

**INSTITUTE OF
TRANSPORTATION ENGINEERS
OHIO SECTION CHARTER**

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as the Institute, District 3, hereinafter referred to as the District, as recorded in the minutes of the District Board meeting on October 19, 1989, and as approved by the Board of Direction of the Institute as recorded in the minutes of its meeting on September 15, 1989, grants this Revised Charter for the Ohio Section of the Institute, hereinafter referred to as the Section.

Section 1.2 - This Revised Charter shall be effective upon Institute approval and shall remain in effect, including any amendments until rescinded by the District Board.

Section 1.3 - This Revised 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 by-laws 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 Ohio and West Virginia 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 Board of Direction of the Institute, as described in the attachment(s) hereto.

Section 2.2 - The purpose of this Section shall be to:

- (1) advance the objectives of the Institute;
- (2) foster closer association of Institute members;
- (3) encourage members to prepare or discuss papers;
- (4) prepare suggestions on matters of policy to the Board of Direction of the Institute;
- (5) consider local transportation and traffic engineering problems;
- (6) cooperate with other local engineering groups on matters of common interest;
- (7) present the transportation and traffic engineering point of view consistent with established Institute policies; and
- (8) encourage the introduction of transportation and traffic engineering courses in colleges, universities, and technical schools in the Section.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any Institute member who resides within the area designated for the Section, and who is in good standing with the District, may be a member of the Section.

Section 3.2 - Any Institute member may become a member of the Section, without residing in the Section area, upon approval of the Section Executive Board and upon payment of Section fees and dues.

Section 3.3 - The Section may adopt one or more types of Section affiliation for persons who are either:

- (1) not eligible to be voting members of the Institute but who are accumulating experience toward Institute membership;
- (2) in sub-professional work in transportation or traffic engineering;
- (3) students in a recognized engineering school;
- (4) professionally engaged in related fields; or
- (5) in a position to work with and assist transportation or traffic engineers by virtue of official positions or commercial employment.

Section 3.4 - All persons who are affiliated with the Section as provided in Section 3.3 shall be clearly identified as "Section Affiliates" and not as members of the Section. The Section Executive Board shall submit the names and addresses of all "Section Affiliates" to the Institute prior to February 1 of each year.

Section 3.5 - The Section by-laws shall establish the manner in which persons may apply for or be invited into Section membership or affiliation as well as the manner in which such membership or affiliation may be terminated, but no restrictions on Section membership shall be placed on any voting member of the Institute other than those stated in Section 3.1 or 3.2.

Section 3.6 - Members of the Section shall be entitled to the privileges of the Section specified in the Section by-laws. Student members of the Institute and Institute Affiliate members may not vote or hold elective office in the Section. Section Affiliates shall be entitled to the privileges of the Section and may vote and/or hold elective office in the Section as specifically provided in the Section by-laws.

ARTICLE IV - GOVERNMENT

Section 4.1 - The government of the Section shall be vested in Elective Officers and Directors, who shall constitute an Executive Board. The Section by-laws shall specify the Elective Officers and Directors of the Section provided that the Elective Officers shall include a president, at least one vice president, a secretary and a treasurer or a secretary-treasurer.

Section 4.2 - The Executive Board of the Section shall manage the affairs of the Section in conformity with the provisions of this Revised Charter, the by-laws of the Section, the policies of the Institute, and the policies of the Board of Direction of the Institute.

Section 4.3 - The Section shall adopt by-laws setting forth the structure of the Executive Board and providing the manner of nominating, electing, or appointing Elective Officers and Directors of the Section and specifying their terms of office.

Section 4.4 - The Section shall also adopt by-laws to govern appointment of committees, number and times of meetings, assessment of fees and dues, method of amending by-laws, and such other matters as the Section may desire, provided such by-laws do not conflict with this Revised Charter, the District Charter, the Constitution of the Institute, the policies of the Institute, or the policies of the Board of Direction of the Institute.

Section 4.5 - The by-laws of the Section may be adopted, and amended after adoption, only if the proposition is submitted in writing to all voting members of the Section at least thirty (30) days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative two-thirds vote of those voting. Section by-laws shall be filed with the District Board and the Institute within thirty (30) days after adoption or amendment and shall take effect upon being filed with the District Board.

Section 4.6 - At any time the District Board may annul any part of the Section by-laws which it considers to be contrary to the Section Charter, the District Charter, the Constitution of the Institute or the best interests of the District or the Institute, by giving notice in writing to the Section Executive Board.

Section 4.7 - The Section Executive Board may charter subsections to meet specific needs within its boundaries upon written request of at least five members of the Section residing in the proposed subsection area. Subsections shall adopt by-laws that are not inconsistent with the subsection Charter or the Section Charter. Subsection by-laws shall be filed with the Section Executive Board, the District and the Institute within thirty (30) days of adoption or amendment and shall take effect upon being filed with the Section Executive Board. The Section Executive Board may rescind a subsection Charter by giving notice in writing to the subsection.

