

Operations Manual

North Carolina Section
Institute of Transportation Engineers

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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, Council Director, Council Chairs, and Committee Chairs 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, Council Director, Council Chairs, and Committee Chairs 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).

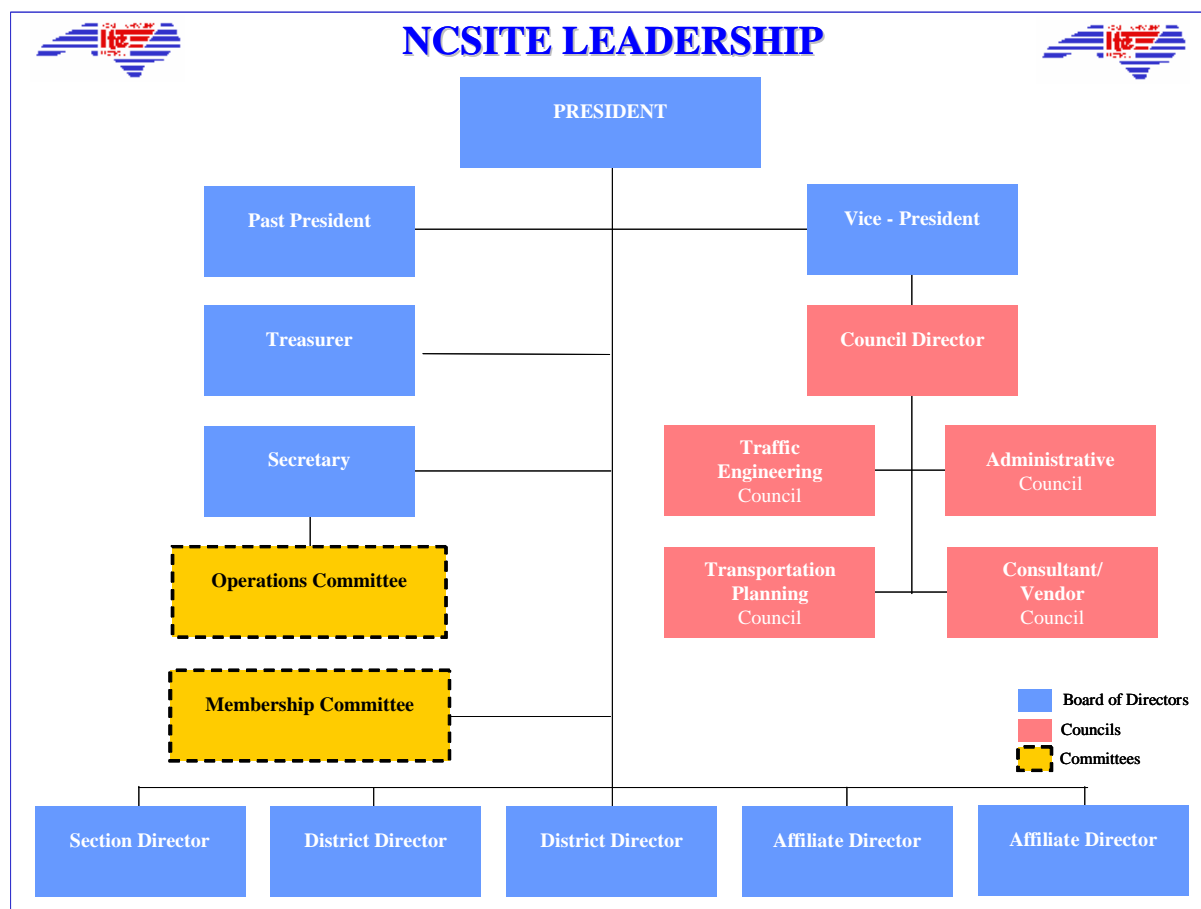
I.C. Update and Maintenance

Responsibility for the oversight and maintenance of the Operations Manual shall reside with the Operations Committee reporting to the Section Secretary. During the beginning of each year, the first responsibility of the Secretary will be to ensure that each new Section Officers, Council Director, Council Chairs, and Committee Chairs is furnished with a copy of this Manual. The Operations Manual should be available in electronic format, preferably on the Internet. Moreover, one month prior to the end of year, the Secretary shall request that each Section Officer, Council Director, Council Chair, and Committee Chair update his or her individual section of the Manual to reflect current and/or proposed operations. It is the duty of the Secretary to ensure that these changes are incorporated into the Operations Manual.

II.A. Organization of Leadership

The following chart indicates the general organization of the NCSITE Board of Directors, Section Officers, Council, and Committees.¹ The organization of the North Carolina Section of ITE is reflective of reorganizations that took place in the year 2000. 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 of Directors 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 of Directors shall govern the Section activities in accordance with the Bylaws and the Section Charter. The Board of Directors consists of the President, Vice President, Secretary, Treasurer, Section Director, and two Affiliate Directors. The immediate Past President and the two District Directors serve as ex-officio members. A quorum for the Board consists of a simple majority of the voting members, or four members.

¹ Note: The editable version of this chart is contained in a MS-PowerPoint slide (Org Chart.ppt).

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. Membership dues;
- F. Section operating policies;
- G. Section positions on legal issues;
- H. Research initiatives;
- I. Contracts with others (ITRE);
- J. All Section Awards with the exception of the President's Award;
- K. All Section Scholarship Award Recipients; and
- L. Site selections for section meetings (at least one year in advance) as recommended by the Council Director.

In order to carry out their duties, the Board should meet at least quarterly. Other meetings may be called for by the President as deemed necessary.

II.C. NCSITE Mission and Goals

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

To enhance the abilities of our members to effect improved transportation. Our activities will focus on educating and training our members, providing opportunities for fellowship, and promoting our profession in order to provide a quality transportation system for our customers.

The North Carolina Section of ITE has developed a number of goals and objectives over the course of its existence. The actions taken by the Board should be compared carefully to the goals of NCSITE to make sure that they agree with the spirit and intent of the organization.

Table 1 on the following page contains a complete listing of the goals and objectives of NCSITE. These were developed as part of *NCSITE 2000*.

Goal 1: Enhance Our Skills

- Objective 1: Develop and implement a training program for technical skill development of our members.
- Objective 2: Develop and implement a plan to enhance the leadership, communication, and management skills of our members.
- Objective 3: Obtain approval by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors as an approved sponsor for Professional Development Hour (PDH) credits.

