



Procedures Manual

Mountain District



June 2025

Table of Contents

1	Introduction	4
1.1	Purpose of the Procedures Manual	4
1.2	Organizational Structure	4
2	Government	5
2.1	District Board Definitions	5
2.1.1	District Executive Committee	5
2.1.2	District Board	5
2.1.3	Duties of Officers and Appointed Positions	6
2.2	District Board Elections	6
2.2.1	District Officer Elections	6
2.2.2	Section Representative Elections/Appointments	6
2.2.3	Interaction with ITE Headquarters	6
2.3	District Board Meetings	7
2.3.1	Meeting Schedule	7
2.3.2	Quorum	7
2.4	Annual District Meeting	7
2.4.1	Meeting Dates	7
2.4.2	Meeting Schedule	8
2.4.3	Meeting Location	8
2.4.4	Business Meeting	9
2.4.5	Awards Program	9
2.4.6	Local Arrangement Committee	10
3	Finances	11
3.1	Annual Budget	11
3.1.1	Budget Detail	11
3.1.2	Budgeting Policies	11
3.1.3	Checks and Balances	12
3.1.4	Budget Review Timeline	12
3.2	Annual Dues	12
3.3	Business Address	12

3.4	Insurance Policy	12
3.5	Tax Status	13
3.6	Travel Reimbursement Policy	13
3.7	Payment Requests	13
4	Communication	14
4.1	Website	14
4.2	Newsletter	14
4.3	Magazine	14
4.4	Social Media	14
5	Membership and Dues	16
5.1	Membership Committee	16
5.2	Membership Application Procedures	16
5.3	Membership Requirements	16
5.4	Collection of Dues	16
5.5	Delinquent Dues	16

Appendices

Appendix A	District Charter
Appendix B	District Bylaws
Appendix C	Section Charters
Appendix D	Section Bylaws
Appendix E	Chapter Charters and Bylaws
Appendix F	Student Chapter Charters
Appendix G	District Board Member Duties
Appendix H	Annual Meeting Committee Duties and Policy
Appendix I	Awards Committee Duties and Policy
Appendix J	Communications Committee Duties and Policy

Appendix K	Advertising Committee Duties and Policy
Appendix L	Student and Younger Member Committee Duties and Policy
Appendix M	Membership Committee Duties and Policy
Appendix N	Diversity, Equity, & Inclusion Committee Duties and Policy
Appendix O	Service & Outreach Committee Duties and Policy
Appendix P	Nominating Committee, District Election Policy, and Election Timeline
Appendix Q	Strategic Plan
Appendix R	DRAFT Local Arrangements Committee Manual

1 Introduction

The Mountain District Procedures Manual has been reviewed and updated by the District Board on June 19, 2024. Future updates to this manual must be approved by the District Board.

1.1 Purpose of the Procedures Manual

The purpose is to establish a single reference document containing pertinent information related to the governance and procedures established by the Mountain District of ITE – A Community of Transportation Professionals. The District Board should periodically review the policies and make amendments as necessary to assure that the written policy accurately reflects the current and desired operations of the District.

Unless stated in the Institute of Transportation Engineers (ITE) Constitution, District Charter or District Bylaws, the policies and procedures described herein should be considered as guidelines for officers and committees of the District.

1.2 Organizational Structure

ITE is an international, individual-member association. International membership is divided into geographical districts. The boundaries of the District encompass the eight states of Arizona, Colorado, Idaho, Montana, New Mexico, Nevada, Utah, and Wyoming.

The District exists under the charter granted by ITE dated July 21, 2019. The ITE Constitution can be found at www.ite.org. The District Charter is attached in **Appendix A**. The District operates under government established by District Bylaws, Article VI, approved by ITE's International Board of Direction (IBOD) on July 21, 2019. The District Bylaws are attached in **Appendix B**.

The District has the following seven geographic chartered Sections:

- Arizona Section
 - Southern Arizona Chapter
- Colorado-Wyoming Section
 - Southern Colorado Chapter
- Idaho Section
- Montana Section
- Nevada Section
- New Mexico Section
- Utah Section

Section Charters are provided in **Appendix C**. Section Bylaws are provided in **Appendix D**. Chapter Charters and Bylaws (if previously established) are provided in **Appendix E**. Student Chapter Charters are provided in **Appendix F**.

2 Government

ITE District government requirements are described in the District Charter and Bylaws. This section provides an overview of the make-up of the District Board, District Board elections or appointment processes, and requirements of the District Board and District Annual Meetings.

2.1 District Board Definitions

This section describes the District Board makeup and position duties.

2.1.1 District Executive Committee

The District Executive Committee (EC) is made of the following elected ITE officers: President, Vice President, Secretary-Treasurer, Immediate Past President, and International Director(s).

2.1.2 District Board

The District Board consists of the District EC and seven Section Representatives, one Representative from each Section in the District.

The District Bylaws establish that the District Board shall govern the District activities. Members of the District Board are defined in the Bylaws, Article IV, Section 4.2. During the year, the Board should formally approve the following, as stated in the Bylaws, Article VII, Section 7.1:

	Board	Executive Committee
The Annual Budget	Approve	Develop and Manage
Amount of District Dues	Approve	Recommend
District Annual Meetings	Approve	Develop and Manage
Unanticipated Expenditures	Advisory	Manage and Approve
Local Arrangement Committee	Advisory	Manage
District Board Meetings	Advisory	Develop and Manage

And, as the need arises, the District Board should also consider:

	Board	Executive Committee
District Procedures Manual	Approve	Develop and Manage
Committees and Task Forces	Advisory	Develop and Manage
Awards Program	Advisory	Develop and Manage
Travel/Representation at Meetings	Advisory	Develop and Manage

2.1.3 Duties of Officers and Appointed Positions

The District EC may appoint chair positions for each District Committee, in addition to a District Administrator who is considered an ex-officio member of the EC. Current District Committees include:

- Advertising Committee
- Awards Committee
- Communications
- Annual Meeting Committee
- Membership Committee
- Student and Younger Member Committee
- Diversity, Equity, & Inclusion Committee
- Service & Outreach Committee
- Nominations Committee

The duties of the elected and appointed members of the District Board are summarized in their duty documents included in Appendix G. The roles and responsibilities of each District committee are included in Appendices H-P. The expectation of committee chairs is to serve at least a two-year term, and that a replacement will be identified before vacating the position. Having a vice-chair is desirable where he or she would move up to serve as chair when vacated.

2.2 District Board Elections

2.2.1 District Officer Elections

The process of District officer elections is described in the District Bylaws under Article V. The District Past President, or designee, serves as the Nominating Committee Chair and the District Administrator provides oversight and guidance for the election process. Election policies and guidelines are provided in **Appendix P**.

Candidates for the election of Secretary-Treasurer shall be considered from throughout the District for geographic parity.

2.2.2 Section Representative Elections/Appointments

Each Section shall conduct its own elections/appointments to determine its Section Representative to serve on the District Board. Each Section President shall provide an official written notification of the election results to the District President by December. The Section Representative will begin his or her term in January along with the District EC.

2.2.3 Interaction with ITE Headquarters

The International Director(s) is the primary liaison between the International ITE Headquarters (HQ) and the District related to International and District matters. The

International Director(s) represents the District on the International Board of Directors (IBOD).

The District President shall notify ITE HQ of the following:

- Dates of future District meetings
- Names and contact information for new District Officers and Committee Chairs at least two weeks prior to the beginning of the January 1 term

District dues are established by the District Board at the annual meeting (prior to the fall deadline for ITE HQ to distribute dues invoices). The District Secretary-Treasurer is responsible for filling out and returning the dues form to ITE HQ.

District Officers and Committee Chairs responsible for their respective awards, should forward the District award winners to ITE HQ for consideration for International awards.

The District Vice President should complete the District/Section/Chapter (D/S/C) Survey when distributed by ITE HQ staff.

2.3 District Board Meetings

2.3.1 Meeting Schedule

The District Board typically meets by conference call monthly throughout the year, and the EC and Committee Chairs also conduct a monthly call. The Board and Committee Chairs meet in person in conjunction with the District Annual Meeting. The President should use the meeting time for items that need discussion and cannot be resolved through written correspondence. Committee updates and Section reports should be submitted in writing and if necessary, the Board will call upon Committee Chairs and/or Section Representatives to expand on relevant issues.

2.3.2 Quorum

A quorum (i.e., majority of the District Board) is required to formally approve District matters but not required to disseminate information to District Board members. Actions may be taken through email outside of an official District Board meeting and must be recorded in meeting minutes at the next official District Board meeting.

2.4 Annual District Meeting

The District holds at least one regularly scheduled meeting per year as required in Article VII in the District Bylaws.

2.4.1 Meeting Dates

ITE HQ has established a schedule of district annual meetings to try to avoid having overlapping meetings to allow International officers to attend District meetings. The Mountain District's established "window" is the first two weeks in June. The annual

meeting windows may still overlap, therefore the EC should coordinate with other districts with overlapping windows. Meeting dates should also be scheduled to not overlap with the National Committee on Uniform Traffic Control Devices (NCUTCD), although that is normally held the third week of June.

TENTATIVE ANNUAL MEETING SCHEDULES AND LOCATIONS

	<i>Meeting Dates</i>	<i>Location</i>
<i>Mountain District</i>		
	June 19-21, 2024	Big Sky, Montana
	June 3-7, 2025	Santa Fe, New Mexico
	2026	Flagstaff, Arizona
	2027 (joint with Western District)	Reno, Nevada
	2028 (joint with International)	Albuquerque, New Mexico
<i>International ITE</i>		
	July 21-24, 2024	Philadelphia, Pennsylvania
	August 10-13, 2025	Orlando, Florida
	July 19-22, 2026	Detroit, Michigan
	July 25-28, 2027	Calgary, AB, Canada
	2028 (joint with International)	Albuquerque, New Mexico

2.4.2 Meeting Schedule

Meetings are typically held from Wednesday to Friday with the first event (a welcome reception) occurring Wednesday evening and the last event occurring Friday with the Awards Luncheon. Often times Opening Sessions and technical workshops are scheduled prior to, or following, the District meeting.

2.4.3 Meeting Location

Meeting sites are determined 24 to 36 months in advance at the Summer District Board meeting. The Annual Meeting Committee Chair is responsible for soliciting cities to host future meetings. Details on the District process of selecting meeting locations and the requirements for proposers are provided in the LAC Manual in **Appendix R**. Potential cities for consideration to host each meeting should be rotated for parity throughout the District.

2.4.4 Business Meeting

The Business Meeting is typically held on the first full day of the meeting at lunch time. A meeting agenda with a proposed budget for the next year are provided at the meeting, with paper copies available on the tables.

2.4.5 Awards Program

District awards are presented to winners at the Annual Meeting at the following event(s):

- Friday Awards Luncheon

- Professional Awards

In addition to a number of International Awards sponsored by ITE, the following will be awarded at the District level, with the winners advancing for consideration at the International level:

- Outstanding Section/Chapter Award
- Section/Chapter Momentum Award
- Transportation Achievement Awards
 - Complete Streets
 - Transportation Systems Management and Operations (TSMO)
 - Planning
 - Traffic Engineering
- District Innovation Award

- Student & Young Professional Awards

Numerous opportunities are available for students and young professionals to compete for awards, to obtain funding for travel expenses to Annual Meetings, and to network with transportation professionals. The following awards are presented:

- **Young Member of the Year Award**
 - **Young Leader to Follow***
 - **Rising Star**
- **Student Paper Award**
- **Student Chapter Award**
- **Student Chapter Momentum Award**
- Outstanding Undergraduate Student
- Outstanding Graduate Student
- Outstanding Educator Award
- Student Traffic Bowl

Note: The awards above in bold type and in italics, are submitted through the District's Awards Coordinator, who then submits the District winner to ITE Headquarters for all Districts to compete.

****The Young Leader to Follow is selected by ITE Headquarters.***

2.4.6 Local Arrangement Committee

A Local Arrangements Committee (LAC) manages the meeting site and functions. The LAC Chair should read the LAC Manual prior to making any contact with local hotels or social venues (see **Appendix R**).

Luncheons:

There are typically two luncheons during the meeting: the Annual Business Meeting Luncheon (on Thursday); and the Awards Luncheon (on Friday).

Local Arrangement Committee:

A Local Arrangements Committee (LAC) manages the meeting site and functions. The Local Arrangements Chair should read the Local Arrangements Committee Manual prior to making any contact with local hotels or social venues (see **Appendix R**).

Budget:

The LAC must submit a budget in spreadsheet format for District Board approval at the beginning of the year of the meeting. The District Board will review the budget and work with the LAC to set registration fees that will support the proposed budget. The goal is always to at least provide a break-even budget.

Contracts:

The LAC Chair shall forward all contracts related to hotels, transportation, or social functions to the President for review by the District Executive Committee. Only the President of the District or designee is authorized to sign contracts. The LAC should seek the advice of the Board and carefully read the manual on how to negotiate contracts before revealing estimated room-nights or catering requirements to hotels and other businesses. The LAC Chair should consult with ITE Headquarters for contract review and recommendations before signing the contract.

3 Finances

This section provides an overview of District financial operations.

3.1 Annual Budget

Annually, the District Secretary-Treasurer will prepare a draft budget for the upcoming District calendar year. The draft budget will be reviewed, discussed, and revised by the District Board at the District Board Meeting held in conjunction with the District Annual Meeting. The revised draft budget will be presented to the District membership at the Annual District Business Meeting, and District members will be allowed to comment, ask questions, and suggest changes on the draft budget for the upcoming calendar year at any point until it is approval by the District Board in December.

3.1.1 Budget Detail

A detailed budget should be prepared ahead of each fiscal year for review and approval by the District Board prior to sharing with the membership.

- Each budget line item should be described in detail in the spreadsheet to provide future District officers enough information to understand the purpose, conditions, and limitations of the budget item.
- The budget should include a supplemental list of “unfunded initiatives” to provide guidance if excess or reallocated funds become available.
- The budget includes income and expenditures for District operations and for other funding initiatives such as awards, scholarships, and sponsorships.
- The budget will be coded to track income and expenditures in the accounting platform.

3.1.2 Budgeting Policies

The District has the following overarching budget policies:

- The District aims to hold in reserves 150 percent of the annual operating budget.
- The District will dedicate an amount equal to 10 percent of annual membership dues received to provide financial support for the District’s student programs and initiatives.
- The District will withdraw no more than 5 percent of the balance of the student fund each year to offset expenses related to student programs and initiatives and help maintain a balanced annual budget.
- After all expenses related to the District Annual Meeting are paid in full, the LAC will return any remaining proceeds to the District for use in supporting the District’s activities. The District will also be responsible for any financial shortfalls.

3.1.3 Checks and Balances

The District has the following overarching budget policies: The District Secretary-Treasurer will use the approved Annual Budget to pay expenses. Should an unplanned expense occur, the Secretary-Treasurer will require approval from the District President with notice to the Executive Committee prior to paying the expense.

3.1.4 Budget Review Timeline

The District Secretary-Treasurer should prepare and present an up-to-date Treasurer's Report at all District Board meetings. The report shall show the beginning and ending bank account balances, income, and expenses for the current budget fiscal year.

3.2 Annual Dues

The District Board determines annual dues. In order to give adequate time to prepare dues notices in the fall, dues should be determined in August with notification forwarded to ITE HQ by September. Dues are governed by the District Bylaws (**Appendix B**). It is the current policy to offer retired members a discounted rate of 50 percent of the regular member's annual dues. A form will be provided by HQ to the District Secretary-Treasurer to complete in August of each year and send back to HQ.

District dues are collected by ITE HQ and automatically deposited into the District's checking account roughly following this schedule:

- March Deposit – Dues collected from October 1 through December 31
- May Deposit – Dues collected from January 1 through March 31
- August Deposit – Dues collected from April 1 through June 30
- November Deposit – Dues Collected from July 1 through September 30

Delinquent Dues

It is the responsibility of the Vice President to coordinate with the Section Representatives to track delinquent dues and membership status. If the member's dues are outstanding in excess of six months, the member's name shall be removed from the membership roster but kept in the database and placed in an inactive status until reinstated. The access to the "members only" web pages and on-line voting will be prohibited until dues are paid.

3.3 Business Address

The District operates with a business address of 16312 River Haven Way, Morrison, CO 80465, which is housed with the District Administrator.

3.4 Insurance Policy

The District shall maintain two insurance policies to cover liability for the elected District Officers and Section Representatives conducting business for the District. The District Administrator is responsible for ensuring renewal and maintenance of the policy. The current policies are with the following companies and provide the following coverage:

- Management Liability for Directors & Officers (Great American Insurance Group): coverage on wrongful decisions of directors and officers, employment practices and fiduciary liability (roughly \$1,000 per year for \$1M coverage/occurrence)
- General Liability (The Hartford Company): coverage for office premises and events held by the District at any and all locations/venues, and host liquor liability coverage for meetings (roughly \$700 per year for \$1M coverage/occurrence)

3.5 Tax Status

The District falls under the Internal Revenue Service (IRS) regulations relating to voluntary, not for profit organizations apply. The documentation, renewal, and maintenance of IRS related documents are housed with the District Administrator. The District EC should have accessible:

- EIN number for Tax Exempt Status (501-c-3)
- Incorporation Documents in Arizona
- Specific Tax Filing Guidelines and previous tax returns

3.6 Travel Reimbursement Policy

In general, the District policy is to reimburse the International Director(s), President, Vice President, Secretary-Treasurer, Past President, and District Administrator for travel costs (e.g., registration, airfare, ground transportation, lodging, and some meals) associated with ITE business. Section Representatives and Committee Chairs Annual meeting travel costs, including registration, are not to exceed \$1,000.00. Backup documentation for all expenses needs to be provided along with the reimbursement form (<https://docs.google.com/spreadsheets/d/1zxrugrIB9WAsvEohi3uZ3UFTP4kPHKgr/edit?pli=1&gid=814809289#gid=814809289>). Only expenses during the conference are reimbursable. The policies identify the roles responsible for approvals, updates are the responsibility of the EC.

3.7 Payment Requests

Payments requests for items other than travel reimbursement shall be confirmed with the District President by the Secretary-Treasurer before payment is issued. Secretary-Treasurers should aim for double confirmation on payment requests that are out of the ordinary and for large dollar amounts including verifying the authorization by phone. For payment requests over \$250, confirmation of payment shall be received from the District President and a second officer.

4 Communication

The District Communication Plan outlines communication strategy and guidance (Appendix J) to inform the public about ITE and communicate with its members through proactive and coordinated outreach. District communications are overseen by the Website Manager, Newsletter Editor, Social Media Manager with oversight from the District President and International Director. A communications calendar is also provided in the Communication Plan of typical dates and content shared via website, newsletter, and social media.

4.1 Website

The District website is www.mountainite.org. The Website Manager maintains the website per the duties in Appendix J. The website provides a library of information and includes this Procedures Manual and the supporting appendices. In addition, the website provides information about the District including the ITE organization and structure, brief history, and list of current officers and chairs along with contact information. The District website should provide online easy access to membership applications at www.ite.org. District event and awards information as well as information for students, sponsors/advertisers, and job postings should also be easily accessible. The District also provides resources for Sections and Chapters, housing their charters and providing a webpage for their websites.

4.2 Newsletter

The Newsletter Editor is responsible for overseeing all aspects of publishing the District's official newsletters. The District newsletter is currently an electronic newsletter available to members and non-member subscribers published monthly on the first business day of the month (except when the quarterly magazine is published, see below). It generally includes announcements, International Director's reports, meeting announcements, and positions available advertising.

4.3 Magazine

The Magazine Editor is responsible for overseeing all aspects of publishing the District's official magazine. The District newsletter is currently distributed in electronic form to members and is published quarterly on the first business day in the months of January, April, July, and October. It generally includes technical reports, announcements, section reports, International Director's reports, meeting announcements, positions available advertising, and a professional services directory. In addition, the District distributes an electronic newsletter, typically once a month.

4.4 Social Media

The District Social Media Manager maintains all District accounts and posts on behalf of the District based on their defined duties and the Communications Plan. The Social Media Manager develops original content per the Social Media Plan and also shares content

produced by ITE HQ. The District currently has active accounts following social media platforms:

- LinkedIn - ITE Mountain District
- Facebook - ITE Mountain District

5 MEMBERSHIP AND DUES

5.1 Membership Committee

The President should appoint a membership committee to process applications, recruit new members, and encourage reinstatement of inactive members. The District Board should encourage Sections and Chapters to create a sign-in sheet and contact numbers of all non- members attending their meetings. These lists should be forwarded to the membership committee to create a potential member contact list.

5.2 Membership Application Procedures

The District website should provide online access to membership applications at www.ite.org.

5.3 Membership Requirements

Article II-Membership of ITE's Constitution defines the eligibility requirements for becoming an ITE member.

5.4 Collection of Dues

District dues for International members are currently collected by ITE International as a part of the International dues invoice.

5.5 Delinquent Dues

It is the responsibility of the Vice President to coordinate with the Section Representatives to track delinquent dues and membership status. If the member's dues are outstanding in excess of six months, the member's name shall be removed from the membership roster but kept in the database and placed in an inactive status until reinstated. The access to the "member's only" web pages and on-line voting will be prohibited until dues are paid.

APPENDIX A
DISTRICT CHARTER



Mountain District Charter

ARTICLE I -- PREAMBLE

Section 1.1 -- As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as ITE, the International Board of Direction, as recorded in the minutes of its meeting on July 21, 2019, grants this Charter for the Mountain District of the INSTITUTE OF TRANSPORTATION ENGINEERS, hereinafter referred to as the District.

Section 1.2 -- This Charter shall be effective beginning January 1, 2020, and shall remain in effect including any amendments until rescinded by the International Board of Direction.

Section 1.3 -- This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a District enrolling members from the designated area and shall annul any bylaws of such a District, which may be in conflict with it.

ARTICLE II -- AREA AND PURPOSE

Section 2.1 -- The area designated as that of this District shall be the states of Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming, or as the area shall have been established from time to time by the International Board of Direction in accord with Article VIII, Section 1 of the Constitution as described in the attachment(s) hereto.

Section 2.2 -- To assist in advancing the purposes shown below, this District shall be exclusively administered and operated to receive, administer and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this District shall be to:

- Support the overall goals and objectives of ITE
- Provide member representation on the International Board of Direction
- Support and coordinate with the Sections within the District
- Support the interchange of technical and professional information
- Encourage membership participation and leadership opportunities through all levels of ITE
- Support student and younger member programs

Section 2.3 – This District is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the Bylaws of this District or the Constitution of the Institute of Transportation Engineers, this District shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of this District shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this District shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.4 -- No part of the net earnings of this District shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this District shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objects set forth in Article II hereof.

Section 2.5 – Upon the winding up and dissolution of this District, after paying or adequately providing for the debts and obligations of this District, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has been established as tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2.6 -- In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not:

- engage in any act of self-dealing as defined in Internal Revenue Code 4941(d)
- retain any excess business holdings as defined in Internal Revenue Code 4943(c)
- make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or
- make any taxable expenditures as defined in Internal Revenue Code 4944 or corresponding provisions of any subsequent Federal tax law.

ARTICLE III -- MEMBERSHIP

Section 3.1 -- ITE members of any grade who, according to ITE records, are located within the area designated for the District, shall be a member of the District.

Section 3.2 - Any ITE member may become a District member, without residing in the District area, upon payment of District dues to ITE.

Section 3.3 -- ITE members who are members of the District shall be entitled to all privileges of the District, except that Student members may not vote or hold elective office in the District.

Section 3.4 - Any District member whose ITE membership has been forfeited shall also forfeit membership in the District. Any District member who is placed on inactive status by ITE shall also be

placed on inactive status by the District Board. Members will be reinstated to membership in the District only if reinstated to membership in ITE.

ARTICLE IV -- GOVERNMENT

Section 4.1 -- The government of the District shall be vested in its officers and representatives who shall constitute a District Board. The International Director(s) shall be an ex-officio voting member(s) of the District Board.

Section 4.2 -- The District Board shall manage the affairs of the District in conformity with the provisions of this Charter, the Constitution and the policies of ITE and the actions of the International Board of Direction.

Section 4.3 -- Upon adoption of this charter, the existing District Board shall expeditiously adopt bylaws that set forth the governance and administration of the District in accordance with this charter.

Section 4.4 - - In establishing the bylaws for this District, the following provisions must be included:

- The District shall establish an Executive Committee whose role is to implement Board policy and to oversee the day-to-day administration of the District. The Executive Committee shall consist of at least the President, Vice-President, Past-President, and the International Director(s).
- The District Board shall include representation from either each Section or each State located within the District.
- The International Director shall be elected by a vote of all eligible voters within the District.

Section 4.5 -- The District bylaws shall set forth the structure of the District Board in accordance with this Charter and providing the manner of nominating and electing District officers and Section or State representatives and shall specify their terms of office.

Section 4.6 -- The District should elect and announce the names of their successful candidate for International Director at least fifteen (15) days prior to the date of the Annual Business Meeting of ITE in the year prior to that Director's three (3) year term of office.

Section 4.7 -- Should the office of Director become vacant, the District Board shall appoint a Director to complete the unexpired term. If the District Board fails to act within sixty days of notification of the vacancy, or at the request of the District Board, the International Board of Direction shall appoint a Director to complete the unexpired term.

Section 4.8 -- The District bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the District may desire, provided such bylaws do not conflict with this Charter, the Constitution, and policies of ITE or policies of the International Board of Direction.

Section 4.9 -- Bylaws of the District may be adopted and amended after adoption by an affirmative vote of two-thirds of the District Board. At the District Board's discretion, the amendment can be put

up to the full membership for a vote in accordance with the voting procedures established in the bylaws. Any dues increase in excess of 20% and special assessments require a vote by the membership.

Section 4.10 – The following Articles and Sections contained within the District bylaws cannot be either annulled or amended by the District Board: all of Articles I, II, III, IV, VIII, IX, and X. Article V, Sections 5.6.1 and 5.7; Article VI, Sections 6.1-6.5 and 6.8-6.11; Article VII, Sections 7.1,7.4-7.6.

Section 4.11 -- Bylaws or amendments to the bylaws of the District shall take effect thirty days after being filed with ITE. At any time the International Board of Direction may annul or amend any part of the District's bylaws which it considers contrary to the Constitution or best interest of ITE by giving notice in writing to the District.

ARTICLE V -- ADMINISTRATION

Section 5.1 -- The District may issue a Charter establishing a Section within its area upon written request of at least eight voting members residing in the proposed Section area. The Charter shall be in a form approved by the International Board of Direction. The District may rescind a Section Charter in the manner provided in the Section Charter.

Section 5.2 -- The District may issue a charter establishing a Student Chapter at a graduate or undergraduate school of recognized standing within its area engaged in transportation-related curriculum. The charter shall be in a format approved by the International Board of Direction. The District Board may rescind a Student Chapter Charter in the manner provided in the Student Chapter Charter.

ARTICLE VI -- RELATION OF DISTRICT TO ITE

Section 6.1 -- The District shall not speak for ITE unless authorized in the particular matter in question by the International Board of Direction. The District may speak for itself on matters pertinent to its geographical area.

Section 6.2 - Districts are encouraged to develop relationships with other not for profit associations at the same level in which the District operates (regionally) in the development of meetings and educational programs for ITE members. The District should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 6.3 -- Names and addresses of all elected officers of the District and the dates on which the terms of each begins and expires shall be reported in writing to ITE Headquarters within 30 days after election.

Section 6.4 -- ITE will not be responsible for debts contracted by the District. No dues will be required to be paid by the District to ITE.

Section 6.5 -- The District may charge annual dues and special assessments as provided in the District bylaws. ITE shall bill all dues at the time of billing ITE dues, and upon collection, remit to the District. Annual dues for Districts shall be levied so as to cover time periods identical with those covered by annual dues for ITE.

ARTICLE VII -- AMENDMENT OF CHARTER

Section 7.1 -- The District's elected officers will be notified in writing by the International Board of Direction of any proposed amendment to or withdrawal of this Charter at least 30 days prior to the next International Board of Direction meeting so that the District may have an opportunity for a hearing before the International Board of Direction concerning the proposed amendment or withdrawal. The amendment with or without change shall become effective 30 days after the next scheduled International Board of Direction meeting following notification.

Section 7.2 -- The District may petition the International Board of Direction to amend this Charter or rescind withdrawal action. The International Board of Direction will act on the petition at its next regular meeting scheduled at least 45 days after receipt of the petition or at its discretion at the next regular meeting and thus initiate the procedure described in Section 7.1 of this Charter, giving the District an opportunity for a hearing if the question is denied.

• Subscribed for the International Board of Direction of the Institute of
Transportation Engineers



Jeffrey F. Paniati, Executive Director and CEO

APPENDIX B

DISTRICT BYLAWS



MOUNTAIN DISTRICT BYLAWS

ARTICLE I – NAME AND PURPOSE

Section 1.1 – As granted and chartered by the Board of Direction of the Institute of Transportation Engineers, Inc., hereinafter referred to as “ITE,” the name of this organization shall be the Mountain District of the Institute of Transportation Engineers, hereinafter referred to as the “District.”

Section 1.2 – The mission and purpose of this District shall be to:

- support the overall goals and objectives of ITE,
- provide member representation on the International Board of Direction (IBOD),
- support and coordinate with the Sections within the District,
- support the interchange of technical and professional information,
- encourage membership participation and leadership opportunities through all levels of ITE, and
- support student and younger member programs.

The District shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986.

Section 1.3 – The District logo shall be developed by the District Board, following guidance in the “ITE Logos and Specifications.” The authorized use of the ITE International logo shall be determined by ITE’s Executive Director.

Section 1.4 – This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized for public purposes.

ARTICLE II – MEMBERSHIP

Section 2.1 – Any ITE member who resides within the geographic area designated for the District in its Charter with ITE, and who is in good standing with ITE, shall be a member of the District. Throughout these Bylaws, the term “resides” refers to the individual's preferred ITE mailing address, either home, place of business, or educational institution.

Section 2.2 - Any ITE member may become a District member, without residing in the District area, upon payment of District dues to ITE.

Section 2.3 – District members shall be entitled to all the privileges of the District except that Student Members may not vote or hold elective office in the District.

Section 2.4 – Any District member whose ITE membership has been forfeited shall also forfeit membership in the District. Any District member who is placed on inactive status by ITE shall also be placed on inactive status by the District Board. Members will be reinstated to membership in the District only if reinstated to membership in ITE.

ARTICLE III – DUES AND ASSESSMENTS

Section 3.1 – Annual District dues shall be established by the District Board and shall be billed by ITE at the time of billing ITE dues. At least 90 days prior to beginning of ITE’s fiscal year, the District shall notify Institute Headquarters of the amount established for District dues for the following fiscal year.

Section 3.2 – The District Board may not increase annual District dues by more than 20 percent in any year without a vote of the District voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.3 – Special assessments proposed by the District Board may not be applied without a vote of the District voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.4 – Any member whose dues are more than three months in arrears to ITE shall lose the right to vote. If dues become one year in arrears and their membership is terminated by ITE, by extension their membership to the District is also terminated. Restoration of membership in the District is contingent upon the clearing of arrears and membership reinstated by ITE.

Section 3.5 – All Honorary and Student Members of ITE shall not be liable for District dues.

Approved by the ITE International Board of Direction on

ARTICLE IV– OFFICERS AND BOARD

Section 4.1 – The elective officers of the District shall be at a minimum: President, Vice President, and Secretary-Treasurer. Officers shall be elected annually for a term of one year and shall take office January 1. No more than two officers shall serve from any one Section at any one time. No member shall occupy the same elective office of President, Vice-President, or Secretary-Treasurer for more than two consecutive terms.

Section 4.2 – The District Executive Committee shall include, at a minimum, the Past President, President, Vice President, Secretary-Treasurer, and International Director. The role of the District Executive Committee is to oversee the implementation of Board policy and administer the day-to-day affairs of the District.

Section 4.3 – The District Board shall consist of the Elective Officers of the District described in *Section 4.1*, the District Executive Committee described in *Section 4.2* and Representative(s) from each Section within the District boundaries to provide for equitable representation. All members of the District Board must be a voting member of the District. No member shall occupy simultaneously more than one office on the District Board.

Section 4.4 – Representative(s) shall serve from each of the Sections in the District. The number of Section Representatives is determined by the District and shall be a minimum of one and not exceed two per Section. The Section Representatives shall be selected in a manner as prescribed within each Section’s Bylaws and must be voting members of their respective Section Boards. Each Section Representative’s term of office shall be for a period of either one or two years. No member shall occupy this role for more than two consecutive terms. If more than a one (1) year term is chosen, the terms of Section Representatives should be staggered to maximize continuity on the District Board.

Section 4.5 – In the event of a vacancy occurring in the office of District President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective offices as per *Section 4.1*, the District Board, at its discretion, may appoint a Board member to fill the unexpired term or may choose to temporarily assign the respective duties of the vacant position among the remaining elected District Board members. If a vacancy occurs in the office of International Director, the District Board shall elect a member to fill the unexpired term. If a vacancy occurs in the office of Past President, the Past President whose term has most recently expired and who remains a member of the District may fill the unexpired term.

In the event of a vacancy in the office of Section Representative, the Section shall fill the vacancy in the manner prescribed in that Section's bylaws. However, if the Section fails to do so within 60 days, the District Board shall appoint a qualified member from the Section to serve out the unexpired term.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS AND INTERNATIONAL DIRECTOR

Section 5.1 – The District President shall appoint, no later than March 1, a Nominating Committee chaired by the immediate Past President of the District and the Section Representatives serving on the Board as prescribed in *Article IV - Officers and Board, Section 4.3*.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each of the offices of District President, District Vice President, and District Secretary-Treasurer. If such year is also the last year of a current International Director's term, the Committee shall also nominate one or more qualified candidates for International Director. Written consent to accept office must be received from each person nominated.

Section 5.3 – Elections may be held by written ballot or electronically as prescribed in *Article IX - Voting and Voter Eligibility, Section 9.2*.

Section 5.4 – The timeline for the election of **Officers** shall be as follows:

Section 5.4.1 – The date of end of balloting will be determined by the District Executive Committee in all instances.

Approved by the ITE International Board of Direction on

Section 5.4.2 – The Nominating Committee shall transmit its list of nominees and their written consents to serve to the District President who shall immediately transmit them to the District Board at least 75 days prior to the end of balloting.

Section 5.4.3 – At least 60 days before the end of balloting, the candidates selected by the Nominating Committee will be announced to the membership.

Section 5.4.4 – At least 30 days before the end of balloting, each eligible voter shall be sent a final ballot or electronic message with instructions for voting.

Section 5.4.5 – The votes shall be tabulated within ten days of the end of balloting. The District Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 – The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to *Article IX - Voting and Voter Eligibility, Section 9.6*.

Section 5.6 – The election timeline for the International Director may follow the same timeline for other officers as outlined in Section 5.4. The election timeline may also be based on a timeline for ITE’s Annual Meeting as outlined below.

Section 5.6.1 – The International Director shall be elected by a vote of all eligible voters within the District.

Section 5.6.2 – On or before April 1, the Committee shall transmit a list of its nominees and their written consents to serve to the District President who shall immediately transmit them to the District Board.

Section 5.6.3 – At least 90 days before ITE's Annual Meeting, the candidates selected by the Nominating Committee will be announced to the membership.

Section 5.6.4 – At least 45 days before ITE's Annual Meeting, each eligible voter shall be sent a final ballot or electronic message with instructions for voting. The final date for voting shall be at least 15 days before ITE's Annual Meeting. The votes shall be tabulated within ten days of the end of balloting. The District Board shall be informed immediately, followed by notification to the candidates.

Section 5.7 – Terms of the elective officers, as per *Article IV - Officers and Board, Section 4.1*, and Section Representatives shall begin on January 1 and expire on December 31. The terms of International Director(s) shall be as provided for in ITE’s Constitution.

Approved by the ITE International Board of Direction on

ARTICLE VI – GOVERNMENT

Section 6.1 – The District Board holds all of the authority of the District; the District Executive Committee’s role is to implement Board policy and to oversee the day-to-day administration of the District.

Section 6.2 – The District President shall preside at meetings of the District, District Executive Committee, and of the District Board. In the absence of the President, the Vice President shall preside at meetings and discharge the President’s duties.

Section 6.3 – Official transaction of business at any District Board meeting requires a quorum. A majority of the District Board shall constitute a quorum. Once a quorum of the District Board is established, the affirmative vote of a majority of the District Board voting members in attendance shall be necessary to take any action. In case of a tie vote, the action is not approved.

Section 6.4 – The District President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.5 – Pursuant to Article V, Section 1 of the Constitution of ITE, the District Executive Committee, with approval of the District Board, annually shall designate from among the District membership at least one voting member as candidate for appointment to ITE’s Nominating Committee. One of these must be the current International Director for the District.

Section 6.6 – The President, in concurrence with the District Executive Committee, shall create committees and appoint chairs as may be desirable, with the approval of the District Board.

Section 6.7 – The District Board may establish a District Administrator position. In such circumstances, the District Executive Committee may appoint a District Administrator with the concurrence of the District Board. The Administrator shall have voice at all meetings of the District Board and should be included in all Board communications but be a non-voting participant of the Board meetings.

Section 6.8 – The membership may, by petition to the District Board, initiate a vote to determine if a District officer shall be removed from office. The petition must include at least 20 percent of the eligible voters in the District. Within 30 days after receipt of the petition by the District Board, the following question shall be submitted to each voting member in the District for vote by secret ballot: "Shall (Name) be removed from the office of (Office)"? Should the affirmative be carried by two-thirds majority, and at least 25 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner consistent with these Bylaws.

Approved by the ITE International Board of Direction on

Section 6.9 – The membership may, by petition to the District Board, initiate a vote to determine if any action of the District Board shall be rescinded. The petition must include at least 20 percent of the eligible voters in the District. Within 30 days after receipt of the petition by the District Board, the petitioned action shall be immediately suspended. The Board must either rescind the disputed action or within 30 days the following question: "Should the following action of the District Board be rescinded"? must be submitted to the District membership for a vote. Should the positive carry a majority, and at least 25 percent of the eligible voters cast ballots, the Board action will be rescinded.

Section 6.10 – The District Board shall establish and maintain a Board Procedures or Operating Manual for conducting the business of the District. Such procedures shall be in writing and shall be contained in a manner available for viewing by members of the District. Procedures may be established or modified by a majority vote of Board members. Board Procedures may not be in violation of the Bylaws. Once established, they shall be considered binding upon the actions of the Board and the District as long as they are applicable.

Section 6.11 – The membership may, by petition to the Board signed by at least five percent of the eligible voters within the District, request any subject to be placed on the agenda of the District Annual Meeting. Such petition must be received by the District Board at least 30 days prior to the Annual Meeting. At the Annual Meeting, the membership assembled may advise the Board in any manner germane to the petition. The Board, within six months, shall report to the membership its action on the subject.

ARTICLE VII – MEETINGS

Section 7.1 – There shall be an organizational meeting of the District Executive Committee to conduct the administrative functions of the District including development of line item budgets, preparation of a calendar of meetings, and other motions for adoption by the District Board.

Section 7.2 – Technology such as emails and/or telephone or video conference calls may be employed for transacting business and increasing participation of board members at all District Board meetings.

Section 7.3 – The District President may call unanticipated additional meetings of the District Board or the District Executive Committee, via conference call, as need dictates or upon receipt of a petition signed by the majority of the other members of the District Board or District Executive Committee.

Approved by the ITE International Board of Direction on

Section 7.4 – An Annual Meeting of the District shall be held at a date and place selected by the District Board. During the Annual Meeting of the District, there shall be a Business Meeting of the District Board where a full reporting of the year’s activities, financial condition, and reports of the immediate past, current, and future annual meetings are presented.

