

INSTITUTE OF TRANSPORTATION ENGINEERS ALASKA SECTION BYLAWS

ARTICLE I – MEMBERSHIP

Section 1.1 - Any Institute member who resides within the state of Alaska shall be a Member of the Section upon submission of a membership application and the payment of Section dues if any. Throughout these Bylaws, the term "Resides" refers to the individual's preferred Institute mailing address, either home or place of business.

Section 1.2 - Any Institute member may join the Section without residing in Alaska, by obtaining approval of the Section Executive Board and upon payment of Section dues.

Section 1.3 - Persons residing in Alaska who fall into one or more of the following classifications may be affiliated with the Section as Section Affiliates, upon payment of Section dues, if any. Persons who:

1. are accumulating experience toward Institute membership, or
2. are students in a post-secondary academic program, or
3. are professionally engaged in related fields, or
4. are in a position to work with and assist transportation and traffic engineers by virtue of official positions or commercial employment.

Section 1.4 - Section members who reside in Alaska shall be entitled to all of the privileges of the Section except that student members may not vote or hold elective office. Section members who do not reside within Alaska and Section Affiliates shall be entitled to all of the privileges of the Section, except that they may not hold elective office.

ARTICLE 11 - RESIGNATION AND EXPULSION

Section 2.1 - A Section Affiliate or Member may resign from the Section by written communication to the Section Executive Board. If Section dues have been paid, the Board shall accept the resignation in good standing.

Section 2.2 - Any Section Member or Section Affiliate whose dues are more than one year in arrears shall be dropped from Section membership by the Section Executive Board, and the unpaid dues, but not more than the total of two years dues, shall become an obligation to be paid before the delinquent can be restored to good standing in the Section.

Section 2.3 - Any Section Member whose Institute membership has been forfeited shall also forfeit membership in the Section, and will be reinstated to membership in the Section only if reinstated to membership in the Institute. Any Section member who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the Section Executive Board.

Section 2.4 - Any Section Affiliate who, by reason of any change in occupation or profession, except by retirement, shall cease to be in contact regularly and frequently with transportation or traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Section without prejudice.

Section 2.5 - The Section Membership Committee shall periodically review the qualifications of Section Affiliates. Upon meeting minimum qualifications for Institute membership the Section Affiliate shall be encouraged to apply for such membership.

Section 2.6 - Any Section Member or Affiliate who advertises, uses, or attempts to use identification with the Section in any manner whatsoever with intent to derive personal gain herefrom shall forfeit affiliation with the Section.

Section 2.7 - The Section Executive Board shall consider the expulsion of any Section Affiliate (a) upon information coming to its notice, or (b) upon the written request of five or more members, or (c) upon recommendation of the Section Membership Committee that, for the cause set forth, a person identified as a Section Affiliate be expelled. The Section Executive Board shall thereupon follow the procedure set forth in Article II Section 18 of the Institute Constitution. In the event such a charge is brought against a member of or an Affiliate of the Institute, the Section Executive Board shall immediately refer the matter to the Institute Board of Direction.

ARTICLE III - DUES AND ASSESSMENTS

Section 3.1 – There shall be no initiation or entrance fee.

Section 3.2 - The fiscal year of the Section shall be from January 1 to December 31 of the same year. Annual dues, if any, shall be charged on a fiscal year basis and the amount of the annual dues shall be the same for both Section members and for Section Affiliates. Dues for students may be at a reduced rate determined by the Section Executive Board. The Section Executive Board shall determine the amount of the annual dues.

Section 3.3 - Dues notices shall be mailed or emailed at least four weeks in advance of the December Meeting, and shall be due at the time of the meeting.

Section 3.4 – Dues of new Section Members and Section Affiliates shall be payable upon joining. A fifty percent reduction in dues shall be given to those joining during the last six months of the fiscal year.

Section 3.5 – A special assessment may be made on a majority vote of the Section Executive Board.

Section 3.6 – All conferences and meetings conducted by the Section shall be planned on a financially self-supporting basis. Higher registration fees may be charged those attendees who are neither Section Members nor Affiliates.

ARTICLE IV – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 4.1 – Officers of the Section shall include: a President, a Vice President, a Treasurer, and a Secretary. The Section Executive Board shall consist of the officers, and the immediate Past President. All members of the Section Executive Board shall reside in the Section area. Officers and Directors shall be elected at the December Meeting to assume office on January 1 of the following year. The terms of officers shall be one year.

