

# District 9

## Policy Manual



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## **SECTION 1 – INTRODUCTION**

### **1-1 Purpose of Policy Manual**

The purpose of the District 9 Policy Manual is to establish a single reference document containing all information related to the Charter, Bylaws, policies and procedures established for the professional organization “TexITE”, or District 9 of the Institute of Transportation Engineers. The District Board shall periodically review the policies and make amendments as necessary to assure that the written policy accurately reflects the current operations of the District.

Unless stated in the ITE Constitution, District Charter or District Bylaws, the policies and procedures described herein should be considered as guidelines, and not absolute requirements, for officers and committees of the District. These policies have been established to improve the “organizational memory” and to serve to provide guidance for future officers, with the intent of making their jobs easier and of improving future operations of the District. Each future District Board, however, may amend any policy at any time.

The District shall also maintain a “Meetings Manual” for details on schedules, meeting agendas, operations and procedures during a District meeting. This manual is attached as Appendix A. The Policy Manual and Meetings Manual should be cross-referenced to ensure that there are no conflicts in policy or procedures.

### **1-2 Organizational Structure**

The Institute of Transportation Engineers (ITE) is an international, individual-member, education and scientific association. International membership is divided geographically into ten districts. The boundaries of District 9 encompass the entire State of Texas.

District 9 of the Institute of Transportation Engineers exists under Charter granted by the ITE. The ITE Constitution can be found at [www.ite.org](http://www.ite.org). The District Charter is attached in Appendix B. The District operates under government established by District Bylaws most recently approved by the voting membership on March 12, 2002. The District Bylaws are attached in Appendix C.

District 9 has six geographic section organizations that exist by charters granted by the District. Section Charters are attached as Appendices D1 thru D6.

It should be noted that the six sections collectively encompass only about 30 percent of the area of the District. Accordingly, some District members do not reside within a section.

## **SECTION 2 – GOVERNMENT**

### **2-1 District Board**

Authority - The District Bylaws establish that the District Board shall govern the District activities. Members of the District Board are defined in the Bylaws. During the year, the Board should formally approve the following:

- a. The annual budget
- b. Amount of district dues
- c. Expenditures not approved in the annual budget
- d. Local Arrangements Committee meeting budgets and revenue/expense goals
- e. District Board meeting minutes

And, as the need arises, the District Board should also:

- f. Consider changes to the District Policy Manual and Meetings Manual
- g. Consider the establishment of awards
- h. Consider issuance of or amendments to Section Charters or Student Chapters

2-2 District Board Meetings - The District Board typically meets four times per year. Two of these meetings should be in conjunction with the winter and summer District meetings, usually on the Thursday afternoon and/or Friday morning of the District meeting. A spring (usually April) and fall (usually October) meeting may be held at the discretion of the President. The President should use the meeting time for items that need verbal discussion and cannot be resolved through written correspondence. Committee updates and section reports should be submitted in writing and only if necessary will the Board call upon Committee Chairs or Section Representatives to expand on relevant issues.

2-3 Action through Conference Call or E-mail (*amended February 1, 2007*)

In Accordance with Bylaws Sect 5.3

1. Conference Call – A quorum is required to conduct district business through a conference call. A quorum is not required to disseminate information to board members. Notice and supporting information will be distributed to board members in advance in conformance to the by-laws. The Secretary-Treasurer shall prepare a written record of the conference call for distribution to board members and the District's files.

2. E-mail – Board action may be taken through email discussions only for voting on particular action, if initiated by either the President or Vice-President. Notice and supporting information will be distributed to board members in advance in conformance to the by-laws. Discussion, if needed, shall be conducted at any regular or special called meeting or conference call. The Secretary-Treasurer shall maintain a voting record to assess the majority vote. When a majority is achieved, the Secretary-Treasurer shall notify the President. The Secretary-Treasurer shall prepare a written record of the email action for distribution to board members and the District's files.

2-4 District Meetings - The District normally holds two regularly scheduled meetings per year. Although the following list summarizes meeting requirements, all meeting policies and procedures are detailed in the Meetings Manual attached as Appendix A.

- a. Meeting Dates - The "winter meeting" is normally held during the months of January or February. By custom, the summer meeting is considered the "annual meeting" and is held in June. In accordance with ITE policy, District meetings shall not conflict with the ITE Annual meeting. Typical agendas for the kick-off and business meeting luncheons are shown in the Meetings Manual.

- b. Meeting Schedule - Meetings are typically three days long beginning Thursday around noon and ending Saturday around 3:00 PM. Sometimes technical workshops are scheduled prior to the District meeting.
- c. Meeting Location - Meeting sites are determined 18 months in advance at the District business meetings. The Secretary-Treasurer is responsible for soliciting cities to host future meetings. The potential cities for consideration at each meeting are rotated among three general geographic areas in Texas.
- d. Luncheon Meeting Agendas – There are typically two luncheons during the meeting with a kick-off luncheon on Friday and a business meeting luncheon on Saturday.
- e. Local Arrangement Committee - A Local Arrangements Committee (LAC) manages the meeting site and functions. It is vital that the Local Arrangements Chair read the Meetings Manual prior to making any contact with local hotels or social venues.
- f. Budget – District meetings generate a significant portion of the District budget revenues. The LAC must submit a budget in spreadsheet format for District Board approval. The District Board will review the budget and advise the committee of the revenue goal to incorporate. The LAC will adjust the budget to meet this net-profit goal and notify the District Board on the registration fees recommended to support the proposed budget.
- g. Contracts - The Local Arrangements Chair shall forward all contracts related to hotels, transportation, or social functions to the President for review by the District Board. Only the President of the District is authorized to sign contracts. The LAC should seek the advice of the Board and carefully read the manual on how to negotiate contracts before revealing estimated rooms nights or catering requirements to hotels and other businesses.
- h. Meetings Report – Following the meeting, the LAC shall submit a written report that includes at a minimum the statistics on total meeting costs, revenues, registration, luncheon meals, hotel rooms and vendor booths. The LAC shall attach copies of the hotel, transportation and social event contracts to this report. A standard report format is under development.

#### 2-4 District Officer Elections

The process of officer elections is described in the Bylaws under Article III. A typical officer ballot is attached in Appendix E. The Secretary-Treasurer is responsible for administrating elections.

Each Section shall conduct its own elections to determine its Section Representative to serve on the District Board. Each Section President shall provide an official written notification of the election results to the District President prior to the summer business meeting.

On-line Voting – District Officers, International Directors and the District Board Member At-Large may be elected using an electronic voting system over the TexITE Internet Website. The District shall continue to provide members the option to vote using a secret paper ballot and mail-in procedure.

## 2-5 Process to Amend Bylaws

The process to amend the bylaws is stated in the District Bylaws under Section 7.1.

## 2-6 Process to Establish, Amend, or Rescind Section Charters

- a. Establishment of a Section - Upon the written request of five (5) or more voting members, the District Board may designate a geographical sub-area of the District as a Section.
- b. Boundaries – Section boundaries should generally be comprised as one or more Texas counties and should generally encompass rather than split major population centers. The District Board should review on an annual basis the status of all Chapters and Sections previously created and may, of its own initiative, adjust sub-area boundaries.
- c. Issuing Section Charters – A standard Charter will be issued to the sub-area for modification. Once modifications adopted by the existing Section or group of Sections, the Charter is forwarded for review and approval of the District Board.
- d. Amendments to Section Charters - Section members, by majority approving vote at a Section meeting may petition the District Board for boundary changes or amendments to existing Section Charters.
- e. Rescinding Section Charters - The District Board may rescind a Charter to disband a Section found to be inactive or no longer conducting its activities in conformance with the requirements of existing Charters. However, a Chapter may be created or disbanded by a Section.

## 2-7 Process to Establish, Amend, or Rescind Student Chapter Charters

To be written at a later date.

