



Minutes

TexITE District 9 Fall Board Meeting – October 27, 2006 TTI Offices, San Antonio, Texas

Location	Attendee
TTI San Antonio Office	Brian Van De Walle*, President Rick Charlton*, Secretary / Treasurer Brian Jahn*, South Texas Section Rep
TTI Dallas Office (Videoconference)	Walter Ragsdale, Legislative Committee Chair Mark Titus*, Greater Dallas Section Rep.
TTI Arlington Office (Videoconference)	Jason Crawford*, Vice President Russ Wiles*, Greater Fort Worth Section Rep.
TTI Houston Office (Videoconference)	Ramesh Gunda*, Houston Section Rep.

President Brian Van De Walle called the meeting to order at 2:18 p.m.

1. Approval of June 22-23, 2006 Board Meeting Minutes

The motion was made by Brian Jahn and seconded by Jason Crawford to approve the June 22-23, 2006 District 9 Board meeting minutes. The motion was approved.

2. International Director's Report

International Director Wunderlich's written report (Appendix A) was presented by President Van De Walle. Discussion ensued on ITE's Public Agency Database request and how to accomplish it. President Van De Walle will follow up with the District Database Manager.

3. Treasurer's Report

Secretary-Treasurer Rick Charlton gave a verbal review the main points of District Administrator Jim Williams' report (Appendix B). President Van De Walle proposed that report be revised to show the CC TexITE contribution for student participation at meetings under the CC TexITE line item rather than being included in the meeting profit. A motion to accept the report as amended was made by Houston Area Section Representative Ramesh Gunda, and seconded by Vice President Jason Crawford. The motion was approved.

4. Report on securing directors' and officers' liability insurance

Vice President Jason Crawford reported that his research indicates previous insurance was for general liability only. He has quotations for directors' and officers' / general liability insurance. The range of costs is \$500 - \$1,000 for general liability, and \$1,015 - \$1,650 for directors' and officers'. Secretary Charlton moved to authorize Vice President Crawford to obtain the two separate policies, and recommended a budget line item of \$1,650 be

established to purchase both policies. South Texas Section Representative Brian Jahn seconded the motion, and it was approved.

5. Merchant Account/Online Event Registration & Payment Management

Webmaster Gary Thomas' written report was discussed. It was discussed that Thomas had received authority at the previous board meeting to move forward with using an outside vendor to handle meeting registration, and based on his report, consensus was to continue with hiring the vendor.

6. Budget

Secretary-Treasurer Rick Charlton presented the proposed budget (Appendix C). Ensuing discussion centered on the following changes: Income from Newsletter increased to \$3,500, based on the report from the Newsletter Editor, Praveen Pasumarthy; newsletter expenses of printing reduced to \$100, and postage reduced to \$50, based on 2006 actual expenses to date; expense of Student Travel Support to District increased to \$6,300 based on travel cost eligibility by a majority of the student chapters to this year's meetings in Houston and Amarillo; expense of Insurance increased to \$1,650 based on Vice President Crawford's 4/06 report of new quote price increases; expense of Web Site Support increased to \$375 based on 2006 actual expenses to date; eliminated the Merchant Account for Web by transferring this line item to the Meetings Account Budget for reconciliation by each Local Arrangements Committee. The motion was made by Houston Area Section Representative Ramesh Gunda to approve the proposed 2007 budget with above changes, and was seconded by Secretary-Treasurer, Rick Charlton. The motion was approved.

7. Local Arrangements Committee Reports

Summer, 2006, College Station – A written report (Appendix D) was submitted by LAC, Srinivasa Sunkari, summarizing the closeout of a successful meeting.

Winter, 2007, Houston – Houston Area Section Representative Ramesh Gunda reported on arrangements to date. Vice President Crawford proposed that the Ethics Seminar be scheduled separately from the technical program and that it be given a separate line item on the registration form.

Summer, 2007, Amarillo – Local Arrangements Chair, Taylor Withrow, provided an email report that the meeting will be held June 14-16, 2007 at the Fifth Season Inn, 6801 I-40 West, Amarillo, TX.

8. Texas A&M Kingsville – Request for Student Chapter

President Van De Walle presented a student chapter petition (Appendix E) from Texas A&M University – Kingsville, appropriately prepared and forwarded by their student advisor, Dazhi Sun, Ph.D. Vice President Crawford moved to grant the requested student chapter charter. South Texas Section Representative Brian Jahn seconded the motion, and it was approved.

9. CC TextITE Bylaws Changes

President Van De Walle presented a written proposal for Consultants Council Bylaws changes (Appendix F) submitted following approval of the changes by said Council vote. By charter, such changes must be approved by the District Board. A motion for approval was made by Representative Jahn, and seconded by Secretary Charlton. The motion was approved.

10. South Texas Section / Board Meeting Update

President Van De Walle reported about a joint meeting of the South Texas Section and some members of the TextITE Board on the resolution of the concerns with the South Texas Section. South Texas Representative Jahn followed up with a written and verbal section report indicating the section is now back on track and solvent. The section has held elections and has a new slate of officers and about 35-40 members.

11. Section Reports

- Brazos Valley Section – Written report submitted (Appendix G).
- Capital Area Section – No report
- Greater Fort Worth Section – Written report submitted (Appendix H).
- Greater Dallas Section – Section Representative Mark Titus gave a verbal report of the section's monthly meeting activities, membership at 125, a bank balance of approximately \$4,000, and indicated a written report is forthcoming.
- Houston Section – Written report submitted (Appendix I). Section Representative Ramesh Gunda gave a verbal report of local activities, indicating a bank balance of approximately \$15,000 and plans for future scholarships.

12. Committee Reports

- Highway Products Group – No report
- Website – Written report submitted (Appendix J). President Van De Walle led discussion regarding posting past meeting minutes on the website. Various posting durations were discussed with a consensus to post previous two meetings on a rolling basis.
- Newsletter – No report.
- Student Chapters – No report.
- Membership – No report. Secretary Charlton stated that there is still action needed to revise the membership application form and will be working with the committee to revise it to correspond to the procedure posted on the website.
- District Database – No report.
- Legislative Committee – No activity to report (verbal message relayed by Mark Titus for Walter Ragsdale).
- Younger Members Committee – No report.
- Committee for Future Engineers – Written report submitted (Appendix K). Discussion among Board members indicated sincere appreciation for the efforts of Chair Melissa Finley and the success achieved in the committee's latest poster contest effort.

- Awards Committee – No report. Vice President Crawford proposed the posthumous nomination of David Fenno for the Professional Practice Area Distinguished Service Award. Consensus was to forward the proposal (Appendix L) to the Awards Committee for action.
- Technical Committee – No report.
- Consultants Council – No report.

13. Historian

Vice President Crawford noted the need for Past President Friebele's historical information.

14. Other Business

- Policy Manual Changes – Vice President Crawford presented a written proposal (Appendix M) for changes to the Policy Manual, and discussed the substance and purpose of them. Generally, the proposal is a recommendation to amend Sections 2-6, 2-7, 3-2, and 5-8 of the manual to reflect current District administrative practices and procedures. The proposal also revises Appendix F, Calendar of Duties. Secretary Charlton moved for approval, and was seconded by Representative Jahn. The motion was approved.
- Capital Area Section Bylaws Revision – On October 31, 2006, President Van De Walle circulated an electronic ballot request for Board approval presenting Capital Area Section bylaws changes (Appendix N) as approved by the section at their meeting on August 4, 2006. The essence of the changes is to provide for the election of a Section Representative in time for their upcoming end of year elections. South Texas Section Representative Brian Jahn made a motion for approval, International Director Robert Wunderlich seconded, and the motion was approved 9 – 0.
- Budget Revision for Increased Student Support – On December 12, 2006, Vice President Crawford made a motion in and circulated an email to request Board approval to increase the Direct Student Support line item in the 2007 budget by \$300 to a total of \$1,800 based on the increased need created by the new Texas A&M University – Kingsville Chapter. Brazos Valley Section Representative Srinivasa Sunkari seconded the motion. The motion was approved 9 – 0.

President Van De Walle adjourned the October 27, 2006 meeting at 3:24 pm.

International Director's Report
The Texas District
October 24, 2006

Dear Colleagues:

I regret that I am not able to make the meeting in San Antonio as I will be representing the District at the ITE International Board meeting that day. Perhaps we can avoid this conflict in the future. The ITE Board typically meets the fourth week of October.

Organization Database

The Sections have all been asked to assist ITE in developing a database of key public transportation personnel (cities over 80,000 residents and all counties) I ask that all sections lend a hand in completing this information. We can also use it for membership recruitment.

Membership Grade Changes

The constitutional amendments all passed. The most significant changes are:

1. The Associate Member Grade has been eliminated.
2. The Associate Member 10 and Member 10 grades have been eliminated.
3. Eliminated the automatic waiver of dues for Life Members (this is not the Prepaid Life members but rather those that have reached the age of 65 and have paid dues for 25 years. Prepaid Life members do not pay additional dues.

Dues

The Board voted to transition students who are transferring to Member in two steps to buffer the impact of paying member dues. The students transferring to Member will receive vouchers (\$125 and then \$75) that can be redeemed for publications, conferences, or services like the web seminars. Student member dues will be set at \$20 per year after the first complimentary year of student membership. Life members will be given the option to subscribe to the ITE Journal. This cost has been subsidized by other members.

Mega Issues

These are the issues the Board determines are of critical importance to the organization and the profession so that effort and resources can be devoted to them.

1. The Board will begin discussing the International Aspects of ITE at the October Board meeting. The main issue is whether ITE is truly an international organization or a North American organization with international members.
2. The Board will be briefed on the status of Vehicle Infrastructure Integration (VII) efforts by the automobile manufacturers to establish a communication between the roadway and traffic control devices and the vehicle. This could have a dramatic impact on roadway construction and traffic device design. Stay tuned for details.
3. Consideration of making Public Information/Relations an adopted mega issue will commence at the Spring Board Meeting.
4. The Board has established the Maintenance of Traffic Control Devices to be an issue of interest and established a task force to further refine this topic. The maintenance of LED signals is a sub-topic of particular importance.

Brian, Jason, Rick, and Robert,

Could one of you please forward this to the rest of the board??

I have attached the 2006 treasurer's report and the 2006 summary of the meeting account activity. I am sorry that I will be unable to attend the meeting this Friday, but one of our departmental faculty meetings is scheduled at the same time. If you have any questions, please ask, especially if you would like clarification before the board meeting on Friday.

Meetings

I was unable to match Laredo's report. They were reporting a deposit that never showed up in our account. The amount shown on the final 2005 treasurer's report (sent last August to the board) reflects the bank statements.

I match Srini's numbers for the College Station with two exceptions: First, one of the checks Srini wrote has not been deposited yet (as of 1 October 2006). Srini also showed the comped registrations for Earl Newman and Neil Rowan as lost income. This is not seen through the checking account, so I am not reporting it. Once the remaining check is deposited, my numbers will exactly match Srini's total debits and total deposits.

We've already had one expense for next summer's meeting in Amarillo, reserving hotel space. To date, no expenses for the Houston meeting.

Comments on the Treasurer's Report

The additional revenue reported here since the board meeting in College Station (June 2006) includes an additional \$180 in affiliate dues, the meeting revenues, and the newsletter advertising. I have shown the \$750 that CCTexITE contributes to offset student expenses as the meeting income for San Antonio. (CCTexITE's contribution for the College Station meeting is included in Srini's revenues.) For College Station, I am showing the net revenue that I now record, which is what is shown in the bank statements, and will be corrected when the final check is deposited..

Rick has told me that we have received the second check from ITE. This will add to our revenue for this year.

Regarding expenses, there were some additional expenses for the second newsletter of this year. There was one more claim on student travel for San Antonio. This was for the Texas A&M student chapter who had not earlier claimed their partial reimbursement for registration. We paid quite a bit for student travel for the San Antonio meeting. Two

chapters (UTEP and UTA) were far enough away to claim travel expenses, and we were reimbursing all chapters at \$30 a head for registration fees

for the San Antonio meeting. I think that what we paid for student travel and registration at the San Antonio meeting was well worth it.

The poster presentations were excellent and we had a great showing from the students.

The other major addition in the expenses was the amount reimbursed to Rod Kelly for his campaign expenses for the International VP. Rod submitted receipts for somewhat more the \$2500 reimbursed, but this was the amount authorized by the board.

Other matters

The only other matter of note regards our IRS filing. They are typically due on 15 May, but I had asked for an extension to 15 August to try to resolve the Laredo meeting problem. This did not get resolved

(as reported above), so I prepared the forms to reflect the numbers shown in our bank statements. I mailed the forms off on 14 August. I had some assistance from the attorney who had prepared our request for non-profit status.

Earlier this month (October), I received a notice from the IRS that I was late in submitting the forms and we are being penalized to the tune of \$1,880. Fortunately, I had sent the forms by certified mail with return receipt requested, and had all of the receipts. Working with the same attorney, we are appealing this penalty. I do not know how long it will take. But, with the receipts from the post office, it should be a clear cut case.

Let me know if you have any questions.

