

**INSTITUTE OF TRAFFIC ENGINEERS  
NORTHERN CALIFORNIA SECTION BY-LAWS**

**ARTICLE I - MEMBERSHIP**

**Section 1.1** Membership of the Section shall consist of those District 6 members as specified in the Charter of the Section. Membership includes those admitted at any of the following grades: Member, Institute Affiliate, Student Member, and Fellow. The privileges afforded to each grade are determined by the International Board of Direction.

**Section 1.2** Any District 6 member of any grade who belongs to the Section shall be called a "Section Member" which is distinct from "Member" which is a specific grade.

**Section 1.3** Fellows and Members shall be eligible to hold any elective office. Other grades shall enjoy all the privileges of the membership, except the right to vote, the right to hold elective office, and any other limitations established by the International Board of Direction.

**Section 1.4** Membership in the Section (for other than local Section Affiliates) shall be granted upon request and payment of dues.

**Section 1.5** Persons residing within the area designated for the Section are eligible for affiliation with the Section as Section Affiliates if they:

1. Are not eligible to be members of District 6, but are accumulating experience toward District 6; or
2. Are in sub-professional work in Transportation or Traffic Engineering; or
3. Are engineering students registered in a recognized engineering school; or
4. Are professionally engaged in related fields; or
5. Are in a position to work with and assist Transportation or Traffic Engineers by virtue of official positions or commercial employment.

**Section 1.6** All persons who are affiliated with the Section as provided in Section 1.5 and who are not members of District 6 shall be clearly identified at all times as "Section Affiliates."

**Section 1.7** All applications for Local Section Affiliate, except by engineering students, shall include as reference the names of not less than five persons to whom the candidate is personally known, at least three of whom shall be District 6 Members. All applications for Local Section Affiliate by a student shall be certified by a faculty member of the engineering school attended by the applicant.

**Section 1.8** The Section Board of Direction shall process the applications for any type of Local Section Affiliate, including securing confidential reports from the applicant's references as required.

**Section 1.9** At least thirty days prior to the final action of the Section Board of Direction, the members of the Section shall be notified of the name, address and occupation of each applicant for

Local Section Affiliate by mail or electronic mail, or if within the thirty days, at the next Section meeting.

Section 1.10 Election of Local Section Affiliates shall be by vote of the Section Board of Direction. An affirmative vote by a majority shall be required for election.

ARTICLE II - RESIGNATION AND EXPULSION

Section 2.1 Any Section Member may resign from the Section by written communication to the Section Board of Direction.

Section 2.2 Any Section Member whose Section dues are more that one year in arrears may be dropped from Section membership by the Section Board of Direction, and the unpaid dues become an obligation to be paid before the member 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 eligible to reapply for membership in the Section only if reinstated to membership in District 6. Any member of District 6 who is placed on inactive status by the District 6 Board of Direction can also be placed on inactive status by the Section.

Section 2.4 Any Section Affiliate who, by reason of any change in occupation or profession, shall cease to be in contact regularly and frequently with Transportation Engineers or the transportation engineering profession shall forfeit affiliation with the Section.

Section 2.5 The Section Membership Committee Chair shall periodically review the qualification of each Section Affiliate. Affiliates who appear to meet the minimum qualifications for Institute membership shall be so notified in writing and encouraged to apply for such membership.

Section 2.6 No Section Member or Local Section Affiliate shall advertise, use, or attempt to use identification with the Section in any manner whatsoever with the intent to derive personal gain there from, nor act in any manner which reflects discredit upon District 6 and/or the profession. In the event that such an occurrence is alleged to have happened, the Section Board of Direction shall take the following action.

1. If the individual is a District 6 Member, the appropriate information shall be forwarded to the District 6 Board of Direction.
2. If the individual is a Local Section Affiliate, the Section Board of Direction shall consider the case on its merits and, if warranted, expel or admonish the individual. Expulsion requires a two-thirds vote of the Section Board of Direction.

**ARTICLE III - FEES, DUES AND ASSESSMENTS**

Section 3.1 There shall be no initiation or entrance fees.