Section 7.5 – The District bears full fiscal responsibility for the Annual Meeting, unless stipulated by any other agreement. As such, it shall receive any surplus generated, and be liable for any shortfall.

Section 7.6 – Robert's Rules of Order shall govern the conduct of District Board meetings in all cases to which they are applicable and not in conflict with ITE's Constitution, other procedural rules of the District Board, and these Bylaws.

ARTICLE VIII – SECTIONS AND CHAPTERS

Section 8.1 – The District Board may issue Charters establishing Sections within its area upon written request of at least eight voting members residing in a proposed Section area. The Charter shall be in a form approved by the IBOD. The District Board may rescind any Charter in the manner provided in such Charter.

Section 8.2 – The District Board may issue Charters establishing Student Chapters in accordance with the District Charter. The District Board may rescind a Student Chapter Charter in the manner provided in the Student Chapter Charter.

Section 8.3 – If the Charter for a Section or Student Chapter is under consideration for revocation, the appropriate Section Board or Student Chapter Faculty Advisor must be notified in writing of the contemplated action a minimum of 30 days prior to the District Board meeting in which the revocation of the Charter will be discussed. The Section Board, Student Chapter Faculty Advisor, and/or Student Board representation has the right to appear in person before the District Board to discuss the proposed revocation of the Charter. If a Charter is revoked, the revocation date is at the discretion of the District Board.

ARTICLE IX – VOTING AND VOTER ELIGIBILITY

Section 9.1 – Any member of ITE in good standing, excluding student members, shall have voting privileges in the District if they meet the requirements in *Article II-Membership*.

Section 9.2 – Voting for Officers, District Director(s), International Director(s), increased dues when required, special assessments, amendments to these Bylaws, petitions to amend the District Charter, and other matters so designated by the District Board shall be by secret ballot. The exact methods, written or electronic, used to conduct elections including ensuring secrecy and validation of votes shall be as prescribed and approved by the District Executive Committee.

Section 9.3 – The timelines for voting shall be as indicated in *Article V - Nominations and Elections of Officers and International Director* and *Article X - Amendments* of these Bylaws.

Section 9.4 – The District President shall appoint a Tellers Committee in accordance with the District Board Procedures or Operating Manual.

Section 9.5 – Final ballots returned by eligible voters to the designee of the President or the tabulated electronic results shall be reviewed by the Tellers Committee. The Tellers Committee shall report the results to the District President.

Section 9.6 – Except as stated elsewhere within these Bylaws, the candidate, resolution, or petition receiving the highest number of votes, during a membership vote, shall be declared elected or approved. In case of a tie vote, the District Board shall make the final decision. In the case of a tied election, the outgoing District Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates. In the case of amendments, increasing dues by more than the maximum specified in *Article III - Dues and Assessments, Section 3.2* and special assessments, the adoption provisions of *Article X - Amendments* shall apply.

Approved by the ITE International Board of Direction on

ARTICLE X – AMENDMENTS

Section 10.1 – Proposals to amend these Bylaws, increase the dues by more than the maximum specified in *Article III - Dues and Assessments, Section 3.2*, or apply special assessments may be made by resolution of the District Board or written petition of at least five percent of the voting members of the District.

Section 10.2 – Bylaws of the District may be amended after adoption by an affirmative vote of two thirds of the District Board. Amendments to the Bylaws so adopted shall be filed with ITE within 30 days after adoption and shall take effect in accordance with the District Charter. At the Board’s discretion, the amendment can instead be put up to the full membership for a vote according to the procedures outlined in Section 10.3

Section 10.3 – Any proposal to increase District dues by more than the maximum specified in *Article III - Dues and Assessments, Section 3.2* or apply special assessments must be submitted to the voting membership and shall be on the agenda of the next succeeding District Business Meeting occurring not less than 30 days subsequently. Such proposals may be amended by majority vote of the members present at the meeting in any manner pertinent to the original proposal. The proposal, in form as amended, shall be submitted within 30 days after the meeting to the qualified voters and voted upon not less than 30 nor more than 45 days after such submission. An affirmative vote of two thirds of all ballots cast by qualified voters shall be necessary for the adoption of such proposals.



MOUNTAIN DISTRICT ADDENDUM TO DISTRICT BYLAWS

Approved by the ITE International Board of Direction on

APPENDIX C

SECTION CHARTERS



Arizona Section Charter

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as “ITE”, the Mountain District, hereinafter referred to as the “District”, as recorded in the minutes of the District Board meeting on June 28, 2020, and as approved by the International Board of Direction of ITE, hereinafter referred to as the “IBOD” as recorded in the minutes of its meeting on August 9, 2020, grants this Charter for the Arizona Section of ITE, hereinafter referred to as the “Section.”

Section 1.2 – This Charter shall be effective beginning January 1, 2021 and shall remain in effect, including any amendments, until rescinded by the District Board.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Section enrolling members from the designated area and shall annul any bylaws of such a Section which may be in conflict with it.

ARTICLE II – AREA AND PURPOSE

Section 2.1 – The area designated as that of this Section shall be the State of Arizona, or as the area shall be established from time to time by the District Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the IBOD.

Section 2.2 – To assist in advancing the purposes shown below, this Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this Section shall be to:

- Serve as the primary affiliation for ITE members at the local level;
- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section;
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies;
- Support and mentor students and student chapters within the Section.

Section 2.3 – This Section is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the Bylaws of this Section or the Constitution of the Institute of Transportation Engineers, the Section shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of this Section shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Section shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.4 – No part of the net earnings of this Section shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this Section shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objectives set forth in Article II hereof.

Section 2.5 – Upon the winding up and dissolution of this Section, after paying or adequately providing for the debts and obligations of this Section, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has been established as having tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2.6 – In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not:

- engage in any act of self-dealing as defined in Internal Revenue Code 4941(d),
- retain any excess business holdings as defined in Internal Revenue Code 4943(c),
- make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or
- make any taxable expenditures as defined in Internal Revenue Code 4944 or corresponding provisions of any subsequent Federal tax law.

ARTICLE III – MEMBERSHIP

Section 3.1 – ITE members of any grade who, according to ITE records, are located within the area designated for the Section shall be a member of the Section.

Section 3.2 – Any ITE member may become a member of the Section, without residing in the Section area, upon payment of Section dues to ITE.

Section 3.3 – ITE members who are members of the Section shall be entitled to all privileges of the Section, except that Student members may not vote or hold elective office in the Section.

Section 3.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE IV – GOVERNMENT

Section 4.1 – The government of the Section shall be vested in its officers, directors, and representatives who shall constitute a Section Board.

Section 4.2 – The Section Board shall manage the affairs of the Section in conformity with the provisions of this Charter, the policies and procedures of the District, actions of the District Board, the Constitution and policies of ITE, and the actions of the IBOD.

Section 4.3 – Upon the adoption of this Charter, the existing Section Board shall expeditiously adopt bylaws that set forth the governance and administration of the Section in accordance with this Charter.

Section 4.4 – The Section bylaws shall set forth the structure of the Section Board in accordance with this Charter and shall provide the manner of nominating and electing Section officers, directors, and representatives, and specifying their terms of office.

Section 4.5 – The Section bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the Section may desire, provided such bylaws do not conflict with this Charter, the policies and procedures of the District, actions of the District Board, the Constitution, and policies of ITE or policies of the IBOD.

Section 4.6 – The bylaws of the Section may be adopted, and amended after adoption, by an affirmative vote of two-thirds of the Section Board. At the Section Board’s discretion, the amendment can be put up to the full membership for a vote in accordance with the voting procedures established in the bylaws. Any dues increase in excess of 20% and special assessments require a vote by the membership.

Section 4.7 – Bylaws or amendments to the bylaws of the Section shall take effect thirty days after being approved by the District Board. At any time the District Board may annul or amend any part of the Section’s bylaws which it considers to be contrary to the Section Charter, the policies and procedures of the District, actions of the District Board, ITE Constitution, or the best interests of ITE by giving notice in writing to the Section.

ARTICLE V – ADMINISTRATION

Section 5.1 – The Section may issue a Charter establishing a Chapter within its area upon the written request of voting members residing in the proposed Chapter area. The Charter shall be in a form approved by the IBOD. The Section may rescind a Chapter Charter in the manner provided in the Chapter Charter.

Section 5.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 5.3 – The Section is responsible for any Chapters and student chapters within their area.

ARTICLE VI – RELATION OF SECTION TO DISTRICT AND ITE

Section 6.1 – The Section shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the IBOD, respectively. The Section may speak for itself on matters pertinent to its geographical area.

Section 6.2 – Sections are encouraged to develop relationships with other not for profit associations at the same level in which the Section operates in the development of meetings and educational programs for ITE members. The Section should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 6.3 – Names and contact information of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District Board and to ITE Headquarters within 30 days after election.

Section 6.4 – The Section Board shall submit a written annual report to the District Board each year. The report shall include a summary of the Section's activities for the previous year.

Section 6.5 – The District and ITE will not be responsible for debts contracted by the Section. No dues will be required to be paid by the Section to ITE or the District.

Section 6.6 – The Section may charge annual dues as provided in the Section Bylaws. ITE shall bill all dues at the time of billing ITE dues, and upon collection, remit to the Section. Annual dues for Sections shall be levied so as to cover time periods identical to those covered by annual dues of ITE.

ARTICLE VII – AMENDMENT OF CHARTER

Section 7.1 – The Section’s elected officers will be notified in writing by the District Board of any proposed amendment to, or withdrawal of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the District Board to the IBOD for approval and shall become effective on the date determined by the District Board.

Section 7.2 – The Section may petition the District Board to amend this Charter or rescind withdrawal action. The District Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District Board shall then petition the IBOD for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section shall become effective upon approval by the District Board, then by the IBOD.

Subscribed for the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



Colorado/Wyoming Section Charter

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as “ITE”, the Mountain District, hereinafter referred to as the “District”, as recorded in the minutes of the District Board meeting on June 28, 2020, and as approved by the International Board of Direction of ITE, hereinafter referred to as the “IBOD” as recorded in the minutes of its meeting on August 9, 2020, grants this Charter for the Colorado/Wyoming Section of ITE, hereinafter referred to as the “Section.”

Section 1.2 – This Charter shall be effective beginning January 1, 2021 and shall remain in effect, including any amendments, until rescinded by the District Board.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Section enrolling members from the designated area and shall annul any bylaws of such a Section which may be in conflict with it.

ARTICLE II – AREA AND PURPOSE

Section 2.1 – The area designated as that of this Section shall be the states of Colorado and Wyoming, or as the area shall be established from time to time by the District Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the IBOD.

Section 2.2 – To assist in advancing the purposes shown below, this Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this Section shall be to:

- Serve as the primary affiliation for ITE members at the local level;
- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section;
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies;
- Support and mentor students and student chapters within the Section.

Section 2.3 – This Section is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the Bylaws of this Section or the Constitution of the Institute of Transportation Engineers, the Section shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of this Section shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Section shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.4 – No part of the net earnings of this Section shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this Section shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objectives set forth in Article II hereof.

Section 2.5 – Upon the winding up and dissolution of this Section, after paying or adequately providing for the debts and obligations of this Section, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has been established as having tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2.6 – In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not:

- engage in any act of self-dealing as defined in Internal Revenue Code 4941(d),
- retain any excess business holdings as defined in Internal Revenue Code 4943(c),
- make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or
- make any taxable expenditures as defined in Internal Revenue Code 4944 or corresponding provisions of any subsequent Federal tax law.

ARTICLE III – MEMBERSHIP

Section 3.1 – ITE members of any grade who, according to ITE records, are located within the area designated for the Section shall be a member of the Section.

Section 3.2 – Any ITE member may become a member of the Section, without residing in the Section area, upon payment of Section dues to ITE.

Section 3.3 – ITE members who are members of the Section shall be entitled to all privileges of the Section, except that Student members may not vote or hold elective office in the Section.

Section 3.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE IV – GOVERNMENT

Section 4.1 – The government of the Section shall be vested in its officers, directors, and representatives who shall constitute a Section Board.

Section 4.2 – The Section Board shall manage the affairs of the Section in conformity with the provisions of this Charter, the policies and procedures of the District, actions of the District Board, the Constitution and policies of ITE, and the actions of the IBOD.

Section 4.3 – Upon the adoption of this Charter, the existing Section Board shall expeditiously adopt bylaws that set forth the governance and administration of the Section in accordance with this Charter.

Section 4.4 – The Section bylaws shall set forth the structure of the Section Board in accordance with this Charter and shall provide the manner of nominating and electing Section officers, directors, and representatives, and specifying their terms of office.

Section 4.5 – The Section bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the Section may desire, provided such bylaws do not conflict with this Charter, the policies and procedures of the District, actions of the District Board, the Constitution, and policies of ITE or policies of the IBOD.

Section 4.6 – The bylaws of the Section may be adopted, and amended after adoption, by an affirmative vote of two-thirds of the Section Board. At the Section Board’s discretion, the amendment can be put up to the full membership for a vote in accordance with the voting procedures established in the bylaws. Any dues increase in excess of 20% and special assessments require a vote by the membership.

Section 4.7 – Bylaws or amendments to the bylaws of the Section shall take effect thirty days after being approved by the District Board. At any time the District Board may annul or amend any part of the Section’s bylaws which it considers to be contrary to the Section Charter, the policies and procedures of the District, actions of the District Board, ITE Constitution, or the best interests of ITE by giving notice in writing to the Section.

ARTICLE V – ADMINISTRATION

Section 5.1 – The Section may issue a Charter establishing a Chapter within its area upon the written request of voting members residing in the proposed Chapter area. The Charter shall be in a form approved by the IBOD. The Section may rescind a Chapter Charter in the manner provided in the Chapter Charter.

Section 5.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 5.3 – The Section is responsible for any Chapters and student chapters within their area.

ARTICLE VI – RELATION OF SECTION TO DISTRICT AND ITE

Section 6.1 – The Section shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the IBOD, respectively. The Section may speak for itself on matters pertinent to its geographical area.

Section 6.2 – Sections are encouraged to develop relationships with other not for profit associations at the same level in which the Section operates in the development of meetings and educational programs for ITE members. The Section should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 6.3 – Names and contact information of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District Board and to ITE Headquarters within 30 days after election.

Section 6.4 – The Section Board shall submit a written annual report to the District Board each year. The report shall include a summary of the Section's activities for the previous year.

Section 6.5 – The District and ITE will not be responsible for debts contracted by the Section. No dues will be required to be paid by the Section to ITE or the District.

Section 6.6 – The Section may charge annual dues as provided in the Section Bylaws. ITE shall bill all dues at the time of billing ITE dues, and upon collection, remit to the Section. Annual dues for Sections shall be levied so as to cover time periods identical to those covered by annual dues of ITE.

ARTICLE VII – AMENDMENT OF CHARTER

Section 7.1 – The Section’s elected officers will be notified in writing by the District Board of any proposed amendment to, or withdrawal of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the District Board to the IBOD for approval and shall become effective on the date determined by the District Board.

Section 7.2 – The Section may petition the District Board to amend this Charter or rescind withdrawal action. The District Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District Board shall then petition the IBOD for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section shall become effective upon approval by the District Board, then by the IBOD.

Subscribed for the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



Idaho Section Charter

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as “ITE”, the Mountain District, hereinafter referred to as the “District”, as recorded in the minutes of the District Board meeting on June 28, 2020, and as approved by the International Board of Direction of ITE, hereinafter referred to as the “IBOD” as recorded in the minutes of its meeting on August 9, 2020, grants this Charter for the Idaho Section of ITE, hereinafter referred to as the “Section.”

Section 1.2 – This Charter shall be effective beginning January 1, 2021 and shall remain in effect, including any amendments, until rescinded by the District Board.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Section enrolling members from the designated area and shall annul any bylaws of such a Section which may be in conflict with it.

ARTICLE II – AREA AND PURPOSE

Section 2.1 – The area designated as that of this Section shall be the State of Idaho or as the area shall be established from time to time by the District Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the IBOD.

Section 2.2 – To assist in advancing the purposes shown below, this Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this Section shall be to:

- Serve as the primary affiliation for ITE members at the local level;
- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section;
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies;
- Support and mentor students and student chapters within the Section.

Section 2.3 – This Section is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the Bylaws of this Section or the Constitution of the Institute of Transportation Engineers, the Section shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of this Section shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Section shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.4 – No part of the net earnings of this Section shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this Section shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objectives set forth in Article II hereof.

Section 2.5 – Upon the winding up and dissolution of this Section, after paying or adequately providing for the debts and obligations of this Section, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has been established as having tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2.6 – In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not:

- engage in any act of self-dealing as defined in Internal Revenue Code 4941(d),
- retain any excess business holdings as defined in Internal Revenue Code 4943(c),
- make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or
- make any taxable expenditures as defined in Internal Revenue Code 4944 or corresponding provisions of any subsequent Federal tax law.

ARTICLE III – MEMBERSHIP

Section 3.1 – ITE members of any grade who, according to ITE records, are located within the area designated for the Section shall be a member of the Section.

Section 3.2 – Any ITE member may become a member of the Section, without residing in the Section area, upon payment of Section dues to ITE.

Section 3.3 – ITE members who are members of the Section shall be entitled to all privileges of the Section, except that Student members may not vote or hold elective office in the Section.

Section 3.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE IV – GOVERNMENT

Section 4.1 – The government of the Section shall be vested in its officers, directors, and representatives who shall constitute a Section Board.

Section 4.2 – The Section Board shall manage the affairs of the Section in conformity with the provisions of this Charter, the policies and procedures of the District, actions of the District Board, the Constitution and policies of ITE, and the actions of the IBOD.

Section 4.3 – Upon the adoption of this Charter, the existing Section Board shall expeditiously adopt bylaws that set forth the governance and administration of the Section in accordance with this Charter.

Section 4.4 – The Section bylaws shall set forth the structure of the Section Board in accordance with this Charter and shall provide the manner of nominating and electing Section officers, directors, and representatives, and specifying their terms of office.

Section 4.5 – The Section bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the Section may desire, provided such bylaws do not conflict with this Charter, the policies and procedures of the District, actions of the District Board, the Constitution, and policies of ITE or policies of the IBOD.

Section 4.6 – The bylaws of the Section may be adopted, and amended after adoption, by an affirmative vote of two-thirds of the Section Board. At the Section Board’s discretion, the amendment can be put up to the full membership for a vote in accordance with the voting procedures established in the bylaws. Any dues increase in excess of 20% and special assessments require a vote by the membership.

Section 4.7 – Bylaws or amendments to the bylaws of the Section shall take effect thirty days after being approved by the District Board. At any time the District Board may annul or amend any part of the Section’s bylaws which it considers to be contrary to the Section Charter, the policies and procedures of the District, actions of the District Board, ITE Constitution, or the best interests of ITE by giving notice in writing to the Section.

ARTICLE V – ADMINISTRATION

Section 5.1 – The Section may issue a Charter establishing a Chapter within its area upon the written request of voting members residing in the proposed Chapter area. The Charter shall be in a form approved by the IBOD. The Section may rescind a Chapter Charter in the manner provided in the Chapter Charter.

Section 5.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 5.3 – The Section is responsible for any Chapters and student chapters within their area.

ARTICLE VI – RELATION OF SECTION TO DISTRICT AND ITE

Section 6.1 – The Section shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the IBOD, respectively. The Section may speak for itself on matters pertinent to its geographical area.

Section 6.2 – Sections are encouraged to develop relationships with other not for profit associations at the same level in which the Section operates in the development of meetings and educational programs for ITE members. The Section should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 6.3 – Names and contact information of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District Board and to ITE Headquarters within 30 days after election.

Section 6.4 – The Section Board shall submit a written annual report to the District Board each year. The report shall include a summary of the Section's activities for the previous year.

Section 6.5 – The District and ITE will not be responsible for debts contracted by the Section. No dues will be required to be paid by the Section to ITE or the District.

Section 6.6 – The Section may charge annual dues as provided in the Section Bylaws. ITE shall bill all dues at the time of billing ITE dues, and upon collection, remit to the Section. Annual dues for Sections shall be levied so as to cover time periods identical to those covered by annual dues of ITE.

ARTICLE VII – AMENDMENT OF CHARTER

Section 7.1 – The Section’s elected officers will be notified in writing by the District Board of any proposed amendment to, or withdrawal of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the District Board to the IBOD for approval and shall become effective on the date determined by the District Board.

Section 7.2 – The Section may petition the District Board to amend this Charter or rescind withdrawal action. The District Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District Board shall then petition the IBOD for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section shall become effective upon approval by the District Board, then by the IBOD.

Subscribed for the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



Montana Section Charter

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as “ITE”, the Mountain District, hereinafter referred to as the “District”, as recorded in the minutes of the District Board meeting on June 28, 2020, and as approved by the International Board of Direction of ITE, hereinafter referred to as the “IBOD” as recorded in the minutes of its meeting on August 9, 2020, grants this Charter for the Montana Section of ITE, hereinafter referred to as the “Section.”

Section 1.2 – This Charter shall be effective beginning January 1, 2021 and shall remain in effect, including any amendments, until rescinded by the District Board.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Section enrolling members from the designated area and shall annul any bylaws of such a Section which may be in conflict with it.

ARTICLE II – AREA AND PURPOSE

Section 2.1 – The area designated as that of this Section shall be the State of Montana, or as the area shall be established from time to time by the District Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the IBOD.

Section 2.2 – To assist in advancing the purposes shown below, this Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this Section shall be to:

- Serve as the primary affiliation for ITE members at the local level;
- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section;
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies;
- Support and mentor students and student chapters within the Section.

Section 2.3 – This Section is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the Bylaws of this Section or the Constitution of the Institute of Transportation Engineers, the Section shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of this Section shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Section shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.4 – No part of the net earnings of this Section shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this Section shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objectives set forth in Article II hereof.

Section 2.5 – Upon the winding up and dissolution of this Section, after paying or adequately providing for the debts and obligations of this Section, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has been established as having tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2.6 – In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not:

- engage in any act of self-dealing as defined in Internal Revenue Code 4941(d),
- retain any excess business holdings as defined in Internal Revenue Code 4943(c),
- make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or
- make any taxable expenditures as defined in Internal Revenue Code 4944 or corresponding provisions of any subsequent Federal tax law.

ARTICLE III – MEMBERSHIP

Section 3.1 – ITE members of any grade who, according to ITE records, are located within the area designated for the Section shall be a member of the Section.

Section 3.2 – Any ITE member may become a member of the Section, without residing in the Section area, upon payment of Section dues to ITE.

Section 3.3 – ITE members who are members of the Section shall be entitled to all privileges of the Section, except that Student members may not vote or hold elective office in the Section.

Section 3.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE IV – GOVERNMENT

Section 4.1 – The government of the Section shall be vested in its officers, directors, and representatives who shall constitute a Section Board.

Section 4.2 – The Section Board shall manage the affairs of the Section in conformity with the provisions of this Charter, the policies and procedures of the District, actions of the District Board, the Constitution and policies of ITE, and the actions of the IBOD.

Section 4.3 – Upon the adoption of this Charter, the existing Section Board shall expeditiously adopt bylaws that set forth the governance and administration of the Section in accordance with this Charter.

Section 4.4 – The Section bylaws shall set forth the structure of the Section Board in accordance with this Charter and shall provide the manner of nominating and electing Section officers, directors, and representatives, and specifying their terms of office.

Section 4.5 – The Section bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the Section may desire, provided such bylaws do not conflict with this Charter, the policies and procedures of the District, actions of the District Board, the Constitution, and policies of ITE or policies of the IBOD.

Section 4.6 – The bylaws of the Section may be adopted, and amended after adoption, by an affirmative vote of two-thirds of the Section Board. At the Section Board's discretion, the amendment can be put up to the full membership for a vote in accordance with the voting procedures established in the bylaws. Any dues increase in excess of 20% and special assessments require a vote by the membership.

Section 4.7 – Bylaws or amendments to the bylaws of the Section shall take effect thirty days after being approved by the District Board. At any time the District Board may annul or amend any part of the Section's bylaws which it considers to be contrary to the Section Charter, the policies and procedures of the District, actions of the District Board, ITE Constitution, or the best interests of ITE by giving notice in writing to the Section.

ARTICLE V – ADMINISTRATION

Section 5.1 – The Section may issue a Charter establishing a Chapter within its area upon the written request of voting members residing in the proposed Chapter area. The Charter shall be in a form approved by the IBOD. The Section may rescind a Chapter Charter in the manner provided in the Chapter Charter.

Section 5.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 5.3 – The Section is responsible for any Chapters and student chapters within their area.

ARTICLE VI – RELATION OF SECTION TO DISTRICT AND ITE

Section 6.1 – The Section shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the IBOD, respectively. The Section may speak for itself on matters pertinent to its geographical area.

Section 6.2 – Sections are encouraged to develop relationships with other not for profit associations at the same level in which the Section operates in the development of meetings and educational programs for ITE members. The Section should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 6.3 – Names and contact information of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District Board and to ITE Headquarters within 30 days after election.

Section 6.4 – The Section Board shall submit a written annual report to the District Board each year. The report shall include a summary of the Section's activities for the previous year.

Section 6.5 – The District and ITE will not be responsible for debts contracted by the Section. No dues will be required to be paid by the Section to ITE or the District.

Section 6.6 – The Section may charge annual dues as provided in the Section Bylaws. ITE shall bill all dues at the time of billing ITE dues, and upon collection, remit to the Section. Annual dues for Sections shall be levied so as to cover time periods identical to those covered by annual dues of ITE.

ARTICLE VII – AMENDMENT OF CHARTER

Section 7.1 – The Section’s elected officers will be notified in writing by the District Board of any proposed amendment to, or withdrawal of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the District Board to the IBOD for approval and shall become effective on the date determined by the District Board.

Section 7.2 – The Section may petition the District Board to amend this Charter or rescind withdrawal action. The District Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District Board shall then petition the IBOD for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section shall become effective upon approval by the District Board, then by the IBOD.

Subscribed for the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020
Date



Nevada Section Charter

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as “ITE”, the Mountain District, hereinafter referred to as the “District”, as recorded in the minutes of the District Board meeting on June 28, 2020, and as approved by the International Board of Direction of ITE, hereinafter referred to as the “IBOD” as recorded in the minutes of its meeting on August 9, 2020, grants this Charter for the Nevada Section of ITE, hereinafter referred to as the “Section.”

Section 1.2 – This Charter shall be effective beginning January 1, 2021 and shall remain in effect, including any amendments, until rescinded by the District Board.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Section enrolling members from the designated area and shall annul any bylaws of such a Section which may be in conflict with it.

ARTICLE II – AREA AND PURPOSE

Section 2.1 – The area designated as that of this Section shall be the State of Nevada or as the area shall be established from time to time by the District Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the IBOD.

Section 2.2 – To assist in advancing the purposes shown below, this Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this Section shall be to:

- Serve as the primary affiliation for ITE members at the local level;
- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section;
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies;

- Support and mentor students and student chapters within the Section.

Section 2.3 – This Section is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the Bylaws of this Section or the Constitution of the Institute of Transportation Engineers, the Section shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of this Section shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Section shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.4 – No part of the net earnings of this Section shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this Section shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objectives set forth in Article II hereof.

Section 2.5 – Upon the winding up and dissolution of this Section, after paying or adequately providing for the debts and obligations of this Section, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has been established as having tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2.6 – In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not:

- engage in any act of self-dealing as defined in Internal Revenue Code 4941(d),
- retain any excess business holdings as defined in Internal Revenue Code 4943(c),
- make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or
- make any taxable expenditures as defined in Internal Revenue Code 4944 or corresponding provisions of any subsequent Federal tax law.

ARTICLE III – MEMBERSHIP

Section 3.1 – ITE members of any grade who, according to ITE records, are located within the area designated for the Section shall be a member of the Section.

Section 3.2 – Any ITE member may become a member of the Section, without residing in the Section area, upon payment of Section dues to ITE.

Section 3.3 – ITE members who are members of the Section shall be entitled to all privileges of the Section, except that Student members may not vote or hold elective office in the Section.

Section 3.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE IV – GOVERNMENT

Section 4.1 – The government of the Section shall be vested in its officers, directors, and representatives who shall constitute a Section Board.

Section 4.2 – The Section Board shall manage the affairs of the Section in conformity with the provisions of this Charter, the policies and procedures of the District, actions of the District Board, the Constitution and policies of ITE, and the actions of the IBOD.

Section 4.3 – Upon the adoption of this Charter, the existing Section Board shall expeditiously adopt bylaws that set forth the governance and administration of the Section in accordance with this Charter.

Section 4.4 – The Section bylaws shall set forth the structure of the Section Board in accordance with this Charter and shall provide the manner of nominating and electing Section officers, directors, and representatives, and specifying their terms of office.

Section 4.5 – The Section bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the Section may desire, provided such bylaws do not conflict with this Charter, the policies and procedures of the District, actions of the District Board, the Constitution, and policies of ITE or policies of the IBOD.

Section 4.6 – The bylaws of the Section may be adopted, and amended after adoption, by an affirmative vote of two-thirds of the Section Board. At the Section Board's discretion, the amendment can be put up to the full membership for a vote in accordance with the voting procedures established in the bylaws. Any dues increase in excess of 20% and special assessments require a vote by the membership.

Section 4.7 – Bylaws or amendments to the bylaws of the Section shall take effect thirty days after being approved by the District Board. At any time the District Board may annul or amend any part of the Section's bylaws which it considers to be contrary to the Section Charter, the policies and procedures of the District, actions of the District Board, ITE Constitution, or the best interests of ITE by giving notice in writing to the Section.

ARTICLE V – ADMINISTRATION

Section 5.1 – The Section may issue a Charter establishing a Chapter within its area upon the written request of voting members residing in the proposed Chapter area. The Charter shall be in a form approved by the IBOD. The Section may rescind a Chapter Charter in the manner provided in the Chapter Charter.

Section 5.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 5.3 – The Section is responsible for any Chapters and student chapters within their area.

ARTICLE VI – RELATION OF SECTION TO DISTRICT AND ITE

Section 6.1 – The Section shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the IBOD, respectively. The Section may speak for itself on matters pertinent to its geographical area.

Section 6.2 – Sections are encouraged to develop relationships with other not for profit associations at the same level in which the Section operates in the development of meetings and educational programs for ITE members. The Section should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 6.3 – Names and contact information of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District Board and to ITE Headquarters within 30 days after election.

Section 6.4 – The Section Board shall submit a written annual report to the District Board each year. The report shall include a summary of the Section's activities for the previous year.

Section 6.5 – The District and ITE will not be responsible for debts contracted by the Section. No dues will be required to be paid by the Section to ITE or the District.

Section 6.6 – The Section may charge annual dues as provided in the Section Bylaws. ITE shall bill all dues at the time of billing ITE dues, and upon collection, remit to the Section. Annual dues for Sections shall be levied so as to cover time periods identical to those covered by annual dues of ITE.

ARTICLE VII – AMENDMENT OF CHARTER

Section 7.1 – The Section’s elected officers will be notified in writing by the District Board of any proposed amendment to, or withdrawal of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the District Board to the IBOD for approval and shall become effective on the date determined by the District Board.

Section 7.2 – The Section may petition the District Board to amend this Charter or rescind withdrawal action. The District Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District Board shall then petition the IBOD for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section shall become effective upon approval by the District Board, then by the IBOD.

Subscribed for the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



New Mexico Section Charter

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as “ITE”, the Mountain District, hereinafter referred to as the “District”, as recorded in the minutes of the District Board meeting on June 28, 2020, and as approved by the International Board of Direction of ITE, hereinafter referred to as the “IBOD” as recorded in the minutes of its meeting on August 9, 2020, grants this Charter for the New Mexico Section of ITE, hereinafter referred to as the “Section.”

Section 1.2 – This Charter shall be effective beginning January 1, 2021 and shall remain in effect, including any amendments, until rescinded by the District Board.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Section enrolling members from the designated area and shall annul any bylaws of such a Section which may be in conflict with it.

ARTICLE II – AREA AND PURPOSE

Section 2.1 – The area designated as that of this Section shall be the state of New Mexico, or as the area shall be established from time to time by the District Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the IBOD.

Section 2.2 – To assist in advancing the purposes shown below, this Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this Section shall be to:

- Serve as the primary affiliation for ITE members at the local level;
- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section;
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies;
- Support and mentor students and student chapters within the Section.

Section 2.3 – This Section is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the Bylaws of this Section or the Constitution of the Institute of Transportation Engineers, the Section shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of this Section shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Section shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.4 – No part of the net earnings of this Section shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this Section shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objectives set forth in Article II hereof.

Section 2.5 – Upon the winding up and dissolution of this Section, after paying or adequately providing for the debts and obligations of this Section, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has been established as having tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2.6 – In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not:

- engage in any act of self-dealing as defined in Internal Revenue Code 4941(d),
- retain any excess business holdings as defined in Internal Revenue Code 4943(c),
- make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or
- make any taxable expenditures as defined in Internal Revenue Code 4944 or corresponding provisions of any subsequent Federal tax law.

ARTICLE III – MEMBERSHIP

Section 3.1 – ITE members of any grade who, according to ITE records, are located within the area designated for the Section shall be a member of the Section.

Section 3.2 – Any ITE member may become a member of the Section, without residing in the Section area, upon payment of Section dues to ITE.

Section 3.3 – ITE members who are members of the Section shall be entitled to all privileges of the Section, except that Student members may not vote or hold elective office in the Section.

Section 3.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE IV – GOVERNMENT

Section 4.1 – The government of the Section shall be vested in its officers, directors, and representatives who shall constitute a Section Board.

Section 4.2 – The Section Board shall manage the affairs of the Section in conformity with the provisions of this Charter, the policies and procedures of the District, actions of the District Board, the Constitution and policies of ITE, and the actions of the IBOD.

Section 4.3 – Upon the adoption of this Charter, the existing Section Board shall expeditiously adopt bylaws that set forth the governance and administration of the Section in accordance with this Charter.

Section 4.4 – The Section bylaws shall set forth the structure of the Section Board in accordance with this Charter and shall provide the manner of nominating and electing Section officers, directors, and representatives, and specifying their terms of office.

Section 4.5 – The Section bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the Section may desire, provided such bylaws do not conflict with this Charter, the policies and procedures of the District, actions of the District Board, the Constitution, and policies of ITE or policies of the IBOD.

Section 4.6 – The bylaws of the Section may be adopted, and amended after adoption, by an affirmative vote of two-thirds of the Section Board. At the Section Board’s discretion, the amendment can be put up to the full membership for a vote in accordance with the voting procedures established in the bylaws. Any dues increase in excess of 20% and special assessments require a vote by the membership.

Section 4.7 – Bylaws or amendments to the bylaws of the Section shall take effect thirty days after being approved by the District Board. At any time the District Board may annul or amend any part of the Section’s bylaws which it considers to be contrary to the Section Charter, the policies and procedures of the District, actions of the District Board, ITE Constitution, or the best interests of ITE by giving notice in writing to the Section.

ARTICLE V – ADMINISTRATION

Section 5.1 – The Section may issue a Charter establishing a Chapter within its area upon the written request of voting members residing in the proposed Chapter area. The Charter shall be in a form approved by the IBOD. The Section may rescind a Chapter Charter in the manner provided in the Chapter Charter.

Section 5.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 5.3 – The Section is responsible for any Chapters and student chapters within their area.

ARTICLE VI – RELATION OF SECTION TO DISTRICT AND ITE

Section 6.1 – The Section shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the IBOD, respectively. The Section may speak for itself on matters pertinent to its geographical area.

Section 6.2 – Sections are encouraged to develop relationships with other not for profit associations at the same level in which the Section operates in the development of meetings and educational programs for ITE members. The Section should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 6.3 – Names and contact information of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District Board and to ITE Headquarters within 30 days after election.

Section 6.4 – The Section Board shall submit a written annual report to the District Board each year. The report shall include a summary of the Section's activities for the previous year.

Section 6.5 – The District and ITE will not be responsible for debts contracted by the Section. No dues will be required to be paid by the Section to ITE or the District.

Section 6.6 – The Section may charge annual dues as provided in the Section Bylaws. ITE shall bill all dues at the time of billing ITE dues, and upon collection, remit to the Section. Annual dues for Sections shall be levied so as to cover time periods identical to those covered by annual dues of ITE.

ARTICLE VII – AMENDMENT OF CHARTER

Section 7.1 – The Section’s elected officers will be notified in writing by the District Board of any proposed amendment to, or withdrawal of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the District Board to the IBOD for approval and shall become effective on the date determined by the District Board.

Section 7.2 – The Section may petition the District Board to amend this Charter or rescind withdrawal action. The District Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District Board shall then petition the IBOD for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section shall become effective upon approval by the District Board, then by the IBOD.

Subscribed for the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



Utah Section Charter

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as “ITE”, the Mountain District, hereinafter referred to as the “District”, as recorded in the minutes of the District Board meeting on June 28, 2020, and as approved by the International Board of Direction of ITE, hereinafter referred to as the “IBOD” as recorded in the minutes of its meeting on August 9, 2020, grants this Charter for the Utah Section of ITE, hereinafter referred to as the “Section.”

Section 1.2 – This Charter shall be effective beginning January 1, 2021 and shall remain in effect, including any amendments, until rescinded by the District Board.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Section enrolling members from the designated area and shall annul any bylaws of such a Section which may be in conflict with it.

ARTICLE II – AREA AND PURPOSE

Section 2.1 – The area designated as that of this Section shall be the State of Utah or as the area shall be established from time to time by the District Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the IBOD.

Section 2.2 – To assist in advancing the purposes shown below, this Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this Section shall be to:

- Serve as the primary affiliation for ITE members at the local level;
- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section;
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies;
- Support and mentor students and student chapters within the Section.

Section 2.3 – This Section is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the Bylaws of this Section or the Constitution of the Institute of Transportation Engineers, the Section shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of this Section shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Section shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.4 – No part of the net earnings of this Section shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this Section shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objectives set forth in Article II hereof.

Section 2.5 – Upon the winding up and dissolution of this Section, after paying or adequately providing for the debts and obligations of this Section, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has been established as having tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2.6 – In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not:

- engage in any act of self-dealing as defined in Internal Revenue Code 4941(d),
- retain any excess business holdings as defined in Internal Revenue Code 4943(c),
- make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or
- make any taxable expenditures as defined in Internal Revenue Code 4944 or corresponding provisions of any subsequent Federal tax law.

ARTICLE III – MEMBERSHIP

Section 3.1 – ITE members of any grade who, according to ITE records, are located within the area designated for the Section shall be a member of the Section.

Section 3.2 – Any ITE member may become a member of the Section, without residing in the Section area, upon payment of Section dues to ITE.

Section 3.3 – ITE members who are members of the Section shall be entitled to all privileges of the Section, except that Student members may not vote or hold elective office in the Section.

Section 3.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE IV – GOVERNMENT

Section 4.1 – The government of the Section shall be vested in its officers, directors, and representatives who shall constitute a Section Board.

Section 4.2 – The Section Board shall manage the affairs of the Section in conformity with the provisions of this Charter, the policies and procedures of the District, actions of the District Board, the Constitution and policies of ITE, and the actions of the IBOD.

Section 4.3 – Upon the adoption of this Charter, the existing Section Board shall expeditiously adopt bylaws that set forth the governance and administration of the Section in accordance with this Charter.

Section 4.4 – The Section bylaws shall set forth the structure of the Section Board in accordance with this Charter and shall provide the manner of nominating and electing Section officers, directors, and representatives, and specifying their terms of office.

