

Inter-Utility Overhead Training Association

Constitution & By-Laws

Last Revised: October, 2005

Constitution

ARTICLE 1 NAME:

This organization shall be known as the Inter-Utility Overhead Training Association.

ARTICLE 2 PURPOSE:

The primary purpose of the organization is to promote increased efficiency and effectiveness of training for Overhead and Underground personnel through the exchange of ideas and training information. The scope of training activities includes safety, communications, operations, maintenance, general work practices, and policies related to training.

ARTICLE 3 GOALS:

- | | |
|-----------|--|
| Section 1 | To exchange related training information |
| Section 2 | To reduce duplication of efforts by member companies in training program development. |
| Section 3 | To define terminology used by member companies to assist in inter-utility communications. |
| Section 4 | To provide a forum for the presentation and discussion of training programs and problems encountered in utility operations. |
| Section 5 | To develop and/or promote educational programs designed to influence safer utility operations. |
| Section 6 | To conduct the affairs of the Association in a manner that will reflect the high standards of the Electric Utility Industry and of our professional calling. |

Inter-Utility Overhead Training Association

Constitution & By-Laws

Last Revised: October, 2005

ARTICLE 4 AFFILIATION(S):

The Inter-Utility Overhead Training Association is not affiliated with, or a subsidiary of any other training organization. It is a wholly independent, self-governing body receiving no aid, either technical or monetary, from any organization other than the companies represented by its members.

ARTICLE 5 MEMBERSHIP

Section 1 The Inter-Utility Overhead Training Association is a group of Methods Analysts, Program Developers, and Instructional Personnel from various electrical utilities.

Section 2 More than one individual from a given company may hold membership in the Inter-Utility Overhead Training Association.

Section 3 Each company, regardless of the number of members in the Association that are representatives of that company, will be entitled to cast one vote on any issue before membership. This vote may be the same divided among the members from the same company into halves, thirds, etc.

Section 4 Termination of membership may be voluntary.

Section 5 Each member has the following inherent rights, subject only to specific restrictions contained in the constitution, by-laws or special rules:

1. To receive notices.
2. To attend meetings.
3. To present motions, resolutions, or other business.
4. To discuss.
5. To vote.
6. To nominate.
7. To be a candidate for office.
8. To inspect official records of the organization.
9. To insist on the enforcement of the rules of the organization and the rules of parliamentary law.
10. To resign.
11. To exercise any other rights given by the constitution, by-laws, or rules of the organization.

Inter-Utility Overhead Training Association

Constitution & By-Laws

Last Revised: October, 2005

Section 6 Vendors are not members of IUOTA. Vendors will be permitted to sit in and listen **with no voice after completion of the Accident review portion of the meeting.** Vendors will be seated at separate tables and given different colored nametags to distinguish them as vendors.

ARTICLE 6 OFFICERS:

Section 1 Any member of this Association may be nominated as an officer provided that they have been an active member for a minimum of 2 years, and agree to serve the full term of office.

Section 2 The office of Chairman and Secretary will be for a two-year period.

Section 3 At no time will the office of Chairman and Secretary be held by members of the same company.

Section 4 The Co-Chairman will serve for one meeting. The meeting will be the one hosted by his company.

ARTICLE 7 MEETINGS AND QUORUMS:

Section 1 Regular association meetings should normally be held on a semi-annual basis.

Section 2 Regular association meetings will be of a two-day duration. Whenever possible, the meeting will be scheduled on a Thursday and Friday.

Section 3 A quorum shall consist of the attendance at a regular association meeting of five members representing at least five companies.

ARTICLE 8 AMENDMENTS:

Section 1 An amendment to this constitution may be proposed at any general association meeting.

Section 2 Voting on a proposed amendment to the constitution will take place at the next regularly scheduled association meeting following the proposal.

Inter-Utility Overhead Training Association

Constitution & By-Laws

Last Revised: October, 2005

Section 3 Amendments to the constitution must be approved by a unanimous vote of the members present.

Section 4 Absentee ballots will be provided by the Secretary upon request of members who are unable to attend meetings when amendments to the constitution are to be voted upon.

Inter-Utility Overhead Training Association

Constitution & By-Laws

Last Revised: October, 2005

By-Laws

ARTICLE 1 OFFICER RESPONSIBILITIES

Section 1 Chairman

- Calls the meeting to order at the appointed time.
- Answers parliamentary inquiries and questions and decides points of order and questions of privilege as they arise.
- Signs all orders necessary to carry out the will of the Association.
- Acts as their representative of the Association to outside persons and other organizations.
- Appoints committees as directed by motion of the Association.
- With the co-chairman, he reviews and approves all matters to be placed on the agenda for forthcoming meetings.
- Makes all announcements at the start of each meeting.
- Adjourns all meetings.
- Serves as advisor after completion of term.

