
Georgia Section
Institute of Transportation Engineers, Inc.



**POLICIES
AND
PROCEDURES
MANUAL**

Revised January 2023

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PRESIDENTS ROLL CALL

1963	John D. Edwards, Jr.	2003	Susan S. Walker
1964	Archie C. Burnham, Jr.	2004	Todd I. Long
1965	Robert W. Roseveare	2005	Keith Hogsed
1966	Earl R. Slider	2006	Richard Fangmann
1967	George Adams	2007	Keith Strickland
1968	Cyril Busbee	2008	Carla W. Holmes
1969	Donald H. Covault	2009	Scott E. Mohler
1970	Joseph M. Thomas	2010	David W. Low
1971	Herman A. Hill	2011	Mike Holt
1972	Roger Lewis	2012	John Karnowski
1973	Jack Kendrick	2013	Dwayne Tedder
1974	William S. Derrick	2014	Jonathan Reid
1975	Donald H. Gaines	2015	Andrew Antweiler
1976	Peter S. Parsonson	2016	Sean Coleman
1977	Douglas E. Hefty	2017	Marco Friend
1978	Sandy R. Jordan	2018	France Campbell
1979	Carl D. Beck	2019	Jody Peace
1980	Gwyn K. Sanderlin	2020	Katherine Shearin
1981	George W. Black	2021	Christopher Maddox
1982	William R. McCombs	2022	Christina Barry
1983	Bob M. Snipes		
1984	Paul Ballard		
1985	Tommy Kimbrell		
1986	Jim Hoffheins		
1987	Howard Harris		
1988	David C. Ritchie		
1989	Kenneth O. Voorhies		
1990	Charles Bopp		
1991	Walter S. Rekuc, Jr.		
1992	Robert R. Alexander		
1993	M. John Moskaluk		
1994	Stephen J. Puster		
1995	Richard A. Day		
1996	W. Martin Bretherton Jr.		
1997	Harriet R. Smith		
1998	G. Edward Ellis, Jr.		
1999	John L. Hibbard		
2000	Elizabeth N. (Betsy) Williams		
2001	Wassim Selman		
2002	Bayne E. Smith		

I. INTRODUCTION

The Georgia Section of the Institute of Transportation Engineers was established by charter granted by the Institute of Transportation Engineers (hereafter referred to as ITE) District 5 Board in November 1962, reissued on January 1, 1989, and updated in March 2021. It operates under the provisions of the amended and approved Bylaws of ITE. The Georgia Section was incorporated on November 8, 2006. The official name of the entity is Georgia Section, Institute of Transportation Engineers, Inc. A copy of the Certificate of Incorporation is included in the Appendix of this document.

The government of the Section is vested in its elected officials who collectively constitute the Executive Board. This Policies and Procedures Manual suggests guidelines and procedures to ease the annual transition of Section leadership and to list the duties and responsibilities of the various leadership components.

The goal of this document is to enable the Section to achieve and maintain the highest possible level of professionalism and efficiency in its operations and activities.

This Policies and Procedures Manual is a guide for management of the various offices and appointments of the Section and may be amended by the Executive Board as needed. This organization is by, and for, volunteer members. This manual does not preclude any course of action, or set a direction, for the Section or its members. The Charter and Bylaws are the only written documents that control the actions of the officers and the Section activities.

It is intended that this manual will be updated periodically as the policies and procedures of the Section change, or as improvements to this document are needed.

II. AUTHORITY

This Revised Policies and Procedures Manual is approved and adopted by the Georgia Section ITE Executive Board as a guide for the annual transition of Section leadership to help them create a better Section.

Originally adopted: November 11, 1997

Harriet R. Smith, President
Attested to by Secretary-Treasurer

Revision Adopted: November 18, 2004

Todd I. Long, President
Attested to by Secretary-Treasurer

Revision Adopted: June 30, 2010

David W. Low, President
Attested to by John Karnowski,
Secretary-Treasurer
Carla W. Holmes, Policies &
Procedures Manual Committee Chair

Revision Adopted: _____

Robinson Nicol, President
Attested to by Christy Jeon, Secretary-
Treasurer
Dwayne Tedder, Policies & Procedures
Manual Committee Chair

Revision Adopted: _____

_____, President
Attested to by _____,
Secretary-Treasurer
_____, Policies &
Procedures Manual Committee Chair

Revision Adopted: _____

_____, President
Attested to by _____,
Secretary-Treasurer
_____, Policies &
Procedures Manual Committee Chair

III. DUTIES OF ELECTED OFFICIALS

1. *General*

The Executive Board of the Section is made up of the **President; Vice President; Secretary-Treasurer;** immediate living Past **President;** and Section Representative(s) to the Southern District Board. (Bylaws, Article IV, Sections 4.1 through 4.5). The Executive Board is responsible for managing the business of the Section in accordance with the Section Charter, Bylaws, and established Executive Board policy.

The purpose of the Georgia Section ITE (Charter, Article II, Section 2.2) is to:

- a) Advance the objectives of the Institute;
- b) Foster closer association of Institute members;
- c) Encourage members to prepare or discuss papers;
- d) Prepare suggestions on matters of policy to the Board of Direction of the Institute;
- e) Consider local transportation and traffic engineering problems;
- f) Cooperate with other local engineering groups on matters of common interest;
- g) Present the transportation and traffic engineering point of view consistent with established Institute policies;
and
- h) Encourage the introduction of transportation and traffic engineering courses in colleges, universities, and technical schools in the Section.

The nomination, election, terms of office, and filling of vacancies of elected officials are specified in Bylaws, Article IV, Sections 4.6 through 4.11. The Policies and Procedures Manual suggests tasks in addition to the duties that are listed in the Bylaws and Charter. Circumstances may create additional duties and tasks. It is important that all members of the Executive Board read the Section Charter and Bylaws and be familiar with the requirements of those documents.

2. *President*

The **President** is the Chief Executive Officer of the Section and has ultimate responsibility for all Section activities and actions. The **President** must be a "Member" of the Section.

The **President** is the elected "team" leader of the Section. It is the duty of the **President** to determine the course of action the Section will take during the year.

A. Charter Requirements

- i. The Section Executive Board shall submit to the Southern District Board, the Southern District Director(s), and the Executive Director of the Institute, the information on elected officials as called for in Article V, Section 5.3 of the Section charter. This may be delegated to the Secretary-Treasurer.
- ii. The Section Executive Board shall submit an annual report to the Southern District Board in accordance with Article V, Section 5.4 of the Section charter. This is conducted by the senior Section Representative to the Southern District.

The **President** should see that these tasks are accomplished.

B. Bylaws Requirements

The **President** shall

- i. Adhere to all requirements of the President as outlined in the Bylaws, Article VI, Section 4.3.C.
- ii. Preside at business meetings, Executive Board meetings, and other Section activities and functions.
- iii. Schedule Executive Board meetings in accordance with Article VI, Section 4.12 of the Section Bylaws and Section VII of this Manual.
- iv. Be an ex-officio member of all committees except the Nominations Committee.
- v. Appoint a Nominating Committee in accordance with Article VI, Section 4.7 of the Section Bylaws. Normally, the Committee should be appointed by July 1 and should be comprised of at least three members. The Committee Chair may be the immediate Past

President of the Section. The committee should provide a list of candidates to the Secretary-Treasurer at least 75 days before the Annual Meeting (usually by mid-September). This is the only committee of which the President is not an ex-officio member.

- vi. Appoint Committee Chairpersons not later than the second Executive Board meeting following the Annual Meeting at which the President is elected so that the committees will have time to pursue their charge. It is best to have all Committee Chairs filled by the first Executive Board meeting held in January. Traditionally, a meeting of all Chairs and the Executive Board is held in January, either before or after the Executive Board meeting. Although this is not required by the Bylaws, it will make the beginning of the year smoother. It is a good idea for the Vice President to begin lining up Committee Chairs at the end of his or her term as Vice President. The appointments should be confirmed in writing to the Executive Board along with the charge given to each committee. The President determines which committees are to be active during the year and provides each Committee Chair with a copy of the pertinent section(s) of the Policies and Procedures Manual. The President is an ex-officio member of every committee except Nominations.

vii. Conduct the Annual Meeting.

The President shall be responsible for making the arrangements for the Annual Business Meeting and the Annual Meeting. As the arrangements are finalized, the President will confirm the arrangements with the Executive Board prior to presenting the contractual commitments. Arrangements to be reported to the Executive Board consist of venues considered with a preferred venue; proposed agenda; and estimated costs for meals, entertainment and other appurtenances. The event budget will be based on a financial plan that identifies costs and the number of participants needed at specified fee(s) per person to cover the expenses.

vii.

- viii. In the event that the costs are beyond the ability of the participants to reasonably cover, the President will request consideration for a subsidy amount to be paid by the Georgia Section to assist in cost coverage. Upon approval of the programs and financial plan, the

President shall commence with finalizing agreements for the procurement of venue, meals, entertainment, and any other requirements to meet the program objectives.

i. Duties:

- a. Plan and schedule Georgia Section Annual Meeting.
- b. Find appropriate meeting location during the first third quarter of the year.
- c. Identify and arrange food service, entertainment, and other items as needed.
- d. Develop program and budget and request approval from Executive Board.
- e. Develop notifications for distribution to the membership.

C. Standing Committees

The Section from time-to-time has had the following standing committees. Technology and needs change, and so do committees. Currently, committees include:

- i. Member Services
 - a. Audio/Visual
 - b. Awards
 - c. Finance
 - d. Historian
 - e. Host
 - f. Mentorship/Leadership Program
 - g. Nominations
 - h. Past Presidents
- ii. Meeting Coordination
 - a. Summer Seminar
 - o Technical Program
 - o Registration
 - o Golf Tournament
 - b. Winter Workshop
- iii. Technical

- a. Technical
 - 1) Safety
- iv. Outreach Committees
- v. Marketing/Communications
 - a. Marketing/Communications – Social Media
 - b. Website
 - c. Virtual Events
- a. Scholarship
- vi. Outreach Liaisons
 - a. Engineering Outreach
 - b. Legislative Affairs
 - c. Student Chapter Liaison
 - o Coordinator
 - o Georgia Institute of Technology
 - o Kennesaw State University
 - o Georgia Southern University
- vii Internal staff
 - a. Clerk
 - b. Comptroller

The committees are excellent training grounds for the Section's future leaders. If the **President** is looking for candidates for Committee Chairs, it may be helpful for the **President** to contact Past **Presidents** or senior members of agencies and firms, who are also Section members, and ask them who in their agency could be groomed for leadership in the Section. The **President** may also invite candidates through the newsletter, website, and announcements to express their interest.

D. Critical Needs (a.k.a. How to make the section run smoother)

Although not required by the Bylaws, it is helpful if the **President** will:

- i. Develop an agenda for each Executive Board and Business Meeting, send the agenda to the Executive Board with the meeting notice. See Sections VII, VIII, and IX for typical agendas. (Examples of agendas are included in the Appendix.)
- ii. Develop an annual operating budget and present it to the Executive Board for approval no later than the first Executive Board meeting following the Annual Meeting at which the President is elected. This should be a joint effort with the Vice President (last year's Secretary-Treasurer) and the Comptroller.
- iii. Develop a calendar of key dates for the current Section year for use by the Executive Board. This calendar should be developed no later than the first Executive Board meeting following the Annual Meeting at which the President is elected. These key dates should include Section Meetings, Executive Board meetings, District meetings (Board and Annual), ITE International meetings, and nominations deadlines. Publish these dates on the website.
- iv. Ensure that each officer and Committee Chair has their job requirements and suggestions from the Policies and Procedures Manual by the first Executive Board meeting of the year. The Policies and Procedures Manual should be posted on the Section's website at <http://www.gaite.org>.
- v. Ensure that the new officers have a copy of the current Strategic Plan. The Strategic Plan should be available on the Section website.

E. Suggested Guidelines

The **President** may wish to:

- i. Have all Committee Chairs prepare mid-year reports at the Summer Seminar. The reports work as a stimulus to committee activity and act as "peer pressure" for each Committee Chair to be "active."
- ii. Represent the Section at ITE and Southern District functions to the extent possible.
- iii. Meet with the Georgia DOT Commissioner, Director of Governor's Office of Highway Safety, AAA Representative, Georgia Division Director of Federal Highway Administration to facilitate and update plans to assist in the advancement of our

- profession.
- iv. Encourage the introduction of transportation and traffic engineering and transportation planning courses in colleges, universities and technical schools in the section.
 - v. Advance the objectives of the Institute.
 - vi. Foster closer association of the Institute members.
 - vii. Cooperate with other local engineering and planning groups on matters of common interest.
 - viii. Invite the Section candidates for offices to speak at the November meeting.
 - ix. Check with the Secretary-Treasurer to ensure that information about voting, as are sent out 30 days before the Annual Meeting.
 - x. Sign all contracts for all functions of the Section. The President may delegate this responsibility.
 - xi. Prepare timely messages for the Section newsletter, publications, and social media.
 - xii. Submit an annual report as may be required by the State Corporation Commission pursuant to the articles of incorporation granted by the State of Georgia.
 - xiii. Prepare and deliver a report on the state of the Section for the Annual Business Meeting.
 - xiv. Respond in a timely manner to inquiries, requests for committee candidates, and other communications from Institute headquarters or Southern District or from the Southern District Director(s).
 - xv. Appoint a Parliamentarian for the Annual Business Meeting and ensure that the Parliamentarian has a copy of the Section Bylaws. The Parliamentarian is usually the Immediate Past President or one of the "senior" Past Presidents.
 - xvi. Select a Past President to administer the oath of office to newly elected officials at the Annual Business Meeting and provide that Past President with a copy of the oath of office (see Section VII of this Manual). Usually this is delegated to the Immediate Past President.
 - xvii. Ceremonially, pass the gavel to the incoming President at the Annual Meeting.
 - xviii. Present appropriate offering of appreciation to outgoing elected officials and Committee Chairs at the Annual Meeting.
 - xix. Schedule the Chair or another member of the Awards Committee to make the presentation

of awards at the Annual Meeting.

- xx. Attend Georgia Engineering Alliance (GEA) Leadership Luncheons held once per quarter.
- xxi. Assist in planning the Transportation Summit and sponsored by GEA.
- xxii. Attend Georgia, District and International meetings during term. In the past, the Executive Board has approved an amount for the President and Vice President to attend the District Annual Meeting. Ensure that an adequate amount of money is budgeted to cover most (70%-80%) of the cost of these travel expenses.
- xxiii. The President or Vice President may wish to attend the monthly Georgia Department of Transportation Board meetings.
- xxiv. Occasionally check the ITE International website to keep up with ITE activities.
- xxv. Invite ITE Vice President candidates to a Section meeting, normally between February and May each year.
- xxvi. Reach out to the Section Members outside Atlanta and seek to provide programs and services to members in Georgia's smaller cities and rural areas.
- xxvii. See that the Georgia Section website is current and filled with useful information.

F. Events and Milestones for the President

<u>Suggested Time</u>	<u>Activity</u>
December (Prior to first Executive Board meeting)	i. Schedule first Executive Board meeting. ii. Develop agenda for Executive Board meeting. iii. Develop annual operating budget. iv. Appoint Committee Chairs. v. Develop calendar of key dates (meetings, etc.) vi. Notify International and District of newly-elected officers. vii. Submit Section Annual Report to District (usually has January 15 deadline) - - This report is used to judge the Best Section Award for District and International competition.

<u>Suggested Time</u>	<u>Activity</u>
Monthly	i. Schedule Executive Board meetings. ii. Develop agenda for Executive Board meetings. iii. Preside at Executive Board and Business meetings. iv. Prepare report on pertinent issues for business meetings. v. Get periodic status reports from Committee Chairs.
As information becomes available	i. Notify International and District ITE of meetings and invite them to attend. ii. Prepare messages for newsletters and email blasts. See Newsletter Committee for deadlines.
March	i. Appoint a Nominating Committee (July 1 deadline.)
September	i. Check with chair of Nominating Committee to be sure nominations are given to the Secretary-Treasurer 75 days before annual meeting -- usually around September 15.
October	i. Check with Secretary-Treasurer to be sure candidates' names are properly distributed -- usually around October 10.
November	i. Check with Secretary-Treasurer to be sure ballots are properly advertised -- usually around November 10. ii. Prepare Annual Meeting Agenda. (See Appendix for examples.) iii. Prepare Annual Meeting invitations and arrange for distribution. iv. Conduct oversight of Annual Meeting Committee and Awards Committees.
Prior to Annual Business Meeting	i. Appoint a Parliamentarian (if desired). ii. Purchase awards or gifts of appreciation for the outgoing Board Members and Committee Chairs and/or others as appropriate.

<u>Suggested Time</u>	<u>Activity</u>
At the Annual Business Meeting	i. Preside at the Meeting. Recognize any special quests. ii. Present awards or gifts of appreciation to the outgoing Board Members and Committee Chairs and/or others as appropriate.

3. Vice President

The **Vice President**, in the absence of the **President**, shall preside at meetings and discharge the **President's** duties. It is imperative that the **Vice President** acquire and maintain a working knowledge of all Section activities and actions.

A. Bylaws Requirements

- i. Adhere to all requirements of the Vice President as outlined in the By-laws, Article VI, Section 4.3.D.

B. Suggested Guidelines

Although not required by the By-laws the **Vice President** may wish to do the following to make the Section run more smoothly:

- i. Assist the President in governing of the Section. The President may wish to delegate the coordination with several committees to the Vice President.
- ii. Assist the President in the preparation of the annual budget before the first Executive Board meeting.
- iii. Train the new Secretary-Treasurer on the duties and responsibilities of the position.
- iv. Attend Georgia Engineering Alliance (GEA) Leadership Luncheon held once per quarter.
- v. Participate on the Editorial Board of the GEA along with the Newsletter Chair.
- vi. Invite speaker or arrange entertainment for Annual Business Meeting (the President may wish to do this).
- vii. Appoint next year's Summer Seminar Chair in July (typically a formality of appointing the

- current Vice-Chair), and work with the Chair and the Executive Board to appoint a Vice-Chair.
- viii. Provide the program for the monthly Meetings. The programs can be in the format of a speaker or any other activity that may be appropriate. The program should be interesting and of "benefit" to the Section.
 - ix. Propose any changes in location for the monthly meetings, and to the extent feasible, present recommendations to the Executive Board for approval within 90 days of the meeting date or at the first Executive Board meeting.
 - x. Ensure that the following duties are performed in connection with the monthly meetings:
 - a. Meeting Site Arrangements - to include selection of a suitable hotel or meeting room (including size, layout, acoustics, etc.), number of rooms needed for guests and meeting(s), price of rooms, arrangement of an area for registration, availability of necessary equipment (e.g., projector, screen, podium, mikes, head table, registration table, etc.), separate room for social hour (if necessary), and separate room for Executive Board meeting (if necessary).
 - b. Meal arrangements - to include number of meals for the meeting (lunch and/or dinner); number of refreshment breaks; price of meals and refreshments for breaks; menu(s); meal tickets (if necessary); room location for meals; and arrangements for a head table, if needed.
 - c. Forward meeting notice information to Secretary-Treasurer for distribution three weeks in advance of monthly meeting. The meeting notice information should include program, date, time, and location for each scheduled meeting. This information should be distributed by e-mail at least two weeks before the scheduled meeting.
 - d. Schedule joint meeting with other transportation engineering related organizations.
 - e. Introduce the guest speaker at each meeting. Ensure the speakers have the necessary audio and visual equipment for their presentation. Ensure that speakers are properly registered for the meeting (registration fee waived) so that they can be accounted for in food count, and so that a name tag is pre-printed for them.
 - xi. Prepare and deliver a report on the activities of the Vice President at business and Executive Board meetings.

- xii. Chair the Strategic Planning Committee if appointed by the President to do so.
- xiii. Review the Strategic Planning and deliver a summary to the Executive Board in the first quarter of the year.
- xiv. Provide sign-up sheets for committees at the Annual Meeting and subsequently furnish these sheets to the respective Committee Chairpersons for appropriate action.
- xv. Assuming ascendancy to the Presidency next year, plan and prepare to the extent possible to ensure a smooth transition of the Section leadership. Line up Committee Chairs in October and November so that they will be ready in December.
- xvi. The Vice President and President should try to attend the monthly Georgia DOT Board meetings.
- xvii. Prepare a notice of future meetings for each issue of the Section Newsletter.
- xviii. The Southern District President may ask the Vice President to appoint Georgia Section members to the following Southern District Committees: Career Guidance, Nominations, Publications; Safety, and Technical Council. This is usually requested in November or December before the Georgia Section elections.

C. Events and Milestones

The following represents typical events and milestones for this position.

<u>Suggested Time</u>	<u>Activity</u>
Monthly	i. Attend Executive Board meeting. ii. Arrange for speaker and location for monthly meeting. iii. Prepare notice for the next month's meeting and provide to Secretary-Treasurer.

