

AITP REGION 18 BYLAWS SUMMARY

Region Bylaws may not be inconsistent with the Association Bylaws

Region Officers and Board of Directors

Region President (presides over meetings)

Region Executive Vice President

Region Vice President

Region Secretary

Region Treasurer

Region Directors - Each chapter of the Region shall have one representative on the Region Board

NOTE:

The minimum number of Region officers required is:

- Region President
- Region Executive Vice President or Region Vice President (both offices are not required)
- Secretary/Treasurer
- Region Directors – One for each chapter represented in the Region

Process

For any Region business requiring a vote, each board member shall have one (1) vote to be cast by the board member or a properly certified alternate. For all votes, except for elections, the presiding officer will only vote to break a tie.

No official business may be conducted without the presence (or a vote, whether by mail, facsimile or electronic means) of fifty-one percent (51%) of the Region Board of Directors.

Meetings/Events

- An annual **Region Business Meeting** shall be held each year for the express purpose of electing Region officers and transacting business relative to the affairs of the organization
- A **Planning Meeting** for Region officers and/or committee chairpersons shall be held close to the beginning of the officers' term for the purpose of setting goals and planning activities for the year.
- A **Leadership Retreat** shall be scheduled at least annually for the purpose of providing instruction and beneficial information to all members of the Region, and in particular to Officers, Region Directors and committee chairpersons
- The **Region 18 Annual Conference** plays a major role in the mission of the Region, providing for the personal and professional development of its members. The conference is sponsored by one or more duly chartered chapters of Region 18, and is held in the spring of each year at a site selected by the Region Directors. Ideally, the site selection takes place no later than January of the preceding year. The conference includes education seminars, and may include a vendor exhibition.

NOTE: The Annual conference does not need to be sponsored by one or more chapters, but can be sponsored by the Region as a whole.

- **Association annual meeting** – The Region President or his/her delegate typically attends the AITP Annual Meeting and coincident AITP Association Board of Directors meeting. There is no stipulation preventing any member of AITP from attendance at the Association Annual Meeting or any Association Board of Directors meetings.

Committees

Region committees shall function to support and encourage programs and activities at the Chapter, Region, and Association level

Goals and objectives of Region committees shall be set annually by the Region Officers

Region Standing Rules and Operating Procedures

The Region Board of Directors may formulate Region Standing Rules and Operating Procedures to facilitate the normal business of the Region, so long as they are not inconsistent with the Region bylaws or the Association bylaws

Region Operating Procedures and Standing Rules may be established to document the normal methods of conducting Region activities, so long as they are not inconsistent with the Region bylaws or the Association bylaws.

The Region Standing Rules and Operating Procedures can be separate documents. This allows changes for those documents without requiring a bylaws vote when no bylaws are affected.