
**Georgia Section
Institute of Transportation Engineers, Inc.**



**POLICIES
AND
PROCEDURES
MANUAL**

Revised June 8, 2010

Adopted June 30, 2010

David W. Low, P.E., PTOE, President
Georgia Section ITE, Inc.

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2010 BOARD OF DIRECTORS

GEORGIA SECTION ITE, INC.

David W. Low
President

Michael Holt
Vice President

John Karnowski
Secretary-Treasurer

Scott E. Mohler
Past President

Todd I. Long
District 5 Representative (Senior)

Keith Strickland
District 5 Representative (Junior)

Larry Cook
Affiliate Director



PRESIDENTS ROLL CALL

1963	John D. Edwards, Jr.	2006	Richard Fangmann
1964	Archie C. Burnham, Jr.	2007	Keith Strickland
1965	Robert W. Roseveare	2008	Carla W. Holmes
1966	Earl R. Slider	2009	Scott E. Mohler
1967	George Adams	2010	David W. Low
1968	Cyril Busbee		
1969	Donald H. Covault		
1970	Joseph M. Thomas		
1971	Herman A. Hill		
1972	Roger Lewis		
1973	Jack Kendrick		
1974	William S. Derrick		
1975	Donald H. Gaines		
1976	Peter S. Parsonson		
1977	Douglas E. Hefty		
1978	Sandy R. Jordan		
1979	Carl D. Beck		
1980	Gwyn K. Sanderlin		
1981	George W. Black		
1982	William R. McCombs		
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		
2003	Susan S. Walker		
2004	Todd I. Long		
2005	Keith Hogsed		



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, and reissued on January 1, 1989. 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 yearly 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: _____

_____, President
Attested to by _____,
Secretary-Treasurer
_____, 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;** Section Representative(s) to the Southern District Board; and Affiliate Director (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. "Affiliate" members of the Section are not eligible to hold this office.

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 in writing to the Executive Director of the Institute, the information on Section Affiliates as called for in Article III, Section 3.4 of the Section Charter. This may be delegated to the Secretary-Treasurer.
- ii. The Section Executive Board shall submit in writing 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.
- iii. The Section Executive Board shall submit a written annual report to the Southern District Board in accordance with Article V, Section 5.4 of the Section charter. This may be handled by the Annual Report Committee Chair.

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.

C. Standing Committees

The Section from time-to-time has had the following standing committees. Technology and needs change, and so do committees. It will be helpful to future boards if this section is updated each year. Currently, committees include:

- i. Member Services
 - a. Ambassador
 - b. Annual Report
 - c. Audio/Visual
 - d. Awards



- e. Career Guidance
- f. Finance
- g. Historian
- h. Membership
- i. Mentoring Program
- j. Leadership Training
- k. Nominations
- l. Past Presidents
- m. Website
- n. Young Members/Activities
- ii. Meeting Coordination
 - a. Program
 - b. Annual Meeting
 - c. Engineers Week
 - d. Summer Seminar
 - e. Winter Workshop
- iii. Technical
 - a. Safety
 - b. Special
 - c. Technical Exchange
 - d. Technical Reports
 - e. Training
 - f. Webinars
- iv. Outreach Committees
 - a. Marketing
 - b. Newsletter/Social Networking
 - c. Scholarship
 - 1) Fundraising
- v. Outreach Liaisons
 - a. Clerk

- b. GA Engineer Magazine
- c. GA Conservancy
- d. ITE International
- e. Legislative
- f. Georgia Tech Student Chapter
- g. Southern Polytechnic State University (SPSU) Student Chapter
- h. Life Membership

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, Web site, 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, furnishing copies to the Executive Board with the meeting notice and bring sufficient copies to each Executive Board and Business Meeting for attendees. A special agenda is needed for the Annual Meeting. 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 not 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 Finance Committee.
- iii. Develop a calendar of key dates for the current Section year for use by the Executive Board. This calendar should be developed not 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 Web site.

- iv. Ensure that each officer and Committee Chair has a copy of 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 Web site 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 Web site.

E. Suggested Guidelines

These are just ideas -- keeping in mind that this job is a volunteer job. It would be helpful if future **Presidents** add ideas to this section. 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, except for those activities which are the responsibility of the Section Representative(s).
- iii. Meet with 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 & 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 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 electronic voting, as well as any required hard copy ballots, 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, Georgia Engineer Magazine, and Web site. The deadlines for the newsletter are the first Friday in March, June, September and December (after Annual Business Meeting).
- 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. 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 held in November and sponsored by GEA.
- xxii. Attend Georgia, District and International meetings during term. In the past, the Executive Board was 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 Web site 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 and Affiliates outside Atlanta and seek to provide programs and services to chapters in Georgia's second tier cities.
- xxvii. See that the Georgia Section Web site is current and filled with useful information.

F. Events and Milestones

The following represents typical events and milestones for this position.

<u>Suggested Time</u>	<u>Activity</u>
<p style="text-align: center;">December (Prior to first Executive Board meeting)</p>	<ul style="list-style-type: none"> 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. viii. Submit list of Section Affiliates to District (usually has February 1 Deadline.) ix. Submit Georgia Engineer Magazine article on ITE News by December 31 for February/March issue.

<u>Suggested Time</u>	<u>Activity</u>
Monthly	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Notify International and District ITE of meetings and invite them to attend. ii. Prepare messages for newsletter. See Newsletter Committee for deadlines. Coordinate with Georgia Engineer Magazine Liaison.
February	<ul style="list-style-type: none"> i. Submit Georgia Engineer Magazine article on ITE News by February 28 for April/May issue
March	<ul style="list-style-type: none"> i. Appoint a Nominating Committee (July 1 deadline.)
April	<ul style="list-style-type: none"> i. Submit Georgia Engineer Magazine article on ITE News by April 30 for June/July issue.
June	<ul style="list-style-type: none"> i. Submit Georgia Engineer Magazine article on ITE News by June 30 for August/September issue.
August	<ul style="list-style-type: none"> i. Submit Georgia Engineer Magazine article on ITE News by August 31 for October/November issue.
September	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Check with Secretary-Treasurer to be sure candidates' names are properly distributed -- usually around October 10.

<u>Suggested Time</u>	<u>Activity</u>
	<ul style="list-style-type: none"> ii. Submit Georgia Engineer Magazine article on ITE News by October 31 for December/January issue.
November	<ul style="list-style-type: none"> i. Check with Secretary-Treasurer to be sure ballots are properly distributed -- 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	<ul style="list-style-type: none"> i. Appoint a Parliamentarian (if desired). ii. Appoint a Tellers Committee. This committee may meet just prior to the Annual Meeting at the meeting location to review the electronic voting results. They will convene again after any paper ballots are collected at the meeting to finalize the tally of votes. This allows the committee members to attend the most of the meeting. iii. Purchase awards or gifts of appreciation for the outgoing Board Members and Committee Chairs and/or others as appropriate.
At the Annual Business Meeting	<ul style="list-style-type: none"> 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 Bylaws, 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 only 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. Younger members enjoy tours and demonstrations and these should be included in at least two meetings per year.
- 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 ASCE Georgia Section. This meeting has traditionally been held in May.
 - 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	<ul style="list-style-type: none"> 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.
January	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 ASCE meeting and provide to Secretary-Treasurer. iv. Check with Georgia Tech Student Chapter about sponsoring a monthly meeting. For the past several years, the Georgia Tech Student Chapter has hosted the April meeting.
April	<ul style="list-style-type: none"> i. Attend Southern District ITE Meeting (optional). ii. Arrange joint meeting with ASCE (typically held in May).



<u>Suggested Time</u>	<u>Activity</u>
July	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Check with Southern Tech Student Chapter about sponsoring a monthly meeting. For the past several years, the SPSU student chapter has hosted the October meeting.
October	<ul style="list-style-type: none"> ii. Begin lining up Committee Chairs for next year.
November	<ul style="list-style-type: none"> i. Coordinate with President to ensure that meeting invitations are prepared for the Annual Business Meeting in December.
December	<ul style="list-style-type: none"> 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 (Affiliates in the case of Affiliate Director). 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. Separate ballots shall be mailed to ITE Members and Affiliates. Affiliates can only vote for the Affiliates Director (Article VI, Section 6.3).
- 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. Work with the Affiliate Director to ensure that the Affiliate Membership database information is current. 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. Set up a table at monthly meetings to collect dues and provide and/or process membership application forms. Coordinate with the Ambassador and Membership Committee Chair to assure guests, prospective members and new members receive appropriate welcome.
 - vi. Be prepared at all meetings to receive money from members and pay any bills related to the meeting on the day of the meeting. Provide receipts for money paid at monthly meetings. (Take the check book!)
 - vii. Keep a current roster and dues status of all members.
 - viii. Provide Chair of Nominations Committee with separate current rosters of all Members and Affiliates in good standing in the Section by July 15.
 - ix. Dues for Members are collected by ITE International. A check 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.