ARTICLE V - RELATION OF SECTION TO DISTRICT AND INSTITUTE

Section 5.1 - The Section shall not speak for the District or the Institute unless authorized in the particular matter by the District Board or the Board of Direction of the Institute, respectively.

Section 5.2 - The Section shall not identify itself with national groups or organizations but may identify itself with local or area-wide groups or organizations.

Section 5.3 - Names and addresses of Elective Officers and Directors of the Section and the dates on which the term of each begins and expires shall be reported in writing by the Section Executive Board to the District Board, to the District Director(s), and to the Institute within thirty (30) days after election or appointment.

Section 5.4 - The Section Executive Board shall submit a written annual report to the District Board prior to January 15 of each year. The report shall include a summary of the Section's activities for the previous year.

Section 5.5 - The District and the Institute will not be responsible for debts contracted by the Section. The Institute will not give financial assistance to the Section. The District shall remit to the Section that portion, specified in the District by-laws, of the District dues and fees of resident Section members (as described in Section 3.1), collected by the Institute and remitted to the District. No dues or fees will be required to be paid by the Section to the Institute or the District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The District Board may amend or rescind this Revised Charter. The Section Executive Board will be notified in writing by the District Board of any proposed amendment to, or rescission of, this Revised Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or rescission. An amendment, with or without change, shall be submitted by the District Board to the Board of Direction of the Institute for approval. Rescission or the approved amendment shall become effective on the date determined by the District Board.

Section 6.2 - The Section Executive Board may petition the District Board to amend this Revised Charter. 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 Board of Direction of the Institute for approval of the proposed amendment. The Board of Direction of the Institute 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 Executive Board shall become effective upon approval by the Board of Direction of the Institute.

SUBSCRIBED FOR THE BOARD OF DISTRICT 3
OF THE
INSTITUTE OF TRANSPORTATION ENGINEERS
and as revised to include editorial corrections by

John C. Niehaus, District 3 Chair

March 9, 1992

**INSTITUTE OF
TRANSPORTATION ENGINEERS
OHIO SECTION BY-LAWS**

ARTICLE I - MEMBERSHIP

Section 1.1 - Membership of the Section shall consist of those Institute Members as specified in the Charter of the Section and those "Agency Members" as specified by International ITE.

Section 1.2 - Persons in the area who fall into one of the following classifications may be affiliated with the Section in one of the following categories of Section Affiliate:

Technical Affiliate

- a) Those persons in the traffic and transportation professions who lack sufficient experience for Institute membership or who are in the process of applying for such membership;
- b) Persons engaged in sub-professional work in transportation and traffic engineering;
- c) Professionals in related fields;

Commercial Affiliates

Persons engaged in commerce or industry who come into frequent contact with transportation and traffic engineers and who thus have an interest in the profession and are in a position to work with and assist traffic engineers.

Section 1.3 - All applications for Section Affiliate shall include references meeting the requirements established on the application form. The application form shall be approved by the Section Executive Board.

Section 1.4 - The Section Membership Committee shall process the applications for any type of Section Affiliate, including securing confidential reports from the applicant's references as required. The Section Membership Committee shall forward the application, the applicant's experience record and the confidential reports of the references together with its own recommendation to the Executive Board of the Section for final action.

Section 1.5 - Election of Section Affiliates shall be by vote of the Executive Board of the Section. An affirmative vote by a majority, as specified in Section 6.1, shall be required for election.

Section 1.6 - Any Section Member in good standing who earns Life status in the Institute shall automatically be granted Life status in the Section. Any Section Member in good standing who secures Paid Life status in the Institute shall automatically be granted Life status in the Section upon reaching the age of sixty-five.

Section 1.7 - The Section Board, by the unanimous vote of its entire membership, may invite distinguished persons to become Section Honorary Members. The persons selected shall have performed notable and outstanding service in the profession and in the activities of the Section. Acceptance of the Board's invitation shall constitute election. Section Honorary Members who maintain membership in the Institute shall receive all right and privileges of the Section associated with their membership grade and status. Section Honorary Members who are Student or Inactive members of the Institute, or who are not members of the Institute, shall not have the right to hold office or to vote in matters as described in Section 7.1.

ARTICLE II – RESIGNATIONS AND EXPULSION

Section 2.1 – Any Institute member or any Section Affiliate may resign from the Section by written communication to the Secretary who shall present his/her name to the Executive Board of the Section. If the Section dues have been paid, the Board shall accept this resignation in good standing.

Section 2.2 - Any Institute member, any Agency member or any Local Section Affiliate whose section dues are more than one year in arrears may be dropped from Section affiliation by the Executive Board of the Section and one year of the unpaid dues shall become an obligation to be paid before the delinquent can be restored to good standing in the Section.