Jim

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ADOPTED TEXITE BUDGET - 2006

Appendix A

24 October 2006

	Adopted 2006 Budget	2006 ACTUAL	REMAINING
INCOME:			
Dues			
International Members	9,400.00	7,542.00	1,858.00
District Affiliate/Subscribers	1,200.00	1,140.00	60.00
Meeting Profit (Loss)			
Winter Meeting (San Antonio/ITE)	0.00	750.00	-750.00
Summer Meeting (College Station)	2,000.00	6,784.75	-4,784.75
Miscellaneous			
Newsletter Advert & Listings	2,500.00	3,450.00	-950.00
Checking Interest	20.00		20.00
CCTexITE: Student Travel	1,630.00		1,630.00
Other	0.00		0.00
SUBTOTAL	\$ 16,750.00	\$ 19,666.75	\$ (2,916.75)
Transfer from Reserve Fund	\$ -		0.00
TOTAL INCOME:	\$ 16,750.00		\$ (2,916.75)
EXPENSES:			
Newsletter			
Publishing	0.00		0.00
Printing	650.00	177.69	472.31
Postage	220.00	73.68	146.32
Administrative Expense:			
ITE dues for Webm & Admin	500.00		500.00
Postage & Supplies (Ballots)	50.00		50.00
Printing	50.00		50.00
Appl. for Non-profit status	500.00		500.00
Supplies	50.00		50.00
Student Chapters:			
Direct Support	1,500.00		1,500.00
Travel Support to District	900.00	2,465.02	-1,565.02
Travel Support to ITE	1,000.00		1,000.00
Outstanding Student Awards	500.00	500.00	0.00
Outstanding Stu Chptr Award	150.00	150.00	0.00
Student Paper Awards	375.00		375.00
Awards:			
Transp Engr of Year	100.00	100.00	0.00
Young Member Award	100.00	100.00	0.00
Future Engrs Cash Awards	175.00		175.00
Plaques	300.00	253.28	46.72
District 9 Fellowships (2 ea)	0.00		0.00
Contributions			
ITE (General)	200.00		200.00
ITE (Fellowship)	300.00		300.00
ITE Prof Develop Fund	500.00		500.00
Travel			
TexITE President	2,000.00		
TexITE Vice-President	2,000.00		
International Director	2,500.00		2,500.00
ITE Council Chairs	1,000.00	409.92	590.08
VP Int'l Campaign Exp (Rod Kelly)		2,500.00	
Other			
Insurance	350.00		350.00
Web Site Support	200.00	359.88	-159.88
Bank Charges	100.00		100.00
Merchant Account for Web	425.00		
PO Box (Yearly)	55.00		55.00
Subtotal	\$ 16,750.00	\$ 7,089.47	\$ 7,735.53
Outstanding Expenses			
Total Expenses	\$ 16,750.00		\$ 7,735.53

**Treasurer's Report
District 9 ITE (TexITE)
2006
as of 24 October 2006**

Appendix B

Checking Account

Beginning Balance **\$33,218.90**

Income

Dues: International	7,542.00
Dues: Dist. Affl. + Subs.	1,140.00
Winter 2006 (San Antonio w/ITE)	750.00
Summer 2006 (College Station)	6,784.75
Labels	
Newsletter Advertising	3,450.00
Interest	

Total Income **\$19,666.75**

Expenses

Insurance	
Newsletter	251.37
Postage & Supplies - Ballots	
Awards	
Award Plaques	253.28
Pres & VP Travel to ITE Ann. Mtg.	
International Director Travel	
ITE Council Chair Travel	409.92
VP Int'l Campaign Exp (Rod Kelly)	2,500.00
Trans. Engr. of Year	100.00
Young Trans. Engr. of Year	100.00
Student Chapter Support	
Student Papers	
Outstanding Student Awards	500.00
Outstanding St Chap Award	150.00
Student Travel Support	2,465.02
ITE Contributions (gen fund+schol)	
ITE Contributions (Prof. Dev. Fund)	
Web Site Support	359.88
P.O. Box Rental	
Bank Service Charges	

Total Expenses **\$7,089.47**

Balance **\$45,796.18**

Tex ITE Meetings Account - 2006

1 October 2006

	College Station Meeting June 2006		Houston Meeting February 2007		Amarillo Meeting June 2007		Other		Balance	Description
	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals		
Dec (2005)									19,139.47	
January							199.40		19,338.87	Last Laredo deposit
February									19,338.87	
March									19,338.87	
April		500.00						3.00	18,835.87	Check enclosure fee
May	11,304.00								30,139.87	
June	16,163.38	16,666.71						3.00	29,633.54	Check enclosure fee
July	750.00	4,175.17				125.00		3.00	26,080.37	Check enclosure fee
August		90.75						3.00	25,986.62	Check enclosure fee
September									25,986.62	
October									25,986.62	
November									25,986.62	
December									25,986.62	
Jan (2006)									25,986.62	

Meeting Totals

	28,217.38	21,432.63			0.00	125.00				
Net Revenue	6,784.75				-125.00					

PROPOSED TEXITE BUDGET - 2007

Appendix C

	Adopted 2006 Budget	2006 ACTUAL Through 6/20/06	REMAINING	Proposed 2007 Budget	Source
INCOME:					
Dues					
International Members	9,400.00	7,542.00	1,858.00	9,400.00	Based on '04 actual
District Affiliate/Subscribers	1,200.00	960.00	240.00	1,200.00	Based on '05 actual
Meeting Profit (Loss)					
Winter Meeting	-		0.00	2,000.00	Amended (increased from \$1000)
Summer Meeting	2,000.00		2,000.00	2,000.00	Amended (increased from \$1000)
Miscellaneous					
Newsletter Advert & Listings	2,500.00		2,500.00	3,500.00	Pasumarthy report 6/06
Checking Interest	20.00		20.00	0.00	Williams report 3/06
CCTexITE: Student Travel	1,630.00		1,630.00	1,630.00	Kurfees report - 2/3/05 minutes
Other	-		0.00	0.00	
SUBTOTAL	\$ 16,750.00	\$ 8,502.00	\$ 8,248.00	\$ 19,730.00	
Transfer from Reserve Fund	\$ -		0.00	\$ 2,250.00	
TOTAL INCOME:	\$ 16,750.00		\$ 8,248.00	\$ 21,980.00	
EXPENSES:					
Newsletter					
Publishing	-		0.00	0.00	Same as last year
Printing	650.00	55.81	594.19	100.00	Based on '06 actual
Postage	220.00	15.21	204.79	50.00	Based on '06 actual
Administrative Expense:					
ITE dues for Webm & Admin	500.00		500.00	500.00	Same as last year
Postage & Supplies (Ballots)	50.00		50.00	50.00	Assumes 40 ballots, postage \$15 & supplies \$35
Printing	50.00		50.00	50.00	Reduced based on experience
Appl. for Non-profit status	500.00		500.00	0.00	Williams - one time expense has been paid
Supplies	50.00		50.00	50.00	Kurfees report - 2/3/05 minutes
Student Chapters:					
Direct Support	1,500.00		1,500.00	1,500.00	Same as last year
Travel Support to District	900.00	1,925.02	-1,025.02	6,300.00	Seven chapters eligible @ \$900
Travel Support to ITE	1,000.00		1,000.00	1,000.00	2007 Annual Mtg
Outstanding Student Awards	500.00	500.00	0.00	500.00	Same as last year
Outstanding Stu Chptr Award	150.00	150.00	0.00	150.00	Same as last year
Student Paper Awards	375.00		375.00	375.00	Same as last year
Awards:					
Transp Engr of Year	100.00	100.00	0.00	100.00	Same as last year
Young Member Award	100.00	100.00	0.00	100.00	Same as last year
Future Engrs Cash Awards	175.00		175.00	175.00	Same as last year
Plaques	300.00	253.28	46.72	300.00	Same as last year
District 9 Fellowships (2 ea)	-		0.00	0.00	Kurfees report - 2/3/05 minutes
Contributions					
ITE (General)	200.00		200.00	200.00	Kurfees report - 2/3/05 minutes
ITE (Fellowship)	300.00		300.00	300.00	Kurfees report - 2/3/05 minutes
ITE Prof Develop Fund	500.00		500.00	500.00	Kurfees report - 2/3/05 minutes
Travel					
TexITE President	2,000.00		2,000.00	2,000.00	Kurfees report - 2/3/05 minutes
TexITE Vice-President	2,000.00		2,000.00	2,000.00	Kurfees report - 2/3/05 minutes
International Director	2,500.00		2,500.00	2,500.00	Same as last year
ITE Council Chairs	1,000.00	409.92	590.08	1,000.00	Same as last year
Other					
Insurance	350.00		350.00	1,650.00	Crawford report 4/06
Web Site Support	200.00	359.88	-159.88	375.00	Based on '06 actual
Bank Charges	100.00		100.00	100.00	Based on '04 actual
Merchant Account for Web	425.00			0.00	Transferred to Meeting Budget
PO Box (Yearly)	55.00		55.00	55.00	Kurfees report - 2/3/05 minutes
Subtotal	\$ 16,750.00	\$ 3,869.12	\$ 12,455.88	\$ 21,980.00	
Outstanding Expenses					
Total Expenses	\$ 16,750.00		\$ 12,455.88	\$ 21,980.00	

Legend: Blue = Recommended Change
 Pink = Consider Revision
 Green = Mandated Change
 Red = Major budget concerns



To: TexITE Executive Board
From: Srinivasa Sunkari, Local Arrangements Chair
Date: October 26, 2006
Subject: Report on College Station Summer 2006 Meeting

Please accept this as the closing report for the June 2006 TexITE, District 9 ITE Meeting held in College Station on June 22-24, 2006. Quantitative and financial summaries are listed below:

Total Revenue: \$28,771
Total Expense: -22,069
Net Revenue: \$ 6,702

Total Participants Registered: 263

Members:	167
Comp:	2
Students:	31
Non-members:	16
Vendors:	47

The following items are attached to this report in support of the above summaries:

- College Station Meeting Statistics
- Itemized Revenue / Expense Statement
- Account Register
- Copy of Meeting Agenda

Based on favorable comments received, the Local Arrangements Committee (LAC) considers this meeting to have been a qualitative as well as financial success. Members of the LAC and the Brazos Valley TexITE Section were very appreciative of having had the opportunity to host this meeting.

It has been my pleasure to chair the LAC to host the summer meeting of TexITE in 2006. Please let me know of any questions or comments you may have about this report.



Post-Meeting LAC Feedback College Station Summer 2006 Meeting

- Registration
 - Use of Pay Pal for on-line registration was successful
 - Only cash or checks were used for on-site registration
 - Need to develop a policy for refunds of registration
 - Registration desk needs to have a final list of vendors who have sent their registration dues to the vendors representative to facilitate on-site registration

- On-site registration
 - Recommend a minimum of two computers at registration desk: one for registration & one for printing name tags
 - Keep spare cartridges for the printers
 - Need to discuss with vendor representative how to handle on-site vendor registrations (i.e., LAC or vendor rep accept money). Also need to clarify how to handle substitutions.

- Hotel
 - Designate a contact from LAC to coordinate with the hotel wait staff about when to serve the meals (before or after the keynote speaker)
 - Designate a contact from LAC to coordinate with the hotel engineer to verify the audio systems and the setup for presentations
 - Have the session moderator verify the room setup
 - Ensure that the rooms to the technical sessions and the luncheons are unlocked on time
 - Have a back up for extra chairs for the rooms
 - Use separate color coded cards for veggie meal requestors for placement on table "for each day" and let the wait staff know about the cards
 - Get any documents to be copied from the board early to avoid last minute copying

- Tours/Social
 - Start the technical tours after 1 PM if possible
 - List the time at which food will be served for Friday night dinner

FINAL Meeting Budget - TexITE Summer 2006 in College Station, Texas

Meeting Item	Fixed Cost	Final Number	Cost Per Attendee	Total Costs	Total Revenue
1. Registration					
Member - Early ¹		151	\$125.00		\$18,875.00
Member - Late ¹		16	\$150.00		\$2,400.00
Non-Member ¹		16	\$150.00		\$2,400.00
Student ¹		31	\$20.00		\$620.00
Vendor - Full ¹		0	\$125.00		\$0.00
Vendor - Name badge only		47	\$15.00		\$705.00
Comp ^{1,2}		2			\$750.00
CCTexITE					
Subtotal		263		\$0.00	\$25,750.00
2. Banking					
Check Printing	\$0.00			\$0.00	
Pay Pal Fees	\$553.62			\$553.62	
Subtotal				\$553.62	\$0.00
3. Promotions and Publicity					
Postage, Envelopes, & Labels	\$24.80			\$24.80	
Mail Out	\$93.51			\$93.51	
Packet Stuffers	\$0.00			\$0.00	
Packet Stuffing Party	\$69.75			\$69.75	
Program Printing	\$806.00			\$806.00	
Event Tickets	\$16.23			\$16.23	
Name Badges/Ribbons	\$159.30			\$159.30	
Table Placards	\$0.00			\$0.00	
Guide Signs	\$0.00			\$0.00	
Misc Printing	\$0.00			\$0.00	
Subtotal				\$1,169.59	\$0.00
4. Hotel Guest Room Expenses					
Comp Rooms (3 rooms Thurs & 3 rooms Fri)		6	\$0.00	\$0.00	
Hotel Room for LAC (2 nights)	\$180.80			\$180.80	
Subtotal				\$180.80	\$0.00
5. Door Prizes/Souvenirs					
Door Prizes	\$540.12			\$540.12	
Souvenirs	\$0.00			\$0.00	
Subtotal				\$540.12	\$0.00
6. Kick-Off Lunch					
Room Charge	\$0.00			\$0.00	
AV Equipment	\$175.64			\$175.64	
Meals		216	\$18.81	\$4,068.77	
Additional Tickets Purchased		9	\$20.00	\$169.31	\$180.00
Speaker & Invited Guests	\$350.00	3	\$18.81	\$406.44	
Centerpieces	\$0.00			\$0.00	
Subtotal		228		\$4,820.15	\$180.00
7. Technical Sessions					
Room Charge (2)	\$0.00			\$0.00	
AV Equipment	\$233.11			\$233.11	
Refreshments (2)	\$1,317.11			\$1,317.11	
Subtotal				\$1,550.22	\$0.00
8. Friday Night Event					
Location Charge	\$0.00			\$0.00	
Meals		216	\$27.61	\$5,963.19	
Additional Tickets Purchased (Adults)		26	\$30.00	\$717.79	\$780.00
Additional Tickets Purchased (Children)		6	\$10.00	\$165.64	\$60.00
Transportation (2 buses)	\$520.00			\$520.00	
Entertainment	\$188.42			\$188.42	
Centerpieces/Decorations	\$133.05			\$133.05	
Subtotal		248		\$7,688.10	\$840.00
9. Business Lunch					
Room Charge	\$0.00			\$0.00	
AV Equipment	\$28.74			\$28.74	
Meals		216	\$15.66	\$3,382.66	
Additional Tickets Purchased		4	\$20.00	\$62.64	\$80.00
Centerpieces	\$0.00			\$0.00	
Subtotal		220		\$3,474.04	\$80.00
10. Golf Tournament (Thurs morning)					
Green Fees Collected		20	\$75.00		\$1,500.00
Green Fees Paid		20	\$54.13	\$1,082.50	
Prizes	\$299.78			\$299.78	
Food		20	\$13.90	\$278.08	
Transportation (1-15 Passenger Van)	\$0.00			\$0.00	
Subtotal				\$1,660.36	\$1,500.00
11. Technical Tours (Thurs afternoon)					
Riverside Tour Fees Collected		22	\$18.00		\$396.00
Riverside Tour Food		21	\$5.44	\$114.20	
Fire School Tour Fees Collected		0	\$18.00		\$0.00
Fire School Tour 2 Food		0	\$18.87	\$0.00	\$226.35
Transportation (2-15 Passenger Vans)	\$226.35			\$226.35	
Subtotal				\$340.55	\$396.00
12. Guest Activities (Thurs & Fri)					
Bush Library & Museum Fees Collected (Adults)		2	\$10.00		\$20.00
Bush Library & Museum Fees Collected (Children < 12)		0	\$3.00		\$0.00
Bush Library & Museum Fees Paid (Adults)		2	\$7.00	\$14.00	
Bush Library & Museum Fees Paid (Children 6 to 17)		0	\$2.00	\$0.00	
Transportation - Thurs	\$72.45			\$72.45	
Downtown Bryan Tour Fees Collected		1	\$5.00	\$5.00	\$5.00
Children's Museum Fees Collected		0	\$5.00		\$0.00
Children's Museum Fees Paid		0	\$3.00	\$0.00	
Arctic Wolf Ice Skating Fees Collected		0	\$10.00		\$0.00
Arctic Wolf Ice Skating Fees Paid		0	\$10.00	\$0.00	
Transportation - Fri	\$0.00			\$0.00	
Subtotal				\$91.45	\$25.00
Total				\$22,069.00	\$28,771.00
Profit					\$6,702.00

