



## **Indiana Relocation Council Bylaws**

### **ARTICLE I - NAME, PURPOSE, MEANS, GOALS, AND OFFICERS**

#### **Section 1. Name.**

The name of the organization is the Indiana Relocation Council. The authorized abbreviation of the name of the organization is IRC.

#### **Section 2. Purpose.**

The purpose of the Indiana Relocation Council is to upgrade the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.

#### **Section 3. Means.**

The objectives of IRC will be accomplished by providing members the opportunity to interface with others in their field for the exchange of information and ideas pertaining to corporate relocation.

#### **Section 4. Goals.**

- a. Education seminars quarterly
- b. Educational resources to our membership
- c. Create opportunities for members to contribute to the community
- d. Means to attain CRP recertification credits
- e. Have fun

#### **Section 5. Officers.**

The governing body of the Indiana Employee Relocation Alliance shall be its Board of Directors. The Board of Directors shall be comprised of seven current officers and the Past President/Parliamentarian. The Past President/Parliamentarian shall provide counsel to the Board but will serve as an ex-officio member. The eight officers shall be:

- a. President
- b. Vice President
- c. Secretary/Treasurer
- d. Program/Facilities Chair
- e. Membership Chair
- f. Charitable Causes Chair
- g. Past President/Parliamentarian
- h. Education Chairman

The Vice President will automatically succeed the President for the next term of office. A term of office will consist of at least two years.

## **ARTICLE II - MEMBERSHIP AND STANDING COMMITTEES**

### **Section 1. Standing Committees.**

The following standing committees will be led by a chairperson. No member may serve as an officer or committee chairperson unless his/her dues are paid. The chairperson of each standing committee shall be responsible for recording actions of the committee.

- a. Membership
- b. Program/Facilities
- c. Charitable Causes
- d. Public Relations
- e. Education

The President shall appoint any temporary committee or sub-group to fulfill additional responsibilities of the organization. Any member of any standing or appointed committee may be removed by the President whenever in the judgment of the President the best interest of the organization shall be served by such removal.

### **Section 2. Officers' Nominating Committee.**

There shall be a nominating committee consisting of five members, at least one of which must be a corporate member. The chairperson shall be the immediate Past President/Parliamentarian, or if unable to serve, a member in good standing appointed by the President. The President shall then appoint the other four members of the committee.

### **Section 3. Membership Eligibility and Requirements.**

Membership is open to all individuals and organizations who meet the eligibility requirements as listed in Sections 4, 5, and 6.

**Prospective members may attend two meetings as guests.** Each member must agree to serve on one of the standing or appointed committees and is expected to attend any special meetings of that committee. Attendance at all quarterly meetings is strongly encouraged. Only one paid membership per company, vendor, or organization will be required.

### **Section 4. Corporate Membership.**

Corporate representatives are those individuals who are engaged in their organization's internal corporate relocation functions only and may not have any involvement whatsoever, or may they be an instrument of any kind, in the marketing or operations aspects for external firms/organizations of relocation services, as defined in the broadest possible sense. Membership will be held in the name of the corporation/business and is transferable only to another employee of the member corporation/business.

### **Section 5. Associate Membership.**

Associate membership is open to local groups or individuals whose sole mission is to promote community enrichment and who would have a vested interest in furthering IRC goals. Examples of such groups are Chamber of Commerce groups or government officials or bodies dedicated to the betterment of the community. These individuals or groups would not otherwise qualify as a corporate or non-corporate member because they neither relocate employees nor directly provide service to the relocation industry. Membership will be held in the name of the association or municipality/state.

The application for associate membership must be submitted to the Board of Directors and approved by the entire Board of Directors before the prospective associates can become a member. There will be no membership dues for associate members.

