

SOUTH DAKOTA JOINT UTILITY TRAINING SCHOOL

BY-LAWS

SECTION I Authority and Policy

- 1.01 **Authority** These By-Laws have been adopted evidenced by the action taken during January 23, 1997, meeting of the South Dakota Joint Utility Training School.
- 1.02 **Policy** No section or part of these By-Laws shall conflict with the Articles of Incorporation of the South Joint Utility Training School. Where such conflict may appear, the Articles of Incorporation shall prevail.
- 1.03 **Robert's Rules of Order** Robert's Rules of Order shall prevail at all meetings.

SECTION II NAME

- 2.01 **Name** This organization shall be known as the South Dakota Joint Utility Training School hereinafter referred to as "JUTS".

SECTION III Purpose

- 3.01 **Purpose** The purpose of this Corporation shall be set up an educational curriculum and conduct training session(s) beneficial to all involved.

SECTION IV MEMBERSHIP AND MEMBERSHIP MEETINGS

- 4.01 **Membership** Membership shall be up to five (5) members but not less than three (3) members from each segment of the Electric Utility Industry except the Vendors Association, which shall be one (1) member. The four (4) segments are Investor-Owned Electric Utilities, the Rural Electric Cooperatives, Municipal Association and the Vendors Association. Up to an additional five (5) members from generation, transmission, statewide associations and political subdivisions is allowed.
- 4.02 **Officers** The Chairperson, Vice Chairperson, Secretary and Treasurer of the JUTS Committee shall be elected from among the members of JUTS.
- 4.03 **Meetings** Meetings of the Corporation shall be held as determined necessary by 50 percent or more of the voting members or by call of the Chairperson.
- 4.04 **Notice of Meetings** Notice of any meetings shall be sent to all members, at least seven (7) days in advance of meeting by the Secretary. The notice shall outline, as far as practical, the matters to be considered at such meetings.
- 4.05 **Quorum** At any meeting one-half (1/2) of the membership shall constitute a quorum.
- 4.06 **Voting** Each member shall be entitled to one vote. Proxy vote shall not be permitted. Decisions on any question at a meeting of the membership shall be by majority vote of the members present and voting.
- 4.07 **Executive Board Meetings** Executive board shall have authority to transact emergency business between full general membership meetings.

SECTION V Officers

- 5.01 **Executive Officers** The executive officers of the Corporation shall be the Chairperson, a Vice Chairperson, a Secretary and a Treasurer. Each of such executive offices shall be elected bi-annually at the Joint Utilities Training School Workshop. An officer may succeed himself/herself with no limited terms.
- 5.02 **Chairperson** The chairperson shall preside at all meetings of the membership. He/she shall also be an ex-officio member of all committees. The Chairperson shall be the principal officer of the Corporation, shall have general charge and supervision of the Corporation's affairs.
- 5.03 **Vice Chairperson** The Vice Chairperson shall assume the duties of the Chairperson in his/her absence.

- 5.04 **Secretary** The Secretary shall attend and keep minutes of all meetings of the JUTS Membership meetings. The Secretary shall keep a membership roster and mail minutes to each member.
- 5.05 **Treasurer** The Treasurer shall have the responsibility for the finances of the corporation under the guidance of the Membership. The Treasurer shall maintain the books and records in such manner as to readily show the financial condition of the Corporation and shall exhibit them at any reasonable time to any of the members. The Treasurer shall at the end of each financial year issue a financial statement to all members.
- 5.06 **Vacancies** In the event of a vacancy of any executive officer, the membership shall nominate a replacement from within the Corporation for the remainder of the unexpired term. Other Member vacancies shall be filled by appointment of the members from the segment of the industry the vacancy occurs in.

