

Bylaws

Puget Sound Relocation Council (PSRC)

*A Washington Nonprofit Mutual Benefit Corporation
& Regional Affiliate of Worldwide ERC*

Last revised on 11/1/2022

Puget Sound Relocation Council

TABLE OF CONTENTS

Bylaws of Puget Sound Relocation Council (PSRC)

I. Name/Purpose	Page 5
A. Name	
B. Purpose	
C. Core Values	
II. Membership	Page 6
A. Eligibility	
B. Categories	
C. Admission to Membership	
D. Board of Directors Election and Tenure	
E. Board of Directors Term Limits	
F. Termination of Membership	
G. Reinstatement	
H. Transfer of Membership	
III. Meeting of Members	Page 11
A. Voting Rights	
B. Meeting Schedule	
C. Annual Meetings	
D. Special Meetings	
E. Membership Meetings	
F. Rights & Limitations	
G. Notice of Meetings	
H. Proxies	
I. Voting by Mail, Email, Online or Fax	
IV. Board of Directors	Page 13
A. General Powers	
B. Board of Directors	
C. Election and Term of Office	
D. Board Meeting	
E. Minutes	
F. Vacancies	
G. Compensation	
H. Quorum	
I. Indemnification	
V. Officers & Duties	Page 15
A. Officers	
B. President	

C. Vice President	
D. Treasurer	
E. Secretary	
F. Communications Director	
G. Resignation	
H. Removal	
VI. Fiscal & Elective Year	Page 17
VII. Committees	Page 18
A. Appointment	
B. Membership Committee	
C. Structure/Bylaws Committee	
D. Education/Meeting Program Committee	
E. Social Responsibility Committee	
F. Sponsorship Committee	
G. Corporate Representation Committee	
VIII. Dues	Page 19
IX. Books & Records	Page 19
X. Contracts, Checks, Deposits, Funds, Gifts	Page 20
A. Contracts	
B. Checks, Drafts, & Funds	
C. Deposits	
D. Gifts	
XI. Amendment to Bylaws	Page 20
A. Procedure	
B. Notice	
XII. Rules of Order	Page 20
XIII. Miscellaneous	Page 21
A. Policy on Non-Solicitation	
B. Authority	
C. Communication Vehicles	
XIV. Job Descriptions for Board Positions	Page 21

ARTICLE I -- Name, Purpose

Section 1. Name

The name of the organization is **Puget Sound Relocation Council**. The authorized abbreviation of the name of the organization is **PSRC**.

Section 2. Purpose

The Puget Sound Relocation Council is a professional organization encompassing the region of the Puget Sound. Through regular meetings and informal contacts, the PSRC objective is to:

- Provide a local forum to exchange information and ideas regarding employee relocation policies and practices.
- Discuss and review common interests, issues and trends in the relocation industry.
- Present educational opportunities for individuals involved in relocation.
- Foster cooperation within the industry to meet the needs of corporations, transferees and their families.

Section 3. Core Values

The Puget Sound Relocation Council "DELIVERS"!

Develop - your own knowledge while educating others.

Esteem - display honesty and respect for others.

Listen - first, speak later.

Include - make time for the views of others.

Vision - recognize the possibilities in every situation.

Encourage - participation with others.

Remember - education is the purpose.

Serve - demonstrate leadership through your own examples.

ARTICLE II -- Membership

Section 1. Eligibility

Regular membership in the organization shall be two categories, open to all individuals and organizations that meet the eligibility requirements herein and work on-site in relocation offices or have relocation business within the Puget Sound Region.

- Category I Members are corporations and their company-paid employees who are engaged in the corporation's internal relocation function for purposes of transferring their corporation's employees. Active Category I members who are recently unemployed will be allowed to maintain full Category I membership benefits. Membership may be renewed as an individual in the subsequent year. If the individual is subsequently employed by a Category II company, then Category I benefits will end immediately effective with the new position.
- Category II Members are companies who are directly involved in providing relocation products and/or services to the corporate relocation industry. Category II members are employed by the company and will provide a letter of recommendation from a current Category I or II member in good standing. Category II memberships shall be allocated between the "primary business activity" categories of service providers listed in Article II, Section 2, Category II. No individual category shall exceed membership limits set from time to time, as deemed necessary, by the Membership Committee.

Ultimate discretion, with regard to membership application, rests with the membership Committee in maintaining an equitable balance within the membership to best serve the purpose of the organization as described in Article I, Section 2. The addition of new "primary business activity" categories of service providers shall be at the discretion of the Board of Directors, upon recommendation by the Membership Committee.

The Membership Committee reserves the right to evaluate any documentation requested to substantiate compliance with eligibility requirements under any category of PSRC membership

Section 2. Categories

Category I: Corporate memberships shall consist of corporations and their company-paid employee who meets the eligibility criteria described in Section 1.

Category II: Service memberships shall consist of individuals of a company who meet the eligibility criteria described in Section I, whose primary business activity is:

1. Full-time employee of a Relocation Department within a real estate company

- approved by Relocation Director/Manager;
2. Real estate appraisal company (national, professional; industry designations only);
 3. Household goods carrier;
 4. Third-party relocation management companies;
 5. General inspection company;
 6. Consulting organization who contracts with corporate relocation professionals on issues such as policy analysis, development, administration, or cultural and family concerns;
 7. Financial institution with a Relocation Department/Manager;
 8. Interim living resource;
 9. Destination services;
 10. Other relocation-related service/product

Category II officers/directors/chairs PSRC Board Members. Board members will have a three-term limit, with each term of 2 years unless the board member is voted into the VP position they will then have a six-term limit (Vice President to President to Past President).

*****Any exceptions must be approved by board*****

Section 3. Admission to Membership

Applications for regular memberships shall be made in writing and forwarded to the Membership Committee Chairperson. The Membership Committee will evaluate the eligibility for membership at the committee's next meeting in accordance with the aforementioned categories and criteria. Membership shall become effective upon acceptance by the Membership Committee. Membership is subject to annual payment of dues within thirty (30) days of invoice.

