



# **ITE MOUNTAIN DISTRICT OPERATING MANUAL**

July 2021

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# 1. INTRODUCTION

## 1.1. Purpose of Operating Manual

The purpose of the Mountain District (District) Operating Manual is to establish a single reference document containing all information related to the Charter, Bylaws, policies and procedures established for the professional organization 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 ITE Constitution, District Charter or District Bylaws, the policies and procedures described herein should be considered as guidelines, and not absolute requirements, for officers and committees of the District. These policies have been established to improve the “organizational memory” and serve to provide guidance for future officers, with the intent of making their jobs easier and of improving future operations of the District. Each future District Board, however, may amend any policy at any time as long as the amendment(s) do not conflict with the ITE Constitution, District Charter or District Bylaws.

## 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 on July 21, 2019. The ITE Constitution can be found at [www.ite.org](http://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 section organizations that exist by charters granted by the International Board of Directors (IBOD):

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

Section Charters are attached as **Appendix C** and Section Bylaws are attached as **Appendix D**.

## 2. GOVERNMENT

### 2.1. District Board

#### 2.1.1. Definitions

##### 2.1.1.1. District Executive Committee

The District Executive Committee (EC) is made of the following elected and appointed ITE members: President, Vice President, Secretary-Treasurer, International Director, and most recent Past President.

##### 2.1.1.2. District Board

The District Board consists of the District EC and one Section Representative from each of the seven sections that make up the District.

#### 2.1.2. Duties of Officers and Appointed Positions

The District Executive Committee may appoint a District Administrator with the concurrence of the District Board. The Administrator shall have a voice at all meetings of the District Board and should be included in all Board communications but is a non-voting participant of the Board meetings.

The duties of the elected and appointed members of the District Board (as outlined in **Section 2.1.1.1** and **Section 2.1.1.2** are summarized in their duty documents included in **Appendix E**. The roles and responsibilities of each of the Mountain District committees are included in **Appendices F through K**.

#### 2.1.3. Authority

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 Policy 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

#### **2.1.4. District Board Meetings**

The District Board typically meets by conference call monthly throughout the year, except that the Board meets 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 or Section Representatives to expand on relevant issues.

##### **2.1.4.1. Conference Calls**

A quorum (i.e. majority of the District Board) is required to formally approve District matters through a conference call. A quorum is not required to disseminate information to board members. Notice and supporting information will be distributed to board members in advance in conformance to the Bylaws. The Secretary-Treasurer shall prepare a written record of the conference call for distribution to board members and the District's files.

##### **2.1.4.2. Emails**

Board action may be taken through email discussions. Notice and supporting information will be distributed to board members in advance in conformance to the Bylaws. The Secretary- Treasurer shall maintain a voting record to assess the majority vote. When a majority is achieved, the Secretary-Treasurer shall notify the President. The Secretary-Treasurer shall prepare a written record of the email action for distribution to board members and the District's files.

##### **2.1.4.3. Annual District Meeting**

The District holds at least one regularly scheduled meeting per year as required in Article VII, Section 7.4 in the District Bylaws.

##### **Meeting Dates:**

ITE HQ has established a schedule of District annual meetings to try to avoid having overlapping meetings, so that ITE staff and International officers can attend as many meetings as possible. The Mountain District's established "window" is the first two weeks in June. Because this window still overlaps with the annual meeting windows of the Great Lakes District and the Canadian District, annual meeting organizers must coordinate with the leaders of those two districts to try to avoid meeting date conflicts. 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.

##### **Meeting Schedule:**

Meetings are typically three days long beginning with a welcome reception on a Wednesday evening and ending on a Friday. Sometimes technical workshops are scheduled prior to the District meeting and family activities are scheduled on the Saturday after the meeting.

**Meeting Location:**

Meeting sites are determined 24 to 36 months in advance at a District Board meeting. The Annual Meeting Committee Chair is responsible for soliciting cities to host future meetings. The potential cities for consideration to host each meeting should be rotated for parity throughout the District.