Goal 2: Enhance Our Member Services

- Objective 1: Develop and implement a periodic process of surveying our membership needs.
- Objective 2: Expand the format and scope of our annual meeting.
- Objective 3: Develop and implement an effective and accessible means of communication among members of NCSITE and related transportation groups or organizations.
- Objective 4: Develop and implement strategies for enhancing the interaction between students and professionals.
- Objective 5: Develop and implement an organizational structure and processes that facilitate NCSITE's mission and goals.

Goal 3: Improve Our Influence

- Objective 1: Develop and implement a series of seminars/meetings specifically designed to facilitate interaction between the different providers of our total transportation system.
- Objective 2: Develop and implement strategies to educate the public on transportation issues.
- Objective 3: Encourage members to be more visible in civic/volunteer groups.
- Objective 4: Develop and implement strategies to make transportation professionals more visible to our elected leaders.
- Objective 5: Encourage outstanding students to enter the transportation profession.

Table 1. NCSITE Goals and Objectives.

III.A. President

The President of the NCSITE Board of Directors 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 full Board, and 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.

The following is a list of the duties and responsibilities of 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 bi-annual meetings.
- ◆ Call meetings of the Board of Directors.
- ◆ Provide innovative and fair leadership in all facets of the organization's functions and policy decisions.
- ◆ Ensure that Directors, Council Director, 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.

Quick Summary - NCSITE President
<i>Term of Office: One Calendar Year</i>
<i>Position Requirements: Prior Service as Vice President of NCSITE, Member of ITE</i>

III.B. 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, Officers, and Council Director, 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, business meetings, and quarterly meetings in the absence of the President.
- ◆ Board liaison to the Councils.

Quick Summary - NCSITE Vice President
<i>Term of Office: One Calendar Year</i>
<i>Position Requirements: Prior Service as Secretary or Treasurer of NCSITE, Member of ITE</i>

III.C. 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 such as the annual Nominating Committee, the Scholarship Awards Committee and the annual NCSITE Awards 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 immediate Past President shall also serve on the Nominating Committee for the Southern District Institute of Transportation Engineers.

Quick Summary - NCSITE Past President
<i>Term of Office: One Calendar Year</i>
<i>Position Requirements: Prior Experience as President of NCSITE, Member of ITE</i>

III.D. 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. Agendas, minutes, 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.
- ◆ The Secretary is responsible for taking notes at all Board of Directors meetings (and action items) and preparing summary minutes for each meeting. At the subsequent meeting the minutes will be presented to the Board for approval. Upon approval by the Board, the Secretary shall transmit the minutes for display on the Section’s webpage.
- ◆ The Secretary is responsible for receiving the nomination of officers, directors, and affiliate directors from the Nominations Committee. Sixty days before the annual meeting the Secretary shall send the list of nominees to the membership via the email distribution list (through ITRE). Additional nominees may be made by petition in accordance with the bylaws and must be received by the Secretary 45 days prior to the meeting date. Not later than 30 days prior to the Annual Meeting, the Secretary shall send via email to each eligible voter a final ballot, listing the candidates nominated or a notice of the candidate(s) for each office.
- ◆ The position of Secretary serves as the liaison between the Operations Committee and the NCSITE Board of Directors.
- ◆ The Secretary is also 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 Secretary is responsible for Operations Manual oversight and maintenance, giving concise direction to the Operations Committee to carry out necessary updates.

Quick Summary - NCSITE Secretary
<i>Term of Office: One Calendar Year</i>
<i>Position Requirements: NCSITE Member in good standing, Member of ITE</i>

III.E. 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 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. A letter requesting this action is needed for the Credit Union's files from the outgoing President. (See example 1.)
- ◆ The Treasurer has the responsibility of overseeing the collection of member dues each year. Annual section dues are based on the calendar year. The Treasurer shall coordinate with International ITE to verify that dues notices are sent to Section Members and Affiliate Members. ITE will submit a check to the Treasurer for all dues collected. The checks and information sheets will be mailed to the Treasurer in care of ITRE.
- ◆ ITRE hold the checks for the Treasurer to pick up and deposit. 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 committee chairs and board members 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 International Headquarters with the request for the fund status.

- ◆ 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.
- ◆ Before the Annual Meeting the Treasurer must provide the books and financial information to an Audit Committee appointed by the president. A year-end report should identify Section revenues and expenditures for the entire calendar year.

Quick Summary - NCSITE Treasurer
<i>Term of Office: No Limit</i>
<i>Position Requirements: Member of NCSITE in Good Standing, Member of ITE</i>

III.F. Section Director

The Section Director is elected by the Members of NCSITE. The Section Director has as his/her main responsibility is to relay the needs and concerns of the Members to the Board of Directors. The primary responsibilities of an Section Director follow.

- ◆ Serve as the Section Liaison overseeing the activities of the Student Chapters.
- ◆ Attend Board Meetings and regular planning meetings as scheduled by the President
- ◆ Serve as voting member on NCSITE Board and voice Members’ concerns at Board Meetings and planning meetings
- ◆ Network within the transportation field to pursue new NCSITE Members
- ◆ Join all other elected NCSITE positions in striving to attain NCSITE goals and objectives
- ◆ Assist Council and Committee Chairs in finding members willing to serve on their respective councils/committees
- ◆ As an active Board member, provide councils and committees with oversight and guidance as needed
- ◆ Participate in the planning and execution of Local Meetings as needed
- ◆ Exhibit support of Local Meeting objectives though attendance, participation, and encouraging others to attend

Quick Summary - NCSITE Section Director (1)
<i>Term of Office: Two Calendar Years</i>
<i>Position Requirements: Member of NCSITE in Good Standing, Member of ITE</i>

III.G. 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.

- ◆ Attend Board Meetings and regular planning meetings as scheduled by the President
- ◆ Serve as voting member on NCSITE board and voice all Affiliate Members’ concerns at Board Meetings and planning meetings
- ◆ Network within the transportation field to pursue new NCSITE Affiliate Members
- ◆ Join all other elected NCSITE positions in striving to attain NCSITE goals and objectives
- ◆ Assist Council and Committee Chairs in finding members willing to serve on their respective councils
- ◆ As an active Board member, provide councils with oversight and guidance as needed
- ◆ Participate in the planning and execution of Local Meetings as needed
- ◆ Exhibit support of Local Meeting objectives though attendance, participation, and encouraging others to attend

Quick Summary - NCSITE Affiliate Director (2)
<i>Term of Office: Two Calendar Years (staggered terms)</i>
<i>Position Requirements: Affiliate Member of NCSITE in Good Standing</i>

III.H. District Directors (2)