¹ Includes Kickoff lunch, Technical sessions, Friday night event, & Business lunch
² Earl Newman (ITE Vice President) and Neil Rowan (ITE Honorary Member)

TextITE Summer 2006 Meeting - B/CS - Ledger

Date of Transaction	Type of Transaction	Description	Responsible Person	Debits	Deposits	
3/21/2006	Check # 1291	Deposit for Briarcrest Country Club	Jim Williams	\$ (500.00)		
5/3/2006 ¹	Electronic transfer	Transfer from PayPal meeting account	Gary Thomas		\$ 2,000.00	
5/9/2006	Deposit	Registration	Srinivasa Sunkari		\$ 825.00	
5/22/2006	Deposit	Registration	Srinivasa Sunkari		\$ 798.00	
5/22/2006	Deposit	Registration	Srinivasa Sunkari		\$ 661.00	
5/22/2006	Check # 1292	Check to BVITE for mailing post cards	Srinivasa Sunkari	\$ (82.75)		
5/23/2006 ¹	Electronic transfer	Transfer from PayPal meeting account	Gary Thomas		\$ 3,000.00	
5/25/2006 ¹	Electronic transfer	Transfer from PayPal meeting account	Gary Thomas		\$ 3,000.00	
5/26/2006	Deposit	Registration	Srinivasa Sunkari		\$ 1,020.00	
5/31/2006 ¹	Electronic transfer	Transfer from PayPal meeting account	Gary Thomas		\$ 3,000.00	
5/31/2006	Deposit	Registration	Srinivasa Sunkari		\$ 626.00	
5/31/2006	Deposit ²	Registration	Srinivasa Sunkari		\$ 1,214.00	
5/31/2006	Deposit	Registration	Srinivasa Sunkari		\$ 395.00	
6/2/2006 ¹	Electronic transfer	Transfer from PayPal meeting account	Gary Thomas		\$ 3,000.00	
6/9/2006 ¹	Electronic transfer	Transfer from PayPal meeting account	Gary Thomas		\$ 2,000.00	
6/9/2006	Deposit	Registration	Srinivasa Sunkari		\$ 250.00	
6/14/2006	Check # 1293	Precision Printing for name badge inserts	Srinivasa Sunkari	\$ (25.03)		
6/16/2006	Deposit	Registration	Srinivasa Sunkari		\$ 586.00	
6/19/2006	Check # 1294	Program Printing	Marcus Brewer	\$ (806.00)		
6/23/2006	Check # 1295	Briarcrest Country Club	Srinivasa Sunkari	\$ (6,346.63)		
6/24/2006	Check # 1296	Hilton Hotel	Srinivasa Sunkari	\$ (9,489.05)		
6/26/2006 ¹	Electronic transfer	Transfer from PayPal meeting account	Gary Thomas		\$ 1,081.38	
6/28/2006	Check # 1297	Ben Welch (Keynote Speaker)	Srinivasa Sunkari	\$ (350.00)		
6/29/2006	Check # 1298	Melisa Finley (Reimbursement)	Srinivasa Sunkari	\$ (558.14)		
6/29/2006	Check # 1299	Nada Trout (Reimbursement)	Srinivasa Sunkari	\$ (555.01)		
6/29/2006	Check # 1300	Marcus Brewer (Reimbursement)	Srinivasa Sunkari	\$ (90.75)		
6/29/2006	Check # 1301	Jeff Miles (Reimbursement)	Srinivasa Sunkari	\$ (15.51)		
6/29/2006	Check # 1302	Sandra Schoeneman (Reimbursement)	Srinivasa Sunkari	\$ (12.86)		
6/29/2006	Check # 1303	Gary Thomas (Reimbursement)	Srinivasa Sunkari	\$ (24.80)		
6/29/2006	Check # 1304	Brooke Ullman & Jerry Ullman (Reimbursement)	Srinivasa Sunkari	\$ (2,133.85)		
6/29/2006	Deposit	Registration	Srinivasa Sunkari		\$ 3,468.00	
6/29/2006	Deposit	Registration	Srinivasa Sunkari		\$ 543.00	
7/6/2006	Check # 1305	Transportation Services for buses	Srinivasa Sunkari	\$ (520.00)		
7/7/2006	Check # 1306	Charles Burkett (Reimbursement for Guest Tour)	Srinivasa Sunkari	\$ (5.00)		
7/27/2006	Deposit	CCTextITE	Jim Williams		\$ 750.00	Difference
Total				\$ (21,515.38)	\$ 28,217.38	\$ 6,702.00

¹ Request made on this date, but it may take 3-4 business days to post to the account.

² Sini miscalculated deposit amount, so may show up as \$814. Bank caught error and credited account with \$400 at later date.

Total Registration Deposits	\$	10,386.00
Total Pay Pal Deposits	\$	17,081.38
CCTextITE Deposit	\$	750.00
Pay Pal Fees Taken Directly Out of PayPal Account	\$	553.62
GROSS INCOME	\$	28,771.00
Checking Account Debits	\$	(21,515.38)
Pay Pal Fees Taken Directly Out of PayPal Account	\$	(553.62)
TOTAL DEBITS	\$	(22,069.00)
NET INCOME	\$	6,702.00

TexITE MEETING STATISTICS

REGION		AUSTIN June 2004 50th Anniversary 1	WACO February 2005 2	LAREDO June 2005 3	SAN ANTONIO March, 2006 (special)	COLLEGE STATION June 2006 2	HOUSTON Winter 2007 3	AMARILLO June 2007 1	IRVING Winter 2008 2
MEETING REGISTRATION	Early Registration (Member)	216	131	73		151			
	Early Registration (Student)	36	21	12		12			
	Early Registration (Vendor)			1		0			
	Late Registration (Member)	35	20	52		16			
	Late Registration (Student)		21	18		19			
	Late Registration (Vendor)			20		47			
	Total Registration (Member)	251	151	125		167			
	Total Registration (Student)	36	42	30		31			
	Total Registration (Vendor)		51	21		47			
	Total Registration (Non-Mbr)		5			16			
	Complimentary					2			
	Total Registration -- ALL	287	249	176		263			
	Spouse Registration		22						
	ADJUSTMENTS	Registrations Refunded	1	10			2		
Early Cancellations			2	1		2			
KICK-OFF LUNCHEON	No. Paid (Regular)	251	151	125		183			
	No. Paid (Student)	36	42	30		31			
	No. Paid (Addnl Tickets)	17	9	0		9			
	No. Attended (Regular)	306							
	No. Attended (Student)								
	No. Attended (Addnl)								
	No. Staff/Guests (Unpaid)		3	12		5			
	Total Paid		202	155		223			
	Total Unpaid		3	12		5			
	Total Refunded		10						
	Meals Guaranteed	270	202	150		205			
	Meals Served (HOTEL ACTUAL)	306	190	142		192			
	Meals Paid for (HOTEL ACTUAL)					213			
	SOCIAL EVENT	No. Paid (Regular)	251	151	125		183		
No. Paid (Student)		36	42	30		31			
No. Paid (Addnl Tickets)		43	23	20		32			
No. Attended (Regular)		330							
No. Attended (Student)									
No. Attended (Addnl)									
No. Staff/Guests (Unpaid)				12		2			
Total Paid		300	216	175		246			
Total Unpaid				12		2			
Total Refunded			10						
Meals Guaranteed		350	200	200		230			
Meals Served (EVENT ACTUAL)		330	185	175		204			
Meals Paid for (HOTEL ACTUAL)						230			
BUSINESS LUNCHEON		No. Paid (Regular)	251	151	115		163		
	No. Paid (Student)	36	42	30		31			
	No. Paid (Addnl Tickets)	19	5	0		4			
	No. Attended (Regular)	210							
	No. Attended (Student)								
	No. Attended (Addnl)								
	No. Staff/Guests (Unpaid)					2			
	Total Paid	306	198	145		218			
	Total Unpaid					2			
	Total Refunded		10						
	Meals Guaranteed	180	182	150		160			
	Meals Served (HOTEL ACTUAL)	210	114	115		136			
	Meals Paid for (HOTEL ACTUAL)					161			
	TOURS/GOLF	Total Golf Registrations - Paid	22	7	15		20		
Total Golf Registrations - Attended						20			
Technical Tour 1 - Paid						22			
Technical Tour 1 - Attended						14			
Guest Tour 1 - Paid						2			
Guest Tour 1 - Attended						5			
Guest Tour 2 - Paid						2			
Guest Tour 2 - Attended						0			
SESSION ATTENDANCE	Friday - Session 1 A					80			
	Friday - Session 1 B					102			
	Friday - Session 2 A					49			
	Friday - Session 2 B					81			
	Saturday - Session 3					92			
	Saturday - Session 4 A					88			
	Saturday - Session 4 B					53			
HOTEL ROOMS	Monday actual		0	0		0			
	Tuesday actual	1	0	0		0			
	Wednesday actual	41	1			16			
	Thursday actual	186	91	77		94			
	Friday actual	197	92	68		98			
	Saturday actual		0	2		4			
	Sunday actual		0	0		0			
	Total Room-Nights	424	194	147		212			
	Room nights for guarantee	332	200	300		200			
	Room Rate - single (\$)	\$80	\$80	\$89		\$80			
	Room Rate - double (\$)	\$110	\$110	\$89		\$80			
BUDGET	Registration Rate, Early (\$)	\$110	\$100	\$125		\$125			
	Registration Rate, Late (\$)	\$150	\$140	\$150		\$150			
	Cost/Meal - Kick-Off Lunch	\$30	\$20	\$25		\$20			
	Cost/Meal - Business Lunch	\$30	\$20	\$35		\$20			
	Cost/Meal - Social	\$25	\$25	\$35		\$30			
	Total Revenues -- Budgeted	\$41,400	\$21,800	\$24,195		\$24,725			
	Total Revenues -- Actual	\$35,431	\$20,290	\$21,020		\$28,771			
	Total Expense -- Budgeted	\$45,850	\$21,690	\$23,219		\$22,677			
	Total Expense -- Actual	\$41,321	\$18,419	\$19,827		\$22,319			
	Net Revenue -- Budgeted	-\$4,450	\$110	\$976		\$2,048			
	Net Revenue -- Actual	-\$5,890	\$1,871	\$1,193		\$6,452			

INSTITUTE OF TRANSPORTATION ENGINEERS
KINGSVILLE STUDENT CHAPTER BYLAWS

Appendix E

ARTICLE I – ANNUAL FEES AND DUES

Sec. 1.1 – Annual dues and special assessments or fees shall be voted upon by a two thirds vote of all Chapter Members.

Sec. 1.2 – The membership for first year members shall be waived. After the first year members will be required to pay the fees for every year thereafter.

ARTICLE II – GOVERNMENT

Sec. 2.1 – The elected officers of the Chapter shall consist of a President, a Vice President, a Secretary, and a Treasurer. The elected officers and the Student Chapter advisor shall constitute an Executive Board, as required by the charter.

Sec. 2.2 – Officers and members may consist of both undergraduate and graduate students and also must be currently enrolled at Texas A&M University – Kingsville at least half time.

Sec. 2.3 – The terms of the elected officers shall not extend to more than one academic year until the succeeding officers have been duly elected.

Sec. 2.4 – Newly elected officers shall take the office at the first regular meeting or officers meeting following the election.