Section 2.3 – Any Institute member whose Institute or Agency membership has been forfeited shall also forfeit his/her membership in the Section, and will be eligible to reapply for membership in the Section only if he/she is reinstated to membership or Agency membership in the Institute. Any member Agency member of the Institute who is placed on inactive status by the Institute Board of Direction shall also be placed on the inactive status by the Section board. Section inactive status shall cause the individual's name to be removed from the active roster of the Section and shall result in the forfeiture of the right to vote, hold office and receive mailings from the Section.

Section 2.4 – Any Ohio Section Affiliate who, by reason of any change in his/her occupation and/or profession ceases to be in contact regularly and frequently with transportation and traffic engineers of the transportation and traffic engineering profession may be dropped from Section affiliation by the Section Executive Board.

Section 2.5 – The Section Membership Committee shall periodically review the

qualifications of Local Section Affiliates. As soon as any Section Affiliate is determined to meet the minimum qualifications for Institute membership, he/she shall be required to apply for such membership. The Section Executive Board may drop from Section membership any person who refuses to initiate such application or who refuses to accept the Institute’s membership invitation.

Section 2.6 – Any Ohio Section Affiliate who advertises, uses, or attempts to use his/her identification with the Section in any manner whatsoever with intent to derive personal gain therefrom shall be reported to the Section Executive Board who may direct that he/she be dropped from Section membership.

ARTICLE III - FEES, DUES AND ASSESSMENTS

Section 3.1 – Ohio Section entrance fees and annual dues shall be as follows:

Ohio Section Status	Entrance Fees	Annual Dues
Section Members at Institute Honorary grade level, Section Honorary Members, Members with Section Life status, Inactive Members	None	None
Section Members at Student grade level	None	\$1.00
Agency Members	None	\$16.00
All Other Section Members	\$2.00	\$20.00
Section Affiliates	\$2.00	\$24.00

Section 3.2 – Annual dues shall be payable at the beginning of the fiscal year which shall be January 1 of each year except for Agency Dues which are payable upon receipt of the Agency dues from the Institute. Dues and any required entrance fees of new members and Local Section Affiliates shall be payable upon election, with dues prorated semi-annually.

Section 3.3 – Any member, or Agency Member, whose Section dues are more than twelve months in arrears (dating from the beginning of the fiscal year) shall lose the right to vote. Members shall be assessed a service charge of \$2.00. If the dues become one year in arrears, action as provided in Article II, Section 2.2, shall be taken by the Executive Board. The Board may, for a cause deemed sufficient, extend the time for payment and for the application of those penalties.

Section 3.4 - Special assessments may be made by Secret Ballot as provided in Section 7.2, and shall require an affirmative vote of at least two-thirds of the ballots cast.

ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS

Section 4.1 - The officers of the Section shall be a President, Vice-President, Secretary, Treasurer and Director. These officers shall be elected annually to assume office on January 1 for a term of one year and shall be voting members of the Institute and regular members of the Ohio Section.

Section 4.2 - No member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 - In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice-President. In the event of a vacancy occurring in any other elective office, the Section Executive Board shall elect a qualified member to fill the unexpired term.

Section 4.4 - The President shall appoint the Nominating Committee. The Nominating Committee shall identify one or more qualified candidates for each elected office of the Section. Written consent to hold office shall be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary not later than July 1.

Section 4.5 - Additional nominations for any office may be made by petition, signed by not less than five members that are eligible to vote. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which he is nominated and must be received by the Secretary not later than July 15. If a member is nominated for more than one office, he shall be considered a candidate only for the one office which he prefers.

Section 4.6 - An eligible candidate may run for only one office at a time.

Section 4.7 - Not later than August 1, the Secretary shall send to each eligible voter a final ballot listing the candidate nominated for offices. When more than one eligible candidate is listed for an officer position, the process to elect by secret ballot shall be followed as provided in Section 7.2. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the retiring Section Executive Board shall determine the winning candidate prior to the Annual Meeting of the Section.

ARTICLE V - MEETINGS

Section 5.1 - Regular meetings of the Section shall be held as determined by the Executive Board but not less than one meeting a year shall be held. The Section Executive Board may call a special meeting. No action affecting the Section shall be taken at any special meeting unless at least fourteen days written notice concerning the matter has been sent to all members.

Section 5.2 - The Annual Meeting of the Section shall be held between October 15 and December 15. A report of the financial condition of the Section shall be made by the

Treasurer at the Annual Meeting. Committee reports and reports by the President may be made at any meeting.

Section 5.3 - Sub-section or area meetings may be held at any time not in conflict with Section meetings.

Section 5.4 - Section Executive Board meetings shall be held at the discretion of the President or upon the written request of two members of the Section Executive Board.

ARTICLE VI - GOVERNMENT

Section 6.1 - The Executive Board shall consist of the elected officers and the living past President who remains a Section Member and whose term has most recently expired, and shall meet at the call of the President or a quorum of the Executive Board. Three Executive Board members shall constitute a quorum. A majority vote shall be necessary to affirm any action provided that no less than three affirmative votes shall be required.

