

IV. SECTION ORGANIZATION

A. Section Start-Up Procedures

- ASHE is interested in chartering new Sections wherever there is an established work force of persons involved in the highway industry. Minimum of (35) membership applications are required. *Suggested procedures for the formation of new Sections are provided in the Appendix.*

B. Constitution and By-Laws

- Each new Section must abide by the National Constitution of the National Society. *A copy is in the Appendix.*
- Each new Section develops their By-Laws. *The format is the same as the National By-Laws which is provided in the Appendix.*
- The new Section By-Laws, as drafted, are submitted to the National Board Constitution/By-Laws Committee for their review and approval.

C. Fidelity Bonds

- The National Board recommends the Section obtain a fidelity bond to protect their officers. National assumes no responsibility and bears no liability for a Section whether or not a fidelity bond is obtained.

D. Liability Insurance

- The National Board recommends the Section obtain liability insurance (minimum of \$1 million) to protect their officers. National assumes no responsibility and bears no liability for a Section whether or not insurance is obtained.

E. Fiscal Year

- Each Section's fiscal year is to coincide with National's fiscal year, June 1 to May 31.

F. Section's Responsibilities to Region

- Appoint a Regional Director to represent their Section at all Regional Meetings and activities.
- Financial support of the Region and their Regional Director until the Region is financially independent.
- Support the Region and its program.

G. Section's Responsibilities to National

The following are required responsibilities to National:

- **Roster Changes**

The National Secretary is required to maintain current information on Section membership. **Section Secretaries must notify the National Secretary immediately of any changes to member records, i.e. changes in employer, mailing addresses, home/work/fax telephone numbers, e-mail addresses, and transfer to another Section.** The National Secretary maintains and updates the general membership mailing list. This information is vital in keeping our members informed of ASHE activities, as well as Board actions.

- **Meeting Minutes**

The order of business for meetings of the Section Board of Directors shall be:

- a) Call to Order

- b) Welcome, Introductions, and Remarks
- c) Approval of Minutes of the Previous Meeting
- d) Section Secretary's Report
- e) Section Treasurer's Report
- f) Section President's Report
- g) Committee Reports
- h) Unfinished Business
- i) New Business
- j) Regional Director's Report
- k) Next Board Meeting Information
- l) Adjournment

A copy of the minutes of Section Board of Directors Meetings should be forwarded to the National Secretary and the Section's National Director.

- **Committees**

The Section President shall appoint the following Section Committees from the active membership:

- a) Technical Committee (SCANNER Articles & Newsletter)
- b) Nominating Committee
- c) Programs Committee
- d) Auditing Committee
- e) Special committees may be appointed at the discretion of the Section President. (ex. Scholarship, By-Laws, Membership, Website)

- **FIN (Federal Identification Number)**

A FIN (Federal Identification Number) or sometimes referred to as EIN or TIN for IRS purposes must be obtained. This may be obtained by completing Form SS-4, when is available at financial institutes or via internet. The account should be listed as the American Society of Highway Engineers (Region or Section) Name. **The account information must be provided to the National Treasurer and National Secretary for National's records.**

Section accounts must have at least two Section Officer's listed on the signature card and all checks issued by Sections must have two Section Officer's signatures. Each Section account must be listed with the National Treasurer and National Secretary, including location, and most recent end-of-year balance.

- **Roster of Officers**

The Section Secretary for the year is to complete and submit a list of the new Section Officers, including their employer, home addresses, telephone numbers, and E-mail address (if applicable), **to the National Secretary by June 15.**

- **IRS Form 990 Data**

The Section Treasurer for the year must complete and submit Form 990, Section Financial Data Sheet, **to the National Treasurer by June 15.** This data is submitted to the IRS by the National Treasurer. Any fines assessed by the IRS for incomplete submissions will be the responsibility of the Section that did not submit the financial form as requested by National. *The IRS Form 990 Data Sheet is in the Appendix & Required by IRS.*

- **New Member Application**

Applications for membership into ASHE must be forwarded to the National Secretary as soon as they are reviewed and approved by the Section Board. The initial Registration Fee of \$25 and the annual National Assessment of \$10 must accompany each new member application transmitted to the National Secretary.

- **Annual National Membership Assessments**

The Annual National Membership Assessment of \$10 per member must be **forwarded to the National Secretary by June 15. The cutoff date for dropping delinquent members is October 1. After October 1 each Section must pay the \$10 National Assessment for the number of members listed with the National Secretary. A 10% late charge will be added to assessments for Sections not paying their annual assessment by October 1 each year.**

- **SCANNER Articles**

Each Section is responsible for providing, preparing and transmitting a technical article and at least one other Section news item to the SCANNER Committee annually. The publication schedule is mailed to each Section with the deadline for publication listed in the transmittal from National.

- **SCANNER Advertisements**

Each Section should support the SCANNER by soliciting advertisements to be placed in this national publication. A listing of the minimum required advertisement level for each Section is based on membership size and is provided annually to all Sections by the National Board.

- **Section Website**

National encourages Sections to develop a website, as a convenience to members, and to advance the goals of ASHE. Section Websites provide a centralized location for members to effectively communicate and to promote ASHE. *Guidelines for developing the website are contained in the Operating Manual.*

- **Section Banner Display**

Each Section should bring or send their Section Banner to the National Conference for display at the National Conference events. Arrangements for shipping and receiving can be made with the hosting Region's Conference Registration Committee.

(Note: Original Section Banners are provided by National. Any Section needing to replace their present banner may contact Stineman Ribbon Company, 128 Ribbon Lane, South Fork, PA 15956 (phone 1-800-346-9294).

- **National Display Booth Shipping**

The Section requesting the National Display Booth is responsible for the cost of shipping the booth back to National (Wanner's Office in Harrisburg, PA.). National will pay for shipping the display to the location requested by the Section. Requests must be made (15) days prior to the event. Late requests will be honored, if possible, with all shipping costs at the Section's expense.

- **Section By-Laws**

All revisions to Section By-Laws must be submitted to the National Board Constitution/By-Laws Committee for review and approval.

- **CEU (Continuing Education Units) Records**

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. (*The CEU credit reporting form can be found in the Appendix.*)

- **National Nominations**

Nominations for National Officers and National Board of Directors must be **submitted to the National Nominating Committee Chair by October 1.** *Nomination guidelines are outlined in the Appendix.*

The following items are optional:

- **Nominations**

Nominations for the ASHE Robert E. Pearson/Person of the Year Award are submitted at the option of the Section Board of Directors. This award is to honor an individual for outstanding contributions on behalf of the highway industry. All Sections are encouraged to participate and submit qualified applicants for this National Award. **Nominations must be submitted to the National Nominating Committee Chair by October 1.** *Guidelines for this nomination is included in the Appendix.*

- **Newsletter**

Sections are encouraged to submit their newsletter, announcements, and special activities to the members of the National Board.

- **National Conference**

Regions are encouraged to host the Annual National Conference. Any Region wishing to host the National Conference should submit, in writing, their interest and tentative dates and place/location, to the National President. **A request to host the Conference is due five years in advance of the proposed Conference date.** These requests are reviewed annually by the National Board of Directors at the January National Board Meeting.

- **Exposure Funding**

The National Board has allocated a set amount of funds from the National Treasury to be used to publicize ASHE by participation in important highway industry related activities. *Guidelines and request form are found in the Appendix.* A Region wishing to utilize these funds must submit the proper request form to the National Board.