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# BY-LAWS

## TAMPA BAY SECTION OF THE AMERICAN SOCIETY OF HIGHWAY ENGINEERS

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Date Amended	Date Approved	Article/Section Amended
July 8, 2015		Entire Document
September 18, 2015		Article IV, Section 3

**ARTICLE I**  
**Organization**

- Section 1: The name of this Section of the American Society of Highway Engineers (ASHE) is the Tampa Bay Section, hereinafter referred to as “Section”.
- Section 2: All references to “the Section Board” in these By-Laws shall mean the Section’s Board of Directors of the ASHE Tampa Bay Section. All references to “the National Board” shall mean the National Board of Directors of ASHE. All references to “the Region Board” shall mean the Board of Directors of the ASHE Region to which the Section has been assigned by the National Board.
- Section 3: The Tampa Bay Section is considered a member of the Southeast Region of ASHE, as established by the National Board of Directors.
- Section 4: The physical boundaries of the Section are currently Hillsborough and Pinellas counties, but could be modified by the Section’s Board of Directors at any time.
- Section 5: The headquarters (i.e., meeting locations) of this Section shall be established in a geographical location to serve the best interests of the Section. Such location may be established at the discretion of the Section’s Board of Directors.
- Section 6: The object of this Section shall be to cooperate with other Sections within the Southeast Region and with other engineering societies and civic associations within the Tampa Bay area in matters of mutual interest, to study highway engineering, construction and related issues to bring about a closer acquaintance and a spirit of cooperation between individuals in the field of planning, design, construction and maintenance of highways and related utilities, and to advocate the registration and certification of the members in their respective disciplines.

**ARTICLE II**  
**Membership**

- Section 1: The active membership shall consist of Member, Life, Student, and Honorary members who have practiced, or are now practicing, in the highway industry or its allied fields. Election to membership will be entrusted to the Section’s Board of Directors.
- Section 2: Any person desiring to become a member shall provide a completed application form to the Section Secretary. Such application shall be in such form and contain such data, as

prescribed by the National Board of Directors. The Secretary shall present the application to the Section's Board of Directors for approval. If approved, the Secretary shall forward the application, along with the current initiation fee, to the National Secretary. The National Secretary shall notify the Section Secretary after the applicant has been included in the National membership roster, after which the Section Secretary shall notify the applicant of his/her election to membership.

Election to the grade of Life or Honorary Member shall be as described in Article II of the National Constitution and Article II of the National By-Laws. Life Members shall have been a dues paying member of the Section for 25 years, and shall have been active in ASHE activities. The Section membership roster should be reviewed each year to determine potential Life Members for the following fiscal year. Honorary Members shall be proposed to the National Board by petition of not fewer than 10% of the entire ASHE membership. The National Board shall elect Honorary Members.

Section 3: All applications for membership shall be subject to an initiation fee in accordance with Article VII, Section 1 of these By-Laws.

Section 4: Any member of ASHE may resign his/her membership by a written communication to their Section Secretary.

Section 5: The Section Board may suspend or expel a member for any violation of the National Constitution, the National or Region By-Laws, the Section By-Laws, or policies established by the National Board. The affirmative votes of not less than 80% of the entire Section's Board of Directors shall be required to expel a member. A member whose suspension or expulsion is being considered shall be notified by the Section Secretary by registered mail, and shall be advised of the charges against them at least (30) days prior to the proposed date of suspension or expulsion. If the member so desires, he/she may submit a defense, either in person or in writing, which shall be considered by the Section's Board of Directors as part of the expulsion procedure. Any member against whom such action is taken, may upon written application, appeal to the National Board. Such written application must be presented within (30) days of notice of expulsion or it will not be considered. The action taken by the National Board shall be binding and final. All membership rights in the organization shall cease on the termination of his/her membership for any reason.

Section 6: Membership in this organization is neither transferable nor assignable to another member or non-member.

Section 7: A member whose dues become three (3) months delinquent shall forfeit membership in the Section. The Section's Board of Directors shall review the accuracy of the list of delinquent members and take formal action to remove those listed from membership.