## 2-8 Interaction with ITE Headquarters

- a. The District President is the primary liaison between the International ITE Headquarters and the District related to District matters.
- b. The International Director represents District 9 on the International Board of Direction.
- c. The District President shall prepare and submit the annual District report due to ITE Headquarters 30 days prior to the Annual ITE meeting.
- d. The Secretary-Treasurer shall notify ITE Headquarters of the:
  - Dates of future meetings
  - Names and contact numbers for new district officers and committee chairs two weeks prior to the beginning of the January 1 term
  - District dues as established by the District Board at the summer meeting (prior to the fall deadline for ITE Headquarters to print international dues invoices)
- e. The International Director shall coordinate with the District President to establish International Committee appointments for District 9.
- f. The Awards Committee shall forward the winning Section Activities Report for ITE competition
- g. The Student Chapter Liaison should coordinate with ITE to forward fellowship applications to the District if the student applicant is from Texas and not selected for the fellowship.

### **SECTION 3 – Duties of Officers and Appointed Positions**

- 3-1 Calendar of Duties - The activities of the board should follow the calendar of duties described in Appendix F. This table describes the activity, responsible party and deadline. The District President should use this table as a checklist to ensure that duties are performed before the designated deadlines.
- 3-2 President (1 Year Term) - The President shall preside over the District Board in the management of the District affairs in conformity with provisions of the District Charter, District By-laws and the policies of the Institute of Transportation Engineers. As the highest office in the District, the President must provide motivation and direction to the members for the achievement of the goals of the District. A summary of the duties of the President are listed below:
- a. Presides over the District Board in the management of the District affairs in accordance with District Charter, Bylaws, policies, and the ITE Constitution
  - b. Presides over business meetings using Robert's Rules of Order
  - c. Presides over other District functions, such as the kick-off luncheon and banquets
  - d. Demonstrates leadership over the District Organization
  - e. Provides motivation and direction to officers and members
  - f. Serves as principal liaison with all other groups of ITE and other professional organizations
  - g. Prepares agendas for District Board meetings
  - h. Prepares a President's report for each TexITE newsletter
  - i. Appoints Nominations Committee
  - j. Appoints Membership Committee
  - k. Appoints Audit committee
  - l. Appoints Tellers Committee
  - m. Appoints Committees and Committee Chairs
  - n. Signs contracts
  - o. Signs awards and certificates
- 3-3 Vice President/President Elect (1 Year Term) – The Vice President is charged with the responsibility of the technical activities of the District, including serving as an ex-officio member of the Technical Committee and planning the technical programs of the District summer and winter Meetings. The duties of the Vice President are listed below:
- a. Responsible for technical program for District 9 Meetings
    - Arranges and administers District 9 Meeting Technical Program
    - Selects speakers and moderators.
    - Coordinates audio/visual needs for speakers
    - Responsible for writing letters of appreciation to technical session participants
  - b. Stands ready to serve the office of Presidency if necessary
  - c. Attends District Board meetings and District business meetings
  - d. Reads and becomes familiar with the District Bylaws and Charters
  - e. Assists Local Arrangements Committee with Meeting Details
  - f. Selects speaker for District Meeting Luncheon in conjunction with Local Arrangements Committee (LAC)
  - g. Approves complimentary event tickets

Transfer of Duties in January - The primary responsibility of the Vice President is to develop and coordinate the technical program for two District Meetings. When officer terms end in December of each year, the technical program duties will be transferred to the new Vice President to oversee and manage at the winter Meeting. The Vice-President should make every effort to complete the technical program, speakers and moderators prior to December 31<sup>st</sup>.

3-4 Secretary-Treasurer (1 Year Term) – The Secretary-Treasurer is charged with the responsibility of overseeing the budget, documenting meeting business and administrating officer elections. The duties of the Secretary-Treasurer are listed below:

- a. Attends District Board meetings and District business meetings
- b. Responsible for preparing meeting minutes for District Board meeting and District business meetings
- c. Prepares budget for District review and approval
- d. Reads and becomes familiar with the District Bylaws and Charters
- e. Responsible for financial activities of the District
- f. Prepares and maintains annual budget for District Board discussion and approval
- g. Assists District Administrator with Treasurer’s Report and record keeping
- h. Updates ITE Headquarters on current officers, meeting dates and annual dues
- i. Solicits cities to host District meetings
- j. Administers elections
- k. Assists with updating the District Policy Manual

Transfer of Duties in January - When the officer terms end in December of each year, the technical program duties will be transferred to the new-term Vice President to oversee and manage at the winter Meeting. If the outgoing Secretary-Treasurer is elected Vice-President, he or she should stand ready to carry out the technical program beginning in January. Likewise, the outgoing Secretary-Treasurer will be responsible for preparing the minutes from the summer business meeting with the in-coming Secretary-Treasurer actually performing the necessary distribution and reporting of the minutes and budgetary items at the winter meeting.

3-4.1 Meeting Minutes of the District Board – The Secretary-Treasurer is responsible for preparing meeting minutes. It is important to document information that is vital to future actions or decisions made during the meeting. Information already included in a written report should not be repeated in the minutes but referred to as an attachment.

The purpose of the meeting minutes is to document the following:

- a. Persons attending the meeting
- b. Location and date(s) of the meeting
- c. Line item budget changes
- d. Policy changes
- e. Assigned tasks
- f. Approvals and tasks assigned to LAC related to District meetings
- g. Written report attachments

3-4.2 Meeting Minutes of District Business Meetings - The Secretary-Treasurer is also responsible for documenting business at the business meeting. Minutes are not taken at

the kick-off luncheon. It is best to format the meetings minutes using the agenda items as a reference. It is vital to document the following at each meeting:

#### Winter Business Meeting Minutes

- a. Time meeting started
- b. Additions, deletions or changes to meeting minutes
- c. Motions and approval of meeting minutes
- d. Motions and approval of resolutions
- e. Names of persons receiving awards
- f. Name of City selected to host District meeting 18 months out
- g. Audit Committee Report
- h. Attendance numbers announced by LAC
- i. Time meeting ended
- j. Attach all handouts

#### Summer Business Meeting Minutes

- a. Time meeting started
- b. Additions, deletions or changes to meeting minutes
- c. Motions and approval of meeting minutes
- d. Motions and approval of resolutions
- e. Motions and approval of audit reports
- f. Names of persons receiving awards (the President should announce awards given at Kick Off Luncheon to document recipients in business meeting minutes)
- g. Name of city selected host the District meeting 18 months out
- h. Attendance numbers announced by LAC
- i. Tellers Report
- j. Motions and approval of elections ballot results
- k. Motions and approval to destroy ballots
- l. Names of Elected Officers (required by banks to approve account signatories)
- m. Time meeting ended
- n. Attach all handouts

3-5 Immediate Past President (1 Year Term) – The Immediate Past President remains on the District Board to provide guidance and advise Board members on the history of Board actions, policies and procedures. The duties of the Past President are listed below:

- a. Attends District Board meetings and District business meetings
- b. Updates District Policy Manual at end of term
- c. Prepares short biography for the official District history and forwards to Historian
- d. Prepares a summary of significant activities or events that occurred during his or her term as President and forwards to the Historian

3-6 International Director (3 Year Term) – The International Director is the liaison between the District and the International Board of Direction. The International Director is a member of the International Board of Direction and attends several meetings each year at the ITE Headquarters in Washington, D.C. The duties of the International Director are listed below:

- a. Serves as a member of the International Board of Direction
- b. Attends the following meetings:
  - International Board of Direction meetings

- Annual International ITE meeting
- District Board meetings
- District business meetings
- c. Acts as liaison between ITE Headquarters and District
- d. Prepares written reports to the District 9 Board summarizing ITE Board of Direction discussions or policy changes that are of interest to District 9
- e. Prepares “International Director’s Report” for the TexITE Newsletter

Qualifications – The International Director must be an International Member or Fellow in good standing and have significant history with and knowledge of the ITE organization, policies, procedures, Bylaws and Charters. Typically, International Directors have served as officers at the District and Section levels and have served on various statewide and international committees.