Section 4.5 – The Section bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the Section may desire, provided such bylaws do not conflict with this Charter, the policies and procedures of the District, actions of the District Board, the Constitution, and policies of ITE or policies of the IBOD.

Section 4.6 – The bylaws of the Section may be adopted, and amended after adoption, by an affirmative vote of two-thirds of the Section Board. At the Section Board’s discretion, the amendment can be put up to the full membership for a vote in accordance with the voting procedures established in the bylaws. Any dues increase in excess of 20% and special assessments require a vote by the membership.

Section 4.7 – Bylaws or amendments to the bylaws of the Section shall take effect thirty days after being approved by the District Board. At any time the District Board may annul or amend any part of the Section’s bylaws which it considers to be contrary to the Section Charter, the policies and procedures of the District, actions of the District Board, ITE Constitution, or the best interests of ITE by giving notice in writing to the Section.

ARTICLE V – ADMINISTRATION

Section 5.1 – The Section may issue a Charter establishing a Chapter within its area upon the written request of voting members residing in the proposed Chapter area. The Charter shall be in a form approved by the IBOD. The Section may rescind a Chapter Charter in the manner provided in the Chapter Charter.

Section 5.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 5.3 – The Section is responsible for any Chapters and student chapters within their area.

ARTICLE VI – RELATION OF SECTION TO DISTRICT AND ITE

Section 6.1 – The Section shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the IBOD, respectively. The Section may speak for itself on matters pertinent to its geographical area.

Section 6.2 – Sections are encouraged to develop relationships with other not for profit associations at the same level in which the Section operates in the development of meetings and educational programs for ITE members. The Section should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 6.3 – Names and contact information of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District Board and to ITE Headquarters within 30 days after election.

Section 6.4 – The Section Board shall submit a written annual report to the District Board each year. The report shall include a summary of the Section’s activities for the previous year.

Section 6.5 – The District and ITE will not be responsible for debts contracted by the Section. No dues will be required to be paid by the Section to ITE or the District.

Section 6.6 – The Section may charge annual dues as provided in the Section Bylaws. ITE shall bill all dues at the time of billing ITE dues, and upon collection, remit to the Section. Annual dues for Sections shall be levied so as to cover time periods identical to those covered by annual dues of ITE.

ARTICLE VII – AMENDMENT OF CHARTER

Section 7.1 – The Section’s elected officers will be notified in writing by the District Board of any proposed amendment to, or withdrawal of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the District Board to the IBOD for approval and shall become effective on the date determined by the District Board.

Section 7.2 – The Section may petition the District Board to amend this Charter or rescind withdrawal action. The District Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District Board shall then petition the IBOD for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section shall become effective upon approval by the District Board, then by the IBOD.

Subscribed for the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date

APPENDIX D

SECTION BYLAWS



Arizona Section Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1.1 – As granted and chartered by the Institute of Transportation Engineers, Inc., hereinafter referred to as “ITE,” the Mountain District, hereinafter referred to as the “District,” the name of this organization shall be the Arizona Section, hereinafter referred to as the “Section”.

Section 1.2 – The mission and purpose of this Section shall be to:

- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section,
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies; and
- Support and mentor students and student chapters within the Section.

The Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 1.3 – The Section logo shall be developed by the Section Board, following guidance in the “ITE Logos and Specifications.” The authorized use of the ITE International logo shall be determined by ITE’s Executive Director.

Section 1.4 – This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized for public purposes.

ARTICLE II – MEMBERSHIP

Section 2.1 – Any ITE member who resides within the geographic area designated for the Section in its Charter with ITE, and who is in good standing with ITE, shall be a member of the Section. Throughout these Bylaws, the term “resides” refers to the individual’s preferred ITE mailing address, at home, place of business, or educational institution.

Section 2.2 – Any ITE member who does not reside within the Section area may join the Section upon payment of the appropriate dues to ITE.

Section 2.3 – Section members shall be entitled to all the privileges of the Section except that Student Members may not vote or hold elective office in the Section.

Section 2.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE III – DUES AND ASSESSMENTS

Section 3.1 – Annual Section dues shall be established by the Section Board and shall be billed by ITE at the time of billing ITE dues. At least 120 days prior to the beginning of ITE’s fiscal year, the Section shall notify ITE Headquarters of the amount established for Section dues for the following fiscal year.

Section 3.2 – The Section Board may not increase annual Section dues by more than 20 percent in any year without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.3 – Special assessments proposed by the Section Board may not be applied without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.4 – Any member whose dues are more than three months in arrears to ITE shall lose the right to vote. If dues become one year in arrears and their membership is terminated by ITE, by extension their membership to the Section is also terminated. Restoration of membership in the Section is contingent upon the clearing of arrears and reinstatement of membership by ITE.

Section 3.5 – All Honorary and Student Members of ITE shall not be subject to Section dues.

ARTICLE IV– OFFICERS AND BOARD

Section 4.1 – The elective officers of the Section shall be: President, Vice President, Secretary and Treasurer. Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office of President, Vice President, Secretary or Treasurer for more than two consecutive terms.

Section 4.2 – The voting members of the Section Board shall consist of the Elective Officers of the Section described in *Section 4.1*, the Past President and Section Representative to the District Board. All members of the Section Board must be voting members of the Section. No member shall occupy simultaneously more than one office on the Section Board and no member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 – One Representative from the Section shall serve on the District Board. This Section Representative must be a voting member of their Section Board. The Section Representative’s term of office shall be for a period of 2 years.

Section 4.4 – The Section shall elect its Section Representative to serve on the District Board in a manner as described in *Article V – Nomination and Election of Officers*.

Section 4.5 – In the event of a vacancy occurring in the office of Section President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective office as per *Section 4.1*, the Section Board, at its discretion, may appoint a Board member to fill the unexpired term and/or may choose to temporarily assign the respective duties of the vacant position among the remaining elected Section Board members, or appoint a member who was previously elected to the Section Board to the position. If a vacancy occurs in the office of Past President, the Past President whose term has most recently expired and who remains a member of the Section may fill the unexpired term.

In the event of a vacancy in the office of Section Representative, the Section Board shall appoint a member who was previously elected to the Section Board to serve as Section Representative until the next Section election. However, if the Section fails to do so within 60 days, the District Board shall appoint a qualified member from the Section to serve out the unexpired term.

Section 4.6 – The Section Board shall report the names and contact information of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 5.1 – The Section President shall appoint a Nominating Committee chaired by the immediate Past President of the Section.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each office that is up for election. Written consent to serve in the office if elected, must be received from each person nominated.

Section 5.3 – Elections may be held by written ballot or electronically as prescribed in *Article IX - Voting and Voter Eligibility, Section 9.2*.

Section 5.4 – The timeline for the election of Officers and Representative shall be as follows:

Section 5.4.1 – The date of the end of balloting will be determined by the Section Board in all instances.

Section 5.4.2 – The Nominating Committee shall transmit its list of nominees and their written consent to serve to the Section President who shall immediately transmit it to the Section Board at least seventy-five (75) days prior to the end of balloting.

Section 5.4.3 – At least sixty (60) days before the end of balloting, the Section shall announce to the voting members of the Section a list of the candidates nominated by the Nominating Committee.

Section 5.4.4 – At least thirty (30) days before the end of balloting, the Section shall send to each eligible voter a final ballot or electronic message with instructions for voting.

Section 5.4.5 – The votes shall be tabulated within ten (10) days from the end of balloting. The Section Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 – The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to *Article IX – Voting and Voter Eligibility, Section 9.6*.

Section 5.6 – Terms of the elective officers, as per *Article IV – Officers and Board, Section 4.1*, and Section Representative shall begin on January 1 and expire on December 31.

ARTICLE VI – GOVERNMENT

Section 6.1 – The Section President shall preside at meetings of the Section and of the Section Board. In the absence of the President, the Vice President shall preside at meetings and discharge the President’s duties.

Section 6.2 – Official transaction of business at any Section Board meeting requires a quorum. A majority of the Section Board shall constitute a quorum. Once a quorum of the Section Board is established, the affirmative vote of a majority of the Section Board voting members in attendance shall be necessary to take any action. In case of a tie vote, the action is not approved.

Section 6.3 – The Section President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 – The Section President, in concurrence with the Section Board, shall create committees and appoint chairs as may be desirable, with the approval of the Section Board.

Section 6.5 – The Section Board may establish a Section Administrator position. The Administrator shall have a voice at all meetings of the Section Board and should be included in all Board communications but be a non-voting participant of the Board meetings.

Section 6.6 – The membership may, by petition to the Section Board, initiate a vote to determine if a Section officer shall be removed from office. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the following question shall be submitted to each voting member in the Section for vote by secret ballot: “Shall (Name) be removed from the office of (Office)?” Should the affirmative be carried by two-thirds majority, and at least 50 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner consistent with these Bylaws.

Section 6.7 – The membership may, by petition to the Section Board, initiate a vote to determine if any action of the Section Board shall be rescinded. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the petitioned action shall be immediately suspended. The Section Board must either rescind the disputed action or within 30 days the following question: “Should the following action of the Section Board be rescinded?” must be submitted to the Section membership for a vote. Should the positive carry a majority, and at least 50 percent of the eligible voters cast ballots, the Section Board action will be rescinded.

Section 6.8 – The Section Board should establish and maintain a Section Procedures Manual for conducting the business of the Section. Such procedures should be in writing and should be contained in a manner available for viewing by members of the Section. Procedures may be established or modified by a majority vote of Section Board members. Section Procedures may not be in violation of the Bylaws. Once established, they should guide the actions of the Board and the Section as long as they are applicable.

ARTICLE VII – MEETINGS

Section 7.1 – There should be an organizational meeting of the Section Board and its committees to plan the new year’s administrative functions of the Section including development of line item budgets, preparation of a calendar of meetings, establishment of committee chairs and discussion of any initiatives or other pertinent matters necessary for the conduct of the Section.

Section 7.2 – Technology such as emails and/or telephone or video conference calls may be employed for transacting business and increasing participation of board members at all Section Board meetings.

Section 7.3 – The Section President may call unanticipated additional meetings of the Section Board, via conference call, as need dictates or upon receipt of a petition signed by the majority of the other members of the Section Board.

Section 7.4 – There shall be a minimum of two meetings of the Section each year, one of which shall be the Annual Business Meeting. The Section Board shall set the date, time and place of regular Section meetings.

Section 7.5 – Robert’s Rules of Order shall govern the conduct of Section Board meetings in all cases to which they are applicable and shall not be in conflict with ITE’s Constitution, other procedural rules of the Section Board, and these Bylaws.

ARTICLE VIII – SECTIONS AND CHAPTERS

Section 8.1 – The Section Board may issue Charters establishing Chapters within its area upon the written request of voting members residing in a proposed Chapter area. The Charter shall be in a form approved by the International Board of Direction. The Section Board may rescind any Charter in the manner provided in such Charter.

Section 8.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 8.3 – The Section shall support and coordinate with any Student Chapters established within its area.

Section 8.4 – If the Charter for a Chapter is under consideration for revocation, the appropriate Chapter leadership must be notified in writing of the contemplated action a minimum of 30 days prior to the Section Board meeting in which the revocation of the Charter will be discussed. Chapter leadership has the right to appear in person before the Section Board to discuss the proposed revocation of the Charter. If a Charter is revoked, the revocation date is at the discretion of the Section Board.

ARTICLE IX – VOTING AND VOTER ELIGIBILITY

Section 9.1 – Any member of ITE in good standing, excluding student members, shall have voting privileges in the Section if they meet the requirements in *Article II – Membership*.

Section 9.2 – Voting for elective positions, increased dues when required, special assessments, amendments to these Bylaws, petitions to amend the Section Charter, and other matters so designated by the Section Board shall be by secret ballot. The exact methods, written or electronic, used to conduct elections including ensuring secrecy and validation of votes shall be as prescribed and approved by the Section Board.

Section 9.3 – The timelines for voting shall be as indicated in *Article V – Nominations and Elections of Officers* and *Article X – Amendments* of these Bylaws.

Section 9.4 – The Section President shall appoint a Tellers Committee.

Section 9.5 – Final ballots returned by eligible voters to the designee of the President or the tabulated electronic results shall be reviewed by the Tellers Committee. The Tellers Committee shall report the results to the Section President.

Section 9.6 – Except as stated elsewhere within these Bylaws, the candidate, resolution, or petition receiving the highest number of votes, through a membership vote, shall be declared elected or approved. In case of a tie vote, the Section Board shall make the final decision. In the case of a tied election, the outgoing Section Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates. In the case of amendments, increasing dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or special assessments, the adoption provisions of *Article X – Amendments* shall apply.

ARTICLE X – AMENDMENTS

Section 10.1 – Proposals to amend these Bylaws, increase the dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2*, or apply special assessments may be made by resolution of the Section Board or written petition of at least five percent of the voting members of the Section.

Section 10.2 – Bylaws of the Section may be amended after adoption by an affirmative vote of two thirds of the Section Board. Amendments to the Bylaws must be approved by the District after adoption and shall take effect in accordance with the Section Charter. At the Section Board’s discretion, the amendment can instead be put up to the full membership for a vote according to the procedures outlined in *Section 10.3*.

Section 10.3 – Any proposal to increase Section dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or apply special assessments must be submitted to the voting membership and shall be on the agenda of the next succeeding Section Meeting occurring not less than 30 days subsequently. Such proposals may be amended by majority vote of the members present at the meeting in any manner pertinent to the original proposal. The proposal, in form as amended, shall be submitted within 30 days after the meeting to the qualified voters and voted upon not less than 30 nor more than 45 days after the meeting. An affirmative vote of two thirds of all ballots cast by qualified voters shall be necessary for the adoption of such proposals.

Approved by the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



Colorado/Wyoming Section Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1.1 – As granted and chartered by the Institute of Transportation Engineers, Inc., hereinafter referred to as “ITE,” the Mountain District, hereinafter referred to as the “District,” the name of this organization shall be the Colorado/Wyoming Section, hereinafter referred to as the “Section”.

Section 1.2 – The mission and purpose of this Section shall be to:

- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section,
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies; and
- Support and mentor students and student chapters within the Section.

The Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 1.3 – The Section logo shall be developed by the Section Board, following guidance in the “ITE Logos and Specifications.” The authorized use of the ITE International logo shall be determined by ITE’s Executive Director.

Section 1.4 – This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized for public purposes.

ARTICLE II – MEMBERSHIP

Section 2.1 – Any ITE member who resides within the geographic area designated for the Section in its Charter with ITE, and who is in good standing with ITE, shall be a member of the Section. Throughout these Bylaws, the term “resides” refers to the individual’s preferred ITE mailing address, at home, place of business, or educational institution.

Section 2.2 – Any ITE member who does not reside within the Section area may join the Section upon payment of the appropriate dues to ITE.

Section 2.3 – Section members shall be entitled to all the privileges of the Section except that Student Members may not vote or hold elective office in the Section.

Section 2.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE III – DUES AND ASSESSMENTS

Section 3.1 – Annual Section dues shall be established by the Section Board and shall be billed by ITE at the time of billing ITE dues. At least 120 days prior to the beginning of ITE’s fiscal year, the Section shall notify ITE Headquarters of the amount established for Section dues for the following fiscal year.

Section 3.2 – The Section Board may not increase annual Section dues by more than 20 percent in any year without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.3 – Special assessments proposed by the Section Board may not be applied without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.4 – Any member whose dues are more than three months in arrears to ITE shall lose the right to vote. If dues become one year in arrears and their membership is terminated by ITE, by extension their membership to the Section is also terminated. Restoration of membership in the Section is contingent upon the clearing of arrears and reinstatement of membership by ITE.

Section 3.5 – All Honorary and Student Members of ITE shall not be subject to Section dues.

ARTICLE IV– OFFICERS AND BOARD

Section 4.1 – The elective officers of the Section shall be: President, Vice President, and Secretary-Treasurer. Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office of President, Vice President, or Secretary-Treasurer for more than two consecutive terms.

Section 4.2 – The voting members of the Section Board shall consist of the Elective Officers of the Section described in *Section 4.1*, the immediate Past President and the Section Representative to the District Board. All members of the Section Board must be voting members of the Section. No member shall occupy simultaneously more than one office on the Section Board except as provided in Section 4.4, and no member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 – One Representative from the Section shall serve on the District Board. This Section Representative must be a voting member of their Section Board. The Section Representative’s term of office shall be for a period of two years.

Section 4.4 – The Section Board shall assign the role of Section Representative to the District Board as follows: voting members of the Section Board as outlined in *Section 4.2*, including the outgoing Section Representative, shall appoint the incoming Section Representative for a new term as outlined in *Section 4.3*. When the position of Section Representative is about to be vacated, the incoming immediate Past President should be given first consideration for the position. Otherwise, the Section Board shall consider another eligible voting member of the Section. If the incoming immediate Past President moves forward for consideration for the position, they shall recuse themselves from the Section Board vote. If the incoming immediate Past President is confirmed, they shall serve their term as Past President concurrently with the first year of their term as Section Representative.

Section 4.5 – In the event of a vacancy occurring in the office of Section President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective office as per *Section 4.1*, the Section Board, at its discretion, may appoint a Board member to fill the unexpired term and/or choose to temporarily assign the respective duties of the vacant position among the remaining elected Section Board members, or appoint a member who was previously elected to the Section Board to the position. If a vacancy occurs in the office of Past President, the Past President whose term has most recently expired and who remains a member of the Section may fill the unexpired term.

In the event of a vacancy in the office of Section Representative, the Section Board shall appoint a member who was previously elected to the Section Board to serve as Section Representative until the next Section election. However, if the Section fails to do so within 60 days, the District Board shall appoint a qualified member from the Section to serve out the unexpired term.

Section 4.6 – The Section Board shall report the names and contact information of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 5.1 – The Section President shall appoint a Nominating Committee chaired by the immediate Past President of the Section.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each office that is up for election. Written consent to serve in the office if elected, must be received from each person nominated.

Section 5.3 – Elections may be held by written ballot or electronically as prescribed in *Article IX - Voting and Voter Eligibility, Section 9.2*.

Section 5.4 – The timeline for the election of Officers shall be as follows:

Section 5.4.1 – The date of the end of balloting will be determined by the Section Board in all instances.

Section 5.4.2 – The Nominating Committee shall transmit its list of nominees and their written consent to serve to the Section President who shall immediately transmit it to the Section Board at least seventy-five (75) days prior to the end of balloting.

Section 5.4.3 – At least sixty (60) days before the end of balloting, the Section shall announce to the voting members of the Section a list of the candidates nominated by the Nominating Committee.

Section 5.4.4 – At least thirty (30) days before the end of balloting, the Section shall send to each eligible voter a final ballot or electronic message with instructions for voting.

Section 5.4.5 – The votes shall be tabulated within ten (10) days from the end of balloting. The Section Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 – The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to *Article IX – Voting and Voter Eligibility, Section 9.6*.

Section 5.6 – Terms of the elective officers, as per *Article IV – Officers and Board, Section 4.1*, and Section Representative shall begin on January 1 and expire on December 31.

ARTICLE VI – GOVERNMENT

Section 6.1 – The Section President shall preside at meetings of the Section and of the Section Board. In the absence of the President, the Vice President shall preside at meetings and discharge the President’s duties.

Section 6.2 – Official transaction of business at any Section Board meeting requires a quorum. A majority of the Section Board shall constitute a quorum. Once a quorum of the Section Board is established, the affirmative vote of a majority of the Section Board voting members in attendance shall be necessary to take any action. In case of a tie vote, the action is not approved.

Section 6.3 – The Section President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 – The Section President, in concurrence with the Section Board, shall create committees and appoint chairs as may be desirable, with the approval of the Section Board.

Section 6.5 – The Section Board may establish a Section Administrator position. The Administrator shall have a voice at all meetings of the Section Board and should be included in all Board communications but be a non-voting participant of the Board meetings.

Section 6.6 – The membership may, by petition to the Section Board, initiate a vote to determine if a Section officer shall be removed from office. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the following question shall be submitted to each voting member in the Section for vote by secret ballot: “Shall (Name) be removed from the office of (Office)?” Should the affirmative be carried by a majority, and at least 50 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner consistent with these Bylaws.

Section 6.7 – The membership may, by petition to the Section Board, initiate a vote to determine if any action of the Section Board shall be rescinded. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the petitioned action shall be immediately suspended. The Section Board must either rescind the disputed action or within 30 days the following question: “Should the following action of the Section Board be rescinded?” must be submitted to the Section membership for a vote. Should the positive carry a majority, and at least 50 percent of the eligible voters cast ballots, the Section Board action will be rescinded.

Section 6.8 – The Section Board should establish and maintain a Section Procedures Manual for conducting the business of the Section. Such procedures should be in writing and should be contained in a manner available for viewing by members of the Section. Procedures may be established or modified by a majority vote of Section Board members. Section Procedures may not be in violation of the Bylaws. Once established, they should guide the actions of the Board and the Section as long as they are applicable.

ARTICLE VII – MEETINGS

Section 7.1 – There should be an organizational meeting of the Section Board and its committees to plan the new year’s administrative functions of the Section including development of line item budgets, preparation of a calendar of meetings, establishment of committee chairs and discussion of any initiatives or other pertinent matters necessary for the conduct of the Section.

Section 7.2 – Technology such as emails and/or telephone or video conference calls may be employed for transacting business and increasing participation of board members at all Section Board meetings.

Section 7.3 – The Section President may call unanticipated additional meetings of the Section Board, via conference call, as need dictates or upon receipt of a petition signed by the majority of the other members of the Section Board.

Section 7.4 – There shall be a minimum of two meetings of the Section each year, one of which shall be the Annual Business Meeting. The Section Board shall set the date, time and place of regular Section meetings.

Section 7.5 – Robert’s Rules of Order shall govern the conduct of Section Board meetings in all cases to which they are applicable and shall not be in conflict with ITE’s Constitution, other procedural rules of the Section Board, and these Bylaws.

ARTICLE VIII – SECTIONS AND CHAPTERS

Section 8.1 – The Section Board may issue Charters establishing Chapters within its area upon the written request of voting members residing in a proposed Chapter area. The Charter shall be in a form approved by the International Board of Direction. The Section Board may rescind any Charter in the manner provided in such Charter.

Section 8.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 8.3 – The Section shall support and coordinate with any Student Chapters established within its area.

Section 8.4 – If the Charter for a Chapter is under consideration for revocation, the appropriate Chapter leadership must be notified in writing of the contemplated action a minimum of 30 days prior to the Section Board meeting in which the revocation of the Charter will be discussed. Chapter leadership has the right to appear in person before the Section Board to discuss the proposed revocation of the Charter. If a Charter is revoked, the revocation date is at the discretion of the Section Board.

ARTICLE IX – VOTING AND VOTER ELIGIBILITY

Section 9.1 – Any member of ITE in good standing, excluding student members, shall have voting privileges in the Section if they meet the requirements in *Article II – Membership*.

Section 9.2 – Voting for elective positions, increased dues when required, special assessments, amendments to these Bylaws, petitions to amend the Section Charter, and other matters so designated by the Section Board shall be by secret ballot. The exact methods, written or electronic, used to conduct elections including ensuring secrecy and validation of votes shall be as prescribed and approved by the Section Board.

Section 9.3 – The timelines for voting shall be as indicated in *Article V – Nominations and Elections of Officers* and *Article X – Amendments* of these Bylaws.

Section 9.4 – The Section President shall appoint a Tellers Committee.

Section 9.5 – Final ballots returned by eligible voters to the designee of the President or the tabulated electronic results shall be reviewed by the Tellers Committee. The Tellers Committee shall report the results to the Section President.

Section 9.6 – Except as stated elsewhere within these Bylaws, the candidate, resolution, or petition receiving the highest number of votes, through a membership vote, shall be declared elected or approved. In case of a tie vote, the Section Board shall make the final decision. In the case of a tied election, the outgoing Section Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates. In the case of amendments, increasing dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or special assessments, the adoption provisions of *Article X – Amendments* shall apply.

ARTICLE X – AMENDMENTS

Section 10.1 – Proposals to amend these Bylaws, increase the dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2*, or apply special assessments may be made by resolution of the Section Board or written petition of at least five percent of the voting members of the Section.

Section 10.2 – Bylaws of the Section may be amended after adoption by an affirmative vote of two thirds of the Section Board. Amendments to the Bylaws must be approved by the District after adoption and shall take effect in accordance with the Section Charter. At the Section Board’s discretion, the amendment can instead be put up to the full membership for a vote according to the procedures outlined in *Section 10.3*.

Section 10.3 – Any proposal to increase Section dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or apply special assessments must be submitted to the voting membership and shall be on the agenda of the next succeeding Section Meeting occurring not less than 30 days subsequently. Such proposals may be amended by majority vote of the members present at the meeting in any manner pertinent to the original proposal. The proposal, in form as amended, shall be submitted within 30 days after the meeting to the qualified voters and voted upon not less than 30 nor more than 45 days after the meeting. An affirmative vote of two thirds of all ballots cast by qualified voters shall be necessary for the adoption of such proposals.

Approved by the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



Idaho Section Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1.1 – As granted and chartered by the Institute of Transportation Engineers, Inc., hereinafter referred to as “ITE,” Mountain District, hereinafter referred to as the “District,” the name of this organization shall be Idaho Section, hereinafter referred to as the “Section”.

Section 1.2 – The mission and purpose of this Section shall be to:

- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section,
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies; and
- Support and mentor students and student chapters within the Section.

The Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 1.3 – The Section logo shall be developed by the Section Board, following guidance in the “ITE Logos and Specifications.” The authorized use of the ITE International logo shall be determined by ITE’s Executive Director.

Section 1.4 – This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized for public purposes.

ARTICLE II – MEMBERSHIP

Section 2.1 – Any ITE member who resides within the geographic area designated for the Section in its Charter with ITE, and who is in good standing with ITE, shall be a member of the Section. Throughout these Bylaws, the term “resides” refers to the individual’s preferred ITE mailing address, at home, place of business, or educational institution.

Section 2.2 – Any ITE member who does not reside within the Section area may join the Section upon payment of the appropriate dues to ITE.

Section 2.3 – Section members shall be entitled to all the privileges of the Section except that Student Members may not vote or hold elective office in the Section.

Section 2.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE III – DUES AND ASSESSMENTS

Section 3.1 – Annual Section dues shall be established by the Section Board and shall be billed by ITE at the time of billing ITE dues. At least 120 days prior to the beginning of ITE’s fiscal year, the Section shall notify ITE Headquarters of the amount established for Section dues for the following fiscal year.

Section 3.2 – The Section Board may not increase annual Section dues by more than 20 percent in any year without a vote of the Section voting membership following the procedures as specified in *Article X – Amendments*.

Section 3.3 – Special assessments proposed by the Section Board may not be applied without a vote of the Section voting membership following the procedures as specified in *Article X – Amendments*.

Section 3.4 – Any member whose dues are more than three months in arrears to ITE shall lose the right to vote. If dues become one year in arrears and their membership is terminated by ITE, by extension their membership to the Section is also terminated. Restoration of membership in the Section is contingent upon the clearing of arrears and reinstatement of membership by ITE.

Section 3.5 – All Honorary and Student Members of ITE shall not be subject to Section dues.

Section 3.6 – Upon recommendation of the Section Board and approval by a majority vote at the Section Annual Business Meeting, a Section member may be honored as a Section Honorary Life Member if the following criteria are met:

- He/she is of age 55 or greater;
- He/she has been a Section member in good standing for fifteen (15) or more years; and
- He/she has contributed significantly to the Section and/or the transportation profession.

An individual so honored shall have his/her annual dues to the Section waived or refunded. This honor shall be bestowed by the Section only upon truly outstanding individuals and not upon all those meeting the membership term and age requirements.

ARTICLE IV – OFFICERS AND BOARD

Section 4.1 – The Elective Officers of the Section shall be President, Vice President, and Secretary-Treasurer. Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office of President, Vice President, or Secretary-Treasurer for more than two consecutive terms.

Section 4.2 – The voting members of the Section Board shall consist of the Elective Officers of the Section described in *Section 4.1*, the Past President and Section Representative to the District Board. All members of the Section Board must be voting members of the Section. No member shall occupy simultaneously more than one office on the Section Board and no member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 – One Representative from the Section shall serve on the District Board. This Section Representative must be a voting member of their respective Section Board. Each Section Representative's term of office shall be for a period of two years.

Section 4.4 – The Section shall elect a Section Representative to serve on the District Board in a manner as described in *Article V – Nomination and Election of Officers*.

Section 4.5 – In the event of a vacancy occurring in the office of Section President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective office as per *Section 4.1*, the Section Board, at its discretion, may appoint a Board Member to fill the unexpired term and/or choose to temporarily assign the respective duties of the vacant position among the remaining elected Section Board members, or appoint a member who was previously elected to the Section Board to the position. If a vacancy occurs in the office of Past President, the Past President whose term has most recently expired and who remains a member of the Section may fill the unexpired term.

In the event of a vacancy in the office of Section Representative, the Section Board shall appoint a member who was previously elected to the Section Board to serve as Section Representative until the next Section election. However, if the Section fails to do so within 60 days, the District Board shall appoint a qualified member from the Section to serve out the unexpired term.

Section 4.6 – The Section Board shall report the names and contact information of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 5.1 – The Section President shall appoint a Nominating Committee chaired by the immediate Past President of the Section.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each office that is up for election. Written consent to serve in the office if elected, must be received from each person nominated.

Section 5.3 – Elections may be held by written ballot or electronically as prescribed in *Article IX – Voting and Voter Eligibility, Section 9.2*.

Section 5.4 – The timeline for the election of Officers and Representative shall be as follows:

Section 5.4.1 – The date of the end of balloting will be determined by the Section Board in all instances.

Section 5.4.2 – The Nominating Committee shall transmit its list of nominees and their written consent to serve to the Section President who shall immediately transmit it to the Section Board at least seventy-five (75) days prior to the end of balloting.

Section 5.4.3 – At least sixty (60) days before the end of balloting, the Section shall announce to the voting members of the Section a list of the candidates nominated by the Nominating Committee.

Section 5.4.4 – At least thirty (30) days before the end of balloting, the Section shall send to each eligible voter a final ballot or electronic message with instructions for voting.

Section 5.4.5 – The votes shall be tabulated within ten (10) days from the end of balloting. The Section Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 – The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to *Article IX – Voting and Voter Eligibility, Section 9.6*.

Section 5.6 – Terms of the elective officers, as per *Article IV – Officers and Board, Section 4.1*, and Section Representatives shall begin on January 1 and expire on December 31.

ARTICLE VI – GOVERNMENT

Section 6.1 – The Section President shall preside at meetings of the Section and of the Section Board. In the absence of the President, the Vice President shall preside at meetings and discharge the President’s duties.

Section 6.2 – Official transaction of business at any Section Board meeting requires a quorum. A majority of the Section Board shall constitute a quorum. Once a quorum of the Section Board is established, the affirmative vote of a majority of the Section Board voting members in attendance shall be necessary to take any action. In case of a tie vote, the action is not approved.

Section 6.3 – The Section President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 – The Section President, in concurrence with the Section Board, shall create committees and appoint chairs as may be desirable, with the approval of the Section Board.

Section 6.5 – The Section Board may establish a Section Administrator position. The Administrator shall have a voice at all meetings of the Section Board and should be included in all Board communications but be a non-voting participant of the Board meetings.

Section 6.6 – The membership may, by petition to the Section Board, initiate a vote to determine if a Section officer shall be removed from office. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the following question shall be submitted to each voting member in the Section for vote by secret ballot: "Shall (Name) be removed from the office of (Office)?" Should the affirmative be carried by two-thirds majority, and at least 25 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner consistent with these Bylaws.

Section 6.7 – The membership may, by petition to the Section Board, initiate a vote to determine if any action of the Section Board shall be rescinded. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the petitioned action shall be immediately suspended. The Section Board must either rescind the disputed action or within 30 days the following question: "Should the following action of the Section Board be rescinded?" must be submitted to the Section membership for a vote. Should the positive carry a majority, and at least 25 percent of the eligible voters cast ballots, the Section Board action will be rescinded.

Section 6.8 – The Section Board should establish and maintain a Section Procedures Manual for conducting the business of the Section. Such procedures should be in writing and should be contained in a manner available for viewing by members of the Section. Procedures may be established or modified by a majority vote of Section Board members. Section Procedures may not be in violation of the Bylaws. Once established, they should guide the actions of the Board and the Section as long as they are applicable.

ARTICLE VII – MEETINGS

Section 7.1 – There should be an organizational meeting of the Section Board and its committees to plan the new year’s administrative functions of the Section including development of line item budgets, preparation of a calendar of meetings, establishment of committee chairs and discussion of any initiatives or other pertinent matters necessary for the conduct of the Section.

Section 7.2 – Technology such as emails and/or telephone or video conference calls may be employed for transacting business and increasing participation of board members at all Section Board meetings.

Section 7.3 – The Section President may call unanticipated additional meetings of the Section Board, via conference call, as need dictates or upon receipt of a petition signed by the majority of the other members of the Section Board.

Section 7.4 – There shall be a minimum of two meetings of the Section each year, one of which shall be the Annual Business Meeting. The Section Board shall set the date, time and place of regular Section meetings.

Section 7.5 – Robert’s Rules of Order shall govern the conduct of Section Board meetings in all cases to which they are applicable and shall not be in conflict with ITE’s Constitution, other procedural rules of the Section Board, and these Bylaws.

ARTICLE VIII – SECTIONS AND CHAPTERS

Section 8.1 – The Section Board may issue Charters establishing Chapters within its area upon the written request of voting members residing in a proposed Chapter area. The Charter shall be in a form approved by the International Board of Direction. The Section Board may rescind any Charter in the manner provided in such Charter.

Section 8.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 8.3 – The Section shall support and coordinate with any Student Chapters established within its area.

Section 8.4 – If the Charter for a Chapter is under consideration for revocation, the appropriate Chapter leadership must be notified in writing of the contemplated action a minimum of 30 days prior to the Section Board meeting in which the revocation of the Charter will be discussed. Chapter leadership has the right to appear in person before the Section Board to discuss the proposed revocation of the Charter. If a Charter is revoked, the revocation date is at the discretion of the Section Board.

ARTICLE IX – VOTING AND VOTER ELIGIBILITY

Section 9.1 – Any member of ITE in good standing, excluding student members, shall have voting privileges in the Section if they meet the requirements in *Article II – Membership*.

Section 9.2 – Voting for elective positions, increased dues when required, special assessments, amendments to these Bylaws, petitions to amend the Section Charter, and other matters so designated by the Section Board shall be by secret ballot. The exact methods, written or electronic, used to conduct elections including ensuring secrecy and validation of votes shall be as prescribed and approved by the Section Board.

Section 9.3 – The timelines for voting shall be as indicated in *Article V – Nominations and Elections of Officers* and *Article X – Amendments* of these Bylaws.

Section 9.4 – The Section President shall appoint a Tellers Committee.

Section 9.5 – Final ballots returned by eligible voters to the designee of the President or the tabulated electronic results shall be reviewed by the Tellers Committee. The Tellers Committee shall report the results to the Section President.

Section 9.6 – Except as stated elsewhere within these Bylaws, the candidate, resolution, or petition receiving the highest number of votes, through a membership vote, shall be declared elected or approved. In case of a tie vote, the Section Board shall make the final decision. In the case of a tied election, the outgoing Section Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates. In the case of amendments, increasing dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or special assessments, the adoption provisions of *Article X – Amendments* shall apply.

ARTICLE X – AMENDMENTS

Section 10.1 – Proposals to amend these Bylaws, increase the dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2*, or apply special assessments may be made by resolution of the Section Board or written petition of at least five percent of the voting members of the Section.

Section 10.2 – Bylaws of the Section may be amended after adoption by an affirmative vote of two thirds of the Section Board. Amendments to the Bylaws must be approved by the District after adoption and shall take effect in accordance with the Section Charter. At the Section Board’s discretion, the amendment can instead be put up to the full membership for a vote according to the procedures outlined in *Section 10.3*

Section 10.3 – Any proposal to increase Section dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or apply special assessments must be submitted to the voting membership and shall be on the agenda of the next succeeding Section Meeting occurring not less than 30 days subsequently. Such proposals may be amended by majority vote of the members present at the meeting in any manner pertinent to the original proposal. The proposal, in form as amended, shall be submitted within 30 days after the meeting to the qualified voters and voted upon not less than 30 nor more than 45 days after the meeting. An affirmative vote of two thirds of all ballots cast by qualified voters shall be necessary for the adoption of such proposals.

Approved by the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



Montana Section Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1.1 – As granted and chartered by the Institute of Transportation Engineers, Inc., hereinafter referred to as “ITE,” the Mountain District, hereinafter referred to as the “District,” the name of this organization shall be Montana Section, hereinafter referred to as the “Section”.

Section 1.2 – The mission and purpose of this Section shall be to:

- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section,
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies; and
- Support and mentor students and student chapters within the Section.

The Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 1.3 – The Section logo shall be developed by the Section Board, following guidance in the “ITE Logos and Specifications.” The authorized use of the ITE International logo shall be determined by ITE’s Executive Director.

Section 1.4 – This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized for public purposes.

ARTICLE II – MEMBERSHIP

Section 2.1 – Any ITE member who resides within the geographic area designated for the Section in its Charter with ITE, and who is in good standing with ITE, shall be a member of the Section. Throughout these Bylaws, the term “resides” refers to the individual’s preferred ITE mailing address, at home, place of business, or educational institution.

Section 2.2 – Any ITE member who does not reside within the Section area may join the Section upon payment of the appropriate dues to ITE.

Section 2.3 – Section members shall be entitled to all the privileges of the Section except that Student Members may not vote or hold elective office in the Section.

Section 2.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE III – DUES AND ASSESSMENTS

Section 3.1 – Annual Section dues shall be established by the Section Board and shall be billed by ITE at the time of billing ITE dues. At least 120 days prior to the beginning of ITE’s fiscal year, the Section shall notify ITE Headquarters of the amount established for Section dues for the following fiscal year.

Section 3.2 – The Section Board may not increase annual Section dues by more than 20 percent in any year without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.3 – Special assessments proposed by the Section Board may not be applied without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.4 – Any member whose dues are more than three months in arrears to ITE shall lose the right to vote. If dues become one year in arrears and their membership is terminated by ITE, by extension their membership to the Section is also terminated. Restoration of membership in the Section is contingent upon the clearing of arrears and reinstatement of membership by ITE.

Section 3.5 – All Honorary and Student Members of ITE shall not be subject to Section dues.

ARTICLE IV– OFFICERS AND BOARD

Section 4.1 – The elective officers of the Section shall be at a minimum: President, Vice President, and Secretary-Treasurer. Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office of President, Vice President, or Secretary- Treasurer for more than two consecutive terms.

Section 4.2 – The voting members of the Section Board shall consist of the Elective Officers of the Section described in *Section 4.1*, the Past President and Section Representative to the District Board. All members of the Section Board must be voting members of the Section. No member shall occupy simultaneously more than one office on the Section Board and no member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 – One Representative from the Section shall serve on the District Board. This Section Representative must be a voting member of their Section Board. The Section Representative’s term of office shall be for a period of 2 years.

Section 4.4 – The Section shall elect its Section Representative to serve on the District Board in a manner as described in *Article V – Nomination and Election of Officers*.

Section 4.5 – In the event of a vacancy occurring in the office of Section President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective office as per *Section 4.1*, the Section Board, at its discretion, may appoint a Board Member to fill the unexpired term and/or choose to temporarily assign the respective duties of the vacant position among the remaining elected Section Board members, or appoint a member who was previously elected to the Section Board to the position. If a vacancy occurs in the office of Past President, the Past President whose term has most recently expired and who remains a member of the Section may fill the unexpired term.