Section 4. Board of Directors Election and Tenure

The officers of the organization shall be elected by the Board of Directors, from its own Members' nominations. Each member in good standing has the right to nominate candidates, including self-nominations, for the Board of Directors. The Board of Directors shall serve as the elected legislative and governing body charged with directing the affairs of the PSRC in behalf of the general membership. Nominations are received by mail, email, social media, website, ballot. Deadline for nomination submission is November 15th. If the Annual Meeting is held prior to November 15th, a last call for nominations can be solicited at that time.

The offices of President, Vice President, Treasurer, Secretary, Communications Director, and the Chairpersons for Membership, Education/Meeting Programs, Social Responsibility, Bylaws/Structure, Corporate and Sponsorship Chair will be selected from both Category I

(Corporate) and Category II (Service) members. If a position remains unfilled due to lack of available candidates who have met the qualifications, the Board of Directors may approve a nomination with a majority vote. The Positions of President and Vice President shall be filled only by a qualified member with at least one year of service on the Board as an Officer or Committee Chair.

A special committee to be called the Membership Committee, will be appointed by the Immediate Past-President of three members in good standing. The three Membership Committee members will serve to vet the nominations submitted, ensuring they meet the qualifications (see ARTICLE III, Section 2) and to tally the Board Member votes. The Membership Committee will be appointed on or before October 1st.

Nominations from the general membership shall be requested by the Membership Committee, using various forms of communication (to include but not limited to email, social media, website, ballot) no later than October 15th, actual date to be set by Immediate Past-President. Deadline for nomination submissions is November 15th. If the annual meeting is held prior to November 15th, a last call for nominations can be solicited at that time. The PSRC will make the nomination form available on their website.

Summary of Election process:

1. Nominations are made by a member in good standing nominating a member in good standing or self-nomination (self must be a member in good standing)
2. All nominees will complete a brief bio, agree that this is a volunteer position, agree that it is expected they will be available for calls, meetings and projects throughout the year, and if selected they understand the time commitment and are willing to commit should they be selected, answer a few questions and state the contributions (volunteering) they have made to the PSRC the past two years.
3. Special Committee of three members in good standing appointed by Immediate Past President.
4. Membership Committee will vet each nomination and present qualified nominations to the Board for the Board members to review and vote by secret ballot to appoint the new Board Members. The Membership Committee will tally the votes followed by formal notification by incoming President.
5. Board of Directors are given the results.
6. Incoming President will contact each nominee and advise if they have been voted in. For those who have been voted to serve on the Board of Directors of PSRC it is important to discuss the following items to assure they are aware of the expectations and to obtain their acceptance for:

- a. Time Commitment- January Meeting, bi-monthly conference calls, Spring, Summer and Fall Workshops, special projects around Summer Workshop/Golf Tournament.
 - b. Responsibility- Explain this is a working board and each committee chair is responsible for specific duties throughout the year and may assist other committees or special projects as required.
 - c. Employer Support- Explain it is important that their employer supports their participation on the Board and their employer is aware that being on the Board requires some time commitments. The incoming President will send an email to the nominee's supervisor, acknowledging that their employee has been elected into the PSRC Board. The incoming President will request a reply of the email. This reply will serve as an acknowledgement of support on behalf of the nominees' employer.
7. Membership is informed of the recommended slate via email
 8. Immediate Past President introduces incoming President and incoming President introduces the slate to the membership at the Spring Meeting.

Section 5. Board of Directors Term Limits

Each officer shall serve for a two-year term with elections to be held every two years. The Secretary, Treasurer and Committee Chairs may only be re-elected once to the same position for a maximum term of four years.

The Immediate Past-President, President and Vice President shall each serve only one 2-year term.

The Vice President Shall succeed the President. The President shall succeed the Immediate Past President.

All Board Members must be current Members in good standing. The Board of Directors may appoint non-voting Board positions and Committees as it deems necessary. Additionally, officers may also hold other Board positions in organizations outside of PSRC However, officers cannot simultaneously hold dual positions within the PSRC board.

Section 6. Termination of Membership

Any Member failing to satisfy any financial obligation to the PSRC within sixty (60) days of notification shall have its membership, including all rights and privileges thereof, automatically suspended until such obligation is satisfied. The Secretary shall promptly advise each Member whose membership has been suspended of such suspension.

Membership may be revoked by vote of the Board of Directors when a Member: ***(i) is at***

least ninety (90) days delinquent in its financial obligation to the PSRC **(ii)** engages in activities detrimental to the PSRC; or **(iii)** is otherwise ineligible as determined by a majority vote of the Board of Directors after an appropriate hearing.

The Board of Directors shall conduct the hearing and make the necessary determination no later than sixty (60) days after being duly notified of Member's ineligibility. The Secretary shall promptly advise each Member whose membership has been terminated of such termination. Termination of membership shall not relieve the terminated Member of liability for unpaid dues or other charges accrued prior to the effective date of such termination. Upon termination of membership, for any reason, the right of the terminated Member to vote (if applicable) and all other rights, privileges and interests of such Member in the PSRC shall cease.

The resignation of any Member shall be in writing and become effective upon submission to the Board of Directors. Any dues paid to date beyond such resignation period will not be refundable.

Section 7. Reinstatement

Any Member who willingly resigned and left in good standing with the PSRC may submit a signed application along with the required dues in order to be reinstated into membership.

Any Member who was suspended or terminated must submit a written request and file the same with the Secretary (and Board of Directors). The Board of Directors by the affirmative vote of two-thirds of all the voting members of the Board may reinstate such former Member to membership upon such terms as the Board of Directors may deem appropriate.

Section 8. Transfer of Membership

Each membership is awarded to the individual and therefore no transfer of membership to another individual is allowed. However, a member may designate or authorize another person from their company to attend a PSRC function in their absence. Said participant would not be entitled to any voting rights, privileges or interests awarded to a standing of the PSRC.