Sec. 2.5 – Nomination and election shall take place at the last meeting of the spring semester.

Sec. 2.6 – The election procedure shall be as follows: Nominations shall be made from the floor by members of the chapter. The election shall be by secret ballots, the ballots to be distributed to and collected from members present at the meeting.

Sec. 2.7 – Should any elective office become vacant before expiration of its term, the remaining officers shall call an election to fill the vacancy.

ARTICLE III – DUTIES OF THE OFFICERS

Sec. 3.1 – The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent upon such office.

Sec. 3.2 – The Vice President shall assist the President and shall assume the duties of the President when the latter is temporarily unable to discharge the duties of his or her office.

Sec. 3.3 – The Secretary shall keep a record of all transactions of the Chapter, attend to notification meetings, conduct all essential correspondence for the Chapter, keep a roll of the members of the Chapter, and submit an annual report to the Institute of Transportation Engineers.

Sec. 3.4 – The Treasurer shall take charge of all funds belonging to the Chapter and shall be prepared to render an account of Chapter funds at each meeting.

ARTICLE IV – MEETINGS

Sec. 4.1 – At least three (3) meetings shall be held each semester on a day set by the President as most suitable to Chapter members, speakers, and guests. The President may call a special meeting when necessary.

Sec. 4.2 – A quorum must be present to conduct business, and a quorum shall be one-half of the membership. The Student Chapter advisor is not required to be present at all meetings but must be advised on the proceedings before or after the meeting takes place.

Sec. 4.3 – All meetings shall be conducted according to “Roberts Rule of Order.”

ARTICLE V – AMMENDMENTS

Sec. 5.1 – Proposals to amend these Bylaws maybe made by the officers or by written petition signed by at least four members.

Sec. 5.2 – Any amendment to the Constitution or Bylaws shall be considered favored by an affirmative vote of two-thirds of the membership, and shall become effective upon notice of approval by the International Board of Direction of the Institute of Transportation Engineers.

**Institute of Transportation Engineers
STUDENT CHAPTER CHARTER**

Appendix E

Texas A&M University – Kingsville

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the Constitution of the Institute of Transportation Engineers, the District Board of District 9, as recorded in the minutes of its meeting on (mm/dd/yyyy) , grants this Charter for the Texas A&M University – Kingsville Student Chapter of the Institute, hereinafter referred to as the Chapter.

Section 1.2 – The Charter shall be effective beginning in (mm/dd/yyyy), , and shall remain in effect, including any amendments, until rescinded by the District Board.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Chapter enrolling members from the designated area and shall annul any by-laws of such a Chapter which may be in conflict with it.

ARTICLE II – LOCATION AND PURPOSE

Section 2.1 – The location designated as that of this Chapter shall be Texas A&M University – Kingsville.

Section 2.2 – The purpose of this Chapter shall be to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and the Institute; of acquaint students with topics of interest in transportation and traffic engineering through the medium of competent speakers and of Chapter-sponsored trips; to foster the development of professional spirit, to promote common interests among students and to encourage the enhancement and optimization of facilities for transportation and traffic engineering study.

ARTICLE III – MEMBERSHIP

Section 3.1 – Any student enrolled at the (Chapter Name) shall be eligible for membership in the Chapter, and may become a member of the Chapter upon filing an appropriate application with the Secretary of the Chapter and upon payment of Chapter fees and dues to the Treasurer of the Chapter.

Section 3.2 – Any Chapter Member in good standing shall be entitled to all the privileges of the Chapter including the right to vote, except as provided in Article IV, Section 4.1.

Section 3.3 – The regulation of the membership shall be specified in the by-laws.

ARTICLE IV – GOVERNMENT

Section 4.1 – The government of the Chapter shall be vested in its elected officers, and Student Chapter advisor, who shall constitute an Executive Board, as provided in the by-laws of the Chapter. The Chapter by-laws may specify such elective officers as the Chapter desires provided that there shall be a President, at least one Vice President, a Secretary and a Treasurer or Secretary Treasurer, each of whom shall be either a member of the Institute or a Chapter Member who has filed an application and accepted to become a member.

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

Section 4.3 – By-laws of the Chapter shall provide the manner of nominating and electing officers and shall specify their terms and duties of office.

Section 4.4 – The chapter shall adopt by-laws to govern appointment of committees, numbers and times of meetings, assessment of fees and dues, method of amending by-laws and such other matters as the Chapter may desire, provided such by-laws do not conflict with this Charter, the Constitution of the Institute of Transportation Engineers or policies of the Institute and its International Board of Direction.

Section 4.5 – By-laws of the Chapter may be adopted and amended after adoption only if the proposition is submitted in writing to all voting member of the Chapter at least 30 days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative two-thirds vote of those voting, provided that the total number is not less than a majority of the voting membership of the chapter.

Section 4.6 – By-laws of the Chapter shall not take effect until filed with and approved by the District Board and the approved bylaws filed with the Institute. At any time thereafter, the District Board may annul any part of the Chapter's by-laws, which it considers to be contrary to the Constitution or to the best interests of the District of the Institute, by giving notice in writing to the elected officers of the Chapter and to the Institute.

Section 4.7 – A Chapter Faculty Advisor shall be appointed annually by the District Board. The Student Chapter Advisor shall be a member of the Institute of Transportation Engineers and shall hold the grade of Associate Member or higher.

ARTICLE V – RELATION OF CHAPTER TO DISTRICT AND INSTITUTE

Section 5.1 – The Chapter shall not assume to speak for the District or the Institute unless authorized in the particular matter in question by the District Board or the Institute International Board of Direction.

Section 5.2 – The Chapter shall not identify itself with national groups or organizations, but may identify itself with local (campus) groups or organizations.

Section 5.3 – Names and addresses of all elected officers of the Chapter and the dates on which terms of each begins and expires shall be reported in writing to the District Director and to the Institute Headquarters within 30 days after election.

Section 5.4 – The Chapter shall submit a written annual report to the District Board on April 1st each year. The report shall include a summary of the Chapter’s activities for the previous twelve months and a roster of the Chapter’s active membership.

Section 5.5 – The Institute of Transportation Engineers will not be responsible for debts contracted by the Chapter nor will it give financial assistance to the Chapter. No dues or fees will be required to be paid by the Chapter to the Institute or District.

ARTICLE VI – AMENDMENT OF CHARTER

Section 6.1 – The Chapter’s elected officers will be notified in writing by the District Board of Direction of any proposed amendment to this Charter approved by the Institute International Board of Direction so that the Chapter may have an opportunity for a hearing before the International Board of Direction concerning the proposed amendment. The amendment with or without change shall not become effective until six months after notification.

SUBSCRIBED FOR THE BOARD OF DIRECTION OF DISTRICT _____
INSTITUTE OF TRANSPORTATION ENGINEERS

District _____ President

Date _____
(mm/dd/yyyy)

Overview of TAMU – Kingsville Institution Programs

Appendix E

The Department of Civil and Architectural Engineering at Texas A&M University - Kingsville and has about 180 Undergraduate and 40 Graduate students. Several organizations such as the American Society of Civil Engineers (ASCE), American Society of Mechanical Engineers (ASME), Society of Hispanic Professional Engineers and Mexican American Engineers and Scientists (SHPE/MAES), Engineering Student Council (ESC) are what make this institution prestigious. One of the activities that the ASCE organization sponsors includes the Steel Bridge Team in which we have placed at the top three spots in Regionals and qualified for Nationals three years in a row. The organization has also produced two “Student Engineer of the Year” students 2 years in a row, and three students and teachers who have received the Dwight David Eisenhower Transportation Fellowship.

Some of the Undergraduate Transportation Engineering classes offered include Principles of Transportation Engineering and Transportation Engineering Design where the average enrollment consisted of about 40 students. There are also three Transportation Graduate courses offered throughout the year and each class consists of about 20 students in class and another 5 or 6 who take the course via distance learning from neighboring TXDOT District offices. The bases of these courses cover Intelligent Transportation Systems, Traffic Engineering and Transportation Engineering Design concepts.

We have recently also created our own Transportation Research Lab which consists of library with a variety of books in Transportation related topics. The lab also utilizes computer software such as HCS (2000) and CORSIM, and devices used in transportation research. As of right now we have four research projects, sponsored by the Texas Department of Transportation, which 10 graduate and undergraduate students are presently working on. Currently Kingsville is one of the Regional Division for the Texas Transportation Institute. Dr. Dazhi Sun, an assistant professor of transportation engineering, is currently serving as the director of transportation research lab at TAMUK.

BYLAWS

Appendix F

CONSULTANTS COUNCIL OF DISTRICT 9 OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

ARTICLE 1 – NAME, AUTHORITY AND OBJECTIVES

- Section 1.1: The name of this Professional Activity group shall be the Consultants Council of District 9 of the Institute of Transportation Engineers, hereinafter referred to as CCTexITE.
- Section 1.2: CCTexITE shall operate under the authority granted by the District Board of District 9 of the Institute of Transportation Engineers.
- Section 1.3: The objective of CCTexITE shall be to foster communication among consultants engaged in transportation and traffic engineering, to address mutual concerns of CCTexITE member firms, to provide a forum within TexITE for consultants to provide assistance to each other and all members of TexITE, and to provide financial support for TexITE Student Members and Student Chapters to encourage their attendance and participation at TexITE meetings.

ARTICLE 2 – MEMBERSHIP AND PARTICIPATION

- Section 2.1: Membership in CCTexITE shall be available to consulting firms providing transportation or traffic engineering services in Texas, provided that at least one of the firm's employees is a voting member of TexITE.
- Section 2.2: Membership in CCTexITE shall be on a consulting firm basis (as one corporate entity or business with one or more offices in the State of Texas). Voting privileges in CCTexITE shall be based upon the schedule contained in Section 3.1 of these bylaws. Only one (1) TexITE voting member shall be designated by each member firm to cast all of that firm's voting rights. Each such individual shall be referred to as the member firm's "designated voter." Each firm's designated voter shall be the person most recently designated as such in official communication from the firm to the CCTexITE Secretary-Treasurer. Such communication shall be on firm letterhead and may be transmitted in person, by facsimile, by U.S. mail, or by email in electronic format such as PDF.

ARTICLE 3 – MEMBERSHIP DUES AND VOTING RIGHTS

- Section 3.1: Annual membership dues in CCTexITE shall be due on January 1 of each year. The dues amounts, which shall be determined each year in conjunction with the budgeting process, shall be on a graduated scale based on the number of TexITE voting members employed in the firm's

Texas offices as of said January 1. Voting privileges shall be as set forth in the following table:

Number of TexITE Voting Members (in all of the Firm's Texas Offices as of January 1 of the Dues Year)	CCTexITE Voting Rights per Firm
1 – 10	1
11 – 20	2
21 or More	3

The current dues schedule, established as set forth above, shall be attached to these bylaws as Exhibit A. (This exhibit is not a part of these bylaws and shall be updated on an annual basis.)

Section 3.2: Special assessments may be made by affirmative vote of two-thirds (2/3) of the voting rights cast, provided that the total number of votes cast shall not be less than fifty (50) percent of the eligible voting rights.

Section 3.3: The CCTexITE Executive Board may authorize the sponsorship of other events that are not inconsistent with CCTexITE's objectives as stated in Section 1.3 above. All funds raised through such events shall be deposited into CCTexITE's bank account.

Section 3.4: Any CCTexITE member firm whose dues or special assessments are more than six (6) months in arrears shall lose its voting rights. Should those dues or special assessments become one (1) year in arrears all of that firm's rights and privileges of CCTexITE shall be forfeited.

Section 3.5: Voting for all CCTexITE business, including election of officers, may be conducted in any of the following ways: (1) by ballot transmitted in person, by facsimile, by US mail, by delivery service, or by email, or (2), by show of hands at a CCTexITE meeting.

ARTICLE 4 – EXECUTIVE BOARD, NOMINATIONS AND ELECTION

Section 4.1: Government of CCTexITE shall be vested in an Executive Board which shall consist of three members: a Chairman, an Immediate Past Chairman, and a Secretary-Treasurer, each of whom shall be a voting member of TexITE and currently employed by a CCTexITE member firm. The Chairman and the Secretary-Treasurer shall be elected by ballot of the CCTexITE member firms in good standing. A plurality of the voting rights of those voting shall elect.

Section 4.2: The terms of office of the Secretary-Treasurer, Chairman and Immediate Past Chairman shall be for one year with the Chairman automatically becoming the Immediate Past Chairman. The current Chairman shall not be eligible to succeed himself or herself, but may be elected again at a

later date. A list of past CCTexITE officers shall be attached to these bylaws as Exhibit B. (This exhibit is a part of these bylaws and shall be updated on an annual basis.)

- Section 4.3: Not later than March 1 each year, the Chairman shall appoint a Nominating Committee consisting of three (3) TexITE voting members who are currently employed by CCTexITE member firms. It shall be the duty of the Nominating Committee to nominate two or more candidates for Secretary-Treasurer and one or more candidates for Chairman. Not later than March 15, the Nominating Committee shall transmit its list of nominees to the Secretary-Treasurer together with an agreement from each such candidate to serve if elected.
- Section 4.4: Not later than April 1, the Secretary-Treasurer shall send to each member firm's designated voter a notice of the CCTexITE Annual Meeting together with a list of the candidates who have been nominated by the Nominating Committee. Additional nominations may then be made by petition signed by the designated voters of member firms that collectively represent at least ten (10) percent of the CCTexITE voting rights. All such petition nominations, together with an agreement from any such candidate to serve if elected, shall be submitted to the Secretary-Treasurer not later than May 1. Not later than May 15, the Secretary-Treasurer shall transmit a ballot to the designated voter of each member firm.
- Section 4.5: Election of the CCTexITE officers shall be completed at the CCTexITE Annual Meeting, which shall normally be held in conjunction with the Summer Meeting of TEXITE. The Chairman shall appoint a Tellers Committee which shall canvass the ballots and report on the results of the election. Tie results shall be settled by further balloting taken immediately following the report of the Tellers Committee.
- Section 4.6: In the event of a vacancy in the position of Chairman or any other member of the Executive Board, the remaining members of the Executive Board shall appoint a TexITE voting member currently employed by a member firm to serve the remainder of the unexpired term.

