

Operations Manual

North Carolina Section of the
Institute of Transportation Engineers

March 2011

Table of Contents

Chapter I Purpose and Organization of Manual	Page
I.A Purpose and Usage	1
I.B Structure	1
I.C Update and Maintenance	1
Chapter II Introduction to NCSITE	
II.A Organization of Leadership	2
II.B NCSITE Board of Directors	3
II.C NCSITE Vision and Mission	4
II.D Members / Affiliates	5
II.E NCSITE Involver	5
Chapter III Leadership Positions	
III.A General Duties of the Board	6
III.B President	7
III.C Vice President	8
III.D Past President	9
III.E Secretary	10
III.F Treasurer	11
III.G Section Director	13
III.H Affiliate Directors	14
III.I District 5 Section Representatives	15
III.J Council Director	16
III.K Executive Associate	17
Chapter IV Standing Councils	
IV.A Administrative Council	18
IV.B Consultant/Vendor Council	19
IV.C Traffic Engineering Council	20
IV.D Transportation Planning Council	21
Chapter V Standing Committees	
V.A Operations Committee	22
V.B Membership Committee	23
V.C Audit Committee	24
V.D Nominations Committee	25
V.E Scholarship Committee	26
V.F Awards Committee	31
V.G Local Meetings Committee	34
V.H Annual Meeting Committee	35

Chapter VI	Student Chapters	
VI.A	North Carolina State University Chapter	36
VI.B	North Carolina A&T State University Chapter	36
VI.C	University of North Carolina-Charlotte Chapter	36

Appendices

Appendix A	Annual Section Activities Report	37
Appendix B	Professional Development Hours Certification	38

List of Figures and Tables

Figure 1	NCSITE Organization Chart	2
----------	---------------------------	---

I.A Purpose and Usage

The North Carolina Section of the Institute of Transportation Engineers (NCSITE) exists under the Charter of the Institute and operates under government established by the Bylaws of the Section. Responsibility for the government of the Section is vested in the Section Board in conformance with the provisions of the Section Charter and Bylaws.

The purpose of the NCSITE Operations Manual is to provide Section Officers with a general understanding of the duties, responsibilities, and requirements of each position. The Operations Manual provides continuity to the evolving nature of the Section, which is continually changing to meet the needs of its members. New Officers should use this manual to understand the responsibilities of their position; the goals and objectives of the Section; and the major activities and composition of various standing committees. While this manual provides much useful information, it is only a guideline and should not be considered the final word on policy – that role is the specific responsibility of the Officers of this Section. During their terms in office, Section Officers should strive to be creative while interpreting the policies of this Section, keeping in mind the past policy directions of the Section and the requirements of their position.

I.B Structure

The purpose of the Operations Manual requires that it be easy for our members and leadership to use. Chapters contain distinct topics; where there is overlap in information every effort has been made to cross-reference the information, such as the roles of Section Officers (Chapter III) and the committees upon which they serve (Chapter V).

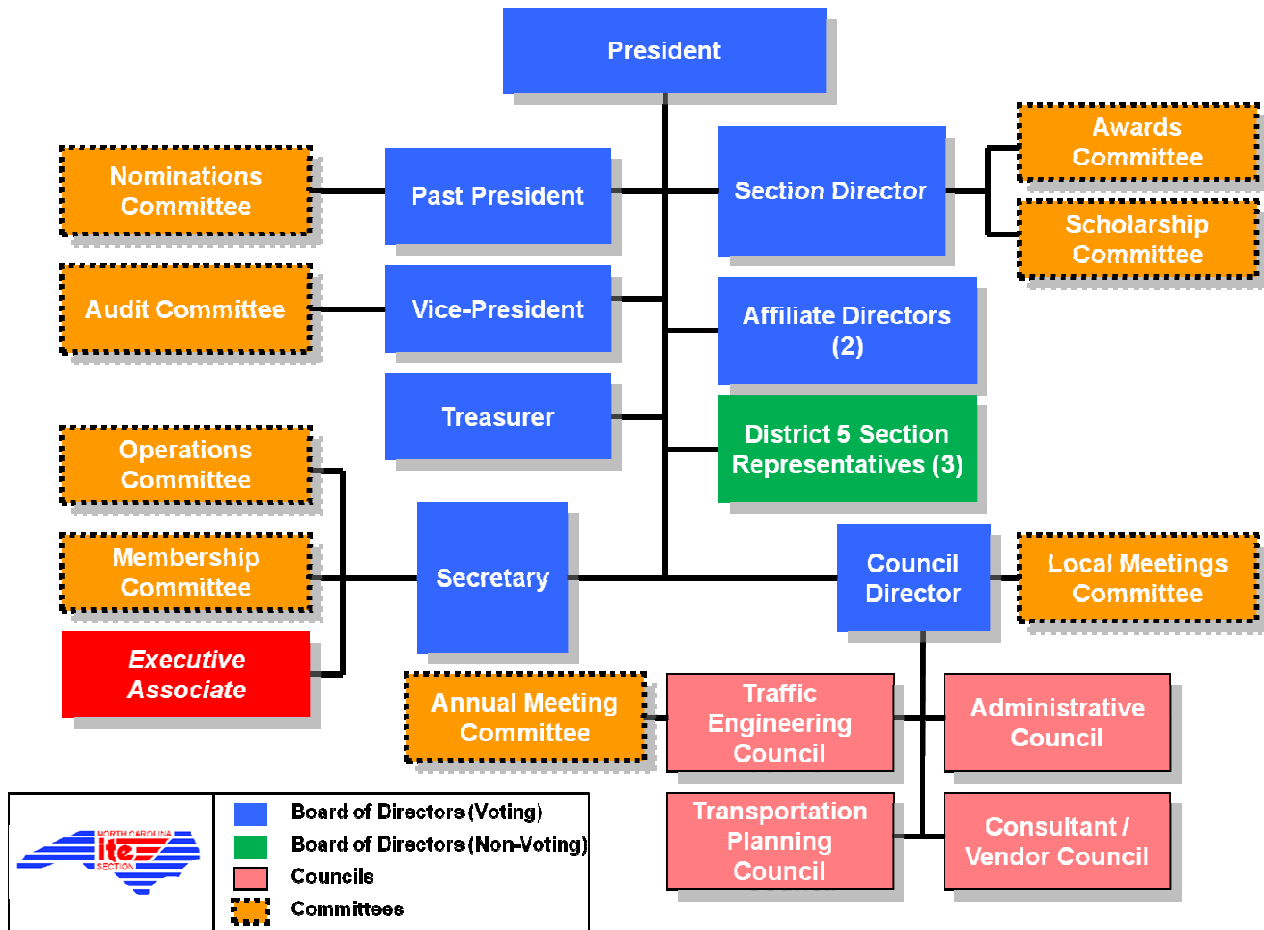
I.C Update and Maintenance

Responsibility for the oversight and maintenance of the Operations Manual shall reside with the Vice President. During the beginning of each year, the first responsibility of the Vice President will be to ensure that each new Member of the Board of Directors, Council Chair, and Committee Chair is furnished with a copy of this Manual. The Operations Manual should be available in electronic format, preferably on the Section Website. Moreover, one month prior to the end of year, the Vice President shall request that each Section Officer update his or her individual section of the Manual (if needed) to reflect current and/or proposed operations. It is the duty of the outgoing Vice President to ensure that these changes are incorporated into the Operations Manual by January 31st of the following year.

II.A Organization of Leadership

The following chart indicates the general organization of the NCSITE Board of Directors (Board), Councils, and Committees. The Board, Council Chairs and Committee Chairs shall be considered officers of the North Carolina Section of the ITE. Chairs of Councils and Committees shall be appointed officers of the Section and those persons shall not be considered members of the Board except in cases where Board members serve dual roles. The organization of the Section is reflective of reorganizations that took place in the year 2000 and further updated in 2010. The justification of this reorganization was to maximize the responsiveness of the organization to the needs of its membership. The organization of NCSITE should be an area of continuing focus for the Board to ensure that a high level of responsiveness is upheld.