- x. Dues for Affiliates are collected by the Secretary-Treasurer. The invoices should be sent out by Nov 1st of the preceding year.
- xi. Pay bills promptly and make deposits, being accountable to the current budget. Keep accurate records of all transactions. Coordinate with Finance Committee Chair and Comptroller to select an accounting system to use to account for bills for different budget items. Maintain books for review by the Finance Committee in December or January.
- xii. Maintain lists of Past Presidents, Honorary Members, Award Winners, Scholarship Award Winners, and Committees. This information should be provided to the Historian.
- xiii. 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.
- xiv. Prepare a report on Section finances and membership for each issue of the Section Newsletter if requested.
- xv. The Secretary-Treasurer should make reports at Executive Board meetings and at Business Meetings.
- xvi. You may wish to request that your name be added to the mailing list of all Section and District newsletters in ITE. Call 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	<ul style="list-style-type: none"> i. Incoming Secretary-Treasurer officially assumes office at the close of the Annual Business Meeting. ii. Outgoing Secretary-Treasurer's (i.e. the new Vice President) term



<u>Suggested Time</u>	<u>Activity</u>
Meeting	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	<ul style="list-style-type: none"> 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, who receives mail and phone calls for the Section. 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.
By January 15	<ul style="list-style-type: none"> 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



<u>Suggested Time</u>	<u>Activity</u>
	<p>(Quicken) software. The Secretary-Treasurer shall present the following items to the audit committee in preparation for the annual audit:</p> <ul style="list-style-type: none"> a. Bank statements for the audit year b. Software check register for the audit year c. Software report showing all transactions sub-totaled by category. <p>iii. Change signatures on the checking and money market accounts with the Vice President.</p>
By February 1	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Coordinate with International ITE the collection of dues of delinquent members. ITE will try three times to collect the annual dues of unpaid members. They will 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	<ul style="list-style-type: none"> i. Provide a written report before the Summer Seminar if requested



<u>Suggested Time</u>	<u>Activity</u>
	<p>by the President.</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Receive list of nominations for Section officers from the chair of the nominating committee (probably by September 15.)
October	<ul style="list-style-type: none"> i. Distribute candidate names -- usually around October 10. ii. Correspond with ITE headquarters if the Member dues have changed.
November	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Provide the Chair of the Tellers Committee with a current roster of all members in good standing, along with the online voting results and all paper ballots cast, immediately following the final call for ballots at the Annual Business Meeting. In recent years, the list of members and the ballots received have been given to the committee just prior to the Annual Meeting so they can meet before the meeting. Then the committee only has to count any

<u>Suggested Time</u>	<u>Activity</u>
	ballots received at the meeting during the meeting. ii. Modify deposit/withdrawal categories in financial management software (Quicken), 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 and Affiliates 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.
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

<u>Suggested Time</u>	<u>Activity</u>
	same time as the Nominations Committee meets to finalize Executive Board election nominees.)
November	<ul style="list-style-type: none"> 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.
December	<ul style="list-style-type: none"> 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. 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) can not 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 and the Joseph M. Thomas Young Members Award 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.

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 Georgia Engineer Magazine Liaison.
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.
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

<u>Suggested Time</u>	<u>Activity</u>
	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.

7. *Affiliate Director*

The **Affiliate Director**, as described in Article IV, Section 4.1 of the Section Bylaws, shall be a member of the Executive Board and participate in Executive Board meetings, including reviewing Section activities and formulating long-term goals and objectives for the Section.

A. Suggested Guidelines

- i. In addition to serving on the Executive Board, the Affiliate Director may serve on committees or undertake other assignments as requested by the President, possibly including coordinating with several committees, especially those relating to membership. Typically, the Affiliate Director also serves as the chair of the Membership Committee, because individuals who apply for membership through this committee are applying for Affiliate membership.
- ii. The Affiliate Director should bring any issue of interest to the Affiliate Members to the attention of the Executive Board and encourage the full participation of Affiliate Members in the Section's activity.
- iii. The Affiliate Director will give a report at Executive Board meetings and the Annual Business Meeting regarding any issues which need to be brought to the attention of the Executive Board or the membership.

B. Events and Milestones

The following represents typical events and milestones for this position.

<u>Suggested Time</u>	<u>Activity</u>
By January 15	<ul style="list-style-type: none"> i. Update the Membership Application with current list of officers, committees and upcoming meetings. Provide to the Website Committee Chair for posting on the website, and to the Membership Chair for use in Membership activities.
Monthly	<ul style="list-style-type: none"> i. Receive Affiliate Membership Applications and accompanying dues from potential new members. ii. Check references and prepare a recommendation for presentation to the Executive Board. iii. Attend Executive Board Meetings. iv. Present candidate Affiliate Member recommendations to the Executive Board at monthly meetings. Approval of new Affiliate Member shall be made by majority vote of the Executive Board. v. Contact applicants promptly to notify them of approval or disapproval of their application by the Executive Board. Letters or e-mails are preferable. vi. Invite new Affiliates to attend the next monthly luncheon for presentation to membership.
July	<ul style="list-style-type: none"> i. Provide a written report before the Summer Seminar if requested by the President.
December	<ul style="list-style-type: none"> i. Provide a written report before the Annual Meeting if requested by the President.
At the Annual Business Meeting	<ul style="list-style-type: none"> i. Give a report at the Annual Business Meeting regarding issues relating to Affiliate Members.

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: Ambassador, Annual Report, Awards, Audio/Visual, Career Guidance, Finance, Historian, Mentoring Program, Membership, Nominations, Past **Presidents**, Website, Annual Meeting, Engineers Week, Summer Seminar, Technical, Marketing, Newsletter, Scholarship Young Members/Activities.

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

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 shall 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. Call on the phone, people will "volunteer."

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. **Ambassadors 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. Help Membership Committee recruit new members during meetings.
- e. Encourage new members to participate in meetings and committees.
- f. Encourage interaction within Members and Affiliates of the section.

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

B. **Annual Meeting 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 Chair will head this committee until such time that a new Chair is appointed.

The Committee shall be responsible for making the arrangements for the Annual Business Meeting in December and the Annual Dinner Meeting in January. Whether Annual Awards are presented at a Luncheon or Dinner is to be decided by the Executive Board each year. As the arrangements are finalized, the Committee will confirm them 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; entertainment options with a preferred entertainment type; 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.

In the event that the costs are beyond the ability of the participants to reasonably cover, the Chair will request consideration for a subsidy amount to be paid by the Section to assist in cost coverage. Upon approval of the programs and financial plan, the Chair 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 Business Meeting. (Typically held the 2nd Thursday in December.)
- b. Plan and schedule Annual Dinner Meeting.
- c. Find appropriate meeting location during the first third quarter of the year.
- d. Identify and arrange food service, entertainment, and other items as needed.
- e. Develop program and budget and request approval from Executive Board.
- f. Develop notifications for distribution to the membership.

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

C. Annual Report Committee

The Committee Chair shall be appointed by the **President**. 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.

i. Duties:

- 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.

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

D. 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.

E. 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 **Past President** usually chairs the Nominations Committee in the same year.

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.

The committee should review the qualifications of Section members in order to determine potential candidates for all Georgia Section and SDITE awards. The Committee will find the most qualified applicants for the awards. The committee is responsible for improving the awards program as deemed necessary. These awards are to recognize significant contributions and will not be granted automatically on a yearly basis.

i. Duties:

- a. Market the awards program. The Committee should market the awards program. The marketing could begin in the Georgia Section Newsletter in the first and/or second edition each year. Other communications tools such as e-mail and the Web site might be helpful.
- 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. 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.
- e. Coordinate with Annual Meeting Chair to ensure complimentary registration and special seating for award recipients and their guests.
- f. Prepare "script" for presentation of awards at Annual Meeting
- g. Prepare a Newsletter article about awards for next edition of Newsletter
- h. Provide a written report before the Annual Meeting if requested by the President.

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, 404-876-0397 fax. They may be purchased anywhere. Samples of text are included in the Appendix.] Nominations may be solicited from the membership at large. The Chair may ask for them no later than 60 days prior to the Annual Meeting.

Each nomination will be accompanied by a statement of the nominee's contribution and accomplishments. In the case of named awards, Karl Bevins, John Edwards, and other honored members should be asked to present "their" award. A brief bio of the person the award is named for should be read by the Awards Chair to introduce the honored member.

The Committee will screen the nominations and review each for appropriateness. 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. This is great newsletter and Web site material.

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 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".
- 2) 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.
- 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/Affiliate 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 International ITE and the Georgia Section.

e. Award of Special Recognition

- 1) This award is presented in recognition of his/her professionalism and commitment to excellence. This was a special award in 1998, given at the discretion of the Awards Committee, and may or may not be presented in subsequent years.