ARTICLE 5 – GOVERNMENT

- Section 5.1: The Executive Board of CCTexITE shall manage the affairs of CCTexITE in conformity with the provisions of these bylaws, the policies of District 9 of the Institute of Transportation Engineers, and any written policies adopted by the Executive Board of CCTexITE.
- Section 5.2: The Chairman shall preside at meeting of CCTexITE and the Executive Board. In the absence of the Chairman, the Immediate Past Chairman shall preside at such meetings and discharge the duties of the Chairman.
- Section 5.3: The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and the Policies of TexITE.
- Section 5.4: The Chairman shall appoint committees, as necessary. The Chairman shall be an ex-officio member of all committees except the Nominating Committee and the Tellers Committee.
- Section 5.5: CCTexITE shall normally meet twice each year in conjunction with the two annual meetings of TexITE, with the CCTexITE Annual Meeting occurring at the TexITE Summer Meeting. However, in the event that the normal TexITE Summer meeting is not held, a CCTexITE Annual Meeting shall be held between June 1 and October 31. Any CCTexITE meeting not held in conjunction with a TexITE meeting may be conducted by conference telephone call provided that each member firm is afforded the opportunity to participate.
- Section 5.6: A special meeting of CCTexITE shall be held within ninety (90) days from receipt of a petition signed by the designated voters whose firms collectively represent at least twenty (20) percent of the CCTexITE voting rights. Said petition shall be delivered to the Secretary-Treasurer by registered mail, or in person with written receipt acknowledging same being given to the messenger.

ARTICLE 6 – AMENDMENTS

- Section 6.1: Proposals to amend these bylaws may be made by resolution at a regular scheduled CCTexITE meeting, by petition of signed by the designated voters whose firms collectively represent at least ten (10) percent of CCTexITE voting rights, or by the CCTexITE Executive Board.
- Section 6.2: No more frequently than once a year, proposed amendments to these bylaws shall be submitted by the Secretary-Treasurer to each member firm’s designated voter, together with a ballot. An affirmative vote of two-thirds (2/3) of all voting rights cast shall be necessary for the adoption

of any amendment to the bylaws provided the total number of votes cast shall not be less than fifty (50) percent of the eligible voting rights.

Section 6.3: Amendments so adopted shall take effect ninety (90) days after approval by the District Board of District 9 of the Institute of Transportation Engineers.

ARTICLE 7 – TRANSITION CLAUSE

Section 7.1: For various reasons including the fact that a regular TexITE Winter Meeting did not occur in 2006, the normal CCTexITE officer election schedule was interrupted. Accordingly, the following previously elected CCTexITE officers shall continue to serve until the effective date of these new bylaws.

Chairman – Dave Carter

Secretary-Treasurer – Gilmer Gaston

Immediate Past Chairman – Terry Watson

Section 7.2: As of the effective date of these new bylaws, the new CCTexITE officers who were elected by means of ballots canvassed at the June 24, 2006 CCTexITE meeting in College Station shall assume office for terms that will expire on December 31, 2007.



Section Report – October 1, 2006

Officers

- President – Marcus Brewer
- Vice President – David Besly
- Secretary-Treasurer – Karl Zimmerman
- District 9 Representative – Srinivasa Sunkari
- Immediate Past President – Brooke Ullman

Appointed Positions

- Membership Chair – Nada Trout
- Webmaster – Gary Thomas
- Listserv Owner/Operator – Marcus Brewer
- Summer 2006 LAC Chair – Srinivasa Sunkari

Membership

TOTAL MEMBERSHIP – 34

- Members – 24
- Affiliates – 8
- Student Members – 2

Financial Summary

Current Balance – \$806.39

Summary of Meetings since last Section Report

Date	Location	Attendance	Speaker(s)	Topic
Sep 28	Gibb Gilchrist Building, Room 102	16	Terry Paholek, TxDOT Bryan	SH 6 @ Nantucket, Work Zone Traffic Control Challenges and Responses
Oct 25	Gibb Gilchrist Building, Room 102	(scheduled)	ITE Webinar	Transportation Operations and Emergency Management Web Briefing
Nov 30	Gibb Gilchrist Building, Room 102	(scheduled)	Business Meeting	Officer elections and other business

Other Activities

Monthly Executive Board meetings;



**2006 FALL BOARD MEETING REPORT
OCTOBER 27 , 2006**

1.0 2006 SECTION LEADERSHIP

President: Natalie Bettger, North Central Texas Council of Governments
Vice-President: Roy Parikh, Section Vice-President, TxDOT Fort Worth District
Secretary/Treasurer: Aaron Nathan, Section Secretary/Treasurer, Kimley-Horn and Associates
Past President: Scott Cooner, Section Past President, Texas Transportation Institute
Section Representative: Russ Wiles, City of Fort Worth

2.0 CURRENT SECTION FINANCIAL STATUS

Account balance as of October 17, 2006: \$ 1945.17

3.0 SECTION MEMBERSHIP STATUS

There are 25 individuals who have paid the 2006 membership dues to the Greater Fort Worth Section. As of June 2006, there were 118 international ITE members within the Greater Fort Worth Section boundaries, as listed by the ITE website (www.ite.org). Table 1 provides a breakdown of the membership grade of these international ITE members.

Table 1. Membership Grade of International ITE Members in GFW Section.

Membership Grade	Number
Student	34
Institute Affiliate	2
Associate Member	45
Member	44
Fellow	4
Total	120

3.1 General

The Section holds regular monthly meetings on the third Thursday of each month, generally at Joe T. Garcia's Restaurant located at 2201 N. Commerce St. in Fort Worth. The dates, speakers, topics, and attendance are shown in Table 2.

The Section plans to conduct a special tour of the D/FW Airport SkyLink Maintenance and Operations facilities. The tour is scheduled for Friday, November 10th.

The Section schedules at least one meeting per year at the TxDOT Fort Worth District to promote greater TxDOT involvement in the Greater Fort Worth Section and because of high attendance ratings at this site.



3.2 Committees

The Section currently has three ongoing committees: the Membership Committee, the Adopt-a-Highway Committee, and the Engineering Outreach Committee. The Membership Committee is co-chaired by Mark Mathis of the City of Fort Worth and Mitzi Ward of NCTCOG.

Jennifer Butcher of Street Smarts chairs the Adopt-a-Highway committee. The Section is responsible for a 2-mile section of Spur 303 (Pioneer Parkway) located in Arlington between Park Springs Road and Fielder Road.

Table 2. 2006 Calendar of Events

Date	Speaker, Title	Location	Attendance
Jan 19	<i>Trinity River Vision – Trinity Uptown Overview</i> Linda Christie, Director of Community & Government Relations - Tarrant Regional Water District	Joe T. Garcia's Ft. Worth	28
Feb 16	<i>Rural Road Safety – Get Ahead of the Curve</i> Andy Oberlander, Assistant Director of Transportation Operations – TxDOT Dallas District	Joe T. Garcia's Ft. Worth	31
Apr 20	<i>IH-30 Corridor Study / Major Investment Study from Oakland Blvd. in the City of Fort Worth to the proposed SH 161 at Dallas / Tarrant County Line</i> Matt Craig, Halff Associates, Inc. and Mohammed Al Hweil, TxDOT Fort Worth District	Joe T. Garcia's Ft. Worth	27
May 18	<i>Tower 55 Rail Reliever Study</i> Greg Royster – North Central Texas Council of Govt's	Joe T. Garcia's Ft. Worth	25
Jul 20	<i>Tarrant County Transportation Bond Program</i> Randy Skinner, Tarrant County	Joe T. Garcia's Ft. Worth	36
Aug 31	<i>Funding Strategies in the DFW Region; How are My Projects Going to be Funded? (Joint Meeting with the Greater Dallas Section)</i> Michael Morris – North Central Texas Council of Govt's	NCTCOG Arlington	35
Sep 21	<i>Pass Through Financing</i> Charles Conrad, Deputy District Engineer – TxDOT Fort Worth District	Regional Training Center, TxDOT Fort Worth	39
Oct 19	<i>Funnel Project</i> Jerry Hodge – City of Grapevine	Joe T. Garcia's Ft. Worth	
Nov 10	<i>DFW Airport Skylink Maintenance and Operations Tour</i>	DFW Airport	
Dec 14	<i>Center-to-Center: Well Tailored Data Solutions</i> Steve Connell, Software Design Manager– TxDOT Fort Worth District	Joe T. Garcia's Ft. Worth	



**GREATER HOUSTON AREA SECTION
DISTRICT 9
INSTITUTE OF TRANSPORTATION ENGINEERS**

**2006 ANNUAL REPORT
OCTOBER 20, 2006**

2006 LEADERSHIP

President: Randy Schulze, P.E., P.T.O.E.
Vice-President: Ron Jenson, P. E.
Secretary/Treasurer: Robert Siegfried, P.E.
Past President: Stuart Corder, P.E.
Section Representative: Ramesh Gunda, P.E., P.T.O.E.

FINANCES

Account balance as of October 23, 2006 : \$12,027.26

MEMBERSHIP

Greater Houston Area Section

ITE Membership
Average Meeting Attendance including LSAs.

General

The Section holds monthly meetings on the second Wednesday of the month, at the Houston Engineering and Scientific Society (HESS), located at 5430 Westheimer Road in Houston.

Events in 2006

Annual Shrimp Boil
Date: 10/21/2006
Location: Spring Creek Park
Revenue: \$13,000 (Pledges)
Expense: \$3800



**Greater Houston Area Section, District 9
Annual Report**

Table 2. Summary of Section Meetings in 2005

Date	Speakers	Topic	Attendance
February 15	Teofilo Rebagay, P.E. , Area Engineer, Traffic - Public Works and Engineering for the City of Houston.	All Star Game Traffic Management	71
March 8	Doug Woodall, Texas Turnpike Authority	Toll Tags in Texas	88
April 12	Commissioner Steve Radack, Harris county Precinct 3	State of Harris County Precinct 3	74
May 10	Dale Hill, Up Railroad	Past, Present and future of Railroad	49
July 12	Brandon Wade, Galveston Public Works	Galveston Traffic Issues	70
August 9	Chinese Olympic Preparation Committee	Traffic Management Plan for Upcoming Olympics	62
September 13	Dr. Ned Levine, HGAC	HGAC Safety Studies	56
October 21	Shrimp Boil		200
November 8 **	Eric Nelson, Harris County	Harris County Traffic Signal System	Scheduled
December 13	Business meeting, no speaker.	Elections	Scheduled

Other

2007 Winter TexITE meeting – Information presented under separate document

To: TexITE Board of Directors
From: Gary B. Thomas, Chair, Web Committee
Date: October 23, 2006
Re: Web Committee Report

Previous Goals

The June 2006 report listed 3 short term goals for the web site (to be completed in the next 4 months):

1. Expand the committee pages
2. Expand the award pages to include the nomination process
3. Update the District Policy Manual pages

Committee descriptions were completed for all standing committees. No additional committees have expressed an interest in creating their own pages. Only the Future Engineers, Younger Members, CCTexITE, and HPG have their own pages. Items 2 and 3 are still in the works. No estimated completion date as of right now.

Web Postings and Download Activity

The fall newsletter was posted on October 12. As of October 17, the newsletter had been downloaded 114 times. The spring newsletter has been downloaded 127 times. The PDF version of the TexITE roster has also been downloaded 127 times since we began monitoring specific file downloads.

In August, a survey was posted to get feedback regarding the TexITE newsletter. Eighty-three (83) responses were recorded. Results of the survey were sent to the newsletter editor in October.

Twenty-two job positions have been posted to the Web site since the June board meeting. Eight items have been posted to the "News You Can Use" section of the home page.

Third Party Registration Vendor

Jason Crawford requested that I look into using a third-party vendor to handle the registration process for our semi-annual meetings. He had received some information from a company called Acteva. Fees for their services are covered by three things:

1. Set up fee per event (\$50-100)
2. Fee per credit card transaction (2.5% for Visa and MC, 3.5% for AmEx)
3. Fee per registration transaction (sliding scale based on registration fee, approx. \$5 for the typical TexITE registration)

The third item can be included in the registration fee. In other words, if our registration fee is \$125, the Acteva fee is \$5.83. This \$5.83 can be added to the \$125 registration fee (which we could round to \$131 by making the registration fee \$125.17). A good analogy would be Ticketmaster. You purchase a ticket on-line then they tack on a transaction fee and a handling fee to arrive at the final purchase price.

By doing it ourselves, we avoid the costs associated with items 1 and 3. Credit card fees are incurred regardless of which method of registration we use. PayPal currently charges us 2.9% plus \$0.30 for every credit card transaction.

Acteva also offers other services such as check processing, fax registration, etc. These services are provided at an extra cost. A detailed quote for services is attached to this report.

Pros for using an outside service: greater flexibility, less hassle for TextITE volunteers, improved reporting capabilities, possible smoother transactions for PayPal-restricted credit cards, improved security capabilities

Pros for doing it ourselves: less expensive

Recommendation: Recognizing that it will cost money not previously budgeted for this purpose; I recommend that, if funds are available, we try using an outside vendor to handle our registration.

Miscellaneous

Mark Sattler, NCTCOG, took over web master duties for the Ft. Worth section.