Two District Directors join the President, Vice President, Secretary, Treasurer, and two Affiliate Directors to form the Board of Directors. The primary responsibility of each District Director is to represent the North Carolina Section at District 5 business opportunities. The role is refined as new issues arise, with typical duties including the following:

- ◆ Attending Section Board meetings to provide input
- ◆ Attending District meetings to represent the Section on issues and business
- ◆ Serving on or assisting with Section committee activities

<p>Quick Summary - NCSITE District Director (2)</p> <p><i>Term of Office: Two Calendar Years (staggered terms)</i></p> <p><i>Position Requirements: Member of NCSITE in Good Standing, Member of ITE</i></p> <p><i>Cross-Reference With: District Meetings</i></p>

III.I. Members/Affiliate Members

Although Members and Affiliate Members do not have to attend Board of Directors meetings, prepare minutes, keep track of treasury expenditures or any of the other tasks assigned to NCSITE leadership positions, they are nevertheless the most important part of the NCSITE organization. They are expected to attend local meetings and bi-annual meetings; 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 of NCSITE.

- ◆ *Voting.* Full members vote for the President, Vice President, Secretary, Treasurer, Section and District Directors. Affiliate Members vote for the two Section Affiliate Directors *only*.
- ◆ *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.

IV.A. 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 is there to support the Chairs of each of these councils and to represent their concerns at the Board of Directors meetings. The primary responsibilities of the Council Director 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, bi-annual meeting, annual meetings, technical workshops, etc. Other professional organization meetings will also be included in the Section Calendar.
- ◆ Schedule all meetings and technical workshops
- ◆ 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, plan all meetings for the calendar year, including local and bi-annual meetings.
- ◆ With the Council Chairs, set the site locations and dates for the following calendar years meetings
- ◆ Network within the transportation field to pursue new NCSITE Affiliate Members and Members
- ◆ Join all other elected NCSITE positions in striving to attain NCSITE goals and objectives
- ◆ Assist Council Chairs in finding members willing to serve on their respective councils
- ◆ Participate in the planning and execution of Local Meetings as needed
- ◆ Exhibit support of Local Meeting objectives though attendance, participation, and encouraging others to attend

Quick Summary - NCSITE Council Director

Term of Office: Two Calendar Years

Position Requirements: Member of NCSITE in Good Standing

IV.B. Council Chairs

IV.B.1 Administrative Council

The **Administrative Council** serves the membership by focusing on topics such as Leadership Development, Legislative Issues, Public Education and Strategic Planning initiatives. 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, media relations, etc.
- ◆ A Transportation Education Strategy to enhance the perception of Transportation Professionals
- ◆ Conduct sessions at local meetings and bi-annual meetings.

Quick Summary - NCSITE Administrative Council Chair
<i>Term of Office: Two Calendar Years</i>
<i>Position Requirements: Member or Affiliate Member of NCSITE in Good Standing</i>

IV.B.2 Consultant/Vendor Council

The primary responsibility of the Consultant/Vendor Council seeks 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 is to:

- ◆ Provide training opportunities for members
- ◆ 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

Quick Summary - NCSITE Consultant/Vendor Council Chair
<i>Term of Office: Two Calendar Years</i>
<i>Position Requirements: Member or Affiliate Member of NCSITE in Good Standing</i>

IV.B.2 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 transportation community. Some of major initiatives include:

- ◆ Coordinate with the other three NCSITE Councils.
- ◆ Schedule and conduct local meetings.
- ◆ Schedule and conduct the Mid-year Meeting and technical sessions.
- ◆ Schedule and conduct the Annual Meeting and technical sessions.
- ◆ Administer the student information effort, the "FYI Network", which was developed to get ITE student chapters actively involved with NCSITE and to match students with professionals serving as information resources.
- ◆ Sponsor papers and other technical articles and presentations.

Quick Summary - NCSITE Traffic Engineering Council Chair
<i>Term of Office: Two Calendar Years</i>
<i>Position Requirements: Member or Affiliate Member of NCSITE in Good Standing</i>

IV.B.3 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 community. Also, we are looking for ways to provide mentor opportunities to students as well as chances for students to present their research. Some of major initiatives include:

- ◆ Coordinate with the other three NCSITE Councils.
- ◆ Schedule and conduct location meetings.
- ◆ Schedule and conduct the Mid-year Meeting and technical sessions.
- ◆ Schedule and conduct the Annual Meeting and technical sessions.

Quick Summary - NCSITE Transportation Planning Council Chair
<i>Term of Office: Two Calendar Years</i>
<i>Position Requirements: Member or Affiliate Member of NCSITE in Good Standing</i>

V.A. Operations Committee

The Operations Committee is responsible for providing administrative services to NCSITE and specifically support and report to the Section Secretary. A secondary responsibility of the Operations Committee is to serve as a clearinghouse to undertake for various tasks or assignments as directed by the President. The Operations Committee Chair shall be appointed by the President. 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 Bylaws.

Annual Report – Develop the Annual Report by December 31st of each year and submit to the Section President for finalization.

Section History Report – Update and publish the Section Historical Records by December 31 of each year.

Database Management – Oversee, on a monthly basis, the maintenance of the Section Database. The Section Database is maintained by ITRE using Microsoft Access.

Operations Manual – Update the Operations Manual annually to address any changes in how the Section conducts business.

Newsletter Publication – Develop and publish a minimum of two (2) NCSITE Newsletters each calendar year. The Newsletter Editor will develop each Newsletter using Microsoft Word. The Newsletter Editor will finalize each Newsletter in Adobe format and email to ITRE. ITRE will distribute to the NCSITE membership via the email distribution list, which is maintained by ITRE. Each Newsletter will then be added to the NCSITE web page. ITRE will maintain a list of NCSITE membership who does not have email addresses. Color hard copies of each Newsletter will be mailed to the membership who does not have email addresses. The schedule for publishing the Newsletters will be determined by the President by January 30th of each year.

Involver Publication – Develop and publish a monthly news brief, known as the Involver by the 5th of each month. The Newsletter Editor will develop each Involver using Microsoft Word. The Newsletter Editor will finalize each Involver in Adobe format and email to ITRE. ITRE will distribute to the NCSITE membership via the email distribution list, which is maintained by ITRE. Each Involver will then be added to the NCSITE web page. ITRE will maintain a list of NCSITE membership who does not have email addresses. Color hard copies of each Involver will be mailed to the membership who does not have email addresses.