### **ARTICLE III** **Management**

Section 1: The Section shall be governed by the Section's Board of Directors. All members of the Section Board shall be members of ASHE in good standing, and desirably represent all elements of the highway industry. Any Section Board member whose Section dues are in arrears on September 1st shall be notified and given 30 days to bring their membership into good standing. Any Section Board member whose Section dues are in arrears on October 1<sup>st</sup> shall forfeit their membership on the Section's Board of Directors.

Section 2: The Section's Board of Directors shall be comprised, as a minimum, of a President, Vice President, Secretary, Treasurer, Immediate Past President, 1 year Director, 2 year Director, 3 year Director and a Section Region Director for a total of nine (9) members. These members have the right to vote on matters being discussed during the Section Board meeting. An individual may occupy more than one position, but is entitled to only one vote. The Section Board may establish additional Section Board Members such as a Second Vice President or additional Directors to meet the demands of the Section.

Section 3: The Executive Committee of the Section shall consist of the Section's Board of Directors and the Chairperson for each committee. Each Chairperson may attend the Section's Board of Directors meeting; however, the Chairperson shall not have any voting rights during the meeting. The Section President shall be the Chair of the Section's Board of Directors and the Vice President shall be the Vice-Chair. The Executive Committee will assess and implement the annual operating strategy of the Section Board, and conduct administrative ASHE affairs at times when the Section Board is not in session.

Section 4: The mailing address of the Section will be designated by the Section Secretary, and will be provided by correspondence to all Section Board members, the National Secretary, the National Treasurer, and the Region Secretary within 30 days of the Section Secretary taking office.

Section 5: The Section's Board of Directors may, at its discretion, appoint active ASHE members to supplement Section Committees and

assist with Section functions. All active members in good standing of the Section shall be eligible for appointment. Such additional committee members are not considered members of the Section Board and shall not be entitled to vote on any matters before the Section Board.

- Section 6: The Section Board shall act in accordance with the ASHE National Constitution and By-Laws. Section activities should be focused on the interests of the members, particularly as those interests relate to the highway industry, and shall be in accordance with the purpose and provisions contained in the ASHE National Constitution and By-Laws. Section activities should support the goals and objectives found in the current ASHE Strategic Plan. In the event of a conflict between the ASHE National Constitution and By-Laws and the Section By-Laws, the National Constitution and By-Laws shall prevail.
- Section 7: If a position on the Executive Committee becomes vacant for any reason, the Section Board may choose a successor to serve the remainder of the unexpired term.
- Section 8: Fidelity Bonds for the Treasurer or other Officers of the Section that are included as signatories for Section checks may be acquired at the discretion of the Section Board.
- Section 9: Officers/Directors general liability insurance for the Section Board may be acquired at the discretion of the Section Board.
- Section 10: The Section's Board of Directors shall have charge of the technical, social interests and activities of the Section. It shall act in all matters concerning the business and financial interests of the Section, and in the discharge of its duties, shall have power, within the limitations of the National Constitution and By-Laws, to execute any measures whatsoever which it deems necessary to further the interests of the Section.
- Section 11: The expenditure of Section funds will require the approval of the Section's Board of Directors.

#### **ARTICLE IV**

#### **Nominations and Election of Officers**

- Section 1: The annually elected Officers of the Section shall be a President, Vice President, Secretary, and Treasurer. The annually elected Directors shall be a 1 year Director, 2 year Director, and 3 year Director. The Section Regional Director shall be elected every third

year unless the position is vacated by the Section Regional Director currently serving a three year term.

Section 2: The terms of office for the elected Section’s Board of Directors shall be as follows:

<u>Office</u>	<u>Term Limit</u>	<u>Number of Terms</u>
President	One Year	(Max. Two Consecutive Terms)
Vice President	One Year	(Max. Two Consecutive Terms)
Secretary	One Year	(Consecutive Terms May Be Served)
Treasurer	One Year	(Consecutive Terms May Be Served)
Section Region Director	Three years	(Max. Two Consecutive Terms)
1 year Director	One Year	(Max. Two Consecutive Terms)
2 year Director	One Year	(Max. Two Consecutive Terms)
3 year Director	One Year	(Max. Two Consecutive Terms)

The term of office shall begin June 1st each year. All Officers and Directors of the Section’s Board of Directors shall hold office for the period stipulated above, or until a successor is appointed or elected, and the term of their replacement commences.