3-7 Section Representative (2 Year Term) – The Section Representative serves as the principal liaison between the Section and the District in ITE affairs and should assure that the Section’s position on ITE issues is adequately voiced. The duties of the Section Representative are summarized below:

- a. Attends District Board meetings and District business meetings
- b. Reads and becomes familiar with the District Bylaws and Charters
- c. Acts as liaison between the District and Section
- d. Submits Section Activity Reports to the Board prior to District business meetings

Qualifications – The Section Representative must be an International member in good standing and reside within the designated area of the section. Section Representatives are determined by majority vote of their respective section. The District Board should encourage Sections to nominate members that have leadership experience at the local chapter or section levels. Members with such experience will more effectively represent the needs of his or her section. Selecting past officers or experienced organization leaders from the Section also expands the list of possible future candidates for District officer positions.

3-8 District Administrator (1 Year Term with no limit on consecutive terms) – The District Administrator is appointed by the President and performs the clerical duties for the organization. The District Board may at its discretion budget funds to reimburse the District Administrator for labor hours related to performing the duties defined below. The annual District Budget shall reflect the hourly rates and maximum amount paid. The duties of the District Administrator are summarized below:

- a. Administers funds for expenses approved by the District Board
- b. Prepares Treasurer’s Report for the Secretary-Treasurer
- c. Maintains post office box and collects mail
- d. Transports paper ballots sent to District post office box to the summer District business meeting
- e. Oversees all bank accounts
- f. Updates authorized signatures for bank accounts
- g. Mails invoices to District Affiliates
- l. Reviews membership roster for outstanding dues and sends notifications when dues are outstanding
- m. Attends all District Board meetings

n. Fabricates Award Certificates for Student Chapters

Qualifications – The District Administrator must be an International member in good standing. Members appointed to this position should be proficient with computer spreadsheet and word processing programs and preferably have knowledge of basic accounting practices.

Estimated Hours - This position will require 5-10 hours per month making payments and preparing reports. During the months of January, April, June and October the number of hours increase to 15 hours on average.

3-9 Roster Manager (1 Year Term with no limit on consecutive terms) – The roster manager is responsible for managing a database of member names, contact information and standing of membership dues. The duties of the Roster Manager of listed below:

- a. Maintains a database program on membership dues and contact information
- b. Prepares printable roster and forwards to Webmaster for “Members Only” access
- c. Updates membership levels and dues status from ITE Headquarters.
- d. Updates member information received from District Website
- e. Prepares mailing labels for elections or as requested by the District Board
- f. Prepares reports for District Board on membership statistics
- g. Reviews list of members with outstanding dues
- h. Sends membership standings to Webmaster to program appropriate web access to “members only” web pages.

Qualifications – The Roster Manager must be an International Member in good standing and must have working knowledge and experience using Microsoft-Access or similar database management programs.

Estimated Hours - This position will spend approximately 20 hours per month making updating the database and preparing reports.

3-10 Newsletter Editor (1 Year Term with no limit on consecutive terms) – The Newsletter Editor is responsible for producing three Newsletter publications each year. The duties of the Newsletter Editor are listed below:

- a. Solicits, reviews and edits technical articles for the newsletter
- b. Edits the content of articles, announcements and reports
- c. Forwards draft newsletter to President for review and approval
- d. Coordinates production
- e. Forwards publications to Webmaster to post on the Website
- f. Forwards publications to Historian to archive
- g. Distributes hardcopy newsletters to members without Internet access

Qualifications – The Newsletter Editor must be an International member in good standing and be proficient with computer word processing programs and publishing practices.

Estimated Hours - This will spend \_\_\_ hours per month making soliciting information and coordinating the publication. During the months that publications go to print, these hours may increase to \_\_\_ hours per month.

3-11 Webmaster – (1 Year term with no limit on consecutive terms) - The Webmaster shall oversee the development and maintenance of all website pages and interactive programs. The District Board may at its discretion budget funds to reimburse the Webmaster for labor related to performing the duties defined below. The hourly rates and total amount paid per year are not to exceed the amount set in the annual District Budget. The duties of the Webmaster are listed below:

- a. Selects the preferred Internet Service Provider to provide efficient navigation for users
- b. Coordinates with the District Board to determine information and services required
- c. Coordinates with the TexITE Newsletter Editor to post editions of the newsletter
- d. Coordinates with Roster Manager to post the membership roster and forwards updates entered by members
- e. Coordinates with Section Webmasters to provide linkages
- f. Coordinates with the Highway Products Group and Consultants Council to provide linkages, member information and advertisements
- g. Coordinates with the District meeting Local Arrangements Committee to develop, accept, and distribute meeting registration information
- h. Develops web page to display and collect votes on-line
- i. Develops web pages to collect on-line surveys as directed by the District Board
- j. Coordinates with the District Administrator and District Board regarding the collection of meeting registration fees, printable rosters fees, Local District Affiliates “LDA” membership dues and other fees deemed appropriate by the District Board
- k. Prepares written report to the District Board on status of website

Qualifications - Must be proficient in building and maintaining dynamic web pages and credit card acceptance. Although contractor(s) may perform some or all of the work, the Webmaster shall be primary overseer of such contracts.

Estimated Hours - This position spends approximately 20 hours per month updating the Website and developing on-line services. The current Webmaster should track hours to determine typical work hours per month. This can be used to estimate costs should a contractor be hired to perform website development.

3-12 Historian (1 Year Term with no limit consecutive terms) - The District shall record and store significant events, papers, photos and other documents about TexITE issues in a central location. The District President may appoint a member as the Historian to oversee these records and solicit information for the files. The duties of the historian are listed below:

- a. Maintains records of District organization and events
- b. Collects Past President Biographies
- c. Collects summary of annual events written by Past President
- d. Collects missing historical documents
- e. Periodically records interviews with prominent members for historical record
- f. Prepares and presents historical records to membership

Qualifications - Must be a District member in good standing.

Location of Historical Files - Each year the Historian shall provide a written statement to the District Board stating the location of paper and electronic records and authorize access to these files.

- 3-13 Student Chapter Liaison (1 Year Term with no limit on consecutive terms) – The Student Chapter Liaison is responsible for coordinating student participation at all levels in the ITE organization and should encourage support and mentoring by the District members. The duties of the Student Chapter Liaison are listed below:
- a. Acts as primary liaison between the District Board, University Faculty Advisor and Student Chapters
  - b. Coordinates student paper presentations for District meetings
  - c. Coordinates submission of written student chapter reports to the District and ITE
  - d. Chairs Student Paper Award Committee and solicits and collects student papers to review and select for international competition
  - e. Coordinates the selection of the Outstanding Student Award with each Student Chapter Faculty Advisor
  - f. Solicits rosters to determine the district-wide contribution to the student chapter
  - g. Notifies students of fellowships applications offered by International ITE and District 9

#### **Section 4 –Committees**

- 4-1 General - The District President shall solicit nominations for committee memberships from the Section Presidents. To the extent practical, the membership of the various committees shall be equitably distributed among the sections and areas not within a section.
- 4-2 Nominating Committee - The Bylaws state that the President shall, not later than February 1st of each year, appoint a nominating committee consisting of three voting members of Member or Fellow grade.

Not later than April 1<sup>st</sup>, the Nominating Committee shall submit to the Secretary-Treasurer the names of at least two nominees for the position of Secretary-Treasurer and at least one nominee for the position of Vice President. Every two years, the Nominating Committee shall also submit the names of at least one nominee for the position of District Board Member At-Large. Every third year, the Nominating Committee shall also submit the names of at least one nominee for the position of International Director. It is not necessary to nominate candidates for President since the Vice President is also "President-Elect" and automatically becomes President.

In selecting the Nominating Committee the District President should attempt to choose members who have been continuously active in TexITE for several years and, as a result, would be personally familiar with the majority of potentially qualified candidates. At the same time, the President should endeavor not to exclude potentially qualified candidates by having appointed them to serve on the Nominating Committee. In the interest of continuity, the President should attempt to appoint a member of the previous year's Nominating Committee to chair the current year's committee.

The committee shall have complete discretion to nominate any individual whom it considers best qualified. Nominating committees should consider the following when selecting a nominee:

- a. ITE Membership standing
- b. Previous activity in District, Section, or Chapter activities
- c. Previous experience holding office at the section or local area level or experience holding office in other professional engineering organizations
- d. Balancing representation of employment categories among officeholders (governmental, academic, or private consulting)
- e. Statewide geographic representation among officeholders

4-3 Audit Committee - Each year, the President should appoint an Audit Committee. At the winter or summer District meetings this committee is responsible for reviewing the Secretary-Treasurer's financial records. The Audit Committee shall review the records to ensure that all revenues are accounted for and that expenditures have been consistent with the intent of the budget. The committee shall exercise good judgment and common sense. The audit need not, however, be performed to the detail necessary to ensure compliance with recognized accounting principles. During the business meeting, the President typically calls upon the Audit Committee to report its findings to the members.