In the event of a vacancy in the office of Section Representative, the Section Board shall appoint a member who was previously elected to the Section Board to serve as Section Representative until the next Section election. However, if the Section fails to do so within 60 days, the District Board shall appoint a qualified member from the Section to serve out the unexpired term.

Section 4.6 – The Section Board shall report the names and contact information of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 5.1 – The Section President shall appoint a Nominating Committee chaired by the immediate Past President of the Section.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each office that is up for election. Written consent to serve in the office if elected, must be received from each person nominated.

Section 5.3 – Elections may be held by written ballot or electronically as prescribed in *Article IX - Voting and Voter Eligibility, Section 9.2*.

Section 5.4 – The timeline for the election of Officers and Representative shall be as follows:

Section 5.4.1 – The date of the end of balloting will be determined by the Section Board in all instances.

Section 5.4.2 – The Nominating Committee shall transmit its list of nominees and their written consent to serve to the Section President who shall immediately transmit it to the Section Board at least seventy-five (75) days prior to the end of balloting.

Section 5.4.3 – At least sixty (60) days before the end of balloting, the Section shall announce to the voting members of the Section a list of the candidates nominated by the Nominating Committee.

Section 5.4.4 – At least thirty (30) days before the end of balloting, the Section shall send to each eligible voter a final ballot or electronic message with instructions for voting.

Section 5.4.5 – The votes shall be tabulated within ten (10) days from the end of balloting. The Section Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 – The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to *Article IX – Voting and Voter Eligibility, Section 9.6*.

Section 5.6 – Terms of the elective officers, as per *Article IV – Officers and Board, Section 4.1*, and Section Representative shall begin on January 1 and expire on December 31.

ARTICLE VI – GOVERNMENT

Section 6.1 – The Section President shall preside at meetings of the Section and of the Section Board. In the absence of the President, the Vice President shall preside at meetings and discharge the President’s duties.

Section 6.2 – Official transaction of business at any Section Board meeting requires a quorum. A majority of the Section Board shall constitute a quorum. Once a quorum of the Section Board is established, the affirmative vote of a majority of the Section Board voting members in attendance shall be necessary to take any action. In case of a tie vote, the action is not approved.

Section 6.3 – The Section President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 – The Section President, in concurrence with the Section Board, shall create committees and appoint chairs as may be desirable, with the approval of the Section Board.

Section 6.5 – The Section Board may establish a Section Administrator position. The Administrator shall have a voice at all meetings of the Section Board and should be included in all Board communications but be a non-voting participant of the Board meetings.

Section 6.6 – The membership may, by petition to the Section Board, initiate a vote to determine if a Section officer shall be removed from office. The petition must include at least 30 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the following question shall be submitted to each voting member in the Section for vote by secret ballot: “Shall (Name) be removed from the office of (Office)?” Should the affirmative be carried by two-thirds majority, and at least 50 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner consistent with these Bylaws.

Section 6.7 – The membership may, by petition to the Section Board, initiate a vote to determine if any action of the Section Board shall be rescinded. The petition must include at least 30 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the petitioned action shall be immediately suspended. The Section Board must either rescind the disputed action or within 30 days the following question: “Should the following action of the Section Board be rescinded?” must be submitted to the Section membership for a vote. Should the positive carry a majority, and at least 50 percent of the eligible voters cast ballots, the Section Board action will be rescinded.

Section 6.8 – The Section Board should establish and maintain a Section Procedures Manual for conducting the business of the Section. Such procedures should be in writing and should be contained in a manner available for viewing by members of the Section. Procedures may be established or modified by a majority vote of Section Board members. Section Procedures may not be in violation of the Bylaws. Once established, they should guide the actions of the Board and the Section as long as they are applicable.

ARTICLE VII – MEETINGS

Section 7.1 – There should be an organizational meeting of the Section Board and its committees to plan the new year’s administrative functions of the Section including development of line item budgets, preparation of a calendar of meetings, establishment of committee chairs and discussion of any initiatives or other pertinent matters necessary for the conduct of the Section.

Section 7.2 – Technology such as emails and/or telephone or video conference calls may be employed for transacting business and increasing participation of board members at all Section Board meetings.

Section 7.3 – The Section President may call unanticipated additional meetings of the Section Board, via conference call, as need dictates or upon receipt of a petition signed by the majority of the other members of the Section Board.

Section 7.4 – There shall be a minimum of two meetings of the Section each year, one of which shall be the Annual Business Meeting. The Section Board shall set the date, time and place of regular Section meetings.

Section 7.5 – Robert’s Rules of Order shall govern the conduct of Section Board meetings in all cases to which they are applicable and shall not be in conflict with ITE’s Constitution, other procedural rules of the Section Board, and these Bylaws.

ARTICLE VIII – SECTIONS AND CHAPTERS

Section 8.1 – The Section Board may issue Charters establishing Chapters within its area upon the written request of voting members residing in a proposed Chapter area. The Charter shall be in a form approved by the International Board of Direction. The Section Board may rescind any Charter in the manner provided in such Charter.

Section 8.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 8.3 – The Section shall support and coordinate with any Student Chapters established within its area.

Section 8.4 – If the Charter for a Chapter is under consideration for revocation, the appropriate Chapter leadership must be notified in writing of the contemplated action a minimum of 30 days prior to the Section Board meeting in which the revocation of the Charter will be discussed. Chapter leadership has the right to appear in person before the Section Board to discuss the proposed revocation of the Charter. If a Charter is revoked, the revocation date is at the discretion of the Section Board.

ARTICLE IX – VOTING AND VOTER ELIGIBILITY

Section 9.1 – Any member of ITE in good standing, excluding student members, shall have voting privileges in the Section if they meet the requirements in *Article II – Membership*.

Section 9.2 – Voting for elective positions, increased dues when required, special assessments, amendments to these Bylaws, petitions to amend the Section Charter, and other matters so designated by the Section Board shall be by secret ballot. The exact methods, written or electronic, used to conduct elections including ensuring secrecy and validation of votes shall be as prescribed and approved by the Section Board.

Section 9.3 – The timelines for voting shall be as indicated in *Article V – Nominations and Elections of Officers* and *Article X – Amendments* of these Bylaws.

Section 9.4 – The Section President shall appoint a Tellers Committee.

Section 9.5 – Final ballots returned by eligible voters to the designee of the President or the tabulated electronic results shall be reviewed by the Tellers Committee. The Tellers Committee shall report the results to the Section President.

Section 9.6 – Except as stated elsewhere within these Bylaws, the candidate, resolution, or petition receiving the highest number of votes, through a membership vote, shall be declared elected or approved. In case of a tie vote, the Section Board shall make the final decision. In the case of a tied election, the outgoing Section Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates. In the case of amendments, increasing dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or special assessments, the adoption provisions of *Article X – Amendments* shall apply.

ARTICLE X – AMENDMENTS

Section 10.1 – Proposals to amend these Bylaws, increase the dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2*, or apply special assessments may be made by resolution of the Section Board or written petition of at least five percent of the voting members of the Section.

Section 10.2 – Bylaws of the Section may be amended after adoption by an affirmative vote of two thirds of the Section Board. Amendments to the Bylaws must be approved by the District after adoption and shall take effect in accordance with the Section Charter. At the Section Board’s discretion, the amendment can instead be put up to the full membership for a vote according to the procedures outlined in *Section 10.3*.

Section 10.3 – Any proposal to increase Section dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or apply special assessments must be submitted to the voting membership and shall be on the agenda of the next succeeding Section Meeting occurring not less than 30 days subsequently. Such proposals may be amended by majority vote of the members present at the meeting in any manner pertinent to the original proposal. The proposal, in form as amended, shall be submitted within 30 days after the meeting to the qualified voters and voted upon not less than 30 nor more than 45 days after the meeting. An affirmative vote of two thirds of all ballots cast by qualified voters shall be necessary for the adoption of such proposals.

Approved by the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



Nevada Section Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1.1 – As granted and chartered by the Institute of Transportation Engineers, Inc., hereinafter referred to as “ITE,” Mountain District, hereinafter referred to as the “District,” the name of this organization shall be Nevada Section, hereinafter referred to as the “Section”.

Section 1.2 – The mission and purpose of this Section shall be to:

- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section,
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies; and
- Support and mentor students and student chapters within the Section.

The Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 1.3 – The Section logo shall be developed by the Section Board, following guidance in the “ITE Logos and Specifications.” The authorized use of the ITE International logo shall be determined by ITE’s Executive Director.

Section 1.4 – This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized for public purposes.

ARTICLE II – MEMBERSHIP

Section 2.1 – Any ITE member who resides within the geographic area designated for the Section in its Charter with ITE, and who is in good standing with ITE, shall be a member of the Section. Throughout these Bylaws, the term “resides” refers to the individual’s preferred ITE mailing address, at home, place of business, or educational institution.

Section 2.2 – Any ITE member who does not reside within the Section area may join the Section upon payment of the appropriate dues to ITE.

Section 2.3 – Section members shall be entitled to all the privileges of the Section except that Student Members may not vote or hold elective office in the Section.

Section 2.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE III – DUES AND ASSESSMENTS

Section 3.1 – Annual Section dues shall be established by the Section Board and shall be billed by ITE at the time of billing ITE dues. At least 120 days prior to the beginning of ITE’s fiscal year, the Section shall notify ITE Headquarters of the amount established for Section dues for the following fiscal year.

Section 3.2 – The Section Board may not increase annual Section dues by more than 20 percent in any year without a vote of the Section voting membership following the procedures as specified in *Article X – Amendments*.

Section 3.3 – Special assessments proposed by the Section Board may not be applied without a vote of the Section voting membership following the procedures as specified in *Article X – Amendments*.

Section 3.4 – Any member whose dues are more than three months in arrears to ITE shall lose the right to vote. If dues become one year in arrears and their membership is terminated by ITE, by extension their membership to the Section is also terminated. Restoration of membership in the Section is contingent upon the clearing of arrears and reinstatement of membership by ITE.

Section 3.5 – All Honorary and Student Members of ITE shall not be subject to Section dues.

ARTICLE IV – OFFICERS AND BOARD

Section 4.1 – The elective officers of the Section shall be, at a minimum: President, Vice President, and Secretary-Treasurer. Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office of President, Vice President, or Secretary-Treasurer for more than two consecutive terms.

Section 4.2 – The voting members of the Section Board shall consist of the Elective Officers of the Section described in *Section 4.1*, the Past President and Section Representative to the District Board. All members of the Section Board must be voting members of the Section. No member shall occupy simultaneously more than one office on the Section Board and no member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 – One Representative from the Section shall serve on the District Board. This Section Representative must be a voting member of their respective Section Board. Each Section Representative's term of office shall be for a period of two years.

Section 4.4 – The Section Board shall assign the role of Section Representative to the District Board.

Section 4.5 – In the event of a vacancy occurring in the office of Section President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective office as per *Section 4.1*, the Section Board, at its discretion, may appoint a Board Member to fill the unexpired term and/or choose to temporarily assign the respective duties of the vacant position among the remaining elected Section Board members, or appoint a member who was previously elected to the Section Board to the position. If a vacancy occurs in the office of Past President, the Past President whose term has most recently expired and who remains a member of the Section may fill the unexpired term.

In the event of a vacancy in the office of Section Representative, the Section Board shall appoint a member who was previously elected to the Section Board to serve as Section Representative until the next Section election. However, if the Section fails to do so within 60 days, the District Board shall appoint a qualified member from the Section to serve out the unexpired term.

Section 4.6 – The Section Board shall report the names and contact information of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 5.1 – The Section President shall appoint a Nominating Committee chaired by the immediate Past President of the Section.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each office that is up for election. Written consent to serve in the office if elected, must be received from each person nominated.

Section 5.3 – Elections may be held by written ballot or electronically as prescribed in *Article IX – Voting and Voter Eligibility, Section 9.2*.

Section 5.4 – The timeline for the election of Officers and Representative shall be as follows:

Section 5.4.1 – The date of the end of balloting will be determined by the Section Board in all instances.

Section 5.4.2 – The Nominating Committee shall transmit its list of nominees and their written consent to serve to the Section President who shall immediately transmit it to the Section Board at least seventy-five (75) days prior to the end of balloting.

Section 5.4.3 – At least sixty (60) days before the end of balloting, the Section shall announce to the voting members of the Section a list of the candidates nominated by the Nominating Committee.

Section 5.4.4 – At least thirty (30) days before the end of balloting, the Section shall send to each eligible voter a final ballot or electronic message with instructions for voting.

Section 5.4.5 – The votes shall be tabulated within ten (10) days from the end of balloting. The Section Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 – The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to *Article IX – Voting and Voter Eligibility, Section 9.6*.

Section 5.6 – Terms of the elective officers, as per *Article IV – Officers and Board, Section 4.1*, and Section Representatives shall begin on January 1 and expire on December 31.

ARTICLE VI – GOVERNMENT

Section 6.1 – The Section President shall preside at meetings of the Section and of the Section Board. In the absence of the President, the Vice President shall preside at meetings and discharge the President’s duties.

Section 6.2 – Official transaction of business at any Section Board meeting requires a quorum. A majority of the Section Board shall constitute a quorum. Once a quorum of the Section Board is established, the affirmative vote of a majority of the Section Board voting members in attendance shall be necessary to take any action. In case of a tie vote, the action is not approved.

Section 6.3 – The Section President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 – The Section President, in concurrence with the Section Board, shall create committees and appoint chairs as may be desirable, with the approval of the Section Board.

Section 6.5 – The Section Board may establish a Section Administrator position. The Administrator shall have a voice at all meetings of the Section Board and should be included in all Board communications but be a non-voting participant of the Board meetings.

Section 6.6 – The membership may, by petition to the Section Board, initiate a vote to determine if a Section officer shall be removed from office. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the following question shall be submitted to each voting member in the Section for vote by secret ballot: "Shall (Name) be removed from the office of (Office)?" Should the affirmative be carried by two-thirds majority, and at least 25 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner consistent with these Bylaws.

Section 6.7 – The membership may, by petition to the Section Board, initiate a vote to determine if any action of the Section Board shall be rescinded. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the petitioned action shall be immediately suspended. The Section Board must either rescind the disputed action or within 30 days the following question: "Should the following action of the Section Board be rescinded?" must be submitted to the Section membership for a vote. Should the positive carry a majority, and at least 25 percent of the eligible voters cast ballots, the Section Board action will be rescinded.

Section 6.8 – The Section Board should establish and maintain a Section Procedures Manual for conducting the business of the Section. Such procedures should be in writing and should be contained in a manner available for viewing by members of the Section. Procedures may be established or modified by a majority vote of Section Board members. Section Procedures may not be in violation of the Bylaws. Once established, they should guide the actions of the Board and the Section as long as they are applicable.

ARTICLE VII – MEETINGS

Section 7.1 – There should be an organizational meeting of the Section Board and its committees to plan the new year’s administrative functions of the Section including development of line item budgets,

preparation of a calendar of meetings, establishment of committee chairs and discussion of any initiatives or other pertinent matters necessary for the conduct of the Section.

Section 7.2 – Technology such as emails and/or telephone or video conference calls may be employed for transacting business and increasing participation of board members at all Section Board meetings.

Section 7.3 – The Section President may call unanticipated additional meetings of the Section Board, via conference call, as need dictates or upon receipt of a petition signed by the majority of the other members of the Section Board.

Section 7.4 – There shall be a minimum of two meetings of the Section each year, one of which shall be the Annual Business Meeting. The Section Board shall set the date, time and place of regular Section meetings.

Section 7.5 – Robert’s Rules of Order shall govern the conduct of Section Board meetings in all cases to which they are applicable and shall not be in conflict with ITE’s Constitution, other procedural rules of the Section Board, and these Bylaws.

ARTICLE VIII – SECTIONS AND CHAPTERS

Section 8.1 – The Section Board may issue Charters establishing Chapters within its area upon the written request of voting members residing in a proposed Chapter area. The Charter shall be in a form approved by the International Board of Direction. The Section Board may rescind any Charter in the manner provided in such Charter.

Section 8.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 8.3 – The Section shall support and coordinate with any Student Chapters established within its area.

Section 8.4 – If the Charter for a Chapter is under consideration for revocation, the appropriate Chapter leadership must be notified in writing of the contemplated action a minimum of 30 days prior to the Section Board meeting in which the revocation of the Charter will be discussed. Chapter leadership has the right to appear in person before the Section Board to discuss the proposed revocation of the Charter. If a Charter is revoked, the revocation date is at the discretion of the Section Board.

ARTICLE IX – VOTING AND VOTER ELIGIBILITY

Section 9.1 – Any member of ITE in good standing, excluding student members, shall have voting privileges in the Section if they meet the requirements in *Article II – Membership*.

Section 9.2 – Voting for elective positions, increased dues when required, special assessments, amendments to these Bylaws, petitions to amend the Section Charter, and other matters so designated by the Section Board shall be by secret ballot. The exact methods, written or electronic, used to conduct

elections including ensuring secrecy and validation of votes shall be as prescribed and approved by the Section Board.

Section 9.3 – The timelines for voting shall be as indicated in *Article V – Nominations and Elections of Officers* and *Article X – Amendments* of these Bylaws.

Section 9.4 – The Section President shall appoint a Tellers Committee.

Section 9.5 – Final ballots returned by eligible voters to the designee of the President or the tabulated electronic results shall be reviewed by the Tellers Committee. The Tellers Committee shall report the results to the Section President.

Section 9.6 – Except as stated elsewhere within these Bylaws, the candidate, resolution, or petition receiving the highest number of votes, through a membership vote, shall be declared elected or approved. In case of a tie vote, the Section Board shall make the final decision. In the case of a tied election, the outgoing Section Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates. In the case of amendments, increasing dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or special assessments, the adoption provisions of *Article X – Amendments* shall apply.

ARTICLE X – AMENDMENTS

Section 10.1 – Proposals to amend these Bylaws, increase the dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2*, or apply special assessments may be made by resolution of the Section Board or written petition of at least five percent of the voting members of the Section.

Section 10.2 – Bylaws of the Section may be amended after adoption by an affirmative vote of two thirds of the Section Board. Amendments to the Bylaws must be approved by the District after adoption and shall take effect in accordance with the Section Charter. At the Section Board’s discretion, the amendment can instead be put up to the full membership for a vote according to the procedures outlined in *Section 10.3*

Section 10.3 – Any proposal to increase Section dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or apply special assessments must be submitted to the voting membership and shall be on the agenda of the next succeeding Section Meeting occurring not less than 30 days subsequently. Such proposals may be amended by majority vote of the members present at the meeting in any manner pertinent to the original proposal. The proposal, in form as amended, shall be submitted within 30 days after the meeting to the qualified voters and voted upon not less than 30 nor more than 45 days after the meeting. An affirmative vote of two thirds of all ballots cast by qualified voters shall be necessary for the adoption of such proposals.

Approved by the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



New Mexico Section Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1.1 – As granted and chartered by the Institute of Transportation Engineers, Inc., hereinafter referred to as “ITE,” the Mountain District, hereinafter referred to as the “District,” the name of this organization shall be the New Mexico Section, hereinafter referred to as the “Section”.

Section 1.2 – The mission and purpose of this Section shall be to:

- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section,
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies; and
- Support and mentor students and student chapters within the Section.

The Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 1.3 – The Section logo shall be developed by the Section Board, following guidance in the “ITE Logos and Specifications.” The authorized use of the ITE International logo shall be determined by ITE’s Executive Director.

Section 1.4 – This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized for public purposes.

ARTICLE II – MEMBERSHIP

Section 2.1 – Any ITE member who resides within the geographic area designated for the Section in its Charter with ITE, and who is in good standing with ITE, shall be a member of the Section. Throughout these Bylaws, the term “resides” refers to the individual’s preferred ITE mailing address, at home, place of business, or educational institution.

Section 2.2 – Any ITE member who does not reside within the Section area may join the Section upon payment of the appropriate dues to ITE.

Section 2.3 – Section members shall be entitled to all the privileges of the Section except that Student Members may not vote or hold elective office in the Section.

Section 2.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE III – DUES AND ASSESSMENTS

Section 3.1 – Annual Section dues shall be established by the Section Board and shall be billed by ITE at the time of billing ITE dues. At least 120 days prior to the beginning of ITE’s fiscal year, the Section shall notify ITE Headquarters of the amount established for Section dues for the following fiscal year.

Section 3.2 – The Section Board may not increase annual Section dues by more than 20 percent in any year without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.3 – Special assessments proposed by the Section Board may not be applied without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.4 – Any member whose dues are more than three months in arrears to ITE shall lose the right to vote. If dues become one year in arrears and their membership is terminated by ITE, by extension their membership to the Section is also terminated. Restoration of membership in the Section is contingent upon the clearing of arrears and reinstatement of membership by ITE.

Section 3.5 – All Honorary and Student Members of ITE shall not be subject to Section dues.

ARTICLE IV– OFFICERS AND BOARD

Section 4.1 – The elective officers of the Section shall be: President, Vice President, and Secretary-Treasurer. Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office of President, Vice President, or Secretary-Treasurer for more than two consecutive terms.

Section 4.2 – The voting members of the Section Board shall consist of the Elective Officers of the Section described in *Section 4.1*, the Past President and Section Representative to the District Board. All members of the Section Board must be voting members of the Section. No member shall occupy simultaneously more than one office on the Section Board and no member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 – One Representative from the Section shall serve on the District Board. This Section Representative must be a voting member of their Section Board. The Section Representative’s term of office shall be for a period of 2 years.

Section 4.4 – The Section shall elect its Section Representative to serve on the District Board in a manner as described in *Article V – Nomination and Election of Officers*.

Section 4.5 – In the event of a vacancy occurring in the office of Section President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective office as per *Section 4.1*, the Section Board, at its discretion, may appoint a Board member to fill the unexpired term and/or choose to temporarily assign the respective duties of the vacant position among the remaining elected Section Board members, or appoint a member who was previously elected to the Section Board to the position. If a vacancy occurs in the office of Past President, the Past President whose term has most recently expired and who remains a member of the Section may fill the unexpired term.

In the event of a vacancy in the office of Section Representative, the Section Board shall appoint a member who was previously elected to the Section Board to serve as Section Representative until the next Section election. However, if the Section fails to do so within 60 days, the District Board shall appoint a qualified member from the Section to serve out the unexpired term.

Section 4.6 – The Section Board shall report the names and contact information of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 5.1 – The Section President shall appoint a Nominating Committee chaired by the immediate Past President of the Section.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each office that is up for election. Written consent to serve in the office if elected, must be received from each person nominated.

Section 5.3 – Elections may be held by written ballot or electronically as prescribed in *Article IX - Voting and Voter Eligibility, Section 9.2*.

Section 5.4 – The timeline for the election of Officers and Section Representative shall be as follows:

Section 5.4.1 – The date of the end of balloting will be determined by the Section Board in all instances.

Section 5.4.2 – The Nominating Committee shall transmit its list of nominees and their written consent to serve to the Section President who shall immediately transmit it to the Section Board at least seventy-five (75) days prior to the end of balloting.

Section 5.4.3 – At least sixty (60) days before the end of balloting, the Section shall announce to the voting members of the Section a list of the candidates nominated by the Nominating Committee.

Section 5.4.4 – At least thirty (30) days before the end of balloting, the Section shall send to each eligible voter a final ballot or electronic message with instructions for voting.

Section 5.4.5 – The votes shall be tabulated within ten (10) days from the end of balloting. The Section Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 – The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to *Article IX – Voting and Voter Eligibility, Section 9.6*.

Section 5.6 – Terms of the elective officers, as per *Article IV – Officers and Board, Section 4.1*, and Section Representative shall begin on January 1 and expire on December 31.

ARTICLE VI – GOVERNMENT

Section 6.1 – The Section President shall preside at meetings of the Section and of the Section Board. In the absence of the President, the Vice President shall preside at meetings and discharge the President’s duties.

Section 6.2 – Official transaction of business at any Section Board meeting requires a quorum. A majority of the Section Board shall constitute a quorum. Once a quorum of the Section Board is established, the affirmative vote of a majority of the Section Board voting members in attendance shall be necessary to take any action. In case of a tie vote, the action is not approved.

Section 6.3 – The Section President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 – The Section President, in concurrence with the Section Board, shall create committees and appoint chairs as may be desirable, with the approval of the Section Board.

Section 6.5 – The Section Board may establish a Section Administrator position. The Administrator shall have a voice at all meetings of the Section Board and should be included in all Board communications but be a non-voting participant of the Board meetings.

Section 6.6 – The membership may, by petition to the Section Board, initiate a vote to determine if a Section officer shall be removed from office. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the following question shall be submitted to each voting member in the Section for vote by secret ballot: “Shall (Name) be removed from the office of (Office)?” Should the affirmative be carried by majority, and at least 50 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner consistent with these Bylaws.

Section 6.7 – The membership may, by petition to the Section Board, initiate a vote to determine if any action of the Section Board shall be rescinded. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the petitioned action shall be immediately suspended. The Section Board must either rescind the disputed action or within 30 days the following question: “Should the following action of the Section Board be rescinded?” must be submitted to the Section membership for a vote. Should the positive carry a majority, and at least 50 percent of the eligible voters cast ballots, the Section Board action will be rescinded.

Section 6.8 – The Section Board should establish and maintain a Section Procedures Manual for conducting the business of the Section. Such procedures should be in writing and should be contained in a manner available for viewing by members of the Section. Procedures may be established or modified by a majority vote of Section Board members. Section Procedures may not be in violation of the Bylaws. Once established, they should guide the actions of the Board and the Section as long as they are applicable.

ARTICLE VII – MEETINGS

Section 7.1 – There should be an organizational meeting of the Section Board and its committees as determined appropriate by the Section Board to plan the new year’s administrative functions of the Section including development of line item budgets, preparation of a calendar of meetings, establishment of committee chairs and discussion of any initiatives or other pertinent matters necessary for the conduct of the Section.

Section 7.2 – Technology such as emails and/or telephone or video conference calls may be employed for transacting business and increasing participation of board members at all Section Board meetings.

Section 7.3 – The Section President may call unanticipated additional meetings of the Section Board, via conference call, as need dictates or upon receipt of a petition signed by the majority of the other members of the Section Board.

Section 7.4 – There shall be a minimum of two meetings of the Section each year, one of which shall be the Annual Business Meeting. The Section Board shall set the date, time and place of regular Section meetings.

Section 7.5 – Robert’s Rules of Order shall govern the conduct of Section Board meetings in all cases to which they are applicable and shall not be in conflict with ITE’s Constitution, other procedural rules of the Section Board, and these Bylaws.

ARTICLE VIII – SECTIONS AND CHAPTERS

Section 8.1 – The Section Board may issue Charters establishing Chapters within its area upon the written request of voting members residing in a proposed Chapter area. The Charter shall be in a form approved by the International Board of Direction. The Section Board may rescind any Charter in the manner provided in such Charter.

Section 8.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 8.3 – The Section shall support and coordinate with any Student Chapters established within its area.

Section 8.4 – If the Charter for a Chapter is under consideration for revocation, the appropriate Chapter leadership must be notified in writing of the contemplated action a minimum of 30 days prior to the Section Board meeting in which the revocation of the Charter will be discussed. Chapter leadership has the right to appear in person before the Section Board to discuss the proposed revocation of the Charter. If a Charter is revoked, the revocation date is at the discretion of the Section Board.

ARTICLE IX – VOTING AND VOTER ELIGIBILITY

Section 9.1 – Any member of ITE in good standing, excluding student members, shall have voting privileges in the Section if they meet the requirements in *Article II – Membership*.

Section 9.2 – Voting for elective positions, increased dues when required, special assessments, amendments to these Bylaws, petitions to amend the Section Charter, and other matters so designated by the Section Board shall be by secret ballot. The exact methods, written or electronic, used to conduct elections including ensuring secrecy and validation of votes shall be as prescribed and approved by the Section Board.

Section 9.3 – The timelines for voting shall be as indicated in *Article V – Nominations and Elections of Officers* and *Article X – Amendments* of these Bylaws.

Section 9.4 – The Section President shall appoint a Tellers Committee.

Section 9.5 – Final ballots returned by eligible voters to the designee of the President or the tabulated electronic results shall be reviewed by the Tellers Committee. The Tellers Committee shall report the results to the Section President.

Section 9.6 – Except as stated elsewhere within these Bylaws, the candidate, resolution, or petition receiving the highest number of votes, through a membership vote, shall be declared elected or approved. In case of a tie vote, the Section Board shall make the final decision. In the case of a tied election, the outgoing Section Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates. In the case of amendments, increasing dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or special assessments, the adoption provisions of *Article X – Amendments* shall apply.

ARTICLE X – AMENDMENTS

Section 10.1 – Proposals to amend these Bylaws, increase the dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2*, or apply special assessments may be made by resolution of the Section Board or written petition of at least five percent of the voting members of the Section.

Section 10.2 – Bylaws of the Section may be amended after adoption by an affirmative vote of two thirds of the Section Board. Amendments to the Bylaws must be approved by the District after adoption and shall take effect in accordance with the Section Charter. At the Section Board’s discretion, the amendment can instead be put up to the full membership for a vote according to the procedures outlined in *Section 10.3*.

Section 10.3 – Any proposal to increase Section dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or apply special assessments must be submitted to the voting membership and shall be on the agenda of the next succeeding Section Meeting occurring not less than 30 days subsequently. Such proposals may be amended by majority vote of the members present at the meeting in any manner pertinent to the original proposal. The proposal, in form as amended, shall be submitted within 30 days after the meeting to the qualified voters and voted upon not less than 30 nor more than 45 days after the meeting. An affirmative vote of two thirds of all ballots cast by qualified voters shall be necessary for the adoption of such proposals.

Approved by the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date



Utah Section Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1.1 – As granted and chartered by the Institute of Transportation Engineers, Inc., hereinafter referred to as “ITE,” Mountain District, hereinafter referred to as the “District,” the name of this organization shall be Utah Section, hereinafter referred to as the “Section”.

Section 1.2 – The mission and purpose of this Section shall be to:

- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section,
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies; and
- Support and mentor students and student chapters within the Section.

The Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 1.3 – The Section logo shall be developed by the Section Board, following guidance in the “ITE Logos and Specifications.” The authorized use of the ITE International logo shall be determined by ITE’s Executive Director.

Section 1.4 – This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized for public purposes.

ARTICLE II – MEMBERSHIP

Section 2.1 – Any ITE member who resides within the geographic area designated for the Section in its Charter with ITE, and who is in good standing with ITE, shall be a member of the Section. Throughout these Bylaws, the term “resides” refers to the individual’s preferred ITE mailing address, at home, place of business, or educational institution.

Section 2.2 – Any ITE member who does not reside within the Section area may join the Section upon payment of the appropriate dues to ITE.

Section 2.3 – Section members shall be entitled to all the privileges of the Section except that Student Members may not vote or hold elective office in the Section.

Section 2.4 – Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE III – DUES AND ASSESSMENTS

Section 3.1 – Annual Section dues shall be established by the Section Board and shall be billed by ITE at the time of billing ITE dues. At least 120 days prior to the beginning of ITE’s fiscal year, the Section shall notify ITE Headquarters of the amount established for Section dues for the following fiscal year.

Section 3.2 – The Section Board may not increase annual Section dues by more than 20 percent in any year without a vote of the Section voting membership following the procedures as specified in *Article X – Amendments*.

Section 3.3 – Special assessments proposed by the Section Board may not be applied without a vote of the Section voting membership following the procedures as specified in *Article X – Amendments*.

Section 3.4 – Any member whose dues are more than three months in arrears to ITE shall lose the right to vote. If dues become one year in arrears and their membership is terminated by ITE, by extension their membership to the Section is also terminated. Restoration of membership in the Section is contingent upon the clearing of arrears and reinstatement of membership by ITE.

Section 3.5 – All Honorary and Student Members of ITE shall not be subject to Section dues.

ARTICLE IV – OFFICERS AND BOARD

Section 4.1 – The elective officers of the Section shall be: President, Vice President, Secretary, and Treasurer. Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office of President, Vice President, Secretary, or Treasurer for more than two consecutive terms.

Section 4.2 – The voting members of the Section Board shall consist of the Elective Officers of the Section described in *Section 4.1*, the Past President and Section Representative to the District Board. All members of the Section Board must be voting members of the Section. No member shall occupy simultaneously more than one office on the Section Board and no member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 – One Representative from the Section shall serve on the District Board. This Section Representative must be a voting member of their respective Section Board. Each Section Representative's term of office shall be for a period of two years.

Section 4.4 – The Section shall elect Section Representatives to serve on the District Board in a manner as described in *Article V – Nomination and Election of Officers*.

Section 4.5 – In the event of a vacancy occurring in the office of Section President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective office as per *Section 4.1*, the Section Board, at its discretion, may appoint a Board Member to fill the unexpired term and/or choose to temporarily assign the respective duties of the vacant position among the remaining elected Section Board members, or appoint a member who was previously elected to the Section Board to the position. If a vacancy occurs in the office of Past President, the Past President whose term has most recently expired and who remains a member of the Section may fill the unexpired term.

In the event of a vacancy in the office of Section Representative, the Section Board shall appoint a member who was previously elected to the Section Board to serve as Section Representative until the next Section election. However, if the Section fails to do so within 60 days, the District Board shall appoint a qualified member from the Section to serve out the unexpired term.

Section 4.6 – The Section Board shall report the names and contact information of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 5.1 – The Section President shall appoint a Nominating Committee chaired by the immediate Past President of the Section.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each office that is up for election. Written consent to serve in the office if elected, must be received from each person nominated.

Section 5.3 – Elections may be held by written ballot or electronically as prescribed in *Article IX – Voting and Voter Eligibility, Section 9.2*.

Section 5.4 – The timeline for the election of Officers and Representative shall be as follows:

Section 5.4.1 – The date of the end of balloting will be determined by the Section Board in all instances.

Section 5.4.2 – The Nominating Committee shall transmit its list of nominees and their written consent to serve to the Section President who shall immediately transmit it to the Section Board at least forty-five (45) days prior to the end of balloting.

Section 5.4.3 – At least thirty (30) days before the end of balloting, the Section shall announce to the voting members of the Section a list of the candidates nominated by the Nominating Committee.

Section 5.4.4 – At least thirty (30) days before the end of balloting, the Section shall send to each eligible voter a final ballot or electronic message with instructions for voting.

Section 5.4.5 – The votes shall be tabulated within ten (10) days from the end of balloting. The Section Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 – The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to *Article IX – Voting and Voter Eligibility, Section 9.6*.

Section 5.6 – Terms of the elective officers, as per *Article IV – Officers and Board, Section 4.1*, and Section Representatives shall begin on January 1 and expire on December 31.

ARTICLE VI – GOVERNMENT

Section 6.1 – The Section President shall preside at meetings of the Section and of the Section Board. In the absence of the President, the Vice President shall preside at meetings and discharge the President's duties.

Section 6.2 – Official transaction of business at any Section Board meeting requires a quorum. A majority of the Section Board shall constitute a quorum. Once a quorum of the Section Board is established, the affirmative vote of a majority of the Section Board voting members in attendance shall be necessary to take any action. In case of a tie vote, the action is not approved.

Section 6.3 – The Section President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 – The Section President, in concurrence with the Section Board, shall create committees and appoint chairs as may be desirable, with the approval of the Section Board.

Section 6.5 – The Section Board may establish a Section Administrator position. The Administrator shall have a voice at all meetings of the Section Board and should be included in all Board communications but be a non-voting participant of the Board meetings.

Section 6.6 – The membership may, by petition to the Section Board, initiate a vote to determine if a Section officer shall be removed from office. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the following question shall be submitted to each voting member in the Section for vote by secret ballot: "Shall (Name) be removed from the office of (Office)?" Should the affirmative be carried by two-thirds majority, and at least 25 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner consistent with these Bylaws.

Section 6.7 – The membership may, by petition to the Section Board, initiate a vote to determine if any action of the Section Board shall be rescinded. The petition must include at least 20 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the petitioned action shall be immediately suspended. The Section Board must either rescind the disputed action or within 30 days the following question: "Should the following action of the Section Board be rescinded?" must be submitted to the Section membership for a vote. Should the positive carry a majority, and at least 25 percent of the eligible voters cast ballots, the Section Board action will be rescinded.

Section 6.8 – The Section Board should establish and maintain a Section Procedures Manual for conducting the business of the Section. Such procedures should be in writing and should be contained in a manner available for viewing by members of the Section. Procedures may be established or modified by a majority vote of Section Board members. Section Procedures may not be in violation of the Bylaws. Once established, they should guide the actions of the Board and the Section as long as they are applicable.

ARTICLE VII – MEETINGS

Section 7.1 – There should be an organizational meeting of the Section Board to plan the new year's administrative functions of the Section including development of line item budgets, preparation of a calendar of meetings, establishment of committee chairs and discussion of any initiatives or other pertinent matters necessary for the conduct of the Section.

Section 7.2 – Technology such as emails and/or telephone or video conference calls may be employed for transacting business and increasing participation of board members at all Section Board meetings.

Section 7.3 – The Section President may call unanticipated additional meetings of the Section Board, via conference call, as need dictates or upon receipt of a petition signed by the majority of the other members of the Section Board.

Section 7.4 – There shall be a minimum of two meetings of the Section each year, one of which shall be the Annual Business Meeting. The Section Board shall set the date, time and place of regular Section meetings.

Section 7.5 – Robert's Rules of Order shall govern the conduct of Section Board meetings in all cases to which they are applicable and shall not be in conflict with ITE's Constitution, other procedural rules of the Section Board, and these Bylaws.

ARTICLE VIII – SECTIONS AND CHAPTERS

Section 8.1 – The Section Board may issue Charters establishing Chapters within its area upon the written request of voting members residing in a proposed Chapter area. The Charter shall be in a form approved by the International Board of Direction. The Section Board may rescind any Charter in the manner provided in such Charter.

Section 8.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 8.3 – The Section shall support and coordinate with any Student Chapters established within its area.

Section 8.4 – If the Charter for a Chapter is under consideration for revocation, the appropriate Chapter leadership must be notified in writing of the contemplated action a minimum of 30 days prior to the Section Board meeting in which the revocation of the Charter will be discussed. Chapter leadership has the right to appear in person before the Section Board to discuss the proposed revocation of the Charter. If a Charter is revoked, the revocation date is at the discretion of the Section Board.

ARTICLE IX – VOTING AND VOTER ELIGIBILITY

Section 9.1 – Any member of ITE in good standing, excluding student members, shall have voting privileges in the Section if they meet the requirements in *Article II – Membership*.

Section 9.2 – Voting for elective positions, increased dues when required, special assessments, amendments to these Bylaws, petitions to amend the Section Charter, and other matters so designated by the Section Board shall be by secret ballot. The exact methods, written or electronic, used to conduct elections including ensuring secrecy and validation of votes shall be as prescribed and approved by the Section Board.

Section 9.3 – The timelines for voting shall be as indicated in *Article V – Nominations and Elections of Officers* and *Article X – Amendments* of these Bylaws.

Section 9.4 – The Section President shall appoint a Tellers Committee.

Section 9.5 – Final ballots returned by eligible voters to the designee of the President or the tabulated electronic results shall be reviewed by the Tellers Committee. The Tellers Committee shall report the results to the Section President.

Section 9.6 – Except as stated elsewhere within these Bylaws, the candidate, resolution, or petition receiving the highest number of votes, through a membership vote, shall be declared elected or approved. In case of a tie vote, the Section Board shall make the final decision. In the case of a tied election, the outgoing Section Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates. In the case of amendments, increasing dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or special assessments, the adoption provisions of *Article X – Amendments* shall apply.

ARTICLE X – AMENDMENTS

Section 10.1 – Proposals to amend these Bylaws, increase the dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2*, or apply special assessments may be made by resolution of the Section Board or written petition of at least five percent of the voting members of the Section.