Figure 1 NCSITE Organization Chart



II.B NCSITE Board of Directors

The Section Bylaws establish that the Board shall govern the Section activities in accordance with the Bylaws and the Section Charter. The Board includes nine (9) voting members: the President, Past President, Vice President, Secretary, Treasurer, Section Director, two Affiliate Directors and a Council Director. The three District 5 Section Representatives serve as ex-officio non-voting members of the Board. A quorum for the Board consists of a simple majority of the voting members, or five members.

The Board has a number of responsibilities, and its members should be prepared to expend the efforts necessary to meet, discuss, and research topics that are important to the membership of NCSITE. Specifically, the Board should formally approve:

- A. The minutes of the previous meeting;
- B. The annual Section Budget;
- C. All non-routine expenditures;
- D. Bylaw changes;
- E. Change in membership dues;
- F. Section operating policies;
- G. Section positions on legal issues;
- H. Research initiatives;
- I. User groups and task forces;
- J. Contracts with others; and
- K. Site selections for section meetings.

The terms of the elected officers shall be one or more calendar years as noted in Section III beginning January 1st of each year. Should a vacancy occur in the office of President, Vice President, Secretary, Treasurer, Section Director, Affiliate Director, District 5 Section Representative or Council Director, a simple majority of the remaining voting Board members may appoint an interim officer to serve in that position for the remainder of the vacated term. If an elected officer is promoted by appointment, the Board shall appoint a new officer to fill the vacated position as well. Following appointment, officers may be eligible for election to the same position the following year if nominated. In order to carry out their duties, the Board should meet at least quarterly and correspond monthly. Other meetings may be called for by the President as deemed necessary.

II.C NCSITE Vision and Mission

The Vision for the North Carolina Section of the Institute of the Transportation Engineers is...

NCSITE will be the leading professional organization to advocate for and to equip individuals to excel in the transportation work force.

The Mission of the North Carolina Section of the Institute of Transportation Engineers is ...

To educate and inform our members, and to advance our profession by:

- ◆ *Gathering and disseminating current information*
- ◆ *Providing excellent member services*
- ◆ *Providing training and certification programs*
- ◆ *Assisting in transportation workforce development*
- ◆ *Enhancing professional relationships*
- ◆ *Educating and informing the public*
- ◆ *Providing leadership development opportunities*
- ◆ *Advocating for our profession*

II.D Members / Affiliates

NCSITE's Members and Affiliates are the most important positions of the NCSITE organization. They are expected to attend local meetings and mid-year meeting; pay their dues in a timely manner; vote for those they want to represent them on the Board of Directors; and participate in surveys and visioning exercises to ensure the continuing improvement of the organization. Below is a brief description of the requirements of the position of Member or Affiliate of NCSITE.

Members of the North Carolina Section are also members of International ITE. Affiliate members of the North Carolina Section are not members of International ITE, only the North Carolina Section. Student members are persons enrolled full-time in an undergraduate or graduate school in a transportation planning or traffic engineering program and are a member of the school's student ITE Chapter. Students should have less than one year's work experience in the transportation planning or traffic engineering field.

- ◆ *Voting.* Full members vote for the Vice President, Secretary, Treasurer, Section Director, Council Director and District 5 Section Representatives. Affiliate Members vote for the two Section Affiliate Directors, Section Director and the Council Director *only*. Student members are not permitted to vote for any office, but can raise their concerns through their Faculty Advisor, or through the Section Director.
- ◆ *Participation.* All Members have an opportunity and responsibility to participate in the NCSITE meetings. District meetings, training opportunities and other member events are announced through the NCSITE email distribution list, webpage, Newsletter, and Involver publication. Members should also take the time to prepare announcements and information pieces and submit these to NCSITE for possible publication.

II.E NCSITE Involver

The NCSITE Involver is a newsletter distributed electronically through the Section listserv. The Involver should be distributed at least quarterly but can be distributed as often as monthly depending on the level of effort the Board authorizes annually. In each edition it should include a message from the President, information on membership and meetings, Council and committee updates, professional advertisements and job postings. The Secretary shall be responsible for coordinating with other officers as needed and supervise the Executive Associate in producing editions of the Involver.

III.A General Duties of the Board

There are general duties that all members of the Board should assume. These general duties are as follows:

- ◆ Attend Board Meetings and regular planning meetings as scheduled by the President.
- ◆ Discuss and vote on matters of importance such as updates to the Operations Manual, appointment of officers to fill unexpectedly vacated positions, the annual Chapter budget, establishment of a task force or special committee, and positions of opinion on legislative and professional matters.
- ◆ Assist Council and Committee Chairs in finding members willing to serve on their respective councils and committees.
- ◆ Exhibit support of Local Meeting objectives through attendance, participation, and encouraging others to attend.
- ◆ Network within the transportation field to pursue new NCSITE Members.
- ◆ Join all other elected NCSITE positions in striving to support the NCSITE mission and vision.
- ◆ Provide councils and committees with oversight and guidance as needed.
- ◆ Participate in the planning and execution of meetings as needed.
- ◆ May appoint an ad-hoc committee to solicit contributions for the distribution of scholarships.

III.B President

The President is the most responsible position in the NCSITE organization. The President is recognized as an individual who has participated in nearly all of the functions of the organization and has made significant contributions to NCSITE. This position requires a considerable amount of time to coordinate with officers individually, at meetings of the Board, and at various committee and council forums. The President should have a complete grasp of the functions of the North Carolina Section of the Institute of Transportation Engineers; its rules, goals, objectives, and past accomplishments; and, with the rest of the Board of Directors, be comfortable providing leadership that includes transitions from the next President of NCSITE to Past President. In the event the Vice President cannot serve as the following year’s President, the Secretary or Treasurer may be elected President by the membership

The following is a list of duties and responsibilities specific to the President of NCSITE. It is not intended to be all-inclusive, but rather a partial description of the role that past Presidents have played in the NCSITE organization. As the highest position of Section, the President is also the most accountable to all the members of NCSITE and its Board of Directors. Accordingly, the President should be prepared to take on additional responsibilities and delegate to others as the need arises.

- ◆ Preside over Board meetings, business meetings, and mid-year meetings..
- ◆ Call meetings of the Board of Directors and prepare the agenda.
- ◆ Provide innovative and fair leadership in all facets of the organization’s functions and policy decisions.
- ◆ Ensure that Directors, Council Chairs and Committee Chairs are carrying out their duties in accordance to the wishes of the Board of Directors and applicable NCSITE policies.
- ◆ After a one-year term of office has expired, the President is expected to assume the responsibilities of the Past President, continuing to provide necessary support to the new President and the Board of Directors.
- ◆ Prepare/provide articles for NCSITE Newsletters and Involvers.
- ◆ Invites new Life Members (as notified by ITE) to the Annual Meeting as special guests and presents their certificates (as received from ITE) during the awards ceremonies as appropriate.
- ◆ Following the Annual Meeting, the outgoing President will solicit nominations from the NCSITE Board for recommendations for the Southern District ITE Individual Awards. The outgoing President will forward those nominations to SDITE by the established due date.

<p>Quick Summary - NCSITE President</p> <p><i>Term of Office: One (1) Calendar Year</i></p> <p><i>Position Requirements: Member of ITE and Prior Service as Vice President of NCSITE</i></p> <p><i>Position obtained by: Promotion/Prior Election by Members</i></p> <p><i>Voting Member of Board: Yes</i></p>

III.C Vice President

The Vice President of the North Carolina Section of the Institute of Transportation Engineers provides direct assistance to the Section President. During his or her one-year tenure of office, the Vice President should be concentrating on developing the knowledge of the NCSITE organization and membership to serve effectively in the capacity of President. The Vice President should expect to assume the following responsibilities, at a minimum:

- ◆ During the year, perform assignments as directed by the President.
- ◆ Prepare the vision for the upcoming year, based on communication with members, Directors, Council chairs, and committee chairs.
- ◆ Perform as quality control administrator to ensure duties and assignments, as directed by the President, are being carried out. In this role, the Vice President should become well-acquainted with all of the operations of NCSITE, anticipating his/her advancement to the position of President.
- ◆ Preside over Board meetings and business meetings in the absence of the President.
- ◆ Request input and provide updates to the Operations Manual annually as needed (as noted in Section I.C).
- ◆ Appoint Chair of the Audit Committee 30 days before annual meeting and serve as the Board liaison.

