

**MINUTES OF THE BOARD OF DIRECTORS OF CHAPTER 20  
OF THE INTERNATIONAL RIGHT OF WAY ASSOCIATION (IRWA)**

A regularly scheduled meeting of the Board of Directors of the above named Corporation was held on May 16, 2018 at Minneapolis, Minnesota. After discussion, upon motion duly made, seconded and carried, it was

**Resolved**, that all policies previously adopted by the Board of Directors, hereinafter known as "Board", are hereby abolished in their entirety; and it was further

**Resolved**, that the Administrative Policies set out below are hereby adopted by IRWA Chapter 20, hereinafter known as "Chapter"

**Administrative Policies for Chapter 20 of the International Right of Way Association**

**Advertising:** The billing rate for advertising in the newsletter and website shall be determined by the Board each year and shall be on a fiscal year basis.

**Awards and gifts:** Gift presentations to speakers and others shall be made by the Chapter President Elect/Program Chair. In the event that the President Elect/Program Chair is not present, the gift presentation shall be made by the Chapter President.

**Education, Facilitator Clinics and course costs:** The registration fee and expenses, in part or in whole, incurred by a Chapter member attending an IRWA Facilitator's Clinic may be reimbursed by the Chapter to help sponsor the member. The attending member in return agrees to facilitate a one- or two-day course for the Chapter at no cost.

The Education Chair, with the approval of the Board of Directors, and on a case-by-case basis, may authorize the attendance at Chapter courses/seminars at the membership rate for non-members who are employees of businesses with other employees who are Chapter members.

**Signature authority:** The Chapter President, President Elect and Treasurer shall have signature authority on the Chapter checking account and other financial deposits. Persons who occupy these offices shall initiate the administrative procedures to have their signatures placed on the applicable signature cards each year. The signatures of outgoing officers shall automatically be removed each year. For administrative convenience, the President shall approve by email, in lieu of signing checks recommended for issuance by the Treasurer. Treasurer shall provide written documentation/receipts/invoices on for all requested funds for President to approve.

**Treasurer:** The Chapter Treasurer shall have authority to choose banks where Chapter accounts are held, subject to approval by the Board.

**Reimbursement for International Education Conference expenses:** Subject to the general reimbursement policies of the Chapter, reimbursement for expenses incurred by officers, or voting proxy member, attending the International Education Conference shall be limited as follows:

1. The Chapter Board members entitled to reimbursement shall be the Director, President, President Elect, or a voting proxy member as determined by the Chapter Board.
2. The Director shall be eligible for reimbursement for the amount of the early registration fee for the IRWA International Education Conference and reimbursement for travel and lodging expenses equal to 50% of the amount expended, not to exceed \$800.00.
3. The President shall be eligible for reimbursement for the amount of the early registration fee for the IRWA International Education Conference and reimbursement for travel and lodging expenses equal to 50% of the amount expended, not to exceed \$800.00.
4. The President Elect shall be eligible for reimbursement for the amount of the early registration fee for the IRWA International Education Conference and reimbursement for travel and lodging expenses equal to 50% of the amount expended, not to exceed \$800.00.

**Sponsorship for a Chapter 20 Member(s) to attend the International Education Conference** Subject to the general reimbursement policies of the Chapter, reimbursement for certain expenses incurred by Chapter members attending the International Education Conference shall be limited as follows:

1. All Chapter 20 Members are eligible for the sponsorship. However, special consideration will be made to those who identify as a young professional, whether that is due to age or years in the industry.
2. Up to two Chapter 20 Members will be awarded a scholarship each year to financially help with registration and travel expenses (transportation and lodging).
3. The member(s) seeking reimbursement shall apply for candidacy in writing to the Chapter President by the date specified each fiscal year. The application should highlight the benefit that will be gained by the member and the Chapter by their attendance. The Executive Board will review applications and make a determination on scholarship awards.
4. Successful candidate(s) will be required to attend the entire Conference and write an article about their experience for the August edition of the North Star News. The article will also be posted on Chapter 20's Blog page on the website. Attendance includes opening ceremony, Region Caucus, Educational Sessions, and International Board Meeting. Written article should specify educational sessions attended and what was learned from the experience.
5. Successful candidate(s) shall be eligible for \$250 reimbursement of the conference registration fee. The additional registration amount over and above \$250 to attend the International Education Conference will be at the expense of the individual or their employer.