ARTICLE III -- Meeting of Members

Section 1. Voting Rights

Each PSRC Member in good standing of Category I & II Member companies shall be entitled to one vote on each matter submitted to a vote of the membership.

Each Member has the right to nominate candidates for the Board of Directors. The Board of Directors shall serve as the elected legislative and governing body charged with directing the affairs of the PSRC on behalf of the general membership.

Nominations from the general membership shall be requested by the Membership Committee using various forms of communication (to include but not limited to email, social media, website, fax, ballot etc.) Deadline for nomination submission is November 15th. If the Annual Meeting is held prior to November 15th, a last call for nominations can be solicited at that time. The Membership Committee shall create a list of nominees with candidate applications for each open position and submit to the Board of Directors for review. The Board of Directors shall review, vote by secret ballot (if more than one Member is presented for an office) to appoint the new Board Members. Membership committee will tally votes followed by formal notification by incoming President.

Section 2. Meeting Schedule

General Membership meetings shall be held according to a schedule determined each calendar year, with the schedule being distributed to all Members.

Section 3. Annual Meetings

An annual meeting of the Members shall be held during the fourth quarter of each year or at such time and such place as the Board of Directors may designate from year to year.

Section 4. Special Meetings

Special meetings of the Members may be called either by the President, Board of Directors, or by a majority of the Members for any purpose at such time and such place as the Board of Directors may designate.

Section 5. Membership Meetings

Regular meetings of the membership shall be held three times per year at such time and such place as the Board of Directors may designate.

Section 6. Rights and Limitations

Attendance and/or participation in any organizational capacity and at any meeting of Members may be limited for Category II Members. Decisions on full or limited participation

shall be at the discretion of the Board of Directors as deemed in the best interest of the organization.

Section 7. Notice of Meeting

Written or printed notice stating place, date and hour of any meeting of Members shall be delivered to each Member entitled to a vote, not less than ten (10) days before the date of such meeting, by or at the discretion of the President, or the Secretary, or the Officers or persons calling the meeting. In case of a special meeting or when required by statute or by these Bylaws, the purpose(s) for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the Member at his/her address as it appears on the records of the Corporation, with postage thereon prepaid. If notice is given by email, then it will be deemed delivered when transmitted.

Section 8. Proxies

At any meeting of Members, a Member entitled to vote may do so by proxy, executed in writing by said Member. No proxy shall be valid after nine (9) months from the date of its execution, unless otherwise provided in the proxy.

Section 9. Voting by Mail, Email, Online or Fax

When it is not expedient to call a meeting of Members, a vote by mail, email, online or fax on any question on which an expression is deemed necessary may be taken by the President or Secretary with the approval of two other Board Members. Notice of the result shall be given to all Member companies within thirty (30) days of completion of the vote.

ARTICLE IV - Board of Directors

Section 1. General Powers

Its Board of Directors shall manage the affairs of the Corporation. The Board of Directors will be composed of “officers” and “committee chairs.”

Section 2. Board of Directors

The governing body of the PSRC shall be known as the Board of Directors and is authorized to handle all business and policy matters of the council. The Board of Directors shall consist of not less than seven (7), or more than 17 Members, with a minimum of three (3) Category I Members and includes all officers and the Committee chairpersons. Committee chairpersons include the chairpersons of the Membership, Education/Meeting Programs, Sponsorship, Bylaws/Structure, Social Responsibility, Website and any other committees deemed necessary by the Board.

Section 3. Election and Term of Office

The officers of the organization shall be elected by the Board of Directors, from its own Members by mail, email, online or fax ballot prior to the year-end of the existing term. All Board positions shall be selected in December, take office in January, and hold office through a two-year term ending in December.

The offices of President, Vice President, Treasurer, Secretary, Communications Director and the Chairpersons for Membership, Education/Meeting Programs, Social Responsibility, Bylaws/Structure, Corporate and Sponsorship Chair will be selected from both Category I (Corporate) and Category II (Service) members. Committee participation in previous years will be considered a prerequisite for consideration as a board member. However, if a position remains unfilled due to lack of available candidates who have met this prerequisite, the Board of Directors may approve a nomination with a majority vote. The Positions of President and Vice President shall be filled only by a qualified member with at least one year of service on the Board as an Officer or Committee Chair. Elections to be held every two years.

Category II officers/directors/chairs PSRC Board Members will have a three-term limit, with each term of 2 years unless the board member is voted into the VP position they will then have a six-term limit (Vice President to President to Past President).

The Secretary, Treasurer and Committee Chairs may only be re-elected once to the same position for a maximum term of 4 years.

The Immediate Past President, President and Vice-President shall each serve only one, two-year term.

The Vice-President shall succeed the President. The President shall succeed the Immediate Past President.

All Board Members must be paid Members in good standing. The Board of Directors may appoint non-voting Board positions and Committees, as it deems necessary. Additionally, officers may also hold other Board positions in organizations outside of PSRC. However, officers cannot simultaneously hold dual positions within the PSRC board.

Section 4. Board Meetings

Board of Directors meetings shall be held as needed or on a bi-monthly basis at such time and such place as the Board of Directors may designate. All meetings of the Board of Directors shall be open to all Members of the Corporation. The Board of Directors may, with approval of a majority of a quorum, adjourn a meeting and reconvene to discuss or vote upon personnel matters, litigation in which the Corporation is or may become involved, disciplinary matters, and orders of business of a similar, confidential or sensitive nature.

Section 5. Minutes

A copy of the written minutes of each meeting of the Board of Directors shall be approved during Board of Directors meetings.

Section 6. Vacancies

Any vacancy in the number authorized for the Board of Directors due to death, resignation, removal, disqualification, or otherwise shall be filled by the Board of Directors. A Member appointed to fill a vacancy shall serve for the remaining portion of the term of his/her predecessor as outlined in Article 4, Section 3.

