



**CONSTITUTION AND BY-LAWS
MID-ATLANTIC SECTION
INSTITUTE OF TRANSPORTATION ENGINEERS**

ARTICLE I – NAME, LOCATION, AREA AND OBJECTIVE

- Section 1.1 The name of this organization shall be the MID-ATLANTIC SECTION of the INSTITUTE OF TRANSPORTATION ENGINEERS, hereinafter referred to as the SECTION and the INSTITUTE respectively.
- Section 1.2 The geographical area of the SECTION shall include the States of Delaware, New Jersey (south of the northern border of Burlington and Ocean Counties), and Pennsylvania.
- Section 1.3 The objectives of the SECTION shall be the furtherance of the objectives of the INSTITUTE, the fostering of closer association of INSTITUTE members in the area, the encouragement of members to prepare or discuss papers, to confer and suggest as to matters of policy, to study transportation and traffic engineering problems, to cooperate with other groups in areas of common interest, and to encourage transportation and traffic engineering instruction in colleges, universities and technical schools.

ARTICLE II – MEMBERSHIP

- Section 2.1 Membership of the SECTION shall consist of INSTITUTE members as specified in the Charter of the SECTION, hereafter referred to as Members.
- Section 2.2 Persons within the SECTION boundaries who fall into one of the following classifications may be affiliated with the SECTION as SECTION Affiliates:
- (a) Professionals in the transportation and/or traffic engineering profession who lack sufficient experience for INSTITUTE membership or who are in the process of applying for such membership;
 - (b) Persons engaged in sub-professional transportation and/or traffic engineering school;
 - (c) Engineering students registered in a recognized engineering school;
 - (d) Professionals in related fields who by virtue of stature or official position are in a position to contribute to the work of transportation and/or traffic engineers and who are members of another professional society;
 - (e) Persons engaged in commerce or industry who come into frequent contact with transportation and/or traffic engineers and who turns have an interest in the profession and are in a position to work and assist transportation and traffic engineers.
- Section 2.3 All applications for SECTION Affiliate except by engineering students shall include as references the names of not less than three persons to whom the candidate is personally



known, at least two of whom shall be INSTITUTE members. Application for SECTION Affiliate by a student shall be certified by a faculty member at the engineering School attended by the applicant.

- Section 2.4 The SECTION Membership Committee shall process applications for SECTION Affiliate including contacting the references provided, if deemed necessary. The SECTION Membership Committee shall approve or reject applications subject to review by the Executive Board of the SECTION for Final Action. All applications are subject to review by the Executive Boards as provided in Section 2.5.
- Section 2.5 The SECTION Membership Committee will send all new SECTION Affiliate applications, with a report of the committee's actions, to the Executive Board. At its next meeting, the Executive Board may overturn any action taken by the SECTION Membership Committee through affirmative vote by a majority of those present.
- Section 2.6 Members of the SECTION are entitled to all privileges of the SECTION, except that Student Members may not vote or hold elective office. SECTION Affiliates are entitled to all privileges of the SECTION except that they may not vote or hold elective office.

ARTICLE III – RESIGNATION AND EXPULSION

- Section 3.1 Any Member or SECTION Affiliate may resign from the SECTION by written communication to the Executive Board of the SECTION.
- Section 3.2 Any Member or SECTION Affiliate whose SECTION dues are more than one year in arrears shall 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 3.3 Any INSTITUTE member whose INSTITUTE membership has been forfeited shall also forfeit their Member grade membership in the SECTION, and will be eligible to reapply for the grade of Member in the SECTION only if they are reinstated to membership in the INSTITUTE. Any member of the INSTITUTE who is placed on inactive status by the INSTITUTE Board of Direction shall also be placed on inactive status by the SECTION Executive Board.
- Section 3.4 Any SECTION Affiliate who, by reason of any change in his occupation or profession, shall cease to be in contact regularly and frequently with the transportation or traffic engineering profession shall forfeit his affiliation with the SECTION without prejudice.
- Section 3.5 The SECTION Membership Committee shall promote INSTITUTE membership to non-members and to SECTION Affiliates.
- Section 3.6 Any SECTION Affiliate who advertises, uses, or attempts to use his identification with the SECTION in any manner whatsoever with intent to derive personal gain therefrom shall forfeit his affiliation with the SECTION.



Section 3.7 The Executive Board of the SECTION shall consider the expulsion of any SECTION Affiliate (a) upon information coming to its notice, or (b) upon the written request of five or more Members, or (c) 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 follow the procedure set forth in Article II, Section 18 of the INSTITUTE By-Laws. 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 Direction.

ARTICLE IV – FEES, DUES AND ASSESSMENTS

Section 4.1 Entrance fees and annual dues shall be established by the SECTION Executive Board.

Section 4.2 Annual dues may not be increased by more than five dollars in any year without a majority affirmative vote of the Members voting. Voting shall be conducted by secret ballot in accordance with the provision of Article VIII of these By-Laws.

Section 4.3 Special assessments proposed by the Board shall be submitted to the Members for approval. Approval shall be by a majority affirmative vote of the Members voting. Voting shall be conducted by secret ballot in accordance with the provisions of Article VIII of these By-Laws.

Section 4.4 Annual dues shall be payable January 1 of each year. Dues and any required entrance fees of new Members and SECTION affiliates shall be payable on election, with dues pro-rated to the number of quarters remaining in the year.

Section 4.5 Any Member whose SECTION dues are more than six months in arrears shall lose the right to vote and hold office. If dues become one year in arrears, action as provided in Article III 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.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 5.1 Officers of the SECTION shall include: President, First Vice-President, Second Vice-President, Secretary, Treasurer, SECTION Representative to District 2, and a SECTION Advisor, who, together with the immediate past President and the three Area Coordinators shall constitute the Executive Board of the SECTION.

