

**ALABAMA SECTION
DISTRICT 5 OF THE
INSTITUTE OF TRANSPORTATION ENGINEERS**

BYLAWS

Adopted August 7, 1986
Amended June 10, 1988

Online version is provided FOR REFERENCE ONLY.

In the event of discrepancies between the online version and the official version contained in the current ALSITE Operating Manual, the latter shall govern.

ARTICLE I - NAME, LOCATION, AND SCOPE

SECTION 1.1 The Alabama Division Southern Section of the Institute of Transportation Engineers was created on December 8, 1972 by the Southern Section of the Institute of Transportation Engineers under its charter and bylaws.

SECTION 1.2 On January 1, 1989, the Alabama Division was elevated to the status of Alabama Section of District 5 of the Institute of Transportation Engineers, hereinafter referred to as the Section, upon approval of a petition to District 5 of the Institute of Transportation Engineers, hereinafter referred to as the District.

SECTION 1.3 The geographic boundary of the Section is the same as the State of Alabama. The Section may maintain a headquarters office at such place as may be designated by the Board of Directors.

SECTION 1.4 Transportation Engineering is the application of technology and scientific principles to the planning, functional design, operation and management of facilities for any mode of transportation in order to provide for safe, rapid, comfortable, convenient, economical and environmentally compatible movement of people and goods.

SECTION 1.5 Traffic Engineering is that phase of transportation engineering which deals with the planning, geometric design and traffic operations of roads, streets and highways, their networks, terminals, abutting lands and relationships with other modes of transportation.

ARTICLE II - MEMBERSHIP

SECTION 2.1 Membership in the Section shall consist of two grades: Member and Affiliate.

SECTION 2.2 Admission to Member grade will be granted in accordance with the Section Charter.

SECTION 2.3 Affiliates and Student Members of District 5 Institute of Transportation Engineers are eligible as Affiliates of the Section upon filing an appropriate application with the Section Secretary-Treasurer and upon payment of dues. Any other application for Affiliate membership must be made to the Section Secretary-Treasurer and the applicant must furnish the names of at least three Members of District 5 of the Institute of Transportation Engineers to whom he is personally known for reference. Such applicants shall have at least one of the following qualifications:

- (a) Engineers in the transportation engineering profession who lack sufficient experience for Institute of Transportation Engineers membership or who are in the process of applying for such membership;
- (b) Persons engaged in subprofessional transportation engineering work;
- (c) Students registered in an engineering curriculum in an accredited engineering school;
- (d) Professionals and officials in related fields who by virtue of official position are in a position to contribute to the work of transportation engineering;
- (e) Persons engaged in commerce or industry who come in frequent contact with transportation engineers and who thus have an interest in the profession and are in a position to work with and assist transportation engineers.

ARTICLE III - RESIGNATION AND EXPULSION

- SECTION 3.1** Any Member or Affiliate may resign from the Section by written communication to the Board. Resignation in good standing will be accepted only if the Section dues have been paid.
- SECTION 3.2** Any Member of Affiliate whose Section dues are more than one year in arrears shall be dropped from Section affiliation by the Board. 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 Member whose District membership has been forfeited shall also forfeit membership in the Section and will be eligible to reapply for membership in the Section only if reinstated to membership in the District.
- SECTION 3.4** Any Affiliate who, by reason of change in occupation or profession, shall cease to be in contact regularly and frequently with traffic engineers or the transportation engineering profession shall forfeit affiliation with the Section without prejudice.
- SECTION 3.5** The Membership Committee shall annually review the qualifications of Affiliates. As soon as Affiliates meet minimum qualifications for Institute membership they shall be encouraged to apply for such membership.
- SECTION 3.6** The Board shall consider disciplinary action, which may include expulsion, suspension or admonition of any Affiliate upon:
- (a) notification of due cause;
 - (b) notification of use or attempted use of Division Section affiliation for personal gain;
 - (c) written request of five or more Members that, for cause set forth, an Affiliate be disciplined.

ARTICLE IV - OFFICERS

SECTION 4.1 The elective officers of the Section shall be a President, a Vice President, a Secretary-Treasurer, and one or more Section Representatives.

SECTION 4.2 Nomination and election of officers.