Section 3: For the purpose of nominating candidates for the Section’s Officers and Directors, or other Offices of the Section, a Nominating Committee consisting of a minimum of three (3) members shall be appointed by the President of the Section ninety (90) days prior to the Section’s Annual Membership meeting. The Chair of the Nominating Committee shall be the Immediate Past President of the Section. At least one (1) member of the Nominating Committee should be a member in good standing of the Section who does not hold an office stated in Article IV, Section 1 of these By-Laws and who has been a member of the Section for more than one year. The Nominating Committee shall notify the membership that the Section is soliciting nominations for the Officer and Director Positions that are up for renewal. Each position up for renewal shall be individually listed. The membership notification for nominations shall be transmitted ninety (90) days prior to the Section’s Annual Membership meeting.

Section 4: Not less than sixty (60) days preceding the Section’s Annual Membership meeting, the Nominating Committee shall nominate at least one willing candidate for each office to be elected and deliver the slate to the Section Board for approval. Following Section Board approval, the Secretary shall publish the slate of candidates to the membership no less than forty five (45) days prior to the Annual Membership meeting.

Section 5: Additional nominations may be submitted by correspondence to the Secretary until 60 days prior to the general election at the Annual

Membership meeting, provided the nomination has been signed by at least 10 percent of the Section membership or no less than five (5) members in good standing, and the nominee has agreed to serve if elected. The nominee shall also provide a letter to the Section Secretary accepting the nomination.

- Section 6: All members of the Section in good standing shall be eligible to vote, and shall be entitled to one vote. No member shall sell his vote for money or anything of value or transfer his vote to another member. If at any meeting the right of any member to vote is challenged based on reasonable information to sell votes or any other reason, the presiding Section Officer shall require the documentation of wrong doing to be produced and the records of membership to be produced as evidence of the right of the challenged member to vote. Selling of votes shall be immediate grounds for termination of membership.
- Section 7: The Nominating Committee shall conduct the election of Officers and Directors by written or email ballot. The ballots shall consist of the nominee(s) for each position. The ballots shall be returned to the Section Secretary not less than fourteen (14) days prior to the Annual Membership meeting. The committee shall tally the ballots and announce the results. The Secretary shall also publish the results of the election via email and on the website for notice to the general membership.
- Section 8: Any member of the Section Board may be removed by a two-thirds vote of the Section Board when, in its judgment, the best interests of the Section will be served thereby. In the case of extended absence, disqualification, or disability, the Section Board shall have the power to declare the Section Board position vacant and appoint a replacement for the unexpired term.
- Section 9: The induction of the new Officers and Directors shall be held during the first month of the new fiscal year, which is June.
- Section 10: After serving out his/her term as President, that person shall automatically serve as Past President for a one (1) year term.
- Section 11: If an Officer's position becomes vacant for any reason, the vacancy shall be filled by the 1 year Director, 2 year Director or 3 year Director, as deemed appropriate, or the Section's Board of Directors may choose a successor to hold the position for the remainder of the unexpired term.

**ARTICLE V**  
**Duties of Officers and Directors**

- Section 1: The duties and responsibilities of each Officer and Director are appended to these By-Laws as Appendix A, and can be modified by the Section's Board of Directors as deemed appropriate. In addition, the duties and responsibilities for some Committee Chair-people are also presented.
- Section 2: Committee Chair-people shall be assigned to a Director by the President. The Committee Chair-person shall provide a written report of their activities to their assigned Director prior to the Executive Committee meeting in the event the Committee Chairperson doesn't attend the meeting.
- Section 3: All of the Section's Board of Directors, upon expiration of his/her term of office, shall transfer all relevant documents, material, and equipment to his/her successor.

**ARTICLE VI**  
**Section Board Meetings and Membership Meetings**

- Section 1: The Section Board shall hold twelve (12) monthly meetings per fiscal year at such places and times to be designated by the Section Board.
- Section 2: The President may call special meetings of either the Section Board or Executive Committee at any time.
- Section 3: Written or electronic notice, stating the time and location, of every meeting of the Section Board shall be given by, or at the direction of, the Secretary, to each member of the Section Board at least seven days prior to the scheduled date of the meeting.
- Section 4: A majority of the Section Board currently in office shall be present to constitute a quorum for the transaction of business. A quorum is defined as five (5) members of the Section's Board of Directors. Should additional members be added to the Section's Board as described in Article III Section 2 then a quorum shall consist of half the board members if the number of board members is even and the median number if the number of board members is odd. In the event a quorum is not available for the meeting, official business may be conducted and voted upon through e-mail, but this should be on an "as needed" basis. Section Board members may participate in the Section Board meetings by means of conference telephone or similar communications equipment through which all persons participating in the meeting can clearly hear each other.