Section 5.2 President, First Vice-President, Second Vice-President, Secretary, Treasurer, and SECTION Representative to District 2, shall be elected annually, to assume office on January 1 for a term of one year. No member in the position of President, First Vice-President, Second Vice-President, and SECTION Representative to District 2 shall occupy the same elective office for more than two consecutive terms. Secretary and Treasurer shall be elected in alternative years, to assume office on January 1 for a single term of two years. The SECTION Advisor is appointed by the Executive Board as a non-voting



member and has no term limit. Area Coordinators shall be appointed by the Executive Board on a yearly basis at a time between the Annual Meeting and the end of the calendar year. There shall be one Area Coordinator each for the Eastern, Central and Western regions. An appointed Area Coordinator may sit on the Board for more than one year but shall be re-appointed every year. Area Coordinators shall be appointed at the sole discretion of the Executive Board and shall have full voting privileges.

Section 5.3 In the event of a vacancy occurring in the office of the President, the unexpired term shall be filled by the First Vice-President. In the event of vacancy occurring in any other elective office, the SECTION Executive Board shall elect a Member to fill the unexpired term.

Section 5.4 The Nominating Committee shall nominate one or more qualified Member for each office. Written consent to office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary not later than sixteen weeks prior to the annual meeting.

Section 5.5 Not later than fourteen weeks prior to the annual meeting, 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 not less than ten Members of the SECTION. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which they are nominated, and must be received by the Secretary not later than ten weeks prior to the annual meeting. If a Member is nominated for more than one office, they shall be considered a candidate for only one office, by the candidate's preference.

Section 5.6 Not later than eight weeks prior to the annual meeting, the Secretary shall send to each eligible voter a final ballot, listing the candidates nominated for each office. 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 cast for each office shall be declared elected. In case of a tie vote, the current Executive Board of the SECTION shall choose between the candidates.

ARTICLE VI – MEETINGS

Section 6.1 Regular meetings of the SECTION will be held as determined by the Executive Board, but not less than one meeting a year shall be held. The SECTION officers may call special meetings when conditions justify. No action affecting the SECTION shall be taken at any special meeting unless written notice concerning the matter has been sent to all Members at least fourteen days prior to such meeting.

Section 6.2 There shall be an Annual Meeting of the SECTION, preferably held in September or October. A report of the financial condition of the SECTION shall be made by the Treasurer at the Annual Meeting. Committee report and reports by the President may be made at any meeting.



Section 6.3 Installation ceremonies of newly elected officers shall be held at the Annual Banquet following the election meeting.

Section 6.4 Local area meetings may be held at any time not in conflict with SECTION meetings.

ARTICLE VII – GOVERNMENT

Section 7.1 The President shall preside at meetings of the SECTION and of the Executive Board of the SECTION; when the President is unable to do so, the First Vice-President shall preside at meetings and discharge the duties of the President.

Section 7.2 At meetings of the Executive Board a quorum of at least five (5) members of the Executive Board must be present for the Executive Board to legally function. The Executive Board shall conduct the affairs of the SECTION between regularly scheduled SECTION meetings, perform activities in these By-laws and act upon motions and/or resolutions passed by the Members of the SECTION. The Executive Board may take actions via fax and/or email, provided that the number of votes cast at least equals the quorum.

Section 7.3 The President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 7.4 The President shall appoint a Nominating Committee, composed by at least three Members, no later than six months prior to the annual meeting.

Section 7.5 The President shall appoint committees with the approval of the SECTION Executive Board including but not limited to: Membership, Program, Public Relations, Audit, Newsletter, Technical Activities and Student Chapters.

ARTICLE VIII – VOTING AND VOTING ELIGIBILITY

Section 8.1 Voting for officers, for amendments to these By-laws, for petitions to amend the Charter, and other matters which affect the relationship of the SECTION to the INSTITUTE shall be by secret ballot.

Section 8.2 When a secret ballot is required, ballots shall be sent to voters, either through regular mail or through electronic means. Ballots shall be returned to the Secretary. Balloting methods shall ensure that the eligibility of the voter can be checked, while also ensuring the confidentiality of the voter to the extent possible. Those qualified to vote shall indicate their selections on the ballot. Before the ballots are canvassed, the eligibility of the voter shall be confirmed by the Secretary. Votes on ballots by eligible voters shall be retained; votes on ballots by ineligible voters shall be discarded.

Section 8.3 The President shall appoint a Tellers Committee to count the eligible votes for each candidate or other ballot issue. The Tellers Committee shall consist of three SECTION Members considered to be unbiased toward any particular candidate. The Secretary will



record the total ballots by eligible voters given to the Tellers Committee. Ballots given to the Tellers Committee will not include voter identification information to ensure confidentiality.

ARTICLE IX – AMENDMENTS

- Section 9.1 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 ten voting Members.
- Section 9.2 Proposed amendments to these By-laws shall be submitted by letter to the Members qualified to vote and shall be on the order of business of the next regular SECTION meeting occurring not less than thirty days subsequently. Such amendments may be amended by majority vote of the Members voting at the meeting in any manner pertinent to the original amendment. The amendments, as originally proposed or as amended at this meeting, shall be submitted to the voting Members as prescribed in Article VIII 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 9.3 An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendments to the By-laws.
- Section 9.4 Amendments to the By-laws so adopted shall take effect when approved by the District Board and the approved By-laws and/or revisions have been filed with the INSTITUTE.

By-Laws:
Approved June 1956
Amended October 1965
Rewritten August 1977
Amended 1984
Revised 2002
Amended 2005
Amended 2006