<p>Quick Summary - NCSITE Vice President</p> <p><i>Term of Office: One (1) Calendar Year</i></p> <p><i>Position Requirements: NCSITE Member and Member of ITE Position obtained by: Election by Members</i></p> <p><i>Voting Member of Board: Yes</i></p>
--

III.D Past President

The immediate Past President of NCSITE has the important task of helping the new President move into his/her role. This ensures a seamless transition without significant “down time” required for the new President and Board of Directors to ramp up to full operating capacity.

By the nature of the position, the Past President will have already served a three or four year term on the Board of Directors and will be able, because of that experience and continuity, to play a significant advisory role with the Board and the President. This assistance would normally manifest itself in areas such as finance and budgeting, by-law conformity, recommending members for leadership positions, proper conduct of meetings and by acting as parliamentarian if so requested. The Past President may also assist the President by recommending members for committee or task force assignment. The Past President shall serve as the chair of the Nominations Committee and serve on the Scholarship Committee.

From time to time, the President may assign special duties to the Past President such as chairing/coordinating task or work assignments with specific goals and time frames. Should such assignments be forthcoming, the President may assign the members to assist the Past President or the Past President may select members to serve with him/her.

The Past President is responsible for the update and publishing of the Section Historical Records by December 31st of each year.

<p>Quick Summary - NCSITE Past President</p> <p><i>Term of Office: One (1) Calendar Year</i></p> <p><i>Position Requirements: Member of ITE and Prior Experience as President of NCSITE</i></p> <p><i>Position obtained by: Promotion (serving as President the previous year)</i></p> <p><i>Voting Member of Board: Yes</i></p>

III.E Secretary

As the name suggests, the primary task of the office of Secretary is to provide critical assistance in the day-to-day operations of the NCSITE Board of Directors. Supervising Executive Associate and oversight of the annual voting procedures are primary tasks of the Secretary. Other tasks may be assigned to the Secretary as directed by the President and Vice President. Descriptions of the primary tasks of the Secretary follow.

- ◆ After taking office the new Secretary will provide his/her contact information to the International ITE Office for the Section mailings as well as that of the new officers, including that of Treasurer. This activity needs to be coordinated with Section President prior January 1st of the next calendar year following the elections.
- ◆ After taking office the new Secretary will also renew the NCBELS registration that allows the Chapter to continue issuing PDH credit for meetings. This involves returning the completed form to NCBELS with the updated contact information and signature.
- ◆ The Secretary is responsible for processing the paperwork that assigns credit for Professional Development Hours (PDHs) for any NCSITE function for which PDHs are an eligible benefit.
- ◆ The outgoing Secretary is responsible for coordinating with the Executive Associate on the development of the Annual Report by December 31st of each year and submitting it to the outgoing President for finalization. This Report is due to SDITE by January 31st or as otherwise notified by SDITE.
- ◆ Appoint Chairs of the Operations and Membership Committees and serve as the Board liaison.
- ◆ Supervise the Executive Associate and coordinate with other officers in the production of the NCSITE Involver.

<p>Quick Summary - NCSITE Secretary</p> <p><i>Term of Office: One (1) Calendar Year</i></p> <p><i>Position Requirements: NCSITE Member and Member of ITE</i></p> <p><i>Position obtained by: Election by Members</i></p> <p><i>Voting Member of Board: Yes</i></p>

III.F Treasurer

The NCSITE Treasurer has the primary responsibility of ensuring that the financial affairs of the organization are kept in strict order, reporting the balances and expenditures at each Board of Directors meeting, and overseeing the membership dues process. Soon after taking office, the name of the new Treasurer needs to be provided to the State Employees Credit Union for the Section banking accounts and to the International Office for the Section mailings.

The duties of the Treasurer may be assumed by the Secretary in the event that these positions are merged by election or appointment as necessary.

The following are detailed descriptions of the tasks of the Treasurer.

- ◆ The Treasurer needs to be authorized to use the Section banking accounts. (There are two: a share account with a minimum balance and an interest-bearing checking account.) Along with the past Treasurer, the new Treasurer should go to an office of the State Employees Credit Union and ask that the new name be added to the Section accounts.
- ◆ The Executive Associate or meeting organizer for a particular event will provide the checks and cash received to the Treasurer for deposit in the Section bank account. When depositing a large number of checks, the Credit Union requires that Credit Union checks be separated from checks from other banks. A helpful but somewhat time-consuming practice has been to sort the checks by bank and to provide the bank name or abbreviation and check number on the deposit slip. This, and carbon-copying the deposit slips, allows for verification of deposits for both Treasurer and members if questions arise.
- ◆ At the direction of the President, the Treasurer should prepare a budget for review and approval by the Board. Shortly after taking office, the Treasurer should request that the officers submit their budget needs for the upcoming year. Using this information the Treasurer should assemble a budget estimating annual revenues and expenditures. The Board should assist in setting priorities and balancing the final budget.
- ◆ The Section's checking account is at the State Employees Credit Union. The Treasurer is responsible for making deposits of dues and meeting revenues; paying invoices from ITRE, meeting facilities, and others as appropriate; and reconciling the account. Deposits should be made in accordance with the instructions prescribed under collecting dues. Invoices should be paid in a timely manner with records kept for auditing purposes. The Section's account information is available on Quicken software, which allows for consistent tracking, reconciling, and reporting.
- ◆ The scholarship fund account is maintained at the International ITE Headquarters. Deposits to the fund are made by check from the Section checking account, following approval by the Board. Checks should be made to the attention of the Associate Director for Administration and Finance at the International Headquarters in Washington, D.C. Scholarship awards are made by notifying the International Headquarters of the names and universities of recipients. International headquarters then drafts checks that are made out jointly to the universities and the individuals. The balance of the scholarship fund can be obtained by faxing the request for the fund status to International ITE.

- ◆ The Section Treasurer shall report to the Board the balance in the scholarship fund at the first meeting of the year of the newly elected Board of Directors. If there are sufficient funds available in the scholarship fund (above those necessary to maintain the minimum balance established above), the Section Treasurer may make a recommendation that additional scholarships be awarded. The number and amount of these non-recurring scholarships shall be approved by the Board of Directors.
- ◆ The Treasurer is responsible for preparing a Treasurer’s Report for each meeting. The treasurer’s report should summarize checking account and budget activity to date.
- ◆ The Treasurer shall prepare lists and forms for the accounting of expenditures and revenues for Councils and Committees as appropriate. This is particularly needed for the Mid-Year, Annual, and other significant meetings throughout the year.
- ◆ Before the Annual Meeting the Treasurer must provide the books and financial information to the Audit Committee appointed by the Vice President. The Treasurer must also prepare a year-end report identifying Section revenues and expenditures for the entire calendar year following the Annual Meeting. The report should be provided to the Section Board either at the final Board meeting of the current year or first Board meeting of the following year.

<p>Quick Summary - NCSITE Treasurer</p> <p><i>Term of Office: At least two (2) calendar years</i></p> <p><i>Position Requirements: NCSITE Member and Member of ITE</i></p> <p><i>Position obtained by: Election by Members</i></p> <p><i>Voting Member of Board: Yes</i></p>

III.G Section Director

The Section Director is elected by the Affiliates and Members of NCSITE. One important responsibility of the Section Director is to relay the needs and concerns of affiliates and members to the Board of Directors. Other responsibilities of the Section Director follow.