4-4 E-Voting Audit Committee – The District President shall establish a committee of at least two members with proficient computer programming skills to review the on-line ballot and tally computer program. This committee shall review the program to validate that: 1) incoming votes remain secret and cannot be linked to the members name and 2) eligible members are allowed to vote only once. At the annual summer business meeting, the E-Voting Audit Committee shall provide its findings to the Tellers Committee. However, neither the E-Voting Audit Committee nor the Tellers Committee should divulge the specific number of votes received by any candidate.

4-5 Tellers Committee - Each year, as required by the Bylaws, the President appoints a Tellers Committee consisting of three voting members. The duties of this committee are to coordinate with the E-Voting Audit Committee to determine the number of electronic votes for each candidate and then to canvass the paper ballots, if any, to determine which are valid, count the valid paper ballots, and report the election results to the members assembled at the business meeting. Neither the E-Voting Audit Committee nor the Tellers Committee should announce the specific number of votes received by each candidate. However, if a particular contest were extremely close, it generally would be appropriate to announce that fact but not the specific number of votes received by each candidate. Unless a recount is requested, the President should solicit a motion and majority membership approval to destroy the ballots.

4-6 Awards Committee - The District President appoints an Awards Committee consisting of three or more voting members. At least one of the members should be a past recipient of the Transportation Engineer of the Year Award. In choosing the committee members, the President should endeavor not to exclude a winner of one of the major awards by having appointed him or her to serve on the Awards Committee. The duties of the Awards Committee are as follows:

- a) Publicize TexITE Awards for membership awareness in December
- b) Publicize and solicit entries/nominations for International (ITE) awards

- c) Solicit and review nominations for Transportation Engineer of the Year and Younger Member of the Year
- d) Revise nomination form as necessary
- e) Begin process in January/February for selection in May
- f) Solicit and receive nominations for Special Recognition awards and Distinguished Service awards. Then specifically refer nominations to the District Board for its consideration and direction back to the committee
- g) Develop standard formats for award plaques and certificates and maintain artwork accessible to membership (see typical plaque layouts in Appendix G, H, I, and J)
- h) Prepare plaques and certificates for presentation
- i) Consider revision of existing awards, addition of new awards, etc. as brought forth from within this committee or as directed by the District Board
- j) Assist Technical Committee with the selection of the Outstanding Technical Paper
- k) Assist Student Chapter Liaison with selection of the Outstanding Student Award and Outstanding Student Paper
- l) Assist the District Board with the selection of Section Activities Award

Note that the University Student Faculty Advisor chooses the Outstanding Student for each Student Chapter. The Student Chapter Liaison will coordinate the selection with the Faculty Advisor.

- 4-7 Standing Committees - The District Board may establish (and disband) committees (as defined in the Bylaws) to focus resources on activities or issues of continuing interest to the membership. The Secretary-Treasurer shall keep a list of each active standing committees and committee-chair contact information. This information should be forwarded to the Webmaster to post on the Internet website and to roster manager to update the roster database file.

TexITE committees typically include a Technical, Membership, Legislative, Younger Members, Future Engineers, Student Chapter Committee and any other committees deemed necessary to address specific issues or special projects.

Committee chairs are appointed by the President for a one-year term and are eligible for reappointment. Although chairs should not serve more than four consecutive years as chair, they can remain a member of the committee for a longer period of time.

Committee chairs are responsible for soliciting interested members to serve on their committee, communicating with those members and holding semi-annual meetings at winter and summer meetings, submitting a semi-annual report to the District Board (approximately one month prior to the winter and summer meetings), and for attending District Board meetings at the winter and summer meetings. They also may be required to make presentations at the TexITE business meetings if committee activities, issues, and/or action items need to be brought to the attention of the membership.

## **Section 5 –Finances**

- 5-1 Annual Budget – Each year, the Secretary-Treasurer shall prepare an annual budget for review and discussion at the fall District Board meeting. This budget will be revised and approved by the District Board. The District Board shall give the membership ample time to review proposed budgets, be notified of budget issues and provide members ample time to

suggest changes prior to District Board approval. Each line under the budget should be described in detail in the spreadsheet document to provide future officers enough information to understand the purpose, conditions or limitations of the budget item.

- 5-2 Treasurer's Report - The District Administrator and Secretary-Treasurer shall prepare and present an up-to-date Treasurer's Report at all District Board meetings. The report shall show beginning and ending bank account balances, income, and expenses for the current fiscal budget year. This report should be posted on the Website.
- 5-3 Annual Dues - The District Board when developing and balancing the next fiscal year's annual budget determines annual dues. In order to give ITE ample time to prepare dues notices in the fall, dues should be determined at the summer District Board meeting with notification forwarded to ITE immediately following the meeting. The District Board should also maintain a long-range budget to determine if annual dues should be adjusted. At the summer District Board meeting the District Board shall determine the annual District dues for the next fiscal year. Once the dues are determined, the Secretary-Treasurer is responsible for notifying the amount to ITE Headquarters prior to the first invoice mailing for International dues. See also dues collection under Section 6-4.
- 5-4 Annual Audit – Prior to the business meeting held at the winter District meeting, the President should appoint an Audit Committee (see Section 4-3). The President should call upon the Audit Committee to give a short report at the business meeting on the condition of the book keeping and findings.
- 5-5 Carry-Over Balance – The District shall achieve and maintain a minimum carry-over balance equal to one half of the previous year's normal operating expenses. Prudent financial planning dictates that a reasonable carry-over balance be maintained. Such a balance serves as a contingency in the event revenues are less than the amount budgeted or expenses exceed the amount budgeted. Also, the existence of this contingency enables occasional special projects (such as underwriting the cost of a training course) to be funded without extreme impact on any one-year's budget.
- 5-6 Bank Accounts Management - The District shall establish a bank account in the name of the organization and maintain a list of signatories. Members shall not use personal bank accounts or credit cards to manage District finances or meeting expenses. The District currently uses the following accounts to manage funds:
- a. District Administration Checking Account – to make payments for District expenses (other than meeting expenses)
  - b. District Savings Account – currently not used
  - c. District Meetings Account – authorized signatories of the Local Arrangements Committee use this checking account to make payments for winter and summer District meeting expenses

The District Administrator shall be the primary signatory and account manager for all checking accounts. Prior to the beginning of each new term, the District Administrator will update the list of authorized signatories for each account. For the District Checking and Savings Account, authorization to sign for the District should be for Secretary-Treasurer, Vice-President and President. For the District meeting account, authorization to sign for the District should be for Secretary-Treasurer, President and the Local Arrangements Chairs.

Neither the President nor the Vice-President will normally exercise fiscal authority, but both should have a signature card on file in event of an emergency. For purposes of establishing these signatories with banks, the Secretary-Treasurer shall make sure to include the names of elected officers and name of the appointed District Administrator in the summer business meeting minutes.

