



INSTITUTE OF TRANSPORTATION ENGINEERS IDAHO CHAPTER BYLAWS

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ARTICLE I - MEMBERSHIP

Section 1.1 - Any Institute member who resides within Idaho, and who is in good standing within the Idaho Chapter, shall be a member of the Chapter upon submission of a membership application, or as approved by the Membership Committee, and the payment of Chapter dues. Throughout these Bylaws, the term "Resides" refers to the individual's preferred Institute mailing address, either home or place of business.

Section 1.2 - Any Institute member may join the Chapter without residing in Idaho, by obtaining approval of the Chapter Executive Board and upon payment of Chapter dues.

Section 1.3 - Persons residing in Idaho who fall into one or more of the following classifications may be affiliated with the Chapter as Chapter affiliates. Persons who:

- are accumulating professional experience toward Institute membership, or
- are students in a post-secondary transportation-related academic program, or
- are professionally engaged in related fields, or
- are in a position to work with and assist transportation and traffic engineers and planners by virtue of official positions or commercial employment

Section 1.4 - Chapter members who reside in Idaho shall be entitled to all of the privileges of the Chapter. Chapter members who do not reside within Idaho, and Chapter affiliates, shall be entitled to all of the privileges of the Chapter, except that they may not hold elective office.

Section 1.5 - All applications for Chapter affiliate, except by students, shall include a description of their relationship with transportation as indicated in Section 1.3.

Section 1.6 - The Chapter Membership Committee shall review and process applications for Chapter affiliate. The Chapter Membership Committee shall forward the application and the applicant's experience record together with its recommendations to the Chapter Executive Board for final action. The Chapter Executive Board shall act as the Chapter Membership Committee until such time that a Chapter Membership Committee is formed or if the Chapter Membership Committee is disbanded.

Section 1.7 - Acceptance of Chapter affiliates shall be by vote of the Chapter Executive Board. An affirmative vote by a majority of

those attending shall be required for election, provided that a quorum consisting of the majority of the Chapter Executive Board is present.

Section 1.8 – Upon recommendation of the Chapter Executive Board and approval by a majority vote at the Annual Business Meeting, a Chapter member (or affiliate) may be honored as a Chapter Honorary Life Member (or Chapter Honorary Life Affiliate) if:

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

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

ARTICLE II - RESIGNATION AND EXPULSION

Section 2.1 - A Chapter affiliate or member may resign from the Chapter by written communication to the Chapter Executive Board. If Chapter dues have been paid, the Board shall accept the resignation in good standing.

Section 2.2 - Any Chapter member or Chapter affiliate whose dues are more than one year in arrears shall be dropped from Chapter membership by the Chapter Executive Board, and the unpaid dues, but not more than the total of two years dues, shall become an obligation to be paid before the member or affiliate can be restored to good standing in the Chapter.

Section 2.3 - Any Chapter member whose Institute membership has been forfeited shall also forfeit membership in the Chapter, and will be reinstated to membership in the Chapter only if reinstated to membership in the Institute. Any Chapter member who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the Chapter Executive Board.

Section 2.4 - Any Chapter affiliate who, by reason of any change in occupation or profession, except by retirement, shall cease to be in contact regularly and frequently with transportation or traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Chapter without prejudice.

Section 2.5 - The Chapter Membership Committee shall periodically review the qualifications of Chapter affiliates. Upon meeting minimum qualifications for Institute membership the

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Chapter affiliate shall be encouraged to apply for such membership.

Section 2.6 - Any Chapter member or affiliate who advertises, uses, or attempts to use identification with the Chapter in any manner whatsoever with intent to derive personal gain therefrom shall forfeit membership or affiliation with the Chapter.

