

INSTITUTE OF TRANSPORTATION ENGINEERS
Texas District (TexITE)

SOUTH TEXAS SECTION BY-LAWS

ARTICLE I - NAME AND PURPOSE

Section 1.1 - Name. The name of this organization shall be the South Texas Section of the Texas District of the Institute of Transportation Engineers, abbreviated as South Texas ITE Section (STITE).

Section 1.2 - Purpose. The purpose of the South Texas ITE Section shall be to enable engineers and other professionals with knowledge and competence in transportation and traffic engineering to contribute individually and collectively toward meeting human needs for personal mobility, goods movement, and safety, and to promote professional development, public awareness, exchange of professional information, and maintenance of a central point of reference and action.

Section 1.3 - The Section shall:

- 1) Advance the objectives of the Institute.
- 2) Foster closer association of Institute members.
- 3) Encourage members to prepare and/or discuss technical papers.
- 4) Prepare suggestions on matters of policy to the Institute Board of Direction.
- 5) Consider local transportation and traffic engineering problems.
- 6) Cooperate with other local engineering and other professional groups on matters of common interest.
- 7) Present the transportation and traffic engineering point of view consistent with established Institute policies.
- 8) Encourage the introduction of transportation and traffic engineering courses in colleges, universities, and technical schools in the Section.
- 9) Encourage the creation and operation of local Chapter organizations within the Section to promote and foster local area concerns and interests.

ARTICLE II - MEMBERSHIP

Section 2.1 - Section Members. Any Institute or Texas District member who resides or works within the area designated for the Section, and who is in good standing with the District, may be a member of the Section. Any Institute member may become a member of the Section, without residing in the Section area, upon approval of the Section Executive Board. A Section member who does not reside or work within the Section area is not eligible to hold any Section office.

Section 2.2 - Section Associate Member. Any person meeting any of the requirements listed in this section may be approved for Section Associate Member status. All applications for Section Associate Member shall include references meeting the requirements established

on the application form. The application form shall be approved by the Section Executive Board. Election of Section Associate Member shall be by vote of the Executive Board of the Section. An affirmative vote by a majority shall be required for election.

Section Associate Members must reside or work within the designated boundaries and are either:

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

Section 2.3 - Student Members. College or university students enrolled in a recognized engineering or planning school and work or reside within the designated boundaries are eligible to become Student Members of the Section. All applications for Student Member shall include references meeting the requirements established on the application form. The application form shall be approved by the Section Executive Board. Election of Student Members shall be by vote of the Executive Board of the Section. An affirmative vote by a majority shall be required for election.

Section 2.4 - Life Members. Any Section member in good standing who earns Life status in the Institute shall automatically be granted Life status in the Section. Any Section member in good standing who secures Paid Life status in the Institute shall automatically be granted Life status in the Section upon reaching the age of sixty-five.

ARTICLE III - RESIGNATION AND EXPULSION

Section 3.1 - Resignation. Any Section Member, Associate Member, or Student Member may resign from the Section by written communication to the Secretary-Treasurer who shall present his/her name to the Executive Board of the Section. If his/her Section dues have been paid, the Board shall accept his/her resignation in good standing.

Section 3.2 - Expulsion for Dues in Arrears. Any Section Member, Associate Member, or Student Member whose Section dues are more than one year in arrears may be dropped from Section affiliation by the Executive Board of the Section and the unpaid dues shall become an obligation to be paid before the delinquent can be restored to good standing in the Section.

Section 3.3 - Expulsion for Reason. The Section Executive Board shall consider the expulsion of any South Texas Section Member or Associate Member upon information coming to its notice, upon written request of five or more members. The Section Executive Board

must vote unanimously for expulsion before the Member or Associate Member is removed from the Section.

ARTICLE IV - FEES DUES AND ASSESSMENTS

Section 4.1 - Annual Dues. South Texas Section annual dues shall be as follows:

| <u>South Texas Section Status</u> | <u>Annual Dues</u> |
|---|--------------------|
| Section Members | \$5.00 |
| Section Associate Member | \$5.00 |
| Student Members (who are also Texas District or Institute members) | (none) |
| Student Members (all others) | \$5.00 |

Section 4.2 - Dues Payment. Annual dues shall be payable at the beginning of the fiscal year which shall be January 1 of each year. Dues of new members and affiliates shall be payable upon election, with dues prorated semi-annually.