Participating in a meeting in this manner shall constitute presence in person at such a meeting. Each Section Board member should endeavor to attend in person at least six (6) Section Board meetings per fiscal year. No Section Board member shall miss two (2) consecutive Section Board meetings, unless deemed necessary and the remaining Section Board members have been notified at least one (1) week prior to the scheduled meeting.

Section 5: Each individual Section Board member shall have one vote in all Section matters, regardless of the number of offices held.

Section 6: Voting by the Section Board may be by ballot, consent, email, or any other reasonable means as determined by the Section Board.

Section 7: Minutes of each Section Board meeting shall be provided to either the National or Region Secretary at their request.

Section 8: Section Board meetings shall be conducted in the following manner:

- Call to Order
- Welcome, Introductions and Remarks
- Approval of Minutes of the Previous Meeting
- Secretary's Report
- Treasurer's Report
- Vice President's Report
- Past President's Report
- Regional Director's Report
- President's Report
- Committee / Director Reports
- Old Business
- New Business
- Next Section Board Meeting Information
- Adjournment

Section 9: An annual meeting of the general Section membership shall be held each year during the month of June where members will install the new Board of Directors, and transact such other business as may properly be brought before the meeting. Such a meeting of members duly called shall not necessitate a specific attendance requirement for the transaction of business.

Section 10: Written or electronic notice of all meetings for the general membership, stating the time, place, and purpose, shall be given by, or at the direction of, the Section Secretary, to each member of the Section at least ten (10) days prior to the date of the meeting. If the Secretary shall neglect or refuse to give notice of the meeting,

the person or persons calling the meeting may do so. In the case of a special meeting, the notice shall specify the general nature of the business to be transacted.

- Section 11: Membership meetings will generally be held on the second Tuesday of the month. The meetings may be held during the lunch hour or after normal business hours at a place determined by the Section's Board of Directors. At the discretion of the Section's Board of Directors, the number of membership meetings may be reduced on an annual basis as deemed appropriate.
- Section 12: No general membership meetings will be held during the months of February (Engineers Week), July (Summer Break), September (Transportation Supersession), and December (Holiday Break), unless deemed appropriate by the Section's Board of Directors.
- Section 13: Special membership meetings or social functions may be held at the discretion of the Section's Board of Directors.
- Section 14: During the month of July, a special Executive Committee (EC) meeting shall be held between the old Officer's, Director's and Committee Chair-people and the newly elected and appointed members of the EC to share information about the duties and responsibilities of each position. The intent of the meeting is to talk about the duties and responsibilities of each position, and to transfer all important documents, records, checking account data, etc. to the appropriate people.

## **ARTICLE VII**

### **Initiation Fees, Dues and Assessments**

- Section 1: The first year assessment includes the application fee for membership and first year annual dues, and shall be sixty dollars (\$60.00) for private sector employees and forty-five dollars (\$45.00) for public sector employees. A portion of the initiation fee and annual dues, as set forth by National, shall be forwarded to the National office.
- Section 2: The initiation fee and first year's assessment shall be submitted with the application when it is transmitted to the Section for processing. Upon notification of approval from the National Board, the new member will be presented with their certificate and ASHE pin. In case of rejection of the application, the initiation fee and first year's assessment shall be returned to the applicant.
- Section 3: After the year following the initial assessment the annual dues shall be forty dollars (\$40.00) dollars for private sector employees and

twenty-five dollars (\$25.00) for public sector employees, excluding Life and Honorary Members, payable as of June 1<sup>st</sup>. Said dues shall be inclusive of the annual assessment by the National Board of Directors authorized by Article IV, Section 1 of the National Constitution.

