

HEEP Area 1 Bylaws

Article I – Name

Section 1

The name of this organization shall be Highway Engineering Exchange Program, Area 1. An alternative form of this name uses the Roman Numeral, becoming Highway Engineering Exchange Program, Area I. Throughout these Bylaws, the organization shall be referred to as either **HEEP Area 1** or **Area 1**. References within these Bylaws to HEEP shall refer to the *Highway Engineering Exchange Program*, the parent body of this organization.

Article II – Bylaws

Section 1

Area 1 shall be affiliated with HEEP, and such, is required to have Bylaws for its government. The content of these Bylaws must be, and remain consistent with the Constitution and Bylaws of HEEP.

Section 2

These Bylaws shall become effective upon ratification by a two-thirds vote of the Area 1 members, as defined by the HEEP Constitution and upon approval of the officers of HEEP.

Article III – Membership

Section 1

The classes and requirements of membership of Area 1 shall be the same as prescribed in the HEEP Constitution. Voting rights and eligibility for an officer's position within Area 1 shall be as prescribed in the HEEP Constitution. The geographic boundaries of Area 1 shall be as prescribed in the HEEP Bylaws.

Section 2

Each member of Area 1, regardless of the class of membership held, shall designate a representative. Designation of representatives, except in holding an Area 1 office, is meant to be freely transferable by the member.

Article IV – Officers

Section 1

The officers of Area 1 shall be the Area 1 Director and the Area 1 Secretary. The qualifications for the office of Secretary shall be identical to the qualifications for the office of Director. These qualifications are defined by the HEEP Constitution.

Section 2

The officers shall be elected by a majority vote of eligible voting membership at the regular annual meeting of the Area 1 membership. Their terms of office shall extend from January 1 of the year following election of the officers until December 31 of that year.

Section 3

The Area 1 Director shall represent Area 1 as an officer of HEEP. The Director should make all possible efforts to attend the annual meeting of HEEP, but if unable to attend, the Area 1 Secretary shall act in the Director's stead. If both are unable to attend the annual meeting of HEEP, it is the responsibility of the Area 1 Director to designate an eligible Area 1 delegate to represent Area 1 at the annual HEEP meeting. In the event that the Director is unable to complete his term of office the Secretary shall assume the Director's responsibilities for the remainder of the term.

The Area 1 Director shall be responsible for the arrangements of the annual Area 1 meeting and shall conduct the business affairs of Area 1 as are required. The Director specifically has the power to appoint committees to assist him if he deems it desirable. The Area 1 Director shall keep a record of all Area 1 registration income and expenses incurred in the conduct of the Annual Area 1 meeting. These records shall be kept in accordance with generally accepted accounting principles and reported to the HEEP International President upon request. The outgoing Area 1 Director shall retain these records for a period of 18 months. At that time, these records may be destroyed if they are not in dispute.

Section 4

The Area 1 Secretary shall be responsible for the keeping of records of meetings of Area 1. Specifically included in these records are:

- a. Record of attendance at the Area 1 annual meeting and the Prime Designated Representative of each member or state.
- b. Minutes of the annual Area 1 business meeting.

The Area 1 Secretary is further responsible for the accomplishment of such tasks as may be delegated by the Secretary of HEEP. The Area 1 Secretary may not allow the use of any of the records in his or her possession to be used for any commercial purpose. In the event that the Area 1 Secretary is unable to complete his or her term of office, the Director shall designate, from the Area 1 membership, a qualified replacement to complete the current term.

Article V – Meetings

Section 1

There shall be one meeting, designated by the Director as the Annual Meeting of Area 1, between the annual meetings of HEEP. The annual election of Area 1 officers shall take place at this meeting, as well as other affairs of business of Area 1 that require an assembly of the membership. Other meetings of Area 1 are specifically allowed in order to enhance the benefits received by the membership from participation in Area 1.

Section 2

At no time shall the floor of any Area 1 meeting be used for the principal purpose of private or corporate gain.

Article VI – Dues, Fees, and Salaries

Section 1

There shall be no salaries paid by Area 1, nor shall there be any dues or fees assessed, except for nominal registration fees at Area 1 meetings to provide for the payment of meeting costs. Such registration fees will be set by the Area 1 Director.

Article VII – Amendments

Section 1

Area 1 Bylaws may be adopted, amended, or repealed upon a motion from the floor at the Annual Area 1 meeting. Amendments may be considered at any other Area 1 meeting only if all members of Area 1 are notified of the proposed amendments, in writing, at least 21 calendar days before said meeting. In either case, revision of these Bylaws requires two-thirds vote of the members present at the meeting at which the revisions are considered. All changes in Bylaws must be submitted to HEEP for consideration by the officers of HEEP. Revisions in these Bylaws shall become effective upon approval by the officers of HEEP.