Section 4.3 - Assessments. Any member whose Section dues are more than six months in arrears (dating from the beginning of the fiscal year) shall lose the right to vote and shall be assessed a service charge of \$2.50. If dues become one year in arrears, action as provided in Section 3.2, shall be taken by the Section Executive Board. The Board may, for a cause deemed sufficient, extend the time for payment and for the application of these penalties.

Section 4.4 - Special Assessments. Special assessments may be made by secret ballot as provided in Section 8.2, and shall require an affirmative vote of at least two-thirds of the ballots cast.

ARTICLE V - GOVERNMENT

Section 5.1 - Officers and Term. The officers of the Section shall be a President, Vice-President, and Secretary-Treasurer. These officers shall be elected annually to assume office on January 1 for a term of one year and shall be voting members of the Texas District of the Institute and regular members of the South Texas Section.

Section 5.2 - Section Representative. There shall be one or more Section Representative(s) to represent the Section on the District Board in accordance with the District charter and Bylaws. The number of Section Representatives will be determined by the Section Executive Board. The Section Representative(s) shall be elected in the same manner as the Section Officers. Each Section Representative shall serve a two year term with the terms staggered as appropriate.

Section 5.3 - Executive Board. The Section Executive Board, which shall consist of the three Section officers and the Section Representative(s), shall manage the affairs of the Section. The editor of the Section newsletter, the living Past President whose term has most recently expired and still resides within the Section, and the Chapter Representatives shall be ex-officio members of the Executive Board. A majority of the Section Executive Board shall constitute a quorum.

Section 5.2.1 - Candidates. Any Section Member whose District and Section dues are not delinquent shall be eligible to hold any Section office. No member shall occupy the same elective office for more than two consecutive terms. Section Associate Members and Student Members are not eligible to become Section officers.

Section 5.2.2 - Duties of the President. The President shall preside over Section meetings and shall appoint committees as he/she sees fit. The President shall be an ex-officio member of all committees except the Nominating Committee.

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. Such Section report shall include: the current status of the Section membership; the current status of the Section budget; listing of activities carried out since the last report; listing of ongoing and planned activities; and schedule of future Section meetings.

He/she shall also notify the Executive Board and Chapter Representatives of all Executive Board meetings.

Section 5.2.3 - Duties of the Vice-President. The Vice-President shall be responsible for arranging District meetings and shall preside over such meetings in the absence of the President.

Section 5.2.4 - Duties of the Secretary-Treasurer. The Secretary-Treasurer shall maintain the records and bank account of the Section and collect Section dues.

Section 5.3 - Chapter Representatives. Chapter Representatives of the Section shall be selected in a manner consistent with the respective Chapter by-laws to represent the respective Chapters within the Section. Chapter Representatives shall present the concerns of their respective Chapters to the Executive Board. They shall attend at least two Section meetings during their term.

Section 5.4 - Succession. In the event of a mid-term vacancy in the office of President, the Vice-President shall assume the office.

In the event of a mid-term vacancy in the office of Vice-President, the Secretary-Treasurer shall assume the office.

In the event of a mid-term vacancy in the office of Secretary-Treasurer, the Section

Executive Board shall appoint any eligible District member to complete the remainder of the term.

In the event of a mid-term vacancy in the office of a Section Representative, the Section Executive Board shall appoint any eligible Section member to complete the remainder of the term.

In the event of a mid-term vacancy in the office of a Chapter Representative, the affected Chapter shall appoint any eligible Chapter member from the affected Chapter to complete the remainder of the term, in accordance with the respective Chapter by-laws.

ARTICLE VI - MEETINGS AND ACTIVITIES

Section 6.1 - Meetings. At least four Section meetings shall be held per year as determined by the Section Executive Board. No action affecting the Section may be taken unless written notice of the meeting has been sent to all Section members at least two weeks in advance. Section meetings shall not be held concurrently with or within two weeks of a District meeting. The annual calendar of tentative meeting dates shall be approved by the Executive Board at the beginning of each calendar year and shall be distributed to the Section members.

