

**BYLAWS
OF
THE CAROLINA CHAPTER OF
THE URBAN AND REGIONAL INFORMATION SYSTEMS ASSOCIATION**

ARTICLE 1 – NAME

The name of this organization shall be the Carolina Chapter of the Urban and Regional Information Systems Association (URISA), hereafter referred to as the CAROLINA Chapter. The geographic coverage of the CAROLINA Chapter is the States of North Carolina and South Carolina. The chapter may also be referred to as CURISA.

ARTICLE 2 – PURPOSE

The purposes of the CAROLINA Chapter are to:

1. Promote professional development by providing a forum for information sharing and educational opportunity.
2. Encourage an interdisciplinary approach to information management.
3. Allow the CAROLINA URISA membership to participate in the goals and benefits of URISA National.
4. Maintain official recognition status as a chapter of URISA National.

ARTICLE 3 – MEMBERSHIP

1. Types of members shall include individual, corporate, and student. Each type is described below. Other categories may be established by the Executive Committee.
 - a. Individual - Any person, regardless of state of residence, and upon payment of membership dues, may become an individual member of the CAROLINA Chapter. An individual shall have full rights and shall be eligible to serve on an appointed committee.
 - b. Corporate - Any business or organization, regardless of location and upon payment of dues, may become a corporate member of the CAROLINA Chapter. This category entitles four persons to full rights and privileges of individual membership in the CAROLINA Chapter and to special corporate benefits as determined by the Executive Committee.
 - c. Student - Any person who is enrolled in a college or university and who is carrying a full-time academic course load may become a student member of the CAROLINA Chapter upon payment of dues. This category entitles the member to full rights and privileges of individual membership in the CAROLINA Chapter.

2. Membership is open to those individuals and entities with professional interests in information systems, specifically geographic information systems (GIS). CAROLINA Chapter members need not be members of URISA National, although it is encouraged.
3. Membership duration shall be for the fiscal year, which shall coincide with the fiscal year for URISA National, which is the calendar year (January 1 through December 31).

ARTICLE 4 - THE EXECUTIVE COMMITTEE AND ADVISORY BOARD

1. The Executive Committee shall consist of the elected or appointed officers and the outgoing officers. Officers must be members in good standing of URISA National.
2. The duties of the Executive Committee shall be to:
 - a. Meet on an annual basis to conduct the regular business of the CAROLINA Chapter.
 - b. Schedule business meetings and coordinate chapter meetings and events for the CAROLINA Chapter.
 - c. Authorize the Treasurer to make payment of expenses.
 - d. Prepare and adopt the annual budget.
 - e. Appoint officers to serve the remainder of a term in the event of an office vacancy.
 - f. Appoint or nominate advisory board candidates from each region of CURISA's territory.
 - g. Establish standing committees and appoint chairpersons as the need arises.
3. Officers shall consist of President, Vice President, Secretary, and Treasurer. Officers shall serve a two-year term and shall be able to succeed themselves. When a term is complete and the officer has chosen not to serve again they must complete one final year of service as an outgoing officer in order to facilitate transition to new officers.
4. The CAROLINA Chapter Advisory Board shall consist of elected or appointed members representing 6 different regions across the Chapter's territory. These six regions are comprised of 4 from North Carolina and 2 from South Carolina and designated by a map located on the Chapter's website. Although not required, CAROLINA Chapter encourages those who wish to become officers complete one term on the advisory board in order to become familiar with Chapter operations.
5. The duties of each officer and advisory board are identified and should be used as a guide to individual responsibilities. As a volunteer based, non-profit organization many of those who serve as officers possess a wide assortment of skills and an aptitude for particular assignments. The CAROLINA Chapter recognizes the need to be flexible in this respect and encourages all officers and advisory board members to adapt to their position and/or assist with other duties outside of their position. The main duties of each officer and advisory board are as follows:
 - a. President - The President shall be the CAROLINA Chapter's chief executive officer with responsibility for management of the chapter. In addition, the President shall:

- i. Manage and oversee activities and functions of the Chapter.
 - ii. Delegate responsibility and provide guidance to officers and advisory members in order to meet Chapter objectives.
 - iii. Coordinate chapter events, including:
 - 1. Perform presenter introductions and announce breaks and news.
 - 2. Work with the VP to negotiate contracts with a facility for the conference or workshop.
 - iv. Assist Treasurer in managing Chapter tax exempt status, including:
 - 1. Maintain banking relationship with State Employee's Credit Union.
 - 2. Notify bank of President and Treasurer change.
 - v. Appoint Chapter officers, advisory board members or general members to committees where appropriate.
 - vi. Act as liaison between URISA and CURISA:
 - 1. Ensure that Chapter is in compliance with rules and regulations set forth by URISA.
 - 2. Ensure that URISA has current chapter information including officers/advisors, contact information, chapter events, etc.
- b. Vice President - The Vice President shall, in the absence of the President, supervise the affairs of the chapter. The Vice President shall succeed the President in the event that the President is unable to fulfill the term of office. In addition the Vice President shall:
- i. Work with webmaster (CURISA or other) to ensure website content is as current as possible and organized in a clear and concise manner. Obtain content from various sources (officers, advisory board, etc.).
 - ii. Act as coordinator for all URISA workshop activities.
 - iii. Develop and maintain comprehensive workshop program including:
 - 1. list of available URISA and/or CURISA workshops.
 - 2. list of available authorized instructors (develop opportunities for new instructors as well).
 - 3. list of available and approved training facilities.
 - 4. potential scheduling opportunities (existing events/conference or independently held).
 - iv. Co-coordinate conferences or workshops with President.
 - v. Perform introductions for presenters, announce breaks and news.
 - vi. Act as a liaison between Chapter and the hotel or facility during the conference or workshop in order to allow President to concentrate on conference moderation and other duties.
 - vii. Work with the President to negotiate and fulfill a contract with a facility for the conference or workshop.

- c. Secretary - The Secretary shall maintain records of the executive and business meetings and shall manage correspondence, including agenda, minutes, and chapter announcements. In addition, the Secretary shall:
 - i. Work with Vice President to provide fresh content for website on a regular basis.
 - ii. Create certificates for presentation at annual conference and order plaques for officers.
 - iii. Publish CURISA Compass Quarterly Newsletter, which includes obtaining all content for recurring features (member spotlight, featured articles, etc.).
 - 1. Handle advertising requests accordingly.
 - 2. Work with treasurer to process advertisement payment.
 - iv. Provide timely and thorough meeting minutes, complete with action items of each officer's meeting.

- d. Treasurer - The Treasurer shall be the controller of financial records and obligations for the CAROLINA Chapter. In addition the Treasurer shall:
 - i. Manage and maintain a membership directory and event registration system.
 - ii. Manage Chapter non-profit status. Keep forms filed/renewed with the IRS.
 - iii. Balance the Chapter bank account monthly and provide a report to the Executive Committee.
 - iv. Pay all necessary invoices and expenses in a timely manner.
 - v. Prepare end of year financial report for presentation to members.
 - vi. Prepare an equipment inventory every year including where the equipment is being stored at present.

- e. Advisory Board - Provide assistance and advice when and where necessary for any of the above officer's responsibilities. In addition, Advisory Board members shall:
 - i. Assist in any or all conference or workshop planning activities, including:
 - 1. Event program / agenda.
 - 2. Soliciting presenters.
 - 3. Vendor relations.
 - 4. Invitations.
 - 5. Sponsorship solicitation.
 - 6. Conference registration table duty.
 - 7. Hotel and food service particulars.
 - 8. Moderate round table discussion panels.
 - ii. Act as host if event is planned in board member's region.
 - iii. Provide fresh content whenever possible for newsletter and website.
 - iv. Assist in marketing activities to promote chapter membership and achieve chapter objectives.