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 Herman Hoose Distinguished Service Award, the Marble Hensley Individual Activity Award and the Joseph M. Thomas Young Members Award.

a. Herman Hoose Award

- 1) At the Southern Section's 1972 Annual Meeting in Memphis, Tennessee, an award named "The Herman J. Hoose Distinguished Service Award" was created to recognize persons who untiringly and unselfishly contributed to our profession and our organization, and who by personal integrity, leadership and example inspired fellow professionals to greater service.

b. Marble Hensley Award

- 1) At the Southern Section's Annual meeting in New Orleans in 1973, the awards program was expanded to include "The Marble J. Hensley Outstanding Individual Activity Award" to recognize a member who untiringly and unselfishly contributed during the previous year to our profession and our professional organization and who by personal integrity, leadership and example inspired fellow professionals to greater service.

c. Joseph M. Thomas Award

- 1) At the April 1994 SDITE Annual Meeting in Raleigh, North Carolina, a young member recognition award was established. It was created to recognize individuals, who over their young professional careers, have contributed

significantly to our profession and our professional organization and was named in honor of Joseph M. Thomas, Jr.

d. Best Technical Paper Award

- 1) The Southern District ITE started an award recognizing outstanding technical papers prepared by SDITE members. In 1985, the Outstanding Technical Paper Award was divided into two categories: Best Non-Sponsored Technical Paper and Best Sponsored Technical Paper. Papers written outside of work (but could be about work projects) were eligible for the Best Non-Sponsored Technical Paper Award. Papers prepared by an individual as part of employment or sponsored by an employer were eligible for the Best Sponsored Technical Paper Award.

e. Best Technical Committee Award

- 1) In 1972, SDITE began an award program to recognize the work of committees in conducting technical analysis or studies. Since 1989, the Best Technical Committee Report Award has been given to the Section that sponsored the best committee report rather than to the individual committee

f. Outstanding Division/Section Award

- 1) This award is presented to the Section that does the most to advance transportation engineering within its geographical area during the preceding year. Judging is based on an annual report submitted by each Section to outline its membership, technical, education and training accomplishments. In 1999, the award was divided into two groups (Group I for the four larger sections and Group II for the four smaller sections).

g. Outstanding Student Chapter

- 1) In order to encourage activity among the student chapters within the Southern District, an award was created in 1972 to recognize the best student chapters. A fellowship fund was originally established in 1972 by an anonymous donor that

would go to worthy students of a graduate program. In 1977, the fellowship was changed to a \$200 cash award to the winning student chapter and \$150 to the runner-up student chapter. The outstanding student chapters are chosen based on their Chapter Reports that are submitted to the Education and Student Chapter Committee Chair by March 1st. All student chapters that submit a chapter report automatically receive \$100.

iv. District Awards Nominat Process

The awards nominations are typically solicited by SDITE in advance of the Southern District 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 do this at the same time the Section awards are selected. The following information is typically requested for the nomination:

- a. Name of Nominee
- b. Date of Birth (Thomas Award Only)
- c. Years in Government or Education Service (Exnicios and Transportation Engineering Education Awards Only)
- d. Activities and accomplishments of the nominee which deserves recognition:
- e. ITE Activities:
 - 1) International ITE Level
 - 2) Southern District ITE Level
 - 3) Section ITE Level
- f. Education
- g. Professional Experience

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



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

F. Career Guidance Committee

The **President** shall appoint the Chair of the Career Guidance Committee. The Chair shall appoint the other committee members and notify the **President** of their names. The Career Guidance Committee encourages elementary, middle and high school students to choose engineering as a profession and highlights the transportation engineering profession.

i. Duties:

- a. Develop programs to encourage elementary, middle and high school students to pursue careers in engineering and to consider the civil/transportation field.
- b. Coordinate with E-Week Liaison to ensure the Section is represented in career guidance activities, such as Future Cities and Introduce a Girl to Engineering.
- c. Participate in the “Introduce a Girl to Engineering” program as a part of the Georgia Engineering Alliance’s February Engineering Week activities.
- d. Meet with middle school girls and their parents to share there experiences as engineers and ITE members.
- e. Participate in the “Exploring Engineering Academy”. This program is an engineering camp sponsored by the Georgia Engineering Foundation and the Learning for Life Division of the Atlanta Area Council, Boy Scouts of America. The weeklong camp is held at Georgia Tech, which enables the participants to experience college life through living in the dormitories and eating at the dining hall. The camp is designed for about 20 students to come and explore the different engineering disciplines through various field trips, hands on activities, presentations, and demonstrations. The target age range for the participants are rising high school sophomores and juniors.

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



G. Comptroller

The Comptroller 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 \$1,000 to \$1,500. The position shall be appointed by the entire Board in cooperation with the **Secretary-Treasurer**.

i. Duties:

- a. Use 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			
EXPENSES		REVENUE	
1000	Annual Meeting (December)	2000	Annual Meeting (Dec - Maggiano's)
1100	Directory Ads (Online)	2100	Awards & Gifts
1200	Dues	2200	Bank Charges/Fees
1300	Investment income	2300	Board Meetings
1400	Monthly Meetings	2400	Directory
1500	Other	2500	Donations
	Summer Seminar golf subsidy	2600	Misc
	Webinars		Mentoring Program
1600	Past Presidents Lunch		Trans Engrs of Future Scholarship
1700	Seminars & Workshops		Futurist
	Webinars	2700	Monthly Meetings
	Seminars & Workshops	2800	Newsletter/Social Networking
	Leadership Training	2900	GEA Office Admin
1800	Summer Seminar		GEA Legislative Coalition
1900	Transfer from Money Market	3000	GA Engr Magazine
		3100	Past Presidents Lunch
		3200	Postage
		3300	President's Discretionary Fund
		3400	Section Technical Award



Recommended Account Numbers cont'd	
EXPENSES	REVENUE
	3500 Seminars & Workshops
	Webinars
	Seminars & Workshops
	Leadership Training
	3600 Sponsorships
	3700 Students - Monthly Meeting
	3800 Students - Paper Awards
	3900 Summer Seminar
	4000 Supplies
	4100 Tax Preparation
	4200 Traffic Bowl Team
	4300 Travel - District Reps (2)
	4400 Travel - President & VP
	4500 Membership Drive

- b. File income taxes annually in a timely manner. An additional \$500 per year will be paid to the Comptroller if taxes are filed for the Section.

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

H. Finance Committee

The Finance Committee was created by Executive Board action at the May 8, 1997 meeting. It is a long-term financial oversight committee consisting of five Past **Presidents**. The **Vice President** will be an ex-officio support and liaison member of the committee.

The **President** should be the Committee Chair by January 1. The Committee will be a Standing Committee to perform the yearly audits but will not act on other issues unless requested by the Executive Board.



i. Duties:

- a. The Committee is to conduct an annual audit of the Treasurer's records and the Summer Seminar records. The auditors should perform the following tasks during the audit:
 - 1) Compare the bank statement with the Treasurer's/Seminar Chair's check register to identify any possible discrepancies.
 - 2) Analyze each category of income/expense to determine if the Section made or lost money in that category.
 - 3) Determine if the overall net worth increased or decreased during the audit year.
 - 4) Prepare a report detailing the auditors' findings and submit it to the Executive Board. The report should contain any recommendations for changes in budgeting or record keeping that became evident during the audit process.
 - 5) Develop a future year budget to assist the existing Vice President to plan for their year as President.
 - 6) Prepare a balance statement for operating and scholarship funds.
- b. The committee shall meet with the outgoing Vice President and the Secretary-Treasurer as soon as possible after the end of the fiscal year to discuss the status of expenditures and receipts in order to determine a suitable time frame for the audit. The audit should commence after January 1 and should be completed by April 1. The results of the audit shall be submitted in writing to the President for Executive Board action immediately thereafter. A copy of a CPA audit of the Section for 1991 is enclosed in the Appendix M as a guide to the proper form of the final report.
- c. Advise Executive Board how to maintain the operating budget. How much cash reserves should the section hold? How should extra funds be invested? The Committee provided specific recommendations (i.e. who, what where, when, how.)
- d. Advise Executive Board on fund-raising activities. The Executive Board would like a comprehensive strategy that could bring in much larger sums of money. With a growing membership and an aggressive strategic plan, the Section may begin to move into larger areas of influencing the transportation system in Georgia. As we move in this direction the Section may need more resources to fund various activities -

- educational and promotional materials, travel funds, honoraria, meeting facilities, etc.
- e. For committees seeking funds from various sources, the Finance Committee may make recommendations on fundraising. The fund-raising strategy should include guidelines for these committees who tend to go to the same sources several times each year.
 - f. The Committee can create sub-committees to write guidelines or hire a firm to do some of the work (would require Executive Board action). The Board looks for these suggestions from the Committee.
 - g. The Committee also makes recommendations to the Executive Board on various issues concerning finances. The financial issues include, but are not limited to, scholarship funds, operating funds, and general fund-raising. The Committee will be charged from time to time to offer advice and assistance on these matters.

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

I. Georgia Conservancy Committee

The purpose of this committee is to support the work of the Georgia Conservancy, focusing on the Blueprints for Successful Communities Program; and to increase GAITE interaction and service with communities around the State of Georgia.