- (a) Terms of all elective officers shall be one year or until their successors are certified. No Member shall occupy the office of President for more than two consecutive years.
- (b) Nomination for office shall be made by a Nominating Committee appointed for that purpose.
- (c) At least 90 days before the Annual Meeting, the President shall appoint a Nominating Committee chaired by the Immediate Past President and composed of at least two other Members. The Nominating Committee shall select one or more candidates for each office and shall report their recommendations for each office to the Secretary-Treasurer at least 60 days before the Annual Meeting. No nominee shall be included in the official list unless the Nominating Committee has obtained the nominee's consent to run for the office for which nominated. At least 45 days before the Annual Meeting, the Secretary-Treasurer shall send to the Members the list of candidates Nominated by the Nominating Committee. Additional nominations may be presented to the Secretary-Treasurer at least 30 days before the Annual Meeting by petition signed by at least four Members and accompanying consent of the candidate to run for the office named in the petition.
- (d) Not later than 20 days prior to the Annual Meeting, the Secretary-Treasurer shall send to each member a final ballot listing the candidates nominated for office. Final ballots returned to the Secretary-Treasurer before the election of officers at the Annual Meeting shall be canvassed at the Annual Meeting by three (3) tellers appointed by the presiding officer. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the presiding officer shall select the successful candidate.

SECTION 4.3 Section officers or members of the Board of Directors may be removed for due cause. Actions constituting due cause are illustrated by, but not restricted to, the following: abuse of authority, moral turpitude and dereliction of duty.

The membership may by written petition to the Board of Directors concisely stating the alleged due cause upon which the action is based, initiate a vote to recall one or more of the officers or members of the Board. The petitioners must include at least 20 percent of the eligible voters. Upon receipt of such petition, the Board shall immediately furnish a copy of the petition to the named individual and shall, no sooner than 30 days and not later than 60 days, submit the following question, accompanied by a copy of the petition, to each eligible voter for vote by secret ballot:

"Shall ___name___ be removed as an officer
(Board member) of the Alabama Section of the
Institute of Transportation Engineers?"

The highest ranking Board member not specifically named in the recall petition shall appoint a tellers committee of three Section Members, chaired by a Past President. All completed ballots shall be mailed directly to the chair of the tellers committee. Within 30 days of the date of balloting, the chair of the tellers committee shall notify the Board and each eligible voting member of the Section in writing of the results of the vote.

Should the affirmative carry a majority and if at least 50 percent of the eligible voters cast ballots, the petition shall be upheld and the officer or Board member shall be removed as of the date of the written report of the chair of the tellers committee. Replacement of the removed officer or Board member shall be as specified elsewhere in the Bylaws.

SECTION 4.4 Section Representatives shall represent the Section on the District Board. Their number, length of term and date of office are as specified in the District Bylaws.

SECTION 4.5 The Affiliate Director and Assistant Affiliate Director shall be elected by the Affiliates of the Section.

SECTION 4.6 In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in other elective offices or Board positions, the remaining Board members shall select an appropriate member to fill the unexpired terms.

ARTICLE V - GOVERNMENT

- SECTION 5.1** The government of the organization shall be vested in a Board of Directors consisting of the President (Chair), Vice President, Secretary-Treasurer, Section Representative, Immediate Past President, Affiliate Director, and Assistant Affiliate Director. The affiliate representatives shall be nonvoting members.
- SECTION 5.2** The President shall appoint chairs and members of such committees as is deemed necessary and shall serve as an ex officio member of all committees except the Nominating Committee. The number of Affiliates appointed to any committee shall be less than a majority of the membership of such a committee.
- SECTION 5.3** The membership may, by written petition to the Board of Directors, initiate a vote to determine if any action of the Board shall be rescinded. The petitioners must include at least 20 percent of the eligible voters. Upon receipt of such petition, the petitioned action shall be suspended and within 30 days the following question shall be submitted to each eligible voter for vote by secret ballot:
- "Should the following action of the Alabama
Section Board of Directors be upheld?"
(statement of specific action)
- Should the negative carry a majority and at least 50 percent of the eligible voters cast ballots, the petitioned action shall be rescinded; otherwise, the suspension shall be lifted.
- A tellers committee shall be appointed by the President. The chair of this committee shall report the results of the balloting to the membership in writing.
- SECTION 5.4** The Board of Directors is empowered to establish and maintain standard operating procedures for conducting the business of the Section. All such procedures shall be in writing and available for inspection by Members or Affiliates of the Section.
- Procedures may be established or modified by a majority vote of Board members at any regularly scheduled meeting of the Board. Standard operating procedures shall not be in violation of the Bylaws. Once established, they shall be used as guides for the actions of the Board and the Section.

