

II. NATIONAL ORGANIZATION

A. National Board of Directors

The National Board of Directors is composed of the following:

- Nine National Directors (Minimum)
- Immediate National Past President
- National President
- National First Vice President
- National Second Vice President
- National Treasurer
- National Secretary

Duties of the National Board

- Responsible for the technical, social, and financial activities of the Society.
- Meet to conduct business no less than twice a year.
- Accept or reject nominations for National Regional Director.

Terms of Office (Refer to National By-Laws, Article VII-2)

- | | |
|----------------------------|---|
| • National President | 1 Year (Not More Than Two Consecutive Terms) |
| • National Vice Presidents | 1 Year (Not More Than Two Consecutive Terms) |
| • National Secretary | 1 Year (May Serve Consecutive Terms) |
| • National Treasurer | 1 Year (May Serve Consecutive Terms) |
| • National Director | 3 Years (Not More Than Two Consecutive Terms) |

National Executive Committee

The National Executive Committee consists of:

- National President
- National Secretary
- Immediate National Past President
- Three additional members of the National Board, appointed by the National President.

National Meeting Schedule

- National Board shall meet at the National Conference and a minimum of three other times within the fiscal year. No business shall be transacted unless a majority of the National Board is present.
- Meetings of the National Board shall be held at such places and times to be designated by the National President.

B. National Committees

Standing National Committees

- Public Relations
- Constitution and By-Laws
- Ethics and Practices
- New Sections
- Budget/Auditing
- Nominating
- Technical/SCANNER
- Conference
- Strategic Plan
- Website
- Operating Manual

Special Committees

- As appointed at the discretion of the National President

C. National Constitution and By-Laws

- The National Constitution and National By-Laws are maintained, updated, and enforced by the National Board.
- *A copy of the National Constitution and National By-Laws are contained in the Appendix.*

D. Publications

- **SCANNER**

The SCANNER, the official publication of ASHE, is sent to all members and selected public transportation agency officials and legislators four times each year. Included in this membership written newsletter are:

- Technical Articles Related to the Highway Industry
- Section Events
- Legal Column
- Legislative News
- National Board News
- Membership News
- Upcoming National Events
- Advertising

- **Website – www.highwayengineers.org**

ASHE National maintains a website to disseminate ASHE information to its members and potential members interested in transportation issues.

- **Strategic Plan**

The Strategic Plan establishes the future goals and objectives of the American Society of Highway Engineers. ASHE is firmly committed to long range planning and believes that the process of identifying its goals and objectives allows ASHE to focus on changing conditions and to be responsive to the members' needs through proper utilization of its resources.

The planning process identifies the short term and long term goals and objectives of ASHE and establishes strategies to address issues within the period. The process strives to direct the efforts of ASHE toward attainment of these goals and objectives.

The Strategic Plan requires a periodic review with input from members of the National Board, on a three-year basis to assess the issues, assumptions, and goals.

The Strategic Planning Committee is responsible for the review and updating by the National Board.

The current Strategic Plan is in the Appendix

- **Membership Directory**

A minimum of every three years a Membership Directory will be provided to each Section on a CD.

The form needed to update individual member information is in the Appendix.

- **ASHE Power Point**

An ASHE Power Point presentation is available to Sections on the National Website or upon request made to the National Secretary. The purpose of the power point is to promote ASHE to potential members.

- **Summary of Section Past Programs**

A listing of Sections' past programs/speakers provides the Section Program Chairman with future program ideas. This listing is compiled and published in the Operating Manual annually. *Current listing is in the Appendix.*

E. Functions and Procedures

National Conference Guidelines

- *The procedures and responsibilities for hosting the ASHE National Conference are contained in the Appendix.*

National Awards

- Robert E. Pearson/Person of the Year Award. *See the Appendix for Guidelines.*
- Russell Horn Award (Donation to Charity Chosen by Pearson Award Winner)
- George Hart Award (Largest Percent Increase in Membership by Section).
- Gene Smith Award (Largest Number of New Members by Section).
- President's Award (Discretionary).