ITRE Coordination – ITRE will provide administrative serves to the Section as a paid subconsultant. Specific services to be provided by ITRE include:

- ◆ Database management
- ◆ Web site management
- ◆ Maintain email distribution list

- ◆ Distribute Newsletters and Involvers via email and US Mail
- ◆ Distribute special mailings via email and US Mail
- ◆ Provide miscellaneous administrative services upon request
- ◆ Maintain NCSITE Library/Records

ITRE will report directly to the Operations Committee Chair. Any request for services by ITRE shall be approved by the President, Secretary, or Operations Committee Chair. Invoices for ITRE's services shall be submitted to the Operations Committee Chair for review and approval. The Operations Committee Chair shall forward approved invoice to Section Treasurer for payment.

<p>Quick Summary – Operations Committee Chair</p> <p><i>Term of Office: Two Calendar Years</i></p> <p><i>Reporting: Reports to the Secretary</i></p> <p><i>Position Requirements: Member or Affiliate Member of NCSITE in Good Standing</i></p> <p><i>Committee Size: At the discretion of the Operations Committee Chair</i></p>
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V.B. Membership Committee

The Membership Committee is established to retain the existing NCSITE membership and to recruit new members and affiliate members. Specific responsibilities of the Membership Committee are:

- ◆ 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 Membership Application to prospective members.
- ◆ Attend (if possible) all NCSITE Board Meetings and verbally present the recommendations for membership to the Board.
- ◆ Review each NCSITE Membership Application by:
 - ◆ verifying employment
 - ◆ validating references
 - ◆ verifying correct membership grade
 - ◆ confirming correct dues payment
- ◆ Submit a condensed spreadsheet (see attached) of applicants and their corresponding information, and submit all checks and other forms of payment to the NCSITE Treasurer.
- ◆ Compile a report to be included in the NCSITE Involver.
- ◆ Forward copies of applications to ITRE soon after they are received in order to get new members on the database and mailing list as soon as possible.
- ◆ Distribute the Welcome Package to new members.
- ◆ Prepare a year-end report to submit to the Board of Directors for their approval.
- ◆ Keep open communications between the NCSITE Board of Directors and potential new members.

- ◆ Encourage new and renewed interest in the North Carolina Section of the Institute of Transportation Engineers.

Quick Summary – Membership Committee Chair
<i>Term of Office: Two Calendar Years</i>
<i>Reporting: Reports to the President</i>
<i>Position Requirements: Member or Affiliate Member of NCSITE in Good Standing</i>
<i>Committee Size: At the discretion of the Membership Committee Chair</i>

V.D. Audit Committee

The Audit Committee is a temporary committee formed to review and comment on the annual financial report just prior to the annual meeting. The sole purpose is to review the records for consistency/accuracy and respond verbally to the Board. 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.

Quick Summary – Audit Committee Chair
<i>Term of Office: One Calendar Year</i>
<i>Reporting: Reports to the President</i>
<i>Position Requirements: Member of NCSITE in Good Standing</i>
<i>Committee Size: At the discretion of the Audit Committee Chair</i>

V.E. Tellers Committee

The Tellers Committee responsibility is to tabulate, verify, and report the election results to the membership at the NCSITE Annual Meeting.

- ◆ During the Annual Meeting, the President will make a final call for ballots, the Chair will take these additional ballots, if any, and tabulate the final results.
- ◆ Following the presentation of awards, the President will call upon the Tellers Chair to report results of election.

Quick Summary – Tellers Committee Chair
<i>Term of Office: One Calendar Year</i>
<i>Reporting: Reports to the President</i>
<i>Position Requirements: Member of NCSITE in Good Standing</i>
<i>Committee Size: At the discretion of the Tellers Committee Chair</i>

V.F. Nominations Committee

The nominations committee is responsible for developing a list of nominees for the offices of President, Vice President, Secretary, Treasurer, Section Director, two (2) District Directors, and two (2) Affiliate Directors.

Duties and Responsibilities

At least ninety (90) days prior to the Annual Meeting the President shall appoint a nominating committee. The committee shall be composed of at least three (3) Members and/or Affiliate Members who will work to develop the nominees for the offices of President, Vice President, Secretary, Treasurer, Section Director, District Directors, and Affiliate Directors.

The chair shall organize his or her respective committee members. This organization can be accomplished through a meeting of members, or by phone, fax, and conference calls. The committees may elect to develop a list of potential nominees to consider, debate, and vote upon. Finally, each committee shall nominate one qualified candidate(s) for each elected office. The chair shall transmit its list of nominees to the Secretary at least seventy-five (75) days before the Annual Meeting. Along with the list of nominees, a *Written Consent to Hold Office If Elected* must be received from each person nominated.

Quick Summary – Nominations Committee Chair
<i>Term of Office: One Calendar Year</i>
<i>Reporting: Reports to the President</i>
<i>Position Requirements: Member of NCSITE in Good Standing</i>
<i>Committee Size: At the discretion of the Nominations Committee Chair</i>

V.G. Scholarship Committee

The Scholarship Committee shall be comprised of eight members: the Section Immediate Past President (shall serve as the chairperson), three transportation faculty members from different universities (who shall be NC Section Members or Affiliates), two Section Members and two Section Affiliates.

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. The terms shall run from January 1 to December 31.

The Section President may appoint non-voting ex-office members, as he/she desires.

The Committee shall perform the duties necessary to administer the Section scholarship program. These duties shall include (1) recommending to the Board annually the number and monetary amount of scholarships to be awarded, (2) identifying funding needs, (3) advertising the scholarship program, (4) recommending to the Board criteria for school participation in the program and criteria for evaluation and selection of recipients, (5) coordination of the program with the involved schools and Student Chapters, (6) selection of the scholarship recipients, and (7) 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.

Goals

1. Recommending to the Board annually the number and monetary amount of scholarships to be awarded
2. Identifying funding needs
3. Advertising the scholarship program
4. Recommending to the Board criteria for school participation in the program and criteria for evaluation and selection of recipients
5. Coordination of the program with the involved schools and student chapters
6. Selection of the scholarship recipients
7. Any other duties necessary to conduct the program or as may be directed by the Board

Meetings

The Committee shall have at least two meetings per year. There shall be a fall meeting to review applications and select recipients for the spring term. 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.

V.H. Section Awards Committee

V.I. North Carolina Student Chapters

V.I.1. 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 for over 10 years. 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.

2004 NCSU Faculty Advisor: Dr. Billy Williams (919) 515-7813

2004 Student Chapter Liaison:

V.I.2. North Carolina A&T State Chapter

The North Carolina A&T State University Chapter of the Institute of Transportation Engineers was organized in the August of 2000. 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.

