



**INSTITUTE OF TRANSPORTATION ENGINEERS
WESTERN DISTRICT (DISTRICT 6)
INTERMOUNTAIN SECTION BYLAWS**

ARTICLE I – MEMBERSHIP

Section 1.1

Admission of Institute Members of any grade to membership in the Section shall be initiated by application from such members.

Section 1.2

Persons in the area of the Section who fall into one of the following classifications may be affiliated with the Section as Section Affiliates:

- Technical – Persons engaged in professional transportation engineering work that are in the process of accumulating experience toward Institute membership; Persons engaged in sub-professional transportation engineering work; and Professionals in related fields that be virtue of stature or official position are in a position to contribute to the work of transportation engineers and who are members of another professional society.
- Commercial – Persons engaged in commerce or industry that come into 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.
- Student – engineering students in a recognized engineering school with transportation engineering or planning courses.

Section 1.3

All applications and nominations for Section Affiliate membership for persons who are not Institute members shall include as reference the names of not less than three persons to whom the candidate is personally known. At least two of the references shall be members of the Institute and one reference can be a member of a recognized Engineering Society or a person of recognized engineering reputation.

Section 1.4

All applications and nominations for membership in the Section shall be transmitted to the Section in the format provided by the Section and shall be submitted to the Membership Chairperson of the Section.

Section 1.5

Upon application and payment of required entrance fees and dues, Institute members of any grade shall be enrolled in the Section.

Section 1.6

The Section Membership Chairperson shall process the applications and nominations for any Section Affiliate, including securing confidential reports from the applicant's or nominees experience record. The confidential reports of the references, together with the Section Membership Chairperson's recommendation, will be forwarded to the Intermountain Section Executive Board of Direction (Section Executive Board) for final action.

Section 1.7

Election of Section Affiliate members shall be by vote of the Section Executive Board. An affirmative vote of the Section Executive Board present shall be required for election.

Section 1.8

The total number of Commercial Affiliate members, which shall not exceed fifty percent of the Institute members, plus the total number of Technical Affiliate members, shall not exceed two-thirds of the total number of Institute members within the Section.

Section 1.9

Upon recommendation of the Section Executive Board and approval by a majority vote at the annual business meeting, a Section Member (or Section Affiliate) may be honored as a Section Honorary Life Member (or Section Honorary Life Affiliate) if:

1. He/she is retired and is of age 55 or greater;
2. He/she has been a Section Member (or Section Affiliate) in good standing for fifteen (15) or more years of any Section(s) of the Institute;
3. He/she has contributed significantly to the Section and/or the profession of traffic engineering.

An individual so honored shall have his/her annual dues to the Section waived. This honor shall be bestowed by the Section only upon truly outstanding individuals and not upon all those meeting the membership term and age requirements.

ARTICLE II – RESIGNATION AND EXPULSION

Section 2.1

Any Member of the Section may resign by written communication to the Section Board. If and when all of the resigning member's financial obligations have been satisfied, his/her resignation will be accepted. The Section Secretary-Treasurer will notify the District Board and ITE Headquarters of the member resignation.

Section 2.2

Any member of the Section shall forfeit his/her connection with the Section if his/her dues or special assessments become in arrears as provided for in Section 3.3 of these Bylaws.

Section 2.3

Any Section member who, by reason of any change in their occupation or profession, shall cease to be in contact regularly with transportation engineers/planners, or who advertises, uses or attempts to use their membership in the Section in any manner whatsoever with intent to derive personal gains from, shall forfeit their membership in the Section without prejudice. In such cases, the Membership Chairperson shall submit the member's name to the Section Board who shall then direct that this member be expelled from the Section.

Section 2.4

The Section Membership Committee shall annually review the qualifications of members who are not Institute members. As soon as any Section member meets minimum qualifications for Institute membership, that member shall be encouraged to apply for such membership.