Section 6.2 - The President shall preside at meetings of the Section and at meetings of the Executive Board, provided that when the President is unable to do so, the Vice-President shall preside and discharge the duties of the President. If neither the President nor Vice-President is able to preside at a meeting, a presiding officer shall be selected by the Executive Board members present.

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

Section 6.4 - The President shall appoint annually a Nominating Committee, composed of three members eligible to vote, no later than June 1.

Section 6.5 - The President-Elect shall appoint chairs of standing committees and such committees as may be desirable before the Annual Meeting of the Section. These chairs, who will serve during the succeeding year, will be announced to the membership assembled at the Annual Meeting. Standing committees shall include, but need not be limited to: Program, Membership, Technical, Uniformity, Legislative, Newsletter and Public Relations. Committee chairs and the President-Elect may appoint additional committee members.

Section 6.6 - The Vice-President shall serve as Chair of the Program Committee.

ARTICLE VII - VOTING AND VOTING ELIGIBILITY

Section 7.1 - Voting for officers, for amendments to these By-Laws, petitions to amend the Charter, special assessments, dues and for other matters which affect the relationship of the Section to the Institute shall be by secret ballot.

Section 7.2 - When such secret ballot is required, ballots shall be sent to voters, accompanied by a blank envelope and an envelope addressed to the Secretary. Those qualified to vote shall indicate their selection on the ballot, seal it in the blank envelope and insert that envelope in the one addressed to the Secretary. The voter shall affix his signature across the back of the addressed envelope. Before the ballots are canvassed, the names on the outside of the envelopes shall be checked against a list of eligible voters and the blank envelopes containing the ballots cast by eligible voters separated from all others. Electronic ballots may be counted in lieu of the signed secret ballot as long as ballots are cast in a secure manner.

Section 7.3 - Student Members of the Institute shall not be eligible to vote in matters as described in Section 7.1, above but shall be eligible to vote on all other matters.

ARTICLE VIII - AMENDMENTS

Section 8.1 - Proposals to amend these By-Laws or to petition amendments to the Charter may be made by resolution of the Executive Board of the Section or by written petition signed by at least five members eligible to vote.

Section 8.2 - Proposed amendments to these By-Laws shall be submitted by letter to the members eligible to vote and shall be on the order of business of the next regular meeting occurring not less than thirty days subsequently. Such amendments may be amended by majority vote of the meeting in any manner pertinent to the original amendment. The amendments, as originally proposed or as amended at this meeting, shall be submitted as prescribed in Article VII, Section 7.2 of these By-Laws within 30 days following such meeting.

Section 8.3 - An affirmative vote of two-thirds of all ballots cast shall be necessary to the adoption of any amendments to the By-Laws.

Section 8.4 - Amendments to the By-Laws so adopted shall take effect when filed and approved by the District Board and the approved By-Laws filed with the Institute, as provided in the Charter.

Adopted: December, 1974. Revised: 9/15/77 - Article I, Sec. 1.3 & Sec. 1.5; Article II, Sec. 2.7; Article III, Sec. 3.1, Sec.3.3, & Sec. 3.4; Article IV, Sec. 4.6; Article VIII, Sec. 8.2. Revised: 10/2/80 - Article I, Sec. 1.6 & 1.7; Article II, Sec. 2.3 & Sec. 2.5; Article III, Sec. 3.1; Article IV, Sec. 4.4, Sec. 4.5 & Sec. 4.6; Article VI, Sec. 6.4 & Sec. 6.5.

**INSTITUTE OF
TRANSPORTATION ENGINEERS
OHIO SECTION POLICIES**

FINANCIAL POLICIES

Committee Budget and Accounting

The Policy of the Ohio Section ITE is that each committee of the Ohio Section shall prepare a budget of projected income and expenses for review and approval by the Executive Board of the Ohio Section immediately following the All Committee meeting.

In the event that any committee anticipates that its expenses will exceed the amount budgeted, the committee shall submit the request for budget adjustment to the Executive Board for approval prior to incurring the expense. The Treasurer of the Ohio Section is charged with responsibility to monitor these budgets and the income generated and expenses incurred by the various committees.

adopted 14 January 1982

Audit Committee

The Policy of the Ohio Section ITE is that the Section President shall appoint an audit committee each year to audit the Section Treasurer's books. The committee shall be appointed by the incoming President during the annual officers transition meeting. The committee shall consist of three members in good standing as elected by the President except that no committee appointee may be a current officer of the Section. The audit committee's findings shall be presented, in writing, to the President with copies to all current officers within 60 days following the date the incoming President takes office.

adopted 11 March 1986

Meeting Guest's Expenses

The Policy of the Ohio Section ITE is to cover the meal expenses of those invited to section meetings in accordance with the following guidelines:

1. The Ohio Section shall pay for meal expenses for invited speakers to Section dinner meetings.
2. The Ohio Section shall pay for meal expenses to the Section Annual Meeting, for invited speakers to Section sponsored sessions of the Ohio Transportation Engineering Conference.
3. The Ohio Section shall pay for meal expenses for the District III Director, Institute President and Institute Vice President attending an Ohio Section meeting.
4. Section members will be expected to pay their own meal expenses, notwithstanding rules 1, 2, 3 above.
5. Any full-time engineering student attending an Ohio Section meeting shall have his/her meal cost subsidized to the extent of 50% by the Ohio Section.
6. The Ohio Section shall pay for meal expenses for the recipient of the President's Award, and the recipient's spouse/guest, at the Section meeting at which the award is presented.