<u>Suggested Time</u>	<u>Activity</u>
January	i. Train new Secretary-Treasurer for new duties within 30 days of taking office. ii. Add Secretary-Treasurer to bank signature card and remove Past President from signature card.
February	i. Chair Strategic Planning Committee if requested to do so by the President. ii. Review Strategic Plan and provide summary to the Executive Board. iii. Prepare notice for joint meetings and provide to Secretary-Treasurer. iv. Check with Student Chapters about sponsoring a monthly meeting. In the past several years, the Georgia Tech Student Chapter has hosted the April meeting.
April	i. Attend Southern District ITE Meeting (encouraged). - ii.
July	i. Provide a written report before the Summer Seminar if requested by the President. ii. Attend Summer Seminar and work with the current Seminar Chair, Vice Chair and the Executive Board to select Vice Chair for the next Summer Technical Seminar.
August	i. Check with Kennesaw State Student Chapter about sponsoring a monthly meeting. For the past several years, the KSU student chapter has hosted the October meeting.
October	ii. Begin lining up Committee Chairs for next year.
November	i. Coordinate with President to ensure that meeting invitations are prepared for the Annual Business Meeting in December.

<u>Suggested Time</u>	<u>Activity</u>
December	i. Attend Georgia Section Annual Business Meeting. ii. Prepare a brief speech for accepting the Presidency of the Georgia Section. iii. Appoint Committee Chairs iv. Develop agenda for December Executive Board Meeting and preside at meeting.

4. *Secretary-Treasurer*

The **Secretary-Treasurer** is the financial officer and record keeper of the Section.

A. By-law Requirements

- i. Adhere to all requirements of the Secretary-Treasurer as outlined in the Bylaws, Article VI, Section 4.3.E.
- ii. Dues -- Dues from members are collected by the end of February. Life Members and Special members are exempt from annual dues.
- iii. Nominations -- Receive list of candidates from Nominations Chair seventy-five (75) days before Annual Meeting (about September 15th). Distribute via e-mail to the voting membership a letter setting forth the slate of officers selected by the Nominating Committee and asking for additional nominees at least 60 days before the Annual Meeting. Additional nominations for any office may be made by petition, signed by at least (5) Members. Each such petition shall be accompanied by the written consent of the nominee to run for that office, and both must be received the Secretary-Treasurer at least forty-five (45) days before the Annual Meeting. (See sample letter in the appendix.) No Member can be nominated for more than one office.
- iv. Ballots – E-mail the final ballot and instruction for online voting to the voting membership at least 30 days before the Annual Meeting. Those without e-mail should be mailed a ballot by USPS.

- v. Membership -- Work with ITE to ensure that the section membership rolls agree with International database. Compare monthly and quarterly reports from ITE to Section database for membership Bylaws. Update e-mail list based on the membership roll. Only members in good standing should receive e-mail including meeting notices.

B. Suggested Guidelines

- i. The Secretary-Treasurer is not to handle any scholarship funds. The funds are tax-exempt and must be deposited in approved accounts. See the Scholarship Committee section of this manual for information regarding scholarship funds.
- ii. The Secretary-Treasurer is responsible for maintaining records of all correspondence throughout the year. Separate files should be maintained for:
 - a. FINANCE – contains all bank statements, cancelled checks, receipts and other documents related to the financial activities of the Section.
 - b. MEMBERSHIP RECORDS – contains all records related to the change of status or other information for section members.
 - c. CORRESPONDENCE – contains all Section correspondence.
 - d. EXECUTIVE BOARD – contains all meeting minutes, Executive Board correspondence, etc.
 - e. LEGAL – contains all legal records of the Section such as tax documents, tax exempt status, etc.
 - f. BYLAWS – contains the most recent set of bylaws adopted by the Executive Board.
- iii. Order office supplies necessary for the Secretary-Treasurer job.
- iv. Attend all Executive Board meetings, mail out announcements of, and an agenda for, Executive Board meetings if requested by the President, prepare a Secretary-Treasurer's report for the Executive Board, and coordinate with the Section Clerk to take, prepare, and maintain minutes of all Executive Board and Business Meetings for the Section. The Annual Meeting is the last meeting at which you take minutes during your term. Minutes of each Executive Board Meeting and Business Meeting should be distributed for review within two weeks of the meeting so that action items can be properly addressed. The

- minutes must be presented for approval at the next Executive Board Meeting.
- v. Coordinate with the Vice President to assure guests, prospective members and new members receive appropriate welcome.
 - vi. Keep a current roster and dues status of all members.
 - vii. Provide Chair of Nominations Committee with separate current rosters of all Members in good standing in the Section by July 15.
 - viii. Dues for Members are collected by ITE International. A check or payment will be sent to the Section twice a year for all dues collected by ITE. The payments are usually sent in March and August. Promptly deposit checks when received.
 - ix. Ensure that the Comptroller pays bills promptly and make deposits, being accountable to the current budget. Keep accurate records of all transactions. Coordinate with Comptroller to select an accounting system to use to account for bills for different budget items. Coordinate with Comptroller to maintain books for review by the Finance Committee in December or January.
 - x. Maintain lists of Past Presidents, Honorary Members, Award Winners, Scholarship Award Winners, and Committees. This information should be provided to the Historian.
 - xi. Provide membership mailing list or labels for requests approved by the Executive Board. Typically, the Executive Board will approve distribution of information to the membership by the Secretary-Treasurer but rarely provides the mailing list or labels to outside organizations.
 - xii. Prepare a report on Section finances and membership for each issue of the Section Newsletter if requested.
 - xiii. The Secretary-Treasurer should make reports at Executive Board meetings and at Business Meetings.
 - xiv. You may wish to request that your name be added to the mailing list of all Section and District newsletters in ITE. Contact ITE for names and addresses of each editor and send request to the editors. This is a source of great ideas and tips for this year and your future leadership years. Share timely information with Executive Board and Committee Chairs, especially the Newsletter Editor for the Georgia Section.

C. Events and Milestones

The following represents typical events and milestones for this position.

<u>Suggested Time</u>	<u>Activity</u>
At the Annual Business Meeting or as soon as possible following the Meeting	i. Incoming Secretary-Treasurer officially assumes office at the close of the Annual Business Meeting. ii. Outgoing Secretary-Treasurer's (typically the new Vice President) term ends at the close of the Annual Business Meeting. However, he/she is responsible for all revenues and costs associated with the Annual Meeting and through the end of the calendar year.
By December 30	i. Provide ITE headquarters, the Southern District President and District Directors with a list of new Section officers within 30 days of the election (Section 5.3 of Charter). ii. Provide a calendar of Section events to ITE as soon as the Executive Board approves a calendar. This same information should also be provided to the Georgia Engineering Alliance. The Secretary-Treasurer needs to coordinate with the President to avoid duplication of effort. iii. The outgoing Secretary-Treasurer will supply the incoming Secretary-Treasurer with the membership/dues records and all other Secretary-Treasurer materials. iv. Read "Elected Leadership Manual" from ITE. It is full of good management information about leading an ITE Section. A copy can be found in the Appendix. v. Read "Tax Issues for Exempt Organizations" from ITE. This publication will explain, in plain English, the complex tax issues for tax exempt organizations. A copy can be found in the Appendix.

<u>Suggested Time</u>	<u>Activity</u>
By January 15	i. The outgoing Secretary-Treasurer will ensure that all revenues from the Annual Meeting are deposited, and all bills are paid. ii. The Finance Committee will initiate an in-depth audit of the financial records of the outgoing Secretary-Treasurer, using a printout of the financial records from the financial management software. The Secretary-Treasurer shall present the following items to the audit committee in preparation for the annual audit: a. Bank statements for the audit year b. Check register for the audit year c. Report showing all transactions subtotaled by category. iii. Change signatures on the checking and money market accounts with the Vice President.
By February 1	i. The Finance Committee will complete an audit of the previous year's financial records and issue a written report to the Executive Board. ii. The Finance Committee Chair and the outgoing Secretary-Treasurer will provide training for the incoming Secretary-Treasurer and Comptroller. iii. The outgoing Secretary-Treasurer will transfer the entire financial responsibility to the incoming Secretary-Treasurer. The transfer shall be completed by February 1. The Vice President and Secretary-Treasurer must sign on the bank card to withdraw funds.
By March	i. Coordinate with International ITE the collection of dues of delinquent members. ITE will typically purge their membership rolls by April 1st each year before the national election for Vice President (the ballots are usually sent the first week of June).
July	i. Provide a written report before the Summer Seminar if requested by the

<u>Suggested Time</u>	<u>Activity</u>
	President. ii. Coordinate with Summer Seminar Chair for any financial needs for the Summer Seminar. The Summer Seminar maintains a separate checking account, but the Executive Board may provide supplemental funds if necessary. iii. Correspond with ITE headquarters if the Member dues have changed.
September	i. Receive list of nominations for Section officers from the chair of the nominating committee (probably by September 15.)
October	i. Distribute candidate names -- usually around October 10. ii. Correspond with ITE headquarters if the Member dues have changed.
November	i. Distribute ballots -- usually around November 10. ii. Any member of the Section whose dues are more than one year in arrears shall be dropped from the section (Bylaws, Article II, Section 2.2). iii. Verify members who are eligible for Life Membership. Provide the information to the Life Membership Committee.
By December 1	i. Modify deposit/withdrawal categories in financial management software, if necessary to match budget categories for the coming year.

5. *Past President*

The Immediate Past **President**, as described in Article IV, Section 4.1 of the Section Bylaws, shall serve as a member of the Executive Board.

A. **Suggested Guidelines**

- i. If appointed by the President, the Immediate Past President will serve as Chair of the Nominations Committee and perform the duties of that committee.
- ii. If appointed by the President, the Immediate Past President will serve as Chair for the Awards Committee and perform the duties of the committee as set forth in Section IV-5 of this Manual.
- iii. If appointed by the President, the Past President will be responsible for maintaining the Section Policies and Procedures Manual and will perform other duties as may be assigned by the President.
- iv. Informally, the Immediate Past President serves as the Parliamentarian of the Section. The Section does not require 'Robert's Rules of Order' in the Bylaws but could use them in place of other guidance for the orderly movement of a meeting.

B. **Events and Milestones**

The following represents typical events and milestones for this position.

<u>Suggested Time</u>	<u>Activity</u>
Monthly	i. Attend Executive Board Meetings
By July 1 st , or as soon as possible following appointment	i. As Chair of Nominations Committee, establish a committee and notify President of members. (Typically, same members as Awards Committee) ii. As Chair of Awards Committee, establish a committee and notify President of members. (Typically, same members as Nominations Committee) iii. Obtain a list from the Secretary-Treasurer of the Members who are eligible to hold the various offices up for election.
July	i. Provide a written report before the Summer Seminar if requested by the President.

<u>Suggested Time</u>	<u>Activity</u>
August	i. Solicit nominations from the membership at large for Executive Board elections and Section Awards.
September	i. Meet with Nominations Committee to finalize slate of nominees from nominations received from the membership and/or based on the recommendations of the committee. ii. Provide the Executive Board with a report on the recommendations of the committee. iii. Provide a candidate list or Executive Board elections to the Secretary-Treasurer seventy-five (75) days before the Annual Meeting (usually by September 15)
October	i. Meet with Awards Committee to finalize award recipients based on nominations received from the membership and/or based on the recommendations of the committee. (This can be done at the same time as the Nominations Committee meets to finalize Executive Board election nominees.)
November	i. Notify award winners of their awards (if appropriate to do so; some may be a “surprise”) and invite them to the Annual Business Meeting to accept their awards. ii. Coordinate with Annual Meeting Chair to ensure complimentary registration and special seating for award recipients and their guests.

<u>Suggested Time</u>	<u>Activity</u>
December	i. Prepare a “script” for presentation of awards at Annual Meeting. ii. Prepare a Newsletter article about awards for next edition of the Section’s Newsletter. iii. Provide a written report before the Annual Meeting if requested by the President.

6. *Southern District ITE Section Representative*

The Southern District ITE (SDITE) Section Representative(s), as described in Article IV, Section 4.1 of the Section Bylaws, are members of the Executive Board and shall represent the Section on the SDITE Board. SDITE Section Representative(s) must be members of ITE International.

A. *Suggested Guidelines*

- i. The SDITE Section Representative shall report to the Executive Board on all relevant matters discussed at meetings of the SDITE Board. The Section Representatives shall make every reasonable effort to attend all in-person and virtual meetings during their tenure. If urgent matters are discussed at the SDITE Board meetings, the SDITE Section Representative shall immediately notify the President in order that a special meeting of the Section Board may be called if deemed necessary by the President.
- ii. If desired by the President, the SDITE Section Representative(s) shall provide a report on SDITE activities at the Section's Annual Meeting.
- iii. The Section Representative(s) shall prepare a report of SDITE activities and events for each issue of the Section Newsletter.
- iv. The maximum number of representatives that the Section can have is determined by the number of District members in the Section. The Section is allowed two (2) Section Representatives per 500 active members.
- v. The SDITE Section Representative(s) serve a two (2) year term. The representatives serving the second year of their term are defined as the senior representatives, and those serving their first year are defined as the junior representatives. If the SDITE Section Representative(s) cannot attend a SDITE Board meeting, the President shall take their place, otherwise the President cannot vote on SDITE matters.

- vi. Notify the President of SDITE, the SDITE Director(s) and the Executive Director of the Institute of the date, time, and place of Section Summer Seminar and Annual Meeting and invite them to attend.
- vii. The President may appoint a Senior SDITE Section Representative to chair the Annual Report Committee. All SDITE Section Representative(s) serve on the Annual Report Committee and should assist the chair in preparing the report.
- viii. The SDITE Section Representative(s) are responsible for working with the Awards Committee to ensure that the Section's nominees for the District's Annual Herman Hoose Distinguished Service Award, the Marble Hensley Individual Activity Award, the Joseph M. Thomas Young Members Award and any other District awards categories. are submitted. The awards nominations are typically solicited by SDITE in advance of the Southern District Annual Meeting, however the District Representatives and Awards Committee should complete nominations no later than December 31st of the year for which the nomination is made, however it is recommended to coordinate with the Awards Committee to do this at the same time the Section awards are selected.
- ix. The SDITE Section Representatives make a report at the District Board Meetings.
- x. The SDITE Section Representatives shall Chair a committee to submit the Section Annual Report to the Southern District. The Chair may be a Senior SDITE Section Representative. The Chair shall appoint the other committee members, one of which may be a junior SDITE Section Representative and notify the **President** of their names.

The duties of the Committee shall be:

- a. Prepare Annual Report using SDITE guidelines.
- b. The 2nd year District Representative shall be considered the Senior Southern District Representative. The 1st year District Representative shall be considered the Junior Southern District Representative. The Senior SDITE Section Representative will take the lead on developing the Annual Report with assistance from the Junior Representative, Past President and past District Representative.
- c. Throughout the year, gather data from Committee chairs to be placed in the Annual Report. Obtain the previous year's report as a starting point.

- d. Generally, the report should be completed and approved by the Executive Board no later than by January 31. The Executive Board should approve the final report. The report is typically due to SDITE in March. Check with the District in January to verify due date for the Report.
- e. Goal is to win Best Section Award for SDITE and International.

B. Events and Milestones

The following represents typical events and milestones for this position.

<u>Suggested Time</u>	<u>Activity</u>
As information becomes available	i. Throughout the year request and collect information for use in compiling the Section's Annual Report.
Monthly	i. Attend Executive Board Meetings
As information becomes available	i. Prepare messages for newsletter relating to District activities. See Newsletter Committee for deadlines. Coordinate with social media and traditional media outlets for the Georgia Section of ITE.
April	i. Notify the President of SDITE, the SDITE Director(s) and the Executive Director of the Institute of the date, time, and place of Section Summer Seminar and Annual Meeting and invite them to attend. ii. Attend Southern District Meeting and prepare to update the District Board on Section activities.
December	i. Provide a written report before the Annual Meeting if requested by the President.

<u>Suggested Time</u>	<u>Activity</u>
By December 31st	i. Attend Southern District Executive Board Meeting and prepare to update the District Board on Section activities. ii. Ensure that the Awards Committee has completed selection of Southern District Award winners. Though this is not typically requested until prior to the SDITE Annual Meeting in April of the following year, this should be completed by the end of the year. iii. As Chair of Annual Reports Committee, complete Section's Annual Report for submission to SDITE. Though this is not typically requested until around February 1st of the following year, this should be completed by the end of the year.

IV. DUTIES OF COMMITTEES

1. *General*

The success of any organization is due in large measure to the diligent work of its committees, and Georgia Section ITE is no exception. This section of the manual provides information and guidance relative to each of the standing committees within the Section in an effort to ensure the most efficient and effective completion of the work assigned to those committees.

The Committees of the Section might include, among others, the following: Annual Report, Awards, Audio/Visual, Engineering Outreach, Finance, Golf Tournament, Historian, Host, Legislative Affairs, Marketing/Communications, Mentorship/Leadership Program, Nominations, Past Presidents, Safety, Summer Seminar, Technical, Scholarship Winter Workshop and Virtual Events

Liaisons of the Section might include, among others, the following: Clerk, Comptroller, GEA Legislative Coalition Georgia Engineer Magazine, Georgia Conservancy, ITE International, Life Membership, Student Chapters (Georgia Tech, Georgia Southern and Kennesaw State)

All Committee chairs shall be appointed by the **President**, and, except as may be noted otherwise herein for a particular committee, the chair shall be responsible for appointing others to serve on their respective committees and notifying the **President** of their names. Members may volunteer to serve on committees of their choice; however, it shall remain the prerogative of the Committee Chair to approve the committee membership. Committee sign-up sheets may be made available at the Annual Meeting by the **Vice President**, who will subsequently furnish these sheets to the respective Committee Chair for appropriate action.

The **President** may eliminate or add committees or liaisons. The **President** may form ad hoc committees and appoint the Chair and members of all such committees.

The **President** may invite Committee Chairs to make oral or written reports at Executive Board meetings or regular meetings. The tradition is to have a meeting of all Committee Chairs in conjunction with the January Executive Board meeting. The **President** will probably request a report before the summer seminar and the annual meeting.

2. *Helpful Ideas for Committee Chairs*

A. Forming Committee

- i. Identify potential members: City/County, consultants, education, state, federal, vendors, known experts in the area of Committee work.
- ii. Form the Committee with the best mix of ideas/expertise to accomplish the task/goals of the committee.

B. First Committee Meeting

- i. Convenient location: perhaps at Chair's business location, centrally located to committee members.
- ii. Try to pick a convenient time for committee members.
- iii. Develop an agenda.
 - a. Prepare agenda for each meeting.
 - b. Plan on one hour meeting time and not more than 2 hours.
 - c. Encourage all to attend on time.
 - d. Introduce everyone in attendance.
 - e. Chair takes minutes of first meeting, may delegate subsequent meetings.
 - f. Major purpose of first meeting is to try to define the scope of the committee's work and plan schedule for completion.
 - g. Set date and location for subsequent meeting locations. (May want to rotate meeting locations among committee members, some committee work can be conducted over the phone to minimize meetings).

3. *Committee Responsibilities*

A. **Audio/Visual Committee**

Coordinates with **Vice President**, Program Committee, and Annual Meeting Committee Chair to determine audio/visual needs for monthly and annual meetings.

i. **Duties:**

- a. Arrange for delivery, setup and take down of audio/visual equipment for each event.

B. **Awards Committee**

The **President** shall appoint a Chair who may be the **Immediate Past President** of the Section. The **President** shall approve the appointment of at least 3 other committee members. The **Immediate Past President** usually chairs the Nominations Committee in the same year but the makeup of the two committees is not required to be the same.

The Institute of Transportation Engineer's constitution states that a fundamental objective of the organization is "meeting human needs for mobility and safety". Therefore, as a part of ITE, the Georgia Section has an obligation to promote advances in the transportation field and individual outstanding performances in the profession. One method of recognizing advances in the transportation engineering field and exceptional performance in the profession is to provide tangible recognition of achievements and service through the awards program.

At the beginning of the calendar year, the Committee Chair should meet with Committee members to review the current awards program and identifying any recommended changes. Additionally, the Committee should prepare and submit the award nominations for SDITE. In the fall, the Committee Chair should review the potential award categories at the Section, District, and International level and work with the Section Webmaster to post an open call for nominations. After compiling the member submitted nominations, the committee should review the qualifications of each submitted name as well as any additional nominations which come from the Committee. The Committee should select the most qualified applicants for each award.

After award selections have been made, the Committee Chair is responsible for obtaining the necessary plaques and/or awards for the Annual meeting.

i. Duties:

- a. Market the awards program. The Committee should market the awards program. The marketing could begin in late summer or early fall after the awards program has been confirmed for the year. Communication should come from regular newsletters, social media, and in-person announcements.
- b. Solicit award nominations from the Section's membership.
- c. Meet with Awards Committee to finalize award recipients based on nominations received from the membership and/or based on the recommendations of the committee.
- d. Arrange for award winners to attend the Annual Meeting
- e. Coordinate with Annual Meeting planner to ensure complimentary registration for award recipients and their guests.
- f. Prepare "script" for presentation of awards at Annual Meeting
- g. Provide a written report before the Annual Meeting if requested by the President.
- h. Prepare advertisements for newsletters and the website as requested.

ii. Section Awards

Each award shall be granted no more than once per year. All awards will be presented at the Annual Meeting unless a specific reason dictates otherwise. Awards may consist of a plaque or another gift to reflect the contribution of the winner. [Plaques have been purchased for the last several years from Benchmark Trophy Center, 1042 Northside Drive, Atlanta, GA 30318, 404-876-0395]. They may be purchased anywhere but Benchmark will have the layouts from previous years to streamline the process. Nominations may be solicited from the membership at large. The Chair should ask for them no later than 75 days prior to the Annual Meeting.