SECTION VI **Fiscal Affairs and Funds**

- 6.01 **Fiscal Year** The fiscal year shall be March 1 through February 28. **Corporate**
- 6.02 **Funds** All funds received by or coming into custody of the Corporation and are entrusted to the Corporation are to be expended only for the purpose authorized by the Membership.
- 6.03 **Expenses** The expenses for a function organized by the JUTS shall be paid through funds received from a registration fee. The registration fee shall be determined according to the estimated registrants.
- 6.04 **Personal Expenses** A Member shall stand his own personal expenses associated attending Membership meetings and attending any other function authorized or organized by the JUTS.
- 6.05 **Assignment Expenses** The Chairperson shall have authority to approve expenses.
- 6.06 **Deposits and Withdrawals** All funds received for the account shall be acknowledged by issuance of official receipts and deposited in banks or depositories in the name of JUTS. All withdrawals shall be authorized by the signature of Corporation Chairperson or the Treasurer.
- 6.07 **Finance Committee** The finance committee shall be comprised of the Treasurer and two other Members of the Corporation who shall be appointed by the Chairperson and approved by the Membership. Each Member of the Finance Committee shall have authority to sign checks.

SECTION VII **ELECTIONS**

- 7.01 **Nomination Committee** At the annual Workshop Meeting the Chairperson shall appoint a nominating committee of not less than two (2) members.
- 7.02 **Recommendations** The nominating committee shall present a list of names of their recommendations to the members for election of officers. Nominations from the floor shall be permissible.
- 7.03 **Eligible Members** Members of the Corporation including nominating committee members shall be eligible to be nominated for office.
- 7.04 **Election Order** Election of officers shall be in the following order: a chairperson, a vice chairperson, a treasurer and a secretary. Their term shall be for one year.
- 7.05 **Terms of Office** Elective Officers shall be elected at the January meeting and take office thirty (30) days following the annual JUTS Workshop.
- 7.06 **Rotation** The Chairperson position *should* be systematically rotated among the segments of the industry, circumstances permitting.

SECTION VII **AMENDMENTS**

- 8.01 **Amendments** Amendments of these operating rules may be adopted at any Membership meeting by a simple majority.

SECTION IX **RULES of CONDUCT and DUTIES**

9.01 Duties of Coordinators for JUTS Sessions

1. Session Instructor initial contact

- A. Confirm dates, times and location
- B. Obtain information for handbook
 - 1. Class Title
 - 2. Description
 - 3. Class length
 - 4. Instructors name
- C. Mail Instructors information for handbook to program chairperson
- D. Mail Instructors equipment and lodging information letter

2. Three weeks prior to session

- A. Inform Instructor of pre-registration numbers
- B. Check for additional assistance
- C. Send program book to instructors

3. Prior to session commencing

- A. A. Arrange room for instructors needs
- B. B. Have all equipment available
- C. C. Check equipment operation

4. Session starts

- A. Welcome students
- B. Location of classes
 - 1. 1. Remain in same room
 - 2. 2. Group rotates from room to room
- C. Class hours
 - 1. 1. Morning starts 8:00am
 - 2. 2. Afternoon starts 1:00pm
- D. Coffee Breaks
 - 1. 1. Time of Breaks
 - 2. 2. Location of Coffee
- E. Noon Lunch
 - 1. 1. Location
 - 2. 2. Need for ticket
 - 3. 3. Get ticket for Instructor
 - 4. 4. Time (for staggered meals?)
- F. JUTS Operation Policy
 - 1. 1. Roll call taken at start of each session
 - 2. 2. Students to remain in same session
 - 3. 3. Required attendance for certificate
 - 4. 4. Certificates to be sent to sponsoring company
 - 5. 5. Missed attendance will result in letter to your company
 - 6. 6. If absence is necessary, inform coordinator
- G. Take roll call
- H. Introduce instructors.
 - 1. 1. Turn session over to instructors

5. Remainder of Session

- A. A. Take roll call at start of each session
- B. B. Be available to assist instructors

6. End of Session

- A. Thank Instructors
- B. Have students complete evaluations

7. One week after Session

- A. Compile results of evaluations
- B. Send copy of completed evaluation to JUTS Secretary

8. Upon receiving appreciation item for instructors

- A. Send thank you letter to instructors
- B. Send compiled evaluation to instructors
- C. Send items of appreciation to instructors