Section 3.2 Annual dues shall be payable at the beginning of the calendar year, which shall be January 1 to December 31 of each year and collected by Institute Headquarters. The amount of the annual fee shall be the same for both Section Members and for Section Affiliates. The Section Board of Direction shall determine the amount of the annual dues and dues for student members.

Section 3.3 Section dues for new Section Members and Section Affiliates shall be payable on election, with dues pro-rated to the number of quarters remaining in the calendar year.

**ARTICLE IV - OFFICERS AND BOARD OF DIRECTION**

Section 4.1 The elective officers of the Section shall consist of a President, a Vice-President, a Secretary and a Treasurer. Officers shall be elected annually to assume office on July 1.

Section 4.2 The Section Board of Direction shall consist of:

1. The current elective officers of the Section.
2. The highest ranking elective officer from the preceding year who is still a member of the Section., and if there is no such individual, the past President, whose term has most-recently expired and who is still a member of the Section. This person shall be called the ex-officio elective officer.

Section 4.3 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 Chapter, 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 4.4 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 vacancy occurs in any other office on the Section Board of Direction, the Section Board of Direction shall appoint a qualified voting member to fill the remainder of the unexpired term.

**ARTICLE V - DUTIES OF THE OFFICERS**

Section 5.1 The President shall preside at all meetings of the Section and meetings of the Section Board of Direction. The President shall appoint the chair and members of all Section Committees, shall serve as the intermediary between the Section and District 6. The President shall also perform all other duties normally associated with the office.

Section 5.2 The Vice-President shall, in the absence or incapability of the President, perform the duties of that office. The Vice-President shall assist the President in coordinating activities of the Section and shall accept such duties as the President assigns.

Section 5.3 The Secretary shall:

1. Keep records of all Section activities and minutes of all business meetings of the Section and all meetings of the Section Board of Direction.
2. Keep the current membership role and record of dues.
3. Handle necessary correspondence and mailings.
4. Prepare such reports as requested by District 6. These shall be given to the President for approval prior to final submission.
5. Maintain current up to date copies of the Section Charter and the Section By-Laws and the Charters and By-Laws of any Chapters located in the Section.
6. Other duties as assigned.

Section 5.4 The Treasurer shall:

1. Collect Section dues from ITE Headquarters and be custodian of all funds of the Section. The Treasurer shall pay out said funds when properly approved by the Section Board of Direction and shall keep an itemized account of receipts and expenditures.
2. Prepare such reports as requested by District 6. These shall be given to the President for approval prior to final submission.
3. Other duties as assigned.

## ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 6.1 At the time of the March meeting of the Section, a nominating committee of three qualified voters who are not current officers shall be appointed by the President. The nominating committee shall select one or more qualified candidates for each office. No nominee shall be included in the official list of candidates unless the nominating committee has obtained the nominee's written or verbal consent to run for the office for which being nominated. The nominating committee shall transmit its list of nominees to the Secretary prior to the April meeting of the Section.

Section 6.2 The list of candidates shall be presented to the membership during the April meeting of the Section and at this time, additional nominations can be made from the floor.

Section 6.3 Not later than June 1, the Secretary shall send to each eligible voter a final ballot listing the candidates nominated for office, and the candidate receiving the highest number of votes for each office shall be elected. Transmission of the ballot, and casting of votes for officers will be in accordance with the provisions set forth in Article IX. In case of a tie vote, the Section Board of Direction shall choose between the candidates by majority vote.

Section 6.4 No member shall occupy the same elective office for more than two consecutive terms.

### ARTICLE VII - MEETINGS

Section 7.1 Regular meetings of the Section shall be held as determined by the Section Board of Direction, but not less than one meeting per year shall be held. The Section officers may call a special meeting when conditions justify. No action affecting the Section shall be taken at any special meeting, unless at least fourteen days advance written notice concerning the matter has been sent to all members.

### ARTICLE VIII - GOVERNMENT

Section 8.1 The government of the Section shall be vested in its Section Board of Direction.

Section 8.2 The Section Board of Direction shall establish policies for the operation of the Section in conformity with the provisions of the Institute Constitution, the District Charter, and the Section By-Laws.