- ◆ Serve as the Section Liaison overseeing the activities of the Student Chapters. This includes providing guidance to the Student Chapters.
- ◆ Notify the Student Chapters on or before September 1st of the requirement of an annual report, receive their annual reports on or before October 1st, provide the reports to the Awards Committee on or before October 5th, provide feedback on the reports to the Awards Committee, and advise the Treasurer when the requirement of an annual report has been met on or before November 1st so the yearly monetary amounts can be dispersed to the Chapters at the NCSITE Annual Meeting.
- ◆ Appoint Chairs of Awards and Scholarship Committees and serve as the Board liaison.
- ◆ Invites the families of the named scholarships or other appropriate individuals through formal invitation to attend the awards ceremony (typically lunch or dinner banquet) at the NCSITE Annual Meeting.

<p>Quick Summary - NCSITE Section Director (1)</p> <p><i>Term of Office: Two (2) Calendar Years</i></p> <p><i>Position Requirements: Member or Affiliate Member of NCSITE</i></p> <p><i>Position obtained by: Election by Members and Affiliate Members</i></p> <p><i>Voting Member of Board: Yes</i></p>
--

III.H Affiliate Directors (2)

Two Affiliate Directors are elected by the Affiliate Members of NCSITE. Affiliate Directors have as their main responsibility relaying the needs and concerns of the Affiliate Members to the Board of Directors. The primary responsibilities of an Affiliate Director follow.

- ◆ Voice all Affiliate Members’ concerns at Board Meetings and planning meetings
- ◆ Assist the Secretary with update and maintenance activities related to the Operations Manual

<p>Quick Summary - NCSITE Affiliate Director (2)</p> <p><i>Term of Office: Two (2) Calendar Years (staggered terms)</i></p> <p><i>Position Requirements: Affiliate Member of NCSITE</i></p> <p><i>Position obtained by: Election by Affiliate Members</i></p> <p><i>Voting Member of Board: Yes</i></p>
--

III.I District 5 Section Representatives (3)

The North Carolina Section of the ITE is one of eight sections assigned to the Southern District of ITE (District 5). Other Sections include Alabama, Deep South (Louisiana and Mississippi), Georgia, Kentucky, South Carolina, Tennessee, and Virginia. For every 100 NCSITE members (affiliates are not included), SDITE allows NCSITE to have one seat on their board of directors. The North Carolina Section is currently allowed three seats on the SDITE Board of Directors. These three seats are filled by the three District 5 Section Representatives of NCSITE, who has a staggered three-year term. The Southern District usually holds an Annual Meeting in the Spring in one of the nine states represented. The SDITE Board conducts two business meetings each year: one at the annual meeting in Spring and one in December. NCSITE’s District 5 Section Representatives participate in various committees throughout the year and are eligible for nominations to become officers of the SDITE Board.

The District 5 Section Representatives are ex-officio, non-voting members of the NCSITE Board of Directors. The primary responsibility of each District 5 Section Representative is to represent the North Carolina Section at District 5 business meetings. The role is refined as new issues arise, with typical duties including the following:

- ◆ Attending District meetings to represent the Section on issues and business
- ◆ Reporting back to the NCSITE Membership through presentation or newsletter article regarding news and events at the District level

<p>Quick Summary - NCSITE District 5 Section Representatives (3)</p> <p><i>Term of Office: Two or three (2or 3) Calendar Years (staggered terms)</i></p> <p><i>Position Requirements: NCSITE Member and Member of ITE</i></p> <p><i>Cross-Reference With: District Meetings</i></p> <p><i>Position obtained by: Election by Members (typically Past President is nominated)</i></p> <p><i>Voting Member of Board: No (ex-officio)</i></p>
--

III.J Council Director

The Council Director is responsible for organizing and coordinating the four councils of NCSITE: Administrative, Transportation Planning, Traffic Engineering, and Consultant/Vendor. The Council Director supports the Chairs of each of these councils and represents their concerns at the Board of Directors meetings. The primary responsibilities of the Council Director are as follows:

- ◆ Answer questions and serve as an information hub on all council activities
- ◆ Maintain the Section Calendar – Update the calendar of activities for the Section on a monthly basis. The Section Calendar will include but not be limited to Board Meetings, local meetings, mid-year meeting, annual meetings, technical workshops, deadlines for submittals, etc. Other professional organization meetings may also be included in the Section Calendar.
- ◆ Attend Board Meetings and regular planning meetings as scheduled by the President
- ◆ Direct the four established councils throughout the calendar year.
- ◆ With the Council Chairs, establish the Council budgets for the calendar year and provide to the Treasurer upon request, typically in mid-January to early February.
- ◆ With the Council Chairs, plan all meetings for the calendar year, including local and bi-annual meetings.
- ◆ With the Council Chairs, schedule all meetings and technical workshops attempting to avoid conflicts with other NCSITE and other organization’s meetings.
- ◆ Encourage Council Chairs to recommend deserving individuals for Section Awards in an effort to recognize those folks working diligently within the Councils.
- ◆ Appoint Chairs of the Local Meetings Committee and the Councils as needed and serve as the Board liaison.

<p>Quick Summary - NCSITE Council Director</p> <p><i>Term of Office: Two (2) Calendar Years</i></p> <p><i>Position Requirements: Member or Affiliate Member of NCSITE</i></p> <p><i>Position obtained by: Election by Members and Affiliate Members</i></p> <p><i>Voting Member of Board: Yes</i></p>
--

III.K Executive Associate

The NCSITE Executive Associate position was established to provide administrative support to NCSITE. The primary responsibilities of the Executive Associate follow.

- ◆ Work with the Secretary to prepare agendas and previous meeting minutes and distribute agendas a minimum of two weeks prior to the meeting date and meeting minutes a maximum of two weeks after the meeting.
- ◆ Work with the Secretary to prepare editions of the NCSITE Involver.
- ◆ Assist meeting planners with preparations for meetings and attend as needed.
- ◆ Throughout the year, track activities that will be included in the Annual Report.
- ◆ Provide the outgoing Secretary with all notes taken throughout the year for inclusion in the Annual Report.
- ◆ Assist the outgoing Secretary with preparation, editing, and finalizing the Annual Report.
- ◆ Assemble all material and prepare the *Involver* for distribution. This includes soliciting articles and advertisements for the *Involver*, and managing all invoicing and correspondence with advertisers. Distribution is done through the Section Listserv.
- ◆ Compile a membership report to be included in the NCSITE Involver.
- ◆ Provide new member email addresses to listserv.
- ◆ Handle administrative duties related to the management of the Section’s PayPal account. The PayPal account is used for online meeting registrations and membership renewals. All activities should be coordinated with the Operations Committee and the Treasurer.
- ◆ Submit a condensed spreadsheet of new applicants and their corresponding information to the membership committee chair, and submit all checks and other forms of payment to the NCSITE Treasurer.
- ◆ Provide miscellaneous administrative services upon request from other Board Members/Council and Committee Chairs with prior approval from Secretary.