Section 2.5

The Section Board shall consider the expulsion of any Section Affiliate if (a) Upon information coming to its notice; (b) Upon the written request of five (5) or more Institute members; or (c) Upon recommendation by the Section Membership Committee that, for the cause set forth, a person belonging to the Section should be expelled. If the circumstances appear to warrant further action, the Section Board shall notify the member of the charges against them, and on the date on which the charges will be considered. The accused, may, if they desire, present a defense, either in person or writing, on the date set forth in the letter. The final action of the Section Executive Board shall be taken at its next meeting. In case of expulsion, the Membership Chairperson shall immediately notify the person by letter. There is an expectation to keep these proceedings confidential to protect the accused.

Section 2.6

In case such charges are brought against an Institute member, the Membership Chairperson shall immediately submit a full report to the Board of Direction of the Institute and the Section will take no further action, except at the request of the Institute Board of Direction.

ARTICLE III – FEES AND DUES

Section 3.1

The Section Executive Board shall establish fees and annual dues of the Section. Annual dues shall not be increased by more than ten percent in any year without a majority vote of the valid ballots cast by the voting membership. The amount of the annual dues shall be the same for both Section Members and for Section Affiliates.

Section 3.2

Annual dues for all members shall be billed and payable at the beginning of the fiscal year, which shall be January 1st. Annual dues for Institute members may be billed through the Institute billing system. Dues collected at anytime during the fiscal year shall be for the full annual amount. Entrance fees and dues of new members shall be payable on election.

Section 3.3

Any Institute member of the Section whose dues are more than six months in arrears (dating from the beginning of the fiscal year) shall lose the right to vote. Upon notification by ITE Headquarters and/or the District, the Secretary-Treasurer shall notify these Institute members when their dues become six months in arrears. Any member of the Section, whose dues have not been paid by June 30th of the current year and for the year immediately proceeding, shall forfeit their membership in the Section. In such cases, the Secretary-Treasurer shall submit the member's name to the Section Executive Board who shall then direct that this member be expelled from the Section. The Section Executive Board may, for a cause deemed by it to be sufficient, extend the time for payment and for application of these penalties.

Section 3.4

Special assessments may be made by the affirmative vote of two thirds of the valid ballots cast by the voting members of the Section.

ARTICLE IV – GOVERNMENT

Section 4.1

The government of the Section shall be vested in the Section Executive Board of Direction. Members of the Section Executive Board shall be members of the Institute and hold the grade of Member or higher.

Section 4.2

The Section Executive Board shall establish policies for the operation of the Section in conformance with the provisions of the Institute's Constitution, the District's Charter and the Section's Charter.

Section 4.3

The Section Executive Board shall consist of the following, each of which shall be a voting member of the Section Executive Board:

Section 4.3.1: The Section President. The Section President shall be elected annually for a term of one year, commencing on the date of the annual business meeting and concluding on the date of the following year's annual business meeting.

Section 4.3.2: The Section First Vice President: The Section First Vice President shall be elected annually for a term of one year, commencing on the date of the annual business meeting and concluding on the date of the following year's annual business meeting.

Section 4.3.3: The Section Second Vice President: The Section Second Vice President shall be elected annually for a term of one year, commencing on the date of the annual business meeting and concluding on the date of the following year's annual business meeting.

Section 4.3.4: The Section Secretary-Treasurer: The Section Secretary-Treasurer shall be elected annually for a term of one year, commencing on the date of the annual business meeting and concluding on the date of the following year's annual business meeting.

Section 4.3.5: The Section Past President: The Past President of the Section (whose term has most recently expired) shall hold office for a period of one year, commencing on the date of the annual business meeting and concluding on the date of the following year's annual business meeting, immediately following his/her term as Section President.

Section 4.4

In addition to the elective officers identified in Section 4.3, it is recommended that a Student Chapter Faculty Advisor(s), appointed by the Student Chapters, and a Student Chapter Professional Liaison(s), appointed by the Section President, serve as "ex-officio, non-voting" members of the Section Executive Board. Both positions are appointed on January 1 of each year and approved by the District Board of Direction at the mid-year Board meeting.

