



ITE MID-COLONIAL DISTRICT

PROCEDURES MANUAL

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I. INTRODUCTION

The purpose of this manual is to provide a simple handbook to be used by the members, District Board and District committees to ensure consistent operations through changes in leadership. The Charter and Bylaws are the top-level governing documents for the District. The Charter is provided by ITE. The Bylaws follow the model bylaws provided by ITE and are approved by the International Board of Direction (IBOD). This manual is approved by the District Board to provide additional guidance as specified in the Bylaws or as needed for consistency. Bylaws references are to the 2020 bylaws and are subject to change.

II. GENERAL POLICIES AND TRADITIONS

This section of the manual records those traditions and policies that have become part of the District's operating procedures.

A. Elections

1. Traditionally, the Vice President is nominated for the Presidency, the Secretary-Treasurer is nominated for the Vice Presidency and one or both Section Representatives are nominated for Secretary-Treasurer. The nominations for President and Vice President are usually uncontested.
 - a) The candidate for election of Secretary-Treasurer shall be rotated between Sections in the following order (year of service indicated): At-Large (2022), MASITE (2023), WDCSITE (2024), continuing in a three-year cycle.
2. The candidates for election of the International Director shall be alternated between the Sections for their three-year terms: WDCSITE (2022-2024), MASITE (2025-2027), etc.

B. Meetings

The Board has in-person meetings at the District Leadership Conference in January of each year and at the Annual Conference. Conference calls are held throughout the year, generally on a monthly basis.

C. Annual Conference / Meeting

The Annual Conference (referred to as the Annual Meeting in the bylaws) will be held in a location that is generally alternated every year between the two Sections.

D. Budget

1. The goal of the District is to maintain an end-of-year balance of between 75% and 100% of the annual budget.
2. The District will budget annually to provide financial support for District participation in LeadershipITE. To be eligible for District support, the candidate must notify the District President of their intention to submit an application by August 15 (based on an application due date of September 15). The amount allocated to any LeadershipITE participant is at the discretion of the Board. Any participant receiving District financial support is expected to participate in the planning of the Annual Conference following their completion of the program and to make a presentation at that Conference.
3. The District will budget annually to provide financial support for District student participation in a Student Leadership Summit.

III. DUTIES AND TRADITIONS OF THE DISTRICT BOARD MEMBERS

A. PRESIDENT

1. Preside at meetings of the District and District Board.
2. Prepare agenda for the Board Meetings
3. Make arrangements for a District Leadership Conference in January of the year as president.
4. Appoint the following positions as soon as possible, with the concurrence of the District Board:
 - Student Chapter Coordinator
 - Awards Committee Chair
 - District's member of ITE's Nominating Committee (bylaws Section 6.5)
5. Appoint the Annual Conference Chair for the following year, with the approval of the District Board.
6. Appoint a Nominating Committee in accordance with the bylaws.
7. Establish new committees as appropriate in conjunction with the Board.
8. Coordinate with the Secretary-Treasurer on a periodic basis to ensure that the various duties of Secretary-Treasurer, such as minutes, election ballots, etc., are done on time and the agenda and meeting notice of upcoming Board meetings are distributed (by either the President or Secretary-Treasurer).
9. Be an ex-officio member of all committees, except the Nominating Committee. Provide guidance to the Annual Conference Chair as appropriate.
10. Coordinate with the Annual Conference Chair regarding the timing of the Annual District Business Meeting. The Business Meeting is usually held as part of the Luncheon agenda.
11. Be a liaison between ITE and the District, responding as appropriate to correspondence from ITE and notifying the Board members of significant issues between Board meetings.
12. Make a welcoming statement at the Annual Conference and emcee the Luncheon.
13. Distribute list of unpaid members to Board members. Assign list to contact delinquent members.
14. Prepare agenda for the Annual Business Meeting:
 - Introduction
 - Treasurer's Report
 - Summary of Board activities
 - International Director's Report
 - Date and location of next meeting
 - Other business and pertinent information

B. VICE PRESIDENT

1. Preside at meetings of the District and District Board when the President is unable to do so.
2. In the event of a vacancy occurring in the office of President, fill the unexpired term of the President.
3. Chair the Venue Selection Committee for the Annual Conference.
4. Serve as the District Awards Coordinator. Secure plaque for outgoing President and other award recipients.
5. Select venue and make arrangements for a District Leadership Conference in January of the year as president.