Short Term Goals

Short-term goals (items to be completed in the next 4 months):

1. Expand the award pages to include the nomination process
2. Update the District Policy Manual pages

Texas Institute of Transportation Engineers

Quote for Services

Oct 6th, 2006

CALCULATION OF ESTIMATED ACTEVA PLUS REGISTRATION FEES BASED ON EVENT DATA ESTIMATES PROVIDED TO ACTEVA BY THE EVENT ORGANIZER:

Below are the calculations

Event Activation (per event)	: \$100
Total Events	: 2
Total Event Activation	: \$200
Discount	: 50%
2 Event activations	: \$100
Savings	: \$100

Discount pack for 1st event :

Estimated attendance	: 275
Average ticket price	: \$125
Retail Acteva transaction Fee on \$125 ticket	: \$5.83
Total acteva fee for 275 ppl	: \$5.83 * 270 = \$ 1603.25
Discount	: 15% = \$240.50
Savings	: \$240.50
Total Transaction fee to Acteva	: \$1603.25 - \$240.50 = \$1362.75

Total Savings : \$100 + \$240.50 = \$340.50

Details of Services and Charges

Description			
Other included services:			
<ul style="list-style-type: none"> Confirmation email automatically sent to organizer and attendee. Printed confirmation emails can be used as a physical receipt or ticket. 	1	Included	Included
<ul style="list-style-type: none"> The confirmation email can be customized to include event specific information, e.g. driving directions, map link, contact information etc... 	1	Included	Included
<ul style="list-style-type: none"> Self-service customization: Branding tools can be used to mimic the Look & Feel of customer web site (or to meet other requirements) 	1	Included	Included
<ul style="list-style-type: none"> Acteva's payment management service 	1	Included	Included
<ul style="list-style-type: none"> Management tools to create and maintain secure registration pages 	1	Included	Included
<ul style="list-style-type: none"> Standard Reporting Package: nine reports available 	1	Included	Included

on line for viewing and downloading registration data to either MS Excel or CSV format			
<ul style="list-style-type: none"> • Custom Reporting Feature: allows customer to create a custom report pulling only the desired data for on-screen viewing or download in either MS Excel or CSV format. A custom report can be created to be used in the printing of name badges using a separate badge printing application e.g. MS Word with Avery Labels. 	1	Included	Included
<ul style="list-style-type: none"> • Download of registrant data: all data can be downloaded at any time. Data will never be deleted by Acteva. 	1	Included	Included
<ul style="list-style-type: none"> • Acteva E-mail Marketing Tools Note: Allows for up to 500 email addresses per email batch.. 	1	Included	Included

****Credit card fees will apply at the rate of 2.5% for Visa, MasterCard, Discover and 3.5% for Amex**

Acteva's Optional Add-on Services:

TYPE	SET-UP FEE	PER REGISTRATION FEE
<p><u>Check Processing:</u> Acteva 's standard lock box service</p> <p>-All checks are mailed to Acteva, processed by Acteva and paid according to the standard payment cycle.</p> <p>-The email confirmation to the attendee will have Acteva's address to mail the checks.</p> <p>-Access to additional reports which enable tracking all attendees who have registered and confirmed they will pay by check(Pending transaction)</p> <p>-Access to additional reports which enable tracking all check payments which have been received by Acteva (Completed transaction)</p>	\$250.00	<p>- Acteva fee charged according to the attached Acteva Plus fee table.</p> <p>- Check Processing Fee (2% for amounts less than \$100, 1.25% for checks between \$100 and \$500, 1% for checks above \$500)</p>
<p><u>Phone Registrations:</u></p> <p>-Acteva provides event organizer a toll free number for attendees to phone in and register</p> <p>-Acteva agents complete the attendee registration through event organizer's account for the event</p> <p>-Acteva provides event organizer with an additional report to track phone registrations</p>	\$250.00	<p>\$2.00 per registration</p> <p>- In addition to the applicable Acteva fee listed on the attached Acteva Plus fee table.</p>

*Service available M-F 6AM-5PM PST		
<p><u>Fax registrations:</u></p> <ul style="list-style-type: none"> -Acteva provides event organizer with a fax number for attendees to fax in their completed registration forms -Acteva agents complete the attendee registration through event organizer's account for the event -Acteva provides event organizer with an additional report to track fax registrations <p>*Service available M-F 8AM-5PM PST</p>	\$250.00	<p>\$2.00 per registration</p> <ul style="list-style-type: none"> - In addition to the applicable Acteva fee listed on the attached Acteva Plus fee table.
<p><u>P.O. Registrations:</u></p> <ul style="list-style-type: none"> -Attendees have the ability to register and confirm payment by Purchase Order -Acteva does not handle the actual PO's or follow up thereof 	\$250.00	\$2.00 per registration
<p><u>Mail in Registrations:</u></p> <ul style="list-style-type: none"> -Acteva provides event organizer with Acteva's mailing address for attendees to mail in their completed registration forms -Acteva agents complete the attendee registration through event organizer's account for the event -Acteva provides event organizer with an additional report to track mail in registrations <p>*Service available M-F 8AM-5PM PST</p> <p>*Only available if events have no seating capacity</p>	\$250.00	<p>\$2.00 per registration</p> <ul style="list-style-type: none"> - In addition to the applicable Acteva fee listed on the attached Acteva Plus fee table.

Acteva Plus - Registration Processing Fee Prices

Organizer's Ticket Price Range		Registration Processing Fees	Organizer's Ticket Price Range		Registration Processing Fees
From:	To:	Fee	From:	To:	Fee
0.00	25.00	1.75	157.50	162.49	6.81
25.01	26.49	1.85	162.50	167.49	6.95
26.50	28.49	1.92	167.50	172.49	7.09
28.50	30.49	2.01	172.50	177.49	7.23
30.50	32.49	2.09	177.50	182.49	7.37
32.50	34.49	2.18	182.50	187.49	7.51
34.50	36.49	2.26	187.50	192.49	7.65
36.50	38.49	2.34	192.50	197.49	7.79
38.50	40.49	2.43	197.50	202.49	7.93
40.50	42.49	2.51	202.50	212.49	8.14
42.50	44.49	2.60	212.50	222.49	8.42
44.50	46.49	2.68	222.50	232.49	8.70
46.50	48.49	2.76	232.50	242.49	8.98
48.50	50.49	2.85	242.50	252.49	9.26
50.50	52.49	2.93	252.50	262.49	9.54
52.50	54.49	3.02	262.50	272.49	9.82
54.50	56.49	3.10	272.50	282.49	10.10
56.50	58.49	3.18	282.50	292.49	10.38
58.50	60.49	3.27	292.50	302.49	10.66
60.50	62.49	3.35	302.50	312.49	10.94
62.50	64.49	3.44	312.50	337.49	11.43
64.50	66.49	3.52	337.50	362.49	12.13
66.50	68.49	3.60	362.50	387.49	12.83
68.50	70.49	3.69	387.50	412.49	13.47
70.50	72.49	3.77	412.50	437.49	14.00
72.50	74.49	3.86	437.50	462.49	14.47
74.50	76.49	3.94	462.50	487.49	14.93
76.50	78.49	4.02	487.50	512.49	15.40
78.50	80.49	4.11	512.50	537.49	15.87
80.50	82.49	4.19	537.50	562.49	16.33
82.50	84.49	4.28	562.50	587.49	16.80
84.50	86.49	4.36	587.50	612.49	17.27
86.50	88.49	4.44	612.50	662.49	17.97
88.50	90.49	4.53	662.50	712.49	18.90
90.50	92.49	4.75	712.50	762.49	19.83
92.50	94.49	4.95	762.50	812.49	20.77
94.50	96.49	5.01	812.50	862.49	21.70
96.50	98.49	5.06	862.50	912.49	22.63
98.50	100.49	5.12	912.50	962.49	23.57
100.50	102.49	5.18	962.50	1,012.49	24.50
102.50	107.49	5.27	1,012.50	1,062.49	25.43
107.50	112.49	5.41	1,062.50	1,112.49	26.37
112.50	117.49	5.55	1,112.50	1,162.49	27.30
117.50	122.49	5.69	1,162.50	1,212.49	28.23
122.50	127.49	5.83	1,212.50	1,262.49	29.17
127.50	132.49	5.97	1,262.50	1,312.49	30.10
132.50	137.49	6.11	1,312.50	1,362.49	31.03
137.50	142.49	6.25	1,362.50	1,412.49	31.97
142.50	147.49	6.39	1,412.50	1,462.49	32.90
147.50	152.49	6.53	1,462.50	1,512.49	33.83
152.50	157.49	6.67	1,512.50	-	34.30

Pricing Notes:

The Acteva Plus - Registration Processing Fees will be applied to the corresponding Ticket Price Range that is shown.

Organizers will be required to pay an Event Activation Fee in order to qualify for the Acteva Plus - Registration Processing Fee pricing and to have access to additional services.

The fees shown represent the standard charge to the use Acteva Plus to accept, process and manage on-line registrations. A charge is applied to each ticket option that is processed.

Organizers may be able to qualify for volume discounts based upon annual total gross ticket sales and/or the number of events held.

Charges for accepting payment using credit cards are additional to the fees noted above. The fees for this service are calculated at 2.5% of the total transaction amount for Visa, Master Card, and Discover and 3.5% of the total transaction amount for American Express.

E-mail lists:

Address	Position	Subscriber	Email Address
board@texite.org	President Vice President Secretary/Treasurer Int'l Director Past President Brazos Valley Rep Capital Area Rep Dallas Rep Houston Rep Fort Worth Rep South Texas Rep At Large Rep Webmaster (for info only) Administrator (for info only) Transitional	Brian Van De Walle Jason Crawford Rick Charlton Robert Wunderlich Connie Clark Srinivasa Sunkari Rebecca Bray Mark Titus Ramesh Gunda Russell Wiles Brian Jahn Taylor Withrow Gary Thomas Jim Williams Jim Carvell	brian.vandewalle@kimley-horn.com j-crawford@ttimail.tamu.edu rickc@ci.waco.tx.us rwunderlich@ci.garland.tx.us cclark@eng.hctx.net s-sunkari@ttimail.tamu.edu rbray@wilbursmith.com mtitus@pbw.ci.dallas.az.us rgunda@gundacorp.com russell.wiles@fortworthgov.org bjahn@victoriatx.org taylor.withrow@ci.amarillo.tx.us g-thomas@ttimail.tamu.edu jimwilliams@uta.edu j-carvell@ttimail.tamu.edu
leadership@texite.org <i>all of "board@texite.org" plus:</i>	Student Chapter Liaison Newsletter Roster Membership Legislative Consultant's Council Younger Members Past Presidents HPG Awards Future Engineers Technical	Robert Wunderlich Praveen Pasumarthy Susan Langdon Bill Thorpe Walter Ragsdale Dave Carter Jennifer Butcher Wayne Kurfees Dale Thomson Melisa Finley <i>Melisa Finley</i> Paul Luedtke	rwunderlich@ci.garland.tx.us vpasumarthy@wilbursmith.com susanl@streetsmarts.us wthorpe@sanantonio.gov walter.ragsdale@jacobs.com dave.carter@parsons.com jenniferb@streetsmarts.us wayne.kurfees@kimley-horn.com dethomson@aol.com m-finley@ttimail.tamu.edu pluedtke@ci.garland.tx.us
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secretary@texite.org	rickc@ci.waco.tx.us
director@texite.org	rwunderlich@ci.garland.tx.us
newsletter@texite.org	vpasumarthy@wilbursmith.com
jobs@texite.org	alias for webmaster@texite.org
membership@texite.org	rbray@wilbursmith.com
roster@texite.org	susanl@streetsmarts.us
administrator@texite.org	jimwilliams@uta.edu
payments@texite.org	alias for webmaster@texite.org

TexITE Announces Poster Contest Winners
FOR IMMEDIATE RELEASE

Appendix K

College Station – Donovan Street, a 5th grade student from Carrollton, has won 1st Place in the 1st Annual Transportation Poster Contest sponsored by the Future Engineers Committee of District 9 of the Institute of Transportation Engineers (TexITE). 2nd and 3rd Place went to Claire Simmons, a 5th grade student from College Station, and Analecia Lopes, a 6th grade student from Bryan. Honorable Mentions were awarded to Manuel Hernandez, a 6th grade student from Bryan, and Jeffrey Hong, a 5th grade student from Carrollton. Results of the contest were announced by the Future Engineers Committee following the completion of judging on October 23.

The contest, entitled *Transportation: Past, Present, and Future*, was open to all 5th and 6th grade students in Texas and was created to coincide with the 50th anniversary of the Interstate Highway System celebrated by the United States Department of Transportation. Students were asked to submit original, non-computer generated artwork that addressed the past, present, or future of the Interstate Highway System in Texas, and the committee received 23 poster entries from across the state of Texas. Entries were judged by a panel of transportation professionals, and the Future Engineers Committee sponsored cash prizes for the winners of first through third place.

TexITE is the Texas District of the Institute of Transportation Engineers and is a professional organization for individuals in the field of transportation that reside in the state of Texas, although membership is not limited to Texas professionals. Through this organization, transportation professionals strive to help Texans provide a safer, cleaner, and more convenient and efficient transportation system. The purpose of the Future Engineers Committee is to encourage students in Texas public schools to seek higher education in the engineering and science fields, with an emphasis on transportation engineering. For more information on TexITE or Future Engineers Committee activities, visit www.texite.org or contact Melisa Finley at (979) 845-7596 or m-finley@tamu.edu.

-30-

FOR MORE INFORMATION CONTACT:
Melisa Finley
Chair, District 9 Future Engineers Committee
(979) 845-7596
m-finley@tamu.edu

COMMITTEE FOR FUTURE ENGINEERS DISTRICT 9 OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

October 2006

Purpose

The purpose of the District 9 Committee for Future Engineers is to encourage students in Texas public schools to seek higher education in the engineering and science fields, with an emphasis on transportation engineering.