- a. The Section Board shall provide a dues statement to each member no later than May 1<sup>st</sup>. The Section shall warn those members whose dues are delinquent as of September 1<sup>st</sup> that their membership will lapse if dues are not paid by September 30<sup>th</sup>.
- b. The annual National Assessment will be paid prior to October 1<sup>st</sup> of each fiscal year.
- c. Any member whose annual dues are delinquent as of September 30<sup>th</sup> shall forfeit membership in the Section. The Section's Board of Directors shall review the accuracy of the list of delinquent members and take formal action to remove those listed from the Section's membership roster. The National Secretary shall also be notified by October 1<sup>st</sup> of the Section's delinquent members for removal from the National membership roster.

Section 4: The Section fiscal year shall be from June 1<sup>st</sup> through May 31<sup>st</sup>.

Section 5: The Section Board shall not receive any stated salary for their services, but by resolution of the Section Board, may be reimbursed for actual expenses for attendance at regular or special meetings of the Section's Board of Directors.

## **ARTICLE VIII** **Committees**

Section 1: The Section Board may, at its discretion, appoint active ASHE members to Section Committees to carry out Section functions. Committee appointments may include, but will not be limited to, those listed in Article VIII, Section 4 of the National By-Laws. Such members are not considered Section Directors and shall not be entitled to vote on any matters before the Section Board.

Section 2: All active members in good standing of a Section within the Region shall be eligible for appointment.

Section 3: Committees shall consist of not less than two members. At the direction of the Section President, the Director overseeing a Committee shall be empowered to increase the Committee to the

desired proportion whenever the scope and duties of any Committee warrant larger membership.

Section 4: The newly elected President shall, within thirty (30) days after the election, appoint a Chairperson for those standing, ad hoc or discretionary special committees as deemed necessary. A list of typical committees is provided below:

- Activities Committee
- Adopt-a-Highway Committee
- Audit Committee
- Awards Committee
- Budget Committee
- Community Service Committee
- Constitution & By-Laws Committee
- Education & Scholarship Committee
- Engineer's Week Committee
- History Committee
- Legislative & Technical Committee
- Membership Committee
- Newsletter Committee
- Nominating Committee
- Website & Public Relations Committee
- Transportation Supersession Committee

Section 5: The Section's Board of Directors shall annually review each committee to determine if the committee should remain active.

## **ARTICLE IX** **Amendments**

Section 1: The Section Board may, by two-thirds vote of the Board, amend these By-Laws in conformity with the ASHE National Constitution and By-Laws, provided that a written or electronic notice of such proposed amendment shall have been given to each member of the Section Board at least (30) days in advance of the action.

Section 2: Proposed Amendments to the Section By-Laws, as approved by the Section Board, shall be submitted to the ASHE National Constitution and By-Laws Committee for review and recommendation for approval to the ASHE National Board of Directors. All changes from the Section's previously approved By-Laws shall be highlighted.

Section 3: Amendments to the Section By-Laws or any part thereof shall become effective upon approval of such amendments by the ASHE National Board of Directors.

## **ARTICLE X** **Dissolution**

Section 1: The ASHE National Board may dissolve the Section either by Section petition or for just cause. In the event of such dissolution, any remaining funds or other assets together with official records and documents of the Section after payment of all indebtedness shall be turned over to the National Board.

Section 2: The National Board will assign dissolved Section members in good standing to an active Section or designate them as at-large members.

Section 3: The Section is not authorized to assume any liability in the name of ASHE National or the Region; therefore, ASHE National assumes no responsibility for Section liabilities. The Section shall not have the authority to incur debt on behalf of ASHE National or the Region.

## **ARTICLE XI** **Official Publications**

Section 1: The Section may publish newsletters, meeting notices, or make general mailings as determined by the Section's Board of Directors. Such distribution shall be made either by regular U.S. Mail or electronically to the address of record of each member. Such mailing shall be considered to be official notice to the membership of actions taken by the Section Board as required under the National Constitution and By-Laws of ASHE. It is the responsibility of the individual member to report changes of address to the Section Secretary.