Section 2.7 - The Chapter Executive Board shall consider the expulsion of any Chapter member or affiliate (a) upon information coming to its notice, or (b) upon the written request of five or more members, or (c) upon recommendation of the Chapter Membership Committee that, for the cause set forth, a person identified as a Chapter member or affiliate be expelled. The Chapter Executive Board shall thereupon follow the procedure set forth in the Institute's Constitution. In the event such a 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 III - DUES AND ASSESSMENTS

Section 3.1 – There shall be no initiation or entrance fee.

Section 3.2 - The fiscal year of the Chapter shall be from July 1 to June 30. Annual dues, if any, shall be charged on a fiscal year basis and the amount of the annual dues shall be the same for both Chapter members and for Chapter affiliates. Dues for students may be at a reduced rate or not required as determined by the Chapter Executive Board. The Chapter Executive Board shall determine the amount of the annual dues.

Section 3.3 - Dues will be collected at the first meeting or conference of a fiscal year and dues notices shall be distributed prior to the first meeting or conference of the fiscal year. If Chapter members or affiliates are unable to attend the first meeting, their dues will be collected at subsequent meetings.

Section 3.4 – Dues of new Chapter members and Chapter affiliates shall be payable upon acceptance into the Chapter.

Section 3.5 – A special assessment may be made by the affirmative vote of two-thirds of the valid ballots cast by the voting members and affiliates of the Chapter.

Section 3.6 – All conferences and meetings conducted by the Chapter shall be planned on a financially self-supporting basis. Higher registration fees may be charged for attendees who are neither Chapter members nor affiliates.

ARTICLE IV – NOMINATION AND ELECTION OF OFFICERS

Section 4.1 – Officers of the Chapter shall include: a President, a Vice President, and a Secretary-Treasurer. The Chapter Executive Board shall consist of the officers, and the immediate Past President. All members of the Chapter Executive Board shall reside in the Chapter area and be members of the Institute and hold the grade of Member or higher. Officers shall be elected by vote of

the members and affiliates of the Chapter at the final meeting or conference of the fiscal year to assume office on July 1 of the following fiscal year. Each nominee receiving the most votes for each open office position assumes the position of each open office. In the event of a tie for an open office position, the current Chapter Executive Board shall determine the nominee who will assume the office position from among the nominees tied in the election. The terms of officers shall be one year.

Section 4.2 - In addition to the elective officers identified in Section 4.1, it is recommended that a Student Chapter Faculty Advisor(s), appointed by the Student Chapter, and a Student Chapter Professional Liaison(s), appointed by the Chapter President, serve as “ex-officio, non-voting” members of the Chapter Executive Board. Both positions are appointed each year and approved by the District Board of Direction at the mid-year Board meeting.

Section 4.3 – A member may occupy the same elective office for more than one term, if re-elected.

Section 4.4 – 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, the unexpired term shall be filled by the Secretary-Treasurer. If the Chapter Past President is no longer able to perform his/her duties, the next most recent Past President, who is still a member of the Institute and living with the geographic area of the Chapter, may be appointed by the Chapter Executive Board to fill the vacancy. In the event of a vacancy occurring in any other elective office, the Chapter Executive Board shall appoint a member to fill the unexpired term. Relocation of an officer's permanent residence outside the boundaries of the Chapter shall be construed as a resignation from office unless, by a majority vote of the Chapter Executive Board, it is determined that it is in the best interest of the Chapter to allow the officer to serve out the remainder of his/her term.

Section 4.5 – The Nominating Committee or individual Chapter members and affiliates shall nominate one or more qualified candidates for each Office. Written consent to hold office must be received by the Nominating Committee from each nominee. The Nominating Committee shall transmit its list of nominees to the Secretary-Treasurer not later than one month prior to the election. The Chapter Executive Board shall act as the Nominating Committee until such time that a Nominating Committee is formed or if the Nominating Committee is disbanded.

Section 4.6 – Not later than two weeks prior to the yearly election, the Secretary-Treasurer shall send to the members and affiliates of the Chapter a list of candidates nominated by the Nominating Committee. A Chapter member may not be a Candidate for more than one office in a given election.