Leadership

Chair of Committee: Melisa Finley, Texas Transportation Institute, Brazos Valley Section

Membership

John Black, Naztec, Inc., Greater Dallas Section
Brian Bochner, Texas Transportation Institute, Brazos Valley Section
Jason Crawford, Texas Transportation Institute, Greater Fort Worth Section
Marc Jacobson, Texas Department of Transportation, South Texas Section
Debbie Jasek, Texas Transportation Institute, Brazos Valley Section
Cissy Sylo, City of Frisco, Greater Dallas Section
Brooke Ullman, Texas Transportation Institute, Brazos Valley Section
Jim Williams, UT Arlington, Greater Fort Worth Section

Activities Update Since Last Report

1. In 2006, the United States Department of Transportation is celebrating the 50th anniversary of the Interstate Highway System. As part of this celebration, the Committee sponsored a poster contest for 5th and 6th grade students. The purpose of the poster contest was to introduce the transportation profession to 5th and 6th grade students and encourage them to explore and present concepts related to transportation. The Committee developed and disseminated the following information to Texas schools via the TexITE Sections and membership: guidelines for the contest, a release form, suggested topics for classroom discussion, and a brief history of the Interstate Highway System. The Committee received 23 entries. These submissions were judged by a panel of transportation professionals and monetary awards were given for first through third place (1st place - \$100; 2nd place - \$50; 3rd place - \$25). In addition, two honorable mentions were awarded and all participants received a certificate of participation. The Committee is currently working to publicize the results of this contest via local media (i.e., newspapers, television, internet, etc.). The Committee is also working with the schools in order to present the winners and honorable mentions with their awards. Pictures of the winners and honorable mentions will be posted on the TexITE website.

2. The Committee has decided not to hold a High School Student Interaction Day in conjunction with the TexITE winter meeting in Houston. The Committee will re-assess the potential of this event in 2007.
3. Melisa Finley has made initial contact with an AVID (Advancement Via Individual Determination) teacher at Union Grove Middle School in Killeen, Texas. AVID is a fifth- through twelfth-grade program to prepare students in the academic middle for four-year college eligibility. AVID's target population are students who are capable of completing rigorous curriculum but are falling short of their potential. Typically, they will be the first in their families to attend college, and many are from low-income or minority families. Melisa plans to work with this teacher to introduce transportation engineering to the AVID students. Melisa also plans to identify other schools in Texas that have similar programs.
4. Melisa Finley will continue to work with Section Officers to identify the activities that each Section has done or is doing with respect to encouraging students in Texas to seek higher education in engineering and science fields. Once this information is collected, it will be posted to the committee webpage.

Committee Requests

1. The Committee would like to request a location at the TexITE winter meeting in Houston to display all of the poster contest entries.

COMMITTEE FOR FUTURE ENGINEERS DISTRICT 9 OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

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Committee Requests

1. The Committee would like to request a location at the TexITE winter meeting in Houston to display all of the poster contest entries.

MEMORANDUM

Appendix L

DATE: October 27, 2006

TO: TexITE Board

FROM: Jason Crawford, Vice-President

SUBJECT: Nomination of David Fenno for Professional Practice Area Distinguished Service Award

I nominate David Fenno for the Professional Practice Area Distinguished Service Award in the Academic area. The current policy manual provides the following guidance for this 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

I am attaching a narrative nomination and supporting evidence of his technical contributions. Dave gave his all to his profession, work at the Texas Transportation Institute, battle with cancer, and most importantly his family. I strongly believe that he is a well deserving recipient of this award.

David “Dave” Fenno

(December 2, 1965 – October 12, 2006)

Our friend and colleague David “Dave” Fenno passed away Thursday, October 12, 2006. Dave fought a 12-year battle with cancer diagnosed with synovial sarcoma cancer in April 1995. Over the next decade plus, he endured numerous medical procedures to treat the disease. Although his battle with cancer spanned his entire professional career he made significant contributions to the transportation profession. Dave was an engineer, teacher, mentor, husband, father, and friend.

Dave graduated from the University of Texas at San Antonio in 1992 with a Bachelor of Science in Civil Engineering and joined the Texas Transportation Institute in 1993 as a graduate student. After completing his Master's Degree at Texas A&M University (1994), he moved to Houston and joined the Texas Transportation Institute Houston office where he worked his way up to an Associate Research Engineer. Dave worked on a wide variety of topics but his work focused on High Occupancy Vehicle (HOV) lane management and operations, managed lanes, Motorist Assistance Programs, and Public Information. For years, he worked closely with the Texas Department of Transportation and Metropolitan Transit Authority of Harris County on many issues.

Dave earned his Texas Professional Engineer license in 1999 and was a member of the Institute of Transportation Engineers, Transportation Research Board, and a Certified Presenter for Operation Lifesaver. Dave also taught a Principles of Transportation Design and Engineering class at the Texas Southern University, taught short course on Freeway Traffic Operations, and a short course on Techniques for Determining Construction Related Road User Costs.

Dave was a member of TRB (verify), ITE, and TexITE. He wrote and presented much of his research at ITE and TRB at annual and technical meetings. He was active locally and nationally coauthoring an ITE Technical Committee 4M-36 paper Guidelines for Establishing Freeway Service Patrols. Dave also contributed greatly in the area of HOV, HOT and managed lanes publishing more than 20 reports on the subject and presenting the findings and numerous conferences.

Dave was also active in the amputee support group, giving guidance and support to those going through a process he had been through years early. He was a living example of a positive attitude and a willingness to try anything. Dave was active in biking, golf, ping-pong, snow skiing (need to verify), and snorkeling. During his fight against cancer, he inspired those who knew him with his never give up attitude and determination to live. We will miss Dave, but are indebted to all the contributions he made to the profession..

SELECTED PRESENTATIONS

Houston HOV Lanes: Two Decades of Operation and Still Growing, Presented at 70th Annual Meeting, Institute of Transportation Engineers, Washington, DC, August 2000.

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Freeway Service Patrols: State of the Practice, Presented at 77th Annual Meeting of the Transportation Research Board, Freeway Management and Probability Analysis, Washington, DC, January 1998.

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Proposed Policy Manual Changes

Appendix M

October 2006

Prepared by Jason Crawford

Underline: Additions
~~Strikethrough: Deletions~~

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. If designated, the District President shall appoint an interim Section chairperson, who shall arrange and preside over a Section organizational meeting. All District members and affiliates whose home or business address lie within the Section boundaries shall be notified in writing at least 30 days in advance of the organizational meeting. The District Board may authorize District funds to pay for the cost of this initial notification and other costs associated with the organizational meeting. The organizational meeting shall have nominations for permanent Section Officers made from the floor. Candidates shall be elected by majority vote of those eligible voters present.
- b. Boundaries – Section boundaries should generally be comprised as one or more Texas counties and should generally encompass rather than split major population centers. Section members, by majority approving vote at a Section meeting, may petition the District Board for a boundary change. 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. If a section charter is rescinded, all chapter charters issued by that section are similarly rescinded.
- f. Membership – Any District member or affiliate who residential or business address lie within the Section area shall be eligible for Section membership and shall become a member upon payment of Section dues. Section membership shall not be mandatory.
- g. Government – Each Section shall elect a President, Vice President, Secretary-Treasurer, and a Section Representative. Length and expiration date(s) of terms shall be determined by the Section. The Section Executive Board, consisting of the three section officers and the Section Representative, shall manage the affairs of the Section. A majority of the Section Executive Board shall constitute a quorum. Any Section member whose District and Section dues are not delinquent shall be eligible

- to hold any Section office. A person may hold the same office for more than one term, if re-elected.
- h. Meetings – At least two Section meetings shall be held per calendar year. No action affecting the Section may be taken unless written notice of the meeting has been sent to all section members postmarked or time stamped at least two weeks in advance. Section meetings shall not be held concurrently with or within two weeks of a District meeting.
 - i. Dues and Assessments – There shall be no initiation or entrance fees. Annual dues may not be more than half the current amount of District dues for International members.
 - j. Prohibited Functions – Sections are not permitted to (1) pass resolutions, (2) carry out activities or functions that violate the District charter, by-laws, or policy, or Institute Constitution policy.
 - k. Section By-Laws – The Section may adopt additional by-laws that are consistent with District by-laws or policy or Institute Constitution. As provided by District Charter, such Section By-Laws shall not take effect until they have been filed for approval with the District and International Headquarters.

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

~~To be written at a later date.~~

- a. Establishment of a Chapter – The prospective chapter must initiate communication with the District Board and contact ITE headquarters for current procedures. The District Board must consider the petition and supporting documents. Upon District Board approval, the chapter charter and supporting documents are forwarded to ITE headquarters.
- b. Issuing Chapter Charters – The prospective chapter creates a draft charter to be completed by the District President. A model chapter charter is available from the ITE student chapter e-library.
- c. Amendments to Chapter Charters – Chapter members, by majority approving vote at a chapter meeting, may petition the District Board for amendments to existing chapter charters. The District Board may initiate charter amendments at its discretion.
- d. Rescinding Chapter Charters – The District Board may rescind a charter to disband a chapter found to be inactive or no longer conducting its activities in conformance with the requirements of existing charters.

3-2 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 the keynote speaker and technical session participants, moderators, speakers, and panelists
- 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

5-8 Insurance Policy – The District shall maintain ~~an insurance policy~~ policies to cover both general and Directors and Officers liability for the elected officers or representatives conducting business for District 9.

Appendix F
Calendar of Duties

Date Due	Description of Task or Activity	Responsible Party
January 1 st	New Officers begin terms. Email all officers and remind them that they have started terms. Ask them to review the contact information and forward corrections to incoming secretary-treasurer. Inform incoming president that he/she may consider appointing new committee chairs and other appointed positions. Forward past presidents bio and summary of year's activities to historian. Review and update Policy Manual.	Out-going President <u>Out-going President</u>
January 1 st	Deadline for award nominations for Winter meeting	Awards Committee
January 1 st	Archive and forward Forward all electronic files (current budget spreadsheets), rubber stamps, seals, letterhead, envelopes, etc. to incoming Secretary-Treasurer and copy Historian.	Out-going Secretary-Treasurer
January 1 st	Forward all information about the technical sessions to the incoming vice president (electronic file showing technical session agenda, speakers, moderators, and speaker contact information).	Outgoing Vice-President
January 1 st	Update and forward District 9 leadership list with names and contact information for new officers, section presidents and section representatives to ITE, web master and newsletter editor.	Incoming Secretary-Treasurer
January 15 th	Send out notice to Committee Chairs, Section Presidents, and Student Chapters to submit written report for winter meeting.	President
February 1st	Appointment of district-officer nomination committee	President
2 wks prior to winter Meeting	Recommend Awards for Board approval. After approvals, order plaques and generate paper certificates for Winter meeting awards	Awards Committee
2 weeks prior to winter meeting	Contact all Committee Chairs and Section Representatives for reports	District President
winter meeting	See Meeting Manual	President
Immediately following business meeting	Send thank you notes to keynote speakers, technical speakers, and moderators.	Vice-President
Immediately following business meeting	Send thank you notes to all Cities that submitted an invitation to host the next district meeting	Secretary-Treasurer
Immediately following business meeting	Forward Summer Business Meeting minutes approved by membership to Web Master to post on website. Forward copy to historian.	Secretary-Treasurer
Immediately following business meeting	Email copy of Meetings Manual and Budget Spreadsheet to City selected to host meeting 18 months out	President
March 1 st	Set date for Spring Board Meeting	President
March 1 st	Notify ITE, Webmaster and Newsletter Editor names of new committee chairs or other appointed positions	Secretary-Treasurer

March 1 st	Contact Section Presidents to submit activity report before April 1 st	President
March 1 st	Contact Student Chapter Presidents to submit activity report before April 1 st	Student Chapter Liaison
March 1 st	Contact student faculty advisors to nominate outstanding students	Student Chapter Liaison
March 1 st	Notify student advisors and student chapter presidents of award deadlines for international awards and fellowships.	Student Chapter Advisor
March 15 th	Send out Minutes for Winter Board Meeting and Business Meeting for Board review	Secretary-Treasurer
March 31 st	Winter financial meeting report due	LAC of previous winter meeting
April 1 st	Report due to President on status of election candidates and ability to meet May 1st deadline for elections ballot mail out and e-ballot web postings	Nomination Committee Chair
April 1 st	Section activity reports due	District Awards Coordinator
April 1 st	Student chapter activity reports due	Student Chapter Liaison
April 1 st	Forward all activity reports to award committee for selection of activity award.	President
April	Spring District Board Meeting.	President
April	Notify ITE Headquarters about upcoming District 9 Meetings for ITE Journal and Website	President
Last week in April	District officer election candidates forwarded to Secretary Treasurer to prepare election ballot mail outs	Nominations Committee
May 01*	Send out Election Ballots	Secretary-Treasurer
May 01	Publication deadline for spring newsletter.	Newsletter Editor
May 01	Invoice for professional listings in spring newsletter	Secretary-Treasurer
May 01	Make sure District and International Web Site post upcoming District Meeting dates and information.	Web Master
May 01	Send out Election Ballots	Secretary
May 15	Deadline for nominations for Younger Member of the year and Transportation Engineer of the Year. Review and recommend members for awards by June 1.	Awards Committee
May 15	Contact Secretary and make sure at least one city plans to make invitation bid to host a District meeting	President
2 wks prior to Summer Meeting	Order plaques and generate paper certificates for summer meeting awards.	Awards Committee
Prior to Summer Meeting	Email all Section Presidents to determine the name of the recently elected Section Representative.	District President
2 weeks prior to summer meeting	Contact all committee chairs and section representatives for updates to written reports submitted in May.	District President
Prior to Summer Meeting	Email District Administrator to make sure that the mail-in ballots are transported to the district meeting site to be counted by the Tellers Committee. Make sure to have current list of active members.	District Administrator
Prior to Summer Meeting	Appoint Ballot Committee. Appoint Tellers Committee. Appoint Audit Committee.	President
During summer meeting	See Meetings Manual <u>Set Annual Budget</u> <u>Set Annual Dues</u>	President