Section 7. Compensation

Board Members as such shall not receive any stated salaries for their services. However, when authorized, Board Members may be reimbursed for actual expenses incurred in the performance of their assigned duties when substantiated by either a memorandum or a receipt for the expense incurred. Nothing herein contained shall be construed to preclude any Board Member from serving the Corporation in any other capacity and receiving compensation therefore.

Section 8. Quorum

A quorum is defined as two-thirds of all Board Members. If a quorum is not present at any meeting, the meeting may be adjourned or voting on a scheduled matter may be canceled at the discretion of the President.

Section 9. Indemnification

The Corporation shall indemnify any and all of its Directors or officers, or former Directors or officers, employees, agents and consultants against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they or any of them are made parties, or a party, by reason of having been Directors or officers, or a Director or officer, or employees, agents, and consultants, of the Corporation. An exception to indemnification will be in relation to matters in which the Director or officer or former Director or officer (or employee, agent or consultant) shall be adjudged in such action, suit or proceeding to be liable for neglect or misconduct in the performance of duties. Such indemnification shall not be deemed exclusive to any other rights to which those indemnified may be otherwise entitled.

ARTICLE V - Officers & Duties

Section 1. Officers

Officers of the organization shall consist of a President, a Vice President, a Secretary, a Treasurer and a Communications Director. No two offices may be held at the same time by the same person. All officers will participate in the annual audit of the corporation, as needed.

Section 2. President

The President shall be the principal executive officer of the organization and shall in general manage, direct and control the activities and business affairs of the organization. He or she shall preside at all meetings of the Members. The President may sign with the Secretary or any other proper officer of the organization any contracts, leases, or other instruments with which the Board of Directors has authorized to be executed. The president has final review and approval of all communications and is responsible to transition newly elected officers. The individual who holds the President's position must reside in the Puget Sound area.

As it relates to residing in the Puget Sound Area and holding Board positions including Vice President, Meeting Chair, President and Social Responsibility Chair, this decision will be left to the discretion of the Board Election Committee. To make this determination the Committee will utilize the Wikipedia definition which defines the Puget Sound Area as a 'region centered on the sound with major cities on the sound to include Seattle, Tacoma, Olympia and Everett'.

The Committee will also consider applicants in smaller cities in surrounding areas within these Western Washington cities and if applicable exceptions may be made for candidates residing in additional cities within the state of Washington.

Section 3. Vice President

In the absence or disability of the President, or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President and when so acting shall have all powers of the President and be subject to the same restrictions. The Vice President creates and mails questionnaires for determining interest in meeting topics. Additionally, the Vice President will act as program chair for the regular meetings and may delegate or call for sharing of these responsibilities from time to time. Furthermore, the Vice President shall serve as Committee Chair Administrator responsible for coordinating with the various PSRC Committee Chairs and facilitating their actions to achieve the Board's desired results." The individual who holds the Vice President position must resident in Puget Sound.

As it relates to residing in the Puget Sound Area and holding Board positions including Vice President, Meeting Chair, President and Social Responsibility Chair, this decision will be left to the discretion of the Board Election Committee. To make this determination the Committee will utilize the Wikipedia definition which defines the Puget Sound Area as a 'region centered on the sound with major cities on the sound to include Seattle, Tacoma, Olympia and Everett'. The Committee will also consider applicants in smaller cities in surrounding areas within these Western Washington cities and if applicable exceptions may be made for candidates residing in additional cities within the state of Washington.

Section 4. Treasurer

The Treasurer shall be in charge of the organization's funds and records, presiding over meetings in the absence of the President and Vice President. Duties shall include collection of all Member dues and assessments, as well as tracking Member and guest attendance at all functions. The Treasurer will also ensure the establishment and supervision of proper accounting procedures for the organization. Said officer will be entrusted with the oversight of all funds in a financial institution which has been approved by the Board of Directors. The Treasurer's office will report on the financial condition of the organization at all meetings or when called upon by the President. The Treasurer will also have the responsibility of preparing or outsourcing any and all tax filings required of the organization. A financial audit must be performed annually by the current Treasurer, Vice President and President no later than January 30th. In conjunction with the current Treasurer, the final term year audit will also include participation from the incoming Treasurer, incoming President and outgoing President for a final auditing of the books. Last, at the expiration of the Treasurer's term, the current officer shall provide the organization's future Treasurer with all PSRC books, moneys and property held on behalf

of the organization.

Section 5. Secretary

As Secretary of the organization, he/she shall be responsible for the proper and legal distribution of notices to Members; shall compile meeting minutes; shall see that accurate records are kept on all meetings; and shall in general perform all duties incident to the office of the Secretary. The Secretary will oversee communications to ERC and other regional relocation groups and will also monitor CRP credits. Secretary oversees communications and is the public relations manager of the corporation, promoting a positive image through board-approved media sources.

Section 6. Communications Director

The Communications Director will be in charge of promoting the organization and PSRC image and provide crucial oversight of all communication to members. This position will partner closely with the Membership and Sponsorship Chairs to promote a consistent PSRC brand through all communication vehicles, including, but not limited to the website and newsletter.

Section 7. Resignation

An officer may resign at any time by giving written or verbal notice to the President or the Secretary. A resignation shall take effect on the date of receipt of the notice or at any later date specified therein. Unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

Section 8. Removal

Any officer may be removed from office by the Board of Directors with cause, but only at a special meeting duly called for that purpose with at least seventy-two (72) hours notice and with the opportunity to address the Board of Directors at such meeting having been given to the affected officer.

ARTICLE VI -- Fiscal and Elective Year

Section 1. Fiscal and Elective Year

The fiscal and elective year of the organization shall run from January 1 through December 31 of each year.

ARTICLE VII -- Committees

Section 1. Appointment.

The President shall coordinate selection of Member representatives for committees as deemed necessary by the Board of Directors to accomplish annual goals. Each Committee Chair must recruit at least 2 volunteers during their term of office to assist the President in member representative selection. No committees shall act on behalf of the Board of Directors unless specifically authorized to do so.