“Founded in 1967, the Georgia Conservancy collaborates, advocates and educates to protect Georgia's natural environment. Blueprints for Successful Communities is a unique growth management program of the Georgia Conservancy that places emphasis on the protection of natural resources, brings a diverse and inclusive array of stakeholders to the table in a stakeholder-driven community planning process, provides educational training on public engagement and quality growth concepts and policies, and maintains active interdisciplinary partnerships to bring a broad range of expertise to the table. The Georgia Conservancy works

with communities to develop an action plan to make the most of their assets and face their growth challenges head on. The Blueprints report – available to the public – is the community's implementation plan and their guide to achieving their vision.” (from GaConservancy.org)

i. Duties:

- a. Provide opinions, expertise and support to the Blueprints effort. Through this committee, GAITE actively engages in coordination meetings with other Blueprint Partner entities (e.g. American Institute of Architects, Green Building Council, American Society of Landscape Architects, Georgia Planning Association, Georgia Tech College of Architecture, etc.) where ideas, directions and policy considerations are vetted for effectiveness and unintended consequences.
- b. In addition to these Blueprint Partners Meetings, which are basically steering committee meetings for the Blueprints Program, GAITE representatives also serve as an integral part of the weekend and evening Blueprint Workshops, where community members go through planning exercises to document a vision and action plan for their community. GAITE representatives provide instant feedback to questions of costs, feasibility, outcomes, context and trade-offs with respect to transportation and land use questions.
- c. The Committee Chair shall represent GAITE as an official Blueprints Partner (a steering committee of professional societies’ and organizations’ representatives for Blueprints Program).
- d. The Committee Chair shall attend Blueprints Partner meetings and act as a resource with respect to transportation and land use. Committee members are encouraged to attend as well. There are 5-6 Blueprint Partner meetings each year, typically set in November/December for the following year.
- e. Committee members shall attend Blueprints Community meetings and workshops, as schedules allow, to act as resources with respect to transportation and land use. There are 2-3 Blueprint Community meetings per Blueprint “effort,” and typically 2-3 Blueprint “efforts” per year.
- f. The Committee shall review and provide comments on draft Blueprint documents.
- g. The Committee Chair shall provide the Executive Board and/or membership with

relevant updates, as appropriate.

- h. The Committee Chair shall submit a summary of GAITE involvement with the Blueprints For Successful Communities Program for inclusion within the GAITE Annual Report.

J. The Georgia Engineer Magazine Committee

The Committee Chair shall be appointed by the **President**. The Committee Chair shall serve as the Georgia Section ITE representative on *The Georgia Engineer* magazine Editorial Board.

i. Duties:

- a. The Committee Chair shall attend the bi-monthly Editorial Board Meetings held in February, April, June, August, October, and December to assist with content development for the upcoming magazine editions.
- b. The Committee Chair is responsible for coordinating with the Chair of the Summer Seminar Committee to ensure that an advertisement for the Summer Seminar is included in the April / May edition of the magazine.
- c. It shall be the responsibility of the Committee Chair to coordinate with the President to ensure that the ITE News is submitted by the deadline and is in the proper format. ITE News is published in the bi-monthly editions of *The Georgia Engineer* magazine. In *The Georgia Engineer*, the ITE News can be up to two pages and is typically written by the President. It cannot contain advertisements. Deadlines for submission of Georgia Engineer magazine articles are:
 - 1) December 31 for February/March issue
 - 2) February 28 for April/May issue
 - 3) April 30 for June/July issue
 - 4) June 30 for August/September issue
 - 5) August 31 for October/November issue
 - 6) October 31 for December/January issue

K. Georgia Partnership for Transportation Quality (GPTQ) Consultant Relations Committee

The **President** shall appoint the Chair of this committee and the Executive Board will confirm the appointment. The Chair shall appoint the other committee members and notify the **President** of their names.

The Chair will represent the Georgia Section of ITE Georgia Partnership for Transportation Quality (GPTQ) Consultant Relations Committee. This Committee Chair should be appointed by the President for at least a three year term. This is to maximize the Section's input into the committees' goals at Georgia DOT.

i. Duties:

- a. Represent the Georgia Section of ITE on the Georgia Department of Transportation GPTQ Committee.
- b. The Committee should balance the goals of ITE and the goals of the GPTQ Committee. ITE's main interests are the safe and efficient operation of the multi-modal system.
- c. The GPTQ committee is trying to improve the quality of work performed by and for the DOT.

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

L. Historian

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. Update the History of the Section through the current year.
- b. Provide "official" photographer for the Section.
- c. Transfer all historical records to your successor or find a "permanent" location for the section's records. As a member of the Georgia Engineering Alliance, some records can be stored at their office.
- d. Keep specific documents and maintain a summary record of all of the activities of the Section both internal and external, which accurately reflect the Section's operations from founding to the current date. Specifically, the Historian shall collect and file in the permanent files of the Section at least one copy each of the following:
 - 7) Listing of all Executive Board members and Committee Chairs
 - 8) A copy of the Annual Report sent to Southern District
 - 9) All newsletters and photographs
 - 10) Section Charter and Bylaws, and all amendments thereto
 - 11) Minutes of each Executive Board meeting, each Annual Business Meeting, and any other called business meetings
 - 12) All committee annual reports
 - 13) All annual membership rosters
 - 14) All brochures announcing Section meetings and continuing education functions
 - 15) Other items which the Executive Board may deem worthy of permanent retention
- e. Cooperate with the Marketing Committee in providing any and all background information necessary for the Marketing Committee to carry out its functions.

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

M. Leadership Development Training 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. 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.

N. Membership Committee

The membership committee is one of only two committees specifically mentioned in the Bylaws. The Committee Chair shall be appointed by the **President**. The **President** may wish to consider appointing the **Affiliate Director** as chair. The Chair shall appoint the other committee members and notify the **President** of their names.

All International ITE members who reside within the Georgia Section boundary (i.e. the state of Georgia) and who are in good standing with Southern District are considered "members." (See Charter, Article III, Section 3.1.) Any International member can become a Member of the Georgia Section, without residing in Georgia, upon approval by the Section Executive Board and payment of section dues. (Charter, Article III, Section 3.2)

According to the Charter, Article III, Section 3.3, the Section may adopt one or more types of Section affiliation for persons who are either:



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

The Committee shall review annually the qualifications of the Section Affiliates (Article II, Section 2.5) for possible conversion to the membership category.

ii. Duties:

- c. Ensure that the Affiliate Director updates the Affiliate Membership application each year with current information.
- d. Improve procedures for getting new Georgia and International members.
- e. Develop procedures for retaining existing members.
- f. Attend monthly Executive Board meetings to get approval for new Affiliate Members.
- g. Keep accurate account of membership by grade and number of members in each grade. Coordinate with Secretary-Treasurer (the Secretary-Treasurer has the current database of membership records).
- h. Process new Affiliate Member applications promptly, and provide each new member with a letter of acceptance and welcome. Any applicant not accepted for membership shall be notified in writing of the reason for rejection, with encouragement to resubmit an application at the appropriate time. All Affiliate Member applications must have three references and should be accompanied with a payment of dues for the first year (currently \$35.00).
- i. Provide Section and International application forms upon request, along with general information on Georgia Section ITE.
- j. The Charter requires the submission of all Section Affiliate Members to the Institute prior to February 1 of each year.

The **President** may request a written report before the Summer Seminar and the Annual Meeting. This report should be sent to the Annual Report Committee for their use in providing membership information to Southern District.

O. 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 also carefully 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. Also, the Committee shall be responsible for promoting and facilitating any Section Speakers Bureau.

The Committee will not implement any program or idea without consulting with the Executive Board on the budget. 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. Coordinate with the Executive Board to secure the services of a marketing consultant and also coordinate with the chosen consultant on several marketing efforts.
- b. Under the guidance of the marketing consultant, develop promotional materials to better represent the Section.
- c. Work closely with the website developer to help upgrade and regularly update the Section website
- d. Periodically conduct an awareness campaign, as directed by the Executive Board.
- e. Collaborate with other professional organizations on meetings and activities.

- f. Represent the Section during various events such as trade shows or events hosted by other committees.
- g. Conduct surveys within and outside the Section to obtain information that will help better the Section.
- h. Produce graphics and advertisements on short notice.
- i. Use different media to create an outreach program for the Section.
- j. 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.
- k. 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.
- l. 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.
- m. Furnish/assist the Editor of the Georgia Section News with gathering news and information regarding Section activities and the membership for publication.

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

P. Mentoring Program 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 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 (6-8 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. 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. Prepare notebooks for participants
- l. Notify mentors and protégés
- m. Conduct brief teleconference training with mentors
- n. Identify speakers related to monthly topic
- o. 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
- p. Plan kickoff event - may include matching
- q. Develop an evaluation form for each program
- r. Conduct formal mentoring session with Moderator
- s. Ensure between session informal contact (preferably in person)
- t. Collect evaluation forms each month and review - adjust as necessary
- u. Plan a graduation event - include call to serve. Depending on themes, the graduation may be included with the last regular meeting or be strictly a social event. Graduation could also be held in conjunction with Annual Meeting
- v. Hold a post program debrief
- w. Develop a Sample Book 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.

Q. Newsletter / Social Networking 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 Committee Chair shall serve as the Editor of the *Georgia Section News*. At least four Newsletters (about 8 pages each) should be published each year, in January, April, July, and October. Since joining the Georgia Engineering Alliance, the *Georgia Section News* has been published bi-monthly in the *Georgia Engineer*. In the *Georgia Engineer*, the newsletter can be up to two pages. It cannot contain advertisements.