Section 4.7 – Not later than one week prior to the yearly election, the Secretary-Treasurer shall send to all voting eligible members and affiliates a ballot listing the candidates for Officers. Ballots shall be returned to the Secretary-Treasurer by or at the election meeting and shall be canvassed by two tellers appointed by the

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President. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the outgoing Chapter Executive Board shall select one of the candidates.

ARTICLE V — MEETINGS

Section 5.1- Regular meetings of the Chapter shall be held as determined by the Chapter Executive Board. The Chapter Executive Board or President may call a special meeting when conditions justify. No action requiring a vote of the Chapter membership shall be taken at any special meeting unless advance written notice concerning the matter has been sent to all members and affiliates at least fourteen days in advance of the special meeting.

Section 5.2 – The Annual Business Meeting of the Chapter shall be held during May. A report of the financial conditions of the Chapter shall be made by the Secretary–Treasurer at the Annual Business Meeting.

ARTICLE VI-GOVERNMENT

Section 6.1 – The government of the Chapter shall be vested in the Chapter Executive Board. The majority of the Chapter Executive Board shall constitute a quorum.

Section 6.2 – The President shall preside at meetings of the Chapter and of the Chapter 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 6.3 – The President shall be an ex-officio member of all committees.

Section 6.4 – The President shall appoint Standing Committees annually, and such ad hoc committees as may be desirable, with the approval of the Chapter Executive Board. Standing Committees shall consist of members and/or affiliates in good standing with the Chapter and shall include but not be limited to: Membership and Nominating Committees.

Section 6.5 – The membership may, by petition to the Chapter Executive Board, initiate a vote to determine if any elective officer shall be removed from office. The petitioners must include at least 20 percent of the eligible Chapter voters. 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 confidential ballot.

“Shall _____ be removed from the office of _____?”

Should the affirmative carry a majority of those who cast ballots, the office shall be declared vacant and the vacancy filled in the manner prescribed in Article IV, Section 4.4.

Section 6.6 – The Chapter Executive Board shall establish a budget each fiscal year.

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Section 6.7 – The Chapter Executive Board shall report the names and addresses of its officers and the beginning and ending dates of their term of offices to the Section and District Boards within 30 days after their election or appointment.

ARTICLE VII – VOTING AND VOTING ELIGIBILITY

Section 7.1 – Voting for Officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the Chapter to the Section or Institute shall be by confidential ballot.

Section 7.2 – When such confidential ballot is required, all eligible voters shall be sent a ballot. Ballots shall be canvassed as described in Article IV, Section 4.7 above.

Section 7.3 – Any member whose Chapter dues have not been paid in accordance with Article III shall be ineligible to vote.

ARTICLE VIII – AMENDMENTS

Section 8.1 – 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 five members and affiliates entitled to vote.

Section 8.2 – 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 occurring not less than thirty days subsequently. Such amendments may be amended by majority vote of those members attending the meeting in any manner pertinent to the original amendment. The amendments, as originally proposed or as amended at this meeting, shall be submitted as prescribed in Article VII, Section 7.2 of these Bylaws within fifteen days of the meeting and canvassed within thirty days following such submission by two tellers appointed by the President.

Section 8.3 – An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendments to the Bylaws, for petitions to amend the Chapter Charter, and for other matters which affect the relationship of the Chapter to the Section or the Institute.

Section 8.4 – Amendments to the Bylaws so adopted shall take effect upon being filed with the Section Board of Direction. At any time thereafter, the Section Board of Direction may amend any part of the Chapter’s Bylaws which it considers to be contrary to the Constitution, Bylaws, or best interests of the Institute by giving written notice to the elected Officers of the Chapter.

APPROVED BY THE IDAHO CHAPTER OF THE INSTITUTE
OF TRANSPORTATION ENGINEERS
BOARD OF DIRECTORS ON APRIL 14, 2015


ITE Idaho Chapter President

4/14/15
Date