Section 10.2 – Bylaws of the Section may be amended after adoption by an affirmative vote of two thirds of the Section Board. Amendments to the Bylaws must be approved by the District after adoption and shall take effect in accordance with the Section Charter. At the Section Board’s discretion, the amendment can instead be put up to the full membership for a vote according to the procedures outlined in *Section 10.3*.

Section 10.3 – Any proposal to increase Section dues by more than the maximum specified in *Article III – Dues and Assessments, Section 3.2* or apply special assessments must be submitted to the voting membership and shall be on the agenda of the next succeeding Section Meeting occurring not less than 30 days subsequently. Such proposals may be amended by majority vote of the members present at the meeting in any manner pertinent to the original proposal. The proposal, in form as amended, shall be submitted within 30 days after the meeting to the qualified voters and voted upon not less than 30 nor more than 45 days after the meeting. An affirmative vote of two thirds of all ballots cast by qualified voters shall be necessary for the adoption of such proposals.

Approved by the District Board of the Mountain District of the
Institute of Transportation Engineers



Paul Barricklow
ITE Mountain District President

9/2/2020

Date

APPENDIX E

Chapter Charters and Bylaws



**SOUTHERN ARIZONA CHAPTER CHARTER
OF THE ARIZONA SECTION
DISTRICT 6
INSTITUTE OF TRANSPORTATION ENGINEERS**

Adopted November 30, 2000
Amended _____ 2004

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred as the Institute, and as authorized by Article IV, Section 4.6 of the Charter granted to the Arizona Section by District 6, the Executive Board of the Arizona Section, as recorded in the minutes of its meeting on November 30, 2000, meeting date grants this Charter for the Southern Arizona Chapter of the Institute, hereinafter referred to as the Chapter.

Section 1.2 - This Charter shall be effective beginning December 1, 2000, and shall remain in effect, including any amendments, until rescinded by the Arizona Section Executive Board.

Section 1.3 - This Charter shall, on the date it becomes effective or amended, supersede any previous charter of the Chapter and shall annul any Bylaws of the Chapter that may be in conflict with it.

ARTICLE II - AREA AND PURPOSE

Section 2.1 - The designated area for this Chapter shall be the area encompassed by the Counties of Cochise, Graham, Greenlee, Pima, and Santa Cruz, in the State of Arizona.

Section 2.2 - The purpose of this Chapter shall be to:

- a. Advance the objectives of the Institute and the Arizona Section;
- b. Foster closer association of Chapter members with each other and with members of the Arizona Section and the Institute;

- c. Encourage members to prepare and/or discuss documentation;
- d. Encourage members to discuss transportation experiences or matters of local interest;
- e. Prepare suggestions on matters of policy to the Arizona Section and the Institute Boards of Direction;
- f. Cooperate with other local engineering groups on matters of common interest;
- g. Present the transportation and traffic engineering point of view consistent with established Institute policies; and
- h. Encourage transportation and traffic engineering education to fulfill local and statewide needs.

Section 2.3 – To assist in advancing the purposes shown above, this Chapter shall be exclusively administered and operated to receive, administer and expend funds for the charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax in that Internal Revenue Code section.

Section 2.4 – No substantial part of the activities of the Chapter shall be directed toward carrying on propaganda or otherwise attempting to influence legislation (except otherwise provided by Internal Revenue Code 501(h)) and it does not participate in, or intervene in (including publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 2.5 – No part of the net earning of the Chapter shall inure to the benefit of any member, trustee, director, officer of the organization or any private individual (except reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, director, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization’s assets on dissolution of the organization.

Section 2.6 – In the event of dissolution, all of the remaining assets and property of the Chapter shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code.

Section 2.7 – In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942 and the organization shall not:

- a. Engage in any act of self-dealing as defined in Internal Revenue Code 4941(d)
- b. Retain any excess business holdings as defined in Internal Revenue Code 4942(c)
- c. Make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or
- d. Make any taxable expenditures as defined in Internal Revenue Code 4944, or corresponding provisions of any subsequent Federal tax law.

ARTICLE III - MEMBERSHIP

Section 3.1 – Throughout this charter the term “resides” refers to the individual’s preferred Institute mailing address, either home or place of business.

Section 3.2 - Any Institute member or Arizona Section Affiliate who resides within the area designated for the Chapter shall be eligible for membership in the Chapter.

Section 3.3 - Any Institute member or Arizona Section Affiliate who does not reside in the Chapter designated area may join the Chapter even though they do not reside in the Chapter designated area by obtaining approval of the Chapter and a waiver of objection from the Section or Chapter designated for the area in which they resides.

Section 3.4 - An individual may be eligible for membership as a Chapter Affiliate if:

- a. They are eligible to be an Institute member or an Arizona Section Affiliate, but have chosen not to pursue that form of membership;
- b. They are not currently eligible to be a member of the Institute, but is accumulating experience toward Institute membership or affiliation;
- c. They are performing sub-professional work in transportation or traffic engineering;
- d. They are a student in a recognized engineering school;
- e. They are professionally engaged in transportation, traffic engineering, or other related fields;
or
- f. They are in a position to work with and assist transportation and traffic engineers by virtue of official position or commercial employment (elected or appointed officials and vendors or manufacturers in transportation or a related field).

Section 3.5 - The total number of approved Chapter and Arizona Section Affiliates shall not exceed 50 percent of the total number of Chapter members in the Chapter.

Section 3.6 - The Chapter shall establish the manner in which persons may apply for or be invited into Chapter membership or affiliation as well as the manner in which such membership or affiliation may be terminated. However no restrictions on Chapter membership shall be placed on any member of the Institute or Arizona Section Affiliate who is in good standing with the Institute or the Arizona Section other than those stated in this article.

ARTICLE IV - GOVERNMENT

Section 4.1 - The government of the Chapter shall be vested in its elected officers and available past president, who shall constitute a Chapter Executive Board, as provided in the Bylaws of the Chapter. The Chapter Bylaws may specify such elective officers as the Chapter desires, provided that there shall be a President, at least one Vice President, a Secretary and a Treasurer or a Secretary-Treasurer, who shall all be voting members of the Institute (Institute Affiliates and student members are excluded).

Section 4.2 - The Chapter Executive Board shall manage the affairs of the Chapter in conformity with the provisions of this Charter and Bylaws of the Chapter and the policies of the Institute and the Arizona Section.

Section 4.3 - Bylaws of the Chapter shall provide the manner of nominating and electing officers of the Chapter and shall specify their terms of office.

Section 4.4 - The Chapter shall adopt Bylaws to govern the appointment of committees, the number and times of meetings, the assessment of fees and dues, the method of amending the Bylaws and other matters as the Chapter may desire, provided such Bylaws do not conflict with this Charter, the Constitution or policies of the Institute, the District 6 Charter and Bylaws, the Arizona Section Charter and Bylaws, or the Boards of Direction/Executive Board of the Institute, District 6, and the Arizona Section.

Section 4.5 - Bylaws of the Chapter may be adopted and amended after adoption only if the proposition is submitted in writing to all voting members of the Chapter at least thirty days in advance of the date on which action is proposed.

Section 4.6 - The Chapter does not have the authority to charter an organizational subdivision within its boundaries.

Section 4.7 - Bylaws of the Chapter shall not take effect until filed with and approved by the Arizona Section Executive Board and District 6 Board and the approved Bylaws have been filed with the Institute. At any time thereafter, the Arizona Section Executive Board may annul any part of the Chapter Bylaws that it considers to be contrary to the Constitution or best interests of the Arizona Section, District 6, or the Institute by giving notice in writing to the elected officers of the Chapter, District 6 and the Institute.

ARTICLE V - RELATION OF CHAPTER TO ARIZONA SECTION, DISTRICT 6, AND THE INSTITUTE

Section 5.1 - The Chapter shall not speak for the Arizona Section, District 6 or the Institute unless authorized in the particular matter in question by the Arizona Section Executive Board, the District Board or the Board of Direction of the Institute, respectively.

Section 5.2 - The Chapter shall not identify itself with national groups or organizations, but may identify itself with local or area-wide groups or organizations.

Section 5.3 - Names and addresses of all elected officers of the Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Arizona Section, District 6, and the Institute within 30 days after election.

Section 5.4 - The Chapter shall submit a written annual report to the Arizona Section and District 6 in February of each year. The report shall include a summary of the Chapter activities for the previous year.

Section 5.5 - The Section, District 6, and the Institute will not be responsible for debts contracted by the Chapter. Upon mutual written agreement between the Executive Boards of the Arizona Section and the Chapter, the Arizona Section may allocate a percentage of the Arizona Section annual dues to

the Chapter on a per Arizona Section member and Affiliate basis. No dues or fees will be required to be paid by the Chapter to the Arizona Section, District 6, or the Institute.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 – The Chapter Executive Board will be notified in writing by the Arizona Section and/or District 6 Executive Boards of any proposed amendments to or the withdrawal of this Charter at least 30 days prior to the next Arizona Section or District 6 Executive Board meeting so that the Chapter may have an opportunity for a hearing before the appropriate Executive Board concerning the proposed amendment or withdrawal. The amendment with or without change shall become effective 30 days after the next scheduled Executive Board meeting following notification.

Section 6.2 – The Chapter may petition the Arizona Section or District 6 to amend this Charter or rescind withdrawal action. The Arizona Section or District 6 will act on the petition at a regular Executive Board meeting scheduled within 90 days after receipt of the petition and thus initiate the procedure described in Section 6.1 of this Charter, giving the Chapter an opportunity for a hearing if the petition is denied.

Section 6.3 – Proposals to amend Chapter Bylaws or petition amendments to the Charter may be made by resolution of the Chapter Executive Board or by written petition signed by at least 10 percent of the voting membership.

Approved by Southern Arizona Chapter, June xx, 2004

Diahn Swartz, President

Approved by Arizona Section, June xx, 2004

Sarath Joshua, President

Approved by District 6, June 20, 2004

Ransford S. McCourt, President



**SOUTHERN ARIZONA CHAPTER BYLAWS
ARIZONA SECTION
DISTRICT 6
INSTITUTE OF TRANSPORTATION ENGINEERS**

Adopted November 30, 2000
Amended September 1, 2004

ARTICLE 1 - ADMINISTRATION

Section 1.1 - The Southern Arizona Chapter of the Arizona Section of the Institute of Transportation Engineers shall be administered as specified in the Chapter Charter.

ARTICLE 2 - MEMBERSHIP

Section 2.1 – Any Institute member (as defined in the Institute Constitution) who satisfies Charter Section 2.1 and Article III and who is in good standing in the Arizona Section and the Institute shall be a member of the Chapter.

Section 2.2 – Individuals who meet the requirements of Charter Sections 2.1 and 3.4 may become Chapter Affiliates.

Section 2.3 - Chapter Affiliate membership application forms shall be as prescribed by the Chapter Executive Board. The Chapter Secretary/Treasurer shall maintain the approved application form for each Chapter Affiliate.

Section 2.4 – Approval of Chapter Affiliates shall be by a vote of the Chapter Executive Board. An affirmative vote by a majority of those attending shall be required for approval.

Section 2.5 - Institute members and Arizona Section members who are members of the Chapter shall be entitled to all the privileges of membership of the Chapter, except that Student members may not vote or hold elective office in the Chapter. Chapter Affiliates shall be entitled to all the privileges of the Chapter, except they may not hold elective office.

Section 2.6 - Inactive membership and resignations shall be in accordance with the Institute Constitution.

ARTICLE 3 – RESIGNATION AND EXPLUSION

Section 3.1 – A Chapter member or Affiliate may resign from the Chapter by communication to the Chapter Executive Board. If Chapter dues have been paid, the Board shall accept the resignation in good standing.

Section 3.2 – Any Chapter member or Affiliate whose dues are more than one year in arrears shall be dropped from the Chapter membership by the Chapter Executive Board.

Section 3.3 – Any Chapter member whose Institute membership has been forfeited shall also forfeit membership in the Chapter. The individual will be reinstated to membership in the Chapter only if reinstated to membership by the Institute. Any Chapter member who is placed on inactive status by the Institute Board of Direction shall also be placed on the inactive status by the Chapter Executive Board.

Section 3.4 – Any Chapter Affiliate who, by reason of any change in occupation or profession, except by retirement, and ceases to be in contact regularly and frequently with transportation and traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Chapter without prejudice.

Section 3.5 – The Chapter Executive Board shall periodically review the qualifications of Chapter Affiliates. Upon meeting minimum qualifications for Institute membership the Chapter Affiliates shall be encouraged to apply for such membership.

Section 3.6 – Any Chapter member or Affiliate who advertises, uses, or attempts to use identification with the Chapter in any manner whatsoever with the intent to derive personal gain there from shall forfeit affiliation with the Chapter.

Section 3.7 – The Chapter Executive Board shall consider the expulsion of any Chapter Affiliate (a) upon relevant information coming to its notice, or (b) upon the written request of five or more members that, for the cause set forth, a person identified as a Chapter Affiliate be expelled. The Chapter Executive Board shall thereupon follow the procedure set forth in Article II Section 18 of the Institute Constitution. In the event that such charge is brought against a member of or an Affiliate of the Institute, the Chapter Executive Board shall immediately refer the matter to the Institute Board of Direction.

ARTICLE 4 - ANNUAL DUES

Section 4.1 – There shall be no initiation or entrance fees.

Section 4.2 – Annual dues of the Chapter, if deemed necessary, shall be established by the Chapter Executive Board. Institute members not required to pay Institute dues shall not be required to pay Chapter dues. Dues for students may be at a reduced rate determined by the Chapter Executive Board.

Section 4.3 - Annual dues shall not be increased by more than 10 percent in any year without majority vote of voting members casting votes.

Section 4.4 –The Chapter Executive Board may coordinate with the Institute regarding use of their invoicing resources to collect Chapter dues, if Chapter dues exist.

Section 4.5 – Dues of new Chapter Affiliates shall be payable upon approval their membership application. A 50 percent reduction in dues shall be given to those joining during the last six months of the membership period.

Section 4.6 – A special assessment may be established if approved by a majority vote of the Chapter membership.

Section 4.7 – All conferences and meetings conducted by the Chapter shall be planned on a financially self-supporting basis. Higher registration fees may be charged to those attendees who are not Chapter members or Affiliates.

ARTICLE 5 - OFFICERS AND EXECUTIVE BOARD

Section 5.1 - The elective offices of the Chapter shall include a President, a Vice President, and a Secretary/Treasurer. The President, Vice President, and Secretary/Treasurer will assume office on September 1.

Section 5.2 – The three elective offices of the Chapter shall be held by voting members of the Institute, who are in good standing with the Chapter, the Arizona Section, District 6, and the Institute.

Section 5.3 - The terms of the President, Vice President, and Secretary/Treasurer shall be for one year. No officer shall occupy the same elective office for more than two consecutive terms, if re-elected.

Section 5.3 - The Chapter Executive Board shall consist of the three elective officers and the one available past president whose term has most recently expired.

Section 5.4 - In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in the office of the Vice President, or the Secretary/Treasurer, the Chapter Executive Board shall appoint an Institute member or officer to fill the unexpired term.

ARTICLE 6 - NOMINATION AND ELECTION OF OFFICERS

Section 6.1 – The President shall either designate a Nominating Committee or the Chapter Executive Board to nominate one or more qualified candidates for each office. The Vice President shall be one of those nominated for President. The Secretary/Treasurer shall be one of those nominated for Vice President.

Section 6.2 – To be eligible and qualified to hold the office of President, the Vice President or Secretary/Treasurer, the candidate must:

- a. Be a voting member of the Institute; and

b. Be in good standing with the Chapter, the Arizona Section, District 6, and the Institute.

Section 6.3 - The President shall call for nominations for the offices from the floor of the regular membership meeting and/or through the Chapter newsletter in March.

Section 6.4 - Not later than April 15, the Secretary/Treasurer shall issue to each eligible voter a final ballot listing the candidates nominated for office. Final ballots shall be returned by eligible voters to the Secretary/Treasurer no later than May 30 of each year. The candidate receiving the highest number of votes for each office shall be declared elected. In case of tie, the Chapter Executive Board shall select one of the candidates.

ARTICLE 7 - GOVERNMENT

Section 7.1 - The government of the Chapter shall be vested in the Chapter Executive Board, which shall meet at such times and places as it may deem necessary.

Section 7.2 - A majority of the Chapter Executive Board shall constitute a quorum.

Section 7.3 - The Chapter Executive Board shall act upon all proposals received from its Committees or the membership assembled at regular meetings on matters intended as policies, standards or recommendations of the Chapter. Action on such proposals shall be taken no later than six months after submittal to the Chapter Executive Board. Approval by the Chapter Executive Board shall be required before Chapter policies, standards or recommendations shall be official statements.

Section 7.4 - The President shall preside at the meetings of the Chapter and the Executive Board. However, when the President is unable to do so, the Vice President shall preside at meetings and discharge the duties of the President.

Section 7.5 - The President shall appoint committees and coordinators, with the approval of the Chapter Executive Board. Committees may include but not be limited to membership, Technical, Public Information, Career Guidance, Student Chapter, Legislative, Social, and Newsletter. The President shall be an ex-officio member of all committees, except the Nomination Committee. The President shall coordinate the work of the various committees.

Section 7.6 - The membership, by petition to the Chapter Executive Board, may initiate a vote to determine if any officer shall be deposed from office. The petitioners must include at least 20 percent of the eligible voters in the Chapter. Within 30 days after receipt of the petition by the Chapter Executive Board, the following question shall be submitted to each member eligible to vote for the office in question for a vote by secret ballot. "Shall _____ be deposed of the office of _____?" Should the affirmative carry a majority and if at least 50 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner prescribed in Bylaws Article 5 and 6.

Section 7.7 - The membership, by petition to the Chapter Executive Board, may initiate a vote to determine if any action of the Board shall be rescinded. The petitioners must include at least 20 percent of the eligible voters in the Chapter. Upon receipt of such petition by the Chapter Executive Board, the petitioned action shall be suspended and within 30 days the following question shall be submitted to each eligible voter for vote by secret ballot: "Should the following action of the Executive Board be upheld _____?" Should the negative carry a majority and at least 50 percent of the eligible voters cast ballots, the petitioned action shall be rescinded; otherwise the suspension shall be lifted.

ARTICLE 8 - CHAPTER MEETINGS

Section 8.1 - Regular meetings of the Chapter shall be held as determined by a consensus of the membership, and formalized by the Chapter Executive Board. The Chapter Executive Board or President may call a special Chapter meeting. However, no action affecting the Chapter shall be taken at any special Chapter meeting unless at least fourteen calendar days written notice concerning the meeting and proposed action has been sent to all Chapter members and Chapter Affiliates.

Section 8.2 - The Annual Business Meeting of the Chapter shall normally be held in September. A report of the financial condition of the Chapter shall be made at the Annual Business Meeting.

Section 8.3 - Installation ceremonies of new officers shall be held during the Annual Business Meeting.

Section 8.4 - Chapter business may be conducted at any regular Chapter meeting.

ARTICLE 9 - VOTING AND VOTING ELIGIBILITY

Section 9.1 - All Chapter members and Affiliates in good standing shall be eligible to vote, except student members as noted in Section 2.5.

Section 9.2 - Voting for officers, amendments to these Bylaws, petitions to amend the Charter, and for other matters which affect the relationship of the Chapter to the Arizona Section and District 6 shall be by secret ballot.

Section 9.3 - Any Chapter member or Affiliate whose Chapter dues are in arrears as defined in Section 3.2 shall be ineligible to vote.

ARTICLE 10 - AMENDMENTS

Section 10.1 - Proposals to amend these bylaws or to petition amendments to the Charter may be made by resolution of the Chapter Executive Board or by written petition signed by at least 10 percent of the voting membership.

Section 10.2 - Proposed amendments to these Bylaws shall be submitted to the membership qualified to vote and shall be on the order of business of the next regular meeting. Such amendments may be

modified in any manner pertinent to the original amendment by a majority vote of those qualified voting members attending the regular meeting. Following the meeting on the amendment, a vote of the qualified voting Chapter members and Chapter Affiliates shall be conducted on the proposed amendment. A majority of all the ballots cast shall be necessary for the adoption of any amendment.

Section 10.3 – Bylaws of the Chapter may be adopted and amended after adoption only if the proposition is submitted in writing to all voting members of the Chapter at least 30 days in advance of the date in which action is proposed.

Section 10.4 – Bylaws of the Chapter shall not take effect until approved by the Arizona Section Executive Board and District 6 Board and the approved Bylaws have been filed with the Institute. At any time thereafter, the Arizona Section Executive Board may annul any part of the Chapter Bylaws that it considered to be contrary to the Constitution or best interests of the Arizona Section, District 6, or the Institute by giving notice in writing to the elected officers of the Chapter, District 6, and the Institute.

Approved by Southern Arizona Chapter, June xx, 2004

Diahn Swartz, President

Approved by Arizona Section, June xx, 2004

Sarath Joshua, President

Approved by District 6, June 20, 2004

Ransford S. McCourt, President



Southern Colorado Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as "ITE", the Colorado/Wyoming Section, hereinafter referred to as the "Section", as recorded in the minutes of the Section Board meeting on September 8, 2022, and as approved by the International Board of Direction of ITE, hereinafter referred to as the "IBOD" as recorded in the minutes of its meeting on {INSERT DATE}, grants this Charter for the Southern Colorado Chapter of ITE, hereinafter referred to as the "Chapter."

Section 1.2 - This Charter shall be effective beginning September 8, 2022, and shall remain in effect, including any amendments, until rescinded by the Section Board.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Chapter enrolling members from the designated area and shall annul any bylaws of such a Chapter which may be in conflict with it.

ARTICLE II - AREA AND PURPOSE

Section 2.1 - The area designated as that of this Chapter shall be the Southern Colorado area, or as the area shall be established from time to time by the Section Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the Section by the IBOD.

Section 2.2 - To assist in advancing the purposes shown below, this Chapter shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this Chapter shall be to:

- Serve as an extension of an ITE Section at a local level;
- Support the overall goals and objectives of ITE;
- Support Section activities and coordinate with the Section in carrying out the Chapter mission and purpose;
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies;
- Support and mentor students and student chapters within the Chapter.

Section 2.3 - This Chapter is considered a branch of the Section and will not have its own assets or banking, etc.

Section 2.4 - The Section will establish the appropriate guidelines for managing the chapter in their procedures manual.

ARTICLE III - MEMBERSHIP

Section 3.1 - ITE members of any grade who, according to ITE records, are located within the area designated for the Chapter, can be a member of the Chapter.

Section 3.2 - The Chapter shall not charge annual dues.

Section 3.3 – A Chapter member whose ITE membership has been forfeited shall also forfeit membership in the Chapter. Any Chapter member who is placed on inactive status by ITE shall also be placed on inactive status by the Chapter Board. Members will be reinstated to membership in the Chapter only if reinstated to membership in ITE.

ARTICLE IV - GOVERNMENT

Section 4.1 – Upon the adoption of this Charter, the existing Section Board that established the Chapter shall select a Chapter Representative to serve as liaison between the Section and Chapter.

Section 4.2 – The Chapter members may choose to adopt bylaws that set forth the governance and administration of the Chapter in accordance with this Charter.

Section 4.3 – The Chapter members shall manage the affairs of the Chapter in conformity with the provisions of this Charter, the policies and procedures of the Section, actions of the Section Board, the Constitution and policies of ITE, and the actions of the IBOD.

ARTICLE V - RELATION OF CHAPTER TO SECTION AND ITE

Section 5.1 - The Chapter shall not speak for the Section or ITE unless authorized in the particular matter by the Section Board, District Board, or the IBOD, respectively. The Chapter may speak for itself on matters pertinent to its geographical area.

Section 5.2 - Chapters are encouraged to develop relationships with other not for profit associations at the same level in which the Chapter operates in the development of meetings and educational programs for ITE members. The Chapter should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - The Section, District, and ITE will not be responsible for debts contracted by the Chapter. No dues will be required to be paid by the Chapter to ITE or the Section.

Section 5.4 – The Chapter shall submit a written annual report to the Section Board each year. The report shall include a summary of the Chapter's activities for the previous year.

ARTICLE VII - AMENDMENT OF CHARTER

Section 7.1 – The Chapter will be notified in writing by the Section Board of any proposed amendment to, or withdrawal of, this Charter so that the Chapter may have an opportunity for a hearing before the Section Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the Section Board to the District Board, then to the IBOD for approval and shall become effective on the date determined by the Section Board.

Section 7.2 - The Chapter may petition the Section Board to amend this Charter or rescind withdrawal action. The Section Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the Section Board shall then petition the District Board, then the IBOD for approval of the proposed amendment. The District Board, then the IBOD shall act on this petition in the same manner as provided for amending the Section Charter. Amendments to the Chapter Charter initiated by petition from the Chapter shall become effective upon approval by the Section Board, then by the District Board, then by the IBOD.

Subscribed for the Section Board of Colorado/Wyoming Section of the
Institute of Transportation Engineers

__Lisa Nguyen_____
ITE Colorado/Wyoming Section President

September 22, 2022

APPENDIX F
STUDENT CHAPTER CHARTERS



{School Name} ITE Student Chapter Charter

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the {insert name of District} District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on {insert date}, grants this Charter for the {School Name} Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 – The Charter shall be effective beginning {insert date} and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II – LOCATION AND PURPOSE

Section 2.1 – The location designated as that of this Student Chapter shall be {School Name}.

Section 2.2 – The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III – MEMBERSHIP

Section 3.1 – Any student enrolled at the {School Name} shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 – Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV – GOVERNMENT

Section 4.1 – The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 — The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter’s Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an “ex-officio, non-voting” member of the Executive Committee.

Section 4.3 — Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 — A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 — In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V – RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 — The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 — Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 — Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 — The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous academic year.

Section 5.5 — The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI – AMENDMENT OF CHARTER

Section 6.1 — The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2 — The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment.

The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII – ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE – a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the “Logo Usage Guidelines” that are available at www.ite.org.

ARTICLE VIII – COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 – The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any (insert university) student and organization policies.

Approved by the Board of the {insert District} of the
Institute of Transportation Engineers

District President Signature
ITE (insert District name) District President

Date



Arizona State University ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the Arizona State University Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be at Arizona State University in Tempe, Arizona.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at Arizona State University shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV-GOVERNMENT;

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President,

and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI -AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2-The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

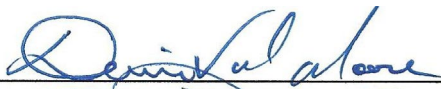
ARTICLE VII- ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 :- The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any Arizona State University student and organization policies.

**Approved by the Board of the Mountain District of the
Institute of Transportation Engineers**



District President Signature
ITE Mountain District President

__September 30, 2022__
Date



University of Arizona ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the University of Arizona Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II-LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be the University of Arizona in Tucson, Arizona.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at the University of Arizona shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT!

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 - In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2-The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

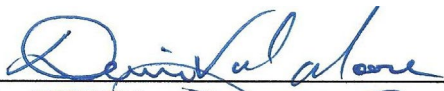
ARTICLE VII - ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 -: The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any University of Arizona student and organization policies.

**Approved by the Board of the Mountain District of the
Institute of Transportation Engineers**



District President Signature
ITE Mountain District President

__September 30, 2022__
Date



Northern Arizona University ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the Northern Arizona University Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be Northern Arizona University in Flagstaff, Arizona.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at Northern Arizona University shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT!

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V - RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2-The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII - ITE NAME AND LOGO USAGE

Section 7.1 -The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 :- The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any Northern Arizona University student and organization policies.

**Approved by the Board of the Mountain District of the Institute
of Transportation Engineers**



District President Signature
ITE Mountain District President

September 30, 2022

Date



University of Colorado- Denver ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the University of Colorado- Denver Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be the University of Colorado, in Denver, Colorado.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at the University of Colorado- Denver shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT!

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V - RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2-The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

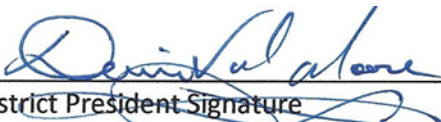
ARTICLE VII - ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 - The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any University of Colorado- Denver student and organization policies.

**Approved by the Board of the Mountain District of the
Institute of Transportation Engineers**



District President Signature
ITE Mountain District President

September 30, 2022
Date



University of Idaho ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the University of Idaho Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be University of Idaho in Moscow, Idaho.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at the University of Idaho shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V - RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change,

shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2-The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII - ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 :- The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any University of Idaho student and organization policies.

Approved by the Board of the Mountain District of the Institute of Transportation Engineers



District President Signature
ITE Mountain District President

September 30, 2022
Date

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Boise State University ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the Boise State University Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II- LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be Boise State University in Boise, Idaho.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHI

Section 3.1 - Any student enrolled at Boise state University shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2 - The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII - ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 - The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any Boise State University student and organization policies.

**Approved by the Board of the Mountain District of the
Institute of Transportation Engineers**



District President Signature
ITE Mountain District President

September 30, 2022 Date



Montana State University ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the Montana State University Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be Montana State University in Bozeman, Montana.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at Montana State University shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT:

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 - In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI -AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2- The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII- ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 :- The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any Montana State University student and organization policies.

**Approved by the Board of the Mountain District of the
Institute of Transportation Engineers**



District President Signature
ITE Mountain District President

September 30, 2022
Date



University of Nevada- Las Vegas ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the University of Nevada- Las Vegas Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be the University of Nevada in Las Vegas, Nevada.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHI

Section 3.1 - Any student enrolled at the University of Nevada- Las Vegas shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2 - The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII- ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 :- The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any University of Nevada - Las Vegas student and organization policies.

**Approved by the Board of the Mountain District of the Institute
of Transportation Engineers**



District President Signature
ITE Mountain District President

__October, 2022__
Date



University of Nevada- Reno ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the University of Nevada-Reno Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II- LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be the University of Nevada in Reno, Nevada.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at the University of Nevada- Reno shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different
Page

individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 - In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous academic year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI -AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2 - The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII - ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 :- The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any University of Nevada - Reno student and organization policies.

**Approved by the Board of the Mountain District of the
Institute of Transportation Engineers**



District President Signature
ITE Mountain District President

September 30, 2022_
Date



University of New Mexico ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the University of New Mexico Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be the University of New Mexico in Albuquerque, New Mexico.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at the University of New Mexico shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT!

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2- The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

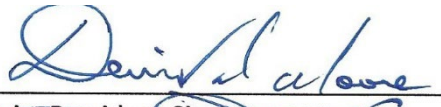
ARTICLE VII- ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 --: The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any University of New Mexico student and organization policies.

Approved by the Board of the Mountain District of the Institute of Transportation Engineers



District President Signature
ITE Mountain District President

September 30, 2022

Date



University of Utah ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the University of Utah Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be the University of Utah in Salt Lake City, Utah.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at the University of Utah shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI -AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2 - The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII- ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 :- The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any University of Utah student and organization policies.

**Approved by the Board of the Mountain District} of the Institute
of Transportation Engineers**



District President Signature
ITE Mountain District President

September 30, 2022
Date



Utah State University ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the Utah State University Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II- LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be the Utah State University in Logan, Utah.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at Utah State University shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI -AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2-The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII- ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 - The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any Utah State University student and organization policies.

**Approved by the Board of the Mountain District of the
Institute of Transportation Engineers**



District President Signature
ITE Mountain District President

September 30, 2022
Date



Brigham Young University ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the Brigham Young University Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1-The location designated as that of this Student Chapter shall be Brigham Young University.in. Provo, Utah.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at Brigham Young University shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 - In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V- RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2- The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII- ITE NAME AND LOGO USAGE

Section 7.1 -The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 :- The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any Brigham Young University student and organization policies.

**Approved by the Board of the Mountain District of the Institute
of Transportation Engineers**



District President Signature
ITE Mountain District President

__September 30, 2022__
Date



University of Wyoming ITE Student Chapter Charter

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the Mountain District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on June 8, 2022, grants this Charter for the University of Wyoming Student Chapter of ITE, hereinafter referred to as the Student Chapter.

Section 1.2 - The Charter shall be effective beginning June 8, 2022, and shall remain in effect, including any amendments, until rescinded by the District.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Student Chapter enrolling members from the designated area and shall annul any Bylaws of such a Student Chapter which may conflict with it.

ARTICLE II- LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Student Chapter shall be the University of Wyoming in Laramie, Wyoming.

Section 2.2 - The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at the University of Wyoming shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

Section 3.2 - Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

ARTICLE IV - GOVERNMENT

Section 4.1 - The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

Section 4.2 - The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter's Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an "ex-officio, non-voting" member of the Executive Committee.

Section 4.3 - Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

Section 4.4 - A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

Section 4.5 -In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

ARTICLE V - RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

Section 5.1 - The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

Section 5.2 - Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - Names and addresses of all elected officers of the Student Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the Section, District and to ITE Headquarters within 30 days after election.

Section 5.4 - The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic) year.

Section 5.5 - The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

ARTICLE VI -AMENDMENT OF CHARTER

Section 6.1 - The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

Section 6.2-The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

ARTICLE VII- ITE NAME AND LOGO USAGE

Section 7.1 - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE - a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the "Logo Usage Guidelines" that are available at www.ite.org.

ARTICLE VIII - COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

Section 8.1 -_The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any University of Wyoming student and organization policies.

**Approved by the Board of the Mountain District of the
Institute of Transportation Engineers**



District President Signature
ITE Mountain District President

September 30, 2022.
Date

APPENDIX G

DISTRICT BOARD MEMBER DUTIES

PRESIDENT DUTIES

The President conducts the following primary tasks during his or her year in office:

- Prepare agendas, organize supporting materials, and preside over the Board meetings (in-person or conference calls) and the Annual Business Meeting.
- Monitor progress of and coordinate with the Annual Meeting LAC.
- Prepare several speeches and speak on behalf of the District at the District Annual Meeting.
- Present Section President lapel pins to current presidents at Annual Business lunch or Leadership Breakfast at Annual Meeting
- Make appointments to fill vacant committee chair and student chapter advisor positions.
- Coordinate Board activities, including on-going communication with officers, International Director, other Board members, the District Administrator, and committee chairs, to support the District's operation.
- Upon request and within the allowable annual budget, travel to Section, Chapter, and Student Chapter meetings to swear in new officers, promote ITE, elevate the transportation industry and/or make technical presentations.
- Respond to correspondence from ITE International, Sections, Chapters, and Student Chapters.
- Respond to correspondence from ITE International in conjunction with the International Director.

Other Duties:

- Review Strategic Plan and standing action plan for direction and consider updates to year's action plan as appropriate.
- Submit President's Message to Communications Committee Chair for posting on the Web and inclusion in newsletters.
- Work with the International Director to prepare and maintain a travel schedule and budget for District Board members. Update and share the schedule regularly with the elected leadership on the schedule to facilitate coverage of the District's meetings during the year.
- Review and approve International Director's travel reimbursement forms in accordance with the Mountain District Travel Reimbursement Policy.

Considerations for travel should include:

- Requests from Sections and frequency of visits
- Coverage within District boundaries
- Cost of travel

Prioritize travel requests by hierarchy of office.

VICE PRESIDENT DUTIES

The Vice President performs the following primary tasks during his or her year in office:

- Performs the duties of the President if the President is unable to do so for professional or personal reasons
- Closes out the financial (taxes) and administrative (minutes) responsibilities from his or her Secretary-Treasurer term
- Conduct new District Officer Orientation at the beginning of the calendar year
- Coordinate with District Administrator to ensure contact information for all Board members, Committee Chairs and Section Representatives is kept up to date, contact Section Representatives to ensure Section officer information is kept up to date on all Section websites
- Oversees the financial assets of the Mountain District by reviewing bank statements on a quarterly basis
- Coordinates with International ITE to obtain membership reports
- Tracks delinquent dues and membership status
- Coordinates with the Sections on outreach to delinquent dues members
- Coordinates the provision of certificates, plaques and checks for all District awards
- Obtain list of deceased members during the past year (from ITE Headquarters and Section Reps), to report at annual meeting
- Oversight of Section Representatives
- Send checks at the end of the year

SECRETARY-TREASURER DUTIES

The Secretary-Treasurer performs the following primary tasks during his or her year in office:

- Manage the District finances, overseeing reserves, accounts receivable, expenses and bank accounts, including the Student Fund and investment account held by ITE Headquarters
- Maintain the District checking account
- Take minutes at the District EC, Board, and Annual Business meetings and conference calls
- Send reimbursement checks as approved by the President and International Director
- Coordinate with the District Annual Meeting Local Arrangements Committee (LAC) on budget and financial records. Issue advances to LAC if needed, upon request and as approved by the District Board
- Prepare the District Annual Budget for the upcoming calendar year

PAST PRESIDENT DUTIES

The Past President has two primary tasks:

- Chair the District Nominating Committee
- Present District President lapel pin to current President at Annual Business lunch at Annual Meeting
- Provide support to other Board Members as necessary

INTERNATIONAL DIRECTOR DUTIES

An International Director is elected to a three-year term that begins on January 1 following election. He or she serves as the primary liaison between International and the District. The Mountain District International Director has these principal responsibilities:

- Represent the Mountain District on the ITE International Board of Direction (IBOD)
- Provide summary reports of ITE IBOD meetings and activities to be shared with the membership
- Update members as to the benefits of ITE membership
- Serve on IBOD committees and/or task forces
- Reach out to members through visits to Sections, Chapters and Student Chapters
- Welcome new members of the District

The International Director has duties and responsibilities to both the IBOD and the District Board, which are noted below.

INTERNATIONAL ITE

The International Director shall:

- Attend meetings of the Institute and the IBOD. There are four IBOD meetings per year: the fall and winter meetings typically in Washington, DC; a spring meeting at a location to be determined; and a summer meeting prior to ITE's Annual Meeting. A newly elected International Director must attend the New Board Orientation session held in conjunction with the fall IBOD meeting prior to taking office in order to prepare for service as International Director and stay current with governance issues.
- Prior to each IBOD meeting and within the deadline set by the ITE International President, submit a written report to the International President and ITE Executive Director that summarizes the District's activities since the last IBOD meeting, issues that have arisen, unique projects undertaken by the District, and recommendations for programs and services of ITE. Particular emphasis should be placed on issues with which the District is seeking assistance or solutions and matters that may be of interest to other Districts and ITE in general.
- When appointed or designated by the International President, serve on IBOD committees, task forces, and executive work assignments.
- Contribute and participate fully in the decisions and work of the IBOD.
- Maintain active liaison with the District, Section and Chapter Boards and membership within the District through meeting attendance; reports; and District, Section and Chapter newsletters and correspondence. Report IBOD actions to the District and bring the opinions of the District's membership to the IBOD.
- Balance the wishes and needs of the District with those of ITE as a whole, sacrificing in both cases personal desires, but not good judgment.
- Educate the membership of the District about the organizational structure of ITE and the benefits of ITE membership.
- Help identify "up and coming" prospective candidates for International Director and International Vice President from among the membership. International Directors are encouraged to serve as and identify other members to become mentors of these individuals.
- Perform the duties to the District that are in addition to those listed above.

MOUNTAIN DISTRICT ITE

The International Director is a voting member of the Mountain District Board and shall:

- Participate in Mountain District Executive Committee and Board Meetings, and attend in person and participate in the Annual Board Meeting and Business Meeting.
- Seek opportunities and offer his/her services to the District's Section, Chapter and Student Chapter officers. Combine trips to Student Chapters with Section/Chapter travel, when possible. Attend and participate in their meetings and functions. Include in presentations the programs, services, and hot topics of ITE.
- Meet with local, regional, and state employees to promote the Affiliated Governmental Agency Membership.
- Install new Section and Chapter officers when requested, administering the oath of office.
- Coordinate with other District Board Members to participate in functions with as many of the District's Sections, Chapters and Student Chapters as possible each year.
- Help identify individuals for future District leadership.
- Submit a written report to the Mountain District President prior to the District Annual Board meeting for inclusion in the board packet.