Section 2. Membership Committee

This committee will ensure that membership guidelines are reflective of the needs of the organization, including education and orientation of new Members. The Membership Committee will maintain the master membership list and facilitate membership communications. This committee will emphasize the “no business solicitation policy at meetings and functions” and follow up on any reported solicitations.

Section 3. Structure/Bylaws Committee

This committee is responsible for maintaining bylaws, structure and standing rules of the organization. Members will provide written guidance when changes in the organization or its environment require new rules or changes to existing policy.

Section 4. Education/Meeting Program Committee

This committee will plan and coordinate educational topics to be presented in conjunction with regularly scheduled Member meetings.

Section 5. Social Responsibility Committee

This committee will plan and coordinate community events and/or sponsorships to favorably represent the PSRC as a socially responsible corporation and to contribute to improving the social consciousness of the Puget Sound region.

Section 6. Sponsorship Committee

The Sponsorship committee shall sell, promote, and manage sponsorship revenues for all events and productions of the organization. Sponsorship Committee duties include, but are not limited to, the proper administration of funds, marketing, finding additional sources of sponsorship to enhance organizational revenue, and educating members on value and benefits of sponsorship. All sponsors must be active members in good standing unless a specific promotion opportunity is advertised as being open to non-members.

Section 7. Corporate Representation Committee

The Corporate Representation Committee is charged with promoting corporate

membership. This committee will ensure that corporate representation guidelines reflect and respond to the needs of corporate members, including recruitment, orientation, and education of new Corporate Representatives. Furthermore, this committee will assist the Membership Committee in maintaining the corporate representative list and facilitate corporate member communications.

ARTICLE VIII -- Dues

Section 1. Annual Dues

Annual membership dues of the Council shall be payable in advance of each fiscal year or before becoming a Member of good-standing to the Council Treasurer. The amount of dues shall be established by the Board of Directors to cover reasonable expenses of the organization while maintaining the organization's financial stability.

Dues must be paid in full within thirty (30) days of receipt of notice. Failure to meet the payment deadline will require re-application and acceptance into the PSRC.

ARTICLE IX -- Books and Records

Section 1. Books and Records

The Corporation shall keep correct and complete books and records of account, which will be the direct duty of the Treasurer. The Secretary shall keep minutes of the proceedings of its Board of Directors. The Secretary and/or Membership Chairperson shall keep a record giving the names and contact information of the Members entitled to vote. All books and records of the Corporation may be inspected by any Member, or his/her agent or attorney, for any proper purpose at any reasonable time.

ARTICLE X - Contracts, Checks, Deposits, Funds, & Gifts

Section 1. Contracts

The Board of Directors may authorize any Board Member of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or may be confined to specific instances.

Section 2. Checks, Drafts, and Funds

All checks, drafts, or other orders for the payment of money shall be signed by the appropriate officer of the organization as determined by resolution of the Board of Directors.

Section 3. Deposits

All funds of the organization shall be deposited in a timely manner to the credit of the organization in such banks as the Board of Directors may select.

Section 4. Gifts

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for any purpose of the Corporation.

ARTICLE XI -- Amendments to Bylaws

Section 1. Procedure

These Bylaws may be altered, amended, or repealed, and/or new Bylaws may be adopted by a majority of the Category I & II Board Members who are present and vote on the issue. A majority vote by email will be accepted as approval.

Section 2. Notice

When any amendments of the Bylaws have been made, copies of these amendments, or a complete revised copy of the Bylaws as amended, shall be available within sixty (60) days to all Category I and Category II Member representatives. Any approved changes to the Bylaws will be posted on the PSRC website.

ARTICLE XII - Rules of Order

Section 1. Robert's Rules of Order

Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Organization and Committees in all instances wherein its provisions do not conflict with the bylaws.

ARTICLE XIII - Miscellaneous

Section 1. Policy on Non-Solicitation

The Puget Sound Relocation Council shall be formed to provide Relocation Professionals with a forum for exploring the issues and problems associated with the process of relocating employees. The PSRC shall choose to open membership to those companies providing services that support the relocation process. The membership feels that input from the service Members is of value in shaping better responses to the challenges service members face. In return, service members shall be in a position to learn firsthand whether or not their products and services are meeting the needs of the industry.

In order to assure that the forum created will always remain open and free from bias, the PSRC shall adopt a single caveat. Namely, service members are prohibited from soliciting business in any fashion at PSRC functions.

Section 2. Authority

No individual Member of the Corporation shall be deemed to have any authority to speak on behalf of the Corporation or to endorse, support, oppose or make any comment of any kind whatsoever with respect to any legislative or administrative action or any judicial action on behalf of the Corporation unless such individual has been expressly authorized to do so by the Board of Directors.

Section 3. Communication Vehicles

Reference throughout the bylaws is made to written documentation, documents received in writing, or printed documentation. For the purposes of the bylaws, the definition of written documents or documents received in writing shall be any communication sent or received via mail, email, website posting, fax, or mail. Additionally, documents may be sent or received in person.

ARTICLE XIII - Job Descriptions for Board positions

Immediate Past President

The Immediate Past President serves as a transitional advisor to guide the new President through his/her term. This position also serves as the Chair of the nominating committee for the annual elections.

President

The person who holds the President position must reside in the Puget Sound area. The President shall be the principal executive officer of the organization and will manage,

direct and control the activities and business affairs of the organization. The President is responsible for planning, organizing and executing the annual board meeting and monthly board calls. The President shall preside at all meetings of the Members. The President may sign, with the Secretary or any other proper officer of the organization, any contracts, leases, or other instruments with which the Board of Directors has authorized to be executed. The President has final review and approval of all communications and is responsible for transitioning newly elected officers.