6. Successful candidate(s) shall be eligible for up to \$500 reimbursement of travel expenses (transportation and lodging). The additional amount over and above the \$500 will be at the expense of the individual or their employer.
7. All requests for reimbursement must be accompanied by receipts and sent to the Chapter President and Chapter Treasurer. Upon approval, the Chapter Treasurer will send reimbursement.
8. All reimbursement will be made after all above requirements are met.
9. After being awarded this sponsorship, a member is not eligible for the same sponsorship for three years. (for example, when receiving a sponsorship to attend the 2018 International Education Conference, a member would not be eligible for the same sponsorship until the 2021 International Education Conference)

**Fiscal Year:** The Chapter fiscal year shall run from July 1 of each year to June 30 of the succeeding year.

**New members:** New members attending their first Chapter meeting will receive their meal for free.

**Region 3 voluntary contribution:** The Chapter may contribute two dollars per member to the Region 3 budget.

**Professional of the Year, Employer of the Year and Young Professional of the Year awards:** The Nominations and Elections committee shall solicit nominations for these awards and shall make recommendations to the Board at the November Board meeting and the board shall have the authority for final approval.

**Incoming Secretary:** The Nominations and Elections committee shall solicit recommendations for the position of incoming Secretary and shall submit its recommendation for approval by the membership by April 15<sup>th</sup>.

**Executive Board Succession:** The Nominations and Elections committee chair shall request a declaration by email from the current Chapter officers confirming their intention to continue service and declaring the office to which they succeeding with the exception of the incoming Chapter President.

**Partnering:** Any activities, agreements or arrangements for partnering between the Chapter and other organizations must be approved in advance by the Board.

**International Education Conference voting:** Voting at the International Education Conference where the Chapter represents two votes, will be in the following priority:

1. International Directors (Chapter Director and President)
2. In the event one or both of the International Directors cannot attend the International Education Conference, voting shall be in the following priority:
  - a. Chapter President Elect.

- b. Chapter Board member proxy as approved by the Board.
- c. Other Chapter member proxy as approved by the Board.

**Region Forum voting:** Voting at Region Forums where the Chapter represents three votes will be in the following priority:

1. IRWA International Directors (Chapter Director and President) – One vote each.
2. Chapter President – One vote unless also an IRWA International Director, then two votes.

In the event one or all of the International Directors and/or President cannot attend the Region Forum, voting shall be in the following priority:

- a. Chapter President Elect.
- b. Chapter Board member proxy as approved by the Board.
- c. Other Chapter member proxy as approved by the Board.

**General reimbursement policies:** All expense reimbursements of any kind shall be subject to the following:

1. All reimbursement requests must be made in writing and accompanied by receipts.
2. Reimbursement for travel by automobile shall be limited to expenses actually made for fuel. A standard rate per mile driven will not be paid.
3. Reimbursement for travel by air shall not exceed the amount which would be paid for a coach class ticket purchased at least three weeks in advance. An upgrade for a coach class seat with extra leg room may be requested, but will require approval from the Board.
4. Reimbursement for lodging shall be limited to the cost of the host hotel or a lesser cost actually paid if the attendee stays in a different hotel. Host hotel charges shall not be reimbursed in an amount greater than the advance discounted rate arranged for attendees by the host chapter.
5. No reimbursement of any kind will be made for meal costs, entertainment cost or expenses of any nature other than travel and lodging as set out above. However, reimbursement for the registration fee for the International Education Conference may be made for the International Directors and President Elect, subject to the general reimbursement limitations for such positions when attending the International Education Conference.
6. No reimbursement request shall be paid without the prior approval of the Board.

**Reimbursement for Region Forum expenses:** subject to the general reimbursement policies above:

1. The Chapter Director, President, and President Elect (or the designated proxy, if applicable) shall be fully reimbursed for expenses.
2. International Committee members shall be reimbursed up to \$200.
3. Other Chapter members shall be reimbursed up to \$100.
4. No reimbursement shall be given unless the attendee attends the entire forum.
5. No reimbursement shall be given when Chapter 20 is the host chapter.
6. Prior Board approval shall be required for all reimbursements.