C. SECRETARY - TREASURER

1. Take minutes of Board and District meetings.
 - Distribute draft minutes to the Board for review and comment prior to approval at the next meeting.
 - Provide a clean copy of the approved minutes to the District Administrator for the archives.
2. Coordinate with the President on notice of meetings and proposed agenda.
3. Send notification to membership regarding upcoming elections and encourage them to consider making nominations, along with contact info.
4. Receive nominations from Nominating Chair and distribute email notice to the voting members, using the most currently available membership information. Make arrangements for online balloting and send notices to the voting members. At a minimum, notices should be sent when online balloting is available and at least one reminder towards the end of the balloting period. Provide access to the online balloting system to the District Administrator for review.
5. Transmit results of election to ITE Headquarters.
6. Present a Treasurer's report at meetings / conference calls (as requested) and the District Business Meeting. Prepare a Financial report at the end of the year before providing files to the new Secretary-Treasurer. Coordinate with the District Administrator for consistency with IRS 990EZ filing requirements. Prepare a preliminary budget for presentation at the Leadership Conference
7. Pay bills, cash checks and handle correspondence.
8. Coordinate paying invoices for Annual Conference (advance and at the meeting) with the Annual Conference Chair.
9. Coordinate file transfer to incoming Secretary-Treasurer, hard copy or via Dropbox as appropriate, at the Leadership Conference. Coordinate signature requirements with the bank to ensure the new Secretary - Treasurer is added to the bank account at the Leadership Conference, if possible, or as soon thereafter as possible.
10. Coordinate with the District Administrator on files that should be maintained as a permanent record.
11. Provide required financial information to the District Administrator for filing the appropriate IRS 990.

D. IMMEDIATE PAST PRESIDENT

1. Provide guidance to the President as needed.

E. SECTION REPRESENTATIVES

1. Bylaws Section 4.4 requires a minimum of one and not more than two Section Representatives per Section, for a term of either one or two years. The District Board has determined that we would continue our long-standing practice of having one representative per Section for a term of one year.
2. Maintain active liaison with the District Board, Section Board and membership within the Section. Report Section Board activities, issues and concerns to the District Board.
3. Serve as members of the Awards Committee.

F. INTERNATIONAL DIRECTOR

1. The following general duties and responsibilities are from the Procedures Manual (Nov 2017) of the International Board of Direction:
 - a. Attend meetings of the ITE and the International Board of Direction.

- b. When appointed or designated by the President, serve on International Board Committees and execute work assignments.
- c. Contribute, participate, and support fully in the decisions and work of the International Board.
- d. Maintain active liaison with the District Board, Section Boards and membership within the Director's District through meeting attendance, reports, and District and Section newsletters and correspondence. Liaison should involve reporting International Board actions, and bringing to the International Board opinions of the District's membership.
- e. Thirty days prior to each Board Meeting, submit a written report to the International Headquarters.

2. Meetings

- a. The International Board generally meets four times per year: 1) in conjunction with the Transportation Research Board Annual Meeting in January at ITE Headquarters, 2) in the spring; 3) immediately preceding the ITE Annual Meeting in July or August, and 4) in October or early November at ITE Headquarters. Each Director submits a written report of his/her activities since the last meeting. There is also an orientation meeting for new directors held prior to the fall meeting.
- b. MASITE and WDCSITE hold business and technical meetings. The Director may provide informal reports.

3. Miscellaneous

- a. A report covering each meeting of the International Board should be submitted to the District Board and at other times as deemed necessary.
- b. Director's travel expenses are reimbursable by the Mid-Colonial District. Requests for reimbursement shall be submitted to the Treasurer as they occur, or by the end of the fiscal year, at the latest.