**Luncheons:**

There are typically two luncheons during the meeting including the annual business meeting luncheon.

**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 M**).

**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 shall consult with ITE Headquarters for contract review and recommendations before signing the contract.

**2.1.5. District Officer Elections**

The process of officer elections is described in the Bylaws under Article V. The District Administrator is responsible for administering elections. Elections may be conducted using an electronic voting system over the District website. A timeline/flowchart for the election process can be found in **Appendix L**.

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

**2.1.6. Section Representative Elections**

Each Section shall conduct its own elections, or combine with District elections, to determine its Section Representative to serve for a two-year term on the District Board. Each Section President shall provide an official written notification of the election results to the District President prior to January 1 of the year the Section Representative will begin his or her term.

### **2.1.7. Interaction with ITE Headquarters**

- The International Director is the primary liaison between the International ITE Headquarters and the District related to International and District matters.
- The International Director represents the District on the IBOD.
- The Secretary-Treasurer shall notify ITE Headquarters of:
  - Dates of future 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 Headquarters to distribute dues invoices).
- The Awards Committee shall forward to ITE Headquarters the District-winning award submittals that go on to competition at the International level.

## **3. FINANCES**

### **3.1. Annual Budget**

Annually, the Secretary-Treasurer shall prepare a draft budget for the upcoming calendar year (which is the District's fiscal year). The budget should include income and expenditures from each committee. 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 membership at the annual District Business Meeting, and members will be allowed to comment, ask questions, and suggest changes on the draft budget at any point until its approval. The District Board will finalize and approve the budget for the upcoming calendar year in December. Each budget line item should be described in detail in the spreadsheet to provide future officers enough information to understand the purpose, conditions, and limitations of the budget item. In addition, the budget should include a supplemental list of "unfunded initiatives" to provide guidance in the event that excess or reallocated funds become available. Ten (10) percent of all dues collected should be invested in the student fund.

### **3.2. Treasurer's Report**

The Secretary-Treasurer shall 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 fiscal budget year.

### **3.3. Annual Dues**

The District Board, when developing and balancing the next fiscal year's annual budget, 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 International by September. District dues collected by ITE Headquarters are automatically deposited by ACH into the District's Wells Fargo checking account that follow the approximate 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

### **3.4. Insurance Policy**

The District shall maintain an insurance policy to cover liability for the elected Officers and Section Representatives conducting business for the District.

### **3.5. Tax Status**

U.S. Internal Revenue Service (IRS) regulations relating to voluntary, not for profit organizations apply. The District board should be aware of the following:

- EIN number for Tax Exempt Status (501-c-3)
- IRS Requirements

### 3.6. Travel Reimbursement Policy

**ITE Annual Meeting:** Up to budgeted maximum amounts, District policy is to reimburse the District President and International Director for all or a portion of travel and lodging expenses related to attending the International ITE Annual Meeting.

**International Board Meetings:** Up to budgeted maximum amounts, District policy is to reimburse the International Director for expenses to attend the IBOD meetings. In addition, the incoming International Director will be reimbursed for travel expenses to attend the fall IBOD meeting for orientation, prior to his or her three-year term.

#### 3.6.1. District Meetings

Up to budgeted maximum amounts, District policy is to reimburse the International Director, President, Vice President, Secretary-Treasurer, Past President, and District Administrator for all or a portion of their travel and lodging expenses related to the District Annual Meeting and In Person Mid-Year District Board Meeting. As funds are available and at the discretion of the EC, travel funds can be extended to Committee Chairs.

Section Representatives' travel is intended to be funded at the Section level.

#### 3.6.2. Technical Councils and Special Events

Up to budgeted amounts, the Executive Committee may authorize reimbursement for travel to District member(s) or student(s) to represent the District at ITE-sponsored meetings and/or events. These special cases must be discussed by the Executive Committee, budgeted, and approved prior to travel.