2004 NC A&T SU Faculty Advisor: Dr. Judy Perkins

2004 Student Chapter Liaison: Deniece Swinton (336) 668-4227

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.

V.I.3. 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 existence for over 10 years. 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.

2004 UNCC Faculty Advisor: Dr. Johnny Graham (704) 547-4174

2004 Student Chapter Liaison: Bill Dillard (704) 336-3912

VII.A. Nominations and Elections of Officers and Leadership Positions

VII.B. NCSITE Newsletter

Section Newsletters inform the membership of various Section activities in addition to presenting technical articles and news about other events of interest to the membership. An electronic version of the newsletter is available on NCSITE's homepage (<http://itre.ncsu.edu/ncsite>), which is maintained by the Institute for Transportation Research and Education (ITRE) at North Carolina State University. Newsletters shall be published each as directed by the President. No fewer than two (2) and no more than four (4) Newsletters will be published during the calendar year.

Key tasks related to the Newsletter include:

1. The Newsletter Editor (a member of the Operations Committee) will work with the board to set deadlines for submission and to determine the content for each issue.
2. Collect articles from the board and membership as well as other appropriate outside sources.
3. Prepare the layout for each issue, and provide final draft for the Section president's review.
4. The Newsletter Editor will submit the final approved Newsletter to ITRE for distribution via email.
5. ITRE will print (in color) and mail via US Mail a hard copy of each Newsletter to all membership who do not have email addresses.
6. Provide ITRE Webmaster with electronic version of newsletter for presentation on the NCSITE Web site.
7. Maintain working file of each newsletter issue, along with extra printed copies of the newsletter.

Currently, all NCSITE Newsletters are produced with Microsoft Word.

VII.C. NCSITE *Involver*

The NCSITE *Involver* is a monthly news brief highlighting current Section news, meetings, employment opportunities, etc. An electronic version of each *Involver* is available on NCSITE's homepage (<http://itre.ncsu.edu/ncsite>), which is maintained by the Institute for Transportation Research and Education (ITRE) at North Carolina State University.

Key tasks related to the *Involver* include:

1. The Newsletter Editor (a member of the Operations Committee) will solicit information from the Board, Committee Chairs, and Council Director/Chairs. The deadline for information to be included in the *Involver* is the 15th of each month.
2. Prepare the layout for each issue, and provide final draft for the Section president's review.
3. The Newsletter Editor will submit the final approved *Involver* to ITRE for distribution via email.
4. ITRE will print (in color) and mail via US Mail a hard copy of each *Involver* to all membership who do not have email addresses.
5. Provide ITRE Webmaster with electronic version of newsletter for presentation on the NCSITE Web site.

6. Maintain working file of each Involver issue, along with extra printed copies of the newsletter.
7. Publish by the 5th of each month.

Currently, all NCSITE Involvers are produced with Microsoft Word.

VII.D. Annual Meeting

VII.E. Scholarships and Awards

VII.E.1. SCHOLARSHIP FUND

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. The scholarship program shall be operated in a manner which shall protect the principal of the endowment fund. Only the interest accrued from investment of the principal amount shall be used to award scholarships.

Additional amounts may be added to the principal fund as determined by the Section Board. It is the goal of the Section to establish a minimum continuing endowment of \$36,000. Transactions involving the Endowment Fund are the responsibility of the Section Secretary/Treasurer. The scholarships should be in the amount of \$1000 each.

Annual Funding

To collect funds for the endowment and/or to supplement the Endowment, the Board may solicit annual or continuing scholarship fund contributions. Until such time as the Endowment Fund reaches its \$36,000 minimum principal, at least fifty percent (50%) of the funds collected annually shall be applied toward the Endowment. The remaining funds not used toward the endowment may be used for yearly scholarship awards.

Designated contributions, as described below, are excluded from the calculations of the minimum endowment appropriation.

The Section Board shall appoint ad hoc committee(s), as it desires to solicit contributions. The Scholarship Committee will have no active involvement in fund raising. The scholarship should be awarded annually at the NCSITE Annual Meeting.

Designated Contributions

Persons, firms, or other parties, who make single contributions of \$500 or more may request the designation of the contribution be given as a joint award, (i.e. the NCSITE/ABC Signal Co. Scholarship). The Section Board shall have final approval on the naming of all designated contribution scholarships.

Designated contributions shall be excluded from the 50% minimum endowment appropriation, except that such contributors shall be encouraged to pledge to the Endowment Fund any amount by which their contribution exceeds the standard NCSITE award.

All corporate 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.

VII.E.2. APPLICATION, EVALUATION, AND SELECTION

Purpose

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. The primary focus of the two at this time is the recruiting of students into the study of transportation engineering. To further that goal the scholarship program is aimed at the earliest level of transportation study – students taking their first and second transportation courses. The current college curriculums generally provide for the first level of transportation courses to be taken in the second term of the junior year.

In keeping with the second goal, applications from undergraduates taking upper level courses and from transportation graduate students will be accepted and considered. In particular, designated contribution scholarships shall be considered for these cases.

The program will be reviewed annually to determine its success in meeting these goals. Based on the degree of success, the focus of the program may be revised.

Student Evaluation Criteria

To be eligible for consideration for an NCSITE scholarship, a student as a minimum:

- ◆ Must be a member of 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. For students not having previously completed a transportation course, the scholarship will be for the term when pre-registration occurs.

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

Financial need is not an evaluation factor.

As funds allow, scholarships will be awarded to students taking second and third level courses. 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

With the expanded program now being undertaken, the NCSITE Scholarship Committee shall select the scholarship recipients. This change is felt to be appropriate because the goal of the new program is to reward the most qualified students. Since the size of the transportation programs and academic qualifications of the students at each school will vary over time, the best way to meet the goal of the program is for NCSITE to select the recipients.

The applications will be provided by NCSITE. The schools may be asked to verify grade point information on the applications. Participation in Student Chapter activities will be criteria; therefore, the Chapters will be asked, through the Chapter Advisors and Presidents, 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. **A sponsoring faculty member's signature is required on all applications.**

The applications will be distributed approximately one month prior to the pre-registration period and must be returned by the end of the pre-registration period. This will allow the school to verify the grade point average and pre-registration information. The Chapter Advisors will be asked to provide the verified applications to the Committee one-week following the turn-in-deadline.

The Scholarship Committee will review the applications and select all recipients, including those for any designated contribution scholarships. Awards 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 school term in which the applications are received. Funds shall be awarded for the term following application selections.