Listed below are specific duties and responsibilities for the International Director of the Mountain District.

DIRECTOR-ELECT

- Attend the orientation meeting and IBOD meeting (typically held in early November in Washington, DC) before his or her actual term of office begins on January 1. The purpose is to get oriented to the current issues and format of the IBOD meetings. Directors-elect are encouraged to participate at this meeting; however, he or she cannot vote until his or her terms begin on January 1. The International Vice President will assign Directors-elect to committees after this meeting based on skills and preferences. The District Travel Reimbursement Policy allows reimbursement to attend this meeting.
- Prepare a communication (e.g., an email message) in November to each of the District's Section, Chapter, and Student Chapter Presidents, introducing yourself.

DIRECTOR

- (During first year of service) Be sworn in as an International Director during the January IBOD meeting held the weekend prior to the Transportation Research Board conference in Washington, DC.
- After each IBOD meeting, submit a summary report to the communications committee chair, copying the Mountain District President, for broadcast to the District membership by e-newsletter, posting on the District website, or other means. ITE Staff will typically send out a summary report that can be used for this purpose, but highlight items that may be of particular interest to members of the Mountain District.
- Review the International Director's Duties at least once during the year, and revise as necessary.
- Serve on the International Nominations Committee, as appointed by the District President.
- Work with the Mountain District President to answer questions and/or resolve any issues that arise regarding the Mountain District elections.
- Work with the District President to prepare and maintain a travel schedule and budget for the International Director and the Mountain District elected officers and District

Administrator. The schedule should indicate the organization holding the meeting and the meeting date and location. Update and share the schedule regularly with the elected leadership on the schedule to facilitate coverage of the District's meetings during the year.

- Review and approve travel reimbursement forms in accordance with the Mountain District Travel Reimbursement Policy. (The President approves the travel reimbursement requests of the International Director.)
- On a monthly basis, send welcome emails to new ITE members in the Mountain District. A list of new ITE members by District is published in each ITE Journal. The email should list the new member's current Section Representative to the District, Section President, Mountain District President, International President, and District Membership Chair and their contact information, and these folks should be copied on each email as well.
- (During third year of service) Forward a copy of the duties and responsibilities to the Director-elect immediately after the elections. Offer comments and answer questions regarding the duties and responsibilities so that the new Director gets off to a good start and can make arrangements to attend the fall IBOD Meeting.

SECTION REPRESENTATIVE DUTIES

- Attend District Board meetings
- Attend Section Board meetings
- Represent the District and the Section at ITE meetings
- Attend the District Annual Meeting in person
- Do not schedule your Section's meeting during the month of the District Annual Meeting
- Report monthly to Section membership on District updates and news
- The District encourages the Section Representatives to travel to another Section to participate in their annual meeting, or monthly luncheon (at least two meetings during the two-year term)

DISTRICT ADMINISTRATOR DUTIES

APPOINTMENT

The Mountain District President shall nominate (whether by committee selection or by direct selection), and the Mountain District Board shall approve, the appointment of a District Administrator for a minimum term of five (5) years, with unlimited two-year renewals, to ensure continuity in the operation of the Mountain District.

QUALIFICATIONS

The District Administrator must be a member of ITE and should have actively participated at a District-level for more than 15 years. Preference will be given to District Administrator candidates who have served as a District Board member.

- ***Traits to Consider in Selecting a New District Administrator***
 - Past ITE leadership experience
 - Employer support (if applicable)
 - Length of service to a District (beyond 15 years)
 - Focus on the Mountain District
 - Technology literacy

RESPONSIBILITIES

The District Administrator shall:

- Serve as an ex-officio member of, and parliamentarian to, the Mountain District Board. Attend its Annual Board meeting and participate in Executive Sessions at Annual Board Meeting.
- Maintain all of the Mountain District's historical records and archives including, but not limited to, the minutes of Board Meetings and Annual Business Meetings, financial records, Board members' correspondence, meeting agenda packets, committee reports and correspondence, newsletters, and magazine. Keep the foundational documents current on the Office 365 storage for the Mountain District.
- Coordinate with Vice President to ensure contact information for all Board members, Committee Chairs and Section Representatives is kept up to date.
- Contact Section Representatives to ensure Section officer information is kept up to date on all Section websites.
- Maintain and update the Operating Manual and get Board approval at Annual Meetings. Maintain the Local Arrangements Committee (LAC) Manual and provide information about previous meetings and hotel negotiations to future LACs.
- Oversee the District's annual Officer election and International Director (every three years).
- Maintain the Mountain District Travel Reimbursement Policy and distribute to new Board members each year.
- Review Charters and Bylaws for all Section/Chapter/Student Chapters as they are created or amended to ensure general compliance with District and International guidelines and requirements.
- Maintain a centralized record of original approved Charters and Bylaws for all Sections, Chapters, and Student Chapters within the Mountain District.
- Coordinate with insurance companies to ensure that General Liability and Management Liability policies provide adequate coverage, including making recommendations to the Mountain District Board should changes be necessary. Forward invoice(s) for payment

to the insurance provider(s) to the Secretary-Treasurer.

- Maintain records of bank accounts from Wells Fargo for the District accounts, including LAC accounts (LAC 1- previous year, LAC 2- current year, and LAC 3- future year). Manage signatories and corresponding paperwork for each account.
- Update access to Google Drive files and Microsoft365 account for Board and Committee Chairs (as appropriate) in January with new officers, and in June prior to Annual Meeting.
- Order President's plaque from a local trophy shop, District President lapel pin (ruby stone), and Section Presidents' lapel pins (emerald stone) from Headquarters (Frances Bettis) for presenting at Annual Meeting or another appropriate event.
- Order Land's End polo shirts for officer, Section Representatives, and Committee Chairs.
- Order YETI mugs for President and present it and lapel pin at fall retreat.
- Perform other duties as assigned by the Mountain District Board.

FUNDING

The Mountain District shall provide to the District Administrator:

- Registration and reimbursement of travel expenses to attend Mid-year (fall retreat) and/or Annual Board Meetings in accordance with the District Travel Reimbursement Policy.
- Reimbursement for administrative expenses (copying, postage, etc.).

CHAPTER REPRESENTATIVE DUTIES

The Board of the ITE Section that establishes a Chapter will select a member of the Chapter to serve as **Chapter Representative** on the Section Board. This individual must be a member of the Chapter and will serve as the liaison between the Chapter and Section. The Chapter Representative will be a non-voting member of the Section Board.

The following are some of the duties of a Chapter Representative:

- Attend Section Board meetings
- Represent the Chapter at Section meetings
- Report to Chapter membership on Section updates and news
- Report on the past year's events and activities to the Section and District Boards prior to District Annual Meetings
- Attend the District Annual Meeting in person, if possible
- Liaison with local student chapters (if any)
- Travel to other Chapters to participate in their events, if possible
- Arrange and encourage Chapter members to attend joint events with other engineering and planning professional societies at the local level

The Chapter Representative will manage the events of the Chapter and enlist help from other Chapter members to arrange and hold Chapter events. The following are typical tasks involved with a Chapter event:

- Arrange the meeting location or video format
- With the help of Section leadership, manage expenses and income from the event
- With the help of Section leadership, provide electronic registration
- With the help of Section leadership, provide and distribute meeting notices
- Provide name tags at the meeting
- Provide a sign-in roster at the meetings
- Provide and distribute a meeting summary to the Section and/or District

ESTABLISHING A NEW CHAPTER

An ITE Chapter has the same basic mission and purpose as a Section but operates as an extension of the parent Section to encourage closer collaboration on a more convenient local level and to promote learning and leadership opportunities for ITE members.

Typically, a Chapter will form in areas of a Section that are geographically distant from the location of the majority of the Section member population;

Chapters shall:

- Support the overall goals and objectives of ITE
- Support Section activities and coordinate with the Section in carrying out the Chapter mission and purpose
- Foster closer association of ITE members
- Encourage members to share knowledge

- Consider local transportation issues
- Collaborate with other local transportation professionals on matters of common interest
- Present points of view consistent with established ITE policies
- Support and mentor students and student chapters within the Chapter

While the authority to establish a new Chapter rests with the Section, in general, Sections should be supportive of members who seek to establish new Chapters for the purposes of providing members with opportunities to more closely associate.

Over time, if the number of members and level of activity grow to sufficient size, a Chapter may become a new Section. When a Chapter attains 100 professional voting members consideration should be given to creating a new Section.

An ITE Section that establishes a Chapter will select a member of the Chapter to serve as Chapter Representative on the Section Board (the Chapter Representative can be selected by the Chapter membership or appointed by the Section President) and establish a procedure around how that person is selected and any term limits. This individual must be a member of the Chapter and will serve as the liaison between the Chapter and Section. The Chapter Representative will be a member of the Section Board.

The roles and responsibilities of that person will be agreed upon by the Section and Chapter, including the establishment of any financial processes/reimbursement/with the Section.

The Chapter does not have to establish bylaws for the Chapter, but may choose to do so, in which case their bylaws must comply with the Chapter model bylaws which are an edited version of Section bylaws. Deciding to establish bylaws should be looked at carefully because it does require establishing more rules around how the Chapter can operate and having persons in elected offices. A Chapter may choose to operate less formally early on and implement more formal structures – bylaws, officers, etc. – as it grows in membership.

An ITE Section that establishes a Chapter will need to define how they financially support the Chapter as the Section mission states they are financially responsible for Chapters.

- ITE Chapters cannot collect dues or apply special assessments to their members
- ITE Chapters may charge event fees with member and non-member differential pricing
- ITE Chapters seeking sponsorships should coordinate efforts with their parent Section so as not to be in competition with each other or unduly burden potential sponsors
- The Chapter will run all their financials through the Section. The Section will establish the guidelines for how that process works

APPENDIX H

ANNUAL MEETING COMMITTEE DUTIES AND POLICY

ANNUAL MEETING COMMITTEE DUTIES AND POLICY

The purpose of the District Annual Meeting Committee is to provide oversight and guidance to the Local Arrangement Committees (LACs) for the Mountain District Annual Meetings.

The major responsibilities of the District LAC Chair are outlined below:

- Maintain LAC Manual and Historical Records

The District Annual Meeting Committee Chair is tasked with maintaining the District's documents and historical records pertaining to Annual Meetings which include the following:

- LAC Manual
- Annual Meeting Website
- District Meeting Program Schedule Template
- Attendance and Budget Data and Sample Spreadsheet
- Vendor Listing
- Sponsorship Listing
- Hotel Contracts
- LAC reports for future LAC use

The Chair may elect to assign these duties to a designated committee member. In addition, the Chair is responsible for coordinating with the District Communications Chair to update LAC Manual information on the District website and send all documents to the District Administrator for the archives.

LIAISON WITH LACs FOR DISTRICT ANNUAL MEETINGS

The Chair serves as the primary liaison between the District and the LACs for the individual District Annual Meetings. The Chair's responsibilities include the following:

- Reviewing hotel contracts, after consulting with ITE Headquarters
- Assisting with space layout of venues
- Reviewing budgets
- Assisting with collaboration efforts (LAC debrief, joint meetings, details of historical meeting logistics)
- Coordinating District events at the Annual Meeting such as the Traffic Bowls and Student/Young Professional sessions
- Providing guidance on technical program ideas and keynote speakers

DISTRICT LAC COMMITTEE OVERSIGHT

Coordinate with and provide oversight for the members of the District LAC Committee including the following:

- LAC Webmaster: Tasked with maintaining and overseeing the webpages for each Annual Meeting. Coordination with the District Communication Chair is required

- Vendor Coordinator: Tasked with preliminary vendor exhibit layout and packet, as well as maintaining historical listing of vendors
- Sponsorship Coordinator: Tasked with creation and distribution of sponsorship packet, as well as maintaining historical listing of sponsors
- Technical Program Coordinator: Tasked with issuing the Call for Abstracts and general oversight of the local LAC Technical Committee. In addition, responsible for ensuring that technical papers and presentations are transferred to the District's website following the Annual Meeting
- Coordinate with ITE Headquarters and International officers on attendance
- Add duties if joint meeting with International ITE and/or other districts

PARTICIPATION AT DISTRICT BOARD MEETINGS

The District Annual Meeting Committee Chair shall provide a written report to the Board prior to the Annual Board meeting. The report should, at a minimum, detail the activities of the Committee during the period since the previous Board meeting. The report is provided to the President in advance of the meeting for inclusion in the handout materials. The Chair is invited to attend these Board meetings to present the report.

APPENDIX I

AWARDS COMMITTEE DUTIES AND POLICY

AWARDS COMMITTEE DUTIES AND POLICY

The committee should have at least one member from each of the seven Sections in the District on the committee.

The duties of the Awards Committee are as follows:

- Publicize Mountain District Awards for membership awareness in December
- Publicize and solicit entries/nominations for International (ITE) awards
- Solicit and review nominations for Rising Star/Younger Member of the Year award
- Revise nomination form as necessary
- Begin process in January/February for selection in accordance with ITE International's Awards Brochure.
- Determine how to best recognize District award winners both at the District's Annual Meeting and through the District's communication channels.
- Consider revision of existing awards, addition of new awards, etc. as brought forth from within this committee or as directed by the District Board
- Work with the Awards Committee members, the LAC, and the members of other committees to select District winners of each award.

ITE International criteria shall be used for evaluation. All submissions are due to the District coordinator by March 1.

The following awards are awarded:

ANNUAL MEETING AWARDS

- Best paper
- Best paper by a young professional
- Best student paper presented at the annual meeting
- Student Chapter participation at the annual meeting award
- Other Awards

INTERNATIONAL AWARDS

- District Innovation Award
- Outstanding Section/Chapter Award
- Section/Chapter Momentum Award
- Student Chapter Award
- Rising Star/Young Member of the Year Award
- Student Paper Award

OTHER MISCELLANEOUS AWARDS BY THE EXECUTIVE COMMITTEE

- Incoming President's lapel pin - given at the fall Leadership Retreat
- Current President's plaque – given at Annual Meeting at end of awards presentations
- Exiting Director - recognition at end of awards presentations
- LAC Chair recognition- given at Annual Meeting

APPENDIX J
**COMMUNICATIONS COMMITTEE DUTIES
AND POLICY**

COMMUNICATIONS COMMITTEE

DUTIES AND POLICY

The Communications Committee is tasked with disseminating information to the Mountain District membership through multiple avenues including the Mountain District website, social media accounts, and email. Duties of the committee include the following:

Maintenance of Mountain District Website

The Webmaster is in charge of maintaining the Mountain District website. Duties of the webmaster include:

- Creating, updating, monitoring, and deleting/archiving webpages to ensure accurate and useful information is available to website visitors. Webpage material should be coordinated with the District Board and other committees.
- Ensuring content on the website is consistent with the monthly newsletter/magazine. This includes updating the newsletter content section of the website, posting the president's message or IBOD update to the homepage, and providing in PDF (or other agreed upon) format for email communications.
- Maintaining and converting documents, images, logos, and other media to correctly display on the website and through links in email and other communication mediums.
- Coordinating with webmasters from each Section, Chapter, and LAC to ensure proper linkage and management of information on the Mountain District website.
- Respond to inquiries initiated through the website to the "communications@MountainITE" email address, either directly or by forwarding to the committee chair or other District, Section, or Chapter representative who can provide an adequate response.
- Update the Mountain District membership list in StarChapter on a regular basis. Membership lists are to be provided by the membership committee monthly, immediately prior to sending the monthly newsletter, however more regular updates may be necessary prior to major events with registration through StarChapter.
- Coordination with StarChapter for troubleshooting of issues and enhancement recommendations.
- Assist Section, Chapter, and Student Chapter webmasters in creating and maintaining their own websites nested under the Mountain District website.

Monthly Newsletter/Magazine

The Webmaster and Managing Editor coordinate to provide monthly updates of District news, announcements, and events.

Newsletter (Monthly)

The webmaster is responsible for compiling the monthly newsletter which is published on the first weekday of every month through the Mountain District website, an e-blast to Mountain District member and non-member lists, and in PDF (or other agreed upon) format. The newsletter should contain, at a minimum, the following items:

- E-Newsletter sponsors - 2 Newsletter sponsors, to be provided by the advertising committee, with logos at the top of the newsletter and ad pages at the bottom of the newsletter.
- The President's message (provided by the District President) or International Board of Directors (IBOD) meeting update (provided by the Mountain District's representative to the ITE IBOD).
- Recognition of new members who have joined the Mountain District since the previous newsletter, to be provided by the membership committee.
- Upcoming events listing district, section, and chapter events for the following month that are posted on the Mountain District website. Major District events, such as the annual meeting, may be advertised in the newsletter more than one month in advance of the event.
- Current job openings active on the Mountain District website.

Magazine (Quarterly)

A magazine publication may be published on a quarterly basis in lieu of a monthly newsletter. The Managing Editor is responsible for compiling the magazine content, creating and formatting the document, and providing the final magazine in PDF (or other agreed upon format) and web-based format. The magazine is distributed only to the Mountain District member list and should be restricted to members only on the website. This policy of distributing the magazine to members only may be reversed after coordination with the communications committee and District board. The magazine may contain any content relevant to the Mountain District and should follow a format and content style similar to that of the monthly International ITE magazine.

Social Media

The Social Media Manager is responsible for updating and monitoring the Mountain District's social media channels. Duties of the Social Media Manager include the following:

- Maintain records of active Mountain District social media accounts and ensure they are continuously updated and monitored for questions/comments.
- Coordinate with District board members and committee chairs to determine priorities for advertising Mountain District news and announcements on social media.
- Periodically post material from the Mountain District website to highlight available resources online
- Respond to inquiries initiated through social media, either directly or by forwarding to the committee chair or other District, Section, or Chapter representative who can provide an adequate response.

Email Communications

The Webmaster is responsible for sending emails containing monthly newsletter/magazine updates and District announcements to the Mountain District member and non-members lists through StarChapter. The goal of email communications is to provide regular updates and timely reminders about important Mountain District initiatives. Unscheduled emails/announcements should be sent sparingly, aiming for no more than four per month, to command attention of recipients and avoid members choosing to unsubscribe from Mountain District communications.

Participation at District Board Meetings

When asked, the District Communications Committee Chair shall provide a written report to the

Board prior to a Board meeting. The report should, at a minimum, detail the activities of the Committee during the period since the previous report. The report is provided to the President in advance of the meeting for inclusion in the handout materials. The Chair is invited to attend these Board meetings to present the report.

APPENDIX K
ADVERTISING COMMITTEE DUTIES
AND POLICY

ADVERTISING COMMITTEE DUTIES AND POLICY

The **Advertising Committee** is tasked with reaching out to potential sponsors with advertising opportunities to provide funding in support of the Mountain District's ongoing activities.

Duties of the committee include the following:

Products & Services Directory (PSD) Listings

- Monitor order notifications for new PSD requests
- Maintain records for current and past PSD advertisers
- Manage requests for additions, modifications and deletions to PSD listings
- Coordinate with the Communications Chair to ensure that PSD listings are kept current

District and Founding District Sponsorships

- Manage outreach to potential sponsors to maintain a full slate of sponsors
- Monitor order notifications for new sponsorship requests
- Manage the collection and storage of sponsor data, including PSD listings, logos, ads and job postings
- Track usage of two free job postings included with each annual sponsorship
- Coordinate with the Secretary/Treasurer to ensure new payments are assigned to the appropriate budget category
- Coordinate with the Communications Committee to identify the sponsor(s) to be featured in the next Newsletter or Magazine prior to the publication deadline

Job Postings

- Monitor order notifications for new Job Posting requests
- Maintain records for current and past Job Postings
- Coordinate with the advertiser to verify the accuracy of the posting, that all materials have been provided and when the posting is live on the website
- Coordinate with the Communications Chair to ensure postings are promptly posted to the website and removed after 45 days, or when the position closes, whichever occurs first
- Coordinate with the Communications Committee to ensure job postings are included in the upcoming Newsletter or Magazine

Participation at District Board Meetings

Upon request, the Advertising Committee Chair will provide a written report to the President in advance of the board meeting. The report will include a summary of the activities of the Advertising Committee since the previous report, including details of all advertising income.

APPENDIX L
STUDENT AND YOUNGER MEMBER
COMMITTEE DUTIES AND POLICY

STUDENT AND YOUNGER MEMBER COMMITTEE

DUTIES AND POLICY

The ITE Mountain District's Student and Younger Member Committee (SYMC) is tasked with promoting the advancement of the transportation planning and engineering profession by fostering the close association of students and younger members with ITE professionals. Students and younger members are valuable assets as the future leaders of ITE. The SYMC is charged with promoting proactive interaction with students and younger members through various awards and annual meeting activities. In addition, the Chair is also charged with working with the Secretary-Treasurer to allocate funds from the Student Fund annually which is the funding source for the District's student initiatives.

The major responsibilities of the SYMC and the Committee Chair are outlined below:

LIAISON WITH STUDENT CHAPTERS

The SYMC is responsible for coordinating student activities by working as a liaison to student chapters within the District. The SYMC Chair is responsible for maintaining faculty advisor, professional liaison, and student officer contact lists. The Student Chapter Annual Reports should include current contact information for the faculty advisor and student officers. In the event a student chapter does not submit an annual report, the SYMC Chair should contact the Faculty Advisor and/or the school's Department Chair to get current information. In addition, student email addresses may be obtained from ITE Headquarters. Information regarding student programs, competitions, awards, and activities should be sent to faculty advisors, professional liaisons, and student chapter members.

LIAISON WITH SECTIONS AND CHAPTERS

The SYMC should work with Mountain District Sections and Chapters regarding the promotion of student initiatives. The SYMC shall include at least one member from each Section within the Mountain District, who will assist with committee duties and act as the liaison to the student chapters located within their home Section. The SYMC Chair shall coordinate with Section leadership on an annual basis to identify their Section member who will participate on the committee.

PARTICIPATION AT MOUNTAIN DISTRICT BOARD MEETINGS

When asked, the SYMC Chair shall provide a written report to the District Board. The report should, at a minimum, detail the activities of the Committee during the period since the previous report, as well as provide updated lists of faculty advisors and professional liaisons. The report is provided to the President in advance of the meeting for inclusion in the handout materials. The Chair is invited to attend these Board meetings to present the report.

PARTICIPATION AT STUDENT LEADERSHIP SUMMIT

When a Student Leadership Summit (SLS) is held in the Mountain District, participation by the SYMC Chair is encouraged, but not required. If the Chair is able to attend the SLS, he or she should coordinate with the Mountain District Executive Committee at the beginning of the fiscal

year to verify the extent of travel support available to attend the meeting in accordance with the District's Travel Reimbursement Policy. Any surplus income beyond the seed money provided by the District may be kept by the hosting student chapter. The District will be responsible if shortfalls occur.

STUDENT CHAPTER ANNUAL REPORTS

Student Chapters are encouraged to submit a Student Chapter Annual Report each year, which will function as their submission for either the Student Chapter Award or the Student Chapter Momentum Award. At a minimum, the Chapter should submit contact information for the current Faculty Advisor and Student Chapter President any time the position changes. The Chair or a designated SYMC member shall facilitate the review of the submittals to determine the winner of the awards each year.

MOUNTAIN DISTRICT ANNUAL AWARDS

Each year the Mountain District will present awards during the Annual Meeting. The following are the minimum awards for students and young professionals that shall be given each year to ensure the Mountain District is eligible for the **International Awards**.

- **Student Chapter Award**

The Student Chapter Award is presented each year to the student chapter with the best overall performance. The SYMC Chair shall appoint a committee of at least three individuals to review the award submissions. The first-place Student Chapter will receive a \$1,000 prize, a plaque at the Mountain District Annual Meeting, and their annual report will be forwarded to International for the International competition. If the Mountain District award winner also wins the International competition, the winning Student Chapter is granted an additional \$1,000 (from International) for travel expenses to attend the International meeting.

- **Student Chapter Momentum Award**

The Student Chapter Momentum Award is presented each year to the student chapter showing exceptional growth or improvement over the previous year. The SYMC Chair shall appoint a committee of at least three individuals to review the award submissions. The first-place Student Chapter will receive a \$500 prize, a plaque at the Mountain District Annual Meeting, and their annual report will be forwarded to International for the International competition. If the Mountain District award winner also wins the International competition, the winning Student Chapter is granted an additional \$1,000 (from International) for travel expenses to attend the International meeting.

- **Student Paper Award**

The Student Paper Award is presented each year at the Mountain District Annual Meeting. The winner will receive a plaque and a \$500 award. Papers should be submitted to the SYMC Chair for consideration. The District will forward the winning paper on to ITE Headquarters for consideration in the International Daniel B. Fambro Student Paper Award competition.

MOUNTAIN DISTRICT ADDITIONAL AWARDS

The SYMC Chair and Committee will be responsible for establishing additional awards for Mountain District students and young professionals. Additional awards may include some of the following awards or other awards that are to be determined.

- Outstanding Student Award - Undergraduate

The Outstanding Undergraduate Student Award recognizes students who have shown exceptional dedication to the transportation profession through ITE service, research, mentoring, or real-world experiences. The recipient will receive a \$500 cash award.

- Outstanding Student Award – Graduate

The Outstanding Graduate Student Award recognizes students who have shown exceptional dedication to the transportation profession through ITE service, research, mentoring, or real-world experiences. The recipient will receive a \$500 cash award.

- Outstanding Educator Award

The Mountain District Outstanding Transportation Educator Award recognizes an individual who demonstrates extraordinary creativity in teaching, takes exceptional measures to spark student interest in the transportation profession, provides unwavering encouragement for student endeavors, or shows unequaled service to ITE in the past year.

For Future consideration:

- Student Chapter Annual Meeting Award
- Regional Travel Scholarships
- Student Fund Awards
- Mentor Award

DATA COLLECTION FUND

The Mountain District will award up to two \$1,000 awards from the Data Collection Fund on an annual basis. The SYMC Chair will be responsible for coordinating with the Technical Committee Chair to issue an RFP and select the winners of the Data Collection Fund, as well as assist with the review of the final reports.

MOUNTAIN DISTRICT ANNUAL MEETING STUDENT AND YOUNGER MEMBER ACTIVITIES

A number of activities geared toward students and young professionals are hallmarks of the Mountain District Annual Meeting. The SYMC Chair is responsible for coordinating with the Annual Meeting LAC and the District LAC Committee Chair regarding scheduling and space allocation for these events. The SYMC Chair is responsible for facilitating the following activities at the Annual Meeting each year:

- James H. Kell Student Competition

For the first two years, the Mountain District student chapters will participate in the Western District's James H. Kell Competition. The SYMC will establish its own student competition in time for the first standalone Mountain District Meeting in Boise, ID in 2022.

- Student Traffic Bowl

The Student Traffic Bowl competition should be held each year in conjunction with the Mountain District Annual Meeting. The first-place team receives the Mountain District Student Traffic Bowl Traveling Trophy. They will also receive \$1,000 in travel funds from the District to attend the International Annual Meeting and participate in the Collegiate Traffic Bowl Grand Championship.

- Career Guidance Sessions

The SYMC Chair or a designated SYMC member is responsible for developing and facilitating Career Guidance sessions at the Annual Meeting. These sessions may include some combination of resume workshops, speed interviews, workplace situational skits, and panel discussions. The Chair should coordinate with the Annual Meeting LAC to ensure these sessions are included in the technical program, space is reserved, and to request volunteers as needed to help lead the sessions.

ITE INTERNATIONAL AWARD COMPETITION

The SYMC Chair should check the ITE HQ website at the beginning of February to get details regarding the Student Chapter Award, Student Paper Award and Rising Star Award. The Chair is responsible for preparing the necessary application, including any additional paperwork, for each award and submitting it to ITE Headquarters for the International Competitions.

NEW STUDENT CHAPTERS/REVITALIZING INACTIVE CHAPTERS

The SYMC Chair shall field inquiries from prospective student chapters about the benefits of ITE Membership, work with the chapters in the development of their by-laws and charter and facilitate by-laws and charter approval by the Mountain District Board and the Mountain District Administrator. The SYMC Chair shall put prospective student chapters in touch with the Mountain District Administrator and/or ITE Headquarters as needed to ensure all questions are answered.

STUDENT PROJECT FUND

The Mountain District will award up to two \$2,000 awards from the Student Project Fund on an annual basis. The SYMC Chair will be responsible for coordinating with the Technical Committee Chair to issue an RFP and select the winners of the Student Project Fund, as well as assist with the review of the final reports.

APPENDIX M
**MEMBERSHIP COMMITTEE DUTIES
AND POLICY**

MEMBERSHIP COMMITTEE

DUTIES AND POLICY

The Membership Committee is responsible for collaborating with other committees, sections and the board for the recruitment, engagement, and retention of members.

Responsibilities of the Membership Committee include:

- Manage member and non-member lists and coordinate with all sections and chapters
 - o Maintain an updated membership list; maintain valid “voting” members
 - o Provide list of new members to Communications Committee for monthly newsletters
- Help advance ideas and activities for membership recruitment
 - o Coordinate outreach at section level to recruit new/non-members
 - o Develop and maintain “ITE Mountain District Membership Benefits” brochure
- Membership Spotlight
 - o Interview 2-3 members to highlight for each quarterly newsletter
- Serve as the Welcoming Committee for new members
 - o Send welcome package to new members
- Coordinate the creation of Chapters in each Section
 - o Support and connect with Student Chapters

At a minimum, the Membership Committee will be comprised of the Membership Committee Chair and the Section Membership Committee Chairs.

The Membership Committee will meet every other month, opposite the month of the Executive Committee meeting.

APPENDIX N

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE DUTIES AND POLICY

Diversity, Equity, and Inclusion Strategic Plan 2024-2027

Mission Statement and Goals

The Mountain District ITE Diversity, Equity, Inclusion (DEI) committee's mission is to support the district by cultivating and promoting an inclusive, diverse, and equitable environment throughout the Mountain District of ITE; integrating DEI best practices into district processes, policies, and operations; assisting in the identification of both activities and systematic policies to strategically enable DEI efforts throughout; and supplying DEI industry resources to members. Practice will be holistic such that it includes: activities performed in practice, operations activities, programming, participation or creation of education opportunities, and other aspects in support of the district. Practice will also focus on being accessible and creating a sense of belonging to all those within it or affected/influenced by such a committee.

Mountain District of ITE prioritizes diversity, equity, and inclusion and the DEI committee aligns with the district's strategic plan and goals. This DEI committee supports the ITE membership at large and will assist in creating ways to identify ways so the Mountain District ITE community seek a greater diversity of ideas and experiences that will help in the preparedness, sustainability, and resilience that ITE will need while addressing future challenges that cannot be currently defined.

We are not experts but rather advocates for an environment that welcomes the inclusion of differences and similarities from all categories of Mountain District ITE membership.

Scope

The scope of the strategic plan lies within the Mountain District (Arizona, Colorado, Idaho, Montana, Wyoming, & Utah) ITE responsibilities.

Priority Initiatives

The committee will focus on the following priorities in accordance with the committee's mission statement and goals.

1. Priority 1: Work within Mountain District ITE to establish a comprehensive and balanced understanding of the purpose of equity work and uniform definitions for diversity, equity, and inclusion, integrating DEI best practices into district processes, policies, and operations.
2. Priority 2: Cultivating and promoting an inclusive, diverse, and equitable environment.
3. Priority 3: Foster learning within the profession and those affected by it (via annual meeting presentations, flyers, etc.). Encourage research associated with diversity, equity, and inclusion in the transportation industry. Gather material and information developed by this committee and those available to develop best practices. Ensure that documents generated internally are available and continuously maintained.

Priority 1: District Processes, Policies and Operations

Priority 1 works on setting up a review process on district processes, policies, and operations with a diversity, equity, and inclusion lens. Reviewing the foundational components that run the district regularly will help the district incrementally progress in the right direction.

1. Run a district feedback survey every three years to collect information from members.
 1. The survey would include questions to gauge members' perception of Mountain District ITE operations and to collect general industry information to help the district improve. A few of the questions would relate directly to the DEI committee.
2. Review and recommend edits to the following with a diversity, equity, and inclusion lens every three years:
 1. District Strategic Plan
 2. District processes related to board communication, leadership election, annual meeting, etc.
 3. District policies related to communication, code of ethics, anti-harassment, etc.

4. District operations related to leadership, membership, annual meetings, etc.

Priority 2: Cultivating and Promoting DEI

Priority 2 aims to engage sections and membership retention and acquisition in the diversity, equity, and inclusion work. To have a higher impact on the transportation industry, the district needs to cultivate and promote diversity, equity, and inclusion best practices with the sections and membership. Open dialogue with membership and leadership about the committee's work and trends in the industry will be paramount for the success in making some change (suggest improvements instead of the word “change”) in the industry.

1. Mentor local Mountain District Sections to create their DEI Committees and assist in their efforts.
2. Maintain constant communication with Section Committees along with a designated point of contact with the Mountain District DEI Committee.
3. Host annual meeting DEI committee event/ workshop and/or technical session.
4. Have respectful open dialogue around project work, public involvement, etc.
5. Provide a scholarship program for annual meetings.

Priority 3: Learning

Priority 3 focuses on fostering learning within the profession and those affected by it (via annual meeting presentations, flyers, etc.). Encourage research associated with diversity, equity, and inclusion in the transportation industry. Gather material and information developed by this committee and those available to develop best practices. Ensure that documents generated internally are available and continuously maintained.

1. Maintain a calendar of events (local, district, regional) that fosters dissemination of information, and hosts links to events, training, and conferences.
2. Maintain and assist with the creation of flyers associated with ITE DEI events.
3. Participate in the development or review of statements associated with diversity, equity, and inclusion in the transportation industry; and encourage others to look at the committee for information or dissemination of findings and results.
4. Give presentations or keynote speeches as time and budget allow.
5. Provide guidelines on how to invite more presentations or keynote speeches to the Local Arrangements Committee (LAC) (12 months before the annual meetings).
6. Assist in STEM programs to ensure the engineers of tomorrow know about DEI.

Conclusion and Next Steps

The Mountain District ITE DEI Strategic Plan helps the committee prioritize tasks related to the committee and district goals for the 2024–2027 time frame. The three priorities of the strategic plan are focused on district processes, policies, and operations, cultivating, and promoting DEI, and learning. The committee chairs will lead the strategic plan implementation throughout the years and welcome committee members to lead tasks.

The strategic plan will be revisited and updated every three years (next update 2026) and a draft will be submitted in September to the executive leadership for review.

APPENDIX O

SERVICE & OUTREACH COMMITTEE

Service outreach committee report goes here!

Appendix P

NOMINATING COMMITTEE, DISTRICT ELECTION POLICY, AND ELECTION TIMELINE

NOMINATING COMMITTEE AND DISTRICT ELECTIONS POLICY

This section describes the policies of the Mountain District regarding the election process for District Officer and the International Director positions. This document supplements the District Bylaws. Duties of the Nominating Committee Chair are underlined.

According to the Bylaws, Section 5.1, the District President appoints the members of the Nominating Committee, chaired by the District's immediate Past President, no later than March 1. The Committee should also consist of the Section Representatives.

Soon after appointment, the Nominating Committee Chair will announce to the membership that members wishing to be nominated should contact their Section or Chapter Representative or a Committee member by April 30 to have their names forwarded to the Committee for consideration.

QUALIFICATIONS FOR CANDIDATES

In accordance with the Bylaws, candidates must be members of the District. To balance representation of District membership, the Nominating Committee should consider the geographic location where the candidate lives, which Section they represent, and other diversity factors such as gender, race, employment type (public sector/private sector), duplication of candidates' employer, and others. This should also be considered when selecting candidates for the International Director position.

It is desirable that candidates for Secretary-Treasurer be "senior" Section Representatives (those in the final year of their term), past Section Representatives, a Committee Chair and/or past presidents of a Section or Chapter.

It is desirable that candidates for International Director be a past president of the District or a past Section Representative.

THE NOMINATIONS REVIEW PROCESS

The Committee members provide nominations of individuals whom they recommend as potential candidates for the offices of Secretary-Treasurer and International Director (in years that an International Director is elected). The Nominating Committee Chair shall transmit the Committee's list of nominees and their written 'consents to serve' to the District President, who shall immediately transmit them to the District Board at least 75 days prior to the end of balloting. This is for the information of the Board only; the Board does not approve the candidates on the ballot.

After nominations are provided, the Nominating Committee Chair will contact the nominees to discuss the responsibilities involved and determine if they are interested in running for the suggested office. The Nominating Committee Chair shall also contact the current Secretary-Treasurer and Vice President to ensure they intend to run for the next higher office. All of these persons showing interest must submit a written consent to run for office to the Nominating Committee Chair. Those nominated for Secretary-Treasurer or International Director must submit an ITE-focused resume for use by the Nominating Committee in its selection of candidates.

If a member of the Nominating Committee has been nominated and is interested in running for the position, he or she will be asked to step down from the Nominating Committee.

The Nominating Committee Chair will direct the Committee Members to use the nominee resumes, among other considerations, and as a group select the candidates to be listed on the ballot for Secretary-Treasurer and International Director (in the years that an International Director is elected) from the qualified nominees. District Bylaws require one or more candidates for the Secretary-Treasurer position and one or more candidates for the International Director position; however, the Committee is strongly encouraged to name two candidates for both positions. It is the duty of the Chair to ensure that the Nominating Committee has strong candidates for the ballot.

The Chair of the Nominating Committee will contact the candidates who have been selected for the ballot as soon as possible after the selections have been made. Candidates should be given a deadline to provide a digital photo and 400-word or shorter candidate statement. These will typically appear as a link on the District newsletter and website and with the electronic ballots. Names should be randomly scrambled on the electronic ballots, if possible. In addition to the Secretary-Treasurer and International Director candidates, the current Secretary-Treasurer and Vice President should provide a photo and a candidate statement to the District Administrator to be distributed to the Communications Committee chair for their campaigns for Vice President and President.

The Chair of the Nominating Committee should also contact and thank nominees who were not selected to be candidates on the ballot, to thank them for their interest and to encourage further involvement in ITE.

ANNOUNCEMENT OF CANDIDATES TO THE MEMBERSHIP

At least 60 days before the end of balloting, the candidates selected by the Nominating Committee will be announced to the membership by email and on the District website. Names should be listed on these media in a way that is as fair as possible to all candidates.

KEY CONTACT PERSON ON THE BOARD

The Nominating Committee Chair will guide the District's election process in accordance with the Bylaws and this election process and answer questions and/or resolve any issues that may arise. Through the election process, a candidate's key point of contact for information regarding deadlines and process should be the Nominating Committee Chair.

CAMPAIGN ACTIVITIES

The District Administrator will advise candidates of the planned date of e-balloting for the benefit of candidates who wish to time campaign activities to this event.

Candidates will be allowed to make a campaign speech at the District's Annual Meeting, most likely during the Annual Business Meeting; however, the District will not provide any compensation to candidates for campaign expenses. While the District does not expect local Sections to provide campaign assistance to candidates for District offices, Sections may do so.

Members of the District Board are to remain neutral in all District campaigns. Board members will not endorse any candidate and should provide the same input and information to each candidate who asks for it.

BALLOTS

At least 30 days before the end of balloting, ballots will be transmitted to the membership in accordance with the Bylaws. The order of all candidate names on an electronic ballot will be scrambled randomly, if possible. The District may issue one or more emails before or after the ballots have been released to encourage members to vote.

ANNOUNCEMENT OF ELECTION RESULTS

The votes shall be tabulated by the District Administrator or designee within ten days of the end of balloting. The candidate receiving the highest number of votes for each office shall be declared elected. The District President shall be informed immediately, followed by notification by the District President to the: Executive Committee, District Board, candidates, followed by notification to the membership.