Section 6.2 - Executive Board Meetings. Section Executive Board meetings shall be held at the discretion of the President or upon the written request of two members of the Section Executive Board or Chapter Representatives.

Section 6.3 - Activities. The following functions and activities may be undertaken by the Section:

- (1) Technical meetings, exhibits, tours, research, and projects;
- (2) Training programs;
- (3) Social events;
- (4) Section newsletter; and
- (5) District newsletter input.

The following activities are not permitted:

- (1) Resolutions;
- (2) Any other activity or function which would be in violation of Section or District charter, By-Laws, or policy or Institute Constitution policy; or
- (3) Any activity which might compromise the existing or potential tax-exempt status of the Institute, District, or Section.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 7.1 - Nominating Committee. The President shall appoint annually a nominating Committee, comprised of three members eligible to vote, who are not currently holding or running for elected office in the Section.

Section 7.2 - Nominations. Nominations for any office position may be made by two or more Section members or Associate Members who are eligible to vote. The nominated member must consent to run for the office to which he/she has been nominated. If a member is nominated for more than one office, he/she shall be considered a candidate only for the one office which he/she prefers. The Nominating Committee shall transmit the list of candidates for each elected position to the Secretary-Treasurer no later than two weeks prior to the distribution of ballots, in accordance with the provisions of Section 8.2.

Section 7.3 - Voting. Voting shall be conducted according to Section 8.2 prior to the last scheduled meeting of the calendar year. Votes shall be tallied by the Nominating Committee. The candidate receiving the highest number of votes for each office shall be declared elected. In the case of a tie vote, the retiring Section Executive Board shall determine the winning candidate prior to the adjournment of the last scheduled meeting of the calendar year. Election results will be announced prior to the adjournment of the last scheduled meeting of the calendar year.

ARTICLE VIII - VOTING AND VOTING ELIGIBILITY

Section 8.1 - Items for Election. Voting for officers and section representatives, for amendments to these By-Laws, special assessments, dues, and for other matters which affect the relationship of the Section to the District or the Institute shall be by secret ballot.

Section 8.2 - Secret Ballot. When a secret ballot is required, ballots shall be sent to voters at least thirty days in advance of the deadlines for receipt of ballots, accompanied by a blank envelope and an envelope addressed to the Secretary-Treasurer. Those qualified to vote shall indicate their selection on the ballot, seal it in the blank envelope and insert that envelope in the one addressed to the Secretary-Treasurer. The voter shall affix his/her signature across the back of the addressed envelope. Before the ballots are canvassed, the names on the outside of the envelopes shall be checked against a list of eligible voters and the blank envelopes containing the ballots cast by eligible voters separated from all others.

Section 8.3 - Voter Eligibility. Any Section Member or Associate Member whose Section dues are not delinquent shall be eligible to vote in any Section election. Student members will not be eligible to vote.

ARTICLE IX - AMENDMENTS

Section 9.1 - Amendment Proposals. Proposals to amend these By-Laws may be made by resolution of the Executive Board or the Section or by written petition signed by at least five members eligible to vote.

Section 9.2 - Preliminary Consideration. Initial Section By-Laws, or subsequent amendments thereto, as proposed by the Executive Board, shall be discussed as an item of business at a Section meeting. In the announcement of the time and place of such meeting, the Secretary-Treasurer shall include notice of preliminary consideration of proposed By-Laws or By-Laws Amendment will be an item of business. Such notice shall be transmitted to all Section members prior to the meeting. At the meeting, the proposed By-Laws or By-Laws Amendment may be modified by the majority of the eligible voters present.

Section 9.3 - Process for Adoption. The modified By-Laws or By-Laws Amendment shall be voted on in accordance with Section 8.2. An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendments to the By-Laws, provided the total number of voters shall not be less than a majority of the membership eligible to vote. Amendments to the By-Laws so adopted shall take effect when filed and approved by the District and International Headquarters of the Institute.