VII.E.3. AWARDS

Number of Awards

The dollar amount of scholarships to be awarded each year will be determined by the Section Board following receipt of recommendations from the Scholarship Committee. A guide to be used in establishing award amounts will be the in-state tuition at State supported engineering schools.

At least one award annually will be made at each school participating in the program, if a qualified and eligible applicant exist. The continuing annual scholarship at NCSU shall be known as the Roy D. Williams Memorial Scholarship. The continuing annual award at UNCC shall be known as the Herman J. Hoose Memorial Scholarship. The continuing annual award at NC A&T State University shall be known as the D. Brent McKinney Honorary Scholarship. Cyrus Painter Memorial Scholarship is available to all students.

Distribution of Funds

Scholarship funds will be awarded for the Spring term 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 award funds 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.

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 award recognition activities shall be paid from the Section's general fund and not from the Endowment Fund.

VII.F. Professional Development Hours Certification

The Section has self-certification authority granted by the North Carolina Board of Registration. Maintaining this authority requires a quarterly 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. 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. 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.

VII.G. Administrative Support

VI.G.1. ITE

International ITE will provide the following administrative support to the Section:

- ◆ Invoice NCSITE Members as part of the ITE dues collection process.
- ◆ Invoice NCSITE Affiliate Members as part of the ITE dues collection process.
- ◆ Provide an annual database update (to ITRE) of all NCSITE Members and Affiliate Members.
- ◆ Submit a check to the Section Treasurer for NCSITE dues collected as part of the ITE dues collection process.

VI.G.2. ITRE

ITRE will provide administrative services to the Section as a paid subconsultant. Specific services to be provided by ITRE include:

- ◆ Database management
- ◆ Web site management
- ◆ Maintain email distribution list
- ◆ Distribute Newsletters and Involvers via email and US Mail
- ◆ Distribute special mailings via email and US Mail
- ◆ Provide miscellaneous administrative services upon request
- ◆ Maintain NCSITE Library/Records

ITRE will report directly to the Operations Committee Chair. Any request for services by ITRE shall be approved by the President, Secretary, or Operations Committee Chair. Invoices for ITRE’s services shall be submitted to the Operations Committee Chair for review and approval. The Operations Committee Chair shall forward approved invoice to Section Treasurer for payment.

VII.H. SDITE Responsibilities/Requirements

VII.I. ITE Responsibilities/Requirements

VII.J. NCSITE ANNUAL AWARDS RECIPIENTS

VII.J.1. Robert J. Dodge Professional Image Award

Recipient must be a member of International ITE; 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.

1992 Robert J. Dodge, P.E.	2000 C.E. Vick, Jr. P.E.
1993 Larry Goode, Ph.D., P.E.	2001 Jim Zimmerman, P.E.
1994 Paul Cribbins, Ph.D., P.E.	2002 Terry Snow, P.E.
1995 Don Blackburn, P.E.	2003 Allen L. Williford, P.E.
1996 D. Brent McKinney, P.E.	
1997 Phil Wylie, P.E.	
1998 Robert N. Pressley, Jr., P.E.	
1999 J. Richard Atkins, P.E.	

VII.J.2. R.V. Moss Lifetime Service Award

Recipient 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.

1992 R. V. Moss, P.E.	2000 Marion R. Poole, PE
1993 Ray Welch	2001 Philip L. Wylie, P.E.
1994 Ed Vick, P.E.	2002 Stanley Polanis, P.E.
1995 Mike Dawkins, P.E.	2003 Troy A. Peoples, P.E.
1996 J. Richard Atkins, P.E.	
1997 Emily Blount, P.E.	
1998 Joe K. Donaldson, P.E.	
1999 D. Brent McKinney, P.E.	

VII.J.3. Jay Quinn Technical Excellence Award

Recipient must be a non-engineer Affiliate Member of the North Carolina Section who has been active in programs and activities of the Section and has made a significant contribution to the Section.

1992 Jay Quinn	2000 Tom Kendig, AICP
1993 Carol Carter	2001 Sherry McIntyre
1994 Perry Carver	2002 Slade McCalip, P.E.
1995 Katie McDermott	2003 Laura Jensen
1996 Gary Rockette	
1997 John Tippett, AICP	
1998 James R. Currence, Jr.	
1999 Byron Hood	

VII.J.4. Contribution to Transportation Award

Recipient is an individual not affiliated with NCSITE in any capacity who has contributed significantly to transportation through professional and/or political activities.

1992 Senator William Goldston	2000 Gorman Gilbert
1993 Mayor Avery Upchurch	2001 Wib Gulley
1994 Secretary Sam Hunt	2002 Representative Nelson Cole
1995 Seddon “Rusty” Goode, Jr.	2003 Representative Jim Crawford
1996 (no award recipient)	
1997 Congressman Howard Coble	
1998 Deputy Secretary David King	
1999 Rebecca Smothers	

VII.J.5. Paul D. Cribbins Cup

Awarded to the outstanding student chapter within the Section (currently three: NCSU, NCA&T, and UNC-Charlotte)

1992 UNC-C	2000 NCSU
1993 NCSU	2001 NCSU
1994 UNC-C	2002 NCSU
1995 NCSU	2003 NC A&T State University
1996 NCSU	
1997 NCSU	
1998 NCSU	
1999 NCSU	

VII.J.6. NCSITE Young Professionals' Award

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.

1999 Jim R. Westmoreland, Jr., P.E.	2002 Mark Dunzo, P.E.
2000 Terry Hopkins, P.E.	2003 Stephanie Privette, P.E.
2001 Joe Milazzo, P.E.	

VII.J.7. Presidents Award

Awarded to a Member or Affiliate, who has contributed to the advancement of the transportation profession and the North Carolina Section Institute of Transportation Engineers. Recipients has called on the President and provided guidance, advise and offer to help in what ever capacity is needed. Exhibits such personal traits as integrity, honesty, professionalism, and leadership.