<p>Quick Summary – Executive Associate</p> <p><i>Term of Office: Until employment contract is terminated</i></p> <p><i>Reporting: Reports to the Secretary and is appointed by the Board</i></p> <p><i>Position Requirement: Professional part-time contract worker</i></p> <p><i>Voting Member of Board: No</i></p>
--

IV.A Administrative Council

The Administrative Council serves the membership by focusing on topics such as Leadership Development, Legislative Issues, Public Education and Strategic Planning initiatives. The size of the council is kept small to ensure robust discussions among council members who serve at senior management levels of their respective organizations. Some of the initiatives the Council expects to pursue during the calendar year include:

- ◆ Distribution of Legislative Information affecting transportation
- ◆ Training related to soft skills such as mentoring, team building, leadership, media relations, etc.
- ◆ Conduct sessions at local meetings and mid-year meetings
- ◆ Administer a leadership development program that enhances the perception of transportation professionals for the Section
- ◆ Schedule and conduct Administrative Council Meetings during the year
- ◆ Provide at least one nomination for the “Contribution to Transportation Award” annually
- ◆ Report back to the NCSITE Membership through presentation or newsletter article regarding news and events involving the Council

<p>Quick Summary - NCSITE Administrative Council Chair</p> <p><i>Term of Office: Two (2) Calendar Years</i></p> <p><i>Position Requirements: Member or Affiliate Member of NCSITE</i></p> <p><i>Position obtained by: Appointed by the Council Director</i></p> <p><i>Voting Member of Board: No</i></p>

IV.B Consultant/Vendor Council

The primary responsibility of the Consultant/Vendor Council is to coordinate the private consulting and supply community with the mission and goals of NCSITE. The Consultant/Vendor Council provides support for the meetings and seminars in partnership with the other three NCSITE councils. This support ranges from scheduling vendors to show their innovative products and cutting edge technologies and consultants to present on showcase projects and experiences to setting up and facilitating exhibit halls at meetings and seminars. The Consultant/Vendor Council is also responsible for sponsorships at all meetings and the annual banquet and raising funds for the scholarship program. Other specific goals of the Consultant/Vendor Council are:

- ◆ Promote vendors and their products to the membership
- ◆ Increase vendor membership (via corporate memberships)
- ◆ Serve as a resource to other councils
- ◆ Increase vendor involvement and visibility
- ◆ Solicit vendor sponsorships for meeting and events
- ◆ Report back to the NCSITE Membership through presentation or newsletter article regarding news and events involving the Council
- ◆ Coordinate golf tournaments for Mid-Year and Annual Meetings
- ◆ Coordinate silent auction at Annual Meeting

<p>Quick Summary - NCSITE Consultant/Vendor Council Chair</p> <p><i>Term of Office: Two (2) Calendar Years</i></p> <p><i>Position Requirements: Member or Affiliate Member of NCSITE</i></p> <p><i>Position obtained by: Appointed by the Council Director</i></p> <p><i>Voting Member of Board: No</i></p>

IV.C Traffic Engineering Council

The Traffic Engineering Council (TEC) is focused on developing fellowship opportunities, traffic engineering related training opportunities, policy comment opportunities, and networking opportunities for NCSITE members and members of the North Carolina traffic engineering community. Some of major initiatives include:

- ◆ Provide updates to the TEC webpage to the Operations Committee Chair by January 15th.
- ◆ Provide training opportunities for members to earn PDH's throughout the year
- ◆ Assist the Planning Council in scheduling and conducting the Mid-year Meeting and technical sessions.
- ◆ Appoint Annual Meeting Chair with approval of the Board.
- ◆ Assist the Annual Meeting Chair in scheduling and conducting the Annual Meeting and technical sessions.
- ◆ Sponsor papers and other technical articles and presentations.
- ◆ Report back to the NCSITE Membership through presentation or newsletter article regarding news and events involving the Council
- ◆ Establish User Groups and Task Forces with approval of the Board

Quick Summary - NCSITE Traffic Engineering Council Chair
--

<i>Term of Office: Two (2) Calendar Years</i>

<i>Position Requirements: Member or Affiliate Member of NCSITE</i>
--

<i>Position obtained by: Appointed by the Council Director</i>
--

<i>Voting Member of Board: No</i>

IV.D Transportation Planning Council

The Transportation Planning Council (TPC) is focused on developing fellowship opportunities, transportation planning related training opportunities, policy comment opportunities, and networking opportunities for NCSITE members and members of the North Carolina transportation planners’ community. Some of major initiatives include:

- ◆ Provide updates to the TPC webpage to the Operations Committee Chair by January 15th.
- ◆ Provide training opportunities for members to earn PDH’s throughout the year
- ◆ Schedule and conduct the Mid-year Meeting and technical sessions.
- ◆ Assist the Annual Meeting Chair in scheduling and conducting the Annual Meeting and technical sessions.
- ◆ Sponsor papers and other technical articles and presentations.
- ◆ Report back to the NCSITE Membership through presentation or newsletter article regarding news and events involving the Council

<p>Quick Summary - NCSITE Transportation Planning Council Chair</p> <p><i>Term of Office: Two (2) Calendar Years</i></p> <p><i>Position Requirements: Member or Affiliate Member of NCSITE</i></p> <p><i>Position obtained by: Appointed by the Council Director</i></p> <p><i>Voting Member of Board: No</i></p>
--

V.A Operations Committee

The Operations Committee is responsible for providing administrative services to the NCSITE membership and Board. The position is appointed by and reports to the Section Secretary. The Operations Committee oversees the Section website, membership records, members’ services, section communications, and documentation. The following are specific responsibilities of the Operations Committee:

- ◆ Section Oversight – Generally oversee the Section activities to ensure key tasks are being undertaken as required by the Section Operations Committee.
- ◆ Database Management – Oversee the maintenance of the membership database.
- ◆ Frequently review and update the Section Website as needed. This effort is more important in January of every year as the new officers take their roles, Directors page, Councils page and Calendar page should be updated accordingly as early as possible
- ◆ Manage all administrative services provided by ITRE. This includes coordinating with ITRE regarding web site and listserv management.
- ◆ Approve all invoices and forward to Treasurer in a timely manner.
- ◆ Request for services by ITRE.

<p>Quick Summary – Operations Committee Chair</p> <p><i>Term of Office: Two (2) Calendar Years</i></p> <p><i>Reporting: Reports to and is appointed by the Secretary</i></p> <p><i>Position Requirement: Member or Affiliate Member of NCSITE</i></p> <p><i>Committee Size: At the discretion of the Operations Committee Chair</i></p> <p><i>Voting Member of Board: No</i></p>

V.B Membership Committee

The Membership Committee is established to retain the existing NCSITE membership and to recruit new members and affiliate members. The Chair is appointed by and reports to the Section Secretary. Specific responsibilities of the Membership Committee are:

- ◆ Send a “Welcome to NCSITE” email to each new member with links to information on upcoming events, the most recent newsletter, and email contact information for their council of interest. This email should encourage new members to participate in future events and to contact the membership chair or other NCSITE leadership with any questions or concerns.
- ◆ Develop new and innovative ideas to increase NCSITE membership and forward any ideas to the NCSITE Board.
- ◆ Distribute NCSITE informational materials such as the NCSITE Information Pamphlet and the NCSITE “Join Now” link to prospective members.
- ◆ Keep open communications between the NCSITE Board of Directors and potential new members.
- ◆ Consider special event(s) as part of the Annual Meeting to recognize the new members and ensure their opportunities to meet the current NCSITE leadership.

Quick Summary – Membership Committee Chair
<p><i>Term of Office: Two (2) Calendar Years</i></p> <p><i>Reporting: Reports to and is appointed by the Secretary</i></p> <p><i>Position Requirement: Member or Affiliate Member of NCSITE</i></p> <p><i>Committee Size: At the discretion of the Membership Committee Chair</i></p> <p><i>Voting Member of Board: No</i></p>

V.C Audit Committee

The Audit Committee is a temporary committee whose chair is appointed by the Vice President 30 days prior to the annual meeting. The sole purpose is to review the records for consistency/accuracy and respond verbally to the Board and membership at the annual meeting. Financial records are maintained by the Treasurer and reconciled on a regular basis, so the audit committee typically serves as one additional confirmation of the financial records for the year.

<p>Quick Summary – Audit Committee Chair</p> <p><i>Term of Office: One (1) Calendar Year</i></p> <p><i>Reporting: Reports to and is appointed by the Vice President</i></p> <p><i>Position Requirement: Member or Affiliate Member of NCSITE</i></p> <p><i>Committee Size: At the discretion of the Audit Committee Chair</i></p> <p><i>Voting Member of Board: No</i></p>

V.D Nominations Committee

The Nominations Committee is responsible for developing a list of nominees for the open offices of Vice President, Secretary, Treasurer, Council Director, Section Director, three (3) District 5 Section Representatives, and two (2) Affiliate Directors. The Vice President, Secretary, Treasurer, and three District 5 Section Representatives shall be elected by members of NCSITE. The President shall be promoted from the previous year’s Vice President position. Two Affiliate Directors shall be elected by Section affiliates and serve two year staggered terms. The Section Director and Council Director shall be elected by Section affiliates and members of NCSITE.