The Committee will screen the nominations and review each for appropriateness. Additionally, the Committee can recommend additional names during the review process. The committee will

vote among themselves to determine an award recipient. If the membership fails to nominate an appropriate candidate or the Award Committee does not feel any nominee is worthy, no award will be given that year. The award recipients do not require approval of the Executive Board.

The **Secretary-Treasurer** and Historian will keep a record of award recipients. Pictures should be taken of each award winner as they receive their award.

The Georgia Section has established six (6) awards. The awards should be presented by the Awards Committee Chair in the order as listed below.

a. Georgia Section Agency Achievement Award

- 1) "To be presented to an agency which has distinguished itself through improvements in the field of transportation."
- 2) The intent of this award is to recognize governmental or quasi-governmental agencies which have made significant transportation improvements in their area of jurisdiction. The achievement is to have been accomplished during the previous twelve (12) months.

b. The John D. Edwards, Jr. Individual Achievement Award

- 1) "To be presented to a member of the Georgia Section who has unselfishly given his/her time and talents to the advancement of the Georgia Section during the previous twelve (12) months".
- 2) The intent of this award is to recognize those Members of the Section who have given of themselves toward achieving the goals of the Section. The recipient should have been active in the Section for a minimum of two years and served the Section in an outstanding manner.
- 3) In 1999 this award was named in honor of John D. Edwards, Jr., first President of the Georgia Division and ITE International President in 1985.

c. Transportation Professional of the Year

- 1) "To be presented to transportation professional who has contributed substantially to the safe and efficient movement of people or goods in Georgia".
- 2) The intent of this award is to recognize individuals who have made significant contributions to the transportation field, most likely for a number of years. The recipient is not required to be a Member of the Section nor an engineer.

d. The Karl Bevins Distinguished Service Award

- 1) Recipients of this award shall have demonstrated the qualities of competence, professionalism and dedication exemplified by Karl Bevins as the first Traffic Operations Engineer in Georgia.
- 2) The intent of this award is to recognize highly competent and professional engineers who practice in the field of traffic and/or transportation over a number of years. The recipient must be an active Member of the Georgia Section.

e. Marsha Anderson-Bomar Outstanding Young Member Award

- 1) This award is to be presented to a young member of the Georgia ITE Section, who over their young professional careers, have contributed significantly to Georgia ITE and the transportation profession.
- 2) Must be an active member of ITE and under the age of 35 as of January 1st the following calendar year
- 3) Established in 2015 and in honor of Marsha's dedication to the growth and mentoring of young professionals

f. Idea Sharing Award

- 1) To be presented to a Georgia Section Member who presented the most noteworthy transportation innovation.
- 2) Intent is to recognize those individuals of the Section who have shared successful ideas they have implemented with their peers.

g. Transportation Educator of the Year Award

- 1) This award is to be presented to an individual who, over the previous few years has contributed outstandingly to promoting and encouraging student to pursue the transportation industry, educating future leaders in transportation, and promoting involvement in ITE.

h. Innovation in Transportation Award

- 1) Established in 2011 and presented to new or upgraded transportation facility or program completed with the past two years that fulfills an essential transportation function, provides a sense of place, and incorporates good planning, good design and/or good operations.

i. Award of Special Recognition

- 1) This award is presented in recognition of his/her professionalism and commitment to excellence. This special award is given at the discretion of the Awards Committee and is not required to be awarded every year.

iii. District Awards

The Southern District Section Representative(s) are responsible for working with the Section's Awards Committee to submit the committee's nominees for the SDITE awards.

The awards nominations are typically solicited by SDITE in advance of the Southern District Meeting, however the District Representatives should confirm the submittal deadlines for each calendar year. The Awards Committee is responsible for preparing the nominations as required by SDITE.

iv. Other Awards

The Committee shall be responsible for obtaining the gavel and framed certificate (or a plaque containing a gavel and certificate information) for the outgoing **President**. The awards to the outgoing **President** shall be presented by the **Immediate Past President**.

The outgoing **President** shall present awards of appreciation to the outgoing Committee Chairs and/or others as appropriate.

C. Clerk

The Clerk shall be appointed by the **President**.

i. Duties:

- a. Attend Annual Business Meeting, monthly Executive Board Meetings, and all Committee Chair Meetings.
- b. Assists the Secretary-Treasurer in taking minutes of the Executive Board Meetings and teleconferences, Committee Chair Meetings, and all Section Business Meetings.
- c. Submit draft Executive Board Meeting minutes, Annual Meeting minutes, and Committee Meeting minutes to the Secretary-Treasurer for review and submittal to the Executive Board.

D. Comptroller/Section Administrator

The Comptroller now Section Administrator position was created in 2010 to ensure consistency from year to year in how the Section's revenue and expenses are accounted for from year to year, and to assist the **Secretary-Treasurer** in the overall administration of the Section's finances. The Comptroller is a paid, part time position with annual compensation of to be negotiated. The position shall be appointed by the entire Board in cooperation with the **Secretary-Treasurer**.

i. Duties:

- a. The primary duty is to assist the Secretary-Treasurer in keep the financial records of the Section using the same account numbers from year to year to track the Section's expenses and revenue. It is recommended that the following account numbers be used:

Recommended Account Numbers			
INCOME		EXPENSE	
1000	Annual Meeting	2000	Annual Meeting
1100	Meeting Sponsors	2100	Awards & Gifts
1200	Dues	2200	Bank Charges/PayPal Fees
1300	Investment income	2300	Board Meetings
1400	Monthly Meetings	2400	Committee Lunches
1500	Other	2500	Donations
1550	Activities Committee	2600	Miscellaneous
1700	Seminars and Workshops	2700	Monthly Meetings
1750	Winter Workshop	2750	Scholarship/Guest Drawing
1800	Summer Seminar	2800	Newsletter/Online Services
1850	Leadership Training	3000	Engineering Georgia Magazine
1900	ITE Golf Tournament	3100	Past Presidents Lunch
2000	Transfer from Money Market	3200	Postage
		3300	President's Discretionary Fund
		3400	Section Technical Award
		3450	Mentoring/Leadership
		3500	Seminars & Workshops
		3550	Winter Workshop
		3560	AICP Certification Maintenance
		3570	GA ITE Golf Tournament
		3600	Sponsorships
		3700	Students - Monthly Meeting
		3800	Students - Paper Awards
		3900	Summer Seminar
		4000	Supplies
		4100	Tax Preparation/Administrator
		4200	Traffic Bowl Team
		4300	Travel - District Reps (2)
		4400	Travel - President & VP
		4500	Engineering Outreach
		4550	Scholarship Committee
		4600	Activities Committee
		4650	Liability Insurance

- b. Maintain the Sections bank and investment accounts.
- c. Keep appropriate records of financial matters.
- d. Prepare reports as requested by the Board of budget status and other financial matters.
- e. File income taxes or see to it that taxes are filed in a timely manner.

E. Engineering Outreach Committee

Georgia ITE's Engineering Outreach Committee has the goal of introducing students K-12 to the transportation engineering field by either organizing or participating in STEM related volunteer events that allow ITE volunteers to mentor to the youth during that activity. This committee can be led by a single chairperson or co-chairs. Committee membership is subject to chair approval, consisting of volunteers who've demonstrated an enthusiasm toward participating in multiple events.

i. Duties:

- a. To seek out STEM related volunteer opportunities and develop a calendar for those various events in addition to recruiting ITE members to participate in those events.
 - o Each year, aim to advertise at least 3 major events to the entire GA ITE chapter to recruit volunteers for, such as science fairs, math competitions, etc.
 - o For smaller events, market these opportunities to those select group of ITE members who consistently volunteer for STEM related volunteer events year to year.
- b. Publicize these STEM volunteer events via social media and monthly luncheon updates to recruit volunteers.
- c. Collect photos from each event and create a brief write up describing GA ITE's participation at the event. Maintain the Engineering Outreach online account where committee reports, calendars, photos, and writeups are saved.
- d. Share after-event write-ups with GA ITE President and the chair of Marketing/Communications – Social Media to share on social media.
- e. Maintain a database of contacts for the key personnel who organize the various events

we volunteer for.

- f. Organize or participate in at least one GA ITE STEM event in the month of November and then use those events to apply for the national ITE STEM competition held each year. The Application can be found on the ITE.org website.
- g. Each year submit a committee report to the GA ITE President as well as offer committee activity updates to the GA ITE Section Representative for SDITE prior to each SDITE Board meetings typically held bi-annually. The statistics typically tracked by SDITE are number of events and estimated number of students reached.
- h. Communicate to the GA ITE President any budget item request to take into consideration for the upcoming year which is subject to Board approval.

F. Finance Committee

The Finance Committee was created by Executive Board action at the May 8, 1997 Executive Board meeting. The Finance Committee is a financial oversight committee consisting of five Members and eight or nine Ex-Officio Members. (In 2020, the Comptroller was the Scholarship Finance Advisory Committee Chair). The Members of the Finance Committee are selected by the Finance Committee Chair and approved by the President. The Ex-Officio Members are as follows:

- President
- Vice-President
- Secretary-Treasurer
- Comptroller
- Scholarship Committee Chair
- Winter Workshop Chair
- Summer Seminar Chair
- Scholarship Finance Advisory Committee Chair
- Sponsorship Chair

The President should appoint the Finance Committee Chair prior to January 1. The Finance

Committee should meet a minimum of two times per year. The first meeting should be held two to three weeks after the Winter Workshop, typically in late March or early April. The second meeting should be held in late November or early December, depending on when the current Vice-President has prepared their draft budget for the following year.

General Responsibilities:

1. Conduct an annual audit of all the Section's financials for the prior year including the Scholarship Checking Account.
2. Prepare summaries of all the Section's financials for the prior year including a summary of the prior year approved budget versus actual income and expenses.
3. Review the Section's investments for the prior year for both the Section's general funds and the Scholarship Fund. Recommend investment strategies for approval by the Executive Board.
4. Review the budgeted and final financials for the current year for both the Winter Workshop and the Summer Seminar.
5. Develop a procedure for the distribution of Scholarship Funds and submit the recommendation to the Executive Board for approval. Review the recommendation annually and suggest modifications as needed.
6. Review the current Vice-President's proposed annual budget for the following year and suggest modifications.
7. Perform financial tasks as assigned to the Finance Committee by the President.

Finance Committee Meetings:

1. On or before January 31, the Comptroller shall submit to the Finance Committee Chair all of the prior year financial records for the Sections Regular Checking Account and Saving Accounts, the Summer Seminar Checking Account, and the Scholarship Checking Account. The submitted financial records includes the prior year budget summary of

budgeted income and expenses versus actual income and expenses.

2. Prior to the first meeting, the Finance Committee Chair or a designee appointed by the Chair shall perform an audit of the following financial records. The results of the audits shall be sent to all Financial Committee Members and Ex-Officio Members prior to the first meeting:
 - The Sections General Checking Account
 - The Sections Savings Accounts (there were two accounts in 2020)
 - The Summer Seminar Checking Account
 - The Scholarship Checking Account
3. Prior to the first meeting, the Finance Committee Chair or a designee appointed by the Chair shall prepare the following financial information which shall be sent to all Financial Committee Members and Ex-Officio Members prior to the first meeting:
 - An account balance report of all the Section's bank accounts and investments.
 - A comparison summary of the Section's budgeted income and expenses for the past six years.
 - A summary of the Scholarship Fund bank accounts and investments.
4. Prior to the second meeting, the current Vice-President shall submit their proposed budget for the following year to the Finance Committee Chair who will then send the proposed budget to all Financial Committee Members and Ex-Officio Members.

First Meeting

The following is a typical agenda for the first meeting:

- Review all the audits.
- Review the financials for the prior year.
- Review account balance report and summary of the Section's budgeted income and expenses for the past six years.
- Review the prior year budget summary of budgeted income and expenses versus actual

income and expenses.

- Review the Scholarship Fund bank accounts and investments as reported by the Scholarship Finance Advisory Committee Chair.
- The Winter Workshop Chair reports on the Winter Workshop and submits the final financials for the workshop for review and comments by the Committee.
- The Summer Seminar Chair presents the plans for the Summer Seminar and submits the current draft budget for the seminar for review and comments by the Finance Committee.
- The Scholarship Committee Chair presents the status of the Scholarship Committee plans for the current year for review and comments by the Finance Committee.
- The Comptroller presents the status of the Section's tax return.
- The Finance Committee reviews and discusses any old business.
- The Finance Committee discusses any new business.

Second Meeting

The following is a typical agenda for the second meeting:

- The Chair of the Winter Workshop for the following year presents the plans for the Winter Workshop and submits the current draft budget for the workshop for review and comments by the Finance Committee.
- The Summer Seminar Chair reports on the Summer Seminar and submits the final financials for the seminar for review and comments by the Finance Committee.
- The Chair of the Scholarship Finance Advisory Committee submits current financials for the Scholarship Fund bank accounts and investments.
- The Scholarship Committee Chair reports on the scholarship awards for the current year and the status of the Scholarship Committee.
- The Comptroller presents the status of the Sections tax return.
- The Finance Committee reviews and discusses any old business.

The Finance Committee discusses any new business

G. Golf Tournament

Typically, the Section organizes an annual golf tournament. This tournament may be a joint event with other organizations. If the Section and the Board would like to have this event, it is suggested that a Chair and committee members be appointed to prepare arrangements and work with the Board on the planning and details of the event.

H. History Committee

The Historian shall be appointed by the **President**. The Historian shall be responsible for appointing any other committee members and notifying the **President** of their names.

The Historian shall be responsible for the maintenance and safe keeping of the history of the Section.

i. Duties:

- a. The document “History of the Georgia Section” was created in 2012. Update this document annually. The document should be continually updated as information becomes available.
- b. The Section has a portable hard drive with all of the Sections electronic records dating back to the beginning of the Section. The Historian shall save all the Section’s electronic records on this hard drive. The Historian shall also keep paper files of the electronic files, except for photographs.
- c. Create new paper/printed copies and electronic copies of the current year records.
- d. Maintain a separate electronic file and paper file for each year.
- e. Transfer all historical records to your successor when a new Historian is appointed.
- f. Keep specific documents of the activities of the Section. Specifically, each year the Historian shall collect and file the following in both paper and electronic format:
 - 1) List of Executive Board members and Committee Chairs.
 - 2) The Annual Report sent to Southern District.
 - 3) Newsletters.
 - 4) Available photographs.

- 5) Section Charter and Bylaws, and all amendments thereto.
- 6) Minutes of Executive Board meetings.
- 7) Annual membership rosters.
- 8) Copies of all E-Blasts including those that announce Section meetings, Section activities, and continuing education functions.
- 9) Items/documents that the Historian determines should be saved.
- 10) Other items which the Executive Board may deem worthy of permanent retention.
- 11) Maintain a record of all awards the Section has received from the Southern Section/Southern District and International ITE.

Maintain a record of all of the annual awards presented by the Georgia Section at the Section Annual Meeting.

I. Host Committee

The Committee Chair shall be appointed by the **President**. The Chair shall appoint the other committee members and notify the **President** of their names.

i. Duties:

- a. Greet and welcome members and guests at all official Georgia Section meetings.
- b. Provide name tags for registered attendees.
- c. Provide assistance to Secretary-Treasurer at meetings.
- d. Provide assistance to Secretary-Treasurer to send out PDH credits and meeting receipts.
- e. Help Membership Committee recruit new members during meetings.
- f. Encourage new members to participate in meetings and committees.
- g. Encourage interaction within Members of the section.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

J. Leadership Development/Mentorship Training Committee

Leadership Development

The Committee Chair shall be appointed by the **President**. The Chair shall appoint the other committee members and notify the **President** of their names. The Leadership Development and Mentorship programs should be conducted on alternating years.

Leadership Training

i. Duties:

- a. This committee provides training sessions to equip members with skills to help them provide leadership in their organizations.
- b. Content of the training may include:
 - 1) Conducting Effective Meetings
 - 2) Developing Relationships with Peers and Elected Officials
 - 3) Effective Leader Communications
 - 4) Developing Vision and Action Plans
 - 5) Educating Informing and Engaging Stakeholders
 - 6) Mentoring and Coaching Employees
 - 7) Evaluating Leadership Effectiveness

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

Mentorship Training

The Committee Chair shall be appointed by the **President**. The Chair shall appoint the other committee members and notify the **President** of their names. The purpose of the program is for older members to mentor young members through a structured mentoring program. The program mimics WTS' mentoring program. The program will hopefully create lifetime ITE members who will benefit greatly from their exposure to mentors and great learning sessions.

i. Duties:

- a. Form a committee (3-4 members)
- b. Divide responsibilities: planning, meeting days, materials, and other duties
- c. Determine dates for programs
- d. Determine times and locations for programs
- e. Determine themes for programs
- f. Request Volunteers/Develop Mentor List
- g. Develop flyer for program
- h. Develop application process and distribute applications
- i. Receive and review applications
- j. Contact preferred mentors
- k. Notify mentors and protégés
- l. Identify speakers related to monthly topic
- m. Invite and confirm speakers for the program - note it is advisable to send a written confirmation and to call about two weeks in advance and then a week in advance to see if speaker is on track and if they need any assistance
- n. Plan kickoff event - may include matching
- o. Conduct formal mentoring session with Moderator
- p. Ensure between session informal contact (preferably in person)
- q. Collect evaluation forms each month and review - adjust as necessary
- r. Conduct a recognition of mentors and proteges to be held in conjunction with Annual Meeting
- s. Hold a post program debrief
- t. Keep records to be used for the future conduct of the mentoring program. Include all evaluations, speaker information, additional materials, pictures, etc.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

K. Legislative Affairs

The Chairman shall be appointed by the **President**. The Chairman shall be responsible for working with a designated Executive Board Member to actively participating in the GEA Legislative Coalition by monitoring and thoroughly reviewing legislative activities which local, state or national government may be considering, which the GEA Legislative Coalition and the Executive Board feel may impact the Section, or the professional activities of its membership. The Liaison may **not** lobby elected state or federal officials. Efforts should be made to work with other engineering organizations to leverage our efforts.

Since GA ITE joined the Georgia Engineering Alliance (GEA), this committee has functioned through the GEA Legislative Coalition.

i. Duties:

- a. Attend GEA Legislative Coalition Meetings.
- b. Coordinate with the President the findings of the GEA Legislative Coalition prior to taking a public position on behalf of the Section. The President shall make the determination whether Executive Board action is necessary on each individual issue.
- c. Provide periodic updates to Section members on State and Federal legislative matters.
- d. Encourage and provide help for members in contacting their elected officials.
- e. Participate in the Engineers Legislation Day at the Georgia General Assembly in February.
- f. Encourage use of the Internet and E-mail for rapid distribution of information.
- g. Work with the Legislative Coalition and network with GEA, GSPE, ASCE and other engineering organizations.
- h. Recommend to the Executive Board of GA ITE, Georgia General Assembly bills that they should support or oppose.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

L. Marketing Committee

The Committee Chair shall be appointed by the **President**. The Chair shall appoint the other committee members and notify the **President** of their names.

It shall be the responsibility of the Committee to develop programs which favorably promote the Section and its members, and to develop and disseminate information to assist in recruiting new qualified members to the Section. The Committee will have a dual role – increasing the membership counts and branding the Section. The Committee shall work closely with the Executive Board and with the direct input of the President in developing its publicity programs and content.

The Committee will not implement any program or idea without consulting with the Executive Board. The Committee shall work closely with the Executive Board and with the direct input of the **President** in developing its publicity programs and content.

i. Duties:

- a. Under the guidance of the marketing consultant, develop promotional materials to better represent the Section.
- b. Work closely with the website developer to help upgrade and regularly update the Section website
- c. Periodically conduct an awareness campaign, as directed by the Executive Board.
- d. Collaborate with other professional organizations on meetings and activities.
- e. Represent the Section during various events such as trade shows or events hosted by other committees.
- f. Conduct surveys within and outside the Section to obtain information beneficial to the Section and the Board.
- g. Produce graphics and advertisements as needed.
- h. Use different media to create an outreach program for the Section.
 - o Manage content on Section's YouTube Channel

- Manage content on Section's social media platforms
- Provide content to website manager
- Provide content to the Secretary/Treasurer for regular email communications to the Section
- Manage photo and video content collected at meetings, social events and promotional activities
- i. Furnish the Editor of ITE Journal with pertinent information on all forthcoming scheduled Section meetings. Forms on which to submit this information may be obtained from ITE.
- j. Furnish the Editor of ITE Journal articles of interest on Section members, such as a brief narrative, names, and pictures of newly elected officials and award recipients.
- k. Furnish the Atlanta Journal Constitution and other local newspapers with pertinent information about the Section and the transportation engineering profession for inclusion in the annual Engineers Week Supplement to the newspaper.
- l. Furnish/assist the Editor of the Georgia Section News with gathering news and information regarding Section activities and the membership for publication.