Section 2 Secretary

- Keeps careful and authentic record of the proceedings of the Association.
- Be able to furnish the exact wording of a motion which is pending before the membership.
- Authenticate all records by his signature.
- Furnish information from the minutes of previous meetings and from records of the Association, requested by officers or members of the Association.
- Maintain a roll of members and to call the roll when necessary.
- Preserve all records, reports and documents of the Association.
- Have available at each meeting a copy of the constitution, by-laws, special rules, a list of Association members and a list of subcommittees and their members.
- Read the minutes of previous meetings.
- Distribute a copy of the minutes of each meeting to all members within 60 days of adjournment of a regular membership meeting.
- Carry on such correspondence for the Association as may be required.
- Serves as advisor after completion of term.

Inter-Utility Overhead Training Association

Constitution & By-Laws

Last Revised: October, 2005

Section 3 Co-Chairman

- With the chairman, he reviews and approves all matters to be placed on the agenda for the meeting he is to host.
- Prepare and distribute to membership a letter of invitation, agenda at least 60 days prior to meeting.
- Makes all necessary arrangements for the meeting he is to host.
- Conducts all matters of business before the membership not specifically designated to other officers.
- He announces, in its proper order, the business which should come before the membership.
- He assigns the floor to members who desire to present motions or speak.
- He states all motions which have been properly presented and seconded.
- He makes certain that the members present understand the pending business and explains the effects of the motion if it is not evident.
- States the question to be voted upon and puts it to a vote.
- Announces votes and results of votes.
- Performs all other duties which may be assigned to him by the by-laws and special rules of the Association.

ARTICLE 2 ELECTION OF OFFICERS:

Section 1 Election of members to fill a vacancy of Chairman or Secretary will be by ballot.

Section 2 Election of members to fill a vacancy of Chairman or Secretary will require a majority of members present.

Section 3 In the event that no member receives a majority vote on the first ballot a second ballot will be cast with the two candidates receiving the most votes on the first ballot as the only candidates.

Section 4 In the event that a clear winner has not emerged after the second ballot, the chairman will select a member who is not a candidate for office and direct him to conduct a written poll of all members and announce the results of the poll by mail to all members.

Section 5 Removed by majority vote of membership on 10/06/89.

Inter-Utility Overhead Training Association

Constitution & By-Laws

Last Revised: October, 2005

Section 6 The chairman shall appoint a nominating committee made up of members of at least three member companies which will present a slate of candidates to the membership for consideration. This nominating committee will remain intact for the full term of the officers.

Section 7 Voting is to take place at the last meeting of the incumbent officers' term.

Section 8 An incumbent officer may not be re-elected for consecutive terms.

Section 9 If an incumbent officer is unable to fulfill the term of office, the nominating committee will appoint a replacement. The replacement may be a past officer.

ARTICLE 3 ORDER OF BUSINESS FOR MEETINGS:

Section 1 The following order of business will be adhered to at each meeting:

1. Call To Order (Chairman)
2. Roll Call (Secretary)
3. Minutes Of Previous Meeting (Secretary)
4. Announcements (Chairman)
5. Committee Reports (Committee Chairman)
6. Unfinished business (Co-Chairman)
7. New Business (Co-Chairman)
8. Adjournment (Chairman)

ARTICLE 4 COMMITTEES:

Section 1 With a majority of the members present, committees may be formed for any reasonable study or project.

Section 2 Committees will consist of one, two or three members.

Section 3 Appointment to a committee will be conducted by the chairman.

Section 4 The chairman will consider the work location of members appointed to committees to limit the travel time and expense for these committees to meet.

Inter-Utility Overhead Training Association

Constitution & By-Laws

Last Revised: October, 2005

ARTICLE 5 PARLIAMENTARY AUTHORITY:

Robert's Rules of Order shall be the parliamentary authority on all matters not covered by the constitution and by-laws of this Association.

ARTICLE 6 AMENDMENTS:

Section 1 These by-laws may be amended at any meeting by a majority vote of the members present.

- SUMMARY OF REVISIONS -

Constitution: Original June, 1985
Rev 3 April 6, 1995 – Added minimum requirement for officer nomination; Article 6, Section 1 (“provided that ...”)
Rev 4 October 2, 1997 – Deleted the word “eastern”; Article 5, Section 1
Rev 5 April 8, 2005 – Added clarification on meeting days; Article 7, Section 2 (The meeting will be scheduled...)
 - Added a clarification regarding Vendors; Article 5, Section 6 (Vendors are not members...)
Rev 6 October 6, 2005 – Added “Whenever possible” to Article 7, Section 2 (“Whenever possible, the meeting will be scheduled...)

By-Laws: Original June, 1985
Rev 1 October, 1989 – Deleted: Article 2, Section 5
Rev 2 April, 1993 - Added advisory responsibility; Article 1, Sec. 1 & 2 (“Serves as advisor ...”)
Rev 3 April 6, 1995 – Added nominating committee period of appointment; Article 2, Section 6 (“This nominating ...”)
 – Added: Article 2, Section 8 (“An incumbent ...”)
 – Added: Article 2, Section 9 (“If an incumbent ...”)