Duties and Responsibilities: At least forty five (45) days prior to the Annual Meeting the Past President shall appoint a Nominations Committee. The Past President shall serve as chair and solicit the assistance of at least two other officers to serve on the committee. The committee should be composed of at least three (3) Members and/or Affiliate Members.

At least 30 days prior to the Annual Meeting, the Secretary shall notify each member of the Section of the list of candidates nominated by the Committee. Additional nominations for any of the elected offices may be made by petition signed by not less than five Members in good standing. Each such petition shall be accompanied by a written consent of the nominee to run for the office and serve if elected. Petitions must be received by the Secretary at least 20 days prior to the Annual Meeting. If no additional nominations are received by the aforementioned date, unopposed candidates shall be considered elected by unanimous vote. Otherwise, online voting shall be conducted for positions where there is more than one eligible nominated candidate.

In the event of a need to conduct a vote, at least 15 days prior to the Annual Meeting, the Secretary shall ensure the online ballot process is available and notify the membership through the listserv of the candidates nominated and the online voting process. Online voting shall be closed at least 5 days prior to the date of the NCSITE Annual Meeting. Candidates receiving the most votes for each office shall be declared elected and announced at the Annual Meeting. A NCSITE Past President other than the current outgoing President shall conduct the swearing in of newly elected officers at the appropriate designated time during the Annual Meeting. In the case of a tie vote, the new Section Board at their first meeting shall choose between the candidates.

<p>Quick Summary – Nominations Committee Chair</p> <p><i>Term of Office: One (1) Calendar Year</i></p> <p><i>Reporting: Reports to the President</i></p> <p><i>Position Requirement: Past President</i></p> <p><i>Committee Size: At the discretion of the Nominations Committee Chair</i></p> <p><i>Voting Member of Board: No</i></p>

V.E Scholarship Committee

Membership: The Scholarship Committee shall be comprised of up to eight members: the Section Director (Committee Chair), up to two chapter liaisons from each of the different universities (who shall be NC Section Members or Affiliates), and the Section Immediate Past President. With the exception of the Immediate Past President, the Committee members shall be recommended by the Section Director and approved by the Board. The faculty chapter advisors will be voting ex-officio members of the committee and shall be invited to all committee meetings.

With the exception of the Immediate Past President, the members shall serve staggered two-year terms to provide continuity for the Committee. The Immediate Past President shall serve a one-year term.

Duties: The Committee shall perform the duties necessary to administer the Section scholarship program. These duties shall include (1) advertising the scholarship program, (2) recommending to the Board criteria for school participation in the program and criteria for evaluation and selection of recipients, (3) coordination of the program with the involved schools and Student Chapters, (4) selection of the scholarship recipients, (5) coordinating workforce development program components at the universities where NCSITE student chapters are established and (6) any other duties necessary to conduct the program or as may be directed by the Board.

The Scholarship Committee shall not be responsible for administration of the Scholarship Fund or for directing scholarship fund raising activities. The Fund shall be administered and monies disbursed by the Section Treasurer.

Meetings: The Committee shall have at least two meetings per year. There shall be a spring meeting to review applications and select recipients for the fall term. There shall be a late summer / early fall meeting to coordinate work force developments at each of the Universities.

Either as part of the fall meeting or separately, the Committee shall review the program operation for the past school year and the current fund status, and prepare an annual operational and financial report for submission to the Section Board at its Annual meeting.

Scholarship Endowment Fund: A scholarship Endowment Fund was created in November 1990 by the Section Board. The Fund was invested with and is maintained by National ITE for tax reasons. Additional amounts may be added to the principal fund as determined by the Section Board. Transactions involving the Endowment Fund are the responsibility of the Section Treasurer.

Annual Funding Sources: To collect funds for the endowment and/or to supplement the Endowment, the Board may solicit annual or continuing scholarship fund contributions. Designated contributions, as described below.

The Section Board may appoint ad hoc committee(s), as it desires to solicit contributions, but primary scholarship fundraising activities shall be the responsibility of the Consultant/Vendor Council. The Scholarship Committee will have no active involvement in fund raising. The scholarship winners should be recognized annually at the NCSITE Annual Meeting.

Designated Contributions: Persons, firms, or other parties, who make single contributions of at least \$1,000 may request the designation of the contribution be given as a joint award, (i.e. the NCSITE/ABC Signal Co. Scholarship). The Board shall have final approval on the naming of all designated contribution scholarships. All contributions in excess of \$100 shall be acknowledged in the Section newsletter and/or web page.

School Participation: To be considered for participation in the scholarship program a school must:

- Be a university in North Carolina with an ABET accredited Civil Engineering/Transportation department, and
- Have an ITE student chapter, which has been active for at least one year (i.e., submitted an annual report for the previous year to National ITE).

At this time the schools eligible for the scholarship program are NCSU, UNC-Charlotte, and North Carolina A&T State University. Any other universities in North Carolina with accredited civil engineering departments should be informed of the program and encouraged to form an ITE Student Chapter.

Purpose of the Scholarship Program: The scholarship program has been established to attract students into the transportation profession and to assist qualified students interested in transportation in pursuing their academic careers.

A three tier program of scholarship has been established for students at different levels in their academic career.

- A Tier I scholarship is intended to attract students in to the profession and will be awarded to students who have completed at least one semester of study and participated in an introduction to Engineering course.
- A Tier II scholarship is intended to encourage students to continue their study in the field of transportation. This scholarship will be awarded to students at the undergraduate level who have taken some transportation courses or have work experience in the field of Transportation and are on a path to make transportation a career.
- A Tier III scholarship is intended to reward a graduate level student who has taken significant coursework in the field of transportation and is seeking a graduate degree specializing in the field of Transportation.

The primary focus of the scholarship program is recruitment of students into the study of transportation engineering and planning. To further that goal the Tier I scholarship program is aimed at the earliest level of transportation study — students who are taking introductory courses — typically in their first year of study.

The current college curriculums generally provide for the first level of transportation courses to be taken in the second term of the junior year. Students at this level will be encouraged to continue in the field of Transportation with the Tier II and/or III scholarships.

Student Evaluation Criteria: Any student enrolled at the University who has taken an introductory engineering or planning course is eligible for a Tier I scholarship.

To be eligible for consideration for a Tier II scholarship, a student as a minimum:

- Must be a member of the local Student Chapter, a student member of NCSITE, and a student member of National ITE, and
- Must have successfully completed or be currently enrolled in a transportation course or have work experience in the field of Transportation
- Must have at least one semester of study remaining before a degree is obtained.

To be eligible for consideration for a Tier III scholarship, a student as a minimum:

- Must be a member of the local Student Chapter, a student member of NCSITE, and a student member of National ITE, and
- Must have successfully completed a Bachelors' degree with Transportation/Planning focus and be currently enrolled in a Graduate Program in the field of Transportation Engineering or Planning
- Must have at least one semester of study remaining before a graduate degree is obtained.

In addition to the minimum criteria for eligibility, the following additional criteria shall be used in evaluating applications:

- Academic achievement, both overall and major area of study
- Communication skills
- Level of participation in ITE activities,
- Interest in transportation as evidenced by related internships and employment, etc.
- Transportation professional goals
- Other student and civic activities
- Leadership potential

The above list is not a prioritized list of criteria. Financial need is not an evaluation factor. Students shall be eligible to receive more than one NCSITE scholarship; however, each award must be for a different school term. This will be reviewed as the program continues.

Application, Evaluation, and Selection Procedures: Application will occur during the spring semester. The NCSITE Scholarship Committee will be responsible for developing these

applications. A different application may be used for the Tier I scholarship than for the Tier II and Tier III scholarship.