# ASHE – TAMPA BAY SECTION

## APPENDIX A

### Officers, Directors & Committee Chairperson Duties and Responsibilities

#### **PRESIDENT** *(Elected by Section Members)*

Responsible for:

1. Supervising Section matters
2. Presiding at all Executive Committee, General Membership and Special Meetings
3. Chairing the Section's Board of Directors
4. Appointing Chairperson for all standing, ad hoc and special committees
5. Managing the affairs and activities in the Section
6. Developing agendas for Section Board and Executive Committee Meetings
7. Preparing a President's Message for the quarterly newsletter, website and/or social media site
8. Nominating the recipient of the Distinguished Service Award (Steven J. Tidwell Award) in May of each year
9. Responding to emails from National
10. Attending the University of South Florida's Heart of Gold scholarship luncheon on behalf of our scholarship recipient or assign a Section Board member to attend

#### **VICE PRESIDENT** *(Elected by Section Members)*

Responsible for:

1. Assuming the role of President in his/her absence
2. Preparing e-mail announcements for upcoming events (i.e. meetings, etc.)
3. Obtaining monthly lunch / dinner speakers
  - Contacting and securing speakers well in advance of the meeting
  - Providing speaker set-up material (table, screen, projector, computer, power, etc...)
  - Being in charge of "thank-you" gifts for speaker
  - Developing speaker biography for use in introduction
4. Providing the Secretary and Regional Director with the annual list of speakers to be submitted to National
5. Assuming the role of Facilities Coordinator
  - Negotiating rates and securing contract for use of meeting facilities
  - Coordinating lunch / dinner menus with caterer
  - Obtaining head-count from Secretary and phoning into caterer
6. Preparing meeting programs "flyers" for distribution at all tables (2-sided color)
7. Obtaining a sponsor for the general meetings
8. Photographing lunch / dinner meetings
9. Writing brief articles about the speaker's presentation for inclusion in the newsletter, website and/or social media site

## **SECRETARY** *(Elected by Section Members)*

Responsible for:

1. Admitting a new member
  - Processing new applications
  - Reinstating / deleting members based on information from the Treasure and Membership Committee Chairperson as dues are received or not paid
2. Changing mailing address / telephone numbers / e-mail address of members
  - Providing National Secretary with any membership information changes (preferably on a monthly basis)
3. Transferring a member from one Section to another
  - Submitting new membership and/or transferring application form and appropriate fee to National Secretary
4. Assisting the Treasurer and Membership Committee Chairperson with the annual assessment
  - Invoicing Section members for applicable dues (fiscal year begins June 1)
  - Submitting a list of members to be dropped (who have not paid their current dues) to National Secretary by October 1 to avoid the assessment penalty
5. Updating the Officer's roster
  - Submitting Section Officers list (due no later than June 15)
6. Assisting the Treasurer on the IRS Form 990 data sheet
  - Submitting two copies of IRS Form 990 (check IRS site for current form), when completed by Section Treasurer, to the National Secretary (due no later than June 15)
7. Submitting a list of previous year's programs / speakers information to National Operating Committee Chair for inclusion in the Operating Manual (due in June) – assisted by the Vice President and Regional Director
8. Submitting Section newsletters to the National Board of Directors
9. Keeping and maintaining meeting minutes of Section's Board of Directors and Executive Committee meetings. The draft meeting minutes must be submitted to the Section's Board of Directors within two (2) weeks for comments and corrections. The final meeting minutes will be approved at the next Executive Committee or Section's Board of Directors meeting.
10. Providing the National Secretary with a copy of all Section's Board of Directors and Executive Committee member meeting minutes when requested
11. Maintaining a current copy of the Sections By-Laws with assistance from the By-Laws Committee Chairperson
12. Notifying all members of meeting dates, and preparing attendance list and name badges

## **TREASURER** *(Elected by Section Members)*

Responsible for:

1. Collecting annual dues
  - Sending out dues forms by May 1<sup>st</sup> with the help of the Secretary and Membership Committee Chairperson
  - Tracking and maintaining payments to and from the Section