### **Section 6. Non-Corporate Membership (Vendor/Service Provider Membership).**

Non-corporate membership is available to individuals and/or organizations providing any type of relocation service directly or indirectly to companies and their relocating employees in the state of Indiana. To qualify for membership, the non-corporate prospective member must be sponsored by two corporate members of IRC. As the intent of the organization is educational, providing opportunities for members to gain knowledge through contacts with other members, a certain amount of networking is encouraged. **However, marketing/sales activities by non-corporate members are prohibited at IRC meetings and members who violate this regulation will be terminated as members for cause. This regulation will be strictly enforced and complaints against non-corporate members will be investigated and acted on by the Board Members.**

New, non-corporate memberships will not be made available to individuals or companies wishing to join the IRC if the current non-corporate membership in their respective service industries makes up a reasonable balance of the total membership of the IRC.

### **Section 7. Termination of Membership.**

- a. Through resignation, any member may voluntarily terminate membership by notifying the Secretary in writing thirty (30) days prior to effective date of resignation.
- b. Through ineligibility, any member which, after appropriate hearing, is determined by a majority vote of all members of the Board of Directors to no longer meet qualifications for membership shall be terminated as a member.
- c. For cause, any member which engages in activities detrimental to the organization may be terminated as a member after appropriate hearing and affirmative vote by a majority vote of all members of the Board of Directors.

The Secretary shall promptly advise any member whose membership has been terminated of such termination. The terminated member is still responsible for any unpaid dues or other charges accrued prior to the effective date of termination.



## ARTICLE III - DUES

### Section 1. Amount.

Membership dues shall be \$100.00 per year per membership, payable by January 30 each year. Dues will be prorated on a monthly basis if membership occurs after the month of January in a given year.

### Section 2. Refunds.

There will be no refund of dues if membership is terminated.

## **ARTICLE IV - MEETINGS OF MEMBERS**

### **Section 1. Voting Rights.**

Each member company shall be entitled to one vote on each matter submitted to the membership.

### **Section 2. Notice of Meetings.**

Written notice stating place, day, and time of meetings of members will be sent to designated member representatives no less than ten (10) days before the meeting day. Meetings will be held quarterly in the months of March, June, September, and December. The September meeting shall be designated as the annual business meeting.

### **Section 3. Quorum.**

Corporate representatives from two different companies must be present for the entire meeting to constitute a quorum. If a quorum is not present at any meeting, a majority of the member representatives present may adjourn the meeting.

### **Section 4. Action by Member.**

Action at a quorum meeting requires the affirmative vote of a majority.



## **ARTICLE V - BOARD OF DIRECTORS**

### **Section 1. Election.**

The affairs of IRC shall be managed by a Board of Directors which shall consist of no less than seven (7) elected member representatives in good standing as outlined in Article I, Section 5, plus the immediate Past President/Parliamentarian who shall serve in an ex-officio capacity. These officers shall serve until their successors are elected and assume office.

### **Section 2. Nominating and Voting Procedures.**

The Nominating Committee shall nominate at least one candidate for each office vacancy. These officers will comprise the Board of Directors. The slate of prospective officers will be presented to the membership and voted upon prior to the December meeting. Additional nominations can be submitted by members in good standing.

### **Section 3. Officer Vacancies.**

In the event an elected officer resigns from or otherwise vacates his/her office after the above described nomination, but prior to the next scheduled election of officers, the President may appoint a member in good standing to complete the term of office.



## ARTICLE VI - FISCAL AND ELECTION YEAR

### Section 1.

The fiscal and elective year of the IRC shall be from January 1 through December 31 inclusive.

## ARTICLE VII - ACCOUNTING

### Section 1. Books and Records.

The Secretary/Treasurer shall keep correct books and records of account and shall also keep minutes of the proceedings of its meetings. Names and addresses of all the members shall be kept and updated in the Indiana Employee Relocation Alliance directory. All books and records of the organization may be inspected by any member for any proper purpose provided the request is put in writing by the inquiring member stating exactly which books or records they wish to inspect at the next quarterly meeting.

