

Western Underground Committee



Article I – Name

This organization shall be named **The Western Underground Committee**

Article II – Purpose

- A. It shall be the purpose of this Committee to carry out on an industry wide basis:**
1. The exchange of information, ideas and experience of all members relating to the various phases of underground and overhead electric utility design, construction, operation, and maintenance.
 2. To develop and standardize material, methods, and designs to improve safety, reliability and reduce costs in underground and overhead construction, operation, and maintenance.
- B. All actions undertaken by the Committee are advisory and not binding to any utility member.**

Article III – Membership

- A. Membership of this Committee shall be composed of electrical utility employees actively committed to participate in the work of the Committee as outlined in Article II.**
- B. An associate membership shall be granted to authorize delegates of communication utilities and industry representatives having a member sponsor.**
- C. Any member, excluding associate members shall be eligible to hold an office, Subcommittee or Ad-Hoc Chair, provided they have attended at least three meetings in the past two years and have a written commitment from their management.**

Article IV – Offices and Duties

- A. Each office has a one year Term, progressing to the next office at the end of the term. The initially elected office is that of Secretary, which has a four year commitment**

requiring completion of the full progression. The office progression cycle is as follows: Secretary, Treasurer-Vice Chairperson, Chairperson, and Immediate Past Chairperson. The offices of Event Coordinator, Technology Administrator, Subcommittee and Ad-Hoc Chairpersons are not part of the office progression cycle. A four year term limit will be set for all members of Executive Board whose positions are not progressive in nature. In the event that no replacement for that position is found, the person holding that position can continue in that role, if they are willing, until that position is filled.

- B. The offices, indicated progression, and duties of the Western Underground Committee are as follows:**
- 1. Secretary**
 - i. Record and compile meeting minutes.
 - ii. Publish meeting records and post to website within two weeks of meeting adjournment.
 - iii. Prepare and distribute General Session, Subcommittee, and Ad-Hoc meeting packets.
(Minutes form, sign-in sheets and session survey form.)
 - 2. Treasurer- Vice Chairperson**
 - i. Assist the Chairperson and preside at meetings in the absence of the Chairperson.
 - ii. Preside at the Executive Board meetings.
 - iii. Notify members of date and time of all regular and special meetings.
 - iv. Maintain budget records and present Treasurer Report at meetings.
 - v. Receive and disburse funds as required and maintain records of each transaction.
 - 3. Chairperson**
 - i. Call meetings as set forth in the Constitution and By-Laws or as recommended by the Executive Board.
 - ii. Preside at meetings, lead discussions.
 - iii. Appoint nominating committee for the office of Secretary.
 - iv. Form Executive Subcommittee as required to address specific topics for study.
 - v. Recommend to the Executive Board appointments or removals from positions as needed.
 - 4. Immediate Past Chairperson**
 - i. Assist the newly progressed Chairperson in an advisory capacity.
 - ii. Summarize review and future topics forms.
 - iii. Provide feedback and evaluation of the Officers, Subcommittee, Ad-Hoc Chairs and Technology Administrator.
 - 5. Non-progressionary Event Coordinator**
 - i. Contact member utilities to arrange future meeting locations.

- ii. Arrange and prepare programs, rooms and Fellowship Dinner for meetings.
 - iii. Logistics
 - iv. Hotel
6. Non-progressory Technology Administrator
- i. Responsible for maintaining the Western Underground Committee website.
 - ii. Committee liaison to the web hosting agency
 - iii. Report all website activities at the General Session and Executive Board Meetings.
 - iv. Make recommendations for changes and improvements to the website.
- C. The election of the Secretary and progression of the other officers shall take place each year at the last regular meeting of that year. The new officers shall begin their term at the first regular meeting of the following year.
- D. The Executive Board shall consist of the officers as defined in Article IV-B, the Subcommittee and Ad-Hoc Chairpersons.
1. The Executive Board duties are as follows:
- i. Advise and assist the Chairperson in planning meetings.
 - ii. Assure compliance with the Constitution and By-Laws.
 - iii. Approve yearly meetings and dates.
 - iv. Approve appointments, removals or elections from positions as determined as needed by the officers or recommended by a subcommittee vote.

Article V—Meetings

- A. The Committee will meet Bi Annually. Normally the meeting will be held in the Spring and Fall Trimesters (March, April , May) (August, September, October)
- B. Meeting locations shall be announced by the Chairperson at the prior meeting. However, if it is later necessary to change a meeting location, the Executive Board may select a new location.
- C. The Executive Board has the option to recommend the Chairperson call a special meeting.
- D. Meetings shall be conducted under the rules of standard parliamentary procedure (Roberts Rules of Order), or as specially required in the By-Laws enacted by the Committee.
- E. The Chairperson shall call meetings of the Executive Board as needed in order to plan and discuss the business of the regular or special meetings.
- F. Host utility duties

1. Work with event coordinator to identify potential hotel facilities, tour opportunities, and Fellowship Dinner locations.
2. Provide program presentations for the General Session on topics active at the host utility
3. Provide a tour including transportation, when possible.
4. Provide registration table assistance and, when possible, attendee "swag".

Article VI—Executive Subcommittees

- A. The Chairperson shall assign specific topics for study and report to one or more members of the Committee
- B. These members shall be deemed an Executive Subcommittee
- C. Any Executive Subcommittee shall be governed by the Articles of this Constitution and the By-Laws enacted by the Committee.

Article VII—Finances

- A. The Executive Board may propose a system of dues or contribution if necessary to carry on its work, subject to a simple majority approval by the membership.
- B. The Western Underground Committee is a tax exempt educational organization per IRS Section 501 (c)(3).

Article VIII—Voting

- A. All voting shall be restricted to one delegate from each electric utility except where joint electric-communication technical matters are concerned. In this event, voting shall be restricted to one delegate from each electric utility and one delegate from each communication utility. Associate members are ineligible to vote.

Article IX—Amendments

- A. The Executive Board may recommend changes to the Constitution or By-Laws as are necessary for the proper functioning of the Committee.
- B. Proposed changes shall be published for the members' consideration.
- C. A two-thirds (2/3) majority vote of the members at the next regular meeting following publication of the proposed changes is required to enact such changes.

Article X Subcommittees and Duties

A. Subcommittees

1. Operations
2. Engineering and Substructures

3. Training Ad-Hoc
4. Planning
5. Safety
6. Transmission

B. Duties

1. Subcommittee Chairpersons shall be elected for a minimum of two years provided they have attended at least three meetings in the past two years and have a written commitment from their management. After which the position shall be opened for nominations from the Subcommittee membership.
2. Arrange for quest speakers and topics of the assigned Subcommittee.
3. Provide meeting topics to the Event Coordinator four months prior to the upcoming meeting.
4. Solicit input from members for future topics.
5. Provide a copy of presentations to the Secretary one month prior to the meeting. If this is not possible the Subcommittee Chairperson will provide as required in 6.
6. Provide Secretary written minutes of the Subcommittee meeting including attendance roster and feedback forms within one week of the meeting adjournment.
7. Voting member of the Executive Board.
8. Required to attend the Executive Board meetings.




Judy Dahlgren

Chairperson



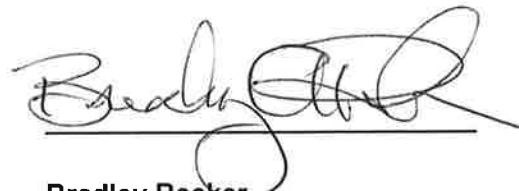
Adolfo Maldonado

Vice-Chairperson / Treasure



Tomas Jun Golo, Jr.

Secretary



Bradley Recker

Past Chairperson