1999 Terry Hopkins, P.E.	2003 Terry M. Snow, P.E.
2000 Ken King, P.E.	
2001 Terry M. Snow, PE	
2002	

Annual Report

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

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

Responsibility for Preparation: Operations Committee

Report Submittal: 30 days in advance of the Annual Business Meeting of the North Carolina Section (Section Bylaws to be revised)

Guidelines:

1. Send out requests for Committee/ Officer Annual Reports by November 30th to be submitted by December 15th.
2. Compile and edit Annual Report by December 31st.
3. Submit to Section President to review by January 10th.
4. Revise annual report as necessary and prepare the final report to be submitted to the President by January 15th.
5. Annual Report to be distributed to:
 - ◆ President
 - ◆ ITE District 5 (by President)
 - ◆ ITRE

The ITRE/NCSITE relationship began in 1990 when then-NCSITE member John Tidwell directed ITRE's Local Technical Assistance Program (LTAP) for North Carolina municipal transportation agencies. At that time, LTAP centers nationwide were encouraged to seek opportunities to partner with professional associations and other groups who shared the same mission of enhancing the professional development of local transportation personnel and ensuring the safety and efficiency of local roads maintenance and management operations. ITRE's LTAP center has always had a strong relationship with the state chapter of the American Public Works Association. Pursuing an equally strong relationship with the state section of ITE seemed like a judicious objective, particularly due to NCSITE's strong traffic engineering training series for local agencies which ITRE helped promote through LTAP.

While federal budget reductions have caused the LTAP center to reduce the scope of its services, it would like to continue to maintain a close working relationship with NCSITE. To make this feasible, the LTAP center is interested in working with NCSITE to restore the once-popular traffic engineering training series. By building a training program that may benefit both groups, ITRE believes that it can continue to support the administrative activities of NCSITE as part of its shared mission to enhance the professional development of local agency transportation personnel.

Since 1995 the Institute for Transportation Research and Education (ITRE) has served as "home base" of operations for the administrative activities of the North Carolina Section of the Institute of Transportation Engineers (NCSITE). In this capacity, ITRE performs the following tasks:

- ◆ Maintains the NCSITE membership database and Web site
- ◆ Distributes the quarterly newsletter
- ◆ Distributes other NCSITE information materials upon request (e.g., member surveys, membership update forms, etc.)
- ◆ Maintains files of photographs taken at Section meetings
- ◆ Receives bank statements and other administrative mailings for NCSITE Secretary and Treasurer

NCSITE pays all postage, copying, and printing costs related to production of the newsletter and other Section documents generated through ITRE. In 2002, ITRE informed the Section that it could no longer afford to freely dedicate resources to these activities and began charging a fee for their services. **NCSITE is actively evaluating the most cost-efficient solutions to providing these services.**

(Revised 5.2.00)

ARTICLE I - MEMBERSHIP

Section 1.1 - Members of the Section shall consist of those Institute members as specified in the Charter of the North Carolina Section of the Institute of Transportation Engineers.

Section 1.2 - Affiliates of the section shall be all persons who do not meet the requirements as specified in the Charter of the North Carolina Section of Institute of Transportation Engineers .

Section 1.3 - All applications for Section Affiliate status except by engineering students shall include as references the names of not less than three persons to whom the candidate is personally known, at least one of whom shall be Members of the North Carolina Section. All applications for Affiliate status by students shall be certified by an engineering faculty member at the school in which the applicant is enrolled.

Section 1.4 - The Section Membership Committee shall consist of four members responsible for processing all applications, including securing confidential reports from the applicant's references as required. Applications shall be filed on forms prescribed in this section. The Section Membership Committee shall review each application and based on the applicant's experience records, and confidential reports of the references together with its own judgment is empowered to approve by majority vote an applicant's membership into the Section.

Section 1.5 - An affirmative vote of at least three Section Membership Committee members shall constitute election of an applicant's membership into the Section. Otherwise, the application shall be forwarded to the Section Board for review and consideration. The Section Membership Committee shall report to the Section Board all membership actions taken.

ARTICLE II - RESIGNATION AND EXPULSION

Section 2.1 - Any Member, or Section Affiliate may resign from the Section by written request to the Section Board. If the Member's Section dues have been paid, the Board shall accept the resignation.

Section 2.2 - Any Member, or Section Affiliate whose section due are more than one year in arrears shall be dropped from Section Affiliate by the Section Board and 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 Section Member whose Institute membership has been forfeited shall automatically forfeit membership in the Section, and will be eligible to reapply for membership in the Institute. Any member of the Institute who is placed on inactive status by the Institute Board of Directors shall automatically be placed on inactive status by the Section, Board.

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

Section 2.5 - The Section Membership Committee shall annually review the qualifications of Section Affiliates. As soon as Section Affiliates meet minimum qualifications for Institute membership, they shall be encouraged to apply for such membership.

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

Section 2.7 - The Section Board shall consider the expulsion of any Section Affiliate (a) upon derogatory information coming to its notice, or (b) upon the written request of five or more members, or (c) upon recommendation of the Section Membership Committee that, for the cause set forth, a person identified as a Section Affiliate be expelled. The Section Board shall thereupon follow the procedure set forth in

Article 11, Section 17 of the Institute Constitution. In the event such a charge is brought against a Member or Affiliate of the Institute, the Section Board shall immediately refer the matter to the Institute Board of Directors for handling as provided in Article 11, Section 17 of the Institute Constitution.

ARTICLE III - FEES, DUES AND ASSESSMENTS

Section 3.1 - An entrance fee and transfer fee may be established by the Section Board.

Section 3.2 - Annual dues shall be established by the Section Board. Dues shall be payable on January 1 each calendar year. Dues for new Members and Section Affiliates shall be payable on election. Retired Life, Honorary Members, and any retired member who had reached the age of 55 and paid dues for 15 years are exempt from dues and shall retain all rights and privileges of their membership classification. The Board by unanimous consent may waive the age requirement under extenuating circumstances.

Section 3.3 - Any member or Section Affiliate who dues are more than six months in arrears shall lose the right to vote and to receive the publications of the Section. Should the dues of Members or Section Affiliates become one year in arrears, their connection with the Section shall become forfeited. The Section Board, however, may for the application of these penalties.

Section 3.4 - Special assessments may be made by mail ballot upon affirmative vote of the majority of the Members voting.

ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS AND SECTION REPRESENTATIVES

Section 4.1 - Officers of the Section shall include: A President, Vice President, Secretary, Treasurer, two Directors, one of who shall be the immediate living past president; the other being elected from the Section at large. Only Institute Members may hold these offices. In addition, there shall be two Affiliate directors who may vote on actions which fall within the exclusive jurisdiction of the Section. These officers shall constitute the Section Board Of Directors and are hereafter referred to as the Section Board. The Director(s) of District 5 and/or the Section Representatives to the District 5 Board shall be Ex-officio nonvoting members of the Section Board. The terms of the elected officers (President, Vice President, Secretary, and Treasurer) shall be one year beginning January 1st each year. No Member shall serve consecutive terms as President.

Section 4.2 - The President, Vice President, Secretary, Treasurer, and one Director shall be elected by the Members. The Affiliate Directors shall be elected by the Affiliates and serve two year staggered terms.

