

BY-LAWS FOR INDIANA SECTION OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

Article I. Membership

Section 1.1 Membership of the Section shall consist of those Institute Members as specified in the Charter of the Section.

Section 1.2 Persons within geographic proximity of the section may be affiliated with the Section as Section Affiliates if they are either not a member of the Institute or:

1.2.1 Not eligible to be members of the Institute, but are accumulating experience towards Institute membership,

1.2.2 In sub-professional work in closely-related transportation and traffic engineering,

1.2.3 Students in a recognized engineering and/or planning school,

1.2.4 Professionally engaged in closely-related fields,

1.2.5 In a position to work with and assist transportation engineers by virtue of official positions or commercial employment. The number of Section Affiliates in commercial employment shall be no more than 50% of the number of Institute members in the Section.

Section Affiliates shall be entitled to all the privileges of the Section except that of being identified as a member of the Section. They shall have the right to vote in Section elections and actions and shall have the right to hold Section offices not expressly reserved to Institute members as stated in Section 4.1 hereafter.

Section 1.3 All applications for Student member by a student shall be certified by a faculty member at the engineering school attended by the applicant.

Section 1.4 The Director shall present Section Affiliate applications and the applicant's experience records to the Executive Board of the Section.

Section 1.5 Prior to the election of a Section Affiliate for membership by the Section Executive Board, the Board shall review each proposed Section Affiliate's application to verify compliance with Section Affiliate membership requirements and to determine the acceptability of the applicant. References from current Section Members, while preferred, is not required for applicants.

Section 1.6 Election of Section Affiliates shall be by vote of the Executive Board of the Section. Four or more affirmative votes shall be required for election.

Section 1.7 The Section Executive Board shall, as of October 31 each year, review the membership records of the Section and may recommend to the Section that the Indiana Section Life Certificate be awarded to any Member or Affiliate of the Section who has, at a minimum,:

1.7.1 Reached the age of 65.

- 1.7.2 Been a Member or Section Affiliate in good standing for fifteen or more years of any Section(s) of the Institute of Transportation Engineers.
- 1.7.3 Contributed significantly to the Section and/or to the profession of transportation engineering.

Consideration of Section Life Certificate shall be at the consideration and sole discretion of the Section Board. Approval of such an award by the Section shall be at a regular meeting of the Section. The award shall consist of an appropriate certificate. An individual receiving such an award shall also have his/her annual dues to the Section waived.

Article II. Resignation and Expulsion

- Section 2.1 Any Institute Member or any Section Affiliate may resign from the Section by written communication to the Executive Board of the Section. If his/her Section dues have been paid, the Board shall accept his/her resignation.
- Section 2.2 Any Institute Member or any Section Affiliate whose Section dues are more than three months in arrears may be dropped from Section affiliation by the Executive Board of the Section and the unpaid dues shall become an obligation to be paid before the delinquent can be restored to good standing in the Section.
- Section 2.3 Any Institute Member whose Institute membership has been forfeited shall also forfeit his/her membership in the Section and will be eligible to reapply for membership in the Section only if he/she is reinstated to membership in the Institute. Any member of the Institute who is placed on inactive status by the Institute Board of Directors shall have their section membership status changed to Section Affiliate by the Section Executive Board.
- Section 2.4 Any Section Affiliate who, by reason of any change in his/her occupation or profession who ceases to be in contact regularly and frequently with transportation engineers or the transportation engineering profession, shall forfeit his/her affiliation with the Section without prejudice.
- Section 2.5 The Executive Board of the Section shall annually review the qualifications of each Section Affiliate who is in that Classification as of October 31. Those Affiliates, as it appears to the Executive Board, who meet the minimum qualifications for Institute membership shall be notified of such finding by December 31 of that year and encouraged to apply for such membership.
- Section 2.6 Any Section Member or Affiliate who advertises, uses, or attempts to use his/her identification with the Section in any manner whatsoever with intent to derive personal gain therefrom shall forfeit his/her affiliation with the Section.
- Section 2.7 The Executive Board of the Section shall consider the expulsion of any Section Affiliate (a) upon information coming to its notion, or (b) upon written request of five or more members, or (c) upon notice of disciplinary action by any State board of licensure, or (d) upon recommendation of the Section membership committee that,

for the cause set forth, a person identified as a Section Affiliate be expelled. The Section Executive Board shall thereupon follow the procedure set forth in Article II, Section 17 of the Institute Constitution. In the event such a charge is brought against a Member or an Affiliate of the Institute, the Section Executive Board shall immediately refer the matter to the Institute Board of Directors for handling as provided in Article II, Section 17 of the Institute Constitution.

Article III. Fees, Dues, and Assessments

Section 3.1 Entrance Fees, annual dues and District Fee Assessments shall be as follows:

Annual dues shall be established by the Section Board. No entrance fee shall be charged to Honorary, Student Members, Section Member, or Section Affiliates. Student Members in the Indiana Section shall also be required to be a member of a Student Chapter of ITE. Any District Fee Assessments, as established by the District Board, shall not be added to, but shall be included in the annual dues for the Indiana Section. Any District Fee Assessments shall not be required of Honorary or Student members.

Annual dues may be increased pursuant to the provisions of Section 3.2. The annual dues for Section Affiliate Members shall include an annual subscription to the ITE Journal, the cost of which shall be added to the annual dues for Section Affiliate Members.

Section 3.2 The Executive Board of the Indiana Section shall have the authority to increase the annual dues an amount not to exceed \$10 in any one year.

