

# BY-LAWS OF THE WASHINGTON, D.C. SECTION OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

## ARTICLE I - MEMBERSHIP

**Section 1.1** - Membership of the Section shall consist of those Institute members specified in the Charter of the Section.

**Section 1.2** - Persons in the area who fall into one of the following classifications may be affiliated with the Section as Section Affiliates. Such Section Affiliates may not vote nor hold office in the Section.

- (a) Persons in the transportation and traffic engineering profession who lack sufficient experience for Institute membership or who are in the process of applying for such membership;
- (b) Students registered in a recognized engineering school;
- (c) Professionals in related fields who by virtue of stature or official position are in a position to contribute to the work of transportation and traffic engineers and who are members of another professional society;
- (d) Persons engaged in commerce or industry who come into frequent contact with transportation and traffic engineers and who thus have an interest in the profession and are in a position to work with and assist transportation and traffic engineers;
- (e) Persons engaged in Sub-professional Transportation and Traffic Engineering work.

**Section 1.3** - Each application for Section Affiliate, except by a student, shall include as reference the names of not less than three persons, representing more than one organization, to whom the candidate is personally known. An application for Section Affiliate by a student shall be certified by a faculty member at the engineering school attended by the applicant.

**Section 1.4** - The Section Membership Committee shall process the applications for any type of Section Affiliate, including securing confidential reports from the applicant's references if required. The Section Membership Committee shall forward the application, the applicant's experience record and any confidential reports of the references, together with its own recommendation to the Executive Board of the Section for final action.

**Section 1.5** - Election of Section Affiliates shall be by vote of the Executive Board of the Section. An affirmative vote by a majority shall be required for election.

**Section 1.6** - Any Section member designated as an Honorary member of the Institute of Transportation Engineers shall automatically become a Section Honorary member. In addition, the Section Executive Board may designate up to five additional members as Section Honorary members, based on long standing service to the Section, profession, and community. Section membership fees shall be waived for all Section Honorary members.

## 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 Section dues have been paid, the Board shall accept his resignation.

**Section 2.2** - Any Institute member or any Section Affiliate whose dues are in arrears shall be suspended from the Section membership list according to the policy of ITE Headquarters regarding International dues. If dues remain in arrears, that person shall be dropped from the Section membership list according to the policy of ITE Headquarters regarding International dues. The 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 membership in the Section, and will be eligible to reapply for membership in the Section only if he is 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 2.4** - Any Section Affiliate who, by reason of any change in his occupation or profession, shall cease to be in contact regularly and frequently with transportation and traffic engineers of the transportation and traffic engineering profession, shall forfeit his affiliation with the Section without prejudice.

**Section 2.5** - 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 2.6** - 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 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 III, Section 4 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 for handling as provided in Article III, Section 4 of the Institute By-Laws.

## ARTICLE III - FEES, DUES AND ASSESSMENTS

**Section 3.1** - Entrance fees and annual dues shall be set by the Board of Directors based on the expected cost of services and number of Section members and Affiliates.

**Section 3.2** - Annual dues shall be payable at the beginning of the fiscal year, which shall be January 1st of each year. Dues of new members and Section Affiliates shall be payable on election, with dues pro-rated to the number of quarters remaining in the fiscal year.

**Section 3.3** - Any member whose Section dues are in arrears, shall lose the right to vote according to the policy of ITE Headquarters regarding international voting rights. If dues remain in arrears, action as provided in Article II shall be taken

by the Section Executive Board; however, the Board may, for a cause deemed sufficient, extend the time for payment and for the application of this penalty.

#### **ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

**Section 4.1** - Officers of the Section shall include: a President, A Vice-President, a Secretary-Treasurer, two Directors, and the Section Representative to District 2, who shall be the Immediate Past President. These shall constitute the Executive Board of the Section. Officers shall be elected at the Annual Meeting and assume office on January 1 following their election for a term of one year. One Director shall be from the Washington area, the other from the Baltimore area. Officers and Directors elected under the previous charter shall continue in office until the expiration of their normal terms of office.

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

**Section 4.4** - The Nominating Committee shall nominate one or more qualified candidates for each office. Written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary-Treasurer not later than September 15th.

**Section 4.5** - Not later than October 1st of each year, the Secretary-Treasurer 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 by petition, signed by not less than 25 members. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which he is nominated, and must be received by the Secretary-Treasurer not later than October 20th. If a member is nominated for more than one office, he shall be considered a candidate only for the one office which he prefers.

**Section 4.6** - Not later than November 1st, the Secretary-Treasurer shall send to each eligible voter a final ballot listing the candidates nominated for Officers and Directors. Final ballots returned by eligible voters to the Secretary-Treasurer before the election of Officers and Directors 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 case of a tie vote, the new Executive Board of the Section, at their first meeting shall choose between the candidates.

#### **ARTICLE V - MEETINGS**

**Section 5.1** - Regular meetings of the Section shall be held as determined by the Executive Board, but not less than one meeting a year shall be held. The Section officers 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 between November 15th and December 15th. A report of the financial condition of the Section shall be made by the Secretary-Treasurer at the Annual Meeting. Committee reports and re-

ports by the President may be made at any 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 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 member, no later than July 1st.

**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 Technical Activities.

#### **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, or the District shall be by secret ballot.

**Section 7.2** - When such a secret ballot is required, ballots shall be sent to voters, accompanied by an envelope addressed to the Secretary-Treasurer. Those qualified to vote shall indicate their selections on the ballot and insert it in the one addressed to the Secretary-Treasurer. The voter shall affix his signature across the back of the addressed envelope. Before the ballots are canvassed, the names on the outside of the envelopes shall be checked against a list of eligible voters.

#### **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 25 voting members.

**Section 8.2** - Proposed amendments to these By-Laws shall be submitted by letter to the membership qualified to vote, and shall be on the order of business of the next regular meeting occurring not less than thirty days subsequently. Such amendments may be amended by majority vote of the meeting in any manner 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 to the adoption of any amendments to the By-Laws, and further, the total number voters shall not be less than a majority of the membership eligible to vote.

**Section 8.4** - Amendments to the By-Laws so adopted shall take effect when approved by the District Board and filed with the Institute as provided in the Charter.