. Every effort will be made to pay reimbursements the same week expense reports with appropriate documentation are received.

## SECTION XI – ANNUAL INTERNATIONAL IMSA CONFERENCE – RULES AND EXPECTATIONS

1. Individuals sent to the International IMSA Conference are representing the Rocky Mountain Section while at the event.
2. The expenses incurred while traveling to this event will be covered by the Rocky Mountain Section IMSA in accordance with the guidelines outlined in 'Section X' above.
3. The Rocky Mountain Section Board of Directors (BOD) will be eligible to attend the International IMSA Conference each year if desired. Once it is determined how many individuals from the BOD will attend, the Section may also allow other Section Volunteers and Members to attend with the Section.
4. The number of Rocky Mountain Section members sent to the Annual Conference may vary from year to year, so individuals who have NEVER attended may get preference over others who have attended the event in past years. The Section will select additional attendees based on merit and recognize individuals who have contributed the Rocky Mountain Section.
5. Attendees are expected to attend ALL Section related events and dinners. Attendees are also encouraged to attend as many of the Tech Sessions, Demos, Vendors, Events and other meetings during the their visit.

## SECTION XII - AMENDMENTS AND ADDITIONS TO BY-LAWS

1. Proposed Amendments and Additions to the Section By-Laws may be made by any Active Member within the section.
2. Proposed Amendments or additions shall be submitted in writing to the Rocky Mountain IMSA Section or the By-Laws Committee.
3. The Committee shall study the proposal regarding intent, legality, phraseology, and form. If approved, the proposal shall be forwarded to the Executive Committee and Board of Representatives.
4. The Executive Committee and Board of Representatives may approve the proposal, for referral to the membership, with a two-thirds (2/3) majority vote.
5. The IMSA Rocky Mountain Section has entered into a Charter Agreement with the IMSA International as a condition to continue our relationship as a Section of IMSA. With approval of this agreement we have made it an operational element of the IMSA.

## Rocky Mountain IMSA Board of Directors Application Form

*\*\* Both forms must be submitted to the IMSA Board no later than the February 5, 2019 Board meeting*

Name: \_\_\_\_\_

IMSA Membership # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Years as IMSA Member: \_\_\_\_\_ IMSA Moderator/Proctor # \_\_\_\_\_

*(Circle your choice below)*

BOD Position Applying for:

President (even years)

Delegate (even years)

*\* These Four decided by general vote*

Vice-President (odd years)

Alternate Delegate (odd years)

Appointed Position Applying for:

Secretary & Treasurer

Certification Chairman

Director at Large

IMSA Certification(s) you have:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Bio:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Previous Section Participation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want this position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\* If you are a first-time candidate, you will need a Letter of Confirmation from your Employer, or their signature above.*

\_\_\_\_\_