G. DUTIES OF THE DISTRICT ADMINISTRATOR

1. The District Administrator is appointed by the District Board in accordance with Section 6.7 of the bylaws. To ensure continuity in the District operations, the term of the appointment is indeterminate, with an intention of a five-year minimum.
2. The District Administrator shall be an ITE member in good standing AND shall have actively participated in the District for more than 5 years. Preference will be given to District Administrator candidates who have served as President of the District Board. Additional considerations may include candidates who have served on the ITE International Board.
3. Responsibilities:
 - a. Provide continuity to the board as they retain the history of prior boards
 - b. Attend board meetings
 - c. Maintain the District's email account and DropBox. The DropBox is used to archive such items as the charter and bylaws, minutes, annual meeting information, financial records, etc.
 - d. Maintain the District Procedures Manual
 - e. Work with the webmaster to maintain website data such as past District Board roster, past award recipients, historical information
 - f. Review the online balloting process and results.
 - g. Assist with the annual transition of officers (and committee members) in assuming those duties
 - h. Provide information on previous annual meetings to future Annual Conference Committees
 - i. Review changes to District and Section bylaws and charters to ensure general compliance with guidelines. Send Section bylaws and charters to ITE HQ when approved.

- j. Coordinate attendance of ITE guests at the Annual Conference
 - k. Prepare the annual corporation filing with the State of Delaware through a registered agent
 - l. Prepare and file the appropriate annual IRS 990 form
 - m. Perform other duties as assigned by the Board
4. The District shall provide to the District Administrator a \$500 annual stipend to be paid at the District's Annual Conference. In addition, the District Administrator shall receive free registration for the District Annual Conference, plus travel expenses to the Leadership Conference and the Annual Conference.

IV. DUTIES AND TRADITIONS OF THE COMMITTEE CHAIRS

A. STUDENT CHAPTER COORDINATOR

1. Be a liaison between the Student Chapters and the District. This may be best accomplished through a section's Student Chapter Liaison or Coordinator, if there is one. Communicate District and Section student chapter budget as well as the method to request their funding.
2. Coordinate the Student Paper and Student Chapter Competition for the District. After ITE Headquarters announces the International competition, the Coordinator shall encourage the Sections and/or the Universities to solicit entries. The entries shall be distributed to the Awards Committee one month prior to the International Award submission deadline. Serve on the Awards Committee to judge Student Papers and Student Chapter Momentum Awards.
3. Coordinate the Traffic Bowl with the District Representative on the International Traffic Bowl Committee, by assisting with review of Student Chapter academic calendars for event date planning, assisting with event and rules communication to the Student Chapters and Section Student Chapter Liaisons, and assisting with the planning of the event with the Annual Conference Committee.

B. DISTRICT AWARDS COORDINATOR AND AWARDS COMMITTEE

1. The District Awards Coordinator shall serve as the point of contact for all District and ITE International Awards submissions. The Coordinator shall coordinate with the District Board to establish deadlines for Chapter and Section awards submissions, with consideration for the ITE International Awards deadlines, as applicable. The Coordinator shall work with the Board and/or Awards Committee to facilitate the review and selection of Chapter and Section awards at the District level, and to submit the District award selections for ITE International Awards, as applicable.
2. Based on the submissions, the District Board shall judge and select Chapter and Section awards at the District level, or the District Board shall select an Awards Committee to perform these duties. The Awards Committee shall have representation from both Sections. The Student Chapter Coordinator traditionally serves on the Awards Committee.
3. ITE sponsors several District, Section, Chapter, and Student Awards. The District Board and/or the Awards Committee will judge and select submissions at the District level. The recipients of these awards at the District level are submitted to be considered for ITE International Awards. The District level award recipients are announced at the District Annual Conference, and plaques or cash awards are typically presented. .
4. ITE Sponsors a Young Member of the Year Award. Each District shall select a Rising Star, to be considered for ITE Young Member of the Year. Each Section will submit one candidate each year for consideration as the District Rising Star. The Section candidates must make a submission to the District Awards Coordinator one month prior to the ITE submission deadline. The content of the Section candidates' submission must be in accordance with the ITE criteria published each year.