ARTICLE 5 – ELECTIONS

1. Elections shall be held every two years in the last quarter of the second calendar year. Officers shall be elected by the majority vote of members in good standing. Elections can be administered manually (at a meeting) or via online polling.
2. The President shall establish each year a nominating committee consisting of the Executive Committee and up to three members in good standing. The nominations committee shall propose one or more candidates for each office as well as advisory board appointments. Candidates for office must be members in good standing of URISA National and the CAROLINA Chapter, or become members of URISA and CAROLINA Chapter upon nomination and election.
3. Additional nominations may be made by any member in good standing prior to the election.

ARTICLE 6 - FINANCIAL AFFAIRS

1. The Executive Committee shall prepare and present to the membership a budget for the fiscal year. The Executive Committee may amend the annual budget in order to meet changing circumstances.
2. The Executive Committee shall prepare and present to the membership an end of year financial report detailing chapter revenue and expenses.
3. Chapter revenue may come from the following sources:
 - a. Membership dues (established by the Executive Committee and revised when necessary).
 - b. Event registration (includes conference, workshops or other events)
 - c. The CAROLINA Chapter may also receive a portion of URISA National dues for CAROLINA Chapter members in good standing in URISA National.
 - d. Newsletter or website advertisements
 - e. Bank interest
4. All revenue shall be directed to (in order of precedence):
 - a. The payment of expenses incurred by CAROLINA Chapter for administering chapter activities, including:
 - i. All expenses associated with Chapter events such as conference or workshops
 - ii. Maintenance and administration of Chapter website (hosting or design)
 - iii. Procurement of equipment and/or materials for Chapter operation
 - iv. Registration fees (Online provider or merchant account fees)
 - v. Professional accounting services (IRS consultation)
 - vi. Maintenance of P.O. Box for permanent mailing address
 - vii. Sponsorship of non-CURISA events or industry related charities
 - viii. GIS Day Grant/Sponsorship Program
 - ix. All expenses associated with Executive Committee meetings

- b. The reimbursement of expenses incurred by Chapter officers or Advisory Board members for completion of assigned tasks.
5. Bank accounts shall be maintained in the name of the CAROLINA Chapter. All checks, drafts, or other orders for payment issued in the name of the CAROLINA Chapter shall be signed by either the President or the Treasurer. Maintaining a checking account is mandatory, however savings or money market accounts are also advisable as they may pay higher interest. Online access should be available to President and Treasurer.

ARTICLE 7 – LIMITATIONS

The CAROLINA Chapter of URISA is a legal sub entity of the URISA National. As such, it is bound by all provisions of URISA National's Constitution and Bylaws. In particular, the CAROLINA Chapter is a nonprofit, nonpartisan association under all applicable provisions of federal and state laws, especially Section 501 (a) of the Internal Revenue Code of 1998, or any statutory enactment amending or replacing that section. No action shall be taken by the CAROLINA Chapter or its officers that would exclude the CAROLINA Chapter from qualifying for tax exemption under the provisions of this law. Under current provisions:

1. The CAROLINA chapter and its official groups shall be organized and operated exclusively for scientific and educational purposes directly related to information systems, in specific geographic information systems (GIS).
2. No part of the net earnings of the CAROLINA Chapter shall under any circumstances insure to the benefit of any private individual. The CAROLINA Chapter shall not engage in any activity or transaction that results in substantial diversion of its assets or income to any officer or substantial contributor to the CAROLINA Chapter.
3. No substantial part of the activities of the CAROLINA Chapter shall consist of conducting propaganda or attempting to influence legislation.
4. The CAROLINA Chapter shall not participate in or intervene in political campaigns on behalf of candidates for public office.
5. The CAROLINA Chapter shall not be operated for profit.

ARTICLE 8 – AMENDMENTS

Upon adoption of a majority vote, these Bylaws may be amended or revised by a two-thirds vote of members present and voting at a meeting designated for that purpose. Copies of proposed amendments shall be given to members in writing at least one month prior to the meeting.