Below you will find a lot of information intended to make this job easier. These are ideas, not rules.

i. Duties:

- a. It shall be the responsibility of the committee to seek and publish Section or related information. This dissemination of information is to be by way of a newsletter, which will be developed and distributed in accordance with the budget as approved by the Executive Board. Policy with respect to advertisements within the Newsletter, if any, will be as approved by the Executive Board.
- b. The committee members should be from the various geographic areas of the state to ensure comprehensive reporting of news items throughout the Section.
- c. The content of the Newsletter is determined by the Committee under the direction of the Editor. The objective of the newsletter is to keep the membership of the Section informed of pertinent news and policies. In order to carry out its mission the Newsletter should include, but not be limited to, the following:

- 1) President's message (reserved for each issue and on page 1)
 - 2) Editorial page (contains comments from Editor or letters to the Editor. This section is usually on the second page of the Newsletter.)
 - 3) Future meeting schedule (from the Vice President)
 - 4) Secretary-Treasurer's report when appropriate
 - 5) Summary of previous meetings
 - 6) Planned continuing education functions
 - 7) Student Chapter News
 - 8) National and District News
 - 9) News of members (events, awards, etc.)
 - 10) Other Section news
 - 11) Reports by Committee Chairs
 - 12) Articles of interest about members or related to the traffic and transportation profession
- d. The first order of business for the Committee Chair is to contact the past Editor for records.
 - e. If advertisements are to be used, a general mail-out soliciting advertisements should be sent to all potential advertisers. Advertisements should be limited to standard business card size. The intention of advertising in the Georgia Section News is to show support for the Section and not promote a particular product or service. Follow-up personal contact should be made with previous advertisers, if necessary. The advertising fee shall be established by the Executive Board each year and should cover the cost of production of the Newsletter. The fee shall be requested of advertisers for the full year. Mid-year advertising will be allowed if it can be formatted in the newsletter, and the fee will be prorated based on the number of issues.
 - f. All receipts are to be sent to the Secretary-Treasurer. The Editor must work closely with the Secretary-Treasurer to ensure that all bills are paid in a timely manner. Cash advances may be necessary in certain circumstances.
 - g. The Editor should call ITE to get names, addresses and phone numbers of all other Editors of Section and District newsletters. The Editor may want to arrange a program

of sharing newsletters, a great way to get information of interest to traffic and transportation engineers. Many section and district newsletters can be found on the ITE Web page.

- h. If the newsletter is to be distributed outside of the Georgia Engineer, it should be distributed electronically (i.e. an Adobe Acrobat file send via e-mail). If the newsletter is to be distributed electronically, send it to the Secretary-Treasurer who will e-mail it to the current Georgia Section ITE membership. A copy of the Newsletter should be sent to the Executive Director of the Institute, the President of Southern District and the Southern District International Director(s).
- i. Assembly of the Georgia Section News is easiest done by electronic media. Compilation of the Newsletter has been done in different desktop publishing software programs, including "Ventura" "WordPerfect 5.0/6.0", and Microsoft Publisher.
- j. The Georgia Section News was established in 1963, therefore the Volume Number reflects the age of the publication (1997 is Volume 34, 1998 is Volume 35, etc.). The Issue Number is consistent with the quarter of the publication, January is 1, April is 2, July is 3 and December is 4. If the newsletter is published in the Georgia Engineer, the Volume and Issue Number of the Georgia Engineer serves as the numbers of the Georgia Section News.
- k. The Georgia Section News is not to provide a forum for any political views or biases against any individual as it is the "official voice" of the Georgia Section.
- l. The committee should also use social networking (Facebook, LinkedIn) to stay in touch with ITE members and friends.

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

R. 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



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. The Chair is to obtain the same information needed for eligible Affiliates for the Affiliate Director. This information is available from the Secretary-Treasurer and should be provided no later than July 1.
- b. Seek and secure nominations for the elected officials of the Section in accordance with Article IV of the Bylaws.
- c. Solicit nominations from the membership at large for Executive Board elections.
- 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). The nominations for Southern District Representative may be Past Presidents of the Georgia Section.

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

S. 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. Other tasks that may be assigned by the President.

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

T. Policies & Procedures Committee

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

i. Duties:

- a. This Committee is responsible for insuring that the Policies and Procedures Manual is updated as necessary.
- b. The Committee should request each Committee Chair to review their procedures and recommend changes to the Committee.
- c. All changes to the Manual shall be approved by the Executive Board. The Manual should be completed by November 30 so new Committee Chairs and Officers will be able to complete all responsibilities in a timely manner.
- d. The Committee should maintain an electronic version of this manual. The current version is saved on Microsoft Office Word 2007. A version in Adobe Acrobat (i.e. a pdf file) should be posted on the Web site.

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

U. Program Committee

The **President** shall appoint the Chair of this committee. The Chair is typically the **Vice President**, who shall appoint the other committee members and notify the **President** of their names.

i. Duties:

- a. Generate ideas and speakers primarily for monthly meetings.
- b. Provide input for all meetings.
- c. Retool the format of meetings to include demonstrations and tours, topics that are fresh, with more substance, more exciting and more interactive.

V. 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 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 shall 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 shall 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 on Tuesday evening 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.

W. Strategic Planning Committee

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.

X. 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**, and Technical Committee Chair.

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
- Registration
 - Marketing
 - Printing
- Sponsor
- Host
 - Spouse/Guest Activities
 - Golf
 - Tennis
 - Bowling
 - Volleyball
- Scholarship Auction

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 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) Others 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 Chairman 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) 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.

3) Sponsor Committee

- i. This subcommittee is chaired by consultant member of committee.
- 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.

4) 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.

5) 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.

Y. 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.
- c. The Technical Committee leads the Section's annual technical paper competition with an award presented for the Georgia Section Best Technical Paper, "to be presented to a Member/Affiliate who has published the best technical paper."
- 1) The paper shall conform to the following: The paper must have been prepared expressly for this competition. The paper may be either sponsored or non-sponsored. Sponsored means completed for their primary employer on their employers time. Non-sponsored means the papers was accomplished in their own time, outside of work hours. The author or committee must have conducted the study/research and it must be in the field of transportation/traffic engineering or transportation planning.
 - 2) The paper must be type written, double spaced, on 8 1/2" x 11" paper. The paper must be a minimum of 2000 words and accompanied by an abstract of not more than 300 words.

- 3) Manuscripts must be submitted in five (5) copies to the Technical Committee Chair by October 1st. The Committee will review the papers based on the Southern District standards. All papers will be submitted to Southern District for their Best Paper Award competition.
 - 4) Awards for Georgia Section Best Technical Paper will be presented at the Annual Awards Banquet. Recipients of the award will be given the opportunity to present their paper at the next Winter Technical Workshop, which is typically held in February.
- d. The Technical Activities Committee shall include a Safety Subcommittee. The Safety Subcommittee Chair shall be appointed by the President. The Subcommittee Chair shall appoint the other subcommittee members and notify the Technical Activities Committee Chair and President of their names.
- 1) Under the oversight of the Technical Program Committee Chair, this committee should find creative ways to support and encourage traffic safety in Georgia.
 - 2) This committee should have a good relationship with the Governor's Office of Highway Safety.
 - 3) Any safety studies should be coordinated with the Technical Committee.
- e. The Technical Committee may also include one or more of the following Special Subcommittees:
- 1) Technical Exchange
 - 2) Technical Reports
 - 3) Training
 - 4) Webinars

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

Z. Tellers Committee

The **President** shall appoint three members or affiliates as tellers, and shall select one of these three members to be the Chair. The committee is responsible for tabulating ballots for annual elections and for votes on other issues. All Tellers shall be Members or Affiliates in good standing.

i. Duties:

- a. Immediately following the final call for ballots at the Annual Business Meeting, the Chair shall receive from the Secretary-Treasurer an electronic summary of all on-line ballots case, as well as all hard copy ballots collected at the Meeting, along with a current roster of all members in good standing.
- b. The Tellers shall then proceed to a private place, validate and tabulate the ballots, recheck their work for total and complete accuracy, and report the results directly to the President. In case of a tie vote in an election, the New Executive Board at their first meeting shall choose between the candidates.
- c. All Tellers shall maintain absolute confidentiality regarding any election or other voting results. The Chair should destroy all ballots after the installation of the new officers.

AA. Web Site 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 Web Site 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 Web site 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
 - 6) News
 - 7) Newsletter
 - 8) Job Center - Traffic and Transportation Engineering positions that are available to our members in Georgia
 - 9) Membership Application and other membership forms
 - 10) Board of Directors
 - 11) Past Presidents
 - 12) Committees
 - 13) Policy and Procedures
 - 14) Benefits of ITE
 - 15) Related Links

BB. 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 beginning in 2011.
- b. Rotate the site around the state each year or consider having the meeting on a cruise.