- 5-7 Meeting Revenues – Each year the District Board shall establish the net meeting revenue goals that are required to balance the annual budget. The profit goals are usually determined at District Board Meetings and conveyed to the Local Arrangements Committee Chairs. The LACs then adjust their meeting expenses and registration fees to meet these profit/loss goals.
- 5-8 Insurance Policy – The District shall maintain an insurance policy to cover liability for the elected officers or representatives conducting business for District 9.
- 5-9 Tax Status – U.S. Internal Revenue Service regulations relating to voluntary, not-for-profit organizations are numerous and complicated. The District Board should be aware of the following general points:
- a. Sales Tax - Although TexITE is a non-profit organization; it is not exempt from state or local sales taxes. Future District Boards may wish to pursue tax-exempt status. A "permanent" mailing address is one of the requirements.
  - b. Non-Profit Organization – Existence as a non-profit organization is not conveyed by law, i.e. if your organization operates as a non-profit (and follows the rules) it is non-profit. What the law does provide is formal recognition of the non-profit status.
  - c. IRS requirements –TexITE has filed for formal recognition and uses Federal IRS Identification Number 52-1341793. If the gross receipts reach \$5,000 per year, TexITE must file an application for formal recognition of tax exemption. If gross receipts exceed \$25,000 per year, the TexITE must file annual tax returns.
  - d. The IRS considers the District (TexITE) as a separate and distinct organization from International ITE. The District is not considered part of the tax exemption status held by international ITE.
- 5-10 Contributions to District 9 - It is emphasized that any sponsorship or financial contribution shall be voluntary on the part of an individual, organization or private company. Any member representing the TexITE organization **shall not request such sponsorship or contribution.** TexITE will consider support from vendors and consultants through group organizations (i.e. Consultants Council and the Highway Products Group). The District Board must approve all potential group contributions. Although companies within these organizations may be listed on meeting announcements or agendas, the amount of the contribution from each individual company should never be revealed to District 9.
- 5-11 Contributions to International ITE - If sufficient funds are available, the District will make the following an annual contributions ITE. These contributions are sent to ITE immediately following the summer meeting.
- a. \$200 ITE general fund
  - b. \$300 to the ITE Fellowship Fund
  - c. \$1,000 to the Professional Development Fund

5-12 Travel Reimbursements (student travel is defined under Section 13)

ITE Annual Meeting – Up to budgeted maximum amounts, it shall be the policy of District 9 to reimburse the District President, District Vice-President, International Director and Outstanding Student for expenses incurred while attending the annual ITE meeting in the fall.

The District Board in the establishment of the annual budget shall determine the maximum amount of each year's reimbursement.

International Board Meetings – Up to budgeted maximum amounts, it shall be the policy of District 9 to reimburse the International Director for expenses incurred in attending the International Board of Direction meetings.

District Meetings – It is the policy of District 9 not to reimburse District Officers, appointed positions or the International Director for meeting registration fees or travel expenses to District meetings. However, the District President customarily receives a complimentary hotel room. The District Board will support travel for Student Chapters as defined under Section 12, Student Chapter Support.

Technical Councils and Special Events – Up to budgeted amounts, the District Board may authorize reimbursement for travel for District member(s) or student(s) to represent District 9 at an ITE-sponsored meeting, committee or council. These special cases must be discussed by the District Board, budgeted, and approved prior to travel.

Allowable Expenses - Unless specifically exempted by the District Board, an individual member's total travel reimbursement for a single meeting may not exceed the amount set in the annual budget. Allowable travel expenses are limited to:

- a. Round trip coach airfare from the member's home to the meeting. If the member chooses, primarily for his or her own benefit, to drive to the meeting, travel will be reimbursed at the current mileage rate allowed by the State, with the reimbursement not to exceed the cost of the equivalent round trip coach airfare.
- b. Rental car expenses will be reimbursed where the cost of car rental is equal to or less than other ground transportation options available, or where such rental reduces the overall cost of ground transportation and airfare travel.
- c. Meals – Unless otherwise directed by the District Board, the daily reimbursement for meals shall not exceed the current maximum established for state employees.
- d. ITE Annual meeting registration – The District will reimburse the District President, District Vice-President, and International Director's for meeting registration costs.
- e. In all cases, the member is encouraged to minimize reimbursement requests to maximize the effectiveness of the District's travel budget. Also, members are encouraged to seek employer support in lieu of charging travel expenses to the District. Advance purchase is recommended to reduce airfare costs.

The limitations described above assume that the member has traveled to serve primarily on behalf of District 9. If the member is also performing activities in support of his or her employer or other agencies, the member will submit no more than a correspondingly appropriate proportional share of travel expenses for reimbursement from District 9.

Allowable expenses will be promptly reimbursed by the District 9 Administrator upon submission of a Travel/Expense Reimbursement Request form (Appendix K and

appropriate receipts for expenses, including air travel, ground transportation, hotel, and meals.

## **Section 6 – Membership and Dues Collection**

- 6-1 Membership Committee - The President may appoint a membership committee to process applications, recruit new members or encourage reinstatement of inactive members. The District Board should encourage Sections and Chapters to create a sign-in sheet and contact numbers of all non-members attending their meetings. These lists should be forwarded to the membership committee to create a potential members contact list.
- 6-2 Membership Application Procedures – Membership applications should be forwarded to the Membership Committee to determine if the applicant qualifies as an international member or District Affiliate. If the applicant qualifies for international membership, they should be provided a membership application and referred to the ITE Headquarters. If the applicant qualifies as a District Affiliate, the membership committee is authorized to process the application without District Board approval. The TextITE website should provide on-line access to membership applications.
- 6-3 Membership Qualifications - Article 1 of the District Bylaws (Appendix C) defines the qualifications to become a District member, District Affiliate and Subscriber.
- 6-4 Collection of Dues
- a. District Members - District dues for International members are currently collected by ITE as a part of the International dues invoice.
  - b. District Affiliates - Dues for District Affiliates are invoiced and collected by the District Administrator. Invoices should be mailed out each year on November 1<sup>st</sup> with a due date of December 31<sup>st</sup> of the same year. A second invoice and notification of delinquent dues are mailed out on March 1<sup>st</sup> of the next year with a due date of June 31<sup>st</sup>.
- 6-5 Delinquent Dues - It is the responsibility of the District Administrator to track delinquent dues and membership status. If the member's dues are outstanding in excess of six months, the member's name shall be removed from the membership roster but kept in the database and placed in an inactive status until reinstated. The access to the "member's only" web pages and on-line voting will be prohibited until dues are paid.
- 6-6 Subscriber Dues – Those applicants who live within current sections, but are not eligible for ITE membership may pay a [\\$20](#) subscriber fee. Subscribers will be provided access to the printable roster and newsletter.

## **Section 7 – District 9 Newsletter**

- 7-1 Schedule of Publications - It shall be the policy of TextITE to publish three newsletters per year. One newsletter shall be published in such a time that it can be distributed no later than six weeks prior to the winter TextITE meeting; one newsletter shall be published in such a time that it can be distributed no later than six weeks prior to the summer TextITE meeting;

and one newsletter shall be published in such a time that it can be distributed no later than September 15<sup>th</sup>.

- 7-2 Section News - One important function of the TexITE Newsletter is to disseminate information about the membership throughout the State. This information could be gathered through the Section Representative or a designated member of each section. The following type of information would be considered of interest to the general membership:
- a. Members with job changes, promotions, marriages, births, or professional honors
  - b. Employers of District members with recent mergers, major changes in organization structure, new offices, and changes of address or phone number

The following type of information generally should not be included:

- a. Assignment to specific, routine projects
  - b. Routine projects selected for or in progress
- 7-3 Member News - One important function of the TexITE Newsletter is to disseminate information about members entering or leaving District 9. Typically, such material is included under a section titled "Member News." The following list illustrates the type of information that should be included:
- a. Listing of new or upgraded TexITE members and affiliates
  - b. Listing of members that have moved to other ITE Districts
  - c. Notices of obituaries that have been received by the editor

- 7-4 Product Advertisements – It shall be the policy of the TexITE newsletter to accept advertising for transportation products and services. The rate for TexITE members shall be the same per unit area as the rate for Professional Card listings. The rate for non-TexITE members shall be twice the rate for Professional Card listings. There shall be no limit on the size of a product advertisement. There also will be no designated section in the TexITE newsletter for advertisements. Location of advertisements in the newsletter shall be the decision of the editor so as to maximize efficiency of space in the newsletter. In the event of space limitations, preference shall be given to advertisements by Highway Products Group members.

TexITE Newsletter Advertising - If properly developed, this can be a valuable revenue source. Coordinate with Editor and/or Publisher who are responsible for running advertisements. Advertising revenues are to be accounted for by the District Administrator in the financial reports. Rates for advertisements shall be established as follows:

- a. \$ 25 per one-eighth page per publication
  - b. \$ TBD per page per publication
  - c. \$ TBD per one-quarter page per publication
- 7-5 Professional Card Listings - It shall be the policy of the TexITE newsletter to publish Professional Cards listing the addresses, phone numbers, and (optionally) the professional services of members of the TexITE Consulting Council. All such cards shall be the same size and shall be printed in the same color or same combination of colors. The professional card rate is \$75 per three publications.