7. The Ohio Section shall pay for meal expenses for the recipient of the Young Engineer Award, and the recipient's spouse/guest, at the Section meeting at which the award is presented.

as amended 14 June 2001

Officer Travel to Annual Meeting

The Policy of the Ohio Section ITE is to provide assistance to a maximum of two officers to help defray costs of attending the Annual Meeting of the International Institute of Transportation Engineers. The President is to have first choice followed by the Vice-President, Secretary, Treasurer and Director in that order. The amount of assistance shall be limited to the amount approved in the budget and shall be distributed as determined by the Board.

The Ohio Section shall provide a pro rate share to the District III Executive Director in accordance with District III Policy to help defray costs of attending the Annual Meeting of the International Institute of Transportation Engineers.

adopted 21 April 1983

Records Retention

The Policy of the Ohio Section ITE is that the outgoing Secretary shall compile the official records of the Section during the Secretary's term of office. This action shall be taken prior to the first meeting of each year. The record shall contain, at least, the following:

1. The Minutes of all Executive Board Meetings, including all attachments, such as the Treasurer's reports, committee reports, and membership applications;
2. The Roster;
3. Copies of all Newsletters; and
4. Annual Report of the Section.

The Executive Board shall review this record. When accepted as complete, the current Secretary shall hold it for one year, after which it will be deposited with a designated representative of the Division of Traffic Engineering, City of Columbus.

The designated representative shall be a member of the Ohio Section and selected by the Executive Board annually.

All other Officer and Committee records shall be passed down to successors in office.

adopted 5 November 1987

Student Members

The Policy of the Ohio Section ITE is that the President and Treasurer of the Section shall be

Adapted 11 February 2002

Writing/Signing Section Checks

The Policy of the Ohio Section ITE is that the President and Treasurer of the Section shall be designated each year to write/sign Section checks. The maximum amount of a check that either officer shall be able to write to themselves for Section expenses is \$100.00. Checks for amounts in excess of \$100.00 to themselves must be signed or co-signed by the other designated officer.

adopted 6 September 1990

COMMITTEE POLICIES

Legislative Committee

The Policy of the Ohio Section ITE is that the Legislative Committee Co-Chairs are empowered to speak for the Ohio Section in the Ohio General Assembly. Such testimony shall not be in conflict with International ITE or Ohio Section ITE policy or direction of the Executive Board.

adopted 7 April 1982

Newsletter Number and Distribution

The Policy of the Ohio Section ITE is that the Newsletter Committee shall print and distribute four (4) OhioITE issues each year.

The Business Manager of the Newsletter Committee shall obtain advertisers for the OhioITE. The Executive Board shall periodically review and establish the advertising schedule for the Newsletter.

The OhioITE shall be distributed to Ohio Section members, life members, honorary members, student members, commercial affiliates, technical affiliates, advertisers in the OhioITE, and others as the Executive Board shall designate.

Approved Executive Board Policies shall be printed in the next OhioITE published following the receipt of the policy from the Policy Committee.

adopted 14 January 1982

Scholarship Award

Annually, the Section may award one or more scholarships to eligible students. The number and amount of the scholarship awards shall be based on the money available in the scholarship fund and the interest and income from the fund and/or fund raising activities. The eligibility criteria and the amount awarded will be that as developed by the Scholarship Committee and approved by the Board.

A Scholarship Fund shall be designated by the Board for contribution by the general membership (General Fund). Contributions to the General Fund shall not be limited by minimum contribution amounts. Disbursement of an award from the General Fund shall be as

determined by the Board.

In the event of a contribution in the amount of \$10,000 or more by an individual or individuals, a scholarship fund (referred to below as a Major Donor Fund) separate from the General Fund may be designated upon approval and acceptance by the Executive Board. Disbursements from that separate fund shall thereafter be designated by that title. Qualifications regarding disbursement of funds from a Major Donor Fund shall be predetermined through written agreement between the donor(s) and the Board. Subsequent revisions to those qualifications may be made upon written request by the donor(s) for Executive Board approval. However, in no case shall those qualifications be in conflict or contrary to the Section Revised Charter, Section By-Laws, the Constitution of the Institute, the policies of the Institute, or the policies of the Board of Direction of the Institute.

as amended 11 February 2002

Roster

The Policy of the Ohio Section ITE is that the Roster Committee shall prepare a printed roster of Ohio Section members (including student, honorary, life, technical and commercial affiliates). Also included in the Roster printing shall be the Ohio Section Charter, Ohio Section By-laws, Ohio Section Policies, Ohio Section Executive Board, Ohio Section Committee Chairs, and Ohio Section Committee duties.