CC. Young Members / Activities Committee

The Young Members / Activities Committee is headed by a **Chair** with the assistance of several people to encourage more participation by younger professionals. The committee is also a source to provide leadership opportunities to these younger and upcoming professionals.

i. Duties:

- a. The committee plans, at minimum, monthly events consisting of service and social outings for college students, younger members of the Georgia Section ITE chapter, friends, and family.
- b. Each member of the committee will head various events under the Chair's supervision, including planning, sharing the details of the event, and attending the event.
- c. Some events require a minimal cost to the participant, but all events were partially or fully subsidized by the Young Members Committee.

V. DUTIES OF LIAISONS

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.

2. *Liaison Responsibilities*

A. **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.

B. **GEA Engineers Week (E-Week) Liaison**

The E-Week) Liaison shall be appointed by the **President** to represent the Section in assisting with the organization of the Georgia Engineering Alliance “Engineers Week” Activities. Engineers Week is an annual activity that ITE Georgia Chapter participates in as one of a number of Association Partners through the Georgia Engineering Alliance, GEA, and with the American Council of Engineering Companies of Georgia (ACEC/G). In March of each year, and each month after, the ITE Georgia Engineers Week committee participates in the GEA committee to assist in organizing the Engineers Week event the following February.



i. Duties:

- a. Serve as a liaison regarding schedule for submission of applications for awards and participation in events.
- b. As a participating member of the GEA committee duties include soliciting company sponsorship in the way of funding, soliciting volunteer mentors, and soliciting event volunteers for Introduce a Girl to Engineering, Future City Competition, and Bridge Building Competition. In November of each year the committee assists in encouraging applicants for Engineer of the Year Nominations which are honored at the Engineers Week awards banquet in February. The committee also participates in scheduling the activities for the Engineers Week banquet.

C. GEA Legislative Coalition Liaison

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

D. Georgia Tech Student Chapter Liaison

The Liaison shall be appointed by the **President**, and serve as Liaison between the Section and the Georgia Tech ITE Student Chapter.

i. Duties:

- a. Coordinate with the Georgia Tech student chapter 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. Coordinate with the Program Committee and the Vice President to prepare the Student Chapter to host the annual luncheon at Georgia Tech (typically held in April).
- e. Coordinate with the SPSU Student Chapter Liaison and the Executive Board on the organization of a student team to represent Georgia in the Southern District ITE Traffic Bowl scholarship competition.
- f. Encourage students to submit scholarship applications to the Georgia Section.

E. ITE International Liaison

Acts as the Liaison between the Georgia Section and ITE International and other ITE Sections.

F. Life Member Liaison

The **President** may appoint someone to coordinate with ITE to be sure that the Section awards life membership to all appropriate members.

The criteria for Life Membership was changed in 2010. Current criteria for eligibility for life membership is: Members in good standing who are at least 65 years old and have paid Institute dues above the Student Member level for 25 years, and have also paid Georgia Division or Section dues for 25 years shall be awarded Section Life Membership. Life Members designated prior to this change shall be grandfathered in. Life Members will not have to pay Section dues.

i. Duties:

- a. Identify Members who meet these criteria and recommend them for Life Member designation to the Executive Board.
- b. Upon approval, the Liaison should notify the Members.
- c. Coordinate with the Executive Board for official recognition at a Section Meeting
- d. Ensure that the Historian and Secretary-Treasurer have the appropriate information for inclusion in the Section's historical record.
- e. Provide "hard" copies of the Georgia Section Newsletter to those Life Members who request such.

G. Southern Polytechnic State University (SPSU) Student Chapter Liaison

The Liaison shall be appointed by the **President**, and serve as Liaison between the Section and the SPSU ITE Student Chapter.

i. Duties:

- a. Coordinate with the SPSU Student Chapter 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. Coordinate with the Program Committee and the Vice President to prepare the Student Chapter to host the annual luncheon at SPSU (typically held in October).
- e. Coordinate with the Georgia Tech Student Chapter Liaison and the Executive Board on the organization of a student team to represent Georgia in the Southern District ITE Traffic Bowl scholarship competition.
- f. Encourage students to submit scholarship applications to the Georgia Section.

VI. 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*

INSTITUTE OF TRANSPORTATION ENGINEERS GEORGIA SECTION CHARTER

ARTICLE I - PREAMBLE

Section 1-1 - As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as the Institute, District V, hereinafter referred to as the District, as recorded in the minutes of the District Board meeting on December 2, 1988, and as approved by the Board of Direction of the Institute as recorded in the minutes of its meeting on January 10, 1988, grants this Charter for the GEORGIA SECTION of the Institute, hereinafter referred to as the Section.

Section 1-2 - This Charter shall be effective upon Institute approval 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 by-laws of such a Section which may be in conflict with it.

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 Board of Direction of the Institute, as described in the attachment(s) hereto.

Section 2-2 - The purpose of this Section shall be to:

- (1) advance the objectives of the Institute;
- (2) foster closer association of Institute members;
- (3) encourage members to prepare or discuss papers;
- (4) prepare suggestions on matters of policy to the Board of Direction of the Institute;
- (5) consider local transportation and traffic engineering problems;
- (6) cooperate with other local engineering groups on matters of common interest;
- (7) present the transportation and traffic engineering point of view consistent with established



- Institute policies; and
- (8) encourage the introduction of transportation and traffic engineering courses in colleges, universities, and technical schools in the Section.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any Institute member who resides within the area designated for the Section, and who is in good standing with the District, shall be a member of the Section.

Section 3.2 - Any Institute member may become a member of the Section, without residing in the Section area, upon approval of the Section Executive Board and upon payment of Section fees and dues.

Section 3.3 - The Section may adopt one or more types of Section affiliation for persons who are either:

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

Section 3.4 - All persons who are affiliated with the Section as provided in Section 3.3 shall be clearly identified as "Section Affiliates" and not as members of the Section. The Section Executive Board shall submit the names and addresses of all "Section Affiliates" to the Institute prior to February 1 of each year.

Section 3.5 - The Section By-laws shall establish the manner in which persons may apply for or be invited into Section membership or affiliation as well as the manner in which such membership or affiliation may be terminated, but no restrictions on Section membership shall be placed on any voting member of the Institute other than those stated in Section 3.1 or 3.2.

Section 3.6 - Members of the Section shall be entitled to the privileges of the Section specified in the Section By-laws. Student members of the Institute and Institute Affiliate members may not vote or hold elective office in the Section. Section Affiliates shall be entitled to the privileges of the Section and may vote and/or hold elective office in the Section as specifically provided in the Section By-laws.

ARTICLE IV - GOVERNMENT

Section 4.1 - The government of the Section shall be vested in Elective Officers and Directors, who shall constitute an Executive Board. The Section By-Laws shall specify the Elective Officers and Directors of the Section provided that the Elective Officers shall include a **President**, at least one **Vice President**, a secretary and a treasurer or a **Secretary-Treasurer**.

Section 4.2 - The Executive Board of the Section shall manage the affairs of the Section in conformity with the provisions of this Charter, the By-laws of the Section, the policies of the Institute, and the policies of the Board of Direction of the Institute.

Section 4.3 - The Section shall adopt By-Laws setting forth the structure of the Executive Board and providing the manner of nominating, electing, or appointing Elective Officers and Director of the Section and specifying their terms of office.

Section- 4.4 - The Section shall also adopt By-laws to govern appointment of committees, number and times of meetings, assessment of fees and dues, method of amending by-laws, and such other matters as the Section may desire, provided such By-Laws do not conflict with this Charter, the District Charter, the Constitution of the Institute, the policies of the Institute, or the policies of the Board of Direction of the Institute.

Section 4.5 - The By-Laws of the Section may be adopted, and amended after adoption, only if the proposition is submitted in writing to all voting members of the Section at least thirty (30) days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative two-thirds vote of those voting. Section By-laws shall be filed with the District Board and the Institute within thirty (30) days after adoption or amendment and shall take effect upon being filed with the District Board.

Section 4.6 - At any time the District Board may annul any part of the Section By-Laws which it considers to be contrary to the Section Charter, the District Charter, the Constitution of the Institute or the best interests of the District or the Institute, by giving notice in writing to the Section Executive Board.

Section 4.7 - The Section Executive Board may charter subsections to meet specific needs within its boundaries upon written request of at least five members of the Section residing in the proposed subsection area. Subsections shall adopt By-laws that are not inconsistent with the subsection Charter or the Section Charter. Subsection By-Laws shall be filed with the Section Executive Board, the District and the Institute within thirty (30) days of adoption or amendment and shall take effect upon being filed with the Section Executive Board. The Section Executive Board may rescind a subsection Charter by giving notice in writing to the subsection.



ARTICLE V - RELATION OF SECTION TO DISTRICT AND INSTITUTE

Section 5.1 - The Section shall not speak for the District or the Institute unless authorized in the particular matter by the District Board or the Board of Direction of the Institute, respectively.

Section 5.2 - The Section shall not identify itself with national groups or organizations but may identify itself with local or area-wide groups or organizations.

Section 5.3 - Names and addresses of Elective Officers, and Directors of the Section and the dates on which the term of each begins and expires shall be reported in writing by the Section Executive Board to the District Board, to the District Director(s), and to the Institute within thirty (30) days after election or appointment.