### Section 2. Audit.

The President shall appoint a two (2) member audit team each November whose responsibility is to audit the past year's books and records. This audit team shall have the audit completed by December 31 of the current year.

### Section 3. Checks, Deposits, and Contracts.

- a. Checks, drafts, etc., issued in the name of the organization shall be signed by the officer(s) in a manner as shall from time to time be determined by the Board of Directors.
- b. Deposits. All funds of the organization shall be deposited from time to time to the credit of the Indiana Employee Relocation Alliance in such banks or other depositories as the Board of Directors may select.
- c. Contracts. No member of IRC is authorized to enter into a contract agreement on behalf of the organization. Should the need arise to execute a contractual agreement, the member must receive specific approval of the President before entering into any agreement.

### Section 4. Funds.

No part of the net earnings and/or income of the organization shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons. Officers are not personally responsible for the debts of the organization



## ARTICLE VIII - AMENDMENTS TO BYLAWS

### Section 1. Procedure.

These bylaws may be altered, amended, repealed, and new bylaws adopted by a majority of the entire Board of Directors at any meeting of the Board.

### Section 2. Notice.

When any amendments of the bylaws have been made, copies of said amendments, or a complete revised copy of the bylaws as amended, shall be mailed within sixty 60 days to each member representative.

## **EDUCATION CHAIRMAN**

The Education Chairman takes charge of the education and growth of the IRC membership. He or she is a member of the Board of Directors. He or she also disseminates information about IRC to the news media whenever possible.

### **RESPONSIBILITIES:**

Streamlines and encourages all relocation education and personal advancement of IRC members. Publicizes the organization and its activities to the public at large.

### **DUTIES:**

1. To attend all Board of Directors and Quarterly Membership meetings.
2. To preside over the educational nature of the Quarterly meeting content by assisting the Program Chairman in streamlining the continuity of meetings.
3. To make certain that speakers content and meetings qualify for recertification of members who have the CRP designation.
4. To maintain the IRC library and create new contents and opportunities for the membership to borrow.
5. To make available all ERC resources for membership use.
6. To encourage members to prepare for and sit for the CRP exam.
7. To arrange for announcements of upcoming meetings and/or items of special interest to be included in newspaper publications.
8. Uphold the ethical obligations of the IRC.
9. Contribute relevant, factual information to be posted on IRC website in order to meet the IRC's goal of to increasing the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.

## **BOARD OF DIRECTORS**

The Board of Directors of the Indiana Employee Relocation Alliance is comprised of the elected officers of the organization. The Board establishes all current objectives, supervises the overall management of the organization, appoints individuals to serve on standing or special committees, and reviews all proposals and recommendations.

### **RESPONSIBILITIES OF INDIVIDUAL IRC BOARD MEMBERS:**

1. Read and be familiar with the organization's bylaws.
2. Attend Board meetings. If unable to attend, notify the Secretary.
3. Attend Quarterly General Membership meetings.
4. Be prepared to report to the General Membership when necessary.
5. When voting at Board meetings, vote in the interests of the organization as a whole, not as an individual member or as a chairman of an individual committee. If the majority vote is different from your own, please put your personal opposition aside and help implement the majority decision.
6. Prepare your reports for Board and General meetings in writing to be read aloud. This helps condense time and can then be given to the Secretary (with any votes or amendments added), which will help him or her in compiling the minutes more quickly and accurately.

## **PRESIDENT**

The President is the Chief Executive Officer of the Indiana Employee Relocation Alliance IRC and is ultimately responsible for the actions, plans and programs within the organization.

### **RESPONSIBILITIES:**

To oversee the coordination of IRC activities, to see that activities are in harmony with stated purposes of the organization, to have a thorough working knowledge of the bylaws, and to see that the objectives of the organization are accomplished.