**Gary Ostrom IRWA Memorial Scholarship Fund:** Established by resolution of the Chapter 20 Board of Directors on July 12, 2010 and amended on May 16, 2018 by further resolution is attached herein as Exhibit A and shall be incorporated with these policies.

## EXHIBIT A

### RESOLUTION OF CHAPTER 20 OF THE INTERNATIONAL RIGHT OF WAY ASSOCIATION (IRWA)

#### GARY OSTROM IRWA MEMORIAL SCHOLARSHIP FUND AMENDMENT

A regularly scheduled meeting of the Board of Directors of the above named corporation was held on May 16, 2018 in Minneapolis, Minnesota. After discussion, upon motion duly made, seconded and carried, it was

**RESOLVED**, that the Gary Ostrom IRWA Memorial Scholarship Fund hereinafter referred to as "Fund" is established for the purpose of providing financial assistance to members of IRWA Chapter 20 for pursuing specific professional certifications awarded by the International Right of Way Association; and it was further

**RESOLVED**, that the Fund may be used as a part of the Chapter's college out-reach program to provide financial assistance to students in their junior or senior year that are majoring in Real Estate, Land Surveying/Mapping Science or Planning and Community Development or other programs approved by the Board, or students in their 2nd year of studies at a Technical and Community College that are majoring in the Land Survey and Civil Engineering Technology program or other programs approved by the Board; and it was further

**RESOLVED**, that there shall be five (5) trustees, all of whom shall be IRWA Chapter 20 members and at least one of whom shall hold an SR/WA designation. One Trustee shall be the Chapter Education Chair, one the Chapter Professional Development Chair, one member of the Executive Board and two shall be at-large members. The at-large members and the Executive Board member shall be chosen by the Chapter President each fiscal year. The Executive Board member shall not serve less than one (1) year as a Trustee and no more than five (5) years or until their term on the Board ends, whichever comes first; and it was further

**RESOLVED**, that the Fund would be administered in the following manner for IRWA designation assistance:

1. Scholarships to obtain an IRWA designation may be awarded for RWA, RWP and SR/WA or the specialization certifications and shall cover certification candidacy fees, certification completion fees, and Capstone Exam fees. In considering the award of scholarships and the amount thereof, the Trustees shall consider the financial needs of the recipient and specifically the availability, if any, of employer support for the recipient. Before an award is disbursed, the recipient shall provide proof of satisfactory completion of the applicable exam, and receipts from their certification candidacy fee, or certification completion fee.
2. Requests for scholarships to obtain an IRWA designation shall be submitted to the chapter Nominating Committee, who shall forward them to the Fund Trustees for consideration. The recommendation of the Fund Trustees shall be submitted to and voted upon by the Board.

3. Scholarships shall not be awarded whenever the available balance in the Fund is less than \$1500.

And it was further

**RESOLVED**, that the Fund would be administered in the following manner for the student scholarships:

Student scholarships may be awarded as long as the applicants meet the basic requirements of the Scholarship Application and provide all of the supporting documentation requested.

1. Application for the student scholarship(s) shall be made in writing using the Chapter's application form. It shall be submitted in timely fashion before the cutoff date. It shall be delivered to the chapter Nominating Committee Chair, whom shall forward them to the Fund Trustees for consideration. The recommendation of the Fund Trustees shall be submitted to and voted upon by the Board.
2. Scholarships shall not be awarded whenever the available balance in the Fund is less than \$1500.
3. The number of scholarships to be offered will be determined by the Board year fiscal year. The intent of the Board is to provide at least one (1) each year, with a recommendation of two (2).
4. Each student scholarship shall not exceed \$500.00 per student recipient per school year;
5. Student scholarships will not be considered whenever the available balance in the Fund is less than \$1500.

And it was further

**RESOLVED**, that the Fund was initially established with \$2000 from IRWA Chapter 20 funds and that said amount and awards there from are accounted for in a separate savings account and maintained by the Chapter Treasurer. At the beginning of each fiscal year, the Board will determine how much money will be allotted for the student scholarships and IRWA certification assistance. Said amount will be transferred from the Chapter checking account into that savings account at that time. Additional contributions to the Fund shall be made from time to time in the discretion of the Board and/or donors.

It is furthermore

**RESOLVED**, that the resolutions herein adopted shall be effective immediately.

Dated: 6/4/18

President: 