#### 3.6.3. Allowable Expenses

Unless specifically exempted by the Executive Committee, an individual member's total travel reimbursement for the year may not exceed the amount set in the annual budget. Allowable travel expenses are limited to:

- Round trip coach airfare from the member's home to the meeting. If the member chooses, primarily for his or her own benefit, to drive to the meeting, travel will be reimbursed at the current mileage rate allowed by the IRS, with the reimbursement not to exceed the cost of the equivalent round-trip coach airfare.
- Rental car expenses will be reimbursed where the cost of car rental is equal to or less than other ground transportation options available, or where such rental reduces the overall cost of ground transportation and airfare travel. Or car share
- Meals – Unless otherwise directed by the District Board, the daily reimbursement for meals shall not exceed \$60 (\$12 breakfast, \$18 lunch, \$30 dinner).
- Lodging for the night before and the nights of an event will be reimbursed up to the amount budgeted.

- Registration waiver for the District Administrator to attend the District Annual Meeting.
- In all cases, the member is encouraged to minimize reimbursement requests to maximize the effectiveness of the District's travel budget. Also, members are encouraged to seek employer support in lieu of charging travel expenses to the District. Advance purchase is recommended to reduce airfare costs, and the District will reimburse airfare costs in advance of travel to encourage this practice.

The limitations described above assume that the member has traveled to serve primarily on behalf of the District. If the member is also performing activities in support of his or her employer or other agencies, the member will submit no more than a correspondingly appropriate proportional share of travel expenses for reimbursement from the District.

Allowable expenses will be promptly reimbursed by the Secretary-Treasurer upon submission of a Travel/Expense Reimbursement Request form and approval by the International Director or President.

## **4. MEMBERSHIP AND DUES**

### **4.1. 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.

### **4.2. Membership Application Procedures**

The District website should provide online access to membership applications at [www.ite.org](http://www.ite.org).

### **4.3. Membership Requirements**

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

### **4.4. Collection of Dues**

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

### **4.5. 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



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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.

## **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.

*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.

## **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.

*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.

*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.

## **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**

# **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



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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



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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



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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



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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



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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



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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



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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



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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



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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



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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



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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



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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.

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*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



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Paul Barricklow  
ITE Mountain District President

9/2/2020

Date

# **APPENDIX E**

## **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.
- 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
- Prepares and maintains the District Leadership Directory
- 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

## **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
- 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

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 in the fall of the year 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 which 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 for 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 Mountain District President for broadcast to the District membership by e-newsletter, posting on the District website, or other means.
- 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.)
- (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
- 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 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, and Mountain District newsletters.
- 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).
- Distribute a copy of the Mountain District Travel Reimbursement Policy 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 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.

- Perform other duties as assigned by the Mountain District Board.

## **FUNDING**

The Mountain District shall provide to the District Administrator:

- Waiver for registration and reimbursement of travel expenses to attend Annual Board Meeting in accordance with the District Travel Reimbursement Policy.
- Reimbursement for administrative expenses (copying, postage, etc.).

# **APPENDIX F**

## **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 G**

## **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

# **APPENDIX H**

## **COMMUNICATIONS COMMITTEE DUTIES AND POLICY**

# COMMUNICATIONS COMMITTEE

## DUTIES AND POLICY

The Communications Committee is tasked with maintaining the Mountain District website and social media accounts.

Maintenance of the District website includes:

- Maintain coordination with StarChapter.
- Coordination with the District Board to determine website content.
- Prepare enhanced web pages for the site to enhance its value and usefulness to the District Members and its Board, including conversion of incidental documents to HTML or PDF format for web posting. Knowledge of the WordPress format is required for maintaining the website.
- Ensure content on the website is consistent with the monthly newsletter. This includes posting articles, announcements, and the Mountain District Newsletter on the website. The Managing Editor will be responsible for providing Mountain District Newsletter in PDF (or other agreed upon) format and it is the responsibility of the Webmaster to post the newsletter on the website.
- Coordinate with Section's webmasters and LAC website chair to insure proper linkage and management of information on the site.
- Keep the Professional Services Directory and Jobs Available listings up to date.