The schools may be asked to verify grade point information on the applications. Participation in Student Chapter activities will be criteria for Tier II and Tier III scholarships; therefore, the Chapters will be asked, through the Chapter Advisors and Chapter Liaisons, to provide information on participation, such as attendance at Chapter meetings, etc. Recommendations from faculty will be accepted and used by the Committee but are not required.

The Scholarship Committee will review the applications and select all recipients, including those for any designated contribution scholarships. Scholarships will be based on individual merits and will not necessarily be a rating or ranking of applicants. Selection of recipients will be made prior to completion of the spring semester in which the applications are received.

Annual Scholarships:

The allotted number of annual scholarships and funding levels, by Tiers, are as follows:

- Tier I – three \$1,000 scholarships.
- Tier II – two \$3,000 scholarships.
- Tier III – one \$2,000 scholarship.

The Section has adopted the practice of naming scholarships for distinguished members of the Section. In the absence of eligible applicants for any of the following named scholarships, funding may be reallocated as needed to increase funds within the remaining scholarships. At least one award annually will be made at each school participating in the program if a qualified and eligible applicant exists. The total annual budget for the following scholarships shall not exceed \$11,000 unless otherwise approved by the Board. The scholarships will be named as follows:

- Brent McKinney Honorary Scholarship – Tier I to an undergraduate student at North Carolina A&T.
- Herman J. Hoose Memorial Scholarship – Tier I to an undergraduate student at the University of North Carolina – Charlotte
- Allen G. Williford Memorial Scholarship – Tier I to an undergraduate student at North Carolina State University
- Cyrus Painter Memorial Scholarship – Tier II to an undergraduate student at any participating program
- Roy D. Williams Memorial Scholarship – Tier II to an undergraduate student at any participating program.
- Don Blackburn Memorial Scholarship – Tier III to a graduate student at any participating program.

Distribution of Funds: Scholarship funds will be awarded during the fall semester following the recipient's selection. Funds shall be distributed from NCSITE through the appropriate office of the participating school. They shall not be awarded directly from NCSITE to the student. This allows better control of funds and may allow the school to use NCSITE funds as matching funds

for other contributions. To receive awards it must be verified that the student is enrolled for the term and is enrolled in the transportation courses shown as "pre-registered" on their application. In the event that a recipient fails to enroll for the term, or fails to take a pre-registered transportation course, the school shall return the funds in question to NCSITE.

Member Sponsors: Each student receiving a scholarship shall be assigned a Section Member as a sponsor. The sponsor should personally contact the student several times throughout the year to provide further information on the transportation profession.

Student Recognition: Each recipient will receive a plaque commemorating his or her scholarship. Beginning in 2000, continuing scholarship plaques have been established at each school with recipients names added each term. Additional recognition measures may include:

- Acknowledgment in the Section Newsletter and/or web page,
- Acknowledgment at a Section Meeting
- Presentation of certificate at Student Chapter meetings, and
- Press releases to the student’s hometown newspaper.

The costs involved in scholarship recognition activities shall be paid from the Section's general fund and not from the Endowment Fund.

<p>Quick Summary – Scholarship Committee Chair</p> <p><i>Term of Office: Two (2) Calendar Years</i></p> <p><i>Reporting: Reports to the President</i></p> <p><i>Position Requirement: Current Section Director</i></p> <p><i>Committee Size: Up to eight (8) including the Past President and Student Chapter Liaisons</i></p>

V.F Awards Committee

The Awards Committee solicits nominations from the NCSITE officers and membership for section awards annually. The Section Director shall appoint a Committee Chair and the Committee Chair may then recruit others to serve as committee members as he/she sees fit. For consistency, at least one former Awards Committee member should serve two consecutive terms on this committee. The Awards Committee should be comprised of a cross-section of the membership (State Government, Local Government, and Private Engineering Firm members).

Every so often, the Committee will review Award criteria to see if it is timely. The Award Committee can make recommendations to the Board to modify the Award Criteria and to add Named Awards. The Award Committee shall be responsible for the following on a yearly basis:

- The Committee should brainstorm new ideas for requesting nominations for Section Awards to ensure quality nominations each year.
- The Committee shall reach out to NCSITE membership through NCSITE listserv, newsletter articles, and officers to obtain quality nominations each year.
- The Committee shall coordinate with the Section Director in obtaining the student Chapters' Annual Reports for use in determining the recipient of the Cribbins Cup. The Committee should post those reports on the web page for reference for the competing universities.
- The Committee shall review all nominations for awards against the selection criteria and select winners of each award no later than four weeks prior to the Annual Meeting. The committee chair shall review the selections with the board President prior to the Annual Meeting.
- The Committee shall procure the actual awards (trophies, plaques, etc...) prior to the Annual Meeting. The Committee will condense the award nominations into a special pamphlet that is read at the award presentation.
- The Committee will coordinate with the Section Director for ordering scholarship awards, and with the President on ordering President's Award.
- The committee Chair will also place an order for the Gavel Plaque to be awarded to the outgoing President, and will place an order for the name plate for the incoming President on the President's Plaque that is presented to the incoming President.
- The Committee shall coordinate attendance at the Annual Meeting of special family member(s) of the award recipient. If an award recipient is unable to attend the Annual Meeting, the Committee shall investigate other opportunities for award recipient to be recognized.
- The Committee shall order flowers or other appropriate gift for the President's spouse or significant other to be presented at the Annual Meeting.
- The Committee Chair or a designee shall present each award and pamphlet noting award criteria and their recommendation to the recipients at the Annual Meeting.
- The Committee will provide updated articles and photos for the web site and for the newsletter regarding all award recipients.
- The Committee will also coordinate with the President on any nominations for Southern District Awards that they want to recommend.

List of Awards

Robert J. Dodge Professional Image Award: The recipient of the Robert J. Dodge Professional Image Award is an affiliate or member of NCSITE; possess demonstrated technical competence and excellent people skills; must have a demonstrated record of service to the profession, the organization, and his/her community; who by personal demeanor and example projects the best image of what a transportation professional should be.

R.V. Moss Lifetime Service Award: The recipient of the R.V. Moss Lifetime Service Award must have been a Member or an Affiliate Member for at least 15 years; should possess demonstrated technical confidence; should have made significant contributions to the profession and ITE through participation in committees, workshops, speakers' bureaus, seminars, fundraising, meetings, and local arrangement committees; and through elected office at the Section level or higher.

Jay Quinn Technical Excellence Award: The recipient of the Jay Quinn Technical Excellence Award must possess excellent technical knowledge and must share their knowledge / insight with the NCSITE through presentations at NCSITE sponsored meetings or training sessions or active participation in councils or committees, tasks forces, or work groups. The recipient must have made a significant contribution to the Section, and is not required to be a Member of Affiliate of NCSITE to be recognized with this award.

Contribution to Transportation Award: The Contribution to Transportation Award is awarded to an individual not affiliated with NCSITE in any capacity who has contributed significantly to transportation through professional and/or political activities.

Paul D. Cribbins Cup: The Paul D. Cribbins Cup is awarded to the outstanding student chapter within the Section.

Young Professional Award: The NCSITE Young Professional Award is awarded to a Member or Affiliate, 35 years of age or younger during the calendar year of the award, who, over their young professional career, has contributed to the advancement of the transportation profession and the North Carolina Section of the Institute of Transportation Engineers. Recipients should exhibit such personal traits as integrity, honesty, professionalism, and leadership. Individual professional accomplishments such as transportation innovations, technical research, paper writing, and NCSITE organizational work, including meeting participation and committee work, can be considered.

New Member Award: The NCSITE New Member Award is awarded to a new Member or Affiliate of our North Carolina Section, who has contributed substantially to the advancement of the Section through any of the following responsibilities, and not limited to: Council involvement, committee involvement, special projects, conference planning, meeting participation, presentations at NCSITE sponsored meetings. A New Member would have less than five years of professional membership with our Section to qualify, and would represent the

future leadership of NCSITE. Recipients should exhibit a teamwork approach to their NCSITE responsibilities, excellent leadership and professionalism skills, integrity, a willingness to learn, and an excitement for NCSITE activities and growth potential.