Upon request by a candidate listed on the ballot, the President will direct the District Administrator to show the election results for the particular position the candidate was running for.

Newly elected officers will be sworn in for District offices prior to the beginning of the term on January 1. While it is ideal for this installation to occur in person, it may also take the form of a conference call or video conference.

ITE MOUNTAIN DISTRICT

Elections Timeline (ACCORDING TO THE BYLAWS DATED 7.21.19)

Section 5.1 - The District President shall appoint, no later than March 1, a Nominating Committee chaired by the immediate Past President of the District and the Section Representatives.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each of the offices of District President, District Vice President, and District Secretary-Treasurer. If such year is also the last year of a current International Director's term, the Committee shall also nominate one or more qualified candidates for International Director. Written consent to accept office must be received from each person nominated.

Section 5.3 – Elections may be held by written ballot or electronically as prescribed in Article IX - Voting and Voter Eligibility, Section 9.2. Section 5.4 – The timeline for the election of **Officers** shall be as follows:

Section 5.4.1 – The date of end of balloting will be determined by the District Executive Committee in all instances.

Section 5.4.2 – The Nominating Committee shall transmit its list of nominees and their written consents to serve to the District President who shall immediately transmit them to the District Board at least 75 days prior to the end of balloting.

Section 5.4.3 – At least 60 days before the end of balloting, the candidates selected by the Nominating Committee will be announced to the membership.

Section 5.4.4 – At least 30 days before the end of balloting, each eligible voter shall be sent a final ballot or electronic message with instructions for voting.

Section 5.4.5 – The votes shall be tabulated within ten days of the end of balloting. The District Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 – The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to Article IX - Voting and Voter Eligibility, Section 9.6.

Section 5.6 – The election timeline for the **International Director** may follow the same timeline for other officers as outlined in Section 5.4. The election timeline may also be based on a timeline for ITE's Annual Meeting as outlined below.

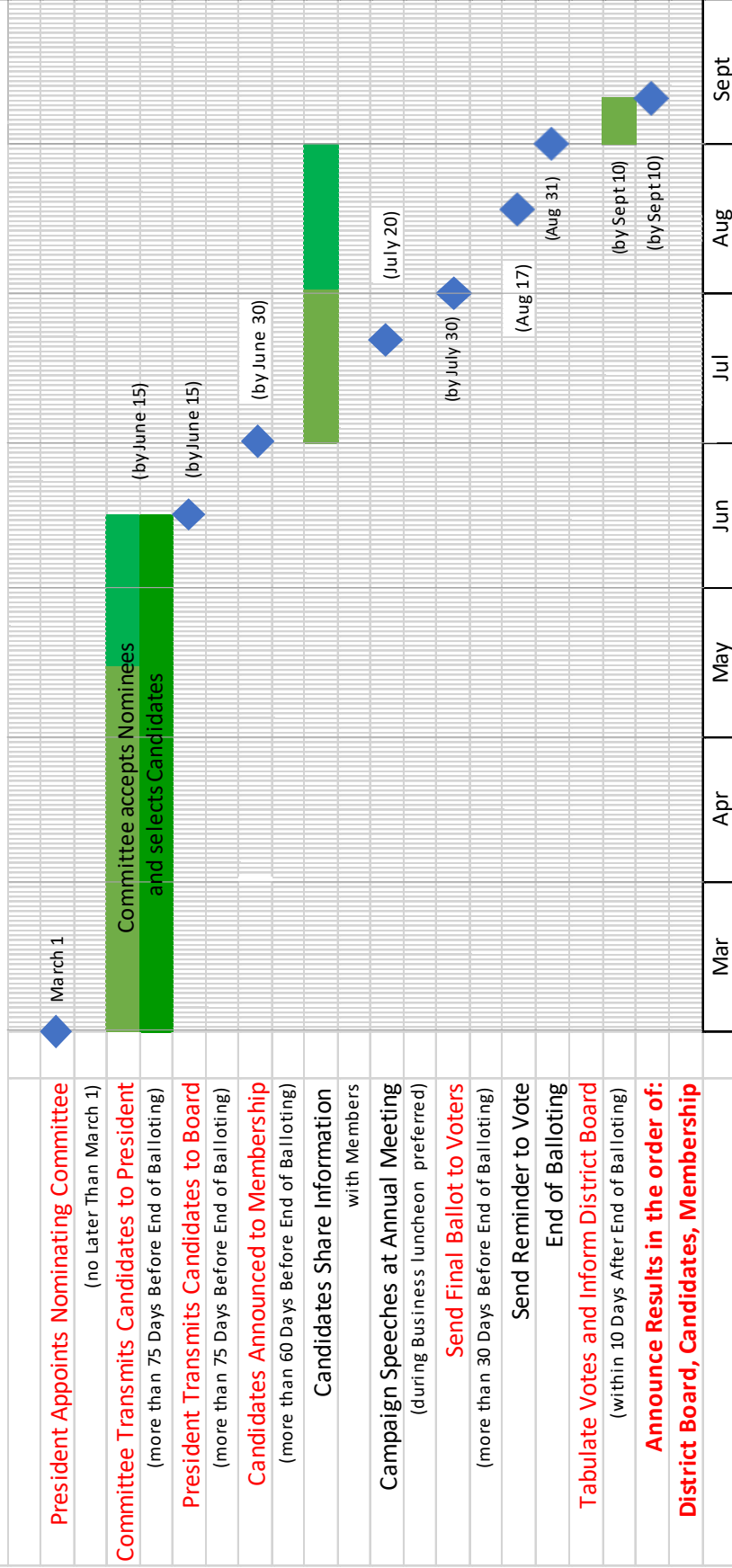
Section 5.6.1 – The **International Director** shall be elected by a vote of all eligible voters within the District.

Section 5.6.2 – On or before April 1, the Committee shall transmit a list of its nominees and their written consents to serve to the District President who shall immediately transmit them to the District Board.

Section 5.6.3 – At least 90 days before ITE's Annual Meeting, the candidates selected by the Nominating Committee will be announced to the membership.

Section 5.6.4 – At least 45 days before ITE's Annual Meeting, each eligible voter shall be sent a final ballot or electronic message with instructions for voting. The final date for voting shall be at least 15 days before ITE's Annual Meeting. The votes shall be tabulated within ten days of the end of balloting. The District Board shall be informed immediately, followed by notification to the candidates.

2021 ITE Mountain District Officer Election Process



NOTE: Text in RED denotes Bylaws mandates. Dates selected by the Executive Committee.

<u>Platform</u>	<u>First</u>	<u>Second</u>
Summit	Lucas	Kordel
Business Meeting (speeches)	Kordel	Lucas
E-Newsletter (link to Summit)	Lucas	Kordel
Web site (link to Summit)	Lucas	Kordel
Ballot	Kordel	Lucas

District **President** shall appoint, no later than **March 1**, a **Nominating Committee** chaired by the **Immediate Past President** of the District and the **Section Representatives**.

PRESIDENT
NOMINATING COMMITTEE
IMMEDIATE PAST PRESIDENT
SECTION REPRESENTATIVES

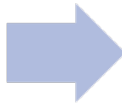


The **Nominating Committee** shall nominate one or more qualified candidates for each of the offices of District President, District Vice President, and District Secretary-Treasurer. If such year is also the last year of a current International Director's term, the **Committee** shall also nominate one or more qualified candidates for International Director. Written consent to accept office must be received from **each person nominated**.

NOMINATING COMMITTEE
NOMINEES



Elections may be held by written ballot or electronically as prescribed in Article IX - Voting and Voter Eligibility, Section 9.2.



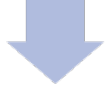
At least 60 days before the end of balloting, the candidates selected by the **Nominating Committee** will be **announced to the membership**.

NOMINATING COMMITTEE
PRESIDENT



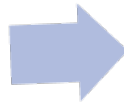
Nominating Committee shall transmit its list of nominees and their written consents to serve to the District **President** who shall immediately transmit them to the **District Board** at least 75 days prior to the end of balloting.

NOMINATING COMMITTEE
PRESIDENT
DISTRICT BOARD



The date of end of balloting will be determined by the **District Executive Committee** in all instances.

EXECUTIVE COMMITTEE



At least 30 days before the end of balloting, each eligible voter shall be **sent a final ballot** or **electronic message** with instructions for voting.

WEB MANAGER
IMMEDIATE PAST PRESIDENT/
BALLOT MANAGER

**Each ballot will be unique to each voting member*



The **votes** shall be **tabulated** within ten days of the end of balloting. The **District President** shall be informed immediately, followed by notification to the **Board, candidates**, then to the membership.

WEB MANAGER
IMMEDIATE PAST PRESIDENT/
BALLOT MANAGER
PRESIDENT
EXECUTIVE COMMITTEE
DISTRICT BOARD
CANDIDATES

**Votes will be kept strictly confidential*



The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to Article IX - Voting and Voter Eligibility, Section 9.6.

APPENDIX Q

STRATEGIC PLAN



STRATEGIC PLAN

2024 - 2026

VISION

TO BE THE ORGANIZATION OF CHOICE FOR ALL TRANSPORTATION INDUSTRY PROFESSIONALS IN THE MOUNTAIN WEST

ITE VALUE STATEMENTS

Technical Excellence	We lead transportation knowledge development, dissemination, and innovation.
Community	We collaborate, share, and assist.
Making a Difference	We deliver positive change.
Diversity Equity and Inclusion	We respect the breadth of perspectives and backgrounds and strive for equitable outcomes.

STRATEGIC THEMES

1 CULTURE

Build strength and traditions of Annual Meeting

2 MEMBERSHIP

Membership growth, improve member experience, support students and young members

3 ORGANIZATIONAL STRENGTH

Support our Sections, enhance communication and information sharing



STRATEGIC PLAN

2024 - 2026

GOALS & OBJECTIVES

1 CULTURE

- 1.1 Define who we are and what makes the Mountain District distinct.**
 - Draft Mountain District culture statement.
 - Prepare infographic that portrays the role of the district as conduit between Sections and ITE International.
- 1.2 Establish new traditions for our Annual Meetings.**
 - Prepare LAC Manual, update annually.
- 1.3 Promote an inclusive, diverse and equitable environment throughout the Mountain District.**
 - Work within Mountain District ITE to establish a comprehensive and balanced understanding of the purpose of equity work.
 - Create uniform definitions for diversity, equity, and inclusion.
 - Integrate DEI best practices into district processes, policies, and operations.
 - Cultivate and promote an inclusive, diverse, and equitable environment.
 - Foster learning within the profession and those affected by it.

2 MEMBERSHIP

- 2.1 Grow our membership by making connections across distances and professions.**
 - Offer financial support to Sections for member recruitment and creation of new chapters.
 - Establish best practices for rural Sections.
- 2.2 Enhance our member experience by highlighting their great work, supporting our younger members and non-engineering professionals.**
 - Review and update slate of awards to ensure inclusivity of all career stages and all professions.
 - Identify opportunities for outreach to young members and non-engineers.
 - Promote involvement from Planners.
- 2.3 Support our student members through strong engagement with professional members and encourage transition to full membership at graduation.**
 - Continue to enhance annual meeting offerings for students and young professionals.
 - Communicate benefits of membership to graduating students, along with reduced membership rates for young professionals.

3 ORGANIZATIONAL STRENGTH

- 3.1 Increase engagement between District and Sections/Chapters and identify opportunities to provide support.**
 - One member of District Executive Committee to visit each section at least every other year, deliver presentation on district activities.
 - Solicit feedback and other ideas from Section Representatives and Chapter leaders.
 - Identify opportunities to improve engagement between Sections/Chapters.
 - Share "Best Practices" with other Sections/Chapters and include other Sections/Chapters in newsletter distribution.
- 3.2 Establish the District's role as a conduit for communication between our Sections and ITE International.**
 - Enhance District website with more offerings for Section information and keep website information up to date.
 - Continue IBOD updates in newsletters quarterly. Provide more regular and more detailed reports from District Board Meetings.
 - Encourage Sections/Chapters to include other Sections/Chapters in newsletter distribution.
- 3.3 Support our Sections in the establishment of additional Chapters and Student Chapters.**
 - Prepare best practice resources on how to establish and operate a new chapter.
 - Offer financial support for Sections to establish chapters.
 - Support local Mentoring programs and encourage coordination with District Mentoring Program.

APPENDIX R

DRAFT

LOCAL ARRANGEMENTS COMMITTEE (LAC) MANUAL



ITE MOUNTAIN DISTRICT

Annual Meeting and Local

Arrangements Committee

Guidance Manual

Prepared by ITE MD Annual Meeting Committee
January 2024



TABLE OF CONTENTS

Introduction	4
Local Arrangements Committee (LAC).....	4
LAC Organization.....	5
LAC Support.....	6
LAC Meetings	6
LAC Recognition	7
LAC Appreciation Gift.....	7
LAC Meeting Shirts.....	7
Location, Date, and Schedule	7
Location.....	7
Dates	8
Schedule.....	8
Venue and Hotel Accommodations.....	8
Venue	8
Location.....	8
Facilities	9
Audio/Visual (A/V)	10
Food and Beverage (F/B)	10
Signage.....	11
Hotel Accommodations.....	12
Hotel Registration	12
Hotel Block of Room Nights	12
Registration	12
Registration Types.....	13
Registration Costs	13
Gratis Registrations.....	14
Registration Timelines.....	14
Early Registration	14
Standard Registration	14
Late Registration	14
Online Registration	15
Meeting Mobile App	15
Registration Bag	15
Name Badges	15
Registration FAQ	16
Registration Desk.....	16
Sponsors.....	16
Sponsor Types and Costs	16
Sponsor FAQ.....	16
Securing Sponsors	17



Annual Meeting and LAC Guidance Manual

Vendors/Exhibitors	17
Number of Vendors/Exhibitors	17
Vendor/Exhibitor Experience	17
Securing Vendors/Exhibitors	18
Vendor/Exhibitor Social	18
Drayage	18
Vendor/Exhibitor FAQ.....	19
Budget/Finances	19
LAC Bank Account	19
Meeting Revenue and Expenses	19
Recordkeeping	20
Closing Out Finances	20
Format/Agenda	20
Required Sessions/Elements	20
MD Board Meeting	20
MD Annual Business Meeting	20
MD Awards/Closing Luncheon.....	21
MD Leadership Breakfast.....	21
Opening Plenary Session.....	21
Technical Breakout Sessions	21
Student Traffic Bowl	22
Technical Tours	22
MD Student Paper Winner Presentation	22
Accommodating ITE Leadership	22
LAC Debrief	22
Other Considerations	22
Special Trainings	23
Social Activities	23
Professional Development Hours (PDH)	23
Format and Agenda.....	23
Session Moderators	23
Appreciation Gifts	23
Family Night and Social Activities	24
Family Night Activity	24
Non-technical Social Activities	24
Spouse/Significant Other/Children Activities	24
Student Activities	25
Student-focused Sessions	25
Traffic Bowl	25
Student Involvement.....	26
Communications	26
Website	26



Annual Meeting and LAC Guidance Manual

Communicating with MD Members.....	26
Information During the Meeting.....	26
Meeting Logo	27
Promotional Materials	27
Planning Timeline	27
Miscellaneous Items	29
Meeting Lapel Pins.....	30
Door prizes	30
Documentation	30
Letters of Appreciation	30
appendix	31



INTRODUCTION

The Annual Meeting is a Mountain District (MD)-sponsored event intended to serve as a regional gathering to attract professionals and students from within the MD to gather, network, learn from peers regarding pertinent transportation-related topics of the day, conduct MD business, and socialize. All ITE members within the MD are invited as well as those individuals who are not members but are interested in the transportation industry. For a MD Annual Meeting to achieve participation on a regional scale, topics, technical sessions, and networking events need to be robust and represent the topics of the day throughout the MD regional area.

Hosting the MD Annual Meeting is a challenging and complex task that usually takes 18-24 months to plan. The responsibility for planning and executing the meeting falls upon the Section within the MD that is hosting the meeting. A Local Arrangements Committee (LAC), formed by members and affiliated partners, is tasked with the express purpose of planning and executing the meeting. The LAC members should be approved by the Section leadership with the MD Executive Board (Board) approving the LAC Chair.

The purpose of this Guidance Manual is to serve as a consistent guide to the MD, the MD Annual Meeting Committee (AMC), and the LAC in planning and conducting the MD Annual Meeting. Specifically, the intent of this document is to:

- Provide a framework that will ensure completeness in the planning, organization, and execution of the meeting.
- Provide guidance in planning the various components of the meeting, including providing answers to the most common questions associated with hosting a meeting.
- Provide a reasonable degree of consistency and uniformity in the conduct of the meeting from year to year.
- Provide guidance to the LAC in ensuring that the meeting is fiscally viable and will break even financially.

This manual consists of best practices learned from past LACs that will most likely lead to the successful execution of an MD Annual Meeting when followed. It is not the intent of this manual to be a strict set of mandates that must be followed, and flexibility is built into the guidance to accommodate the unique situations associated with each meeting location and venue. The MD Annual Meeting should reflect the culture and uniqueness of the locale, and, as such, the LAC has the freedom to tailor the meeting to take best advantage of available opportunities. Accordingly, the Board may approve significant deviations to the guidelines set forth in this manual as circumstances warrant.

LOCAL ARRANGEMENTS COMMITTEE (LAC)

The LAC is the group responsible for planning and executing the MD Annual Meeting. All MD members and Section affiliates who reside or work in the host Section area are eligible for membership on the LAC and are encouraged to actively participate. Additionally, MD members from outside the host Section may be part of the LAC. If the meeting is a joint meeting with another ITE District, then the LAC should



Annual Meeting and LAC Guidance Manual

have members from the other district as well. The full responsibility and authority for hosting a meeting is vested in the LAC, subject to the advice and counsel of the AMC and approval of the Board.

LAC Organization

The LAC Chair is the person with ultimate responsibility for the meeting and has the authority to make all LAC-related decisions that do not require Board approval. Due to the importance of this position, the LAC Chair must be approved by both the Section leadership and the MD Board. The remainder of the LAC should be organized in a manner that all applicable tasks and duties will be covered and the work spread out amongst several individuals. The LAC should generally consist of the following positions, with associated responsibilities, to cover all the required elements of the meeting:

LAC Organization

POSITION	ROLE DEFINITION AND DUTIES
Chair	Lead the overall LAC team; coordinate with MD leadership on key decisions; secure and execute contracts for the venue; responsible for the overall meeting.
Vice-Chair	Assist the Chair as needed/directed; coordinate with other Chairs on any issues as assigned by the LAC Chair.
Finance Chair	Maintain meeting budget; provide input on available income and expected expenses to help plan/finance meeting needs; make sure the meeting is successful financially, i.e., expenses do not exceed revenue; manage the LAC bank account; maintain complete financial records for all meeting-related transactions.
Registration Chair	Set up registration on a web-based platform; prepare name badges/lanyards; assemble registration packet for attendees; check in attendees at the meeting.
Technical Program Chair	Develop the technical program for the meeting (general sessions, breakout sessions, etc.); send out call for abstracts; secure speakers and session moderators; organize overall meeting agenda.
Technical Tour Chair	Put together any technical tours (site visits, etc.) in the area that highlights transportation-related facilities/infrastructure in the area (Active Transportation Tours, Traffic Operations Centers, etc.)
Family and Social Activities Chair	Organize a family-themed event for one night of the meeting (zoo, play, concert, theme park, aquarium, visit to local area attraction, etc.); organize any supporting social and/or recreational events for attendees (bike ride, hike, golf outing, scooter tour, Top Golf, etc.); determine costs to charge participants; coordinate with Registration Chair.
Sponsor/Vendor/Exhibitor Chair	Solicit vendors/exhibitors and sponsors to support the meeting; organize vendor/exhibitor display areas; coordinate with vendors/exhibitors on booth needs and locations; coordinate with Communications and Technical Program Chairs to ensure sponsors and vendors/exhibitors are highlighted in all meeting materials
Communications Chair	Advertise and promote the meeting; put emails together that can be sent out to members and attendees; provide paragraphs for meeting updates/promos to include in each monthly/quarterly MD emails/newsletters; assemble



Annual Meeting and LAC Guidance Manual

POSITION	ROLE DEFINITION AND DUTIES
	program materials; work with MD Communications Chair to keep meeting website updated with the most current meeting-related information.
Logistics Chair	Coordinate meeting needs with hotel/conference center; coordinate with Registration and Finance Chairs for food and beverage needs; coordinate with Technical Program Chair for all audio/visual needs; coordinate with hotel/conference center liaison during meeting to ensure logistics go smoothly.
Traffic Bowl Chair	Organize and host traffic bowl; obtain equipment from MD Traffic Bowl Committee; solicit emcee and judges; coordinate with Technical Program Chair to include in the agenda; coordinate with Logistics Chair on session setup.
Student Activities Chair	Coordinate with MD Student Committee to identify and include student-focused events in the meeting program; coordinate with Technical Program Chair to incorporate student-focused events in agenda.
Transportation Chair	Coordinate with other LAC members to identify and plan any needed transportation elements such as transport to/from airports, hotels, venues, activities, etc.
Spouse Activities Chair	Coordinate the planning for any spouse/significant other/children activities, if provided as part of the meeting.

Not all the LAC positions may be needed; some positions may be combined, and other positions not listed may be needed. This will depend on the available resources, the local opportunities, and agenda associated with the meeting. However, experience has shown that this type of LAC organization will allow all the work to be divided into manageable pieces and contribute to a successful meeting without unduly burdening the LAC Chair. The ultimate makeup of the LAC is the responsibility of the LAC Chair. More details regarding each of these positions as they relate to the planning and execution of the MD Annual Meeting are provided throughout this manual.

LAC Support

The LAC will be supported by the MD in two ways:

- The AMC will help assist the LAC, as needed, in the planning of the meeting. This consists of input regarding meeting date, time, format, content, budget, etc. Usually, there is at least one member from a previous LAC on the AMC that can help provide valuable insight and guidance to the LAC Chair.
- The Board must provide approval of the proposed meeting plan. This approval is required before online registration for the meeting can open. The Board may also provide suggestions for meeting content, events, etc. to cover any MD-related needs.

LAC Meetings

The LAC generally will meet once a month starting after the conclusion of the previous meeting to start the detailed planning process, though preliminary work by the LAC Chair will begin long before. This is



Annual Meeting and LAC Guidance Manual

usually sufficient until about six months out (beginning of the meeting year). At that point, the LAC meetings may need to transition to every two weeks to keep things on schedule. Separate LAC subcommittee meetings may need to occur outside of the general LAC meetings to keep those subcommittee responsibilities moving along. At some point within about one-two months prior to the meeting, the LAC may need to start meeting weekly. The LAC Chair will determine meeting frequency based on the needs of the LAC.

LAC Recognition

The LAC Chair should acknowledge and recognize all the LAC members during the meeting and publicly thank them for all their efforts in planning and executing the meeting. This could be done at one of the plenary sessions or luncheon sessions when all meeting attendees are present. It could also be done at the same time the sponsors and vendors/exhibitors are recognized and thanked.

LAC Appreciation Gift

It is appropriate to include in the budget some type of LAC appreciation gift to thank the LAC members for all their hard work in putting together and executing the meeting. If practical, this could be a special dinner either prior to or at the conclusion of the meeting or a gift of some type (gift card, a unique gift associated with the meeting locale or theme, etc.).

LAC Meeting Shirts

It is generally helpful to provide each key LAC member with a matching shirt that has the meeting logo printed on it. These will be worn during the meeting and can be helpful to attendees to know who they can go to with questions. It is also another way to show special thanks to the LAC members.

LOCATION, DATE, AND SCHEDULE

The meeting location, date, and schedule have some elements that are required and some that are more flexible.

Location

It is the responsibility of the AMC, working with the Board and Sections, to solicit and short-list potential locations for the meeting. The AMC will review potential candidate Sections and proposed cities/venues and make a recommendation to the Board for final approval. This should be done a minimum of 24-36 months in advance of the meeting to give the LAC time to secure a venue. Locations will be rotated throughout the various Sections within the MD so that each Section has a chance to showcase their Section, membership, and geographic area. With seven Sections in the MD, ideally a Section would be hosting an annual meeting once every seven years. The AMC should also consider opportunities to partner with adjacent districts or ITE International to host an occasional joint meeting.

Locations should be considered that will facilitate as many forms of travel as possible so that every member in the MD can make reasonable travel arrangements to attend. Locations that are not the primary metropolitan areas of a Section, e.g., St. George or Park City instead of Salt Lake City, UT, or Flagstaff or Tucson instead of Phoenix, AZ, or Colorado Springs instead of Denver, CO, should also be



Annual Meeting and LAC Guidance Manual

considered. However, it is up to each Section to determine where the best meeting experience can be provided and build a plan around that location.

Dates

The preferred date for the MD Annual Meeting is during the month of June, specifically during the first two-three weeks of the month. This timeframe seems to minimize conflicts with other ITE international and regional events. The LAC should strive to accommodate this timeframe. However, it is recognized that this date may not be possible in all instances and will depend on the location, availability of venues, hotel accommodations, and costs. Deviations from the preferred dates will need to be approved by the Board as part of the Section's proposal to host the meeting.

Schedule

The preferred schedule for the meeting is over a three-day period, either Monday-Wednesday (preferred) or Wednesday-Friday. This allows attendees to use the preceding or following weekend for travel, to visit the area, and minimize the number of days away from work. The specific days of the week will be dependent on the locale and set by the LAC to best support the meeting. The specific start and end times for each day will depend on the program and activities the LAC develops for the meeting. Travel should also be considered by the LAC in determining the meeting starting and ending times based on how easy or difficult it may be for attendees to get to the meeting. The proximity of airports, major metropolitan areas, and drive times may factor into when attendees can reasonably get to the meeting. More details regarding the schedule are provided in the Format/Agenda section of this document.

VENUE AND HOTEL ACCOMMODATIONS

The LAC Chair will secure a meeting venue as early as possible to lock in the meeting date and prices. Depending on where the Section is proposing to hold the meeting, this may either be done by the LAC itself or with the assistance of a professional facilitator, e.g., Conference Direct or Helms-Briscoe. Past LACs have used both providers with success. If the proposed location has several potential venues that could host the meeting, these providers can make it easier to secure a location by sending out industry Requests for Proposals and negotiating terms on behalf of the LAC. Conversely, if there are only one or two feasible locations, it may be easier and cheaper for the LAC to negotiate the contracts on their own. A Board member may need to execute and sign final contracts. Examples of typical contracts are included in the Appendix.

Venue

There are several things that should be taken into consideration when selecting a venue that will contribute to a successful meeting. These include:

Location

The LAC should strive to find a venue that is readily accessible through normal transportation modes. Attendees will rely upon many forms of transportation to travel to the meeting, so access should be as convenient as possible. Venues that provide complimentary shuttle services to the airports help facilitate meeting attendance for those who may not have access to a vehicle.



Annual Meeting and LAC Guidance Manual

Facilities

Ideally, all meeting activities should be held in one general location such as a hotel with associated meeting facilities. If this is not possible, then the hotel and meeting venue should be as close together as possible (within easy walking distance) such that transportation for attendees is not required to get back and forth between the hotel and venue for normal meeting activities.

- Size – To date, MD Annual Meeting attendance has ranged between 250-300 total attendees. As such, the venue must be able to provide general session and meal space to accommodate this number. The venue must also be able to accommodate technical breakout sessions that will hold roughly 75-100 people. Depending on the meeting format, multiple breakout rooms for technical sessions may be required. For example, if there are three technical tracks, then three breakout rooms will be required. The size of the rooms will depend on how many concurrent sessions are running at a particular time. Depending on the situation, it may also be possible to provide some of the events in the venue and some in the hotel.
- Space – There are many concurrent and separate events and activities at the meeting. As such, the venue needs to be able to provide the following rooms/space:
 - Plenary Sessions – A large meeting room that can be used for meals and large sessions in which all attendees may be present at the same time, e.g., opening/plenary sessions, annual business and awards luncheons, keynote addresses, etc. These sessions are usually set up with round tables with eight seats per table if meals are provided as part of the session. If meals are hosted in another location, then a theater-type setup would be appropriate.
 - Technical Breakout Sessions – The number of sessions and concurrent tracks will dictate the space and size of rooms needed for breakout sessions. The LAC should plan on three concurrent tracks for the technical breakout sessions, since these may have to be negotiated as part of the venue contract well before the technical program is known. This provides flexibility in meeting space utilization during the meeting. It is better to have a room and not need it than not have enough or have rooms that are too small. These sessions are usually set up with a classroom or theater layout.
 - Vendor/Exhibitor Area – Every effort should be made to accommodate and support the vendors/exhibitors to provide the best possible experience for them. Many of them attend every year and are relied upon to help fund the meeting through their participation. A vendor/exhibitor area that will provide approximately a 10'x10' booth space for vendors to set up their equipment and materials is sufficient. A power source should be provided for each booth. Normally, a minimum of 23-25 vendors/exhibitors are required for budget purposes, depending on the fee charged. Ideally, enough space would be available such that their number is not limited by space.

The vendor/exhibitor area should be integrated with the overall layout of the meeting to maximize their exposure to and interaction with meeting attendees. The best experience occurs when attendees must pass through the vendor area between sessions to use the restroom, get snacks/drinks, and socialize. In addition, if a Vendor/Exhibitor Social is being held, space should be available within and/or



Annual Meeting and LAC Guidance Manual

immediately adjacent to the vendor/exhibitor area to maximize interaction during the Vendor/Exhibitor Social.

- Registration area – Typically, a separate area that can be dedicated to registration activities and meeting information should be provided and open throughout the entirety of the meeting. It should be close enough to the main meeting activities to be easily accessible to attendees. It is also helpful if this area has space to accommodate the various LAC storage needs such as speaker gifts, meeting swag, etc.

Audio/Visual (A/V)

The venue should have Wi-Fi internet available for the attendees and vendors/exhibitors. It should also provide the A/V support for all the meeting sessions including setup, takedown, testing, and troubleshooting of equipment. Depending on the session, this would include screens, computers, microphones, speakers, and all cabling/equipment needed for each session in addition to the special equipment required for the Student Traffic Bowl. Ideally, the A/V provider would have everything needed, including computers, to support all the sessions so the only thing the LAC must do is load the presentations onto the provided computers. If the venue cannot or does not provide these services internally, they may have a preferred provider that the LAC can work with to secure A/V support. The goal is to minimize any A/V support that would be required to be provided by the LAC.

Food and Beverage (F/B)

The F/B component of the meeting is an important element of the meeting experience. Normally, several meals will be provided along with various snack breaks and social events. These can be a combination of seated/served and buffet-style meals, the selection of which may be influenced by prices and the overall budget. Coffee, water, and soda should be available throughout the meeting. If possible, these should be in the vendor/exhibitor area to increase the interaction between vendors/exhibitors and attendees. These services are usually provided by the venue, but ultimately the LAC will determine how best to meet the F/B needs. Various meal options will need to be provided to accommodate those with special dietary needs and/or restrictions. Identifying these should be handled through the registration process. Any special table arrangements will need to be coordinated with the F/B provider and/or venue.

Once the final number of meals is ordered, the LAC will have to pay that cost regardless of how many meals are actually served/eaten. Experience has shown that meal numbers provided to the F/B provider should be less than the actual attendance. Most providers guarantee an overage of 5-10%, and this should be considered during the contracting process and when determining the number of meals to be ordered. As part of the registration process, those registering should be asked if they plan on participating in the various meals to try and obtain a more concise head count. General rules-of-thumb are:

- Annual Business Meeting – this session will most likely attract the most attendance, especially if coupled with a keynote speaker. Ordered meals should probably be about 90-95% of total registered attendees, excluding guaranteed overage.



Annual Meeting and LAC Guidance Manual

- Awards Luncheon – with this being held as the last event of the meeting, many people may be leaving early for travel or sightseeing. Ordered meals should probably be about 85% of total registered attendees, excluding guaranteed overage.
- Family Night Activity – If a meal is provided as part of this activity, the ordered meals should match the number of attendees that signed up for the activity plus any extra family/friend tickets purchased.
- Breakfasts – Normally, these are provided prior to the first session of the day. Attendance is generally much lower at these meals. Ordered meals should probably be about 70% of total registered attendees, excluding guaranteed overage. If the breakfast is provided as part of the first session of the day, then ordered meals should probably be closer to 80-85% of total registered attendees, excluding guaranteed overage.
- Snacks/Drinks – It should be assumed that each attendee will participate in all the snack breaks. Ordered snacks should probably be of sufficient quantity to feed the number of registered attendees. It should probably be assumed that each attendee will partake of at least one bottle of water and one soda per day. Bottled water should be made available even if there are other water stations. However, since these are smaller costs, the budget should be flexible enough to accommodate double that amount.
- Vendor/Exhibitor Social – Depending on the meeting location and venue, attendance at this event can widely vary. If there is not much else to do or restaurants/bars nearby, then attendance is generally higher. If there are competing venues nearby, many attendees will skip this event and head to dinner with family, friends, clients, etc. Ordered hors d'oeuvres should probably be about 70-75% of total registered attendees, including vendor/exhibitor personnel and excluding guaranteed overage (if applicable).
- Coffee/Tea/Juice – Coffee is usually purchased on a per-gallon basis and is an extra charge. Tea usually comes in the form of a hot water dispenser and packets and is often included in the general F/B costs. Juice usually is a beverage option that can be ordered with the meal. Coffee should be provided throughout the meeting, similar to water and sodas. These are usually provided based on demand and the F/B provider just needs to know it is wanted. The budget should be prepared to cover these costs.

Signage

Many venues have electronic signage (monitors, TVs, screens, etc.) that can be programmed to list the day's activities and show the time and location of various events, activities, etc. Depending on the venue's capabilities, it may also be necessary for the LAC to print poster board-type signs that can be placed throughout the venue, as needed, to direct and orient attendees. The LAC Communication Chair will need to coordinate with the LAC Logistics Chair to determine how best to provide the necessary signing in the venue.

Examples of venue contracts are provided in the Appendix.



Hotel Accommodations

It is preferred that the hotel and meeting venue be one and the same. However, it is recognized that in some meeting locations, there may not be a hotel with sufficient facilities to accommodate the meeting and a separate hotel or hotels will be required. However, the hotel and venue should be located as close to each other as possible. Negotiations with viable hotels will be required to set the number of room nights, room rates, minimum obligations, etc. These negotiations, similar to the venue negotiations, can be done either directly by the LAC or with support from a service provider (Conference Direct, Helms-Briscoe, etc.) Depending on availability, contracts with more than one hotel may be required to provide the number of needed room nights.

Hotel Registration

Meeting attendees will register directly with the hotel with the information provided by the LAC as part of the meeting registration process. The LAC should not run hotel registrations through the meeting budget or be involved in the bookings. Normally, the hotel will provide a website and a group code so that attendees are able to secure rooms at the negotiated meeting rates. The code, along with the specific hotel registration information, should be placed on the meeting website as soon as possible. It should be clear that the hotel is NOT included in the meeting registration and attendees must work directly with the meeting hotel or other facility (Airbnb, Vrbo, etc.) to make their own lodging arrangements.

Hotel Block of Room Nights

An important element of the hotel negotiations is the number of room nights for each day of the meeting as well as preceding and following days. For example, if the meeting is Wednesday-Friday, then room nights should also be reserved for Tuesday night and Friday/Saturday nights. The number of nights will heavily depend on travel options available for attendees. In some cases, it may not be possible for some attendees to travel on a Wednesday morning and arrive at the venue before the meeting begins. This may also be the case on a Friday afternoon where it may not be possible to travel home that same day after the meeting ends. In these cases, additional rooms may need to be reserved for the preceding and following days as attendees would have to come early and leave late. In addition, extra rooms should be considered if there is a likelihood that attendees may want to come earlier or stay later to visit sites in the area or make the meeting part of an extended vacation. These decisions will have to be made by the LAC based on their local knowledge of the area and should be considered carefully based on the negotiated hotel contract obligations for room blocks, cancellation, and attrition.

Examples of hotel contracts are provided in the Appendix.

REGISTRATION

Based on the previous meetings, total meeting attendance has varied between 250-300 persons (see MD Annual Meeting reports). Unless there is key information to suggest otherwise, this is a good planning number for a standalone MD Annual Meeting to get the LAC started. As soon as possible in the first quarter of the year of the meeting, all registration information should be posted on the meeting website and open for use.



Annual Meeting and LAC Guidance Manual

Registration Types

The following registration types with corresponding meeting benefits should be considered:

- Full Meeting (ITE member) – Includes access to all meeting events, activities, meals, sessions, social events, etc. A full meeting registrant should not normally have to pay any additional monies to participate in any meeting-sponsored event. Exceptions are technical tours and/or some nontechnical social events which may require an additional fee.
- Full Meeting (non-ITE member) – Same as above, just a higher price.
- ITE Honorary/Lifetime Member – Same as full meeting (ITE Member). Meeting attendance is free for these few folks.
- Student (member of affiliated ITE Student Chapter) – Includes access to all meeting events, activities, meals, sessions, social events, etc. Exceptions are technical tours and/or some social events which may require an additional fee.
- Student Faculty Advisor (for affiliated ITE Student Chapter) – Includes access to all meeting events, activities, meals, sessions, social events, etc. Exceptions are technical tours and/or some social events which may require an additional fee.
- One-day attendance (ITE member or non-member) – Includes access to meeting sessions and meals only for the chosen day of attendance. Other activities, such as Family Night, social activities, or technical tours, would not normally be included in a one-day registration.
- Spouse/Significant Other/Children – The need for this registration type and what it would include will be determined by the LAC based on the plans for the meeting.
- Vendor/Exhibitor – Normally includes one 10'x10' booth with power and full access to all meeting events, activities, meals, sessions, social events, etc. for two individuals. Exceptions are technical tours and/or some social events which may require an additional fee.
- Vendor/Exhibitor Extra Personnel – This is for vendors/exhibitors who wish to bring more than two people. The cost for the extra personnel should be enough to cover their meals and participation in an included social event, which will usually be much less than the standard registration fee. Exceptions are technical tours and/or some social events which may require an additional fee.
- Social Activities – This normally applies to Family Night and social activities. An example is if the meeting includes a dinner/show or trip to a local place of interest (zoo, planetarium, etc.) for attendees. With this type of event, attendees may wish to bring other family members or friends who are not attending the meeting. This registration type would allow attendees to buy extra tickets to the event for their party.

The full array of registration types will be determined by the LAC and approved by the Board.

Registration Costs

The above registration types have been previously approved by the Board and seem to work well in accommodating the various types of attendees. The cost for each type is determined primarily by the



Annual Meeting and LAC Guidance Manual

needs of the LAC to make the budget work. However, the LAC should keep in mind that the goal of the meeting is keep registration costs as low as possible for attendees. Suggested costs for each type are included in the example registration material provided in the Appendix. Proposed prices will need to be approved by the Board. More discussion on costs is provided in the Budget/Finance section of this manual.

Gratis Registrations

There are a few registrations that are free or gratis. These include those for any honorary/lifetime members of ITE and those for any ITE International Presidents and Vice President Candidates that attend. Keynote speakers are usually not required to register unless they are attending the entire meeting, but they should be provided a meal if speaking during a session with meals.

Registration Timelines

There are three distinct registration timelines for attendees that are normally implemented. These include:

Early Registration

The early registration period starts once registration is open and usually extends through late April/early May. During this time, the registration fee is “discounted” to encourage participants to sign up early. Early registration numbers help the LAC better plan out the meeting while there is still time to make adjustments. The meeting budget should be based primarily on the early registration revenue numbers, as this usually accounts for 80-85% of all registrations. If registration seems to be slow, the LAC may recommend to the Board to extend this period by a couple of weeks. The Board will make this decision.