Section 8.3 The Section Board of Direction shall meet at times and places as it may deem necessary.

Section 8.4 The President shall represent the Section at the Annual District Meeting. If the President is unable to attend, the Section Board of Direction shall appoint another qualified voter as the Section's authorized representative.

Section 8.5 The President shall preside at meetings of the Section provided that when the President is unable to do so, the Vice-President shall preside at meetings and discharge the duties of President.

Section 8.6 The President shall be an ex-officio member of all committees except the nominating committee.

Section 8.7 The President shall appoint the chairman and members of standing committees and such special committees as may be desirable. Standing committees shall include, but not be limited to, Membership and Career Guidance/Professional Development. The Section will coordinate with any area Student Chapters through a Student Chapter Professional Liaison who shall be appointed by the President, with input from the Student Chapter, and shall be a member of the Institute and hold the grade of Member or higher.

Section 8.8 Statements intended as policies, standards, position statements, recommendations or resolutions of the Section, except for resolutions dealing exclusively with the internal affairs of the Section itself, shall be carefully considered by the Section Board of Direction and given either a favorable or adverse recommendation. The Section Board of Direction shall then submit the statement to a vote of the Section members. The proposed statement shall become an official statement if, and only if:

1. The Section Board of Direction recommended approval and a majority of the Section Members that vote on the statement cast their vote to approve it.
2. The Section Board of Direction recommended disapproval but two-thirds of the Sections Members that vote on the statement cast their vote to approve it.

ARTICLE IX - VOTING AND VOTING ELIGIBILITY

Section 9.1 At any properly called meeting of the Section, a quorum shall consist of those qualified voters present and voting.

Section 9.2 Voting for officers, for amendments and to these By-Laws, for petitions to amend the Charter, and for matters which affect the relationship of the Section to District 6, shall be by secret ballot.

Section 9.3 Ballots shall be sent or transmitted to voting members to ensure both the secrecy and the validity of the ballots. Voters shall indicate their selection on the ballot, and return or transmit the ballot to the Secretary-Treasurer or other designated canvassing agent.

Section 9.4 Only Members and Fellows of the Section whose Section dues are current shall be eligible to vote.

Section 9.5 The Section Board of Direction shall determine the form and manner in which ballots are published, completed and returned, which may include both printed and electronic ballots as

long as the manner of balloting is decided and conducted consistent with all applicable Section, District and International rules.

ARTICLE X - CHAPTERS

Section 10.1 Subject to securing any necessary approvals from District 6 and/or the Institute, a Charter may be issued by the Section Board of Direction at its discretion upon the written request of at least five (5) qualified voters residing in the area corresponding to the proposed Chapter. Proposed Chapter By-Laws shall be included with the written request. For sufficient reason and subject to any necessary approval by District 6 and/or the Institute, the Section Board of Direction may rescind and/or amend Chapter Charters.

Section 10.2 Each student chapter shall be supported and coordinated by a formally-designated Faculty Advisor and a Student Chapter Professional Liaison. The Student Chapter Faculty Advisor and Student Chapter Professional Liaison shall be members of the Institute and shall hold the grade of Member or higher.

ARTICLE XI - AMENDMENTS

Section 11.1 Proposals to amend these By-Laws or to petition amendments to the Charter may be made by resolution of the Section Board of Direction or by written petition signed by at least five (5) Section voting members.

Section 11.2 Proposed amendments to these By-Laws shall be submitted 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 the meeting in any manner pertinent to the original amendment. The amendments shall be submitted as prescribed in these By-Laws within thirty days of the meeting and canvassed within sixty days following such submission by the Secretary.

Section 11.3 An affirmative vote of two-thirds of all valid ballots cast shall be necessary to pass a proposed amendment.

Section 11.4 Amendments to the By-Laws so adopted shall take effect when approved by the District 6 Board of Direction and filed with the Institute.

APPROVED BY THE DISTRICT 6 BOARD OF DIRECTORS ON JULY 12, 2009

  
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Monica M. Suter, P.E., PTOE  
ITE District 6 President

  
July 12, 2009