If directed by the GA ITE Board:

- a. Follow the Section's Communications Plan
- b. Coordinate with the Executive Board to secure the services of a marketing consultant and coordinate with the chosen consultant on several marketing efforts.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

The Marketing Committee shall be comprised of the members volunteering to fulfill the following roles:

- a. Photographers
- b. Videographers
- c. Video Editor
- d. Text Contributors for various needs noted above

It is recommended that multiple people serve in each role to provide participation at all Section events, if possible.

M. Nominations Committee

The **President** shall appoint the Chair and the other members of this Committee. The Committee may be chaired by the **Immediate Past President** of the Section. The Committee shall be made up of at least three additional people. Typically, the Committee members are similar to members of the Awards Committee but that is not required. The Committee should be appointed by the President no later than April 1.

i. Duties:

- a. Following appointment, the Chair is to obtain a list of the Members who are eligible to hold the various offices up for election. This information is available from the Secretary-Treasurer and should be provided no later than August 1.
- b. Seek and secure nominations for the elected officials of the Section in accordance with Article V of the Bylaws.
- c. Solicit nominations from the membership at large for available positions
- d. Finalize slate of nominees from nominations received from the membership and/or based on the recommendations of the committee.
- e. Provide the Executive Board with a report on the recommendations of the committee.
- f. Secure biographical data and written consent to hold office from each nominee and furnish this data to the Secretary-Treasurer for inclusion with the ballot.
- g. The chair shall provide a candidate list to the Secretary-Treasurer seventy-five (75) days before the Annual Meeting (usually by September 15). Candidate names shall be made public at least sixty (60) days before voting closes. Ballots shall be made available at least thirty (30) days before voting closes.
- h. Host a candidate introduction event, typically held as part of the November monthly meeting.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

N. Past Presidents' Committee

The Committee Chair, who should be a **Past President** of the section, shall be appointed by the **President**. The chairperson shall appoint the other committee members and notify the **President** of their names. The committee members should be Past **Presidents** of the section.

i. Duties:

- a. Plan and conduct a Past Presidents' activity (such as a luncheon) to raise money for the Scholarship Fund and to provide policy guidance to the Executive Board (if requested by the Executive Board).
- b. Organize the luncheon meeting. All Executive Board members should be invited to the Past Presidents' luncheon.
- c. Contact the President to request agenda items and agree on appropriate date and location of function. Agenda items may include a report by the scholarship committee; reports related to items on which the Executive Board has requested assistance or guidance; and any other reports that have been solicited by the Past Presidents' Committee.
- d. Send invitations to the Past Presidents and Executive Board members at least one month (preferably two months) ahead of time giving the date, time, duration, and location. Follow-up with an invitation two-three weeks before the event with an agenda and reminder of the date, time, duration, and location.
- e. Ask Past Presidents to pledge \$100 per year to Scholarship Fund.
- f. Provide a written summary of the meeting -- listing any action items -- to the President. The deadline will be the date requested by the President and no later than the Annual Meeting.
- g. Nominate candidates for Past Presidents representative to the Section Board and conduct an election to select the representative for the two-year term. The election maybe conducted electronically.
- h. Other tasks that may be assigned by the President.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

O. Safety Committee

The Committee Chair shall be appointed by the President. The Chair shall appoint the other committee members and notify the President of their names. It shall be the responsibility to provide a forum for ITE GA members to discuss issues related to safety and will focus on developing transportation safety-related training and technical support for safety related policies.

The Safety Committee may work on the following transportation safety areas:

- a. Pedestrian Safety
- b. Bicycle Safety
- c. Road Safety Audits (RSA)
- d. Safety Data
- e. Safety Analysis
- f. Intersection Safety
- g. High Risk Rural Roads
- h. Roadway and Lane Departure
- i. School-related Transportation Safety
- j. Railroad Safety

i. Duties:

- a. Hold at least four committee meetings in a given calendar year.
- b. Committee Chair to attend ITE Safety Council meetings and provide updates to committee.
- c. Represent and provide insight to the Section on any safety-related activities or questions.
- d. Provide safety-related trainings or information for webinars to the Section.
- e. Coordinate and conduct at least one bicycle or pedestrian safety event in a given calendar year.
- f. Review and provide updates to the Section on Federal, State, and Local initiatives.
- g. Review and provide updates to the Section on international practices and global road safety initiatives.
- h. Provide Recognized Safety Professional (RSP) test updates, course information, and resources to the Section.
- i. Provide information on upcoming conferences that have or elements have a safety focus.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

P. Scholarship Committee

The **President** shall appoint the Chair of this committee. The Chair shall appoint the other committee members and notify the **President** of their names. The Committee should not exceed five members.

The Committee shall be responsible for holding various fundraising events to raise money for deposit to the scholarship account. The committee shall determine the number and amount of scholarships based on the performance of the account, the quality and quantity of scholarship applications, and the amount raised throughout the year.

The Chair should work closely with the Chairs of the Meeting Arrangements Committee and the **Vice President** to avoid scheduling, location, and content problems relative to the Annual and seasonal meetings. Close coordination should also be maintained with the ABD members in the development of training programs and scheduling of instructors. Information regarding scheduled training sessions shall be communicated to the Editor of the *Georgia Section News* on a timely basis for publication in the Section newsletter.

i. Duties:

- a. Continue work to endow the Scholarship fund to award annual scholarship to deserving transportation engineering students attending Georgia universities/colleges and planning on residing in Georgia.
- b. Award annual scholarship(s) at Annual Meeting.
- c. Invite recipient(s) to Annual Meeting to receive award.
- d. Spearhead fundraising activities for scholarship fund.
 - 1) The Committee may sponsor at least two fundraising events during the year, with all proceeds going directly into the Scholarship Fund. The Chair shall attend the Past Presidents' Meeting to inform that group of proceedings and to receive donations to the Fund. The Committee shall schedule and run the annual Dr. John Moskaluk Scholarship Auction, which is traditionally held at the Section's annual Summer Seminar.
 - 2) Develop other fund-raising activities, including, but not limited to: golf tournaments, raffles, selling T-shirts, webinars, and other training sessions.
 - 3) Fundraising Subcommittee - GA ITE contributes \$3,000 per year to the Transportation Engineers of the Future Scholarship awarded by Georgia DOT. The Fundraising Subcommittee raises this money through fees on webinars and the Summer Seminar Golf Tournament. They also solicit bequests to help endow the scholarship fund.
- e. The Scholarship funds shall be deposited in the Scholarship fund account managed by International ITE. The Secretary/Treasurer shall NOT handle any Scholarship funds. All funds should be forwarded to International ITE for deposit within a reasonable period of time.

- f. The Committee shall maintain a list of all scholarship recipients and the amount awarded to each. The recipients' perspectives should be considered prior to changing to the Committee's operating policies.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

Q. Sponsorship Committee

The President shall appoint the Chair of this committee. The Chair shall appoint the other committee members and notify the President of their names.

This committee should be responsible for gathering sponsorships for the section. The chair and/or their committee should contact private organizations to request their sponsorship of the Section. This sponsorship typically includes various levels of financial commitment in return for various levels of recognition within the Section and its activities.

R. Strategic Planning Committee

The committee may be activated periodically at the discretion of the Section Board.

The Committee Chair shall be appointed by the **President**. The Chair should be the **Vice President**. Chairing this committee will enable the **Vice President** to plan a course of action to be implemented after election to the office of **President**. The transition happens very quickly so it is beneficial to plan ahead. The Chair shall appoint the other committee members and notify the **President** of their names.

Copies of the current Bylaws and Charter for the Section shall be provided to the Committee Chair by the **President**. A copy of the current (2007) Strategic Plan is included in the Appendix.

i. Duties:

- a. The Committee is responsible for thoroughly reviewing the current Bylaws for any needed additions, deletions or revisions as may be suggested or requested by the

Committee members or others.

- b. In the event that any changes are deemed necessary, such changes shall be developed and presented in writing to the President or the Executive Board for review and any subsequent action.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

S. Student Chapter Liaison

The Liaisons shall be appointed by the **President** and serve as Liaison between the Section and the ITE Student Chapters.

i. Duties:

- a. Coordinate with the student chapters regarding their ITE activities. Provide information to the Section about Student Chapter activities.
- b. Attend and encourage other Section Members and Affiliates to attend ITE Student Chapter activities where appropriate.
- c. Encourage students to pursue transportation engineering careers and assists with integrating student members into the ITE Georgia Section activities.
- d. If Student Chapter is hosting the Georgia Chapter luncheon on their campus, coordinate with the Program Committee and the Vice President to prepare the Student Chapter to host the luncheon. (Georgia Tech typically held in April and KSU held in fall).
- e. Coordinate with the Student Chapter Liaisons and the Executive Board on the organization of a student chapter team to participate in the Georgia Chapter Traffic Bowl and represent Georgia in the Southern District ITE Traffic Bowl scholarship competition.
- f. Encourage students to submit scholarship applications to the Georgia Section.
- g. Assist Student Chapters in getting speakers for their campus chapter meetings.
- h. Encourage and assist Student Chapters to submit annual reports to Southern District/

T. Summer Seminar Committee

The Summer Seminar Committee is headed by a **Chair** with the assistance of a **Vice-chair** to organize the Annual Summer Seminar. Historically, the Summer Seminar has been held during the third week of July. The seminar is usually a three-day technical seminar beginning on Sunday night and ending on Wednesday no later than noon.

Every year at the Summer Seminar, or at a board meeting soon thereafter, the **Vice President** with input from the Executive Board, Chair and Vice-chair shall appoint a Vice-chair for the following year. After serving a year as Vice-chair, the Vice-chair will serve as Chair of the following year's seminar.

The Chair of the seminar shall appoint the other members of the committee to organize the seminar. The Chair shall notify the **President** and **Vice President** of the committee members. The committee should be representative of the different groups of the Georgia Section's membership which include: government officials on the federal, state, county and city level, consultants, education professionals, and others. Ex-Officio members of the Committee include the **President, Vice President, Secretary-Treasurer**.

The Chair is exempt from the registration fee for the seminar. Where budget allows, the Chair's hotel room cost may be included in the total expense for the conference.

The Summer Seminar Committee is the overall organizing committee for the conference. Based on recent experience the following subcommittees are suggested:

- Technical Program, led by the Vice-chair
- Audio/Visual (AV)
- Registration
 - Marketing
 - Printing
- Sponsorship
- Host and Welcoming

- Spouse/Guest Activities
- Virtual Social Events (if applicable)
- Scholarship Auction
- Online Program
 - Virtual Program Coordination
 - Virtual Social Events

The Summer Seminar Committee is composed of all the Sub-Committee Chairs. The purpose of this committee is to coordinate all the separate activities of the sub-committees and to provide direction to the **Chair** on issues that need resolution.

i. Duties:

a. Chair Responsibilities

- 1) The Chair is responsible for holding committee meetings. The first meeting should be held no later than January of the year of the seminar.
- 2) The Chair shall assign committee members and subcommittees tasks and monitor their progress. Possible subcommittees include technical program, consultant reception, registration, demonstration, entertainment, spouse/guest events, marketing, and budget.
- 3) Work with the technical program chair and Vice-chair, the Chair decides how the complementary rooms provided by the hotel will be used.
- 4) Following the seminar, send a letter/e-mail of thanks to all seminar speakers.
- 5) The Chair with the assistance of the Vice-chair must develop a budget for the seminar. Present for Executive Board approval. The preliminary budget is typically approved at the February or March Executive Board meeting.
- 6) The Chair with the assistance of the Vice-chair establishes registration fees for the seminar. A raise in registration fees must be presented to the Executive Board for approval.
- 7) The Chair is responsible for prompt and accurate payment of all bills associated with the meeting, as well as deposit of all fees/dues collected.

- 8) The Chair is responsible for maintaining the Summer Seminar checking account. At the end of the calendar year, the Financial Committee will audit the Summer Seminar account. The Chair must submit all records necessary for the audit to the committee.
- 9) The Chair should investigate locations for the seminar during the year that he or she will chair the Seminar. The seminar location must have adequate meeting rooms and lodging space for attendees. Records of the past few years should be reviewed to determine the specific space requirements for the meeting. The Seminar should be held outside of the Atlanta metropolitan area. For several years the seminar has been held at the King & Prince Golf Resort on St. Simons Island. Once a seminar location is selected, it must be approved by the Executive Board. The Executive Board must authorize the Chair to enter into an agreement with the Seminar site. This may be done several years in advance by a previous Chair and/or the President.
- 10) The Chair should negotiate the best room rates possible.
- 11) When a contract has been negotiated, the Chair must present the contract to the Executive Board for approval. When the Executive Board accepts the contract, it can be signed by the President. The Chair submits the signed contract. By January of the year before the seminar (i.e. at least eighteen months before the seminar), a site shall be located and a contract signed with the property.
- 12) The President may request a written report from the Chair before the Summer Seminar and the Annual Meeting.

b. Vice-Chair Responsibilities

- 1) The Vice-chair's primary responsibility is to develop the technical program for the conference and establish the Technical Program committee.
- 2) Other's duties include assisting the Chair with organization of the conference, as needed.

c. Committee Responsibilities

1) Technical Program Committee

- i. This subcommittee is responsible for developing the technical program agenda and recruiting speakers and moderators for the technical sessions. The Technical Program Subcommittee is led by the Vice-chair.
- ii. Work with entire committee to develop a schedule for the seminar including the number of sessions and their length. Work with the President if a business meeting is desired to be held.
- iii. Develop a technical program including theme, sessions, moderators and speakers. Typically, the technical program chairs find moderators for the sessions. They ask each moderator to find speakers for his or her session.
- iv. The technical program shall be as varied as possible and avoid duplication from previous years. The technical program should also be multi-modal in content.
- v. Traditionally, speakers and moderators have agreed to come to the meeting and make presentations to our members without any financial assistance. The registration fee may be waived for speakers only attending the day that they speak. The Executive Board can authorize limited travel expenses for special speakers, especially for those who are from out of state or who are not reimbursed for their expenses from another source.
- vi. Working with the Vice-chair, the Chair should decide how the complementary rooms will be used. In some years, the rooms given as complements of the hotel have been used for speakers, the Summer Seminar Chair, or the Section President. In other years, students have used the complementary rooms.
- vii. Provide Chair a list of all speakers and their addresses at least three weeks before the seminar. The chairman of this subcommittee is also the Vice Chair of the Summer Seminar and normally agrees to chair the following year's seminar. The Technical Committee Chair recruits all the members of this committee.
- viii. Offer different types of speaker incentives as long as the approved technical

session budget is not exceeded. Typical incentives include travel costs, hotel costs, speaker fees, and waived registrations.

2) Audio/Visual (AV) Committee

- Chaired by appointed representative
- Responsible for arranging audio/visual equipment needs for conference
- Handle on-site set up of all equipment and coordinate with hotel staff as needed
- Recruit committee members to assist with all technology needs
- If applicable, committee is responsible for setting up virtual events including selecting platform (Zoom, etc.), training support staff, and coordinating with Chair and Vice-Chair to ensure a seamless virtual event
- The committee will be on-call during the event to address any technical issues that arise, and the Chairperson will act as liaison for speakers, moderators, hotel and support staff

3) Registration Committee

- i. Chaired by appointed representative.
- ii. Responsible for designing and developing registration materials
- iii. Send registration materials to the Secretary-Treasurer for distribution to all section members and affiliates.
- iv. Handle on-site registration at meeting during scheduled registration periods.
- v. Responsible for receiving all money for the meeting.
- vi. Mail registration materials only to members without e-mail addresses; otherwise, all pre-conference materials are distributed via e-mail. On-line registration is the preferred method, including on-line payment.
- vii. Collect fees for registration, member activities (golf, tennis, volleyball, etc.) and spouse/guest activities. (Collecting funds from sponsors are the responsibility of the Sponsor Subcommittee.)
- viii. See Appendix R for suggestions for committee activities.
- ix. Marketing Subcommittee
 - a) Chaired by appointed representative.

- b) Find innovative ways to market the meeting. Normal ways are through mailings and Newsletter, e-mail, and Web site.
- c) The Committee shall prepare and distribute meeting announcement brochures to the membership at least 90 days in advance of the meeting. The Secretary-Treasurer will distribute the meeting announcement to section members. Information regarding program content and speakers is to be obtained from the Summer Seminar Committee Chair.
- d) Develop conference logo in keeping with the conference theme and in conjunction with the Chair and Vice-chair.

x. Printing Subcommittee

- a) Chaired by appointed representative.
- b) This subcommittee is responsible for the layout and production of the Program Brochure.
- c) Coordinates with the Technical and Sponsor Subcommittees to produce all conference posters including sponsor boards and session boards.

4) Sponsorship Committee

- i. This subcommittee is chaired by consultant member of committee or the GA ITE Sponsorship Committee Chair.
- ii. The primary task is to market and collect money from sponsors to help underwrite the cost of the conference. Sample sponsor letters are provided in Appendix Q.
- iii. This subcommittee also collects the company logos and ads to be included in the Program Brochure and Sponsor Acknowledgment Boards.
- iv. The funds raised from the Sponsors are used to support the overall Summer Seminar budget and not just the Welcome Dinner. Summer Seminar funds left over after all expenses are paid including an allocation to next year's Summer Seminar reserve fund may be donated to the Scholarship Fund as directed by the Executive Board.

5) Host & Welcome Committee

- i. Chaired by appointed representative.
- ii. This committee handles on-site check-in - including assignment of people to take money for registration fees and to issue receipts, name badges (with bold letters), ribbons for officers and distinguished guests (i.e., speakers and past Presidents).
- iii. This committee is also responsible for the procurement and placement of signs to guide attendees to registration area and meeting room
- iv. Maintains a supply of extra meeting programs and other informational items as needed.
- v. This committee is also responsible for managing the distribution of tickets issued for catered events and spouse/guest activities that include a participant fee.
- vi. Preparation of all meeting space and coordination with hotel staff.
- vii. Appointment of subcommittee Chairs for the various support committees including Spouse/Guest Events, Audio/Visual, and all sports and group activities.
- viii. Spouse/Guest Events Sub-Committee
 - a) Chaired by appointed representative
 - b) Arrange activities for spouses and guests of seminar attendees. Consider large number of attendees who bring their families including children.
 - c) Prepare registration forms for activities. It is recommended that the registration forms go out with the registration packets. Work with the Registration Committee Chair if any fee is required for an activity to collect the fee at the time of pre-registration.
 - d) Maintain registration lists for activities.
 - e) At the seminar, lead or find a responsible spouse/guest (such as the Chair's, Vice-chair's or other member's spouse) to lead the group to and from the activities.

- f) This committee normally does not collect the spouse/guest activity fees, because this is done during registration. The Subcommittee Chair is responsible for requesting checks from the Seminar Chair to pay activities fees.
- g) If applicable, a member will be appointed to plan and coordinate virtual social events. All costs and prizes should be coordinated with Chair to ensure proper accounting in the master budget.

6) Scholarship Auction Committee

- i. Chaired by appointed representative or ITE Scholarship Committee Chair
- ii. Market and conduct the annual John Moskaluk Scholarship Auction during the Summer Seminar.
- iii. Serve as auctioneer or appoint an auctioneer for the event.
- iv. Solicit donations for the auction.
- v. Tally and invoice all successful bidders and account for all funds raised. Submit all moneys collected to the Secretary/Treasurer for the appropriate accounts.

U. Technical Committee

The Committee Chair shall be appointed by the **President**. The Chair shall appoint the other committee members and notify the **President** of their names. The role of the Technical Activities Committee is to advance transportation engineering by very actively developing technical reports through sub-committee studies and providing technical resources for the Executive Board and other committee chairs and members. The Technical Activities Committee creates sub-committees to study items of interest and to publish a paper or provide technical training and professional development. The goal of the Technical Activities Committee is to contribute to presentations, papers, or seminars for the edification of the membership.

i. Duties:

a. Chair Responsibilities

- 1) The Chair is an ex-officio member of every sub-committee.
- 2) The Chair is responsible for deciding what topics are to be studied by the Committee. The Chair can ask the membership for ideas or propose his or her own topic(s). The only direct technical responsibility is selecting a Sub-Committee Chair. Every technical study is submitted to a sub-committee for analysis and a final report. Each sub-committee does the technical work on the project.
- 3) The Chair should try to attend as many sub-committee meetings as possible. The Chair needs to ensure that the Committee is working toward completion of the project within the agreed schedule and meets the Southern District and ITE guidelines for doing technical committee work.
- 4) Most technical projects are designed to be completed within the calendar year and the project topic should be of regional or statewide importance to the state of Georgia. The Technical Chair should ensure that the scope of the work is within the requirements of the Georgia Section Technical Program.
- 5) All completed technical reports will be reviewed by the Chair. The Chair may have other Section members review the report. If the Chair approves the report it is submitted to the Executive Board for approval. When the Executive Board approves, the report is sent to Southern District for consideration of the Best Section Technical Report. The Chair of the Report Committee is usually asked to present the reports' findings at the next Summer Seminar.

b. Sub-Committee Chair Responsibilities:

- 1) The Sub-Committee Chair is responsible for staffing the sub-committee. The Sub-Committee Chair will oversee all committee meetings to ensure that the committee is completing their tasks with a high level of quality and in a timely manner. The Sub-Committee Chair has complete management control of the Sub-Committee work.
- 2) Completed work will be reviewed and approved by the Chair of the Technical Committee. The Chair will check to ensure the final report is prepared using the

proper Southern District and ITE format. If no revisions are required, the Chair will forward the report to the Executive Board for approval.