Section 4.2 – A member elected to office will serve on the Section Executive Board for five years, advancing in office each year from Secretary to Treasurer to Vice-President to President to Past President for continuity in the Section.

Section 4.3 – 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 the office of the Vice President, the unexpired term shall be filled by the Treasurer. In the event of a vacancy occurring in the office of Treasurer, the unexpired term shall be filled by the Secretary. In the event of a vacancy occurring in any other elective office, the Section Executive Board shall elect a member to fill the unexpired term.

Section 4.4 – The Nominating Committee shall nominate one or more qualified candidates for the office of Secretary. Written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Vice President no later than September 30.

Section 4.5 – Not later than October 15 of each year, the Vice President shall send to the members of the Section a list of candidates nominated by the Nominating Committee.

Additional nominations may be made by petition, signed by not less than five members. Each petition shall be accompanied by the written consent of the nominee, and must be received by the Vice President no later than October 31.

Section 4.6 – No later than November 15, the Vice President shall send to all voting members a ballot listing the candidates for Secretary. Ballots shall be returned to the Vice President and shall be canvassed at the December Meeting by three tellers appointed by the President. The candidate receiving the highest number of votes shall be declared elected. In case of a tie vote, the outgoing Section Executive Board shall select one of the candidates.

ARTICLE V — MEETINGS

Section 5.1 - Regularly meetings of the Section shall be held as determined by the Section Executive Board. The Section Executive Board or President may call a special meeting when conditions justify. No action affecting the Section shall be taken at any special meeting, however, unless at least fourteen days written notice concerning the matter has been sent to all members.

Section 5.2 – The Annual Meeting of the Section shall be held during March???. A report of the financial conditions of the Section shall be made by the Treasurer at the Annual Meeting.

ARTICLE VI-GOVERNMENT

Section 6.1 – The majority of the Section Executive Board shall constitute a quorum.

Section 6.2 – The President shall preside at meetings of the Section and of the Section Executive Board. However, when the President is unable to do so, the Vice President shall preside at meetings and discharge the duties of the President.

Section 6.3 – The President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 – The President shall appoint annually a Nominating Committee, composed of three Section Members.

Section 6.5 – The President shall appoint Standing Committees, and such special committees as may be desirable, with the approval of the Section Executive Board. Standing Committees shall include but not limited to: Membership and Nominating.

ARTICLE VII – VOTING AND VOTING ELIGIBILITY

Section 7.1 – Voting for Officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the Section to the Institute shall be by secret ballot.

Section 7.2 – When such secret ballot is required ballots shall be sent to voters, accompanied by a blank envelope and an envelope addressed to the Vice President. Those qualified to vote shall indicate their selections on the ballot, seal it in the blank envelope, and insert that envelope. Before ballots are canvassed, the names on the outside of the envelopes shall be checked against a list of eligible voters and the blank envelopes containing ballots cast by eligible voters shall be separated from all others. As an alternative form of secret ballot, an electronic ballot may be used. An electronic ballot, with no identification as to the voter, shall be emailed to each voter as an attached document. The voter shall mark the ballot, and return it to the Vice President as an attachment.

The email shall state the voter's name and shall be checked against a list of eligible voters. The attached electronic ballot, if cast by an eligible voter shall be placed, unopened, in a separate file, then all ballots shall be opened at one time and counted.

Section 7.3 – Any member whose Section dues are in arrears as defined in Article III Section 3.3 shall be ineligible to vote.

ARTICLE VIII – AMENDMENTS

Section 8.1 – Proposals to amend these Bylaws or to petition amendments to the Charter may be made by resolution of the Section Executive Board or by written petition signed by at least five members entitled to vote.

Section 8.2 – Proposed amendments to these Bylaws shall be submitted by letter or emailed to the membership qualified to vote and shall be on the order of business of the next regular meeting occurring not less than thirty days subsequently. Such amendments may be amended by majority vote of those members attending the meeting in any manner pertinent to the original amendment. The amendments, as originally proposed or as amended at this meeting, shall be submitted as prescribed in Article VII, Section 7.2 of these Bylaws within fifteen days of the meeting and canvassed within thirty days following such submission by three tellers appointed by the President.

Section 8.3 – An affirmative vote of a majority of all ballots cast shall be necessary for the adoption of any amendments to the Bylaws, for petitions to amend the Section Charter, and for other matters which affect the relationship of the Section to the Institute.

Section 8.4 – Amendments to the Bylaws so adopted shall take effect upon being filed with the District Board.