- Notifying the Secretary and Membership Committee Chairperson to advise National to drop unpaid members by October 1<sup>st</sup> of every year
  - Maintaining the Section roster
2. Overseeing the general fund
    - Maintaining checking account records and receipts
    - Depositing all funds in a designated bank
    - Presenting a working budget to the Section Board so that it can be approved by June 1<sup>st</sup> – with assistance from the Budget Committee
    - Maintaining, providing, and explaining the budget at each meeting
    - Paying required bills as approved by the Section's Board of Directors
  3. Overseeing the scholarship fund
    - Maintaining the savings account records and receipts
    - Tracking and depositing advertisement money (i.e., newsletter and website ads)
    - Maintaining the Certificate of Deposit, if appropriate
  4. Overseeing activities funds (e.g., monthly lunch / dinner meetings, picnic and golf outings, awards night, etc.)
    - Collecting payment
    - Billing companies for member attendance
    - Paying required bills as approved by the Board
  5. Preparing the annual IRS Form 990 every June with assistance from the Secretary
  6. Making sure that the signatory names are changed on the bank account at the beginning of the fiscal year. At a minimum, the three signatories shall include the President, Vice President and Treasurer. This should be completed by the end of June.

**PAST PRESIDENT** (*Previous year's President*)

Responsible for:

1. Assisting the President with decisions related to Section matters
2. Presiding over Executive Committee and general monthly membership meetings when the President and Vice President are absent
3. Chair the nominating committee to select candidates for the next slate of Officers and Directors
  - Reviewing membership and contacting them as possible candidates
  - Presenting a slate of Officers to the Section Board for approval by April 7<sup>th</sup> of each year
4. Obtaining plaques for current President and the President's Distinguished Service Award (Steven J. Tidwell Award) by June 1st
  - Obtaining the Presidents nomination of a member that has provided service to the Section above and beyond the call of duty
  - Handing out the plaques in June during the installation of new Officers and Directors
5. Presiding over the induction of new Officers and Directors during the June meeting. If the immediate Past President is unavailable, then a former President from the past can preside over the ceremony.

**REGIONAL DIRECTOR** (*Elected by Section Members*)

Responsible for:

1. Representing the Tampa Bay Section during Southeast Region quarterly meetings
2. Participating in regular monthly Executive Committee meetings to share information about the Southeast Region activities
3. Serving as a liaison between the Southeast Region National Director and the Tampa Bay Section
4. Assisting the Section as needed when conducting official business during a Section Board meeting
5. Assuring the Scanner articles are forwarded to National by the deadline as established for the Section by the National Board of Directors
6. Serving as a Committee Chairperson, if needed
7. Coordinating / organizing the Transitional Dinner during the month of July

**SECTION DIRECTORS** (*Elected by Section Members*)

<i>Director</i>	<i>Committee Oversight</i>
<i>One (1) Year Director</i>	<ul style="list-style-type: none"><li>• <i>Constitution &amp; By-Laws</i></li><li>• <i>Legislative &amp; Technical</i></li><li>• <i>Budget</i></li><li>• <i>Audit</i></li></ul>
<i>Two (2) Year Director</i>	<ul style="list-style-type: none"><li>• <i>Activities</i></li><li>• <i>Adopt-A-Highway</i></li><li>• <i>Membership</i></li><li>• <i>Website &amp; Social Media</i></li></ul>
<i>Three (3) Year Director</i>	<ul style="list-style-type: none"><li>• <i>History</i></li><li>• <i>Education &amp; Scholarship</i></li><li>• <i>Engineers Week</i></li><li>• <i>Supersession</i></li></ul>

Responsible for:

1. Providing guidance for official business conducted during the Section's Board of Directors meeting
2. Overseeing assigned Committee Chairpersons
3. Obtaining the Committee Report from the Committee Chairperson and presenting when the Chairperson cannot attend the Executive Committee to give the report in person

**ACTIVITIES CHAIRPERSON** (*Nominated by President*)

Responsible for:

1. Planning the annual golf tournament
  - Developing a committee to assist with the planning / coordination process
  - Overseeing the committee and making important decisions
  - Developing a spreadsheet to keep track of all financial matters

- Collecting all monies associated with the tournament and providing the monies to the Treasurer
  - Preparing a news article for the quarterly newsletter, website and/or social media site that highlights the golf tournament
2. Planning extra-curricular events for ASHE members and families of ASHE members

Some examples of events planned in the past are:

- Baseball Games
- Hockey Games
- Football Games (Buccaneers and/or USF)
- Bowling
- Parks / Zoos visits

The objective is to gather members and their families to participate in fun events not connected to the highway professions. This objective may be expanded to include community support activities.