President’s Award: The President’s Award is awarded to a Member or Affiliate, who has contributed to the advancement of the transportation profession and the North Carolina Section of the Institute of Transportation Engineers. The President has called on the recipient and provided guidance, advice, and offered to help in whatever capacity is needed. The recipient exhibits such personal traits as integrity, honesty, professionalism, and leadership.

Quick Summary – Awards Committee Chair
<i>Term of Office: One (1) Calendar Year (minimum)</i>
<i>Reporting: Reports to and is appointed by the Section Director</i>
<i>Position Requirement: Member or Affiliate Member of NCSITE</i>
<i>Committee Size: At the discretion of the Awards Committee Chair</i>

V.G Local Meetings Committee

The Local Meetings Committee is responsible for reviewing and recommending possible locations and meeting topics for local meetings across the state. The committee is also responsible for organizing the meetings and ensuring they are successful. Generally, local meetings would be located in areas outside the Triangle (Raleigh, Durham, Cary, and Chapel Hill Metro Area) and not in the same area as the Mid-Year Meeting (or other large organized Section meeting) during that same calendar year. At least one local meeting should be organized each calendar year. The Local Meetings Committee Chair reports to the Council Director.

Quick Summary – Local Meetings Committee Chair
<i>Term of Office: Two (2) Calendar Years</i>
<i>Reporting: Reports to and is appointed by the Council Director</i>
<i>Position Requirement: Member or Affiliate Member of NCSITE</i>
<i>Committee Size: At the discretion of the Local Meetings Committee Chair</i>

V.H Annual Meeting Committee

An Annual Meeting of the Section shall be held at a time and place approved by the Section Board. 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 the Annual Meeting, typically during the opening session or at lunch. Installation ceremonies of elected Officers shall be held at the Annual Meeting. Awards may be given to deserving members and scholarships may be presented to selected students.

It is the primary responsibility of the Traffic Engineering Council Chair and Council members to organize the Annual Meeting. The Traffic Engineering Council Chair will appoint the Annual Meeting Committee Chair and recruit others to assist with preparations for each meeting. The Traffic Engineering Council must ensure that planning begins well in advance of the meeting date, as venues, caterers, and speakers may be booked for several months. The Annual Meeting Committee is usually made up of several active members as there are hundreds of tasks that must be performed leading up to the meeting. Among the many tasks, the committee must develop an agenda for the meeting and advertise it, along with meeting information and registration forms in sufficient time prior to the meeting. The Traffic Engineering Council will coordinate agenda items with representatives from the Transportation Planning Council and the Administrative Council. Most meetings include space for vendor booths and other presentations, space for break-out sessions, and space for a formal luncheon and the annual dinner banquet. Golf tournaments, silent auctions, and other fund raising events may be held to raise scholarship funds during the meeting. Other activities, such as the student chapter Quiz Bowl, may be held.

<p>Quick Summary – Annual Meeting Committee Chair</p>
--

<p><i>Term of Office: One (1) Calendar Year</i></p>

<p><i>Reporting: Reports to and is appointed by the Traffic Engineering Council Director</i></p>
--

<p><i>Position Requirement: Member or Affiliate Member of NCSITE</i></p>
--

<p><i>Committee Size: At the discretion of the Annual Meeting Committee Chair</i></p>

VI.A North Carolina State University Chapter

The North Carolina State University (NCSU) student chapter of the Institute of Transportation Engineers (ITE) is an organization committed to furthering the professional development of engineering students. ITE gives every student the opportunity to gain experience with real world transportation problems and issues.

The NCSU-ITE student chapter has been in existence since 1966. During this time, the organization has contributed to the University and the profession through programs, activities, and seminars. The ITE chapter has been influential in introducing students to the transportation profession. The ITE student chapter meets monthly throughout the academic year. Flyers, which are posted around campus, will indicate the time, date, guest speaker, and the locations of the meeting. Lunch will also be provided at each of these meetings.

VI.B North Carolina A&T State Chapter

The North Carolina A&T State University Chapter of the Institute of Transportation Engineers was formed in 1995. The small group of future engineers' objectives for the chapter is to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and the Institute; to acquaint students with topics of interest in transportation and traffic engineering through competent speakers, and Chapter-sponsored trips; to foster the development of professional spirit; to promote common interests among students; and to encourage the expansion of facilities for transportation and traffic engineering study.

Active participation in ITE Student Chapter activities will provide the members with numerous and varied opportunities to increase their understanding of technical principles and techniques while simultaneously gaining valuable experience in exercising the principles of personal and public relationship.

VI.C University of North Carolina-Charlotte Chapter

The UNC-Charlotte student chapter of the Institute of Transportation Engineers (ITE) is an organization committed to furthering the professional development of engineering students. ITE gives every student the opportunity to gain experience with real world transportation problems and issues.

The UNCC ITE student chapter has been in since 1975. During this time, the organization has contributed to the University and the profession through programs, activities, and seminars. The ITE chapter has been influential in introducing students to the transportation profession. The ITE student chapter meets monthly throughout the academic year. Flyers, which are posted around campus, will indicate the time, date, guest speaker, and the locations of the meeting. Lunch will also be provided at each of these meetings.

Basis of Requirement: ITE District 5 Bylaws, Article X, Section 10.7
NCSITE Section Bylaws, Article IX, Section 9.9

Purpose: To provide an annual summary of the Section's activities, membership, and financial standing.

Responsibility for Preparation: Prior Year's Secretary and the Executive Associate

Report Submittal: Prior to January 31st or as notified by Southern District ITE

Guidelines:

- By November 30th, send out information requests to Board of Directors, Council/Committee Chairs with a due date of December 15th.
- Compile, edit, and submit Annual Report to the Section President by January 15th.
- Revise annual report as necessary and prepare/submit the final report by the deadline to SDITE.
- Share the final report with the Operations Committee chair to post on the website and share the link with the Section Membership in the subsequent newsletter.

Professional Development Hours Certification

The Section has self-certification authority granted by the North Carolina Board of Registration. Maintaining this authority requires a bi-annual submission of classes and attendees certified by the Section.

For an activity of the Section desiring PDH certification, the sponsoring party shall submit an agenda to the Secretary with enough detail to determine the engineering applicability of the subject materials. The Secretary shall review the agenda and determine how many Professional Development Hours may be awarded (general rule is one hour of credit for each 50 minutes of actual applicable class time). The Secretary shall notify the sponsor of the allowable credits and develop a signed PDH form for each of the class sessions (see attached). This form should be handed out to each of the participants at the end of the class period.

The sponsoring party shall prepare a sign-in roster for the meeting (see attached). This roster shall list NCSITE as the sponsoring agency, and contain the meeting name, meeting location, presenters, time, and date in the heading. The body of the roster shall contain space for attendees to sign their name, organization, and PE registration number.

After the meeting the sponsor shall send the Secretary the original and one copy of the class roster, and a final copy of the agenda. The Secretary shall keep the agenda and original sign in sheet for the Section records, and forward the copy of the sign up sheet to the NC Board of Registration for their records.



PERSONAL RECORD OF PROFESSIONAL DEVELOPMENT HOURS (PDHs)

You are entitled to receive 1 PDH for each clock hour (50 minutes minimum) that you are in attendance.

Maximum PDH credits for this seminar = _____

Seminar/Meeting Title: _____

Location: _____

Date & Time: _____

Number of PDHs Requested: _____

Name of Attendee: _____

NC Registration Number: _____

<i>Verification of Attendance</i>
NCSITE Secretary

Note: You are responsible for the record keeping relative to your PDHs. Please keep this form in your personal records for future reference and for use in the event of an audit by NCBELS.



Title: _____

Location: _____

Date & Time: _____

North Carolina Section of the
Institute of Transportation Engineers

Attendance Roster

Name	Organization/Division	PE Registration #	# PDHs

Maximum PDHs: _____

APPROVED: _____

NCSITE Secretary