5. ITE has established the LeadershipITE program. The District Coordinator shall assist the District Board in encouraging candidates from both Sections each year for application to LeadershipITE. In order to be considered for District financial support, candidates must approach the Board prior to applying. The District Coordinator shall be the point of contact for candidates to seek financial support. Candidates that receive financial support are expected to be involved in Section and/or District activities.
6. The Coordinator shall notify the award recipients and advise the Board. The Vice President will obtain a plaque (if one is to be presented) and the Secretary-Treasurer will prepare any cash awards to be presented at the Annual Conference.

C. NOMINATING COMMITTEE

The selection of the Nominating Committee and other aspects of the election process are covered under Article V of the bylaws.

D. DISTRICT LEADERSHIP CONFERENCE

The District Leadership Conference is planned by the Vice President to be held in January of his year as President. The District Board and both MASITE and WDCSITE Boards are invited to participate in the full conference, as well as District and Section Administrators and Committee Chairs.

The general format is an informal dinner on a Thursday night, with the District Board meeting Friday morning, lunch, and Section Board meetings in the afternoon.

The District pays the costs of the meeting rooms and associated food and beverage. The District will pay for the travel and hotel rooms for the District Board, District Administrator, and Annual Meeting Chair, while the Sections are responsible for determining the extent to which they provide financial support for travel and hotel rooms for their attendees.

E. ANNUAL CONFERENCE

1. ITE has created specific time periods for each district to host their annual meeting. The Mid-Colonial annual conference window is April 11-30; we need to coordinate with ITE Headquarters and the affected District if we want to move outside that window.
2. The District Board should select the general location of the Annual Conference three years in advance so as to allow more options for venue selection, given our limited window of dates.
 - a. The President appoints the Annual Conference Chair, generally upon the recommendation of the President of the hosting section, with Board input.
 - b. The Venue Selection Committee is charged with selecting the venue for the conference. The Vice President shall be the chair of the Venue Selection Committee and the District Administrator shall be an ex officio member of the committee. Other members of the committee should ideally include the selected Chair for that conference, the Chair or Local Venue Contact of the current year's conference, and someone local to the conference as the Local Venue Contact.
 - c. The Vice President coordinates with ITE's Meeting Planner on preparing an RFP for the venue and throughout contract negotiations.
 - d. Attempt to coordinate the meeting date to encourage Student Chapter member attendance.
 - e. General Timeline:
 - i. General Location selected at January Leadership Conference
 - ii. President appoints the Chair by March 31
 - iii. The Venue Selection Committee issues an RFP for venues in May, with a goal of having recommendations for the Board by August 31.

- iv. The Board approves a venue by September 30.
 - v. Additional planning of the conference itself does not begin until the conclusion of the prior year's conference.
3. The Chair generally serves as a co-chair of the Technical Program Committee for the two years prior to their conference.
4. The Chair should not have direct responsibility for any specific activity; their role is to coordinate the activities of the other members of the committee.
5. The Chair should use the *Annual Conference Committee Roles* and the *Planning Schedule*, as updated from the previous meeting and as necessary for the current conference. Following the meeting, the Chair should work with the District Administrator and the incoming Chair in updating the documents for the following year.
6. The District Dropbox contains a *Mid-Colonial Annual Conf* folder, which contains materials from the most recent and current conferences. All members of the committee should be provided edit access to the folder. There is also an Annual Conference folder in the District's Archive Dropbox folder which contains files from previous years (including the most recent).
 - a. View-only link to the Archive Dropbox: https://rebrand.ly/MCD_Archives
 - b. At the end of the conference, all committee members should review the contents of the folders for their roles and make sure that the final version of documents, in editable form (not just pdf) are available for the following conference. The District Administrator will manage moving files to the Archives.
7. The committee should include representation from both sections. There should be two co-chairs (or chair / vice chair) of the Technical Program Committee - one from each section.
8. It is preferable that each committee includes more than one person (i.e., not a committee of one). This helps provide coverage should the chair become unavailable to perform the duties in a timely manner and helps develop new members of the committee.
9. Conference call meetings should be held on a regular basis to enhance coordination among committees and to help keep the milestone schedule.
10. Each presentation at the meeting is entitled to one speaker's registration. Where there are multiple presenters, the presenting team will determine who gets the speaker's registration.
 - a. If the budget permits, the speaker's registration may be free; otherwise it should be at a reduced fee.
 - b. The speaker's registration includes all technical sessions and scheduled conference meals; it does not include the Welcome Reception, Technical Workshop or off-site events (e.g., Traffic Bowl or tours).
11. Per ITE guidelines, non-member registration should be approximately 50% higher than the member rate.
12. Reduced registration fees may be charged for employees of government agencies and students.
13. The District generally does not pay a fee, travel, room or board for speakers; however, exceptions can be made.
14. One or two ITE representatives (e.g., Vice-President-Elect, President, and/or Executive Director) will be provided time to speak at the First Day Luncheon. The District will provide up to three speaker's registrations for the Annual Conference and reimburse up to a total of three hotel nights.