Section 5.4 - The Section Executive Board shall submit a written annual report to the District Board prior to January 15 of each year. The report shall include a summary of the Section's activities for the previous year.

Section 5.5 - The District and the Institute will not be responsible for debts contracted by the Section. The Institute will not give financial assistance to the Section. The District shall remit to the Section that portion, specified in the District By-Laws, of the District dues and fees of resident Section members (as described in Section 3.1), collected by the Institute and remitted to the District. No dues or fees will be required to be paid by the Section to the Institute or the District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The District Board may amend or rescind this Charter. The Section Executive Board will be notified in writing by the District Board of any proposed amendment to, or rescission of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or rescission. An amendment, with or without change, shall be submitted by the District Board to the Board of Direction of the Institute for approval. Rescission or the approved amendment shall become effective on the date determined by the District Board.

Section 6.1 - The Section Executive Board may petition the District Board to amend this Charter. 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 Board of Direction of the Institute for approval of the proposed amendment. The Board of Direction of the Institute 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 Executive Board shall



become effective upon approval by the Board of Direction of the Institute.

SUBSCRIBED FOR THE DISTRICT BOARD OF DISTRICT V
OF THE
INSTITUTE OF TRANSPORTATION ENGINEERS

/s/

Darrell B. Skipper, District V Chairperson

January 1, 1989



2. *Current Bylaws*

BYLAWS GEORGIA SECTION INSTITUTE OF TRANSPORTATION ENGINEERS, INC.

ARTICLE I NAME

Section 1.1 The name of this non-profit Corporation is Georgia Section, Institute of Transportation Engineers, Inc. It is hereinafter referred to in these Bylaws as the Section.

ARTICLE II MEMBERSHIP

Section 2.1 Classes. There shall be three classes of membership as described below: Members, Section Life Members, and Section Affiliates.

- A. Members of the Section shall consist of those INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as the Institute, Members as specified in the Charter of the Georgia Section of the Institute of Transportation Engineers.
- B. Members in good standing who are at least 60 years old and have paid Institute dues above the Student Member level for 25 years, and have paid Georgia Division or Section dues for 15 years shall be awarded Section Life Membership.
- C. Approval of Section Affiliates shall be by majority vote of the Section's Board of Directors, hereinafter referred to in these Bylaws as the Board. Persons who meet the following qualification may be affiliated with the Section as Section Affiliates:
 - 1. Engineers in the transportation profession who lack sufficient experience for Institute membership or who are in the process of applying for such membership, and persons engaged in sub-professional transportation engineering work.
 - 2. Professionals in related fields who by virtue of stature or official position are in a position to contribute to the work of transportation engineers.



3. Persons engaged in commerce or industry who have an interest in the profession, are in a position to work with and assist transportation engineers, and are in frequent contact with them.

Section 2.2 Voting Rights. Each Member and Section Affiliate of the Section shall have the right to vote on all matters to be voted on by the membership except as specified in these Bylaws.

Section 2.3 Other Rights and Privileges. All Members and Section Affiliates shall receive Section publications, shall have the privilege of attending the Section's meetings, and shall enjoy such other rights and privileges not inconsistent with these Bylaws as the Board may from time to time confer.

Section 2.4 Applications. Any individual desiring to become a Member or Affiliate of the Section shall apply to do so, on forms to be approved and supplied by the Board for that purpose. Applications must be accompanied by the dues required for the first year of membership, as established by the Board under the authority of section 5 of this Article.

Section 2.5 Dues. The Board shall establish, and may change from time to time, the amounts of dues required to be paid by members. Members and Section Affiliates whose dues are more than ninety (90) days in arrears shall be suspended pending payment. Members and Section Affiliates whose dues are not paid before the end of the year for which they were due shall have their Section membership terminated.

ARTICLE III RESIGNATION AND EXPULSION

Section 3.1 Membership in the Section shall terminate upon the resignation of a Member or Section Affiliate, upon his or her termination for failure to pay dues, or upon his or her expulsion from membership for violation of the Bylaws or commission of any act injurious to the reputation and standing of the industry or the Section.

Section 3.2 Any Member or Section Affiliate whose Section dues are more than ninety (90) days in arrears shall have his or her membership suspended from the Section, and will be charged non-member fees for Section activities.

Section 3.2 Any Member or Section Affiliate whose Section dues are more than one year in arrears shall be dropped from the Section.

Section 3.3 Any Member whose Institute membership has been forfeited or put on inactive status shall have the same status in regards to Section membership.



- Section 3.4 A Section Affiliate shall forfeit affiliation with the Section without prejudice if by reason of change in occupation or profession the Affiliate shall cease to be in contact regularly and frequently with the transportation engineering profession and its engineers.
- Section 3.5 Expulsion. No member shall be expelled, except upon written recommendation by the Board after a hearing at which the member whose expulsion is being recommended was given an opportunity to be heard in his or her own defense. Expulsion shall be upon a two-thirds vote of the regular members of the Section present and voting at a duly constituted meeting held not less than thirty (30) days after the mailing of the Board's recommendation, at which the member whose expulsion is being recommended shall receive an opportunity to be heard in his or her own defense.
- Section 3.6 Forfeiture. Upon resignation or expulsion from the Section, any and all rights and privileges of membership, and any interest in the property or other assets of the Section, shall be forfeited.
- Section 3.7 Liability for dues. Resignation, suspension, or expulsion from membership shall not relieve an individual from liability for any unpaid dues or other duly assessed fees or charges.

ARTICLE IV BOARD OF DIRECTORS

- Section 4.1 The Board shall be comprised of the Officers, the living Immediate Past **President**, the Section Representative(s) to the District 5 Board and the **Affiliate Director**. Section Affiliates may only serve on the Board as **Affiliate Director**. The terms of the Officers and **Affiliate Director** shall be one (1) year, commencing after the Annual Business Meeting. No Officer or **Affiliate Director** can serve in the same office for more than one full term except where the Officer or **Affiliate Director** served the unexpired term of another person.
- Section 4.2 General Powers. The property, affairs, and business of the Section shall be managed and controlled by the Board. The Board may by general resolution delegate to Officers of the Section and to committees such powers as provided for in these Bylaws.
- Section 4.3 Officers.
A. Officers of the Section shall be a **President, Vice President, and a Secretary-Treasurer**.

B. Vacancy. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board for the unexpired portion of the term.

C. President.

1. The **President** is the Chief Executive Officer of the Section and has ultimate responsibility for all Section activities and actions. 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.
2. The **President** must be a "Member" of the Section.
3. The **President** may sign any bonds, contracts, or other instruments, and in general shall perform all duties incident to the office of the **President** and such other duties as may be prescribed by the Board.
4. The **President** may authorize and approve expenditures and take such other steps he or she shall deem necessary to advance the purposes of the Section, provided such steps do not exceed the scope of authority granted him by the Bylaws.
5. The **President** shall preside at meetings of the Section and the Board.
6. The **President** shall be an ex-officio member of all committees, except the Nominating Committee.
7. The **President** shall appoint all committees.

D.. Vice President.

1. The **Vice President** shall perform such duties as may be assigned by the **President**.
2. The **Vice President**, in the absence of the **President**, shall preside at meetings and discharge the **President's** duties.
3. The **Vice President** must be a Member of the Section.

E. Secretary-Treasurer.

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

2. The **Secretary-Treasurer** shall have charge and custody of and be responsible for all funds and securities of the Section; receive and give receipts for monies due and payable to the Section from any source whatsoever and deposit all such monies in the name of the Section in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VII of these Bylaws; and in general perform all the duties incident to the office of **Secretary-Treasurer** and such other duties as from time to time may be assigned by the **President**.
3. The **Secretary-Treasurer** shall be responsible for the administration and oversight of the Section's financial records, initiation of an annual audit, compliance with statutory reporting requirements, tax returns, and tax payments.
4. The **Secretary-Treasurer** shall keep the minutes of the meetings of the Board and shall oversee the keeping, preparation, and filing of all other records required by law or by the policies of the Board; be custodian of the corporate records and of the seal of the Section and see that the seal of the Section is affixed to all documents, the execution of which on behalf of the Section under its seal is duly authorized in accordance with the provisions of these Bylaws; keep a register of the post office address of each Board Member which shall be furnished to the **Secretary-Treasurer** by such Board Member; and in general perform all duties incident to the office of **Secretary-Treasurer** and such other duties as from time to time may be assigned by the **President**
5. The **Secretary-Treasurer** must be a Member of the Section.

Section 4.4 Section Representatives shall represent the Section on the District 5 Board. Their number, length of term, and date of office are as specified in the District 5 Bylaws. They shall be elected by the Section at large. Section Representatives must be Members of the Section.

Section 4.5 The **Affiliate Director** shall represent the interests of the Section Affiliates on the Board, and encourage the full participation of Section Affiliates in the Section's activities. The **Affiliate Director** must be a Section Affiliate.

Section 4.6 Should the office of **President** become vacant, the unexpired term shall be filled by the **Vice President**. Should any other office become vacant the Board shall elect a Member to fill the unexpired term.