- 7-6 Positions Available Listings - It shall be the policy of the TexITE newsletter to accept "Position Available" listings. Subject to space availability, brief listings shall be published at no charge. Long, detailed listings or listings displaying the employer's logo will be accepted as paid advertising at the same rates as product advertising. In the event of space limitations, preference will be given to positions located in Texas.
- 7-7 Distribution – The TexITE newsletter will be distributed electronically by publishing on the TexITE website under the “Members-only” section. Members and non-members may request a hardcopy version of the newsletter for a fee of \$10.00. If a member does not have access to the web or email, the Editor may use his or her discretion to waive this fee.

It shall be the policy of TexITE to distribute the Newsletter at no charge to the following individuals and organizations:

- a. ITE Executive Director
- b. ITE International Board Members
- c. Editor, ITE Journal
- d. Editors of ITE District and Section Newsletters (subject to a reciprocal arrangement for TexITE's editor to receive a complimentary copy of their newsletter)
- e. Executive-Director of the Texas Department of Transportation

All other distribution to non-members shall be subject to an annual subscription rate equal to the TexITE dues for persons who are also members of ITE.

- 7-8 Archives – The TexITE Newsletter Editor shall forward an electronic copy of each publication to the historian.

## **Section 8 – Roster Management**

- 8-1 Computerized Roster – The District shall maintain its own computerized roster for the mutual benefit of its members. The primary use of this database is to produce periodic updates of the roster for distribution to the membership.
- 8-2 Addition/Removal of Member's Names – All members in good standing with the District will be listed in a membership roster along with the following information:
- a. Name
  - b. Title
  - c. Employer
  - d. Address
  - e. Phone, Fax and Email Address
  - f. Membership level
  - g. If the member's dues are outstanding in excess of six months, the member's name shall be removed from the roster publication but kept in the database and placed in an inactive status until reinstated
- 8-3 Electronic Correspondence to the Membership - All mass emails should have prior approval of the President. Only authorized representatives of the District shall have access to this list. To preserve confidentiality of email addresses, announcements shall be sent to each member by blind copy. Only the Webmaster, Roster Manager or Secretary-Treasurer are

authorized to send mass emails to the membership and should have prior approval of the District President.

- 8-4 Distribution of Database - The electronic database or portions of the database shall not be distributed to any member, agency, professional organization, company or vendor without prior approval of by a least two of the following: President, Vice-President, Secretary-Treasurer or District Administrator. If mass distribution of information is required, it should be accomplished through the Webmaster.
- 8-5 Printed Labels – The Roster Manager shall provide mailing labels for mass distribution to external organizations, companies or individuals only when authorized by the District Board. If authorized by the District Board, mailing labels or a printed listing will be furnished free of charge for the following:
- a. Any official TextITE Section use
  - b. Announcements of free seminars or free conferences sponsored by governmental agencies, non-profit agencies, or other professional organizations
- If authorized by the District Board, mailing labels or a printed listing will be furnished for a fee of \$75.00 for the following:
- a. Advertisement or product announcement distribution
  - b. Announcements of seminars or conferences sponsored by other than governmental agencies, non-profit agencies, or other professional organizations and seminars or conferences for which a fee is charged
  - c. Any commercial use
- 8-6 Electronic Publications/Updates – The Roster manager should update a printable (i.e. PDF format) publication for the website at least once every six months.
- 8-7 Hardcopy Membership Rosters – A hardcopy of the membership rosters shall be made available for a fee of \$5.00 for members and \$20.00 for nonmembers. The Roster Manager may waive charges to members without access to the web.

## **Section 9 – Website**

- 9-1 District 9 Website - District 9 shall maintain a website on the World Wide Web at the location [www.textite.org](http://www.textite.org).
- 9-2 Content of Information Displayed – The website shall be reviewed by the District Board periodically to determine if additional sections or services should be corrected, added or deleted. Any major changes to the Website should be presented to the District Board and approved prior to implementation.
- 9-3 Links to Other Websites – At a minimum, the District Website shall provide direct links to the following websites:
- a. International ITE
  - b. TextITE Section Websites
  - c. ITE Student Chapter Websites
  - d. On-line Membership Registration to ITE

- 9-4 District Board Member Contact Information – The Website shall provide the names and contact numbers for all District Board members and Committee Chairs.
- 9-5 Information Accessed by Members and Nonmembers (*amended February 1, 2007*) – The Website will publish at a minimum the following information regardless of membership status:
- a. Newsletter
  - b. Meeting Notifications
  - c. District Board Member contact information
  - d. Policy Manual
  - e. On-line and printable membership forms
  - f. Links to other transportation engineering related websites
  - g. Budget Information
  - h. Most Recent Treasurer’s Report
  - i. Other information requested by District Board
- 9-6 Members Only Access (*amended February 1, 2007*) – The Website shall require a password to access the following:
- a. Membership Roster
  - b. On-line Voting
- 9-7 On-line Documents – At a minimum, the following documents shall be displayed on-line:
- a. Meeting minutes from recent District business meetings
  - b. Minutes of recent District Board meetings
  - c. Current and proposed budgets
  - d. Bylaws and Charters
  - e. District Policy Manual
  - f. District Meetings Manual
  - g. Travel Reimbursement Form
- 9-8 Product Advertisements – District 9 will post create advertisements for transportation related products and services. The rate for District members shall be \$50.00 per quarter (3 months). The rate for nonmembers shall be twice the amount of the member rate. A standard size shall be set by the Webmaster and provided to the advertisers. Advertisements must be submitted in electronic image format (static or animated). Location of advertisements on the web page shall be the decision of the web master. The advertisements will appear on a random basis and all advertisements will average an equivalent number of impressions over the quarter. The number of impressions as well as the number of clicks per quarter will be provided to the advertiser. An impression is the display of an advertisement on the web page and a click occurs when a visitor to the site clicks on the ad access the website of the advertiser.
- 9-9 Position Available Listings – District 9 will accept “Position Available” listings. A standardized format developed by the Webmaster will be used to display and organize the listings. Posting will remain for 90 days unless other arrangements are made with the Webmaster.
- 9-10 Consultants Council Directory - The District 9 website will list free of charge companies that are members of the TexITE Consultants Council. The number of listings is limited to one per office. The information displayed is limited to the following:
- a. Company Name

- b. Contact Person
  - c. Contact Phone & Fax Numbers
  - d. Contact Email Address
  - e. Physical Address
  - f. Website Link
- 9-11 Highway Products Group Directory - The Website will list [free of charge](#) companies that are members of the Highway Products Group. The number of listings per company is limited to one per office. The information is limited the following:
- a. Company Name
  - b. Contact Person
  - c. Contact Phone and Fax Numbers
  - d. Contact Email Address
  - e. Physical Address
  - f. Website Link
  - g. Brief description of products sold

## Section 10 – Awards

10-1 International Awards - Each year ITE sponsors awards to honor outstanding achievement in transportation engineering and distinguished service to ITE. The District shall notify all members that these awards are available and encourage members, employers and colleagues to submit applications. The details on eligibility, selection criteria and application deadlines are listed at [www.ite.org/awards/index.asp](http://www.ite.org/awards/index.asp). Although many awards are listed, one award of special interest to District 9 is the Daniel B. Fambro Student Paper Award.

10-2 Purpose of District Awards - Each year the District sponsors awards to honor outstanding achievement in transportation engineering and distinguished service to ITE. These awards are described below. The President should appoint an Awards Committee to seek eligible members and encourage nominations. The committee should be comprised of several members from different areas in the District that are familiar with the work and reputation of candidates in those areas.