Section 3.3 Annual dues statements shall be mailed to the membership by January 15 and the dues shall be payable at the beginning of the fiscal year, which shall be March 31 of each year. The Board, at its sole discretion, may permit an economic incentive to the Section for early-bird dues payment. Dues of new members and Section Affiliates shall be payable on election, with the amount pro-rated to the number of quarters remaining in the fiscal year. Dues of any Member or Affiliate may be waived by majority vote of the Executive Board. Annual dues of any Member or Affiliate who has been awarded an Indiana Section Life Certificate by the Section may be automatically waived each year by the award action of the Section.

Section 3.4 Any Member or Section Affiliate whose Section dues are more than three months in arrears shall lose the right to vote and receive reduced pricing at Section events. If dues become three months in arrears, action as provided in Article II shall be taken by the Section Executive Board. The Board may, for a cause deemed sufficient, extend the time for payment and for the application of these penalties.

Section 3.5 Special assessments may be made by the affirmative vote of two-thirds of the Members and Section Affiliates on a secret mail or electronic ballot.

Article IV. Nomination and Election of Officers and Directors

Section 4.1 Officers of the Section shall include: A President, a Vice-President, a Treasurer, and a Secretary, and a Director. The Director may be a Section Affiliate, however, during the course of the first year of service on the Section Executive Board must apply and become

accepted as an Institute Member prior to continuing service on the Section Executive Board. The above Officers, together with the immediate Past President, shall constitute the Executive Board of the Section. Officers shall be elected annually, to assume office on January 1 for a term of 1 calendar year.

Section 4.2 No Member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice-President. In the event of any other vacancy occurring in the Executive Board, the remaining members of the Section Executive Board shall elect a member to fill the expired term.

Section 4.4 The Nominating Committee shall nominate one or more qualified candidates for each office. The written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary no later than October 15.

Section 4.5 No later than November 1 of each year the Secretary shall send to the members of the Section a list of the candidates nominated by the Nominating Committee. Additional nominations for any office may be made by petition, signed by no less than five members. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which he/she is nominated and must be received by the Secretary no later than November 15. If a member is nominated for more than one office, he/she shall be considered a candidate only for the one office which he/she prefers. If no additional nominations are received by November 15 for any offices, the offices will be filled as chosen by the Nominating Committee and a final vote by a ballot will not be required. If additional nominations are received, Section voting as outlined in Section 4.6 shall be followed.

Section 4.6 No later than November 20, the Secretary shall send to each eligible voter a final ballot, listing the candidates nominated for officers. Final ballots returned by eligible voters to the Secretary before the election of Officers at the Annual Meeting shall be canvassed at the Annual Meeting by three tellers appointed by the President. The candidate receiving the highest number of votes for each office shall be declared elected. In the case of a tie vote, the successful candidate shall be selected by lot at the Annual Meeting.

Section 4.7 The Board, through a majority vote only, may impeach another Board member if it is deemed he/she is not performing his/her responsibilities as defined in the "Duties of the Indiana Section Board."

Article V. Meetings

Section 5.1 Regular meetings of the Section shall be held as determined by the Executive Board, but not less than four meetings a year shall be held. The Section Executive Board may call a special meeting when conditions justify. No action affecting the Section shall be taken at any special meeting, however, unless at least fourteen days written notice concerning the matter has been sent to all members.

Section 5.2 The Annual Meeting of the Section shall be held at any time during the period immediately after the annual meeting of the Institute of Transportation Engineers and up to and including the month of December. A report of the financial condition of the Section shall be made by the Treasurer at the Annual Meeting and made available to the Section. Committee reports and reports by the President and any other officers may be made at any meeting.

Section 5.3 Installation ceremonies of officers shall be held at the Annual Meeting.

Article VI. Government

Section 6.1 The President shall preside at meetings of the Section and of the Executive Board of the Section; provided, however, that when the President is unable to do so, the Vice-President shall preside at the meetings and discharge the duties of the President.

Section 6.2 The President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.3 The President shall appoint annually a Nominating Committee, composed of three members, no later than July 1.

Section 6.4 The President shall appoint Standing Committees and such special committees as may be desirable with the approval of the Section Executive Board. Standing committees shall include, but not be limited to Membership and Program.

Section 6.5 The Section President and the Section Immediate Past-President shall serve as the Section's representatives on the District Board.

Article VII. Voting and Voting Eligibility

Section 7.1 Voting for officers, for amendments to these By-laws, for petitions to amend the Charter and for other matters which affect the relationship of the Section to the Institute shall be completed by electronic survey/voting.

Section 7.2 Ballots shall be sent to members and affiliates in good standing. The ballots shall be delivered either electronically or by mail. The voting member will cast their vote electronically, or indicate their vote on a paper ballot sent to the Secretary.

Article VIII. Amendments

Section 8.1 Proposals to amend these By-laws or to petition amendments to the Charter may be made by resolution of the Executive Board of the Section or by written petition signed by at least five voting members.

Section 8.2 Proposed amendments to these By-laws shall be submitted by letter via mail or electronically to the membership qualified to vote and shall be on the order of business of the next regular meeting. Such amendments may be amended by majority vote of the meeting in any matter pertinent to the original amendment. The amendments as originally proposed or as amended at this meeting, shall be submitted as prescribed in Article VII, Section 2 of these

By-laws within fifteen days of the meeting and canvassed within thirty days following such submission by three tellers appointed by the President.

Section 8.3 An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendments to the By-laws.

Section 8.4 Amendments to the By-laws so adopted shall take effect when approved by the Board of Directors of the District and the approved amendments are filed with the Institute of Transportation Engineers as provided in the Charter.

Revised 1991

Revised 2008

Revised August 2013