

**AMERICAN RAILWAY ENGINEERING AND MAINTENANCE-OF-WAY ASSOCIATION**  
**SAMPLE STUDENT CHAPTER BYLAWS**

**ARTICLE I — ANNUAL FEES AND DUES**

Sec. 1.1 — Annual chapter dues and special assessments or fees shall be levied by a two-thirds vote of all Chapter Members.

**ARTICLE II — GOVERNMENT**

Sec. 2.1 — The elected officers of the Chapter shall consist of a President, a Vice President, a Secretary, and a Treasurer, or a Secretary/Treasurer. The elected officers and the Student Chapter advisor shall constitute an Executive Board, as required by the charter. Additional Vice Presidents may be elected based on the program needs of the student chapter.

Sec. 2.2 — The terms of elected officers shall be for not more than one academic year until succeeding officers have been duly elected.

Sec. 2.3 — Newly elected officers shall take office at the first regular chapter meeting at least thirty (30) days after the election.

Sec. 2.4 — Nomination and election shall take place as near as practicable to the end of the spring semester.

Sec. 2.5 — The election procedure shall be as follows: Nominations shall be made from the floor by members of the Chapter. The election shall be by secret ballot, the ballots to be distributed to and collected from members present at the meeting. Absentee voting shall be allowed if members have contacted the secretary more than 24 hours prior to the election. The absentee has until the meeting at which election will be held to either physically or electronically, submit his/her vote.

Sec. 2.6 — Should any elective office become vacant before the expiration of its term, the remaining officers shall call an election to fill the vacancy for the remainder of the term.

**ARTICLE III — DUTIES OF THE OFFICERS**

Sec. 3.1 — The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent upon such office.

Sec. 3.2 — The Vice President shall assist the President and shall assume the duties of the President when the latter is temporarily unable to discharge the duties of his or her office.

Sec. 3.3 — The Secretary shall keep a record of all transactions of the Chapter, attend to notification of meetings, conduct all essential correspondence for the Chapter, keep a roll of the members of the Chapter, and submit an annual report to the AREMA Student Chapter Coordinator.

Sec. 3.4 — The Treasurer shall take charge of all funds belonging to the Chapter and shall be prepared to render an account of Chapter funds at each meeting.

**ARTICLE IV — MEETINGS**

Sec. 4.1 — At least three (3) meetings shall be held each semester on a day set by the President as most suitable to Chapter members, speakers, and guests. The President may call a special meeting when necessary.

Sec. 4.2 — A quorum must be present to conduct official Chapter business, including elections, bylaw changes and approval of any projects involving financial commitments. (Additional matter

may be included in the definition of “Official Chapter Business” upon a majority vote of those attending a meeting at which a quorum exists. A quorum shall be one-half of the membership. In the event of an off number of members, one member short of one-half of the membership shall constitute a quorum.

Sec. 4.3 — All meetings shall be conducted according to “Robert’s Rules of Order.”

#### **ARTICLE V — AMENDMENTS**

Sec. 5.1 — Proposals to amend these Bylaws may be made by the officers or by written petition signed by at least four members.

Sec. 5.2 — Any amendment to the Constitution or Bylaws shall be considered favored by an affirmative vote of two-thirds of the membership, and shall become effective upon notice of approval by the AREMA Engineering Services Functional Group Vice President.