Immediately after Summer Business mtg.	Get signatures for next years bank account authorizations	District Administrator
Immediately following business meeting	Send district contribution checks to student chapters.	District Administrator
Immediately following business meeting	Send thank you notes to keynote speakers, technical speakers, and moderators.	Vice-President
Immediately following business meeting	Send thank you notes to all Cities that submitted an invitation to host the next district meeting.	Secretary-Treasurer
Immediately following business meeting	Forward winter meeting minutes approved by membership to Web Master to post on website. Forward copy to historian.	Secretary-Treasurer
Immediately following business meeting	Email copy of Meetings Manual and Budget Spreadsheet to Local Arrangements Committee Chair.	President
June 31 st	Drop all unpaid district members and district affiliates from the roster and put them in in-active status. Send letter informing them of status.	Roster Manager District Administrator
July	Send out district meeting solicitation letters to cities in next rotation area (18 months out).	Secretary-Treasurer
July	Summer financial meeting report due from LAC.	LAC of previous meeting
August	Mail 1 st dues notices to all district affiliates. Roster manager will provide address labels.	District Administrator
August	Attend ITE Annual Meeting	President, International Director, Outstanding Student
September 1 st	Set date for Fall Board Meeting	President
September 15 th	Request student rosters for current school year.	Student Chapter Liaison
September 15 th	Publication deadline for fall newsletter.	Newsletter Editor
September 15 th	Invoice for professional listings in newsletter	Secretary-Treasurer
October 1	Mail 2 nd dues notices to all district affiliates. Roster manager will provide address labels. District members are invoiced by ITE international.	Secretary-Treasurer
October 1	Appointment of nomination committee to determine officer election candidates (Nominations due by May 01)	President
October	District board meeting	President
October	Notify ITE Headquarters about upcoming District 9 Meeting Dates to publish in ITE Journal	President
December 1 st	Solicit membership for nominations for awards using email and web site and set deadline for January 01.	Awards Committee
December 15 th	Send update of incoming District Board and officers to ITE Headquarters	Secretary-Treasurer
December 31 st	Finalize winter meeting technical agenda, speakers, and moderators. Forward information to Local Arrangements Chair, Webmaster and Newsletter Editor for Publication	Vice President
December 31 st	Send Annual Contributions to ITE Headquarters	District Admin Administrator

BY-LAWS OF THE TexITE CAPITAL AREA SECTION

ARTICLE I - NAME AND PURPOSE

Section 1.1 - Name. The name of this organization shall be the Capital Area Section of District 9 (TexITE) of the Institute of Transportation Engineers.

Section 1.2 - Purpose. The purpose of the TexITE Capital Area Section shall be to promote and foster, at the local level, the purposes of TexITE and the higher levels of government within the Institute of Transportation Engineers (ITE).

Section 1.3 - Boundaries. The boundary of the Section shall be as designated in the TexITE Capital Area Section Charter.

Section 1.4 - Boundary Changes. Changes to the Section boundaries shall be considered a change to the TexITE Capital Area Section Charter which shall be amended as described therein.

ARTICLE II – MEMBERSHIP

Section 2.1 - Section Members. Any TexITE (ITE District 9) Member or Affiliate who resides or works within the area designated for the Section, and who is in good standing with TexITE, shall be eligible to become a Section Member and shall become a Section Member upon payment of Section dues. Any member of the Institute of Transportation Engineers (ITE) may become a member of the Section, without residing or working in the Section area, upon approval of the Section members.

Section 2.2 - Section Affiliates. Any other interested individual who is not a student and who resides or works within the Section boundaries may, at the discretion of the Section, become a Section Affiliate upon payment of Section dues.

Section 2.3 - Student Members. A College or University student enrolled in a recognized transportation related program at an engineering or planning school, and who is a student or resides within the designated boundaries is eligible to become a Student Member of the Section.

Section 2.4 - Privileges. All TexITE Members who are Members of the Section shall be entitled to all the privileges of the Section, including the right to vote and the right to hold elective office. TexITE Affiliates, Section Affiliates and Student Members shall be entitled to all privileges of the Section except the right to vote and the right to hold elective office.

ARTICLE III - FEES, DUES, AND ASSESSMENTS

Section 3.1 - Initiation Fees. There shall be no initiation or entrance fee.

Section 3.2 - Annual Dues. Annual dues shall be established in the Section's Annual Budget, subject to limitation on maximum amount as regulated by TexITE ~~(Policy Number 2A, under Article VII, Dues and Assessments).~~

Section 3.3 - Dues Payment. Annual dues shall be assessed all eligible Section Members and Section Affiliates and are payable at the beginning of the fiscal year which shall be January 1st. Dues shall be considered in arrears on March 1. Members whose dues remain in arrears on January 1 of the following year shall be considered inactive and shall not be eligible to hold office or vote in Section elections. A Member shall be considered as inactive until dues in arrears and current fiscal year dues are paid.

ARTICLE IV - GOVERNMENT

Section 4.1 - Officers and Term. The officers of the Section shall consist of a President, Vice President, and a Secretary-Treasurer. The officers shall be elected annually to assume office on January 1 for a term of one year or until a successor takes office. A member may occupy the same elective office for more than one term. Officers shall be voting members of the TexITE and Members of the Capital Area Section.

Section 4.2 - Section Representative(s) and Term. 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 Section Representative(s) shall be elected in the same manner as Section Officers. Each Section Representative shall serve a two-year term with the terms staggered so that approximately one-half are elected each year. Newly elected Section Representative (s) shall take office at the beginning of the year following election. The Section Representative(s) shall be (a) member(s) of the Institute.

Section 4.2-3 - Executive Board. The government of the Section shall be vested in its Executive Board. The Executive Board shall ~~consist of the three Section officers and shall~~ manage the affairs of the Section. ~~The Immediate Past President of the Section shall serve as an ex-officio (non-voting) member of the Executive Board.~~ The Executive Board shall consist of the President, Vice President, Secretary-Treasurer, Section Representative(s), and the immediate Past President whose term has most recently expired and still resides within the Section. A majority of the Section Executive Board shall constitute a quorum.

Section 4.3-4 - Succession. In the event of a vacancy in the office of President, the Vice-President shall assume office. In the event of a vacancy in the office of Vice President, the Secretary-Treasurer shall assume the office. In the event of a vacancy in the office of Secretary-Treasurer or Section Representative, the Section Executive Board shall appoint an eligible Section member to complete the remainder of the term.

Section 4.4-5 - Duties of the President. The President shall preside over Section meetings and shall appoint committees as he or she sees fit. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 4.5-6 - Duties of the Vice President. The Vice President shall be responsible for arranging Section meetings and shall preside over such meetings in the absence of the President.

Section 4.6-7 - Duties of the Secretary-Treasurer. The Secretary-Treasurer shall maintain the records and bank account of the Section and collect Section dues. The Secretary-Treasurer

shall prepare the Section's Annual Budget, which must be approved by a majority of the Section Membership at the Section's Annual Business Meeting.

[Section 4.8 - Duties of the Section Representative\(s\). The Section Representative\(s\) shall represent the Section on the District Board.](#)

ARTICLE V - MEETINGS

Section 5.1 - Regular Meetings. Regular Section meetings shall be held as determined by the Section Executive Board. No action affecting the Section may be taken unless notice concerning the matter has been transmitted to all Section members at least two weeks in advance. Such notice may be sent by regular mail, facsimile, or electronic mail.

Section 5.2 - Executive Board Meetings. The Section Executive Board shall meet at the discretion of the President or upon request of two members of the Section Executive Board.

Section 5.3 - Annual Business Meetings. An annual Section Business Meeting shall be held during the last three months of the fiscal year. The proposed date of the Annual Business Meeting shall be established and announced to the membership at least two months in advance.

Section 5.4 - Restrictions on Meeting Times. A regular or annual Section meeting shall not be held concurrently with or within two weeks of a TexITE (ITE District 9) meeting.

ARTICLE VI - SECTION FUNCTIONS AND ACTIVITIES

Section 6.1 - Allowable Functions and 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
5. District newsletter input

Section 6.2 - Prohibited Functions and Activities. The following activities are not permitted:

1. Resolutions
2. Any other activity or function which would be in violation of the District charter, By-Laws, or policies or Institute Constitution policies
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 members of the Nominating Committee shall be appointed by the President on an annual basis. The Committee shall consist of at least three Section members who are not currently holding an elective office.

Section 7.2 - Duties of the Nominating Committee. The Nominating Committee shall consider the qualifications of prospective officers and shall ascertain their willingness to serve, if elected. Nominations for any office may be made to the Nominating Committee by two or more Section members who are eligible to vote. If a member is nominated for more than one office, he or she shall be considered a candidate only for the one office which he or she prefers. The Nominating Committee shall report to the Section Secretary-Treasurer a list of nominees for each elective office.

Section 7.3 - Nominations of Additional Candidates. At a subsequent Section meeting, the nominations of the Nominating Committee shall be announced. Additional nominations may be received at that meeting or subsequent until one month prior to the Section's Annual Business Meeting. These additional nominations must be supported by at least five eligible voters and are then forwarded to the Nominating Committee for consideration.

Section 7.4 - Transmission of Ballots to Eligible Voters. No later than ~~30~~¹⁴ days in advance of the Annual Business Meeting, the Secretary-Treasurer shall transmit, to all eligible voters, a ballot, an announcement of the time and place of the Annual Business Meeting, and instructions setting forth the procedure for return of the ballots. The ballots shall include the names of all nominated candidates and shall not differentiate whether a particular candidate was nominated by petition or by the Nominating Committee.

Section 7.5 - Collection and Tabulation of Ballots. The ballot may be transmitted to the Secretary- Treasurer before the Annual Business Meeting, or may be turned in at the Annual Business Meeting. The President shall appoint a Tellers Committee which shall verify the eligibility of each voter and canvass all ballots cast by eligible voters. For each office, the person receiving the greatest number of eligible votes shall be declared elected. In the case of a tie vote, the winning candidate shall be determined by a secret ballot cast by the eligible membership in attendance at the Annual Business Meeting.

Section 7.6 - Transmission of Election Results. Names and addresses of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District President and the Institute Headquarters within thirty (30) days after election.

ARTICLE VIII - BY-LAWS AND BY-LAWS AMENDMENTS

Section 8.1 - General. The Section may adopt by-laws which are not in conflict with the Institute Constitution, District Charter, District By-Laws, Section Charter, or officially adopted Policies of the District. In the event of a conflict between these by-laws and the Section Charter, the Section Charter shall prevail.

Section 8.2 - 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 the fact that preliminary consideration of proposed By-Laws or By-Laws Amendment will be an item of business. Such notification 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 8.3 - Process for Adoption. The modified By-Laws or By-Laws Amendment shall be voted on using a secret ballot procedure similar to that used for election of officers but administered by the Section Executive Board. 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 TexITE (District 9) and International ITE Headquarters.

~~ARTICLE IX - TRANSITION~~

~~Section 9.1 - Election of 2002-2003 Officers. Due to the constraint of schedule, it is recognized that the process of electing Section officers for 2002-2003 must begin prior to the final adoption of these By-Laws. Such election shall be deemed to be valid and binding provided that both of the following conditions are met:~~

~~(a) That the 2002-2003 Section officer's election follows all procedures set forth in the (historic, but obsolete as of May 2002 when the Texas Section of District 9 was dissolved and the Local Chapters became tentative Sections) Texas Section Policies and Procedures Manual; and~~

~~(b) That these By-Laws are subsequently adopted by the Section on or before June 30, 2003.~~

~~Section 9.2 - Removal of This Article. This Article shall become null and void as of July 1, 2003 and shall be removed from these By-Laws.~~

**BY-LAWS
OF THE
TexITE CAPITAL AREA SECTION**

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5. District newsletter input

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2. Any other activity or function which would be in violation of the District charter, By-Laws, or policies or Institute Constitution policies
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Section 7.4 - Transmission of Ballots to Eligible Voters. No later than 14 days in advance of the Annual Business Meeting, the Secretary-Treasurer shall transmit, to all eligible voters: a ballot, an announcement of the time and place of the Annual Business Meeting, and instructions setting forth the procedure for return of the ballots. The ballots shall include the names of all nominated candidates and shall not differentiate whether a particular candidate was nominated by petition or by the Nominating Committee.

Section 7.5 - Collection and Tabulation of Ballots. The ballot may be transmitted to the Secretary- Treasurer before the Annual Business Meeting, or may be turned in at the Annual Business Meeting. The President shall appoint a Tellers Committee which shall verify the eligibility of each voter and canvass all ballots cast by eligible voters. For each office, the person receiving the greatest number of eligible votes shall be declared elected. In the case of a tie vote, the winning candidate shall be determined by a secret ballot cast by the eligible membership in attendance at the Annual Business Meeting.

Section 7.6 - Transmission of Election Results. Names and addresses of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District President and the Institute Headquarters within thirty (30) days after election.

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Section 8.1 - General. The Section may adopt by-laws which are not in conflict with the Institute Constitution, District Charter, District By-Laws, Section Charter, or officially adopted Policies of the District. In the event of a conflict between these by-laws and the Section Charter, the Section Charter shall prevail.

Section 8.2 - 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 the fact that preliminary consideration of proposed By-Laws or By-Laws Amendment will be an item of business. Such notification 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 8.3 - Process for Adoption. The modified By-Laws or By-Laws Amendment shall be voted on using a secret ballot procedure similar to that used for election of officers but administered by the Section Executive Board. 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 TexITE (District 9) and International ITE Headquarters.