Society Exposure

Pursuant to the ASHE Mission Statement and Strategic Plan, the National Board sponsors several informational items/activities for the benefit of its membership and others in the highway industry.

- ASHE Informational Brochure
- ASHE Power Point Presentation
- Website
- SCANNER (Newsletter)
- ASHE Display Booth
- Various National and Statewide Functions

Internal Revenue Service Requirements

- Form 990 Tax Report (Required Annually)
The IRS Form 990 data sheet is in the Appendix
- Each Section is to acquire a FIN, Federal Identification Number, or sometimes referred to as EIN or TIN for IRS purposes. This may be obtained by completing Form SS-4, which is available at financial institutes or via internet.

Continuing Education Units (CEU's)

- ASHE is an authorized CEU (provider #394) accredited by the International Association for Continuing Education and Training (IACET) *Guidelines for granting CEU credits are in the Appendix.*
- National will maintain a copy of all CEU records. Copies of all Section and Region records of CEU credits, issued to members at ASHE sponsored technical sessions during the year, must be submitted to the National CEU Coordinator by December 20 of each year.

Membership

A standard membership application and/or transfer form is included in the Appendix.

- **Transfers** – A member wishing to transfer to another Section completes a Membership Application form marking the ‘Transfer’ block and submits it to the receiving Section. The receiving Section’s Secretary completes the form and then submits it to the National Secretary. The National Secretary will correct the National Roster and will notify the departing Section of the transfer.
- **Roster Revisions** – Changes such as employer, home address, retirement, telephone/fax numbers, e-mail address, etc. can be made by notifying the Section Secretary, or by making corrections on invoice forms for individual dues, or by routine correspondence. **This information is then forwarded through the Section Secretary to the National Secretary and should be done on a routine basis.**
- **Grades of Membership** – The active membership grades are:
 - Student - A Student Member shall consist of those persons who are currently pursuing a degree in engineering, construction, management, surveying, or other highway industry related fields from a university, college, or technical school. Persons in a Masters Program are eligible to be a Student Member but are also eligible to be a Member.
 - Member - A Member shall be working/practicing or has worked/practiced in the highway industry or its allied fields. All Members shall have a high school education or its equivalent.
 - Life - A Life Member shall have been a dues paying member for twenty-five years and shall have been active in ASHE activities.
 - Honorary - Honorary Membership shall be chosen only from those persons who are of acknowledged eminence in some branch of the highway industry or who have singularly advanced the interests of ASHE. The National Board

of ASHE must award the approval and issuance of this classification of membership, as set forth in the By-Laws.

Qualifications for membership are detailed in Article II of the Constitution. Dues and assessments are collected for all but Honorary Members. Any member whose dues become (12) months in arrears forfeits their membership in ASHE.

Installation of Officers

At the next regular or special meeting of the Section's general membership, following election of Section Officers and Directors, an installation ceremony is held. Each Section develops its own tradition. *An optional Installation of Officers Ceremony is included in the Appendix.*

ASHE Exhibit Booth

Standard, professional, and conference displays booths are available to Sections on a first come, first serve basis.

- A request form must be sent to Wanner Associates at least (15) business days in advance. *A sample form is in the Appendix.*
- Shipping costs from Wanner to the requesting Section are National's expense and shipping costs from the requesting Section back to Wanner are the Section's expense.
- Late requests will be honored, if possible, with all shipping costs, to and from, at the Section's expense.

SCANNER Publication Guidelines

- Annually, each Section is responsible for at least two articles, one of, which must be technical. *The SCANNER Technical Articles Guidelines are in the Appendix.* All Sections are required to solicit advertisements for the SCANNER. *The "SCANNER Advertisement Rates and Contract" is in the Appendix.*

Website Links

- Sections that have websites can establish links with the National Website. Sections should submit a letter of request to the National Board for approval before the link is established.

ASHE Power Point Presentation

- An introductory ASHE Power Point presentation intended for use in the formation of a Section is available on a loan basis. The power point presentation is also available for viewing on the ASHE website.
- A letter requesting the ASHE Power Point presentation shall be sent to the National Secretary.