Section 4.5

The Section Executive Board shall appoint a representative to the District Board of Direction each year. The Section Representative will be the Section President by default, unless he/she appoints another Section Member in his/her place. The Section Executive Board shall appoint the Section Representative by no later than the date of the annual business meeting in the year immediately preceding the commencement of the Section Representative's term on the District Board. If the Section Representative position becomes vacant, the Section President shall appoint a member to complete the term of office. The Section Representative shall have achieved a membership grade of Member or higher in the Institute.

Section 4.6

In the event of a vacancy occurring in the office of Section President, the Section First Vice President shall fill the remainder of the President's term. In the event of a vacancy occurring in the office of Section First Vice President, Section Second Vice President, or Section Secretary-Treasurer, the Section Executive Board shall appoint, within sixty days, a Section member to fill the position for the remainder of the term. If the Section

Past President is no longer able to perform his/her duties, the next most recent Past President, who is still a member of the Institute and living within the geographic area of the Section, may be appointed by the Section Executive Board to fill the vacancy. Relocation of an officer's permanent residence outside the boundaries of the Section shall be construed as a resignation from office unless, by a majority vote of the Section Executive Board, it is determined that it is in the best interest of the Section to allow the officer to serve out the remainder his/her term.

Section 4.7

The membership may, by petition to the Section Executive Board, initiate a vote to determine if any elective officer shall be deposed from office. The petitioners must include at least 20 percent of the eligible voting members of the Section, with each state in the Section represented by at least 5 voting members. Within 30 days after receipt of the petition by the Section Executive Board, the following question shall be submitted to each member eligible to vote for the office in question for a vote by secret ballot.

"Shall _____ be deposed of the office of _____?"

Should the affirmative carry a majority of at least 50 percent of those who cast ballots, the office shall be declared vacant and the vacancy filled in the manner prescribed in Article IV, Section 4.6.

Section 4.8

Member grade and higher of the Institute are eligible to hold any office in the Section. Section Affiliates shall be entitled to the privileges of the Section and may vote and/or hold elective office in the Section. Student members of the Institute may not vote or hold elective office in the Section.

Section 4.9

The Section President shall preside over meetings of the Section Board. In the absence of the Section President, the Section First Vice President shall carry out the duties of the Section President. If both the Section President and Section First Vice President are absent, the Section Board will appoint a Section Board member to preside over the meeting.

Section 4.10

The Section President shall appoint the Chairperson of Committees as may be desirable. Committees may include, but not be limited to: Membership, Technical, Career Guidance, Student Chapter Activities, Website, Scribe and Awards. The Section President shall be an ex-officio member of all committees, except the Nomination Committee.

Section 4.11

The fiscal year of the Section shall be April 1 to March 31.

Section 4.12

The Section Executive Board shall establish a budget each year.

Section 4.13

The Section Executive Board shall report the names and addresses of its officers and the beginning and ending dates of their term of offices to the District Board within 30 days after their election or appointment.

Section 4.14

The Section Executive Board is authorized to issue and revoke Charters for Chapters within the Section. The effective date for any new Chapter shall be as stated in the Charter. If a Charter for a Chapter is under consideration for revocation, the Chapter President must be notified in writing of the contemplated action a minimum of thirty days prior to the meeting when the Section Executive Board will discuss the revocation. The Chapter President has the right to appear before the Section Executive Board and discuss the proposed revocation. If a Charter is revoked, the revocation date is at the discretion of the Section Executive Board.

Section 4.15

The Section Executive Board is authorized to enter into contracts with individuals/firms for the handling and processing of routine duties the Section is responsible for. The District Board shall approve the responsibilities, term, qualifications and compensation package of any individual/firm the Section contracts with for services.

ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 5.1

The Nominations Committee, led by the outgoing Section President, shall nominate one or more candidates for each office that is up for election. Written consent to hold office must be received from each person nominated. The Nominations Committee shall transmit its list of nominees to the Section Secretary-Treasurer no later than ninety days prior to the election.

Section 5.2

Not later than sixty days prior to any Section election, the Section Secretary-Treasurer shall transmit the list of candidates nominated by the Nominations Committee to the membership. Additional nominations for any office shall be made by petition, signed by not less than thirty members. Each petition shall be accompanied by the written consent of the nominee to run for the office nominated and must be received by the Section Secretary-Treasurer not later than forty-five days prior to the election. No member may be a candidate for more than one office.

Section 5.3

Not later than thirty days prior to the election, the Section Secretary-Treasurer shall transmit to each eligible voter a final ballot, listing the candidates nominated for office.

Returned ballots will be transmitted to the Section Secretary-Treasurer. A Canvassing Committee consisting of three members appointed by the Section President shall count the ballots received from eligible voters. The candidate receiving the highest number of votes for each office shall be declared elected. In the case of a tie vote, the Section Executive Board shall choose the successful candidate from among those tied.

ARTICLE VI – VOTING AND VOTING ELIGIBILITY

Section 6.1

Any member of the Institute in good standing shall have voting privileges in the Section if records at Institute Headquarters indicate that they reside in the Section area.

Section 6.2

Voting for Section officers, for amendments to these Bylaws and for petitions to amend the Section Charter shall be by secret ballot.

Section 6.3

Whenever a secret ballot is required, all eligible voters shall be sent a ballot. Ballots shall be canvassed as described in Section 5.3.

Section 6.4

If each state law permits electronic balloting, the Section Executive Board may establish procedures for electronic elections in the Section.

ARTICLE VII – MEETINGS

Section 7.1

There shall be a minimum of one meeting of the Section each year, which shall be the Annual Meeting presided over by the Section President. The Section Board shall set the date, time and place of regular Section meetings. Notice of regular Section meetings shall be transmitted to the membership at least thirty days prior to the meeting.

Section 7.2

The Section Board shall meet in conjunction with each regular meeting of the Section. Other meetings of the Section Board shall be called by the Section President, as he or she deems necessary or upon receipt of a petition signed by a majority of the other members of the Section Board.

Section 7.3

Official transaction of business at any Section Board meeting requires a quorum, defined as a majority of the voting members of the Section Board. The affirmative vote of a majority of the Board members in attendance shall be necessary to take action. A proxy vote, defined as a vote made by a person on behalf of a voting member of the Section Board who is not in attendance, will not be permitted. The Section Board can utilize video and/or telephone conferencing technology to conduct Board meetings.

Section 7.4

When unusual or unexpected conditions arise, the Section President may call an emergency meeting of the Section Board. An emergency meeting requires that all Board members be notified at least three days in advance. Either the Section President or First Vice President must preside over an emergency Section Board meeting. The Section Board can use technologies such as emails and/or telephone or video conference calls for transacting business at emergency Section Board meetings.

ARTICLE VIII – AMENDMENTS

Section 8.1

Proposals to amend these Bylaws or the Charter may be made by resolution of the Section Executive Board or by written petition of at least five percent of the voting members of the Section.

Section 8.2

Proposals to amend these Bylaws shall be transmitted to all Section members who are qualified to vote. The voting shall be by secret ballot. Ballots returned within thirty days shall be canvassed in the manner set forth in Section 5.3. The majority of those voting shall prevail.

Section 8.3

The Bylaws of the Section shall not take effect until filed with the District Board of Direction. At any time thereafter, the Western District Board of Direction may amend any part of the Section's Bylaws which it considers to be contrary to the Constitution, Bylaws or best interests of the Institute by giving written notice to the elected officers of the Section.

APPROVED BY THE WESTERN DISTRICT (DISTRICT 6)
BOARD OF DIRECTORS ON JUNE 24, 2012



Alyssa Reynolds
ITE Western District (District 6) President

6/24/12
Date