Vice President

The person who holds the Vice President position must reside in the Puget Sound area. In the absence or disability of the President, or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President and when so acting shall have all powers of the President and be subject to the same restrictions. The Vice President creates and mails questionnaires for determining interest in meeting topics. Furthermore, the Vice President shall serve as Committee Chair Administrator responsible for coordinating with the various PSRC Committee Chairs and facilitating their actions to achieve the Board's desired results."

Meeting Chair

The person who holds the Meeting Chair position must reside in the Puget Sound area.

- Preside over Program Planning Committee, which is tasked with developing and executing up to three (3) meetings per year
- Identify and visit potential meeting venues along with PSRC President
- Oversee venue/food/drink/linen/table set-ups as needed, per meeting
- Prepare a budget for each event with PSRC President that includes all aspects of potential event costs
- Work with President on overall meeting moderation, Sponsorship Chair on signage, Education Chair on speaker presentations
- Provide regular budget and meeting plan updates to the board
- Designate registration table greeters for each event and prepare name badges for all registered attendees
- Within 24 hours of the event, prepare survey for Communications Chair to send out for feedback on meeting performance and ideas for future events & programs
- Pre-plan the next year's meeting dates so there are little to no conflicts with Worldwide ERC and other regional/local events
- Plan the Board and speakers' meet & greet events for evening prior to meeting
- Draft Day of Duty sheet for board members and send out one (1) week prior to event

Social Responsibility Committee

The person who holds the Social Responsibility Chair must reside in the Puget Sound area. Responsibilities Include: Acting as liaison with the two PSRC member-selected charity organizations to coordinate fundraising events at each PSRC meeting, as well as coordinate exclusive PSRC member volunteering events for selected charities. This role is also responsible for implementing and directing the Scholarship program, established in 2019. Always representing the PSRC in a favorable manner and as a socially responsible organization. This role will coordinate with Communications Chair to post timely Social Responsibility updates throughout the year. Will coordinate with the Treasurer to keep track of the effectiveness of the fundraising events. This role will coordinate with the PSRC President to organize volunteering events for the selected charities. Once a year, deliver the checks to each charity, documenting with a picture for the website and social media.

Corporate Membership Chair (1 position)

- Promote and advocate PSRC and our members
- Attract and retain Corporate Members to PSRC
- Send welcome email to new corporate members to ensure they are up to speed on upcoming meetings, events, etc.
- Keep active corporate membership list up to date – update member information as needed
- Plan and host 2 (two) corporate happy hours per year (one in summer/one in spring)
- Partner with co-chairs on teleconference meetings (recruit speakers, send out invites, etc.)
- Create and manage committees as needed
- Attend PSRC meetings, corporate roundtables and board meetings on a regular basis
- Maintain membership database

Corporate Co-Chairs (2 positions)

- Promote and advocate for PSRC and our members
- Partner with Corporate Membership Chair to attract and retain members
- Partner with Corporate Membership chair on Corporate related events (bi-annual happy hour)
- Manage corporate teleconferences throughout the year (including invites, speakers, attendance list, follow-up items, notes)
- Arrange and facilitate in-person corporate roundtables prior to general meetings
- Serve on committees as needed

Membership Committee

This committee will ensure that membership guidelines are reflective of the needs of the organization, including education and orientation of new Members. The Membership Committee will maintain the master membership list and working with the Communications Chair and President will (to) facilitate membership communications. It will also include but is not limited to:

- Membership Drive to help support the growth of the organization, working in sync with Corporate membership
- Work with a committee on Mentoring program for new members I
- Revisit current membership and those that have not renewed
- Ongoing work with other board members on how to reinforce the value of membership
- Maintain membership database

Secretary

The Secretary shall be responsible for compiling meeting minutes to be retained and archived on behalf of PSRC and distributes an electronic copy to Board members within 14 days. In the event that the Secretary is unavailable to take meeting minutes then the Bylaws Chair will be responsible for taking the minutes. The Secretary shall direct Communications Chair to store each Meeting Minutes in the organization's webserver.

Communications Director

The Communications Director will be in charge of promoting the organization and PSRC image and provide crucial oversight of all communication to members. This position will partner closely with the Membership, Meeting, Education and Sponsorship Chairs to promote a consistent PSRC brand through all communication vehicles, including, but not limited to the website, social media and any printed materials.

- Communications – Communications Director is responsible for keeping a consistent communications calendar to all of PSRCs membership including registration setup, communicating event dates, event details, survey requests, and any other requested communication to the PSRC community.
- Social Media – Communication Director is responsible for all Social Media activities on PSRC preferred mediums including messaging, photos, and updates in a timely manner.
- Website
 - The Communications Director coordinates logistics to manage the website and all electronic communication functions. Final written approval is required from the President for all items appearing on the

website prior to publishing or distribution and all other communications to the membership.

- This position strategizes themes and topics, suggests website sponsorship opportunities, and approves all layouts for submission to the President.
- Other duties include managing the written and graphic content of the website; providing data analysis as needed; supervising e-mail services, interfacing with various internal and external entities for information and approvals; and pre-approving all website-related expenses before payment is made.
- Communication Director is also responsible for the chosen survey management site and for sending out the survey to the membership within 24 hours after a membership event.

Education Chair

Responsibilities include but are not limited to: Planning compelling educational meetings addressing topics and trends in global workforce mobility management, and providing descriptive communications at least 30 days prior to event to President for approval. Upon President's approval the Education Chair will submit content to Website Director for publication and promotion. Education Chair will also submit for CRP and/or GMS recertification credits with Worldwide ERC, provide Worldwide ERC with an attendance list for cross-checking and copies of the recertification forms to the appropriate attendees. The Education Chair is also responsible for designating topics and securing speakers for programs with President's approval as well as obtaining speakers' PowerPoint templates, organizing calls with speakers 1(one) month prior to meeting and writing notes of appreciation and obtaining gift cards for event speakers post-meeting.