### **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 I**

## **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 J**

## **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.

### **STUDENT CHAPTER ANNUAL REPORTS**

Student Chapters are required to submit a Student Chapter Annual Report each year. At a minimum, the Chapter should submit the two-page standard form and include the current Faculty Advisor's contact information. The Chair or a designated SYMC member shall facilitate the review of the annual reports to determine the winner of the Student Chapter Award 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 Annual Report. The SYMC Chair shall appoint a committee of at least three individuals to review the Annual Reports. 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 Paper Award**

The Student Paper Award is presented each year at the Mountain District Annual Meeting. The winner will receive a plaque, a \$500 award, and free annual meeting registration. Papers should be submitted to the Local Arrangements Committee according to the instructions provided in the Call for Papers for the annual meeting technical program. All student papers that are selected for the annual meeting technical program will be considered for the award. The District will forward the winning paper on to ITE Headquarters for consideration in the International Daniel B. Fambro Student Paper Award competition.

- **Rising Star Award**

The Rising Star Award is the Mountain District's young professional achievement award. To be eligible for this award, the young professional must be a member of the Mountain District and must be 35 years old or younger. Young professionals will be nominated by their peers and the SYMC Chair will appoint a committee of at least three people to review the nominations and select the winner. The recipient of the award will be presented with a plaque and a \$500 award at the Mountain District Annual Meeting. The District will forward the winning nomination to ITE Headquarters for consideration in the International Rising Star Award.

### **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 unequalled 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 is held each year in conjunction with the Mountain District Annual Meeting [DS3] [WG4]. 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.

### **DATA COLLECTION FUND STUDENT FUND ACCOUNTING**

The SYMC Chair is responsible for managing the Student Fund finances including the fund's savings account and Paypal account, as well as maintaining and submitting the Quicken register to the District Secretary-Treasurer on an annual basis. The Chair can elect to assign these duties to a designated treasurer for the fund. In addition, the Chair (or their designated treasurer) is responsible for activating the Virtual Terminal feature of the fund's Paypal account prior to the Annual Meeting and deactivating the feature after the meeting. The Virtual Terminal feature will allow the fund to accept a higher volume of credit card donations during the meeting period. Preferably, the feature should be activated after the first business day of the month and deactivated before the first day of the following month to avoid incurring a fee for the feature.

# **APPENDIX K**

## **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 on the website, maintain valid “voting” members
  - o Provide list of new members to Communications Committee for quarterly newsletter
- 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
- Maintain membership directory
  - o Printable pdf file or online database
- 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 (TBD) 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 L**

## **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 2. 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 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), 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. 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. 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 Board shall be informed immediately, followed by notification to the candidates by the President, 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.