### **DUTIES:**

1. Preside over all meetings of the Board of Directors.
2. Appoint members of the nominating committee and all temporary committees or subgroups to fulfill additional responsibilities of the organization.
3. Sign all obligations with the Secretary/Treasurer as authorized by the Board of Directors.
4. Confer with the Immediate Past President/Parliamentarian.
5. Write an annual report of IRC activities to be read at the March meeting.
6. Draft verbiage for all changes to the existing bylaws.
7. Uphold the ethical obligations of the IRC.
8. Contribute relevant, factual information to be posted on IRC website in order to meet the IRC's goal of to increasing the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.

## **VICE PRESIDENT**

The Vice President of the Indiana Employee Relocation Alliance is the President-elect for the following year. He or she is a member of the Board of Directors.

### **RESPONSIBILITIES:**

To develop a thorough knowledge of the bylaws and to work with the President to become familiar with the total structure of the organization and its purpose. To preside over the Membership and Charitable Causes Committee.

### **DUTIES:**

1. To work together with the president in achieving the goals of the IRC.
2. To perform the duties of the President in his/her absence.
3. To identify prospective members and assist in the development of programs to successfully recruit new members and retain existing members.
4. To Serve on at least one standing committee.
5. Prepare notices to appropriate chairmen, directors or members when bylaw revisions are prepared, approved and/or due to be distributed.
6. Oversee distribution of revised bylaws' drafts and approved revisions to the membership
7. Uphold the ethical obligations of the IRC.
8. Contribute relevant, factual information to be posted on IRC website in order to meet the IRC's goal of to increasing the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.



## **SECRETARY/TREASURER**

The Secretary/Treasurer is the custodian of all the IRC funds and records. He or she is a member of the Board of Directors.

### **RESPONSIBILITIES:**

To keep the minutes of all meetings of the Board of Directors and Quarterly Membership. Collect all member dues and assessments, establish proper accounting procedures for the handling of the organization's funds, and shall be responsible for the keeping of the funds in such banks, or other depositories, as are approved by the Board of Directors.

### **DUTIES:**

#### **SECRETARY**

1. Shall be custodian of the Logo of the organization.
2. Maintain an accurate file of minutes and attendance from the Board of Directors and Quarterly Membership meetings.
3. Present to the membership, at Quarterly Membership meetings, all recommendations made by the Board of Directors.
4. Attend Board of Directors and Quarterly Membership meetings.

#### **TREASURER**

1. Report at each Board meeting and at such other times as the Board of Directors shall request.
2. Meet the deadlines as outlined in the bylaws for dues collection and for other financial obligations of the membership. Report delinquents to the Membership Committee or Board of Directors, as appropriate, for action.
3. File all necessary tax reports.
4. Change signature cards at the bank as necessary.
5. Submit books to the audit team, as designated by the President, for review at end of the fiscal year.
6. Uphold the ethical obligations of the IRC.

7. Contribute relevant, factual information to be posted on IRC website in order to meet the IRC's goal of to increasing the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.

## **CHARITABLE CAUSES COMMITTEE CHAIRMAN**

The Charitable Causes Committee Chairman is a member of the Board of Directors.

### **RESPONSIBILITIES:**

Develop opportunities for IRC and its members to contribute to the community through strategic partnerships and networking related to enhancing the housing, education and culture of Indiana.

### **DUTIES:**

1. Attend all Board of Director and Quarterly General Membership meetings.
2. Act as chairman and preside over all charitable causes committee meetings, keeping accurate attendance records and minutes of these meetings.
3. Present to the Board time and financial opportunities to contribute back to our community on a quarterly basis.
4. Coordinate at least one volunteer opportunity per year and at least one opportunity for IRC members to contribute financially or “in-kind”.
5. Uphold the ethical obligations of the IRC.
6. Contribute relevant, factual information to be posted on IRC website in order to meet the IRC’s goal of increasing the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.

## **IMMEDIATE PAST PRESIDENT/PARLIAMENTARIAN**

The Indiana Employee Relocation Alliance President automatically becomes Immediate Past President following his or her term of office. He or she serves as an ex officio member of the Board of Directors.