Section 4.3 - Section Representatives shall represent the Section on the District 5 Board. Their number, length of term and date of office are as specified in the District 5 bylaws. They shall be elected by the Members of the Section.

Section 4.4 - In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice-president. In the event of a vacancy occurring in any other elective office, the Section Board shall elect a member to fill the unexpired term.

Section 4.5 - At least ninety (90) days before the Annual Meeting the President shall appoint nominating committee; one for the officers to be elected by the Members and Affiliates comprised of at least three (3) Members, and at least three (3) Affiliates.

Section 4.6 - Nominating Committees shall nominate one or more qualified candidates for each elective office and for each Section Representative. Written consent to hold office if elected must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary at least seventy-five (75) days before the Annual Meeting.

Section 4.7 - At least sixty (60) days before the Annual Meeting the Secretary shall send to the members of the Section a list of the candidates nominated by the Nominating Committee. Additional nominations

for any office may be made by petition signed by not less than five Members in appropriate membership categories. Each such petition shall be accompanied by the written consent of the nominee to run for the designated office and serve, if elected. Petitions must be received by the Secretary at least forty-five (45) days before the Annual Meeting. Members nominated for more than one office, shall be considered a candidate only for the one office they prefer.

Section 4.8 - Not later than thirty (30) days prior to the Annual Meeting, the Secretary shall send to each eligible voter a final ballot, listing the candidates nominated. Final ballots returned by eligible voters to the Secretary before the election at the Annual Meeting shall be canvassed at the Annual Meeting by three tellers appointed by the President and they shall report the results in a manner prescribed by the Section Board. The candidate(s) receiving the highest number of votes for each office and who in number equal the number of offices to be filled shall be declared elected. In case of a tie vote, the new Section Board at their first meeting shall choose between the candidates,

ARTICLES V - MEETINGS

Section 5.1 - Regular meetings of the Section shall be held as determined by the Section Board, but less than one meeting a year shall be held, The Section Board may call special meetings when conditions justify. No action affecting the Section shall be taken at any special meeting, however, unless at least fourteen days written notice concerning the matter has been sent to all members.

Section 5.2 - 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 at any meeting.

Section 5.3 - Installation ceremonies of Officers shall be held at the Annual Meeting.

ARTICLE VI - GOVERNMENT

Section 6.1 - The Government of the Section shall be vested in the Section Board. The Board shall manage the affairs of the Section in conformance with the provisions of the Section Charter and Bylaws.

Section 6.2 - The President shall preside at meetings of the Section and of the Section Board; however, when the President is unable to do so, the Vice-president shall preside at meetings and discharge the duties of the President.

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

Section 6.4 - The President shall appoint Standing Committees, councils, and other special committees, as deemed necessary and desirable. Standing Committees shall include but not be limited to the Membership Committee. Committee policies will be established by the Section Board.

Section 6.5 - The President shall appoint spading councils as directed by the Board.

ARTICLE VII - VOTING AND VOTING ELIGIBILITY

Section 7.1 - Voting for officers and section representatives, amendments to these Bylaws, petitions to amend the Charter, and other matters which affect the relationship of the Section to the Institute shall be by secret ballot.

Section 7.2 - When such a secret ballot is required a ballot shall be sent to each voter accompanied by a blank envelope and an envelope addressed to the Secretary. Those eligible to vote shall indicate their selections on the ballot, seal it in the blank envelope. Before the ballots are canvassed, the names on the outside of the envelopes shall be checked against a list of eligible voters. Only the envelopes of validated eligible voters shall be opened and counted.

Section 7.3 - The President shall appoint a Tellers Committee which shall be composed of three members.

Section 7.4 - The Secretary shall provide the list of members eligible to vote as of the canvassing date.

Section 7.5 - The Tellers Committee shall tally votes and report the results to the President.

ARTICLE VIII - AMENDMENTS

Section 8.1 - Proposals to amend these Bylaws or the Charter may be made by resolution of the Section Board or by written petition signed by at least five (5) voting members.

Section 8.2 - Proposed amendments to the se Bylaws shall be submitted by letter to the membership eligible to vote. The amendments shall be submitted as prescribed in Article VII.

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

Section 8.4 - Amendments to the Bylaws so adopted shall take effect when filed with the Institute Board of Direction, as provided in the Charter.

ARTICLE IX - FUNCTIONAL ORGANIZATIONS

Section 9.1 - A functional organization may be established with membership composed of corporations, partnerships, associations and other business entities working in or related to the field of transportation upon written request signed by at least five (5) voting Institute Members of the Section and live in the North Carolina Section. The written request shall be accompanied by preliminary Bylaws by the Section Board, District Board, and the Institute Board of Direction will be issued by the Section.

Section 9.2 - Membership in a functional organization shall be granted by the organization's Executive Board at its discretion upon receipt of an application in a form approved by the Section Board or the organization's Executive Board for cause. Membership representatives must be members of the North Carolina Section.

Section 9.3 - Members of a functional organization shall pay an annual fee set by the organization's Executive Board. Funds so received by the Board shall be used to advance technical work and for special projects developed by the organization.

Section 9.4 - A functional organization may amend their Bylaws to be effective when approved by the Section Board of Direction, elect officers, hold meetings, adopt and enforce a code of ethics for its members, collect and disburse funds and carry on such other activities as are authorized in its Bylaws. A functional organization shall not speak for the Section on any matter unless specifically authorized by the Section Board.

Section 9.5 - A functional organization's elected officers will be notified in writing by the Section Board or any proposed amendment to their Charter or Bylaws approved by the District Board and the Institute Board of Directions so that the organization may have an opportunity for a hearing before the Section Board concerning the proposed amendment. The amendment without change shall become effective six (6) months after such notification.

Section 9.6 - A functional organization shall select a representative who will serve with the Section Board and have the privileges and responsibilities of a member thereof, except the right to vote.

Section 9.7 - A functional organization shall select a representative who will serve as a member of the Section Technical Committee.

Section 9.8 - Representatives of a functional organization, as recommended by the organization's Executive Board, may serve as members of committees.

Section 9.9 - A functional organization shall submit a written annual report thirty (30) days in advance Of the Annual Business Meeting of the North Carolina Section. The report shall included a summary of the organization's activities for the previous year and a current roster of the organization's active membership including representatives. If necessary, the Section Board can specify other items to be included in the Annual Report.

Section 9.10 - Names and address of all elected officers of a functional organization and the dates on which the terms of each begin and expire shall be reported in writing to the Secretary of the North Carolina Section within thirty (30) days after election.

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