15. As part of our contract with the venue, we generally received complimentary rooms from the hotel based on the number of booked room-nights. At the January Leadership Conference, the Board decides how to allocate these comp rooms. Examples are: to the conference budget to pay for the ITE VIP comps, the Conference Chair, the District President, or a Board or Committee member who could use some support.
16. The District's Rising Star and other award recipients shall be recognized at a general session.
17. After the event, the Annual Conference Chair shall submit a brief report to the Board. The report shall summarize the income, expenses, number of registrants (by type), highlights of the meeting, suggestions for changes in future meetings.
18. The Agenda and Speakers for the four main events are generally:

First Day Welcome Reception

Welcome Reception: Designated MC

Second Day Keynote

Welcome: Conference Chair

Keynote Intro: Conference Chair

Keynote Speaker: Speaker

Wrap-up: Conference Chair: Announcements for the day.

Second Day Lunch

12:00: Buffet Lunch (informal start as people arrive)

12:45: District Chair:

- Welcome
- Thank conference chair and committee
- Hold a brief District Annual Business Meeting:
 - Brief budget status
 - Recognize the District's Rising Star
 - Upcoming election info
 - Any other key updates
- Announce any information regarding next year's Conference.
- Introduce ITE HQ Speaker

1:00: ITE HQ Speaker

1:30: District Chair: Wrap-up and any announcements for the remainder of the conference.

Third Day Morning Keynote (Optional):

Welcome: Conference Chair (or designee, such as Keynote Chair)

Keynote Intro: Conference Chair or designee

Keynote Speaker: Speaker

Wrap-up: Conference Chair: Announcements for the day

Third Day Keynote / Lunch:

12:00 Buffet Lunch

12:30 Welcome and Keynote Introduction: Conference Chair (or designee, such as Keynote Chair)

1:15 Wrap-up: Conference Chair: Thank everyone for attending.

V. FINANCIAL AND SECURITY PROCEDURES AND POLICIES

A. Account Login Information

Account login information for email, Dropbox, website, social media should be carefully guarded to reduce potential for unauthorized access. On the other hand, it is important that more than one person has the login information:

1. Social Media: District Administrator and current President
2. Website: Webmaster and Secretary/Treasurer
3. Email and Dropbox: District Administrator and current President
4. Bank Accounts: Secretary-Treasurer, Vice President, and President
5. DE Registered Agent and DE Annual Report Filings: District Administrator and Current President
6. Hartford Insurance (GL / BOP): District Administrator and current President

Passwords should be changed as positions are transferred at the beginning of the year.

B. Expenses and Reimbursement Policy

1. It is preferred that the expenses of the District be paid by check from the Secretary-Treasurer or by a District debit card. It is recognized that this is not always possible. Expenses paid by a member should be submitted to the Secretary-Treasurer within 60 days of the expense being incurred, and no later than December 15. No reimbursements will be made after the close of the fiscal year on December 31.
2. Requests for payment of expenses and reimbursement must be made in writing with receipts attached, using the form at <https://www.dropbox.com/s/zy8amuq45m1khic/MCDITE%20Check%20Request%20Form.xlsx?dl=0>.
3. The District pays travel expenses for certain individuals in service to the District, as provided in the budget. Allowable expenses include:
 - a. Travel: Auto mileage and tolls, train, transit, and economy class air fare. For longer distance trips, the reimbursement will be the lesser amount of auto mileage and tolls or the economy air fare.
 - b. Hotel: Reimbursement is limited to the nights required for attendance at the meeting at the room block rate and must be at the conference / meeting hotel, unless unforeseen circumstances prevent having a room there.
 - c. Meals: Meals while in transit to/from the location and during the required days of attendance.