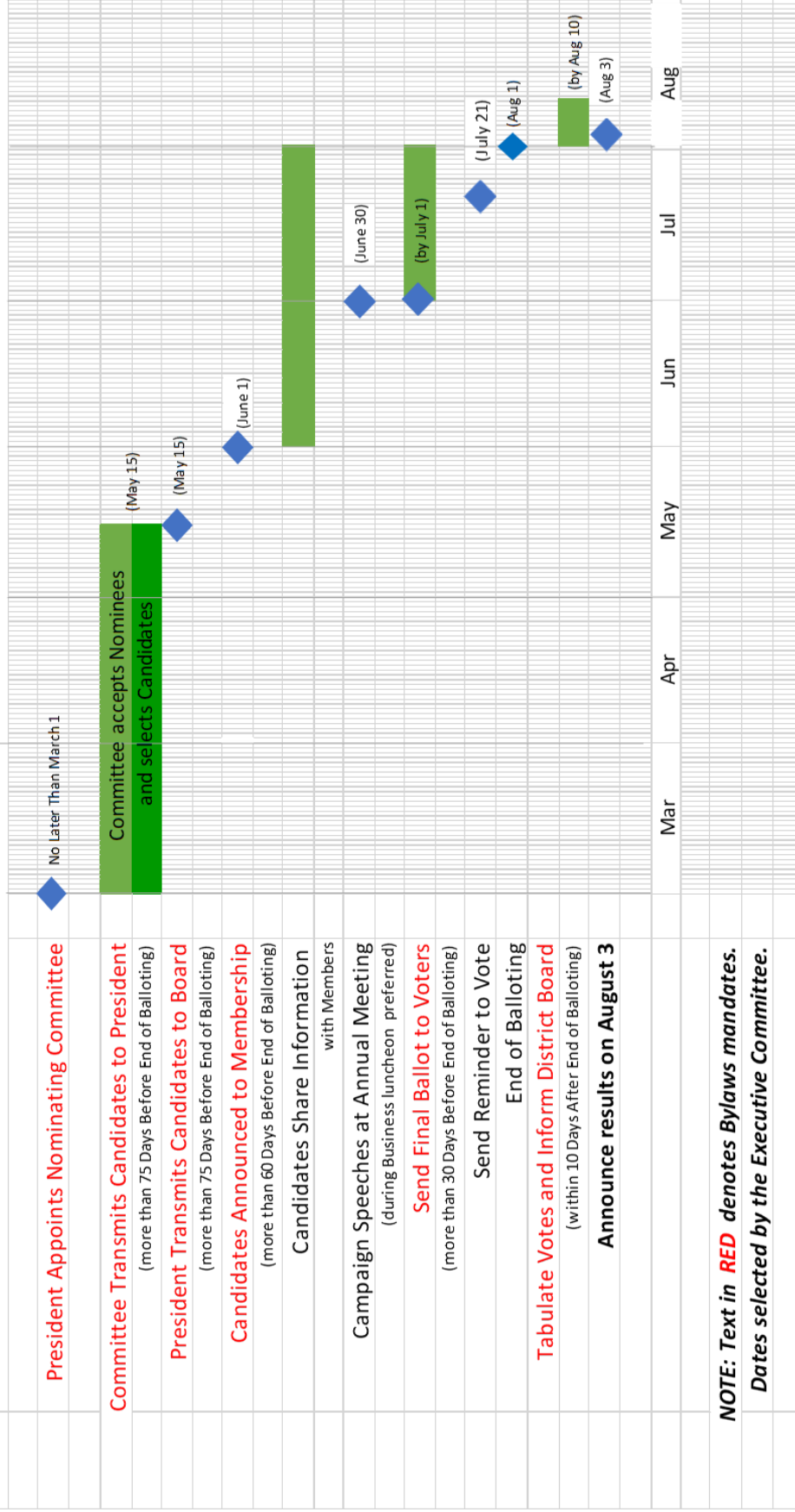
Section 5.6.1 – The **International Director** shall be elected by a vote of all eligible voters within the District.

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.

# 2020 ITE Mountain District Officer Election Process



**NOTE: Text in RED denotes Bylaws mandates. Dates selected by the Executive Committee.**

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**

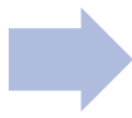


The **Nominating Committee** shall nominate one or more qualified candidates for each of the offices of District President, District Vice President, and District Secretary-Treasurer. If such year is also the last year of a current International Director's term, the **Committee** shall also nominate one 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**



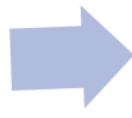
**Nominating Committee** shall transmit its list of nominees and their written consents to serve to the District **President** who shall immediately transmit them to the **District Board** at least 75 days prior to the end of balloting.

**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.

**DISTRICT ADMINISTRATOR**  
**WEB MANAGER**  
**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 Board** shall be **informed immediately, followed by notification to the candidates**.

**DISTRICT ADMINISTRATOR**  
**WEB MANAGER**  
**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 M**

## **LOCAL ARRANGEMENTS COMMITTEE MANUAL**

# LOCAL ARRANGEMENT COMMITTEE MANUAL

To be written