3) Sub-Committee Schedule:

- i. First Quarter: Sub-Committee Chair forms the committee. The Committee should be large enough so the workload can be fairly shared among members. Finding time for normal workload is difficult. A good committee size is six to nine members. Members outside the metro Atlanta area should be encouraged to participate. Ideally, the first committee meeting should occur at the end of the first quarter to define the scope of study and work process.
- ii. Second Quarter: Begin work on the project including a study and or survey to determine previous work completed on the study topic, including the preparation of an outline of the work tasks and proposed study components. Committee meetings should be held monthly, and the sub-Committee Chair will have the responsibility to allocate work tasks and assemble information (or delegate to others) materials completed.
- iii. Third Quarter: Continue work towards the goal of completion of a rough draft by the end of the third quarter.
- iv. Fourth Quarter: Review of the rough draft by the committee members then the Technical Committee Chair and the agency that either requested or would most benefit by the completion of this work. Goal is to have the project and paper completed by the end of the 2009 calendar year, with the understanding that final completion may not occur until the First Quarter of 2010.
- v. Fifth Quarter: Project completion and approval by the Technical Committee Chair and submission for Executive Board approval and submission to Southern District. Give notification to the Summer Seminar chair that a summary of this project will be presented at the 2010 Summer Seminar.

4) Committee Responsibilities:

- a. Promote and organize Technical Webinars that are useful, interesting and relevant to the Georgia Transportation Community - organizes 3-4 Professional Engineer webinars a year with the following objectives:
 - i. Train younger engineers on how to seek and track hours
 - ii. Provide opportunities for busy more senior/ knowledgeable engineers who may not get enough hours attending ITE events
- b. Coordinate Field trips/Site Visits to interesting and relevant transportation engineering venues as opportunities arises and a champion is identified to promote and organize such an event.
- c. Research topics, of the GA ITE Board and/or President's guidance/choosing on an annual basis, to prepare a technical product/publication for the benefit of the Georgia Transportation Engineering Community
- d. Collaborate with other committees/groups
 - i. Traffic Bowl: Be available to help the Committee Chair and their committee as needed in developing, reviewing, and/or testing traffic bowl questions
 - ii. Safety: (Separate committee) Be available to help the Committee Chair and their committee as needed
- e. Promote, staff and help set the Goals of the Technical Exchange Subcommittee: This committee plans and organizes a half-day event in or near an adjacent state – typically an annual rotation between Alabama, Tennessee and South Carolina. Each event is geared for each State to exchange technical knowledge with each other. When possible, it is an opportunity to college students from nearby out-of-state Universities to network with professionals.

- f. Promote, staff and help set the Goals of the Traffic Microsimulation (TMS) sub-committee and support efforts of their semi-annual sub-committee meetings and their Microsimulation Day
- g. This committee promotes collaboration between GDOT, Ga Tech and Consultants to determine the best approaches to use microsimulation techniques to model real-world traffic data. This committee is positioned to work within the context of the Smart City.
- h. Promote, staff and help set the Goals of the Connected/Autonomous Vehicle (CAV) sub-committee and support efforts of their semi-annual sub-committee meetings
- i. This subcommittee is tasked with staying informed on industry and FCC trends related to connected and autonomous vehicles. It will support regional CAV events and investigate opportunities for offering events.
- j. Advertise opportunities and accomplishments in e-blasts on a regular basis in a timely manner.

The **President** may request a written report before the Summer Seminar and the Annual Meeting.

V. Virtual Events Committee

If this committee is activated by the President, this committee should assist the GA ITE Board in preparing and conducting virtual events.

W. Website Committee

The Committee Chair shall be appointed by the **President** and confirmed by the Executive Board. The Chair shall appoint the other committee members and notify the **President** of their

names. This Committee is responsible for developing, maintaining, and updating the Georgia Section Website at <http://www.gaite.org>. A contact person should be published on the Web page. This person should be the **President** and/or the Membership Chair.

i. Duties:

- a. The Committee should bring new ideas to the Executive Board before creating new information for the Web. A good source for new ideas can be found by reviewing other district and section Web pages available on the ITE headquarters Web page.
- b. Ensure that the Website includes, at a minimum, the following information:
 - 1) Information about ITE
 - 2) Calendar of Events
 - 3) Notices and registration material for upcoming events
 - 4) Summer Seminar
 - 5) Training Opportunities
 - 6) News from the Section, District, and International levels of ITE
 - 7) Social media links
 - 8) Newsletter
 - 9) E-blasts
 - 10) Job Center - Traffic and Transportation Engineering positions that are available to our members in Georgia
 - 11) Membership Application and other membership forms
 - 12) Board of Directors
 - 13) Past Presidents
 - 14) Committees
 - 15) Policy and Procedures
 - 16) Benefits of ITE
 - 17) Related Links
- 18) The committee is responsible for understanding the various capabilities of the website platform including:
 - o Surveys

- Announcements
 - Events
 - Membership
 - Tickets
 - Inventory
 - Eblasts
- 19) Ensure that appropriate admin permissions are assigned to committee chairs and board members for access to the website. Conduct training for those with admin privileges on how to modify the website.
- 20) Ensure coordination between information posted on website and social media platforms

X. Winter Workshop

The Winter Workshop Committee Chair shall be appointed by the President and confirmed by the Executive Board. The Chair shall appoint the other committee members and notify the President of their names. This Committee is responsible for developing the program for a technical workshop to be held annually during the winter.

i. Duties:

- a. Organize and host a two-day technical workshop in January or February.
- b. Rotate the site around the state each year.

V. CHARTER, BYLAWS, AND ARTICLES OF INCORPORATION

The establishment, government, and operation of the Section are promulgated through the Section Charter; Bylaws and the Articles of Incorporation.

The Section Charter provides the authority under which the Section operates and was issued by, and may be amended or rescinded by, the SDITE Board. Provision for charter amendment is contained in Article VI thereof.

The Section Bylaws provide the mechanics for implementing the precepts of the Charter and were adopted by, and may be amended by, the Section Members. Provision for Bylaw amendments are contained in Article VII thereof.

The Georgia Section must also comply with all requirements of the Certificate of Incorporation in order to maintain its status as a non-profit corporation.

1. *Charter*



Georgia Section Charter

VI. ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as ITE, Southern District, hereinafter referred to as the District, as recorded in the minutes of the District Board meeting on {INSERT DATE}, and as approved by the International Board of Direction of ITE as recorded in the minutes of its meeting on {INSERT DATE}, grants this Charter for the Georgia Section of ITE, hereinafter referred to as the Section.

Section 1.2 - This Charter shall be effective beginning January 1, 2021 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 Section enrolling members from the designated area and shall annul any bylaws of such a Section which may be in conflict with it.

VII. ARTICLE II - AREA AND PURPOSE

Section 2.1 - The area designated as that of this Section shall be the State of Georgia, or as the area shall be established from time to time by the District Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the International Board of Direction.

Section 2.2 - To assist in advancing the purposes shown below, this Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code of 1986. The purpose of this Section shall be to:

- Serve as the primary affiliation for ITE members at the local level;
- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section;
- Foster closer association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies;
- Support and mentor students and student chapters within the Section.

Section 2.3 - This Section is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the Bylaws of this Section or the Constitution of the Institute of Transportation Engineers, the Section shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of this Section shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Section shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2.4 - No part of the net earnings of this Section shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this Section shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objectives set forth in Article II hereof.

Section 2.5 - Upon the winding up and dissolution of this Section, after paying or adequately providing for the debts and obligations of this Section, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has been established as having tax exempt status under Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code.

Section 2.6 - In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 501 the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not:

- engage in any act of self-dealing as defined in Internal Revenue Code 4941 (d),
- retain any excess business holdings as defined in Internal Revenue Code 4943 (c),
- make any investments in such manner as to subject the organization to tax under Internal Revenue Code 4944; or

- make any taxable expenditures as defined in Internal Revenue Code 4944 or corresponding provisions of any subsequent Federal tax law.

VIII. ARTICLE III - MEMBERSHIP

Section 3.1 - ITE members of any grade who, according to ITE records, are located within the area designated for the Section shall be a member of the Section.

Section 3.2 - Any ITE member may become a member of the Section, without residing in the Section area, upon payment of Section dues to ITE.

Section 3.3 -- ITE members who are members of the Section shall be entitled to all privileges of the Section, except that Student members may not vote or hold elective office in the Section.

Section 3.4 - Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

IX. ARTICLE IV - GOVERNMENT

Section 4.1 - The government of the Section shall be vested in its officers, directors, and representatives who shall constitute a Section Board.

Section 4.2 - The Section Board shall manage the affairs of the Section in conformity with the provisions of this Charter, the policies and procedures of the District, actions of the District Board, the Constitution and policies of ITE, and the actions of the International Board of Direction.

Section 4.3 – Upon the adoption of this Charter, the existing Section Board shall expeditiously adopt bylaws that set forth the governance and administration of the Section in accordance with this Charter.

Section 4.4 - The Section bylaws shall set forth the structure of the Section Board in accordance with this Charter and shall provide the manner of nominating and electing Section officers, directors, and representatives, and specifying their terms of office.

Section 4.5 -- The Section bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the Section may desire, provided such bylaws do not conflict with this Charter, the policies

and procedures of the District, actions of the District Board, the Constitution, and policies of ITE or policies of the International Board of Direction.

Section 4.6 - The bylaws of the Section may be adopted, and amended after adoption, by an affirmative vote of two-thirds of the Section Board. At the Section Board's discretion, the amendment can be put up to the full membership for a vote in accordance with the voting procedures established in the bylaws. Any dues increase in excess of 20% and special assessments require a vote by the membership.

Section 4.7 - Bylaws or amendments to the bylaws of the Section shall take effect thirty days after being approved by the District Board. At any time the District Board may annul or amend any part of the Section's bylaws which it considers to be contrary to the Section Charter, the policies and procedures of the District, actions of the District Board, ITE Constitution, or the best interests of ITE by giving notice in writing to the Section.

1. ARTICLE V -- ADMINISTRATION

Section 5.1 -- The Section may issue a Charter establishing a Chapter within its area upon the written request of voting members residing in the proposed Chapter area. The Charter shall be in a form approved by the International Board of Direction. The Section may rescind a Chapter Charter in the manner provided in the Chapter Charter.

Section 5.2 – The Section shall financially support and coordinate with any Chapters established within its area.

Section 5.3 – The Section is responsible for any Chapters and student chapters within their area.

X. ARTICLE VI - RELATION OF SECTION TO DISTRICT AND ITE

Section 6.1 - The Section shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction, respectively. The Section may speak for itself on matters pertinent to its geographical area.

Section 6.2 - Sections are encouraged to develop relationships with other not for profit associations at the same level in which the Section operates in the development of meetings and educational programs for ITE members. The Section should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 6.3 - Names and contact information 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 Board and to ITE Headquarters within 30 days after election.

Section 6.4 - The Section Board shall submit a written annual report to the District Board each year. The report shall include a summary of the Section's activities for the previous year.

Section 6.5 - The District and ITE will not be responsible for debts contracted by the Section. No dues will be required to be paid by the Section to ITE or the District.

Section 6.6 – The Section may charge annual dues as provided in the Section Bylaws. ITE shall bill all dues at the time of billing ITE dues, and upon collection, remit to the Section. Annual dues for Sections shall be levied so as to cover time periods identical to those covered by annual dues of ITE.

XI. ARTICLE VII - AMENDMENT OF CHARTER

Section 7.1 – The Section's elected officers will be notified in writing by the District Board of any proposed amendment to, or withdrawal of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the District Board to the International Board of Direction for approval and shall become effective on the date determined by the District Board.

Section 7.2 - The Section may petition the District Board to amend this Charter or rescind withdrawal action. The District Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District Board shall then petition the International Board of Direction for approval of the proposed amendment. The International Board of Direction shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section shall become effective upon approval by the District Board, then by the International Board of Direction.

Subscribed for the District Board of the Southern District of the
Institute of Transportation Engineers

{District President's signature}

{Date}

ITE Southern District President

Georgia Section Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1.1 - As granted and chartered by the Institute of Transportation Engineers, Inc., hereinafter referred to as “ITE,” Southern District, hereinafter referred to as the “District,” the name of this organization shall be the Georgia Section, hereinafter referred to as the “Section”.

Section 1.2 - The mission and purpose of this Section shall be to:

- Support the overall goals and objectives of ITE;
- Support District activities and coordinate with the District in carrying out the Section mission and purpose;
- Financially support and coordinate with Chapters within the Section,
- Foster **closer** association of ITE members;
- Encourage members to share knowledge;
- Consider local transportation issues;
- Collaborate with other local transportation professionals on matters of common interest;
- Present points of view consistent with established ITE policies; and
- **Support** and mentor students and student chapters within the Section.

The Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c) (3) or 501(c)(6) of the Internal Revenue Code of 1986.

Section 1.3 - The Section logo shall be developed by the Section Board, following guidance in the “ITE Logos and Specifications.” The authorized use of the ITE International logo shall be determined by ITE’s Executive Director.

Section 1.4 - This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized for public purposes.

ARTICLE II – MEMBERSHIP

XII. SECTION 2.1 - ANY ITE MEMBER WHO RESIDES WITHIN THE GEOGRAPHIC AREA DESIGNATED FOR THE SECTION IN ITS CHARTER WITH ITE, AND WHO IS IN GOOD STANDING WITH ITE, SHALL BE A MEMBER OF THE SECTION. THROUGHOUT THESE BYLAWS, THE TERM “RESIDES” REFERS TO THE INDIVIDUAL'S PREFERRED ITE MAILING ADDRESS, AT HOME, PLACE OF BUSINESS, OR EDUCATIONAL INSTITUTION.

XIII.

XIV. SECTION 2.2 – ANY ITE MEMBER WHO DOES NOT RESIDE WITHIN THE SECTION AREA MAY JOIN THE SECTION UPON PAYMENT OF THE APPROPRIATE DUES TO ITE.

Section 2.3 – Section members shall be entitled to all the privileges of the Section except that Student Members may not vote or hold elective office in the Section.

Section 2.4 - Any Section member whose ITE membership has been forfeited shall also forfeit membership in the Section. Any Section member who is placed on inactive status by ITE shall also be placed on inactive status by the Section Board. Members will be reinstated to membership in the Section only if reinstated to membership in ITE.

ARTICLE III – DUES AND ASSESSMENTS

Section 3.1 - Annual Section dues shall be established by the Section Board and shall be billed by ITE at the time of billing ITE dues. At least 120 days prior to the beginning of ITE’s fiscal year, the Section shall notify ITE Headquarters of the amount established for Section dues for the following fiscal year.

Section 3.2 - The Section Board may not increase annual Section dues by more than 20 percent in any year without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.3 - Special assessments proposed by the Section Board may not be applied without a vote of the Section voting membership following the procedures as specified in *Article X - Amendments*.

Section 3.4 – Any member whose dues are more than three months in arrears to ITE shall lose the right to vote. If dues become one year in arrears and their membership is terminated by ITE, by extension their membership to the Section is also terminated. Restoration of membership in the Section is contingent upon the clearing of arrears and reinstatement of membership by ITE.

Section 3.5 - All Honorary and Student Members of ITE shall not be subject to Section dues.

XV.

XVI. ARTICLE IV – OFFICERS AND BOARD

Section 4.1 - The elective officers of the Section shall be {at a minimum}: President, Vice President and Secretary-Treasurer. Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office of President, Vice President, or Secretary-Treasurer for more than two consecutive terms.

Section 4.2 -The voting members of the Section Board shall consist of the Elective Officers of the Section described in *Section 4.1*, the Past President and Section Representative(s) to the District Board. All members of the Section Board must be voting members of the Section. No member shall occupy simultaneously more than one office on the Section Board and no member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 - Two Representative(s) from the Section shall serve on the District Board. These Section Representatives must be voting members of their respective Section Boards. Each Section Representative's term of office shall be for a period of two years.

Section 4.4 – The Section shall elect Section Representatives to serve on the District Board in a manner as described in *Article V – Nomination and Election of Officers*.

Section 4.5 - In the event of a vacancy occurring in the office of Section President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective offices as per *Section 4.1*, the Section Board, at its discretion, may appoint a Board member to fill the unexpired term or may choose to temporarily assign the respective duties of the vacant position among the remaining elected Section Board members. If a vacancy occurs in the office of Past President, the Past President whose term has most recently expired and who remains a member of the Section may fill the unexpired term.

In the event of a vacancy in the office of Section Representative, the Section shall fill the vacancy in the manner prescribed in the Section's bylaws. However, if the Section fails to do so within 60 days, the District Board shall appoint a qualified member from the Section to serve out the unexpired term.

Section 4.6 - The Section Board shall report the names and contact information of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

Section 5.1 -- The Section President shall appoint a Nominating Committee chaired by the immediate Past President of the Section.

Section 5.2 – The Nominating Committee shall nominate one or more qualified candidates for each office that is up for election. Written consent to serve in the office if elected, must be received from each person nominated.

Section 5.3 - Elections may be held by written ballot or electronically as prescribed in *Article IX - Voting and Voter Eligibility, Section 9.2*.

Section 5.4 - The timeline for the election of **Officers** and Representatives shall be as follows:

Section 5.4.1 – The date of the end of balloting will be determined by the Section Board in all instances.

Section 5.4.2 - The Nominating Committee shall transmit its list of nominees and their written consent to serve to the Section President who shall immediately transmit it to the Section Board at least seventy-five (75) days prior to the end of balloting.

Section 5.4.3 - At least sixty (60) days before the end of balloting, the Section shall announce to the voting members of the Section a list of the candidates nominated by the Nominating Committee.

Section 5.4.4 - At least thirty (30) days before the end of balloting, the Section shall send to each eligible voter a final ballot or electronic message with instructions for voting.

Section 5.4.5 - The votes shall be tabulated within ten (10) days from the end of balloting. The Section Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 - The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, refer to *Article IX - Voting and Voter Eligibility, Section 9.6*.

Section 5.6 - Terms of the elective officers, as per *Article IV - Officers and Board, Section 4.1*, and Section Representatives shall begin on January 1 and expire on December 31.

ARTICLE VI - GOVERNMENT

Section 6.1 - The Section President shall preside at meetings of the Section and of the Section Board. In the absence of the President, the Vice President shall preside at meetings and discharge the President's duties.

Section 6.2 - Official transaction of business at any Section Board meeting requires a quorum. A majority of the Section Board shall constitute a quorum. Once a quorum of the Section Board is established, the affirmative vote of a majority of the Section Board voting members in attendance shall be necessary to take any action. In case of a tie vote, the action is not approved.

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

Section 6.4 - The President, in concurrence with the Section Board, shall create committees and appoint chairs as may be desirable, with the approval of the Section Board.

Section 6.5 - The Section Board may establish an appointed Section **Administrator** position. If utilized, a Section **Administrator** should be a non-voting participant at all meetings of the Section Board and be included in all Section Board communications. A Section **Administrator** may perform some of the typical duties of the Secretary-Treasurer, as outlined in the Operations Manual.

Section 6.6 - The membership may, by petition to the Section Board, initiate a vote to determine if a Section officer shall be removed from office. The petition must include at least 10 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the following question shall be submitted to each voting member in the Section for vote by secret ballot: "Shall (Name) be removed from the office of (Office)"? Should the affirmative be carried by two-thirds majority, and at least 20 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner consistent with these Bylaws.

Section 6.7 - The membership may, by petition to the Section Board, initiate a vote to determine if any action of the Section Board shall be rescinded. The petition must include at least 10 percent of the eligible voters in the Section. Within 30 days after receipt of the petition by the Section Board, the petitioned action shall be immediately suspended. The Board must either rescind the disputed action or within 30 days the following question: "Should the following action of the Section Board be rescinded"? must be submitted to the Section membership for a vote. Should the positive carry a majority, and at least 20 percent of the eligible voters cast ballots, the Board action will be rescinded.

Section 6.8 - The Section Board should establish and maintain a Section Procedures Manual for conducting the business of the Section. Such procedures should be in writing and should be contained in a manner available for viewing by members of the Section. Procedures may be established or modified by a majority vote of Board members. Section Procedures may not be in violation of the Bylaws. Once established, they should guide the actions of the Board and the Section as long as they are applicable.

ARTICLE VII - MEETINGS

Section 7.1 - There should be an organizational meeting of the Section Board and its committees to plan the new year's administrative functions of the Section including development of line item budgets, preparation of a calendar of meetings, establishment of committee chairs and discussion of any initiatives or other pertinent matters necessary for the conduct of the Section. .