C. Bank Account

1. Signers on the checking account will be: Secretary-Treasurer, Vice President, and President.
2. The incoming Secretary-Treasurer will be provided with a debit card associated with the checking account and will keep that card through the expiration of their term as President.

D. General comments to reduce exposure to fraud

There have been increasing numbers of multiple fraudulent requests via email for money, contact information etc. Be very cautious, as the scammers are getting more and more sophisticated; it is important to review requests carefully, check return email addresses, etc. Those with access (not just the treasurer) should check the checking account for suspicious activity regularly. When in doubt pick up the phone and verify, verify, verify.

E. Annual Payments Summary

To assist the transition from one treasurer to the next, the Annual Payments Summary lists routine annual payments, the expected time frame, and other information.

Annual Payments Summary				
Item	Category	Payment Time Frame	Responsible Person	Notes
Int'l Director January Board Mtg Travel	Intnl Director's Expenses	January - February	Int'l Director	
Leadership Conference Expenses	District Leadership Conference	January - February	President	Hotel rooms for District Board, Administrator, Annual Mtg Chair should be included on master account, to minimize reimbursements
Registered Agent Services	General Administration	February - March	Administrator	Administrator pays online
Int'l Director Spring Board Mtg Travel	Intnl Director's Expenses	March-April	Int'l Director	
General Liability Insurance	Insurance	March-April	Administrator	Administrator pays online
District Awards	Awards	April		
Administrator District Annual Conference Expenses	Administrator	April - May	Administrator	
Management Liability Insurance Premiums	Insurance	March-April	Administrator	Treasurer sends check
IRS Tax Return Shipping	General Administration	April - May	Administrator	Administrator pays online
DropBox Fees	General Administration	May	Administrator	Auto Payment
Int'l Director Summer Board Mtg Travel	Intnl Director's Expenses	Aug - Sept	Int'l Director	
President ITE Annual Meeting Travel	Dist Attnd Int Mtg (President)	Aug - Sept	President	
Traffic Bowl Winner ITE Annual Meeting Travel	International Traffic Bowl	Aug - Sept		
Rising Star ITE Annual Meeting Expenses	Dist Attnd Int Mtg (Rising Star)	Aug - Sept		
Int'l Director Fall Board Mtg Travel	Intnl Director's Expenses	Nov	Int'l Director	
Leadership ITE Tuition Support	ITE Leadership Fund	Nov		
Election Fees	Elections	Nov	Secretary	
Web Hosting Fee	General Administration	Nov	Webmaster	

VI. RESOURCES

A. Resources on the District Website

Leadership

- District Leadership
- Links to Sections and Section Boards

District Governing Documents

- Mid-Colonial District Charter and Bylaws
- District Procedures Manual
- ITE Leadership Tools: access to many ITE resources including Constitution, Policies, Canon of Ethics, Section and District resources, Membership, Continuing Education, and Reference Documents.

Historic Documents

- Past District Boards
- Annual Meeting Locations

B. Resources on District Dropbox

ITE Mid-Colonial Online Library (https://rebrand.ly/MCD_Online_Library)

Contains Presentations from Recent Annual Conferences

Mid-Colonial Annual Conf

This folder contains active files for the current and most recent District Annual Meeting. Access is by invitation for those on the current planning committee.

Mid-Colonial Archives (https://rebrand.ly/MCD_Archives)

- Past Annual Meeting Planning Documents
- DE Incorporation Documents and Annual Reports
- District and Section Governance
 - Charters and Bylaws
 - Historic Information: International Director, Board, Annual Conference Locations, Awards
- Insurance Documents
- IRS Document
 - Tax EIN
 - Tax Exemption
 - 990 Filings
- Logos
 - ITE Logos and Specs
 - Mid-Colonial Logos
- Meeting Minutes
- Student Chapters
- Treasurer's Reports