### **ADOPT-A-HIGHWAY CHAIRPERSON** *(Nominated by President)*

Responsible for:

1. Organizing the quarterly Adopt-a-Highway cleanups each year
  - There are four cleanups one each quarter
  - Make sure participants have gloves, water and sunscreen
2. Notifying FDOT Maintenance Office before and after cleanups
  - Phone Number for FDOT D7 Maintenance: (813) 975-6055
  - Contact is Robert Zaccaro
3. Gathering vests and bags from FDOT for each cleanup
4. Submitting e-mail reminders three (3) days in advance and preparing flyers for Section Secretary to send out to members
5. Obtaining sponsors for each cleanup
  - Sponsor usually provide coffee and donuts

### **CONSTITUTION & BY-LAWS CHAIRPERSON** *(Nominated by President)*

Responsible for:

1. Reviewing and informing the Section Board and membership of National and Section By-Law changes
2. Reviewing National By-Laws on a regular basis (minimum once a year)
3. Developing Section By-Law changes
  - Coordinating website updates to be sure it includes latest By-Laws
4. Handling printing of new Section By-Laws when required by the Board
5. Distributing By-Laws annually to incoming Officers/Directors

## **EDUCATION & SCHOLARSHIP CHAIRPERSON** *(Nominated by President)*

Responsible for:

1. Promoting highway/transportation careers to local secondary students during “Engineers Week” and the “Great American Teach-in”
2. Communicating with the University of South Florida (USF) regarding our current Student Engineering Scholarship fund
  - Provide annual report of scholarship funds distributed during the current year to the Section Region Director
3. Attending the annual USF scholarship banquet with the President

## **HISTORY CHAIRPERSON** *(Nominated by President)*

Responsible for:

1. Maintaining Section history, historical records and documentation, significant events during each Section Board administration and providing Section history articles as required to the Newsletter, Website and/or Social Media Chairperson.
2. Providing information to the Section Region Director and/or Section Secretary as needed for submission to National
3. Preparing a one (1) page document each year summarizing the Section’s activities for that year.

## **LEGISLATIVE & TECHNICAL CHAIRPERSON** *(Nominated by President)*

Responsible for:

1. Reviewing and informing the Section Board and membership of State and Federal Highway Legislation relative to the highway industry
2. Maintaining a working knowledge on transportation funding
3. Providing technical data for Section Newsletter, Website and/or Social Media site
4. Assisting Vice President / Program Chairperson in obtaining technical programs of interest for the membership meetings

## **MEMBERSHIP CHAIRPERSON** *(Nominated by President)*

Responsible for:

1. Generating new membership by developing/implementing membership drives
2. Updating the membership application annually or as needed
3. Updating the membership roles monthly
4. Distributing and collecting new Membership Applications and copying for Treasurer and Secretary monthly
5. Presenting new members and transfers to the Section Board for approval monthly
6. Collecting membership fees and forwarding to the Treasurer monthly
7. Welcoming new members
8. Creating and submitting renewal invoices annually
9. Follow-up on all delinquent memberships during renewal period
10. Coordinating renewal roster with Treasurer during renewal period

11. Requesting current membership roster from National and reconciling membership at year end
12. Forwarding roster "markup" to the Section Secretary for distribution to National
13. Advising the Section Board on membership issues

**WEBSITE & PUBLIC RELATIONS CHAIRPERSON** *(Nominated by President)*

Responsible for:

1. Promoting the Section's activities in the local area media and social media
  - Submitting articles or list of events to the media
  - Arranging for media coverage of an event
2. Submitting articles for Engineer's Week each spring to local newspapers
3. Overseeing news for the website
  - Obtaining website news information from all appropriate sources (i.e., President's Message, Vice President's Report covering past speakers, Treasurer's Report, Regional Director's Report, Membership Report, etc...)
  - Assembling the draft news for website for review by the Section's Board of Directors at least two (2) weeks prior to posting the news on the website
  - Preparing the website news for submittal to the members four times a year by the end of March, June, September and December of each year
  - Obtaining sponsors for the website and maintaining records on when the sponsor must renew
4. Promoting National Conference hosted by our Region on the website and other event information that the National Board asks us to provide to our members