### 10-3 Transportation Engineer of the Year

Purpose of Award	To recognize a District 9 member for outstanding practice, teaching or research in transportation engineering in the State of Texas
Frequency of Award	Annual
Time of Award	Presented at the annual summer District meeting
Eligibility for Award	International member, district member and licensed to practice engineering in the State of Texas
Nomination Procedures	A call for nominations shall be submitted by mail to the District membership no later than May 1 of each year. Nominations for this award must be supported by a brief statement citing reasons for selection of the nominee for the Transportation Engineer of the Year Award. Written statements should be limited to one and one-half (1-1/2) pages using a typed, double-spaced format. Nominations must be returned no later than May 15 following the call for nominations.
Selection Procedures	Nominations shall be reviewed by the Awards Committee appointed by the District President. One nominee judged by the Awards Committee to best meet the qualifications for this award shall be selected.
Selection Criteria	Nominees shall have demonstrated unusual or continuing and outstanding contributions to the transportation engineering profession in any of the areas of administration, professional practice, teaching or research.
Selection Oversight	Committee appointed by District President
Format/Type of Award	<b>\$100</b> and an appropriately inscribed plaque recognizing the individual chosen as Transportation Engineer of the Year for the specific year

10-4 Younger Member of the Year Award

Purpose of Award	To recognize an individual younger member of District 9 for leadership, commitment to excellence and activism within District 9 and other professional groups
Frequency of Award	Annual
Time of Award	Presented at the annual summer District meeting
Eligibility for Award	Those age 35 or younger who are members of District 9. Past recipients of this award are not eligible.
Nomination Procedures	A call for nominations shall be submitted by mail to the District membership no later than May 1 of each year. Nominations for this award must be supported by a brief statement citing reasons for selection of the nominee for the Younger Member of the Year Award. Written statements should be limited to one and one-half (1-1/2) pages using a typed, double-spaced format. Nominations must be returned no later than May 15 following the call for nominations.
Selection Procedures	Nominations shall be reviewed by the Awards Committee. One nominee judged by the Awards Committee to best meet the qualifications for this award shall be selected
Selection Criteria	Nominees shall have demonstrated unusual or continuing and outstanding contributions to District 9 and other professional groups through their leadership, commitment to excellence and activism.
Selection Oversight	Committee appointed by District President
Format/Type of Award	<b>\$100</b> and an appropriately inscribed plaque recognizing the individual chosen as Younger Member of the Year for the specific year

10-5 Professional Practice Area Distinguished Service Award

Purpose of Award	To recognize individuals for outstanding, long-term practice, service and leadership to the transportation engineering profession in the five specific areas of practice 1) City/County, 2) State, 3) Academic, 4) Consulting and 5) Commercial
Frequency of Award	When deemed appropriate but not more than one (1) award in each area of practice awarded annually
Time of Award	Presented at the annual winter District meeting
Eligibility for Award	Any non-student member or affiliate of District 9
Nomination Procedures	Nominations shall be made to the District Board by any member of District 9 and supported by a written statement outlining the accomplishments of the nominee and any other information justifying the nomination. The District Board may refer nominations to the Awards Committee for review and recommendation.
Selection Procedures	The Awards Committee shall review nominations with respect to the standards and criteria adopted for such award and recommend award to the District Board. The Board shall consider the recommendations and elect or not elect to confer such an award upon the nominee.
Selection Criteria	An individual nominated shall have demonstrated untiring and unselfish contribution to the profession, area of practice and professional organizations and by personal integrity, leadership and example, inspires fellow transportation professionals to greater service.
Selection Oversight	Awards Committee
Format/Type of Award	An appropriately inscribed plaque presented with due ceremony to the nominee at the annual winter District meeting

10-6 Special Recognition Award

Purpose of Award	To recognize individuals or organizations who provide outstanding, long-term contributions and leadership to the advancement or goals of the transportation profession, ITE and/or District 9
Frequency of Award	As appropriate but no more than 1 such award annually
Time of Award	As appropriate
Eligibility for Award	Nomination by District Board
Nomination Procedures	Selected by the District Board
Selection Procedures	N/A
Selection Criteria	N/A
Selection Oversight	Awards Committee
Format/Type of Award	Appropriately inscribed plaque recognizing the individual or organization for special recognition by the District

10-7 Technical Paper Award

Purpose of Award	To recognize the outstanding Technical paper prepared by a non-student member of District 9
Frequency of Award	Annual
Time of Award	Presented at the annual summer District meeting
Eligibility for Award	Any current, non-student member affiliate of District 9
Nomination Procedures	Submission of a Technical Paper to the TexITE Technical Committee upon a call for papers
Selection Procedures	Review and selection by the Technical Committee during the early spring of each year
Selection Criteria	The submitted paper shall be prepared by an individual or individuals in concert and represent individual initiative beyond the author or author's routine employment or educational duties. The subject of the submitted paper shall be a transportation issue or project that is topical and significant and represent a superior technical writing effort.
Selection Oversight	Technical Committee
Format/Type of Award	An appropriate certificate of award and a nominal cash award, sum as adopted in the annual budget, presented to the recipient(s) by the District

10-8 Outstanding Student Awards

Purpose of Award	To recognize the outstanding student member in each of the District Student Chapters
Frequency of Award	Annual
Time of Award	Presented at the annual summer District meeting
Eligibility for Award	Student member of District 9 enrolled in a course of study at one of the District 9 Student Chapters
Nomination Procedures	Nominated by students and faculty of the respective student chapter
Selection Procedures	Nominated by students and faculty of their respective study chapters
Selection Criteria	Selected by faculty representatives of the respective student chapters
Selection Overseer	University Student Faculty Advisor and Student Chapter Liaison
Format/Type of Award	<b>\$100</b> cash award and accompanying paper certificate of award

10-9 Student Paper Award

Purpose of Award	To recognize the outstanding technical paper prepared for this competition by a student member of District 9
Frequency of Award	Annual
Time of Award	Presented at annual summer District meeting
Eligibility for Award	Must be a student member of District 9 enrolled in a legitimate course of study at an institution of higher learning within the District 9 area at the time the paper was prepared, the paper to be submitted within a twelve (12) month period of preparation
Nomination Procedures	All papers submitted by eligible persons will be considered as nominated for award
Selection Procedures	The Technical Committee shall review all papers submitted with regard to the selection criteria established
Selection Criteria	Technical papers submitted shall express the results of new research or furtherance and development of existing theory, concepts or methodologies in the field of transportation engineering. The paper shall be original, applicable and of topical interest. The paper may have been prepared in fulfillment of regular course requirements for the current or immediately past academic year. Format, organization and technical writing ability shall also be judged. All papers must be neatly typed and one (1) original or three (3) photocopies of good quality submitted to the Technical Committee.
Selection Overseer	Student Chapter Liaison
Format/Type of Award	A cash award with paper certificate of award presented by the District President. The amount of the award is divided between recipients as designated by the Student Chapter Liaison and current budget. Awards vary depending on the number of papers submitted. 1 <sup>st</sup> place receives \$150 cash award 2 <sup>nd</sup> place receives \$125 cash award 3 <sup>rd</sup> place receives \$100 cash award

10-10 Outstanding Student Chapter Award

Purpose of Award	To recognize a Student Chapter for outstanding activity over the year.
Frequency of Award	Annual
Time of Award	Presented at annual summer District meeting
Eligibility for Award	Active Student Chapter has a valid Charter.
Nomination Procedures	Report submitted by the Chapter to the District President by April 1.
Selection Procedures	The Awards Committee shall review all reports by May 1 and if reports are worthy, forward winning report to ITE headquarters for international competition.
Selection Criteria	<a href="#">See point system developed by ITE</a>
Selection Oversight	Student Chapter Liaison
Format/Type of Award	Recognition at summer meeting 1 <sup>st</sup> place \$200 cash award (forwarded to ITE for competition) 2 <sup>nd</sup> place \$100 cash award

10-11 Section Activities Award

Purpose of Award	To recognize a Section for outstanding activity over the past year.
Frequency of Award	Annual
Time of Award	Presented at annual summer District meeting
Eligibility for Award	Active Section has a valid Charter
Nomination Procedures	Written report submitted by the Section to the District President by April 1 <sup>st</sup>
Selection Procedures	The Awards Committee shall review all reports by May 1 and if reports are worthy, forward winning report to ITE headquarters for international competition. It is not necessary to issue more than one award but up to three awards should be budgeted.
Selection Criteria	<a href="#">See point system developed by ITE</a>
Selection Oversight	Awards Committee
Format/Type of Award	Recognition at summer meeting 1 <sup>st</sup> place <a href="#">\$200</a> cash award 2 <sup>nd</sup> place <a href="#">\$150</a> cash award 3 <sup>rd</sup> place <a href="#">\$100</a> cash award

**Section 11 – Written Reports**

- 11-1 Section Reports - At least two weeks prior to each District business meeting, the Section President shall transmit a concise report on Section activities to the District President. Each section shall use the standard report formats shown in Appendix M or N and should include at a minimum:
  - h. The current status of membership
  - i. Current status of budget
  - j. Listing of activities carried out since the last report
  - k. Listing of ongoing and planned activities
  - l. Schedule of past and future meetings
  
- 11-2 Section Activity Award - If a Section would like to compete internationally for the Section Activities Award, they should submit their report using a form or format authorized by ITE Headquarters. This report is due to the District President by April 1. The reporting period may be for the calendar year or for the previous 12 months. The Awards Committee shall review and determine the winning Section Reports. Reports worthy of International competition shall be forwarded to ITE before May 1<sup>st</sup>.
  