Section 7.2 - Technology such as emails and/or telephone or video conference calls may be employed for transacting business and increasing participation of board members at all Section Board meetings.

Section 7.3 - The Section President may call unanticipated additional meetings of the Section Board, via conference call, as need dictates or upon receipt of a petition signed by the majority of the other members of the Section Board.

Section 7.4 - There shall be a minimum of two meetings of the Section each year, one of which shall be the Annual Business Meeting. The Section Board shall set the date, time and place of regular Section meetings.

Section 7.5 - Robert's Rules of Order shall govern the conduct of Section Board meetings in all cases to which they are applicable and shall not be in conflict with ITE's Constitution, other procedural rules of the Section Board, and these Bylaws.

ARTICLE VIII – SECTIONS AND CHAPTERS

Section 8.1 - The Section Board may issue Charters establishing Chapters within its area upon the written request of voting members residing in a proposed Chapter area. The Charter shall be in a form approved by the International Board of Direction. The Section Board may rescind any Charter in the manner provided in such Charter.

Section 8.2 - The Section shall financially support and coordinate with any Chapters established within its area.

Section 8.3 - The Section shall support and coordinate with any Student Chapters established within its area

Section 8.4 - If the Charter for a Chapter is under consideration for revocation, the appropriate Chapter leadership must be notified in writing of the contemplated action a minimum of 30 days prior to the Section Board meeting in which the revocation of the Charter will be discussed. Chapter leadership has the right to appear in person before the Section Board to discuss the proposed revocation of the Charter. If a Charter is revoked, the revocation date is at the discretion of the Section Board.

ARTICLE IX – VOTING AND VOTER ELIGIBILITY

Section 9.1 - Any member of ITE in good standing, excluding student members, shall have voting privileges in the Section if they meet the requirements in *Article II-Membership*.

Section 9.2 - Voting for elective positions, increased dues when required, special assessments, amendments to these Bylaws, petitions to amend the Section Charter, and other matters so designated by the Section Board shall be by secret ballot. The exact methods, written or electronic, used to conduct elections including ensuring secrecy and validation of votes shall be as prescribed and approved by the Section Board.

Section 9.3 - The timelines for voting shall be as indicated in *Article V - Nominations and Elections of Officers* and *Article X - Amendments* of these Bylaws.

Section 9.4 - The Section President shall appoint a Tellers Committee.

Section 9.5 - Final ballots returned by eligible voters to the designee of the President or the tabulated electronic results shall be reviewed by the Tellers Committee. The Tellers Committee shall report the results to the Section President.

Section 9.6 - Except as stated elsewhere within these Bylaws, the candidate, resolution or petition receiving the highest number of votes, through a membership vote, shall be declared elected or approved. In case of a tie vote, the Section Board shall make the final decision. In the case of a tied election, the outgoing Section Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates. In the case of amendments, increasing dues by more than the maximum specified in *Article III - Dues and Assessments, Section 3.2* or special assessments, the adoption provisions of *Article X - Amendments* shall apply.

ARTICLE X – AMENDMENTS

Section 10.1 - Proposals to amend these Bylaws, increase the dues by more than the maximum specified in *Article III-Dues and Assessments, Section 3.2*, or apply special assessments may be made by resolution of the Section Board or written petition of at least five percent of the voting members of the Section.

Section 10.2 – Bylaws of the Section may be amended after adoption by an affirmative vote of two thirds of the Section Board. Amendments to the Bylaws must be approved by the District after adoption and shall take effect in accordance with the Section Charter. At the Section Board’s discretion, the amendment can instead be put up to the full membership for a vote according to the procedures outlined in *Section 10.3*

Section 10.3 – Any proposal to increase Section dues by more than the maximum specified in *Article III - Dues and Assessments, Section 3.2* or apply special assessments must be submitted to the voting membership and shall be on the agenda of the next succeeding Section Meeting occurring not less than 30 days subsequently. Such proposals may be amended by majority vote of the members present at the meeting in any manner pertinent to the original proposal. The proposal, in form as amended, shall be submitted within 30 days after the meeting to the qualified voters and voted upon not less than 30 nor more than 45 days after the meeting. An affirmative vote of two thirds of all ballots cast by qualified voters shall be necessary for the adoption of such proposals.

1. *Certificate of Incorporation*

STATE OF GEORGIA

Secretary of State

Corporations Division

315 West Tower

#2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

CERTIFICATE OF INCORPORATION

I, **Cathy Cox**, the Secretary of State and the Corporations Commissioner of the State of Georgia, hereby certify under the seal of my office that

GEORGIA SECTION, INSTITUTE OF TRANSPORTATION ENGINEERS, INC.

a Domestic Non-Profit Corporation

has been duly incorporated under the laws of the State of Georgia on **11/08/2006** by the filing of articles of incorporation in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal of the City of Atlanta
and the State of Georgia on November 8, 2006



Cathy Cox
Secretary of State

ARTICLES OF INCORPORATION
OF
GEORGIA SECTION,
INSTITUTE OF TRANSPORTATION ENGINEERS, INC.

FIRST: The name of the corporation is:

Georgia Section, Institute of Transportation Engineers, Inc.

SECOND: The corporation is organized pursuant to the Georgia Nonprofit Corporation Code. The period of existence shall be perpetual.

THIRD: This corporation is organized, and shall be exclusively administered and operated to receive, administer, and expend funds for the following educational purposes, and to support in other ways the following activities within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986:

1. Educate the public on mobility and safety needs;
2. Facilitate the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development and management for any mode of transportation;
3. Promote professional development of its members, support and encourage education, stimulate research, develop public awareness programs and serve as a conduit for the exchange of professional information;
4. Encourage the introduction of transportation and traffic engineering courses in colleges, universities, and technical schools in the Georgia; and
5. To engage in any and all lawful activities incidental to the foregoing purposes except as restricted herein.

In order to accomplish the foregoing charitable, educational and scientific purposes, and for no other purpose or purposes, the corporation shall also have the power to:

- (a) sue and be sued;
- (b) make contracts;
- (c) receive property by devise or bequest, subject to the bylaws regulating the transfer of property by will, and otherwise acquire and hold all property, real or personal, including shares of stock, bonds and securities of other corporations;
- (d) convey, make loans, exchange, lease, mortgage, encumber, transfer upon trust, or otherwise dispose of all property, real or personal;

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Creation - Domestic Entity 5 Page(s)



T0631303524

(e) borrow money, contract debts and issue bonds, notes, and debentures, and secure the payment of and performance of its obligations;

(f) act as trustee under any trust whose objects are related to the principal objects of the corporation, and to receive, hold, administer and expend funds and property subject to such trust; and

(g) do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of the corporation; provided, however, that the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of the corporation.

FOURTH: The corporation shall have members.

FIFTH: The number of Directors shall be fixed by the bylaws, but shall not be less than one (1). The affairs of the corporation shall be carried on through its Board of Directors. The election or appointment of new directors shall be as set forth in the Corporation bylaws. In furtherance and not in limitation of the powers conferred by statute, the corporation is expressly authorized to carry on its business and to hold annual or special meetings of its Board of Directors either within or out of any of the states, territories or possessions of the United States, or the District of Columbia.

SIXTH: The number of Directors constituting the initial Board shall be eight (8) and their names and addresses are:

<u>NAME:</u>	<u>ADDRESS:</u>
Richard Fangmann	1718 Peachtree Street NW Suite 461 Atlanta, GA 30309
Keith Strickland	3715 Northside Parkway, NW 400 Northcreek, Suite 600 Atlanta, Georgia 30327
Carla Holmes	935 E. Confederate Avenue Building 24 Atlanta, Georgia 30316
John Funny	Two Midtown Plaza 1349 W. Peachtree Street, NE Suite 1290 Atlanta, Georgia 30309
Keith Golden	935 E. Confederate Avenue Building 24 Atlanta, Georgia 30316

Michael Holt	2325 Lakeview Parkway, Suite 400 Alpharetta, GA 30004
Joseph Garland	4000 Smithtown Road Suwanee, Georgia 30024
Keith Hogsed	3090 Premiere Parkway Suite 200 Duluth, Georgia 30097

SEVENTH: The address, including the street and number of its initial registered office is Georgia Engineering Alliance 233 Peachtree Street, Harris Tower, Suite 700, Atlanta, Ga. 30303 located in the County of Fulton and the name of its initial registered agent is the Georgia Engineering Alliance.

EIGHTH. No part of the net earnings of the corporation shall inure to or for the benefit of, or be distributable to, its directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes and objects set forth in Article THIRD hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including by publishing or distributing statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any subsequent federal tax laws), or by an organization contributions to which are to be deductible under section 170(c)(2) of such Code.

Notwithstanding any other provision set forth in these Articles of Incorporation, at any time during which it is deemed a private foundation, the corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; the corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; the corporation shall not make any investments in such manner as to be subject to the tax imposed by Section 4944 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; and the corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws.

NINTH: Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation remaining after payment of the debts of the corporation or provision therefor shall be distributed exclusively for charitable or educational purposes to organizations which are then exempt from federal tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of any subsequent federal tax laws), and to which contributions are then deductible under section 170(c)(2) of such Code.

TENTH: The private property of the incorporator, directors and officers shall not be subject to the payment of corporate debts to any extent whatever.

ELEVENTH: The corporation reserves the right to amend, change or repeal any provision contained in the Articles of Incorporation or to merge or consolidate this corporation with any other non-profit corporation in the manner now or hereafter prescribed by statute, provided, however, that any such action shall be undertaken exclusively to carry out the objects and purposes for which the corporation is formed, and all rights herein conferred or granted shall be subject to this reservation.

TWELFTH: The principal mailing address of the corporation is

Georgia Engineering Alliance
Harris Tower, Suite 700
233 Peachtree Street
Atlanta, Georgia 30303

THIRTEENTH: The name and address, including street and number, of each incorporator is:

NAME

ADDRESS

Alan P. Dye

1747 Pennsylvania Ave, NW
Suite 1000
Washington, DC 20006

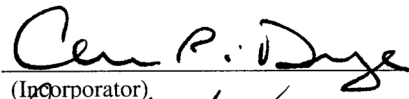
John R. Strout

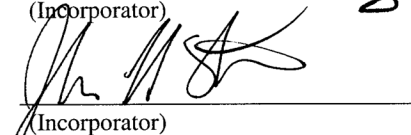
1747 Pennsylvania Ave, NW
Suite 1000
Washington, DC 20006

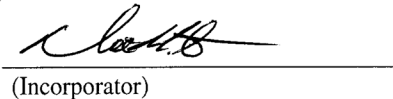
David Abrahams

1747 Pennsylvania Ave, NW
Suite 1000
Washington, DC 20006

Dated: 11/07/06


(Incorporator)


(Incorporator)


(Incorporator)

2006 NOV -8 AM 11:40
SECRETARY OF STATE
CORPORATIONS DIVISION



CATHY COX
Secretary of State

**OFFICE OF SECRETARY OF STATE
CORPORATIONS DIVISION**

315 West Tower, #2 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334-1530
(404) 656-2817

Registered agent, officer, entity status information via the Internet
<http://www.georgiacorporations.org>

ENRICO M. ROBINSON
Director

SUSAN GOLDEN
Assistant Director

**TRANSMITTAL INFORMATION
GEORGIA PROFIT OR NONPROFIT CORPORATIONS**

IMPORTANT

Remember to include your e-mail address when completing this transmittal form.

Providing your e-mail address allows us to notify you via e-mail when we receive your filing and when we take action on your filing. Please enter your e-mail address on the line below. Thank you.

E-Mail: jstrout@wc-b.com

NOTICE TO APPLICANT: PRINT PLAINLY OR TYPE REMAINDER OF THIS FORM

1.

Corporate Name Reservation Number (if one has been obtained; if articles are being filed without prior reservation, leave this line blank)

Georgia Section, Institute of Transportation Engineers, Inc.

Corporate Name (List exactly as it appears in articles)

2.

John R. Strout

202-785-9500

Name of person filing articles (certificate will be mailed to this person, at address below)

Telephone Number

1747 Pennsylvania Ave, NW, Suite 1000

Address

Washington

DC

20008

City

State

Zip Code

3.

Mail or deliver the following items to the Secretary of State, at the above address:

- 1) This transmittal form
- 2) Original and one copy of the Articles of Incorporation
- 3) Filing fee of \$100.00 payable to Secretary of State. Filing fees are NON-refundable.

I certify that a Notice of Incorporation or Notice of Intent to Incorporate with a publication fee of \$40.00 has been or will be mailed or delivered to the official organ of the county where the initial registered office of the corporation is to be located. (List of legal organs is posted at web site; or, the Clerk of Superior Court can advise you of the official organ in a particular county.)

John R. Strout, Incorporator
Authorized signature of person filing documents

11/7/06
Date

Request certificates and obtain entity information via the Internet: <http://www.georgiacorporations.org>

XVII. EXECUTIVE BOARD MEETINGS

As specified in Article V of the Section By-Laws, the Executive Board shall meet at the discretion of the **President** or at the request of a majority of its members. A majority of the Executive Board shall constitute a quorum. The Executive Board may decide any question by means of a letter ballot or e-mail message sent to each Executive Board member.

Application of Email Voting:

The preferred method for items requiring a vote for Executive Board action is through a meeting of the Executive Board. However, when time is of the essence, Email voting can be used for actions requiring immediate action by the Executive Board. The decisions of the email voting will be recorded with the documentation for the next regular Executive Board meeting.

Procedures for Email Voting:

The following are the procedures to be used for email voting:

- Only the Georgia Section President can call for an email vote.
- The President shall email the Executive Board members with a single email copied to all Executive Board members requesting their availability to vote and indicating the timeframe for response. The President shall allow a minimum of twenty-four hours for Executive Board members to indicate their availability and may only proceed with the vote if more than 50% of the Executive Board members indicate they are available.
- Following confirmation of the 50% participation, the President shall indicate the item to be voted on. Discussion will be permitted and a motion may be made.
- Following a 2nd to the motion, voting will proceed. 24-hours will be provided between announcement of the vote and tabulation of the voting results to allow all members to vote, if they desire. If all Executive Board members register a vote, the votes may be tabulated without waiting 24-hours.
- All emails regarding the email voting, including discussion and vote tabulation shall be copied to all Executive Board members.

Right to Dissent by Executive Board Members:

If a Executive Board member was not able to participate in the email vote and wishes to provide additional discussion, such discussion shall take place at the next regular Executive Board meeting.

Executive Board meetings provide an opportunity for the Section leadership to formulate goals and objectives, plan and review Section activities, and carry out administrative responsibilities. To facilitate the annual transition of Section leadership, an Executive Board meeting shall be held within 30 days following the Annual Meeting. Other Executive Board meetings shall be held periodically throughout the year, usually in conjunction with the Annual Meeting and seasonal meetings, and at other times as needed to ensure efficient and effective Section operations. The **Secretary-Treasurer** shall record the minutes of each Executive Board meeting and maintain a file thereon which shall be passed on to the succeeding **Secretary-Treasurer**. In the absence of the **Secretary-Treasurer** at an Executive Board meeting, the presiding officer shall appoint an elected official present at the meeting to take the minutes thereof.

A typical Executive Board meeting agenda should include, but not necessarily be limited to, the following:

1. Call to order
2. Recognition of invited guests, or visitors, if any
3. Reports from elected officials
 - A. **President**
 - B. **Vice President**
 - C. **Secretary-Treasurer**
 - D. Directors
 - E. Section Representative
 - F. Past **President**
4. Reports from committees
 - A. Standing Committees (in alphabetical order)
 - B. Ad Hoc Committees, if any

5. Old Business
6. New Business
7. Next Executive Board Meeting
8. Adjournment

Agenda items 3, 4 and 5 may not be applicable for an Executive Board meeting called to address a specific subject and in such cases would be deleted or amended to reflect the issue(s) under consideration.

XVIII. BUSINESS MEETING (*IS THIS CURRENT?*)

As specified in Article V of the Section By-Laws, a report of the financial condition of the Section and reports of principal officers and committees shall be presented at the Annual Meeting. Thus, this meeting provides a forum for the conduct of Section business, informing the membership, and membership participation in Section activities.

The **Secretary-Treasurer** shall record the minutes of each business meeting and maintain a file thereon which shall be passed on to the succeeding **Secretary-Treasurer**. In the absence of the **Secretary-Treasurer** at a business meeting, the presiding officer shall appoint an elected official present at the meeting to take the minutes.

A typical meeting agenda for the Business Meeting held in conjunction with the Annual Meeting should include, but not necessarily be limited to, the following:

1. Call to order
2. Recognition of special guests, if any
3. Tribute to deceased members, if any
4. Appointment of parliamentarian
5. Introduction of new members
6. Final call for ballots
7. Minutes of last business meeting
8. Reports from elected officials
 - A. **President**
 - B. **Vice President**
 - C. **Secretary-Treasurer**
 - D. Directors
 - E. Section Representative
 - F. Past **President**
9. Committee Reports

- A. Standing Committees (in alphabetical order)
- B. Ad Hoc Committees, if any
- 10. Reports from ITE officials, if any
- 11. Old business
- 12. New business
- 13. Recess (during dinner)
- 14. Reconvene (after dinner)
- 15. Recognition of Past **Presidents**
- 16. Recognition of Honorary members
- 17. Recognition of Annual Meeting Program Committee
- 18. Recognition of Contributors, if any
- 19. Presentation of Awards
- 20. Discharge of Committees
- 21. Election results
- 22. Oath of Office (to be administered by a Past **President**)
- 23. Remarks by **President**-elect, including presentation of gavel and certificate to outgoing **President**.
- 24. Adjournment

Other Business Meetings, not in conjunction with the Annual Meeting, may be called by the **President** or the Executive Board to address a specific subject. In such cases agenda items 3 and 5 through 23 would be deleted or amended and an abbreviated agenda would be used to reflect only the issue(s) under consideration.

OATH OF OFFICE

TO BE ADMINISTERED TO INCOMING ELECTED OFFICIALS

BY A PAST **PRESIDENT**

I, _____ (name) _____, in accepting the office to which I have been elected/ in the Georgia Section-Institute of Transportation Engineers, do solemnly pledge to discharge to the best of my ability all the duties of that office; to uphold the professional standing, honor and dignity of the Section at all times by example and precept to be governed by the Charter and By-Laws and by the policies, rules and procedures established by the Executive Board; and to work diligently and faithfully for the advancement and betterment of the Section.

or

I, _____ (state your name) _____, do solemnly swear or affirm that I will carry out the duties of my office as _____ (state your office) _____ faithfully and to the best of my abilities and that I will uphold the constitution and By-laws of the Georgia Section Institute of Transportation Engineers.

I further swear or affirm that I will work toward the goals of the Section; that I will encourage each Member and Affiliate of the Georgia Section to participate to the fullest extent of their abilities; and that I will promote the transportation profession by my conduct and example.

or

To the Candidates - the correct answer is I will)

In accepting the office you have been elected in the Institute of Transportation Engineers, will

you discharge to the best of your ability the duties of that office? (I will)

Will you uphold the professional standing, honor and dignity of the Institute at all times by example and precept?
(I will)

Will you be governed by the Institute's Constitution and by the policies, rules and procedures established by the Board of Direction? (I will)

And will you work diligently and faithfully for the advancement and betterment of the Institute and its members?
(I will)

It is my pleasure to declare you installed into the respective offices to which you have been elected.

TO THE AUDIENCE

Will all Institute members please stand and respond to the following statement.

Having chosen these officers as your leaders for the coming year, will you carry out your obligation to support and assist them in achieving the institute's goals? (I will)

Please show your support by joining me in a round of applause for the officers.

XIX. SECTION MEETINGS

1. *Annual Meeting*

The Section shall hold an Annual Meeting, as specified in Article V of the Section By-Laws. This meeting is generally in early December to avoid holiday conflicts and encourage family participation. The location should generally be in the Atlanta metro area. The meeting shall include the Annual Business Meeting and may include a banquet. Other activities may be planned at the discretion of the President. Meeting announcements are mailed to the Section membership.

2. *Monthly Meetings*

The Section should hold lunch meetings in February, March, April, May, June, August, September, October and November. The lunch meetings should start between 11 a.m. - 12 noon (registration and social) and end by 1:30 PM. The April meeting is usually held at Georgia Tech and sponsored by the Student Chapter. The October meeting is usually held at Kennesaw State University and sponsored by the Student Chapter. The monthly meeting in the Spring and Fall may be located outside metro Atlanta and be a one day technical meeting with a luncheon business meeting. Historically, these meetings have been in March and September; however, these dates are subject to change by the **Vice President**, with Executive Board approval. The program for the Spring and Fall meetings should last at least a half day and may be a full day, and be centered on a planned luncheon. It is intended that these meetings be rotated geographically throughout the state to ensure greater opportunities for attendance. Meeting announcements are mailed to the Section membership.