The printed Roster should be prepared annually in time for initial distribution during April each year.

as amended 11 March 1986

ADMINISTRATIVE POLICIES

District III Board Alternate

The Policy of the Ohio Section ITE is that the Vice President on the Section Executive Board shall be the designated alternate to the District III Board, and is empowered to vote on that Board as the District Charter and Bylaws direct.

adopted 6 September 1990

Meeting Costs

The Policy of the Ohio Section ITE is that Section meetings should be self-supporting. Price of admission to those making reservations is to include the cost of the meal, state and local taxes, gratuity, pro-rata room rental(s) and other meeting expenses plus a pro-rata charge to defray the cost of the guest's meal(s).

There shall be an admission charge of up to \$5.00 to attend the technical sessions of a meeting when room rental charges incur for the technical session.

There shall be an admission surcharge of \$2.00 for each walk-in.

The Executive Board shall have the option of billing the person making a reservation(s), which is unclaimed, unless the reservation(s) was cancelled at least 48 hours prior to the meeting.

as amended 12 December 2001

Meeting Location

The Policy of the Ohio Section ITE is that the following Section meetings shall be held in the Columbus area: the All Committee meetings and the Annual Meeting. Remaining Ohio Section meetings may be held in other areas of Ohio or West Virginia.

revised 11 February 2002

Newsletter Subscription

The Policy of the Ohio Section ITE is to provide a free newsletter subscription to each Section member and to each OhioITE advertiser. In cases where Section members discontinue their membership due to retirement or professional relocation out of the Section, a paid newsletter subscription will be available if desired. The cost of such subscriptions will be billed each year by the Treasurer in an amount equal to ten percent of the basic annual OhioITE advertising rate.

adopted 19 March 1985

Roster Sales

The Policy of the Ohio Section ITE is to limit roster distribution to members of the Section.

adopted 7 April 1982

Voting

The Board may vote on a measure by electronic ballot or E-mail. Copies of all votes shall be included in the minutes of the next meeting of the Board.

adopted 11 February 2002

**INSTITUTE OF
TRANSPORTATION ENGINEERS
OHIO SECTION COMMITTEES**

HOSPITALITY COMMITTEE

OBJECTIVE: To welcome new Section members at Section meetings.

SCOPE: To obtain lists of new Section members from the membership committee; to invite these new members to subsequent Section meetings; to meet the new members and introduce them to Section officers and other members.

ORGANIZATION: This committee shall consist of a Chair and other members as appointed.

LEGISLATIVE COMMITTEE

OBJECTIVE: To further the achievement of the Section's legislative needs and goals.

SCOPE: To recommend a legislative program to the Executive Board; to arrange for introduction of the Section's legislative program into the legislature; to review all traffic legislation before the legislature; to submit potential legislative questions to the Executive Board so that it can adopt a position on behalf of the Section; to furnish speakers representing the Section when required by legislative committees; to prepare and present legislative programs to the Section; and other similar assignments as needed.

To review and present to the Executive Board all legislation affecting the status of Traffic and Transportation Engineers so that it can adopt a position on behalf of the Section.

ORGANIZATION: This committee shall consist of a Chair and other members as appointed, however Co-Chairs may be appointed.

By February 15, the Committee shall submit to the Secretary a written report outlining its program for implementing the Committee objectives during the current year.

MEMBERSHIP COMMITTEE

OBJECTIVE: To promote membership in the Institute and in the Section; to manage the membership application activities of the Section.

SCOPE: To encourage qualified non-members to apply for membership in the Institute and in the Section; to periodically review the roster of Section Affiliates to identify persons qualified for Institute membership and to urge their application for such membership; to encourage eligible persons who are not qualified for Institute membership to affiliate with the Section; to encourage existing Institute members to upgrade their level of membership in keeping with their qualifications; to receive and investigate all applications for Section Member or Section Affiliate; to expeditiously submit to the Executive Board the names of new Members and recommended Affiliates; to monitor the percentages of Commercial Affiliates to insure that it does not exceed the limit established in the Section Charter; to correspond with applicants as required to inform them of the status of their applications; to coordinate with the Roster Committee Chair as required to relay and update changes in membership information and confirm Section membership strength by category; and to perform related assignments as may be required.

ORGANIZATION: This Committee shall consist of a Chair who shall be a Member of the Section, at least two other Section Members, and other persons as may be appointed. The Chair and two designated Section Members shall investigate Section Affiliate applications and shall prepare the recommendation for presentation to the Executive Board.