Treasurer

The Treasurer shall be in charge of the organization's funds and records, presiding over meetings in the absence of the President and Vice President. The Treasurer will also ensure the establishment and supervision of proper accounting procedures for the organization. Said officer will be entrusted with the oversight of all funds in a financial institution which have been approved by the Board of Directors and will report on the financial condition of the organization at all meetings or when called upon by the President.

Duties shall include:

- Collecting money for all functions sanctioned by the board, including collection of membership dues, sponsorship fees, registration monies and charity fundraising monies for all events.
- Depositing or cause to be deposited all money in the name and to the credit of the corporation with such depositories as the Board may designate. Remain the primary signer and debit card holder for organization's financial accounts.
- Paying invoices, refunds and reimbursements to PSRC expenses occurred by other individuals, including disbursements of donations to organization's identified charities.
- Preparing or outsourcing any and all state and local business licenses and tax/IRS requirements required of the organization.
- Maintaining valid Insurance Policy for the Organization
- A financial audit must be performed annually by the current Treasurer, Vice President and President no later than January 30th. In conjunction with the current Treasurer, the final term year audit will also include participation from the incoming Treasurer, incoming President and outgoing President for a final auditing of the books. Last, at the expiration of the Treasurer's term, the current officer shall provide the organization's future Treasurer with all PSRC books, moneys and property held on behalf of the organization.
- Maintaining storage either electronically on Organization's web server or in hard copy of current and previous fiscal year's financial documents and organizational documents until the expiration of their term and transition to incoming Treasurer.

Bylaws

The bylaws chair is responsible for maintaining the organization's bylaws, structure and standing rules of the organization. The Bylaw Chair will provide interpretation of the existing policy, will determine if a vote of the membership is required to implement a new policy and will update the bylaws' document with any changes and/or additions. Should the Secretary Chair be unavailable to take minutes of the meetings then the Bylaw Chair will step in and be responsible taking meeting minutes.

PSRC Sponsorship Chair

The Sponsorship Chair and accompanying committee shall sell, promote, and manage all forms of sponsorship revenues for all events and productions of the organization.

Sponsorship Committee duties include, but are not limited to:

- Drafting of all communications in regards to requesting and securing sources of sponsorship to enhance organizational revenue (all communications to be approved in writing by PSRC President)

- Drafting and educating members on value and benefits of sponsorship
- Work with Treasurer on invoicing and collection of Sponsorship monies
- Maintaining Sponsor records including, sponsor levels, payment status and as identified within benefit levels the complimentary memberships communicated with the Membership Chair and complimentary event attendance.
- Facilitating within the organization the identified sponsor benefits including placement of logos, signage, giveaways and recognition at events.
- Continually review and monitor sponsorship levels align with the needs and goals of the organization, making recommendations to the President and then to the board for approval if changes are recommended.

As it relates to residing in the Puget Sound Area and holding Board positions including Vice President, Meeting Chair, President and Social Responsibility Chair, this decision will be left to the discretion of the Board Election Committee. To make this determination the Committee will utilize the Wikipedia definition which defines the Puget Sound Area as a 'region centered on the sound with major cities on the sound to include Seattle, Tacoma, Olympia and Everett'. The Committee will also consider applicants in smaller cities in surrounding areas within these Western Washington cities and if applicable exceptions may be made for candidates residing in additional cities within the state of Washington.

As President of the Puget Sound Relocation Council, a corporation in the State of Washington, I hereby certify:

The foregoing Bylaws, originally comprising twelve (12) pages, are adopted as the Bylaws of the Puget Sound Relocation Council and amended on subsequent dates as stated on the attached addendum.

The Bylaws in effect at present are the same as those adopted on such date by the Puget Sound Relocation Council.



11/1/2022

 Dated

 Ray Kirby, President

Pacific Northwest Relocation Council and Puget Sound Relocation Council Board of Directors

2021 and 2022

President: Ray Kirby

Vice President: Corinne Mossman

Treasurer: Scott O'Neill

Secretary: Emily Ptak

Meeting Chair: Felicea Osorio

Corporate Co-Chairs: Keith Shafer, Dawn Sparling

Sponsorship: Barry Matheny

Education Chair: Mary LaRocca

Supplier Membership Chair: Michael James

Corporate Membership Chair: Jennifer Fontaine

Social Responsibility Chair: Kristina Cudworth (2021), Katie Bahr (2022)

By-Laws Chair: Elizabeth Jamae

Communications Chair: Erin Weber

Immediate Past President: LaMonica Hummel

2019 and 2020

President: LaMonica Hummel

Vice President: Ray Kirby

Treasurer: Scott O'Neill

Secretary: Deborah Santee

Meeting Chair: Corinne Mossman

Corporate Co-Chairs: Keith Schafer, Rachel McNulty,

Sponsorship Co-Chairs: Greg Dolan and Katie Rudnick

Education Chair: Mary LaRocca

Supplier Membership Chair: Barry Matheny

Corporate Membership Chair: Alicia Wells

Social Responsibility Chair: Kristina Cudworth

By-Laws Chair: Patti Ward

Communications Chair: Josh Hyatt

Immediate Past President: Stephanie Quam

2017 and 2018

President: Stephanie Quam

Vice President: LaMonica Hummel
Treasurer: Katie Rudnick
Secretary: Claudia O'Neill (2017), Deborah Santee (2018)
Meeting Chair: Lori Vincent
Corporate Co-Chairs: Keith Schafer and Debra Gilstrap (2017), Kate Tarnowski (2018)
Sponsorship Co-Chairs: Greg Dolan and Don Arroyo
Education Chair: Josh Hyatt
Supplier Membership Chair: Barry Matheny
Corporate Membership Chair: Ray Kirby
Social Responsibility Chair: Lisa Brand
By-Laws Chair: Deborah Santee (2017), Kristina Cudworth (2018)
Communications Chair: Helen Maracle
Immediate Past President: Patti Ward