XX. PAST GEORGIA SECTION RECIPIENTS OF SOUTHERN DISTRICT AWARDS

Listed below are the Georgia Section members who have won Southern District Awards:

Herman Hoose Award:

<u>Name</u>	<u>Year</u>
John D. Edwards, Jr.	1972
William S. Derrick	1974
Karl A. Bevins	1977
Joseph M. Thomas	1979
Peter S. Parsonson	1983
Marsha Anderson Bomar	2007

Marble Hensley Award:

<u>Name</u>	<u>Year</u>
Peter S. Parsonson	1974
Joseph M. Thomas	1975
Herman Hill	1976
John D. Edwards Jr.	1984
Donald H. Gaines	1991
Marsha D. Anderson	1995

Joseph M. Thomas Award:

<u>Name</u>	<u>Year</u>
Joseph M. Thomas	1994
John L. Hibbard	1998
Bayne E. Smith	2000
Richard B. Fangmann	2002

Best Technical Paper Award:

<u>Name</u>	<u>Year</u>
Harold M. Raynor	1972

Paul Wright	1975
Peter Parsonson	1976
Jack A. Butler, Jr.	1981
John D. Edwards, Jr.	1982
Martin Bretherton/John Moskaluk	1992
Martin Bretherton	1993
Martin Bretherton	1994
Martin Bretherton/Maz Elhaj	1996
Martin Bretherton	1999
Stephanie Kolb, John Hibbard and Karl Alf	2000

Best Technical Committee Award:

<u>Chair</u>	<u>Year</u>
Peter Parsonson	1974
Roger Lewis	1976
Martin Bretherton*	1991
Kenny Voorhies	1993
Wayne Sarasua	1996
Georgia Section	1997

*ITE Best Technical Paper, 1992

Outstanding Division/Section Award:

<u>President of Section</u>	<u>Year</u>
Georgia Division, Jack Kendrick	1973
Georgia Division, Sandy Jordan	1978
Georgia Division, Gwyn Sanderlin	1980
Georgia Section, David C. Ritchie	1988
Georgia Section, Kenneth O. Voorhies	1989
Georgia Section, Robert R. Alexander	1992
Georgia Section, Martin Bretherton*	1996

Georgia Section, Harriet R. Smith*	1997
Georgia Section, G. Ed Ellis, Jr.*	1998
Georgia Section, John L. Hibbard (Runner Up)	1999
Georgia Section, Elizabeth N. (Betsy) Williams	2000
Georgia Section, Wassim Selman*	2001
Georgia Section, Bayne Smith	2002
Georgia Section, Carla Holmes*	2008

* ITE International Section Activities Award

Outstanding Student Chapter:

<u>Name</u>	<u>Year</u>
Georgia Institute of Technology	1972
Georgia Institute of Technology	1975
Georgia Institute of Technology	1992
Georgia Institute of Technology	1993
Georgia Institute of Technology**	1994
Georgia Institute of Technology	1995
Georgia Institute of Technology**	1996
Georgia Institute of Technology	1997
Georgia Institute of Technology	1998
Georgia Institute of Technology	2009

** ITE International Best Student Chapter

XXI.PAST RECIPIENTS OF GEORGIA SECTION AWARDS

Georgia Section Best Technical Paper

Paul Wright	1977
John Karnowski*	1995
Martin Bretherton	2001
Martin Bretherton and Joseph Womble	2002

* Honorable Mention

Idea Sharing Award

Joe Thomas	1978
Doug Hefty	1979
Ted Sandler	1984
Jim Gawlas/Walt Rekuc	1985
Bob Manning	1991
Chuck Rickard	1993
Mike Patrick	1994
John Hibbard	1995
Keith Hogsed	1996
Keith Rohling	1999
Richard Day	2000

Georgia Section Agency Achievement Award

Gwinnett County DOT	1991
Albany/Dougherty County Traffic Engineering	1994
Georgia DOT Traffic Operations	1995
MARTA	1996
Cobb County DOT	1997

Clayton County Dept. of Transportation and Development	1998
GDOT Highway Emergency Response Operators (HERO)	1999
Macon/Bibb County Traffic Engineering Department	2000
Cumberland Community Improvement District	2002
GDOT Office of Traffic Operations	2003
Perimeter Community Improvement District	2004
City of Valdosta	2005
Atlanta Regional Commission	2006
Cobb County Department of Transportation	2007
Evermore Community Improvement District	2008
City of Roswell DOT	2009

The John D. Edwards, Jr. Individual Achievement Award

Martin Bretherton	1991
Tom Sanor	1994
Susie Beasley	1995
Wayne Sarasua	1996
Andy Phlegar	1997
Richard A. Day	1998
John J. Funny	1999
Harriet R. Smith	2000
Keary Lord	2001
Paul Giles	2003
Not Awarded	2004
Marsha Anderson Bomar	2005
Not Awarded	2006
Andrea Kennedy	2007

John Karnowski	2008
Taylor Stukes	2009

Transportation Professional of the Year

Hal Rives, Georgia DOT	1991
Charles Nemmers, FHWA	1992
Ken Gregor, MARTA	1993
John Edwards, RBA	1994
Joel Stone, ACOG	1995
George Black, NTSB	1997
James A. Croy, Cobb County DOT	1998
Wayne Shackelford, GDOT Commissioner	1999
Frank Danchetz, GDOT Chief Engineer	2002
Not Awarded	2003
Wayne Hill, Gwinnett County	2004
Larry Dent, GDOT Deputy Commissioner	2005
Joe Womble, Gwinnett County	2006
Harold Linnenkohl, GDOT Commissioner	2007
Randy Hulsey, Douglas County	2008
Richard Anderson, GRTA	2009

The Karl Bevins Distinguished Service Award

Karl Bevins	1983
Joe Thomas	1984
Don Gaines	1985
Carl Beck	1989
Doug Hefty	1990
George Black	1991
Pete Parsonson	1992

Howard Harris	1993
Bob Alexander	1994
Kenneth O. Voorhies	1996
John D. Edwards, Jr.	1997
M. John Moskaluk	1998
W. Martin Bretherton, Jr.	1999
G. Edward Ellis	2001
Marion Waters	2002
Joseph Womble	2003
Betsy Williams	2004
Not Awarded	2005
Not Awarded	2006
Richard Day	2007
Charles Bopp	2008
Todd Long	2009

Award of Special Recognition

Elizabeth N. Williams	1998
Joey Ledford, Atlanta Journal and Constitution	1998
Carla Holmes	2006
Bayne Smith & Kristin Turner	2008
David Low	2009

XXII. PAST RECIPIENTS OF GEORGIA SECTION SCHOLARSHIPS

(dollar amounts are to *each* winner)

<u>1986:</u>	???	Ken Sharp
<u>1987:</u>	???	Jeff Mueller
<u>1988:</u>	???	Wayne Sarasua
<u>1989:</u>	???	Susan Walker
<u>1990:</u>	\$500	Keith Hogsed
<u>1991:</u>	\$1,000	Greer Johnson
<u>1992:</u>	\$1,500	Bill Bachman
<u>1993:</u>	\$500	Jerry Ray
<u>1994:</u>	\$1,500	Brian Sapp
<u>1995:</u>	\$1,500	Luana Young
<u>1996:</u>	\$1,000	Jess Billmeyer David Troemel
<u>1997:</u>	\$1,000	Keary Lord Amy Ammer Imran Khan
<u>1998:</u>	\$1,500	Dwayne Tedder John Paul Gauthier
<u>1999:</u>	\$3,000	Angshuman Guin Daniel Melcher
<u>2000</u>	\$3,000	
<u>2001</u>	\$6,000	Natasha Goguts, GT Jamilie Geerman, SPSU
<u>2002</u>	\$6,000	Sara Atkinson, SPSU Peter Emmanuel, SPSU

2003: \$2,000 Cristina Pastore
 Bruno Barros

2004: \$2,000 Terrance Hill
 Lacy Bell

2005: \$2,000 Steven Buckley, GT
 Jamie Henson, GT
 Pete Jenior, GT

2006: \$2,000 Nelson Davis, GT
 Berry Mattox, GT
 Valerio Oricchio, GT

2007: \$2,000 Chris Barrow, GT
 Shawn Pope, GT
 Joshua Waddell, SPSU

2008: \$1,500 Elise Barrella, GT
 Bhargava Chilikuri, GT
 Clayton Smith, SPSU
 Nicholas Thornton, SPSU
 James Wagner, GT

2009:

XXIII. GEORGIA SECTION LIFE MEMBERS

George Adams

Owen Allen

Carl Beck

Karl Bevins

Jere Burruss

Archie Burnham

Harry Colcombe

Donald Covault

Jerry Dubberly

John D. Edwards

Bruce Emory

James Fister

George Harper

Doug Hefty

Herman Hill

John Huey

Joe Kelvington

Roger Lewis

Richard Luetlich

Peter Parsonson

George Pilkington

William Poe

Don Rifenberg

Charles Rose

Robert Roseveare

Gwyn Sanderlin,

Arnold Vey

William Wikle

Joe Womble*

Paul Wright*

*Deceased

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EXHIBIT A - January Committee Chair Meeting Agenda (President)

Agenda

Committee Chairs Meeting

Date
Time
Location

- 1) President's Goals
- 2) Committee Reports
 - a) **Member Services**
 - i) Ambassador
 - ii) Annual Report
 - iii) Audio/Visual
 - iv) Awards
 - v) Career Guidance
 - vi) Finance
 - vii) Historian
 - viii) Membership
 - ix) Mentoring Program
 - x) Leadership Training
 - xi) Nominations
 - xii) Past Presidents
 - xiii) Website
 - xiv) Young Members/Activities
 - b) **Meeting Coordination**
 - i) Program

- ii) Annual Meeting
- iii) Engineers Week
- iv) Summer Seminar
- v) Winter Workshop

c) Technical

- i) Technical
 - (1) Safety
 - (2) Special

d) Outreach Committees

- i) Marketing
- ii) Newsletter/Social Networking
- iii) Scholarship
- iv) Fundraising

e) Outreach Liaisons

- i) Clerk
- ii) GA Engineer Magazine
- iii) GA Conservancy
- iv) ITE International
- v) Legislative
- vi) Georgia Tech
- vii) Southern Poly
- viii) Life Membership

3) New business

EXHIBIT B - Monthly Meeting Agenda (President)

EXHIBIT C – Executive Board Meeting Agenda (President)

Date

- I. Approval of Meeting Minutes
- II. President's Report
 - Wilbur Smith Award info
 - E-week activities
 - Annual Meeting
- III. Vice President's Report
- IV. Sec-Treasurer's Report
 - Election Discussion
 - Fee for Website Domain
 - ITE membership database update
 - New Members - Affiliates
- V. Past President
 - Annual Awards
 - P&P Manual Update
- VI. District Report
- VII. Finance Committee Report (special report)
- VIII. Next Meeting

EXHIBIT D - Mid Year Committee Reports (President)

EXHIBIT E - Annual Meeting Agenda (President)

Annual Meeting and Banquet

Date
Location
Time

Dinner

Welcome

Final Call for Ballots

State of the Section Report
President

Life Membership Award
Committee Chair

Section Awards
Past President

Section Scholarships
Committee Chair

Tellers Committee Report
President

Installation of New Officers
Past President

EXHIBIT F - Non Denominational Blessing (President)

EXHIBIT G – Southern District Committee Chairs (Vice President)

EXHIBIT H - Monthly Meeting Notice (Secretary)

Georgia Section
Institute of Transportation Engineers
November 18, 2004 Meeting Notice

Speaker: Keith Golden, Georgia Department of Transportation

GDOT's State Safety Action Plan – Addressing the Goal of 1.0 by 2008

Date: Thursday, November 18, 2004

Time: 11:00 a.m. – 1:00 p.m.

Location: Mary Mac's Tea Room, 224 Ponce de Leon Ave NE.

Choice of:

Fried chicken, Meatloaf or Veggie plate.

(All are served with vegetables, bread, tea and dessert.)

Specify meal choice at time of reservation.

Directions: **From the North:** Take North Ave. exit from I-75/85, left to Piedmont Ave., left to Ponce de Leon Ave., right on Ponce de Leon Ave. Mary Mac's is on the left.

From the South: Take the Peachtree St./Pine St. exit from I-75/85, left on Peachtree St. to Ponce de Leon Ave., right on Ponce de Leon Ave. Mary Mac's is on the left.

Cost: \$15.00 if you call by the deadline; \$20.00 after deadline or at the door
\$5.00 for students

Reservations: Contact **Kathy Belcher** at Kathy.belcher@gaengineers.org or (404) 521-2324 or by fax to (404) 521-0283 no later than 4 p.m. on Tuesday, November 16, 2004.
"No shows" will be billed.

FUTURE MEETING

DATE	TIME	LOCATION
Annual Meeting/Banquet Thursday, December 16, 2004	6:00 p.m.	1818 Club located in the Gwinnett Chamber of Commerce Building on Sugarloaf Parkway

2004 Board of Directors

Position	Name	Phone No.	Fax No.	Email address
President	Todd Long	(770) 532-5520	(770) 532-5542	todd.long@dot.state.ga.us
Vice-President	Keith Hogsed	(770) 813-0882	(770) 813-0688	keithh@datasmarts.us

Secretary-Treasurer	Richard Fangmann	(404) 249-7550	(404) 249-7705	richardf@daywilburn.com
District Rep.	Jim Gray	(404) 355-4010	(404) 355-0604	jgray@graycalhoun.com
District Rep.	Marwan Abboud	(770) 431-8666	(770) 435-2666	mabboud@arcadis-us.com
District Rep.	Betsy Williams	(770) 447-6831	(770) 449-7268	betsy.williams@transcore.com
District Rep.	John Hibbard	(770) 447-6831	(770) 449-7268	john.hibbard@transcore.com
Affiliate Director	John Walker	(678) 533-3924	(770) 825-0074	john.walker@kimley-horn.com
Past President	Susan Walker	(770) 613-9559	(770) 613-9587	ssw@iteris.com

EXHIBIT I - Tax Issues for Exempt Organizations (Treasurer)

EXHIBIT J - ITE Elected Leadership Manual (Secretary-Treasurer)

EXHIBIT K - Annual Meeting & Banquet Registration Form (Annual Mtg. Committee)

Annual Meeting and Banquet

*You are cordially invited to the
Georgia Section ITE Annual Meeting and Banquet
on Tuesday, December 9, 2003
at 6 p.m.*

*Druid Hills Golf Club
740 Clifton Road, NE
Atlanta, Georgia*

\$50 per person

Cash Bar 6:00
Buffet Dinner 7:00

Reservations and payment must be received by

Thursday, December 4.

Reservations received after the deadline will be accommodated on a
space available basis for \$70 per person.

Please clip the reservation form and mail it with a check payable to
Georgia Section ITE to:

Secretary-Treasurer

Address

City, GA ZIP

Name:

Organization:

Guest's name:

Telephone:

Amount enclosed:

EXHIBIT L – Example of Election and Awards Nomination Solicitation Notice (E-mail Announcement)

Dear Georgia Section ITE Members and Affiliates,

Please see below for important information regarding nominations for 2009 Awards and 2010 Executive Board Members. **The deadline to submit nominations is Friday October 16, 2009.** Please e-mail all 2009 Award and 2010 Board of Directors nominations, or direct any questions, to Carla Holmes at carla@CHEngineering.com.

2009 Awards

The Georgia Section, Institute of Transportation Engineers, Inc. is currently soliciting nominations for awards in recognition of outstanding achievement in 2009. For each nomination, please include the following information:

- Full Name of the Individual or Agency being nominated
- Individual's title and employer
- The award for which the nominee is to be considered
- Brief narrative detailing why the nominee is deserving of the award, including relevant dates
- Contact information for both the nominee and the nominator

The award categories include:

- Georgia Section Achievement Agency Award
 - "To be presented to an agency which has distinguished itself through improvements in the field of transportation."
 - The intent of this award is to recognize governmental or quasi-governmental agencies which have made significant transportation improvements in their area of jurisdiction. The achievement is to have been accomplished during the previous twelve (12) months.
- The John D. Edwards, Jr. Individual Achievement Award
 - "To be presented to a Georgia Section Member/Affiliate who has unselfishly given his/her time and talents to the advancement of the Georgia Section during the previous twelve (12) months".
 - The intent of this award is to recognize those Members/Affiliates of the Section who have given of themselves toward achieving the goals of the Section. The recipient should have been active in the Section for a minimum of two years and served the Section in an outstanding manner.

- Transportation Professional of the Year
 - To be presented to a transportation professional who has contributed substantially to the safe and efficient movement of people or goods in Georgia".
 - The intent of this award is to recognize individuals who have made significant contributions to the transportation field, most likely for a number of years. The recipient is not required to be a Member/Affiliate of the Section nor an engineer.
- The Karl Bevins Distinguished Service Award
 - "Recipients of this award shall have demonstrated the qualities of competence, professionalism and dedication exemplified by Karl Bevins as the first Traffic Operations Engineer in Georgia".
 - The intent of this award is to recognize highly competent and professional engineers who practice in the field of traffic and/or transportation over a number of years. The recipient must be an active member of the International ITE and the Georgia Section.

2010 Board of Directors

The Georgia Section, Institute of Transportation Engineers, Inc. is currently soliciting nominations for 2010 Board of Directors. All positions except the Affiliate Director must be filled by ITE International Members in good standing. The Affiliate Director nominee must be an Affiliate in good standing of the Georgia Section. Board of Directors positions to be filled for 2010 include:

- President
- Vice President
- Secretary-Treasurer
- Affiliate Director
- District Representative

For each nomination, please include the following information:

- Full Name of the Individual being nominated, and the position for which you would like them considered
- Individual's Title and Employer
- Brief narrative detailing why the nominee would be a good candidate for the office
- Prior involvement in ITE, including dates
- Contact information for both the nominee and the nominator
- Does the nominee know he or she has been nominated for the position?
- Written endorsement of 5 current Georgia Section ITE Members in good standing (Affiliate Director nominations may include Affiliate endorsements). These endorsement signatures must be sent electronically in pdf form along with the other required nomination information.

Please note that in accordance with Section 4.7 of the Section Bylaws, *"The [Nominating] committee shall choose a candidate or candidates to run for the respective offices from the*

nominations submitted and other qualified Members or Section Affiliates as the committee deems appropriate. The Nominating Committee shall nominate at least one qualified Member for the offices of President, Vice President, Secretary-Treasurer, and Section Representative, and at least one Section Affiliate for the office of Affiliate Director. All nominees must be residents of Georgia.”

Thank you for your participation in both of these important activities.

EXHIBIT M - Examples of Award Notification Letters



Date

Steven D. Acenbrak, P.E., LEED AP
Director of Transportation
City of Roswell Department of Transportation
38 Hill Street, Suite 235
Roswell, GA 30075

Subject: 2009 Georgia Section Agency Achievement Award

Dear Mr. Acenbrak:

It is with great pleasure that I hereby inform you that the Georgia Section of the Institute of Transportation Engineers has selected the City of Roswell Department of Transportation as the recipient of the Section's 2009 Agency Achievement Award.

Once a year, the Georgia Section recognizes one governmental or quasi-governmental agency in the State of Georgia that has distinguished itself through its initiatives related to improvements in the field of transportation. Our Nominating Committee believes that the City of Roswell Department of Transportation has demonstrated its commitment to enhancing mobility throughout its area of influence, through the cooperative spirit that it has worked with other transportation agencies, and through its and its members' continued and active support of ITE.

Other organizations that have been past recipients of this award include:

- Evermore Community Improvement District
- Cumberland Community Improvement District
- Perimeter Community Improvement District
- Gwinnett County Department of Transportation
- Georgia Department of Transportation – Traffic Operations
- Cobb County Department of Transportation
- Atlanta Regional Commission

This award will be presented to your representative(s) at our Awards Program for 2009 Honorees. This luncheon will be held at Maggiano's Little Italy, 1601 Cumberland Mall SE, Suite 200, Atlanta, GA from 11:00 AM to 1:00 PM on Thursday, February 11, 2010. The registration fee for this event will be waived for up to four individuals from your organization. If you are interested, the representative from your organization can provide a few remarks after receiving the award.

Again, please convey our congratulations to your staff for receiving this recognition by transportation professionals in Georgia. If you have any questions, please call me at (770) 754-0755.

Sincerely yours,

Carla W. Holmes, P.E., PTOE
2009 Past President/Nominating Committee Chair
Georgia Section Institute of Transportation Engineers, Inc.



Date

William Mecke, Manager of Communications
Georgia Regional Transportation Authority
245 Peachtree Center Ave., NE, Suite 800
Atlanta, GA 30303

Subject: 2009 Georgia Section ITE Transportation Professional of the Year Award

Dear Mr. Mecke:

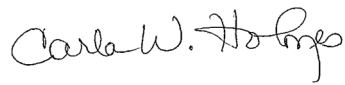
It is with great pleasure that I hereby inform you that the Georgia Section of the Institute of Transportation Engineers, Inc. has selected Mr. Richard Anderson, GRTA Executive Director, as the recipient of the Section's 2009 Transportation Professional of the Year Award.

Once a year, the Georgia Section recognizes a transportation professional who has contributed substantially to the safe and efficient movement of people or goods in Georgia. The intent of this award is to recognize individuals who have made significant contributions to the transportation field. Our Nominating Committee believes that the Mr. Anderson has made such significant contributions through his work with GRTA, and most notably his recent work with Investing in Tomorrow's Transportation Today (IT3) and the Statewide Strategic Transportation Plan.

