

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

SECTION SECRETARY DUTIES

Admitting a New Member

When the Section submits an application to National, there must be an Initiation Fee and Assessment Fee check enclosed. At this time the fee is \$35.00 (\$25.00 Initiation Fee + \$10.00 Current Year Assessment Fee), which may be subject to change at some future date. It is the duty of the Secretary to review the application and if in proper order, the Secretary will complete the Section portion and submit to the National Secretary for approval.

Changes of Mailing Address/Employer/Telephone Numbers/E-Mail Address

The Section Secretary will **notify the National Secretary promptly with any member's change of mailing address, employer, home/work telephone numbers, and e-mail addresses.**

Transfer of a Member from One Section to Another

When a member, or a Section, requests a transfer, the member's Section shall submit a completed Membership Application Form, marking the 'Transfer' block, and the individuals original Membership Application Form to the receiving Section. The receiving Section Secretary then submits the form to the National Secretary. The National Secretary will correct the National Roster and will notify the departing Section of the transfer. *(A Membership and/or Transfer Application Form may be found in the Operating Manual Appendix.)*

Fiscal Year

The ASHE fiscal year begins June 1 and ends May 31.

Annual Assessment

Before the end of each fiscal year, May 31, the National Secretary will forward to each Section an invoice for the Section's Membership National Assessment for the following fiscal year. **The invoice is payable upon receipt but no later than October 1 of the fiscal year.** Members may be dropped at any time by the Section; however, *those not dropped by October 1 are the Section's responsibility for payment of the current year's assessment. A 10% penalty will be charged, by National, to Sections who have not paid their annual assessment by October 1.*

Officer's Roster

No later than June 15 of each fiscal year, the Section will forward to the National Secretary a listing of Section Officers for the following year which should include the officers mailing address, home/work telephone numbers, and E-mail addresses (if applicable). This list should also include the Regional Director's information

IRS Form 990 Data Sheet

No later than June 15 of each fiscal year, the Section will **return two copies** of the completed IRS Form 990 Data Sheet to the National Secretary. This is required for the National accountant to prepare the Form 990 for submission to the Internal Revenue Service.

CHECK LIST OF INFORMATION FOR SECTION SECRETARY

- Submit two copies of IRS Form 990 (revised 02/27/02), when completed by Section Treasurer, to the National Secretary (**due no later than June 15**). *Form 990 is required by IRS.*

- Invoice Section membership for applicable dues. (May want to also utilize the ‘Sample’ form, which also requests an update of member information.)
- ASHE **fiscal year begins June 1** and ends May 31.
- Submit Section Officers List (*Include Regional Director*) (**due no later than June 15**). Include name, mailing address, telephone numbers for home/work, and E-mail addresses.
- Submit new Membership and/or Transfer Application Form and appropriate fee to National Secretary as soon as information is received from applicant. If it is a transfer, include original application and the member’s letter requesting the transfer.
- Submit list of previous year’s programs/speakers information to National Operating Committee Chair for inclusion in the Operating Manual (**due in June**).
- Provide National Secretary **with any membership information changes** (**preferably on a monthly basis**).
- Submit a list of members to be dropped, who have not paid their current dues, to National Secretary **by October 1 to avoid assessment penalty**.
- Provide National Secretary with a copy of all Section Board of Directors Minutes.
- Section Newsletters should be mailed to all National Board Members.
- Assure SCANNER articles are forwarded to Wanner Associates by the deadline date established for your Section.
- Arrange for Section Banner to be taken or mailed to the hosting National Conference site or hand carried via a Section member that will be attending the National Conference.

- A review for update of Section By-Laws should be made by the Board, with a copy of any revised By-Laws submitted to the National Constitution/By-Laws Committee for their review and approval.
- Sections offering CEU credits at their technical sessions must, by December 20, provide National with a list of those individuals receiving CEU credits. (*Refer to Section IV of the Operating Manual, Part U, of the Appendix.*)