- 11-3 Annual District Report – The District President shall submit a written report to ITE 30 days prior to the ITE annual meeting in August. The annual ITE District Report Form is shown in Appendix O. The ITE website provides current report forms and requirements online at [http://www.ite.org/elected/District\\_AR.pdf](http://www.ite.org/elected/District_AR.pdf).
  
- 11-4 Local Arrangement Committee Meeting Reports - The Local Arrangements Committee shall submit a written report to the President six weeks following the District meeting. The report should include at a minimum the information listed below. This information is very important for estimating expenses and negotiating contracts for future meetings.
  - a. Expenses
  - b. Net revenue
  - c. Copy of contracts with hotel, social event venue, transportation companies, etc.
  - d. Attendance broken down by members, nonmembers, students and vendors

- e. Number of hotel rooms used per night (Wed, Thurs, Fri., Sat)
- f. Attendance at Kickoff lunch, Friday night Social, and the Business meeting
- g. Suggestions on lessons learned or innovative ideas to forward to the next LAC

## Section 12 – Student Chapter Support

12-1 References for Organizing and Establishing Student Chapters - ITE offers the following documents on-line to assist students with the organization and leadership development for Student Chapters:

Student Chapter Manual: [www.ITE.org/Students/StudentChapManual.PDF](http://www.ITE.org/Students/StudentChapManual.PDF)  
 Establishing a Student Chapter [www.ITE.org/Students/Establishing.PDF](http://www.ITE.org/Students/Establishing.PDF)

12-2 Student Chapter Liaison – The District Board shall appoint a Student Chapter Liaison to coordinate all ITE student activities with the District. This includes:

- a. Cash contributions to the Chapter
- b. Outstanding Chapter awards
- c. Outstanding student awards
- d. Collecting student chapter rosters
- e. Collecting student chapter reports for District meetings
- f. Coordinating student presentations at District meetings

12-3 Member Liaison to Chapters – The Student Chapter Liaison may appoint District members working near the University to assist with the coordination of student chapter activities and requirements.

12-4 District Contributions to Student Chapters – Each Fall, the District makes a cash contribution to each ITE Student Chapter located in the District. Each year the District Board establishes a fixed based amount to be given to each Student Chapter. The District Board also contributes a district-wide amount of that is divided proportionally by membership size using the following equation:

$$C_i = \$150 + ((n_i/N) \times \$750)$$

Where:  $C_i$  = contribution to each Student Chapter  
 $\$150$  = the base contribution established in the current budget  
 $n_i$  = number of students in the Student Chapter (as determined by roster)  
 $N$  = total number of students in all Chapters submitting a roster  
 $\$750$  = district-wide contribution established in the current budget

The contribution amounts are established each year in the Annual Budget. To qualify for the district-wide contribution, a student roster must be submitted. The Student Chapter Liaison requests rosters in September. After a roster has been received, the base contribution will be issued. After all Chapters have submitted rosters, district-wide contributions are issued by the District Administrator. If rosters are not received by the end of the summer District business meeting, the Student Chapter will forfeit their district-wide contribution and consequently increase the calculated amount distributed to qualifying Chapters.

12-5 Travel Reimbursements to District Meetings – In recognition of the fact that meetings are sometimes held at great distances from some of the campuses, the District Board will

authorize up to \$900 per Chapter for travel funds if the chapter is located more than 500 miles round trip to the District meeting site. An individual student member within a chapter will not be reimbursed more \$450. The intent of these funds is to allow both the student paper presenter and a student chapter officer to attend. At the Chapter's option, the \$900 limit on funding can be applied to the travel costs of more than two students as long as the student presenter and the Student Chapter President (or another chapter officer) is included and the University Student Faculty Advisor approves.

It is the responsibility of the University Student Faculty Advisor to approve travel reimbursement requests prior to the meeting to ensure that all students planning to attend the meeting are aware of the overall Student Chapter budget limitations. A travel reimbursement form is shown in Appendix L. The following expenses are allowable for student travel costs:

- a. Round trip coach airfare from the city in which the university is located (unless otherwise approved in advance by the District Board). If the member chooses, primarily for their own benefit, to drive to the meeting, travel will be reimbursed at the mileage rate allowed by the IRS, with the reimbursement not to exceed the cost of the equivalent round trip coach airfare.
- b. Rental car expenses will be reimbursed where the cost of car rental is equal to or less than other ground transportation options available between the airport and the hotel, or where such rental reduces the overall cost of ground transportation and airfare travel.
- c. In all cases, the member is encouraged to minimize expenses as reasonable to maximize the travel budget of the District. Advance purchase is recommended to reduce airfare costs.

The District will not reimburse students for hotel or meal expenses.

12-6 Jim Carvell Travel Fellowship (*amended February 1, 2007*)

- a. Management – The District Board will oversee the disbursement of travel funds managed by International Headquarters for the Jim Carvell Travel Fellowship to attend an ITE Annual Meeting. The District Board shall establish and periodically review selection criteria, allowable reimbursements, and disbursements.
- b. Selection Criteria – A Student Member may petition the District Board to receive this travel fellowship. The Board may request a review and recommendation from the Awards Committee. Selection criteria will be made on:
  - i) demonstrated financial need,
  - ii) student participation in the technical program or a technical committee, and
  - iii) exhibited leadership and active participation within the student chapter.
- c. Allowable Costs – For an ITE Annual Meeting, allowable reimbursements include meeting registration, coach class airfare purchase not less than two weeks in advance, base hotel rate and applicable taxes, surface transportation costs including rental car, taxi, shuttle, public transportation, gasoline, or IRS mileage reimbursement if personal vehicle is used.

12-7 Reduced Meeting Registration Fees – All District meetings shall make a reduced student registration fee available for ITE student members. This fee shall be no more than \$20.00 for full registration (includes Friday lunch, Friday night dinner/social and Saturday business

lunch). The Highway Products Group on Thursday evening and Friday morning provide a complimentary buffet.

- 12-8 Student Awards – The District annually awards students and chapters for outstanding activities. These awards are listed in Section 10.
- 12-9 Student Paper Presentations - The technical program for the District meetings shall reserve a Saturday morning session for student paper presentations. The Student Chapter Liaison will coordinate the presentations and moderate the session. The Student Chapter Liaison should encourage students to forward their papers to ITE for international competition.
- 12-10 District 9 Fellowships – The Student Liaison should work with the student advisors and chapter presidents to notify all students pursuing a graduate degree aware of the District 9 fellowships.

At the International level, up to two fellowships of \$1,000 each may be awarded annually to the two highest-ranking candidates from Texas. Candidates must be planning to pursue a master's degree in traffic engineering, geometric design, and/or transportation planning. Details on eligibility, selection criteria and applications for these fellowships are published at [www.ite.org/educations/scholarships.asp](http://www.ite.org/educations/scholarships.asp).

If a student located in a Student Chapter in District 9 submits an application to ITE and does not qualify for the Burton Marsh Award, ITE has been instructed to forward the application to District 9 for District Fellowships.