### **RESPONSIBILITIES:**

To act in an advisory capacity for the current President and Board of Directors. He or she will also be responsible for drafting and implementing all changes to the bylaws.

### **DUTIES:**

1. Attend all Board of Directors meetings and Quarterly General Membership meetings.
2. Organize and transfer the organization records and pertinent information to the President.
3. Act as chairman and preside over the Nominating Committee meetings, keep accurate attendance records and minutes of these meetings.
4. When requested, research parliamentary procedure and advise Board of Directors as to appropriate conduct or action.
5. Uphold the ethical obligations of the IRC.
6. Contribute relevant, factual information to be posted on IRC website in order to meet the IRC's goal of increasing the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.

## **MEMBERSHIP CHAIRMAN**

The Membership Chairman of the Indiana Employee Relocation Alliance is to administer all duties associated with securing new members and maintaining the proper quota of corporate and service provider membership within the organization. He or she is also a member of the Board of Directors.

### **RESPONSIBILITIES:**

Coordinates selection of new members in order to maintain the balance of corporate and service provider as described in the bylaws. Oversees the maintenance and development of all classifications of members.

### **DUTIES:**

1. Presides over all membership meetings keeping accurate attendance records and minutes of these meetings.
2. Maintains accurate attendance records at Quarterly IRC meetings of both members and guests.
3. Maintains current ratio of corporate/service provider memberships accurately.
4. Records membership referrals from service provider members.
5. Advises service provider members when their membership obligations have not been met.
6. Identifies prospective members and assists in development of programs to successfully recruit new members and retain existing members.
7. Uphold the ethical obligations of the IRC.
8. Contribute relevant, factual information to be posted on IRC website in order to meet the IRC's goal of to increasing the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.

## **PROGRAM AND FACILITIES CHAIRMAN**

The Program and Facilities Chairman is a member of the Board of Directors.

### **RESPONSIBILITIES:**

Develop the program content and invite member and guest speaker participation at the Quarterly IRC meetings. Basic objective is to generate and evaluate ideas and subjects for inclusion at the meetings. The committee has final authority on program content and is responsible for inviting participating member and guest speakers.

### **DUTIES:**

1. Preside over all Quarterly IRC meetings.
2. Determine the agenda of all Quarterly General Membership meetings for the year.
3. Attend all Board of Directors and Quarterly General Membership meetings.
4. Select location of meetings and coordinate necessary arrangements.
5. Develop program contents and prepare meeting agenda.
6. Submit program agenda, pertinent meeting information to the Education Chairman for CRP credit 30 days prior to the meeting.
7. Act as chairman and preside over the Program and Facilities Committee meetings, keep accurate attendance records and minutes of these meetings.
8. Select, order and maintain inventory of speaker gifts.
9. Uphold the ethical obligations of the IRC.
10. Contribute relevant, factual information to be posted on IRC website in order to meet the IRC's goal of increasing the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.

## **PUBLIC RELATIONS CHAIRPERSONS**

This important co-chair is the heart of IRC spreading the word to all who will listen.

### **RESPONSIBILITIES:**

They present the organization to the public, potential members, and transferees. Whenever possible, they disseminate information to the media about IRC and its functions; they publish the newsletter, create and update the Web Site, and actively call on corporations and civic groups.

### **DUTIES:**

1. To attend all Board of Directors and Quarterly Meetings.
2. To call on local chambers and civic groups in order to publicize the intent and purpose of IRC and generate new members.
3. To create and maintain an IRC Web Site.
4. To maintain the link with National ERC.
5. Generally, to spread the good word of a beneficial organization.
6. Uphold the ethical obligations of the IRC.
7. Contribute relevant, factual information to be posted on IRC website in order to meet the IRC's goal of to increasing the caliber of relocation programs and keep its members abreast of all developments in the field of relocation.