At the Section Annual Meeting, the Committee shall submit a written report to the Executive Board identifying the number of Member, Affiliate and Student applications processed since the previous Section Annual Meeting. The report shall also identify the current percentage of Commercial Affiliates on the Section Roster.

NOMINATIONS AND AWARDS COMMITTEE

OBJECTIVE: To nominate qualified candidates for each elected office of the Section; to administer the President's Award program and the Young Engineer's Award program; and to nominate individuals and organizations for the national Urban Traffic Engineering Achievement Award.

SCOPE: To nominate one or more qualified candidates for each elected office of the Section. To secure the written consent of each nominee to hold office, if elected. To forward the list of candidates and letters of consent to the Section Secretary not later than July 1.

To administer the program to select a recipient for the President's Award and for the Young Engineer's Award. To encourage the membership to make nominations for each of the Awards. To select a recipient for each award based upon the nominations received and the qualifications of all members eligible to receive the award. To advise the President of the Committee's selection at least 21 days prior to the Annual Meeting of the Section.

To solicit or initiate itself, timely nominations of individuals and of organizations within the Section boundaries, for the Institute's Urban Traffic Engineering Achievement Award. To review nominations for completeness and compliance with the Award criteria. To select a worthy individual nominee and a worthy organizational nominee from among nominees. To

make or decline to make nominations on behalf of the Section to the proper Committee of the Institute. To insure that the UTEA Award individual nominee is not a nominee for the Young Engineer's or President's Award in the same award year.

ORGANIZATION: The Committee shall consist of a Chair and at least two additional members who are appointed by the President and who are past presidents of the Section. These members shall serve as the Nominating Committee. Additional Committee members shall be appointed to assist in the selection of the award recipients.

POLICY COMMITTEE

OBJECTIVE: To provide the President and the Executive Board with written policy statements for consideration.

SCOPE: To prepare and revise at the direction of the President or the Executive Board, policy statements on matters of lasting interest and concern; to insure that such policies are publicized to the membership. The Policy Committee shall provide copies of approved policies to the Newsletter and Roster Committees for inclusion in the next OHIOITE and Roster issues.

ORGANIZATION: This committee shall consist of a Chair (Immediate Past President) and other members as may be appointed.

PROGRAM COMMITTEE

OBJECTIVE: To plan and carry out an effective and informative schedule of programs for the Section.

SCOPE: To plan the proposed locations, times and programs for scheduled meetings; to submit the proposed meeting schedule to the Executive Board for approval; to carry out the approved meeting schedule, including local meeting arrangements and program; to arrange for any special meetings called by the Executive Board; and other related assignments as needed.

The chair of this committee or appointed representative shall greet guest speakers and other persons on the program, introduce them to the officers, welcome them to the meeting, and be responsible for the introduction at the appropriate time in the program.

The chair shall be responsible for appointing Local Arrangements Chairs who shall automatically become Committee members.

ORGANIZATION: This committee shall consist of a chair, who according to Section By-Laws shall be the Vice President, and the Local Arrangements Chairs. Other members may be appointed as desired.

A tentative meeting schedule for the next year shall be presented to the Board at the transition meeting in December. The approved schedule is to be sent to the editor of the ITE Journal at the national office by January 15 for inclusion in the Journal.

By February 15th, the Committee Chair shall submit to the Secretary the approved meeting

schedule and a report outlining the Committee's program and objectives for the year.

LOCAL ARRANGEMENTS CHAIR'S RESPONSIBILITIES: Make arrangements and reservations for the meeting locations including "happy hour" and dinner. Arrange for a "head table" and a podium and microphone at or near this table. Make arrangements for a small meeting room (10 to 12 persons) for the Board meeting; check with the Section President for the time of the Board meeting. Get approval of the location, meal and program from the Committee Chair before finalizing any arrangements.

Arrange for an after dinner speaker as required. If the meeting includes a technical program or seminar, the meeting arrangements are to be coordinated with the person in charge of the technical program.

Arrange the dinner menu and establish a price. The price is to include the cost of the meal, taxes, and tip plus at least \$0.50 per person to cover the cost of the speaker, guests, and students. Round the meal cost up to the nearest \$0.25. A \$1.00 surcharge shall be charged for walk-ins to the meeting.

If the meeting includes a technical program (non-seminar), a charge of \$2.00 to \$5.00 shall be levied for those attending the technical program only. This charge shall be waived if a person attends both the technical program and the dinner. This charge is in addition to the dinner for the annual technical seminar.

Make the arrangements to avoid an extra room charge if at all possible. (The room charge is sometimes dropped if a certain number dinner reservations are guaranteed.)

Prepare the information for the meeting announcement and get it to the Committee Chair at least four weeks in advance of the meeting date. The Committee Chair shall be responsible for preparing the announcement and mailing it to the membership. The announcement is to be mailed by first class mail at least three weeks prior to the meeting date. (Mailing labels are available from the Roster Chair.)