This award will be presented to Mr. Anderson at our Awards Program for 2009 Honorees. This luncheon will be held at Maggiano's Little Italy, 1601 Cumberland Mall SE, Suite 200, Atlanta, GA from 11:00 AM to 1:00 PM on Thursday, February 11, 2010. The registration fee for this event will be waived for Mr. Anderson and up to two guests. If he'd like, Mr. Anderson can provide a few remarks after receiving the award.

Again, please convey our congratulations to Mr. Anderson for receiving this recognition by transportation professionals in Georgia. If you have any questions, please call me at (770) 754-0755.

Sincerely yours,



Carla W. Holmes, P.E., PTOE
2009 Past President/Nominating Committee Chair
Georgia Section Institute of Transportation Engineers, Inc.

EXHIBIT N - Financial Statement from 1991 CPA Audit (Finance Committee)

EXHIBIT O - Membership Application (Membership Committee)

What is ITE?

The Institute of Transportation Engineers (ITE) is an international professional society with members in 80 countries. ITE is headquartered in Washington, D.C., and includes a worldwide network of almost 15,000 transportation engineers, planners, and others responsible for safe and efficient movement of people and goods on streets, highways, and transit systems. Since 1930, ITE has been providing transportation professionals with programs and resources for increased knowledge and advancement. ITE programs and resources include professional development seminars; technical reports; a monthly journal; local, regional, and international conferences; publication of technical manuals; and exchange of opinions, ideas, techniques, and research.

ITE members are employees of government agencies, regional planning offices, consulting firms, educational institutions, product manufacturers, university students and other transportation related disciplines.

If you're engaged in planning, designing, operating, managing, maintaining surface transportation systems and equipment, or studying transportation, ITE can meet your needs for ongoing professional development. Through monthly journals and technical reports, you will be apprised of research, applications, and innovations in the field. Annual meetings, conferences, seminars and local section meetings offer top notch technical presentations and speakers, along with social gatherings for informal sharing of ideas. ITE technical committees and specialty councils provide the opportunity to participate in shaping policies, developing recommended practices and establishing standards.

Benefits of Joining ITE

There are two ways of joining the Georgia Section of the Institute of Transportation Engineers, Inc.

1. You can join as an International Member of ITE through the International office in Washington, D.C. (see www.ite.org for information about joining International ITE). If you are an International Member, you are automatically a Georgia Section Member and part of your International Dues will go to the Georgia Section.
2. It is also possible to join the Georgia Section as a "Section Affiliate" without belonging to the International Organization. The application is the first step in that process.

Some of the benefits of joining ITE are:

- Monthly luncheon programs presented by transportation professionals (normally held on the second Thursday of the month);
- Monthly announcement of the luncheon meeting topic;
- Networking with fellow professionals;
- Increased awareness of local trends in transportation;
- Technical committees that provide input to local policy decisions;
- Increased awareness of the current and future trends in worldwide transportation technology;
- Opportunities to participate in local conferences and learn of various aspects of the profession;
- Opportunities to participate in regional and international conferences to keep abreast of the latest innovations in transportation technology;
- Membership in the district to better relate to regional issues.

Georgia Section Committees

Committees serve a vital function for the Section. The following committees provide members opportunities for professional growth and advance the goals of the profession, while also assisting the Section in serving its members.

Awards/Nominations - Nominates candidates for section offices. Selects winners for all section award categories.

Career Guidance - Encourages elementary, middle and high school students to choose engineering as a profession and highlights the transportation engineering profession.

Young Members - Sponsors activities and events to better engage younger members of the Section.

Legislative - Provides updated information to the Section on pending legislation relevant to transportation.

Membership - Recruits new members to the section, district and international ITE. Works to retain existing members.

Scholarship - Awards annual scholarship to a deserving transportation engineering student. Works to permanently endow the scholarship fund.

Summer Seminar - Develops three day technical seminar program that showcases current and future technology and enhances the exchange of information.

Technical (District/Local) - Develops technical reports through sub committee studies and provides the technical resources for the Board and other committee chairs and members.

Safety - Develops reports or training sessions concerning various safety issues that relate to the Traffic Engineering field.

larry.cook@hatchmott.com

For International ITE Information:

+1 202.289.0222
+1 202.289.7722 Fax
www.ite.org

2010 Meetings

February 11 Lunch Mtg. – Maggiano’s Cumberland
March 11 Lunch Mtg. – Mary Mac’s, Atlanta
April 1 Lunch Meeting - Georgia Tech
May 14 Lunch Mtg. – Holiday Inn Select,
Peachtree Corners
June 10 Lunch Mtg. – Mary Mac’s, Atlanta
July 18-21 Summer Seminar – St. Simons
August 1 Lunch Mtg. – Mary Mac’s, Atlanta
September 9 Lunch Mtg. – Mary Mac’s, Atlanta
October 14 Luncheon Meeting – Southern Poly
November 10 Lunch Mtg. – Mary Mac’s, Atlanta
December 21 Annual Mtg. – Maggiano’s Perimeter

2010 Board of Directors

President	David Low 770-594-6422 dlow@roswellgov.com
Vice-President	Mike Holt 770-619-0118 mholt@worldfiber.com
Secretary/ Treasurer	John Karnowski 770-813-0882 johnk@streetsmarts.us
Past President	Scott Mohler 678-808-8811 scott_mohler@urscorp.com
Southern Dist Rep	Todd Long 404-631-1021 tlong@dot.ga.gov
Southern Dist Rep	Keith Strickland 404-946-5744 kstrickland@hntb.com
Affiliate Director	Larry Cook 770-200-1729 direct 770-952-1022 office 404-291-4867 cell

Application for Membership

*Please remit \$35.00 Application Fee
Payable to Georgia Section ITE, Inc.*

Name: _____
Business Firm or Agency: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: () _____
Fax: () _____
Your Title: _____
e-mail: _____

Residence:

Address: _____
City: _____ State: _____ Zip: _____
Telephone: () _____

Preferred Mailing Address: ☐ (home) ☐ (Bus.)

References: Please list three references in the
transportation field with two being members of the
Georgia Section ITE.

Name	Agency	Day Phone
------	--------	-----------

Name	Agency	Day Phone
------	--------	-----------

Name	Agency	Day Phone
------	--------	-----------

Registered Professional Engineer? ☐ Yes ☐ No

State(s) Registered: _____

Engineer-In-Training? ☐ Yes ☐ No

State: _____

Referred by: _____

Mail to:

Larry Cook
ITE Membership Chairman
Hatch Mott MacDonald
2550 Heritage Court, SE, Suite 250
Atlanta, Georgia 30339
Phone 770-200-1729



**Georgia Section Institute of
Transportation Engineers**

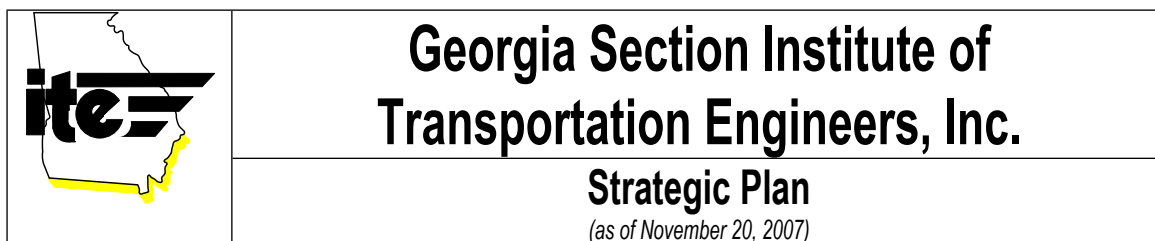
c/o Georgia Engineering Alliance
233 Peachtree Street
Harris Tower, Suite 700
Atlanta, Georgia 30303
404-521-2324
404-521-0283 Fax
www.gaite.org

Georgia Section

Georgia Section ITE, Inc. Policies & Procedures Manual
Adopted June 30, 2010
Page 132

EXHIBIT P - Strategic Planning - (Strategic Planning Committee)

EXHIBIT Q - Current Strategic Plan



Our Mission

The Georgia Section, Institute of Transportation Engineers (ITE), Inc. is an organization of transportation professionals dedicated to planning, designing, constructing, and operating a safe and efficient transportation network throughout Georgia. It is the mission of the Georgia Section to continually advance the state of the practice - promoting the importance of an efficient and sustainable transportation network, and equipping our members with the skills to provide a high quality transportation system for the public.

Goal One – Advance the State of the Practice

Objective 1 – Provide diverse technical programs to meet the needs and enhance the skills of transportation professionals.



Objective 2 – Serve as a forum for transportation professionals to discuss / disseminate information on advancements in the transportation field.

Objective 3 – Be a state-wide resource for advancing sound transportation principles, high ethical standards, and professional development.

Goal Two – Increase the Awareness and Influence of the Transportation Profession

Objective 1 – Establish and publish Section positions on transportation issues in Georgia.

Objective 2 – Communicate to elected and community leaders to educate them in their development of transportation policy.

Objective 3 – Work with other professional societies with common interests.

Objective 4 – Encourage students to enter the profession by sponsoring student chapters and scholarship programs for state-wide universities, and developing a career guidance program for pre-college students.

Objective 5 – Acknowledge and publicize noteworthy professionals and projects.

Goal Three – Enhance the Section's Membership Services

Objective 1 – Improve communications and facilitate networking among the membership.

Objective 2 – Continually explore meeting formats, programs, and locations to meet the needs of the membership.

Objective 3 – Implement an organizational structure and funding program consistent with the Section's mission.

Objective 4 – Develop a periodic process for reviewing the Section’s programs consistent with the membership’s needs.

EXHIBIT R - Goals for Safety Committee (Safety and other Committees)

EXHIBIT S - Sample Sponsor Letters (Summer Seminar Committee)

Sample New Sponsor Letter:

Date

«Title» «First_Name» «Last_Name»

«Company_Name»

«Address_Line_1»

«Address_Line_2»

«City», «State» «ZIP_Code»



Dear «First_Name»:

On behalf of the 2004 Georgia Section ITE Summer Seminar Sponsors Committee, I would like to invite you to participate as a sponsor at this year's conference. The Summer Seminar provides wonderful opportunities for professional networking and technical development for transportation professionals, and the Sponsors Committee assists in providing financial assistance for these opportunities. If you haven't received your registration packet via e-mail yet, please access the registration information through the following link: www.ite.gati.org/?summerseminar

This year's Summer Seminar will again be held at the King and Prince Resort on Saint Simons Island. The conference dates are from July 18th-21st. The conference will begin with the traditional welcome reception on Sunday evening, which is sponsored by consultants, vendors, and Georgia Section ITE. The consultants and vendors also sponsor the Tuesday evening reception, which precedes the scholarship auction.

I am writing to invite your support and request your firm's assistance through a donation for this year's welcome reception and scholarship auction reception. ITE is offering three levels of sponsorship this year:

- The **PLATINUM** level of sponsorship is for contributors of \$800 or more
- The **GOLD** level of sponsorship is for contributors of at least \$400
- The **SILVER** level of sponsorship is for contributors of at least \$200

All levels of sponsorship will be recognized with the firm's logo or name prominently displayed on a poster at the sponsored events, within their respective category. Each firm's name will also be listed within the Summer Seminar program booklet. In addition, **PLATINUM** level sponsors will receive a full page advertisement in the program booklet, while **GOLD** level sponsors will receive a 1/2 page advertisement in the program booklet. All sponsors will have a chance to preview their logo and advertisement, if requested, prior to printing the posters and booklet. A list of past participating government agencies is included with this letter for your information.

Please send your contribution to me by May 28th at the address below so we can finalize the reception planning. Make your check payable to "Georgia Section ITE Summer Seminar". Please also send your logo, and if you plan to be a **PLATINUM** or **GOLD** level sponsor, your advertisement by May 28th. You can send your graphics by email to mike_holt@gspnet.com.

Abdul Amer and I represent the Sponsors Committee. Feel free to contact either one of us if you have any questions at the following numbers: Abdul (770-690-9255), Mike (770-754-0755). We thank you for your support and look forward to seeing you at the King and Prince Resort in July.

Sincerely,

Mike Holt
2004 Georgia Section ITE Summer Seminar
Sponsors Committee Chairman

Sample Renewal Sponsor Letter

Date

March 31, 2004

«Title» «First_Name» «Last_Name»

«Company_Name»

«Address_Line_1»

«Address_Line_2»

«City», «State» «ZIP_Code»



Dear «First_Name»:

On behalf of the 2004 Georgia Section ITE Summer Seminar Committee, I thank you for your generous contribution to the 2003 Summer Seminar. ITE appreciates your firm's sponsorship of this conference in the past and we are grateful for your continued support.

This year's Summer Seminar will again be held at the King and Prince Resort on Saint Simons Island. The conference dates are from July 18th-21st. The conference will begin with the traditional welcome reception on Sunday evening, which is sponsored by consultants, vendors, and Georgia Section ITE. The consultants and vendors also sponsor the Tuesday evening reception, which precedes the scholarship auction. If you haven't received your registration packet via e-mail yet, please access the registration information through the following link: www.ite.gati.org/?summerseminar

I'm writing to invite your renewed support and request your firm's assistance through a donation for this year's welcome reception and scholarship auction reception. ITE is offering three levels of sponsorship this year:

- The **PLATINUM** level of sponsorship is for contributors of \$800 or more
- The **GOLD** level of sponsorship is for contributors of at least \$400
- The **SILVER** level of sponsorship is for contributors of at least \$200

All levels of sponsorship will be recognized with the firm's logo or name prominently displayed on a poster at the sponsored events, within their respective category. Each firm's name will also be listed within the Summer Seminar program booklet. In addition, **PLATINUM** level sponsors will receive a full page advertisement in the program booklet, while **GOLD** level sponsors will receive a 1/2 page advertisement in the program booklet. All sponsors will have a chance to preview their logo and advertisement, if requested, prior to printing the posters and booklet. A list of past participating government agencies is included with this letter for your information.

Please send your contribution to me by May 28th at the address below so we can finalize the reception planning. Make your check payable to "Georgia Section ITE Summer Seminar". Please also send your logo, and if you plan to be a **PLATINUM** or **GOLD** level sponsor, your advertisement by May 28th. You can send your graphics by email to mike_holt@gspnet.com.

Abdul Amer and I represent the Sponsors Committee. Feel free to contact either one of us if you have any questions at the following numbers: Abdul (770-690-9255), Mike (770-754-0755). We thank you for your support and look forward to seeing you at the King and Prince Resort in July.

Sincerely,

Mike Holt
2003 Georgia Section ITE Summer Seminar
Sponsors Committee Chairman

EXHIBIT T - Welcoming Subcommittee Suggestions (Summer Seminar Committee)

1. General

- a. The two most important items are to begin in March and to get 8-10 people on the committee.
- b. To ease registration this year, people sent their registration forms and money directly to the Host & Welcoming Committee Chair. Last year people sent them to ITE at the Georgia Engineering Alliance address which was terribly inefficient.
- c. The committee Chair provides a tote bag or portfolio for the meeting. G&O provided 150 portfolios at a cost of about \$1,000.
- d. It is our responsibility to closely monitor costs incurred at the hotel for meals and drinks. We must be diligent in the way we prepare tickets to help us track costs. For example, the King & Prince charges us different rates for various kinds of drinks. Prepare drink tickets so that the bar tender can simply check the type of drink ordered.
- e. Print times on tickets for the Sunday Barbeque and the Monday morning breakfast so that anyone showing up late has no cause for complaining that they didn't know what time it started.
- f. Committee Chair should request last year's electronic files from last year's Chair.
- g. Sometimes an agency will give a check for several of their people but the check won't list who they are, so at the time we receive the check, we must record who was paid for.
- h. In 2003, out of state speakers received either free registration or one night free at the hotel, and we need to keep track of those details in our spreadsheet.

2. Staff Support

- a. Get an administrative assistant to enter registrants in the spreadsheet once a week, keep a notebook with copies of registration forms and checks received, and log of checks sent to the **Chair** each week.
- b. Administrative assistant to send a mail merge e-mail confirmation to each registrant.
- c. Administrative assistant to print tickets, name tags and material for pre-registration

packages.

3. Pre-conference Committee Responsibilities

- a. (The **Chair** prepares the pre-registration package and gives it to the Secretary Treasurer who posts it on the web site.) The Host & Welcoming Committee Chair sends out pre-registration packages for those members without an e-mail address (Chair).
- b. Committee should meet in March to review their responsibilities.
- c. Committee meets to stuff the conference registration packages about five weeks before the meeting. An administrative assistant in the Chair's office should begin about a week before that committee meeting to print out all the tickets, name tags and registration material. (Plan on a four or five hour committee meeting to double check the registration list and stuff the packages.)

4. Committee Responsibilities at the Conference

- a. Staff the registration table at the Summer Seminar. On Sunday afternoon and Monday morning, have two lines for those who are pre-registered and one line for those registering on site. Make signs accordingly.
- b. Distribute pre-registration packages while checking for any balance due. Collect funds for balance due. Give them a portfolio and program (should be inside portfolio). Remind attendees about events that require tickets for attendees, guests and children. Remind attendees about the limited hours of the Monday morning breakfast buffet.
- c. Handle on-site registration.
- d. print name tags and put in holders that have a place for tickets in the back
- e. make copies of all seminar registration checks and give checks to the **Chair** (we also keep a copy). Notify the **Chair** if any refund checks need to be issued.
- f. keep an up to date registration list of who has paid, the events they have signed up for, and the tickets they have been given
- g. be formal about issuing tickets so that we have an accurate head count
- h. periodically during the meeting print out a status report of who has paid (need at least one laptop and printer for registration at the meeting)

- i. print final attendance lists for bowling, tennis, ping pong, Dolphin tour and sandcastle events

5. On-site Registration

- a. Preprinted package includes checklist, letter, events included in the cost of registration, Schedule of Events for Family and Friends, and Activities Around St. Simons Island.
- b. Before the conference, committee should read and reread the events included in the cost of registration.
- c. Prepare
 - Checklist (inside preprinted package)
 - Name tag
 - Ribbon (speaker, moderator, committee)
 - Guest name tag
 - Adult Drink tickets (4/registered adult includes attendees and guests)
 - Children's Drink tickets (1/child coming to Sunday dinner)
 - Regular BBQ ticket(s) for Sunday dinner (Adults and children over 11 years)
 - Children's BBQ tickets for Sunday dinner (Children 6 – 11)
 - Ticket for Monday breakfast (1/seminar registrant)
 - Ticket(s) for Tuesday banquet (1/registrant and guest)
 - Place card (crab/beef/veg)
 - Dolphin cruise tickets (adult, child)
 - Receipt for \$170

We use a mail merge feature to print the name tags using the names entered into the Excel spreadsheet.

6. Items needed to staff the registration booth

- at least two laptop computers
- two printers (a wide carriage printer is desirable)
- name tag holders
- name tag forms
- preprinted tickets and place cards (crab/beef/veg)

- programs
 - portfolios (provided by Chair's agency) – put program in it
 - 2 staplers, paper clips, pens, post its, tape, etc.
 - print pre-registration list (sorted alphabetically) into three parts and hide some of the columns
7. The welcoming committee will be in the lobby of the King & Prince starting at 4:00 PM on Sunday for registration. A welcoming reception and cookout will be held on the lawn overlooking the Atlantic Ocean (inside given poor weather) on Sunday evening for all registered attendees and guests. Registration will continue starting at 8:00 AM on Monday.
8. Schedule for Manning Registration Booth

Sunday afternoon

- 3:30 - 5:15 p.m. – three people
- 5:00 - 6:30 p.m. – three people
- 6:30 – 8:00 p.m. – During the Sunday dinner, two people will have extra tickets (Sunday Dinner tickets, adult drink tickets and children drink tickets) for those people who have not yet registered. Record who we give tickets to and how many on preprinted forms.

Monday morning

- 7:00 – 8:30 a.m. - During the Monday breakfast, two people will have extra tickets for those people who have not yet registered. Record who we give tickets to and how many on preprinted forms.
- 7:30 - 9:00 a.m. – three people
- 10:15 – 10:30 a.m. Break – one person

Monday afternoon

- 1:00 – 1:30 p.m. – one person
- 3:00 – 3:15 p.m. Break – one person

Tuesday morning

- 8:00 – 8:30 a.m. – one person
- 10:15 – 10:30 a.m. Break – one person

Tuesday afternoon

- 1:00 – 1:30 p.m. – one person
- 3:00 – 3:15 p.m. Break – one person

Wednesday morning

- 8:00 – 8:30 a.m. – one person

9. Second Boat for Dolphin Cruise

A second boat was added for the popular dolphin cruise, but we did not communicate that effectively to fill up the second boat. We should have posted a sign on an easel at the registration desk.

10. Use Sensitivity in Handling Early and Late Registration Fees for Government Employees

Be sensitive to local government and state DOT employees who may have requested a government check to pay for their registration but did not receive it by the deadline for pre-registration.

11. Gifts for Committee

Eight committee members received a 128MB flash drive, costing about \$35 each.