2015 and 2016

President: Patti Ward
Vice President: Stephanie Quam
Treasurer: Katie Rudnick
Secretary: Claudia O'Neill
Meeting Chair: Lori Vincent
Corporate Co-Chairs: Ray Kirby & Debi Dopps (Yasemin Yildiz 2015)
Sponsorship Co-Chairs: Don Arroyo & LaMonica Hummel
Education Chair: Debbie Convery (Melissa Huguley 2015)
Supplier Membership Chair: Greg Dolan
Corporate Membership Chair: Angela Deppe
Social Responsibility Chair: Lisa Brand
By-Laws Chair: Deborah Santee
Communications Chair: Josh Hyatt
Immediate Past President: Kevin T. Moen

2013 and 2014

President: Kevin T. Moen
Vice President: Patti Ward
Treasurer: Steve Bredeweg
Secretary: Lori Vincent
Meeting Chair: Stephanie Quam
Corporate Co-Chairs: Yasemin Yildiz & Angela Deppe
Sponsorship Chair: Patrick Collins

Membership Co-Chairs: Claudia O'Neill & Greg Dolan
Social Responsibility Chair: Deborah Santee
Bylaws Chair: Becki Beusch
Communications Chair: Josh Hyatt
Immediate Past President: Kari Hamilton

2011 and 2012

President: Kari Hamilton
Vice President: Kevin T. Moen
Treasurer: Kimberly Caponigro
Secretary: Claudia O'Neill
Meeting Chair: Patti Ward
Corporate Co-Chairs: Lynne Sturman & Melissa Huguley
Sponsorship Chair: Lori Vincent
Membership Chair: Margot Wetzel
Social Responsibility Chair: Stephanie Quam
Bylaws Chair: Becki Beusch
Communications Chair: Brad Fransen
Legislative / Public Policy Advisor*: Nancy Kuehnoel
Immediate Past President: David Cox
**Non-Voting Special Board Advisor position*

2009 and 2010

President: David Cox
Vice President: Kari Hamilton
Treasurer: Kimberly Caponigro
Secretary: Becki Beusch
Communications Director: Claudia O'Neill
Education/Meeting Programs Committee Chairperson: Kevin T. Moen
Membership Committee Chairperson: Nancy Kuehnoel
Structure/Bylaws Committee Chairperson: Melissa Huguley
Sponsorship Committee Chairperson: Melissa Lising
Social Responsibility Committee Chairperson: Jodi Payne
Corporate Representation Committee Chairperson: Lynne Sturman
Immediate Past President: Marc Galvagno

2007 and 2008

President: Marc Galvagno
Vice President: David Cox
Treasurer: Jocelyn Rockstrom
Secretary: Becki Beusch
Education/Meeting Programs Committee Chairperson: Kari Hamilton
Membership Committee Chairperson: Claudia O'Neill
Structure/Bylaws Committee Chairperson: Melissa Huguley
Website Committee Chairperson: Melissa Lising
Social Responsibility Committee Chairperson: Brenda DiMuro/Kevin T Moen
Corporate Representation Committee Chairperson: Lynne Sturman
Immediate Past President: Dave Caple

2006 and 2007

President: Dave Caple
Vice President: Marc Galvagno
Treasurer: Marlene Porter
Secretary: Jocelyn R Rockstrom
Education/Meeting Programs Committee Chairperson: David Cox
Membership Committee Chairperson: Claudia O'Neill
Structure/Bylaws Committee Chairperson: Melissa Lising
Website Committee Chairperson: Becki Beusch
Social Responsibility Committee Chairperson: Kevin T Moen
Immediate Past President: Debra DuBois

2005 and 2006

President: Dave Caple
Vice President: Marc Galvagno
Treasurer: Marlene Porter
Secretary: Jocelyn R Rockstrom
Education/Meeting Programs Committee Chairperson: David Cox
Membership Committee Chairperson: Claudia O'Neill
Structure/Bylaws Committee Chairperson: Melissa Lising
Website Committee Chairperson: Becki Beusch
Social Responsibility Committee Chairperson: Kevin T Moen
Immediate Past President: Debra DuBois

2004 and 2005

President: Dave Caple
Vice President: Marc Galvagno
Treasurer: Marlene Porter
Secretary: Jocelyn R Rockstrom
Education/Meeting Programs Committee Chairperson: David Cox
Membership Committee Chairperson: Claudia O'Neill
Structure/Bylaws Committee Chairperson: Mike Fraser
Website Committee Chairperson: Becki Beusch
Social Responsibility Committee Chairperson: Kevin T Moen
Immediate Past President: Debra DuBois

2003 and 2004

President: Debra DuBois
Vice President: Dave Caple
Treasurer: Marlene Porter
Secretary: Jocelyn R Rockstrom
Education/Meeting Programs Committee Chairperson: Marc Galvagno
Membership Committee Chairperson: Claudia O'Neill
Structure/Bylaws Committee Chairperson: Mike Fraser
Website Committee Chairperson: Becki Beusch
Social Responsibility Committee Chairperson: Sue Schleer / Kevin T Moen
Immediate Past President: Kathleen Phillips

2002 and 2003

President: Debra DuBois
Vice President: Dave Caple
Treasurer: Marlene Porter
Secretary: Brad Fransen
Education/Meeting Programs Committee Chairperson: Marc Galvagno
Membership Committee Chairperson: Kimberly Hughes
Structure/Bylaws Committee Chairperson: Jocelyn Rockstrom
Website Committee Chairperson: Becki Beusch
Social Responsibility Committee Chairperson: Karen Pulley-Shaw
Immediate Past President: Kathleen Phillips
Meeting Committee Chairperson: David Cox

2001 and 2002

President: Kathleen Phillips

Vice President: Debra DuBois

Treasurer: Laura Fortner

Secretary: Brad Fransen

Education/Meeting Programs Committee Chairperson: Dave Caple

Membership Committee Chairperson: Peggy Smith

Structure/Bylaws Committee Chairperson: Kimberly Hughes

Website Committee Chairperson: Rick Smith

Social Responsibility Committee Chairperson: Margaret Palo

Puget Sound Relocation Council