Collect the money at the meeting and handle the payment of meeting expenses with the Section Treasurer. The "meeting information form" is to be used to document meeting income and expenses and is to be turned into the Treasurer at the end of the meeting along with a list of the persons attending the meeting and how much each paid.

PUBLIC RELATIONS COMMITTEE

OBJECTIVE: To organize and carry out the Section's communication with District III, International ITE, with other groups, and with the public.

SCOPE: To release news to professional publications and to newspapers in Ohio and West Virginia; to provide Section members with information on the practice of public relations; to encourage Section members to prepare articles for publication; to prepare displays promoting the Section at various technical and public affairs.

ORGANIZATION: This Committee shall consist of a Chair, and such other members as appointed.

The Committee shall submit to the Secretary by February 15, a written report of its program for implementing its objectives for the current year. The report should include a proposed budget.

PUBLICATIONS COMMITTEE

OBJECTIVE: To organize the Section's effective communication with its membership, and to collect, record and publish information concerning the Section and its members.

SCOPE (NEWSLETTER): To write, edit and publish an Ohio Section newsletter four times per year at regular intervals. To collect, record and publish information concerning the Section and its members.

SCOPE (ADVERTISING): To solicit advertising, collect revenues to defray publication and distribution costs, format and update advertising displays, and provide the Roster Chair with mailing information for advertisers who are not Section members.

ORGANIZATION: This committee shall consist of a Chair-Editor and a Business Manager for the Newsletter and other members as appointed.

The Committee shall submit to the Secretary by February 15, a written report of its program for implementing the committee objectives for the current year. The report shall include the publication schedule and deadlines for the ITE Newsletter.

ROSTER COMMITTEE

OBJECTIVE: To maintain a current Section Roster for use by officers; to supply mailing lists to members as needed; and to publish a Section roster annually no later than April 1st of each year.

SCOPE: To receive and process changes of address for Section members; to publish mailing lists and labels for mailings; to update and publish the Section roster annually.

ORGANIZATION: This committee shall consist of a Chair and such other members as may be appointed.

By February 15, the Chair shall submit a written report to the Secretary, outlining its proposed program to implement its objectives. This report should include a proposed budget.

SCHOLARSHIP AND STUDENT CHAPTER COMMITTEE

OBJECTIVE: To oversee the Ohio Section scholarship award process and student chapter relations.

SCOPE: To develop the criteria for selecting recipients of the Ohio Section Scholarship, to oversee the selection of and recommend scholarship winners, to oversee fundraising activities for income to the Ohio Section Scholarship Fund, to recommend scholarship amounts and the number of scholarships based on the funds in the Ohio Section Scholarship Fund, to develop and maintain communications with student chapters located geographically within the Ohio Section and to assist in the development of student chapters at those colleges and universities within the Ohio Section that do not have an active student chapter.

ORGANIZATION: The committee shall consist of a chair and other members as appointed.

TECHNICAL COMMITTEE

OBJECTIVE: To stimulate greater technical activity and excellence in Section affairs, and to stimulate the Section's activities in Transportation Planning.

SCOPE: To provide technical training and refresher opportunities for members and their staffs by publishing Technical Reports and providing Technical Seminars in cooperation with the Program Committee.

To act as the Section's working agency in technical activities with the International and District organization and with outside agencies.

To promote and conduct a Student Paper Contest and determine a winner among suitable papers submitted to the Section by Student Members of the Institute.

To interest and coordinate the activities and Section members involved in Transportation Planning and to provide for the inclusion of Planning oriented subjects in Technical Reports and Seminars, and within the General Program.

ORGANIZATION: This committee shall consist of a chair (Director), and a sub-chair for each of the following groups: Seminars, Transportation Planning and other members as appointed.

By February 15th, the Committee shall submit to the Secretary a written report outlining its program for implementing the Committee objectives during the current year.

UNIFORMITY COMMITTEE

OBJECTIVE: To promote uniform traffic control device application and to provide a means for the Section to review new proposals relating to uniformity. To review Federal and State Safety Programs, review current highway safety standards and distribute this information to members.

SCOPE: To disseminate information on uniformity to the Section and to the general public. To advise the Executive Board on all proposed changes in the Ohio Manual of Uniform Traffic Control Devices. Study and recommend to the Executive Board positions which the Section should take on current national problems of uniformity. Present programs on uniformity problems as directed by the Executive Board.

To disseminate information on Safety programs to the Section and to the general public. This should include a description of the Programs, available funding, and the person in charge of the program. To review current safety standards which are presently being applied on city, county and state roads, analyze the areas where standards are needed and initiate procedures for the development of these standards.

ORGANIZATION: This committee shall consist of a Chair, a Vice Chair in charge of Safety Programs and other members as appointed.

By February 15, the Committee shall submit to the Secretary a written report outlining the program for implementing the Committee objectives during the current year.