- Section 4.7 Election. The Nominating Committee shall solicit nominations from the membership for the respective offices. The 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. Board Members shall be elected by a majority vote of the Members or Section Affiliates at the Annual Meeting.
- Section 4.8 Terms. The Board Members shall serve a one-year term. Board Members may succeed themselves in office only after completing the unexpired term of another person.
- Section 4.9 Resignation. Any Board Member may resign at any time by giving written notice to the **President**. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the **President** or the Board.
- Section 4.10 Removal. The vote of a majority of the number of the Board Members established by these Bylaws shall be required to remove a Board Member from office prior to the expiration of the term for which that Board Member has been elected.
- Section 4.11 Vacancies. The Board shall elect a Member, or Section Affiliate in the case of the **Affiliate Director**, to fill the unexpired term of a Board Member.
- Section 4.12 Meetings.
- A.. The Board shall provide by resolution the time and place for the holding of the Annual Meeting.
 - B. Special meetings of the Board may be called by the **President**, or by a majority of the voting Board Members then in office, who may fix any place as the place for holding any special meeting.
- Section 4.13 Notice. Notice of the Annual Meeting or any special meeting of the Board shall be given at least fourteen days prior thereto. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice unless specifically required by law or by these Bylaws.

- Section 4.14 Quorum. The presence of a majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board.
- Section 4.15 Manner of Acting. The act of a majority of the Board Members present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these Bylaws. Board Members may attend a meeting by telephonic or similar equipment by means of which all persons participating in the meeting can hear each other, or may vote by mail or e-mail ballot.
- Section 4.16 E-Mail Balloting. Only the **President** can call for an e-mail vote. The Board may by general resolution specify the procedures for conducting an e-mail vote.
- Section 4.17 Informal Action. Any action that may be taken at a meeting of the Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Board Members.
- Section 4.18 Compensation. Board Members shall not receive any stated salaries for their services as such, but by resolution of the Board expenses of attendance may be allowed for attendance at designated meetings; however, nothing herein contained shall be construed to preclude any Board Member from serving the Section in any other capacity and receiving reasonable compensation therefor.

ARTICLE V MEETINGS

- Section 5.1 Regular and special meetings of the Section shall be held as determined by the Board, but not less than one meeting a year shall be held. No action affecting the Section shall be taken at any special meeting unless written notice concerning the matter has been sent to all Members and Section Affiliates at least fourteen days in advance.
- Section 5.2 An Annual Meeting of the Section shall be held at a time and place selected by the Board, at which a report of the financial condition of the Section shall be made by the **Secretary-Treasurer**. Committee reports and reports by the **President** may be made at any meeting.
- Section 5.3 Installation ceremonies of Officers and Section Representatives shall be held at the Annual Meeting.

ARTICLE VI VOTING AND VOTING ELIGIBILITY



- Section 6.1 Voting for Officers, Section Representatives, **Affiliate Director**, amendments to these Bylaws, and petitions to amend the Charter shall be by secret ballot.
- Section 6.2 Members are eligible to vote for **President, Vice President**, Secretary / Treasurer, and Section Representatives only.
- Section 6.3 Section Affiliates are eligible to vote for **Affiliate Director** only.

ARTICLE VII COMMITTEES

- Section 7.1 Authority.
- A. The **President** by resolution adopted by a majority of the Board, may designate and appoint one or more committees of its Members and Section Affiliates, each of which shall consist of two or more persons. These committees, to the extent provided in said resolution, shall have and exercise the authority of the Board in the management of the Section; provided, however, that no such committee shall have the authority of the Board in reference to amending, altering or repealing the Bylaws; electing, appointing or removing any member of any such committee or any Board Member of the Section; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another Section; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the Section; authorizing the voluntary dissolution of the Section or revoking proceedings therefor; adopting a plan for the distribution of the assets of the Section; or amending, altering, or repealing any resolution of the Board which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board or any individual Board Member of any responsibility imposed upon it or him by law.
- B. Other committees not having and exercising the authority of the Board in the management of the Section may be designated and appointed by the **President**. Membership on such committees need not be limited to Board Members.
- Section 7.2 Term. Each member of a committee shall continue as such until the next Annual Meeting of the Board and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be

removed from such committee, or unless such member shall cease to qualify as a member thereof.

- Section 7.3 Chairman. One member of each committee shall be appointed chairman by the **President**.
- Section 7.4 Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.
- Section 7.5 Manner of Acting. Unless otherwise provided in the resolution of the **President** designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Each committee may adopt rules for its own governance not inconsistent with these Bylaws or with rules adopted by the Board.

ARTICLE VIII CONTRACTS, CHECKS, DEPOSITS AND FUNDS

- Section 8.1 Contracts. The Board may authorize any Officer or Officers, agent, or agents of the Section in addition to the Officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Section and such authority may be general or confined to specific instances.
- Section 8.2 Checks. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Section, shall be signed by such Officer or Officers, agent, or agents of the Section and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the **Secretary-Treasurer**
- Section 8.3 Deposits. All funds of the Section shall be deposited from time to time to the credit of the Section in such banks, trust companies, or other depositories as the Board may select.
- Section 8.4 Funds. The Board may accept on behalf of the Section any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Section.

ARTICLE IX BOOKS AND RECORDS



Section 9.1 The Section shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board and committees having any of the authority of the Board.

ARTICLE X FISCAL YEAR

Section 10.1 The fiscal year of the Section shall begin on the first day of January and end on the last day of December.

ARTICLE XI SEAL

Section 11.1 The Board shall provide a corporate seal which shall be in a form selected by a resolution of the Board.

ARTICLE XII INDEMNIFICATION

Section 12.1 Any present or former Board Members or employee of the Section, or other such persons so designated in the discretion of the Board, or the legal representative of such person, shall be indemnified by the Section against all reasonable costs, expenses, and counsel fees paid or incurred in connection with any action, suit, or proceeding to which any such person or his legal representative may be made a party by reason of his being or having been such a Board, Member or employee serving or having served the Section, except in relation to matters as to which he shall be found guilty of negligence or misconduct in respect of the matters in which indemnity is sought and in relation to matters settled or otherwise terminated without a final determination on the merits where such settlement or termination is predicated on the existence of such negligence or misconduct.

ARTICLE XIII PROCEDURE

Section 13.1 The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Section where they are not inconsistent with the provisions of the Articles of Incorporation or these Bylaws.

ARTICLE XIV AMENDMENTS TO BYLAWS

Section 14.1 Proposals to amend these Bylaws or to petition amendment to the Charter may be made by resolution of the Board or by petition signed by at least five percent (5%) of the voting Members.

Section 14.2 Proposed amendments to these Bylaws shall be submitted to the eligible membership and shall be placed on the agenda of the next regular meeting.



Such proposed amendments may be further amended in any manner pertinent to the original amendment by a two-thirds vote of Members and Section Affiliates in attendance at that Business Meeting, provided that the total number voting is not less than a majority of the voting membership in attendance. The amendment as originally proposed or as amended at this meeting shall be submitted as prescribed in Section 14.2 of these Bylaws within twenty (20) days of the meeting and canvassed within forty-five (45) days following such submission by three tellers appointed by the **President**.

Section 14.3 An amendment to these Bylaws shall be adopted if an affirmative vote of the majority of all ballots cast is received.

Section 14.4 Adopted Amendments to these Bylaws shall take effect after they have been filed with the District Board and with the Institute Board of Direction, in accordance with the Charter. If amended by the District Board and such amendments are acceptable to the Section Board, the Bylaws so amended shall take effect without further action by the Members and Section Affiliates.

3. *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

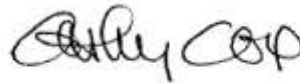
I, **Cathy Cox**, the Secretary of State and the Corporations Commissioner of the State of Georgia, hereby certify under the seal of my office that

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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(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:

<u>NAME</u>	<u>ADDRESS</u>
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

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

Dated: 11/07/06

Alan P. Dye
(Incorporator)

John R. Strout
(Incorporator)

David Abrahams
(Incorporator)



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 11/7/06
Authorized signature of person filing documents Date

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



VII. 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.

VIII. BUSINESS MEETING

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.



IX. 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 should generally be at night, beginning around 6:00 PM and ending by about 10:00 PM on the same day. The meeting shall include the Annual Business Meeting and banquet. Other activities may be planned at the discretion of the Annual Meeting Committee. 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 Southern Polytechnic State University (SPSU) and sponsored by the Student Chapter. The monthly meeting in the Spring and Fall should 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.

X. 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



XI. 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, GRТА	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

XII. 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:**

XIII. GEORGIA SECTION LIFE MEMBERS

Current 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

Herman Hill

John Huey

Joe Kelvington

Roger Lewis

Richard Luettich

Peter Parsonson

George Pilkington

William Poe

Don Rifenberg

Charles Rose

Robert Roseveare

Gwyn Sanderlin

Arnold Vey

William Wikle

Deceased Life Members

Doug Hefty

Joe Womble

Paul Wright

John Moskaluk



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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

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.



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



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.