Standard Registration

The standard registration period begins at the end of the early registration period and usually ends at the end of May/early June depending on the date of the meeting and when final attendee/meal numbers need to be provided to the meeting venue and/or hotel. This is normally about two weeks before the start of the meeting. Standard registration numbers usually account for another 10-15% of all registrations.

Late Registration

The late registration period begins at the end of the standard registration period and extends through the end of the meeting. This amount would apply to those registering online via the StarChapter platform as well as any “walk ups” that just show up at the meeting without any previous notice. Late registrations usually account for only about 5% or less of all registrations.

Since students and faculty advisors usually account for only a small percentage of all registrations, the LAC may elect to keep these prices the same throughout the early and standard registration periods. It is acceptable to raise them for the late registration period if deemed appropriate by the LAC.

Prices for sponsors and vendors/exhibitors usually remain the same throughout the registration process. However, vendor/exhibitor prices may be increased during the late registration process if deemed appropriate by the LAC. Cutoff deadlines may apply if the venue has a certain date by which they need to know the number of vendors/exhibitors to set up the booths, receive shipments, etc.



Online Registration

Meeting registration should be handled via an online platform. There is no need to send out hard mailers. More information on this is provided in the Communications section of this manual. ITE MD has a contract with StarChapter that is available for use by all Sections and LACs. This is the recommended platform for handling all registration elements. The LAC Registration Chair will work with the MD Communications Chair to get the StarChapter registration set up and processed. A benefit of StarChapter is the ability to track registration progress by registration type so that the budget can be maintained in real-time and updated on a regular basis. The registration should be configured so that the LAC can obtain all the information necessary to finalize planning. It should allow registrants to indicate which activities they plan on participating in such as Family Night, social activities, and meals as well as other pertinent information such as dietary restrictions and special accommodations (ADA, visually or hearing impaired, etc.)

Meeting Mobile App

Past LACs have purchased the Whova web/mobile application to facilitate with registration and meeting information elements. This is really the online meeting platform software, as StarChapter does not accommodate this feature. It allows for the scanning of a unique QR code for each attendee, which greatly helps expedite the check-in process, as well as real-time communication between attendees, notifications of events and other communication by the LAC, vendor/exhibitor and speaker/session information, and data analytics. This app seemed to work well and was well received by most meeting attendees and vendors/exhibitors. The LAC will need to determine if they would like to use an online app to support the registration process and meeting or not. It is not required, but past LACs have found it greatly helps with the execution of the meeting, communicating with attendees, and reducing the need for hard copy agendas and other support material. The LAC should check with the MD and/or ITE International to see what existing agreements may be in place with a vendor such as Whova that may be available to the LAC for use as part of the meeting. The AMC can assist with this process.

Registration Bag

Normally, a registration bag is provided to each attendee. In the past, these have been in the form of lunchboxes, backpacks, knapsacks, totes, etc. The bag is filled with promotional materials, meeting items, small gifts unique to the meeting locale (snacks, stickers, candy, trinkets, etc.), and materials provided by sponsors, (pens, pads, lip balm, sunscreen, business cards, etc.), if this opportunity is available based on the sponsorship level. It is preferable if the registration bag is sponsored and provided by someone to help offset this cost. This would allow them to put their company logo on the bag as well.

Name Badges

Name badges should be provided for all attendees. These would be picked up at the registration desk upon check-in at the meeting. In addition to the name badges, ribbons are also provided that identify a person as a speaker, moderator, officer, student, etc. The number, type, content, etc. of ribbons is up to



Annual Meeting and LAC Guidance Manual

the LAC to decide. If lanyards are sponsored, the sponsoring company should provide these to the LAC. They may include the sponsor's logo.

Registration FAQ

A registration FAQ should be prepared to assist with the registration process and answer the most common questions associated with the meeting. An example registration FAQ sheet is provided in the Appendix.

Registration Desk

A registration desk should be provided and always staffed during the main meeting hours. This is the location where attendees will check in, obtain their name badges and registration gift bag, and ask any questions regarding the meeting. The LAC may wish to also use this area to store meeting materials such as appreciation gifts, extra supplies, etc.

SPONSORS

To help offset the cost of the meeting and to provide marketing opportunities for ITE-supporting companies, the LAC should solicit sponsors for the meeting. Sponsors are typically sought for the overall meeting, networking events, lanyards and name tags, registration bags, door prizes, meals, breaks, transportation, student traffic bowl, hotel key cards, etc.

Sponsor Types and Costs

There is no set sponsorship type, number of sponsors, or restrictions on who can be a sponsor. This will be determined by the LAC based on the meeting needs. However, the more sponsors that can be secured, the more monies become available to the LAC to provide the best meeting experience possible and to help offset the costs to attendees by keeping the registration costs as low as possible.

Careful consideration should be given to the cost of each sponsorship and what each type of sponsorship entails so that potential sponsors can see the benefits of participating in higher levels based on the increased exposure they may receive. It may also be beneficial to limit the number of highest tier sponsors to secure a better price. Again, all this is determined by the LAC based on meeting needs and input from the AMC and Board. Sponsorships should be paid for through the StarChapter on-line registration platform.

Sponsor FAQ

Like the registration FAQ, a sponsor FAQ should be provided that outlines the different sponsorship opportunities, what is included with each type, and any restrictions on numbers of the various sponsorship types. Experience has shown that various sponsorship types provide more opportunities for companies to support the meeting. As sponsors are secured, the sponsorship information on the StarChapter registration page should be updated so that remaining sponsorship opportunities can be readily identified.



Securing Sponsors

The LAC Sponsor/Vendor/Exhibitor Chair is responsible for reaching out and securing sponsors for the meeting. Sponsors are usually allocated on a first-come, first-served basis. However, priority should be given to those sponsors who have a history of supporting the MD as well as those that are heavily involved with the Section where the meeting is being held. The LAC Sponsor/Vendor/Exhibitor Chair should also work with the MD Advertising Committee Chair to identify potential sponsors and ensure that any MD sponsors are recognized at the meeting if their MD sponsorship level offers them these benefits. They should also work with representatives from the Section to identify companies that might be willing sponsors for the MD Annual Meeting because they also support the local Section activities. It is critical that the sponsors see the value in their sponsorship to ensure participation and/or sponsorship in future meetings.

Example sponsor FAQ, materials, and suggestions from past meetings are provided in the Appendix.

VENDORS/EXHIBITORS

Vendors/exhibitors are the most critical component of the MD meeting to help offset costs. Vendors/exhibitors are typically provided dedicated space at the meeting venue to showcase their products or services. Meeting attendees are encouraged to interact and engage with vendors/exhibitors, and vendors/exhibitors are typically provided access to meals and other meeting events to further encourage networking and participation.

Number of Vendors/Exhibitors

Depending on meeting costs, a minimum target goal of 25 vendors/exhibitors may likely be required to provide the desired revenue levels. However, the number should not be limited by the LAC and as many spaces as can be reasonably provided by the venue should be considered.

Vendor/Exhibitor Experience

As discussed earlier, every opportunity should be considered to maximize the amount of attendee and vendor/exhibitor interaction. In every decision related to the layout and format of the meeting, the LAC should be asking themselves, "Does this decision provide a better experience for the vendors/exhibitors?" Ensuring they have a good experience is the most successful way to attract and retain their participation in future meetings. Vendors/exhibitors must prioritize which meetings they support so that everything the LAC can do to make the ITE MD Annual Meeting the meeting of choice will be rewarded with solid supporters and dependable revenue.

There are a few primary ways the successful vendor/exhibitor experience can be achieved, depending on the venue layout:

- Locate the vendors so that they are in the middle of the action, i.e., attendees must pass through the vendor/exhibitor space to get snacks, beverages, meals, transition between technical sessions, enter and leave the meeting, utilize restrooms, etc. Consider locating all the snack and beverage stations in the vendor/exhibitor area so that attendees socialize in this area during breaks.



Annual Meeting and LAC Guidance Manual

- Provide a Vendor/Exhibitor Social on the first night of the meeting. This usually entails setting up a cash bar with hor d'oeuvres and, perhaps, some type of game or other social event that encourages attendees to interact with the vendors/exhibitors. Friendly competitions such as dart and cornhole tournaments where attendees are randomly paired with vendors/exhibitors and the winning teams get prizes have worked well at past meetings to encourage this interaction.
- Provide a vendor/exhibitor raffle whereby attendees must obtain stickers or signatures from each vendor to show they visited each one. Once a card is completed, the attendee submits it for entry into an exclusive prize drawing eligible only to those that turned in cards. This may also be able to be done electronically through the meeting mobile app (e.g., Whova).
- Recognize the vendors/exhibitors as much as possible in all meeting advertisements, website, sessions, and meeting materials. Throughout the meeting, on screens, signs, announcements, luncheons, sessions, etc., the vendors/exhibitors should be recognized and thanked for their support and attendees should be encouraged to visit their booths.

Securing Vendors/Exhibitors

The LAC Sponsor/Vendor/Exhibitor Chair is responsible for reaching out and securing vendors/exhibitors for the meeting. Vendors/exhibitors are usually allowed to choose their booth location on a first-come, first-served basis. However, priority should be given to those vendors/exhibitors who have a history of supporting the MD as well as those that are heavily involved with the Section where the meeting is being held. The LAC Vendor/Sponsor Chair should also work with the MD Advertising Committee Chair to identify potential vendors/exhibitors based on their support of the MD. They should also work with representatives from the Section to identify companies that might be willing to be a vendor/exhibitor because they are based in the local Section geography.

Vendor/Exhibitor Social

It is strongly recommended that a Vendor/Exhibitor Social be an element of the meeting agenda. This is usually held on the evening of the first day of the meeting immediately after the conclusion of the technical sessions, e.g., Wednesday evening. This is the opportunity for attendees and vendors/exhibitors to interact in a more informal manner. Drinks and a cash bar with a variety of hor d'oeuvres are normally provided. Attendees usually receive one or two drink tickets, provided as part of their registration fee, that allows them to get free drinks. A variety of games (corn hole, darts, chess, lawn bowling, etc.) have also been provided at past socials to promote interaction and make the event more fun. It should be held in the vendor/exhibitor area, or as close to it as possible, so that they can also promote their booths during the social. The LAC can arrange this event however they would like.

Drayage

Many vendors/exhibitors will need to ship their booth materials to the meeting venue ahead of time and back to the office at the conclusion of the meeting. Drayage (shipping/receiving) information should be provided as part of the vendor/exhibitor registration information and FAQ. The LAC Logistics Chair should find out all the necessary drayage information from the meeting venue so it can be passed on to vendors/exhibitors. Any costs associated with drayage are the responsibility of the vendor/exhibitor and



Annual Meeting and LAC Guidance Manual

are not included in their registration fees. They will most likely need to coordinate directly with the meeting venue to make drayage arrangements, both before and after the meeting.

Vendor/Exhibitor FAQ

A Vendor/Exhibitor FAQ, booth layout map, and detailed description of each booth type and drayage information should be prepared to help with recruiting vendors/exhibitors. Examples are included in the *Appendix*.

BUDGET/FINANCES

As would be expected, the meeting budget drives all decisions related to the planning and execution of the meeting. The financial goal is for the meeting to at least break even while keeping attendee costs as low as possible and maximizing benefits provided to the attendees, sponsors, and vendors/exhibitors – a delicate balancing act to say the least! Any surplus will be returned to the MD for programming into the MD budget. Likewise, any deficits will have to be made up from the MD budget. A strong LAC Finance Chair that actively monitors and updates the budget in real-time will be immensely helpful.

LAC Bank Account

The MD will have a bank account set up that is specific to the meeting. This is currently done through Wells-Fargo bank. The LAC Chair and Finance Chair should be listed on the account and set up with online access. This will allow the MD and LAC to seamlessly transfer funds back and forth as needed. The LAC Chair should determine if any checks, debit cards, etc. will be needed and work with the MD Treasurer to coordinate account access and permissions. Many of the invoices for the meeting can be paid directly from the bank account via an ACH withdrawal or debit card. It is the LAC Finance Chair's responsibility to manage the LAC bank account.

Meeting Revenue and Expenses

Past meeting costs have been about \$100,000 to host a meeting of 250-300 persons. This is a good number from which the LAC can start in planning the meeting. The typical revenue breakdown from past meetings has averaged:

- Registration = 55-60% of revenue
- Sponsors = 10-15% of revenue
- Vendors/Exhibitors = 20-25% of revenue

Every effort should be made to get the registration costs as low as possible to encourage attendance. The more revenue secured from sponsors and vendors/exhibitors, the lower the registration costs can be and the more meeting "perks" can be included (better meals, snacks, prizes, activities, etc.)

Likewise, typical meeting expenses have averaged:

- Registration = 5-10% of expenses (includes a meeting mobile app)
- Hotel/Meeting Venue = 55-60% of expenses (includes F/B and A/V)
- Misc. (Family/Social Activities, Prizes, Program, Promo Materials, Etc.) = 20-30% of expenses



Annual Meeting and LAC Guidance Manual

Since revenue typically does not start appearing until after registration is open, the LAC will usually need to borrow start-up funds from the MD for advance costs such as promotional materials and installment payments to the hotel and/or meeting venue. These start-up costs should be tracked as part of the budget so that they can be repaid to the MD at the conclusion of the meeting.

Recordkeeping

The LAC Finance Chair should maintain complete and accurate records of all financial elements of the meeting. This would include any contracts, invoices, receipts, record of payments, deposits, withdrawals, etc. A financial summary must be included in the final meeting report presented to the AMC and the Board.

Closing Out Finances

The LAC Finance Chair should strive to close out the meeting finances and pay all outstanding invoices as soon as possible upon conclusion of the meeting. It is recognized that this may take a couple of months to complete, depending on the timeliness of invoices, etc. When all finances are completed, the Finance Chair should work with the MD Treasurer to return any excess funds and close the LAC bank account.

An example budget template that lists typical revenue and expense items is provided in the Appendix.

FORMAT/AGENDA

The technical program for the MD Annual Meeting is the “meat” of the meeting. It should be well prepared, relevant to the topics of the day, and appeal to a wide variety of ITE members. There is no set format or agenda, but there are some required elements that must be provided. Traditionally, past meetings have all been organized in a similar fashion and attendees have come to expect certain meeting content, activities, and formats with a familiar agenda. It is strongly recommended that the LAC follow the base meeting format and agenda from past meetings. Examples of past meeting’s programs are provided in the Appendix.

Required Sessions/Elements

The technical program can be as varied as the LAC would like. It is usually made up of a few plenary (general) sessions along with a variety of technical breakout sessions. The number and duration of these sessions are determined by the LAC. However, there are a few required elements that must be included in every meeting. These are:

MD Board Meeting

This meeting is usually held on the first day of the MD Annual Meeting during the morning before the day’s formal meeting begins, e.g., Wednesday morning from 8 a.m.-Noon. The LAC will coordinate with the Board to determine the particulars of the meeting, number of attendees, and any special needs. Meals and snacks/drinks should be provided.

MD Annual Business Meeting

This is usually held during a luncheon on the middle day of the MD Annual Meeting, e.g., during the Thursday lunch if it is held Wednesday-Friday. This should last 1-1.5 hours. The LAC should work with



Annual Meeting and LAC Guidance Manual

the Board to determine the particulars of the meeting and any special needs. The Board will run the meeting and prepare the agenda for this session.

MD Awards/Closing Luncheon

This is usually held on the last day during lunch, e.g., Friday lunch, and serves as the closing event for the meeting. This meeting is facilitated by the Board, so the LAC should work with Board to determine the particulars of the meeting and any special needs. The Board will run the awards portion of the meeting and set the agenda. If appropriate, a closing keynote speaker may also be incorporated into this event.

MD Leadership Breakfast

This is usually held on the morning of the last day of the meeting, e.g., Friday morning, before the day's formal meeting begins and a breakfast is provided. Invited guests include officers from any of the MD Sections that are in attendance as well as other ITE International leadership that may be in attendance. This meeting is hosted by the MD President, and the LAC should work the Board to determine the particulars of the meeting, number of attendees, and any special needs.

Opening Plenary Session

This is held as the first event of the MD Annual Meeting. It usually begins with the LAC Chair welcoming attendees, recognizing sponsors and vendors/exhibitors, explaining meeting logistics and layout, reviewing the agenda, etc. An opening keynote speaker(s) takes up the remainder of the time. The keynote speaker can be anyone of interest. Traditionally, it has been a local transportation official (Department of Transportation Director, local Metropolitan Planning Organization Director, etc.); an elected official (mayor, legislator, etc.); or someone else with a vested interest in transportation that can discuss transportation issues and challenges related to the locale of the meeting. It could be combined with an opening lunch, but this is not required and is up to the LAC to determine based on the priorities of the budget.

Technical Breakout Sessions

As mentioned earlier, these are the core element of the meeting where attendees share with and learn from their peers in the transportation industry. There is no set format, number, type, etc. of breakout sessions. To attract as many folks as possible and provide adequate Professional Development Hours (PDHs), the breakout sessions should be numerous and varied in topic. A typical breakout session may last 60-90 minutes and be comprised of 3-4 speakers with time for questions/answers. Many times, the sessions have a common theme and the speakers present topics related to that theme. There may also be concurrent tracks where two or three different sessions occur simultaneously. Some of the technical sessions may also be plenary sessions where everyone attends the same session. Keynote or speakers on special topics (TED talks) are an example. Past meetings have provided anywhere between 6-10 breakout sessions, with 30-50 presentations and 45-65 speakers. Special student-oriented events should also be considered (see the Student Activities section).

The LAC Technical Program Chair is responsible for organizing the program including sending out and evaluating abstracts, securing session moderators, notifying selected speakers, collecting bios and presentations, etc. The LAC has full authority to determine the makeup of the technical breakout sessions and overall technical program for the meeting. Prior to publication, the meeting agenda should be approved by the Board.



Annual Meeting and LAC Guidance Manual

Student Traffic Bowl

This event should be a standalone event that does not compete with other sessions. It is normally held on the afternoon of the middle day as the last session of the day to allow time for the student teams to get through preliminary qualification rounds. See the Student Activities section for more information on hosting the traffic bowl.

Technical Tours

Technical tours are opportunities for a limited number of attendees to visit and/or learn about transportation-related features, facilities, infrastructure, etc. unique to the locale of the meeting. Examples of past technical tours include visits to Traffic Operation Centers, transit facilities, a bike tour of area trails and active transportation facilities, a tour of a light rail or Bus Rapid Transit system, etc. Technical tours may be held either prior to or after the meeting or as a special breakout session during the meeting depending on the tour. It is understood that not all meeting locales may have a viable technical tour opportunity. However, providing a technical tour as part of the meeting is strongly encouraged. Costs for tours should be collected separately from the standard registration fees as not all attendees benefit from this activity. The fee should cover the costs associated with the tour regardless of whether those that signed up attend or not. Issues regarding liability and insurance should be addressed as appropriate.

MD Student Paper Winner Presentation

Working with the MD Awards Committee and the MD Student and Younger Member Committee Chairs, the LAC should provide one technical session focused on students. During this session, the winner of the MD Annual Student Paper Contest should be allowed to present their paper along with a select few other students who submitted abstracts.

Accommodating ITE Leadership

Often, a representative of ITE, such as the Executive Director, International President, or candidates running for office, will attend the meeting. They may wish to have a few minutes in the agenda to present information to the attendees, meet with leaders and/or younger members, or perhaps host a session. The LAC should coordinate with the Board and ITE International to see if this will be the case and what specific accommodations may need to be provided for them as part of the meeting.

LAC Debrief

One event that has proven very beneficial is an LAC debrief. This is held at the conclusion of the MD Annual Meeting and consists of members of the current LAC and the LAC planning the next meeting who are in attendance. This is an opportunity to discuss what went well and what could be improved in addition to providing helpful information to and answering questions from the next LAC to help them in planning their meeting.

Other Considerations

In addition to the required events, the LAC is encouraged to consider other events that will make the meeting more exciting and appealing to attendees.



Annual Meeting and LAC Guidance Manual

Special Trainings

Past meetings have incorporated special trainings into the agenda. For example, this may be a day-long or half-day short course from Northwestern University, for example, that is held before the meeting. It is up to the LAC to determine if they would like to offer something like this as part of the meeting.

Social Activities

Opportunities for attendees to socialize should be provided. These may include a Family Night activity, non-technical social activities, and spouse/significant other/children activities. These are discussed in the Family Night and Social Activities section.

Professional Development Hours (PDH)

As many attendees will use the meeting to obtain PDH necessary to maintain their Professional Engineers license, the meeting should provide the opportunity for attendees to obtain a minimum of 8-10 PDHs if they attend all the technical sessions. The LAC Technical Program Chair should work with ITE International to secure the PDH certifications for the meeting. This can usually be done by submitting the program along with abstracts to ITE International and they will respond with the number of PDHs that can be supported. Attendees should be provided with information on how to obtain their PDHs through the ITE Learning Hub located on the ITE website.

Format and Agenda

There is no specific format for the meeting. It is up to the LAC to determine the dates, times, length, content, offerings, and format of the meeting. This allows flexibility for each LAC to best plan and execute the meeting based on the unique circumstances of the locale and available facilities. Before formally published to the MD membership, the draft program should be approved by the Board.

The LAC will need to determine how much of the program and agenda can be provided online or as part of the meeting mobile app versus what needs to be printed and provided to attendees. Often, it is helpful to have an abbreviated one-page printed sheet with the agenda and activities summarized. A map layout of the meeting venue may also be helpful, if warranted.

Session Moderators

Moderators are usually secured from those who will be in attendance at the meeting. Reaching out to the various LAC members, MD officers and/or committee chairs, and Section representatives is a good place to start when looking for moderators. A short (30-minute) moderator meeting should be held prior to the start of the MD Annual Meeting to ensure moderators understand their duties and to achieve consistency in how the sessions are run. An example of a moderator guideline document is provided in the Appendix.

Appreciation Gifts

Each speaker, presenter, and session moderator are normally presented a gift of appreciation on behalf of the LAC to thank them for their participation in the meeting. It is more meaningful and thoughtful if the gift represents something related to the meeting locale that will remind the recipient of their time and participation in the meeting.



FAMILY NIGHT AND SOCIAL ACTIVITIES

It is up to the LAC to determine what type, if any, non-technical social activities will be provided as part of the meeting. These activities are usually held outside of the normal daytime meeting agenda and give attendees the opportunity to experience some of the features, events, or activities that make the meeting locale unique. The following activities have been well received by meeting attendees and should be considered for inclusion:

Family Night Activity

One traditional event is a Family Night where all attendees and their families and/or friends can attend. Examples of a Family Night activity may be a dinner and visiting a unique attraction of the area such as a zoo, planetarium, museum, show/play/theater, etc. or providing a dinner with entertainment. The cost of the activity is normally included as part of the registration for full meeting registrants and vendors/exhibitors. During registration, attendees would have the opportunity to purchase additional tickets for the persons they would like to bring who would not be attending the meeting.. Depending on the location and/or type of activity, transportation to/from the activity may need to be provided. The decision to provide a Family Night activity as part of the meeting is solely up to the LAC, but they are encouraged to do so, if practical. Issues regarding liability and insurance should be addressed as appropriate.

Non-technical Social Activities

Depending on the meeting locale, there may be opportunities to provide other events for attendees to participate in to experience the area. Examples of past activities have included white water river rafting, golf, mountain bike or road bike rides, hikes, runs, ATV rides, skeet shooting, pickleball, etc. These are normally held outside of regular meeting events (mornings, evenings, or the day before or after). Transportation to/from these activities is not required to be provided but should be considered. Any costs associated with these events should be covered by the fee charged and not be subsidized from the regular meeting budget (though they should be tracked in the master budget). The decision to provide social activities as part of the meeting is solely up to the LAC. Issues regarding liability and insurance should be addressed as appropriate.

Spouse/Significant Other/Children Activities

Depending on the meeting locale, the LAC may elect to provide an activity or event for spouses/significant others/children. Past meetings have done an arts and crafts event, a shopping spree, bar-hopping spree, wine tasting event, museum visit, etc. To date, the MD meeting has not provided a spouse/significant other/children element of the meeting, but it can be done. Transportation to/from these activities is not required to be provided but should be considered. Any costs associated with these events should be covered by the fee charge and not be subsidized from the regular meeting budget (though they should be tracked in the master budget). Again, the decision to provide spouse/significant other/children activities as part of the meeting is solely up to the LAC. Issues regarding liability and insurance should be addressed as appropriate.

It is up to the LAC to determine if a Family Night or other social activity will enhance the meeting experience and should be provided. However, providing these types of experiences are strongly



Annual Meeting and LAC Guidance Manual

encouraged by the Board and should be considered as each Section is evaluating the best location to host the meeting.

STUDENT ACTIVITIES

The MD Annual Meeting should be a haven for students where they can interact with professionals, industry experts, service providers, and peers. In conjunction with the MD Students and Young Professionals Committee Chair and faculty representatives from ITE MD Student Chapters, the LAC should plan out a variety of student-oriented activities that are focused on supporting students and their transition into a professional career.

Student-focused Sessions

All students should be invited to all meeting sessions and activities, and these should be covered with the cost of their discounted registration. Students get the most value by attending the sessions and interacting with professionals, so an appropriate balance of student-focused activities and general meeting activities should be achieved. However, there are a few elements that should be focused exclusively on the students. These might include:

- A meet-and-greet session with a provided lunch held prior to the opening session for all students and faculty advisors.
- A separate student-focused session during one or more of the breakout sessions that focuses on student and/or student chapter needs and best practices.
- A student technical tour.
- A resume/interview session to help students prepare meaningful resumes and prepare for interviews with potential future employers.
- A student poster session that allows students to present projects they may be working on as part of the undergraduate/graduate degree program.

Traffic Bowl

The Traffic Bowl is the preeminent student activity of the meeting. As previously mentioned, this should be a standalone session that does not compete with other technical sessions so that everyone can attend and support the students. This event is facilitated by the MD Student and Young Professionals Chair. As the event has very specific equipment and formatting requirements, the LAC Student Activities Chair will need to coordinate with both the MD Student and Young Professionals Chair and the LAC Logistics Chair to make sure a location is secured that will meet the needs of the Traffic Bowl. As the setup is somewhat intense, it is usually better to host this in a room that will not be used for other events, if possible. There may be preliminary rounds to narrow the field to the three final teams, which is another reason to hold this event in a separate room. It may be appropriate to provide snacks or other incentives to encourage attendance and support for the students.



Annual Meeting and LAC Guidance Manual

Student Involvement

Students may be invited to help the LAC with various tasks during the meeting. These may include help at the registration desk, being ushers, helping direct attendees to sessions, running errands, counting attendance at sessions and meals, etc. Student chapters, especially those within the Section where the meeting is being held, may want to hold some type of fundraising activity as part of the meeting. These should be supported by the LAC in the planning and execution of the meeting. In the past, these have included raffles, T-shirt sales, etc.

COMMUNICATIONS

The MD Communications Committee will be the primary support for all communications pertaining to the meeting. This committee can help and support the LAC with the StarChapter registration process, emails and communications to members and attendees, and website support.

Website

The MD website should have a page dedicated to the upcoming meeting. This is the location where all information regarding registration, hotels, programs, events, activities, and recognition of sponsors and vendors/exhibitors should be placed. As soon as the previous year's meeting is completed, the website should be updated with "save the date" information for the next year's meeting. The LAC Communications Chair should work with the MD Communications Chair to keep the website consistently updated with the most recent and relevant information pertaining to the meeting.

Communicating with MD Members

In addition to the website, emails should be sent to MD members any time a significant meeting-related event occurs, including when registration opens, hotel reservations can start being secured, preliminary and final program agendas are available, sponsor and vendor/exhibitor registrations are open, etc.

It is recommended that additional communications regarding the meeting be provided in the quarterly MD newsletters and monthly emails. The LAC Communications Chair will need to coordinate with the MD Communications Chair to meet submittal dates and timelines and provide content.

Any communications related to the meeting can be sent out to all MD members through the MD Communications Chair's mass email system. This is the preferred way to communicate with MD members and eliminate the need for mailing out any materials. Additionally, the LAC Communications Chair can coordinate with individual Sections within the MD to further spread information regarding the meeting.

Information During the Meeting

Another key element of the communications is the information that will need to be provided to attendees during the meeting. The meeting mobile app may include a feature that allows for real-time communication with attendees. This allows the LAC to disseminate any information attendees need to be aware of such as a change in an activity time or location, etc. Attendees can always come to the registration desk for information.



Annual Meeting and LAC Guidance Manual

A key piece of information is wayfinding signage to direct attendees to the various meeting events such as the location of the registration table, vendor/exhibitor area, technical breakout session room(s), plenary session room, meal rooms, restrooms, etc. Depending on the meeting venue, this type of information may be provided as part of the meeting A/V package on monitors placed throughout the venue. If this capability is not available, then various posters mounted at strategic locations throughout the venue may need to be manually produced and managed by the LAC.

Meeting Logo

A meeting logo should be developed by the LAC that “brands” the meeting. This logo will be used on all communications, on the website, and in information pertaining to the meeting. The logo should be based loosely on the MD logo and reflect the unique locale of the meeting. The logo will need to be approved by the Board prior to use. The LAC could host a contest in their Section to develop the logo with the winner receiving a free registration to the meeting.

Promotional Materials

The LAC should provide a means for the next year’s LAC to promote their meeting and distribute information. This may be done at the registration desk or at a vendor/exhibitor booth specifically dedicated to the MD and/or the next year’s meeting. Often, promotional materials are placed in the registration bags of attendees.

PLANNING TIMELINE

Planning and executing a MD Annual Meeting normally takes at least 18-24 months. Securing a venue may need to be done sooner than that depending on the location and availability of possible venues that can accommodate a group as large as the MD meeting. A general time schedule for planning the meeting is as follows:

Time Prior to Meeting	Activity
24+ months	<ul style="list-style-type: none"> MD Board select Section and preferred location to host the meeting two years into the future, if not already decided Selected Section identify LAC Chair and obtain Board approval
18+ months (minimum)	<ul style="list-style-type: none"> Execute contracts with venue location and/or hotel(s) Lock in prices for A/V, F/B, and other expenses as well as revenue amounts (registration, sponsor, vendor/exhibitor fees, etc.) so preliminary budget can be developed Set up LAC bank account with MD Treasurer
12-18 months	<ul style="list-style-type: none"> Develop meeting logo and obtain Board approval Determine and obtain promotional material(s) Recruit LAC members
12 months (Jun)	<ul style="list-style-type: none"> Provide logo and “save-the-date” information to the MD Communications Chair to be posted on the MD website at the conclusion of the current meeting Distribute promotional materials for the next meeting to attendees at the MD Annual Meeting



Annual Meeting and LAC Guidance Manual

Time Prior to Meeting	Activity
8 months (Oct)	<ul style="list-style-type: none"> • Establish the start/end times for meeting registration, hotel block, sponsors, and vendors/exhibitors • Identify potential Family Night and/or social activities and make any reservations for the event and/or transportation as needed • Identify potential technical tours and make any reservations for the event and/or transportation as needed • Determine meeting mobile app to be used and execute any needed agreements/contracts with the provider
6 months (Dec)	<ul style="list-style-type: none"> • Prepare and send out request for abstracts with due date and update website • Send out meeting reminder • Obtain Board approval on all pricing for registration, sponsors, and vendors/exhibitors
5 months (Jan)	<ul style="list-style-type: none"> • Have preliminary program agenda developed and send out to members • Open up meeting and hotel registrations and provide registration FAQ • Prepare and send out requests for sponsors and vendors/exhibitors along with vendor/exhibitor FAQ • Abstracts due • Start securing keynote speakers as appropriate • Finalize draft budget • Update website • Send out meeting reminder
4 months (Feb)	<ul style="list-style-type: none"> • Assemble team to evaluate abstracts and begin putting together final technical program • Start recruiting session facilitators • Update website • Send out meeting reminders to members and potential sponsors and vendors/exhibitors
3 months (Mar)	<ul style="list-style-type: none"> • Have final technical program assembled and sent out to all members • Main meeting sponsors should be secured by this point to allow them time to order any promotional/advertising materials they may want to provide • Determine what meeting-provided swag is needed and order items • Update website • Send out meeting reminders to members and potential sponsors and vendors/exhibitors



Annual Meeting and LAC Guidance Manual

Time Prior to Meeting	Activity
2 months (Apr)	<ul style="list-style-type: none"> • Have full program finalized (all events and technical sessions) and send out to members • Coordinate with ITE International on PDHs • Determine any wayfinding signage needs for venue and start coordinating with venue • Identify all A/V needs for each session and coordinate these with the A/V provider; identify A/V provider’s representative that will be available during the meeting to respond to any needs or problems • Update website • Send out meeting reminders to members and potential sponsors and vendors/exhibitors
1 month (May)	<ul style="list-style-type: none"> • Early registration ends at the beginning of the month • Start collecting bios for all speakers and session facilitators • Start collecting any items from sponsors and vendor/exhibitors that need to be included in registration gift bag • Update website • Send out meeting reminders to members and potential sponsors and vendors/exhibitors
Meeting month (Jun)	<ul style="list-style-type: none"> • Standard registration ends at the beginning of the month • Send final meal numbers to venue (usually 2 weeks prior) • Collect any remaining speaker presentations and session facilitator bios and keynote speaker bios • Finalize all arrangements with hotel and/or meeting venue • Publish final program materials to meeting mobile app • Send out any final instructions for Family Night and other social events, as appropriate • Update website • Send out final meeting reminders to members and potential sponsors and vendors/exhibitors
Post-meeting (Jul)	<ul style="list-style-type: none"> • Pay any outstanding invoices • Resolve any outstanding issues with the hotel and/or meeting center • Send out thank you letters/emails to sponsors and vendors/exhibitors and encourage them to consider participation in the next meeting
Post-meeting (Aug)	<ul style="list-style-type: none"> • Prepare and submit meeting summary report to AMC and Board • Close out all meeting finances and send any excess to MD

MISCELLANEOUS ITEMS

There are a few miscellaneous items the LAC may want to consider during the planning and execution of the meeting. These include:



Annual Meeting and LAC Guidance Manual

Meeting Lapel Pins

A new tradition for the MD is to provide all attendees with a meeting lapel pin of the meeting logo as part of the registration goodies. These could also be ordered well in advance as promotional materials to be passed out at the meeting the year before.

Door prizes

If there is money in the budget, an additional benefit could be to provide an array of door prizes to be handed out or raffled off throughout the meeting. Some of these may come from sponsors or could be a part of a higher tier sponsor recognition benefit. The LAC will determine how to handle door prizes. They are not required.

Documentation

It is very useful information for future meeting planning to have documentation of the actual attendance and participation versus the registered number of attendees. This is especially true when it comes to sessions with provided meals. Having accurate head counts of the number of meals served/eaten versus the number ordered can help future LACs better estimate these costs, which are the biggest costs of the meeting.

An MD member who has an interest in photography should be recruited to serve as the meeting photographer. Their responsibility will be to take various pictures of attendees and activities throughout the meeting to be stored in the MD meeting archive folders. Especially important is to take pictures of significant people and events such as award recipients, new officers/swearing in of new officers, presenters, keynote speakers, student Traffic Bowl teams, Family Night activities, etc.

Letters of Appreciation

The LAC should consider sending out thank you emails and/or letters to special contributors who helped make the meeting a success. These could include local dignitaries, keynote speakers, sponsors, vendors/exhibitors, or others that contributed in a meaningful way. Normally, thank you letters are not needed for speakers/presenters and moderators as they should be thanked as part of their participation and presented with an appreciation gift upon conclusion of their role.



APPENDIX

**Include: ATTACHMENT 2 – Department of Transportation
FAR 4.21 Agency Procedures - Representation**


In accordance with Section 889(a) of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019 (Pub. L. 115-232), Executive agencies must adhere to two prohibitions to support national security considerations (for information on the prohibition see page 2, “Information for Section 889 Representation”). This form (or an email containing all the information on this form) may be utilized for a purchase card transaction in lieu of a formal solicitation with the required. The offeror (vendor) shall complete the fill-ins below and return this document to the GPC Cardholder identified in the accompanying email. The GPC Cardholder will review the completed fill-ins for compliance prior to placing the order. Unless an exception applies or a waiver is granted, no order will be placed with an offeror determined not compliant with the statutory requirement.

Representation for *(briefly describe the purchase):*

Registration cost for ITE 2024 Mountain District Annual Meeting in Big Sky, Montana

The Offeror represents that...		
(similar to FAR provision 52.204-24(d)(1))		
It will	It will not	
<input type="checkbox"/>	<input type="checkbox"/> ✓	Provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. If ‘It will’, then continue to exception. <input type="checkbox"/> Mark this box, if you have completed the representation requirement of this section on SAM.gov.
(similar to FAR provision 52.204-24(d)(2))		
It does	It does not	
<input type="checkbox"/>	<input type="checkbox"/> ✓	Use covered telecommunication equipment or service, or use any equipment, system, or service that uses covered telecommunications equipment or services, except telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
Exception		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/> ✓	The offering is for service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements.

<input type="checkbox"/>	<input type="checkbox"/>	The offering is for telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Offeror Representation Certification	
Offeror Name: Jenny L. Grote	
Address: 16312 River Haven Way	
Morrison, CO 80465	
Telephone: 602-690-8347	
Representative's Printed Name:	
	Jenny L. Grote
Representative's Signature:	
Date: 3/26/24	

6 GPC Cardholders shall follow DOT DASH 2019-002, Section 6(a) for their review

INFORMATION FOR SECTION 889 REPRESENTATION

7 NOTE: The following information is provided to assist the offeror in understanding the terminology used in the representation.

Section 889(a)(1) of FY 2019 NDAA included two prohibitions to support national security considerations related to five Chinese telecommunications firms, effective August 13, 2019 and August 13, 2020, respectively. The prohibitions preclude the federal agencies from –

- A. **Procuring/obtaining, or extending or renewing a contract to procure or obtain** any equipment, system or services that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any systems (Otherwise known as “prohibition on purchase” and effective August 19, 2019); or
- B. Entering into a contract (or extending or renewing a contract) with an entity that **uses** any equipment, system, or service that **uses** covered telecommunications equipment or substantial or essential component of any system, or as critical technology as part of any system (Otherwise known as “prohibition on use” and effective August 13, 2020). This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federalcontract.

Definitions pertaining to the representation are specified in FAR 4.2101 and provided as follows:

- **Backhaul** means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).
- **Covered foreign country** means The People’s Republic of China.
- **Covered telecommunications equipment or services** means– (1) Telecommunications equipment produced by **Huawei Technologies Company or ZTE Corporation**, (or any subsidiary or affiliate of such entities); (2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by **Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company,**

or **Dahua Technology Company** (or any subsidiary or affiliate of such entities); (3) Telecommunications or video surveillance services provided by such entities or using such equipment; or (4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

- **Critical technology** means— (1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations; (2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled- (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or (ii) For reasons relating to regional stability or surreptitious listening; (3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities); (4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or (6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

- **Interconnection arrangements** means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.
- **Reasonable inquiry** means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.
- **Roaming** means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.
- **Substantial or essential component** means any component necessary for the proper function or performance of a piece of equipment, system, or services.

ADDENDUM



By signing this addendum, the merchant represents their Section 889 Compliance for certain covered telecommunications or video surveillance equipment or services will remain current and in effect for a period of one-year from the date the form is signed. If the merchant's representation is modified or changed within this period, the Federal Highway Administration [Purchase Card Team](#) must be notified immediately (but no later than seven (7) days).

Signature of Merchant or Designated Representative