ARTICLE VI - MEETINGS OF THE SECTION

SECTION 6.1 An Annual Meeting of the Alabama Section shall be held each year. The exact date shall be set by the Board. Other meetings may be held at the discretion of the Board. Meeting places shall be determined by the majority vote of the membership at the Annual Meeting except that the Board may designate the place for any special meetings. Regular meetings will be conducted at least three (3) times per year.

SECTION 6.2 In the absence of specified rules, Roberts Rules of Order, Newly Revised shall prevail at Section meetings.

ARTICLE VII - ENTRANCE FEES AND DUES

SECTION 7.1 No entrance fee will be required.

SECTION 7.2 Annual dues of the Section shall be established by the Board. Annual dues shall not be increased by more than \$1.00 in any year without a majority vote of the voting membership. Such dues shall become payable at the time of the Annual Meeting.

SECTION 7.3 Any Member or Affiliate whose dues are more than six months in arrears shall lose the right to vote.

SECTION 7.4 Special assessments may be made by mail ballot upon an affirmative vote of a majority of the Members.

ARTICLE VIII - VOTING AND VOTING ELIGIBILITY

SECTION 8.1 Voting for officers, amendments to these Bylaws, petitions to amend the Charter, petitions to rescind an action of the Board, petitions to remove an officer or Board member and other matters which affect the relationship of the Section to the Institute shall be by secret ballot.

SECTION 8.2 When such secret ballot is required, ballots shall be sent to voters, accompanied by a blank envelope and an envelope addressed to the Secretary-Treasurer or tellers committee chair, as provided in Sections 4.3 and 5.3. Those qualified to vote shall indicate their selections on the ballot, seal it in the blank envelope and insert that envelope in the one addressed to the Secretary-Treasurer or tellers committee chair. The voters shall affix their signatures 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 the eligible voters and the blank envelope containing the ballots cast by eligible voters separated from all others.

ARTICLE IX - AMENDMENTS

SECTION 9.1 Proposals to amend these Bylaws or petition for amendment of the Charter may be made by resolution of the Board or by written petition signed by at least five (5) Members.

SECTION 9.2 Proposed amendments to these Bylaws shall be processed in accordance with the Section Charter.

ARTICLE X - FUNCTIONAL ORGANIZATIONS

SECTION 10.1 A functional organization may be established with membership composed of corporations, partnerships, associations and other business entities working in or related to the field of transportation or traffic engineering upon written request signed by at least five (5) Members or affiliates of the Section. The written request shall be accompanied by preliminary bylaws adopted by there questing members. Upon approval of the bylaws by the Section Board, a charter will be issued.

SECTION 10.2 Membership in a functional organization shall be granted by the organization's Executive Board at its discretion upon receipt of an application in a form approved by the Section Board. Membership may be canceled at any time by the Section Board or the organization's Executive Board for cause. Membership representatives must be members of the Section.

SECTION 10.3 Members of a functional organization shall pay an annual fee set by the organization's Executive Board. Funds so received shall be used to advance technical work and for special projects developed by the organization.

SECTION 10.4 A functional organization may amend its bylaws to be effective when approved by the Section Board, elect officers, hold meetings, adopt and enforce a code of ethics for its members, collect and disburse funds, and carry on other such activities as are authorized in its bylaws. A functional organization shall not speak for the Section on any matter unless specifically authorized by the Section Board.

SECTION 10.5 A functional organization shall select a representative to serve with the Section Board. This representative shall have all privileges and responsibilities of a member thereof, except the right to vote.

SECTION 10.6 The Section will not be responsible for debts contracted by, nor will it give financial assistance to, a functional organization. No dues or fees will be required to be paid by a functional organization to the Section.