

**BY-LAWS  
OF THE  
AMERICAN SOCIETY OF HIGHWAY ENGINEERS  
TRIKO VALLEY SECTION**

**ARTICLE I - MEMBERSHIP**

**Section 1.** Any person desiring to become a member shall make written application to the Secretary, on the form supplied and providing the appropriate information specified by the National Board of Directors. The Secretary shall submit the application to the Membership Committee and the local Board of Directors. Upon receiving favorable action, the Secretary shall forward the application, along with the current initiation fee, to the National Secretary for final certification of membership. The Secretary shall notify the applicant of the action of the National Board of Directors.

**Section 2.** Any member who becomes exempt from dues by reason of Article IV, Section 3 of the Constitution shall be known as an Honorary Member, but such designation shall not be considered a separate class of membership.

**Section 3.** Any member who resigned in good standing may reactivate membership in the local Section by petitioning the Board of Directors and paying the full current years National and Local dues.

**ARTICLE II - DUES, FEES, AND FINANCES**

**Section 1.** The fiscal year shall be June 1 through May 31.

**Section 2.** The annual dues shall be twenty (20) dollars for National and twenty (20) dollars for the Local Section, except for new members, for which Local dues shall be \$5 for the first year, for all classes of membership, payable as of June 1<sup>st</sup> of each year.

**Section 3.** An initiation fee, currently set at twenty-five (25) dollars by the National Board of Directors, shall accompany each new application for membership. This initiation fee is in addition to the annual dues.

**Section 4.** The Treasurer shall mail a dues statement to each member by April 1<sup>st</sup> for the following fiscal year. The Treasurer 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.

**Section 5.** A member whose dues become delinquent by four (4) months shall forfeit membership in the Section. The 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 Board of Directors.

**Section 2.** The Board of Directors shall have charge of the technical and 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 the power, within the limitations of the Constitution and By-Laws, to execute any measures whatsoever which it deems necessary to further the interests of the Section and the Society.

**Section 3.** Meetings of the Board of Directors shall be held at the direction of the President, but not less than twice each fiscal year. A meeting may also be called by agreement of three (3) members of the Board. A majority of the members of the Board shall constitute a quorum. Participation in Board meetings may be held via teleconferencing and e-mail may also be used to collect votes from the Board of Directors.

## **ARTICLE IV - OFFICERS**

**Section 1.** The President, subject to the Board of Directors, shall have supervision of the affairs of the Section; shall preside at meetings of the general membership and the Board of Directors; and shall be an ex-officio member of all committees.

**Section 2.** The First Vice-President shall preside at all meetings in the absence of the President and shall act as the Section's liaison representative to other technical associations or societies.

**Section 3.** The Second Vice-President shall preside at all meetings in the absence of the President and First Vice-President.

**Section 4.** The Secretary shall:

- a. attend all general membership meetings of the Section and the Board of Directors, and record the proceedings thereof.
- b. have custody of all official papers and correspondence and records, including the Section Constitution and By-Laws.
- c. conduct the correspondence of the Section and keep records of same.
- d. submit a report at the May general membership meeting of the Section as to the activities of the office.
- e. be an additional signatory to all Section financial accounts.

**Section 5.** The Treasurer shall:

- a. under the direction of the President and the Board of Directors, act as the executive officer for the Section.
- b. collect and receive all monies and deposit same in the name of the Section in a financial institution approved by the Board of Directors. Accounts shall have a minimum of two names of Section Officers listed on the signature card.
- c. pay all bills when approved by the Board of Directors.
- d. keep full records of the accounts of the Section and provide a report of same at each meeting of the Board of Directors and the general membership.
- e. present an annual report to the membership, at the May general membership meeting, including the status of membership.

**Section 6.** The four (4) Directors shall serve as general representatives and members of the Board of Directors. Each Director shall serve for a term of three (3) years. Directors shall be encouraged to serve as leadership for Section committees.

**Section 7.** The Immediate Past President shall serve as a member of the Board of Directors and shall be encouraged to serve as leadership for Section committees.

**Section 8.** The Regional Representative shall be encouraged to attend all Region 1 meetings and make reports of same to the Board of Directors and the general membership. The Regional Representative shall be a member of the Board of Directors.

## **ARTICLE V – ELECTION OF OFFICERS**

**Section 1.** At the March general membership meeting, the Presiding Officer shall nominate at least one (1) candidate for each office to be elected.

**Section 2.** Additional nominations may be submitted from the floor at the March general membership meeting.

**Section 3.** The Presiding Officer shall conduct the election of officers at the May general membership meeting by written ballot, except in those instances where only one candidate per office is nominated. At such times, an affirmative voice vote of those attending the May general membership meeting shall be sufficient for election of the officers.

**Section 4.** The Secretary shall publish the results in the next paper or electronic mailing to the general membership.

**Section 5.** All grades of membership shall be eligible to vote.

**Section 6.** If a Board Members' term is vacated in mid-year, the Board of Directors shall notify the membership of the vacancy and may, by a majority vote of the Board of Directors, appoint a member in good standing to fill the vacancy for the remaining fiscal year.

## **ARTICLE VI – OFFICIAL PUBLICATIONS**

**Section 1.** The Section may publish newsletters, meeting notices, or make general mailings as determined by the Board of Directors. Such publications shall be made by regular U.S. Mail, or electronic mail, to the address of record of each member. Such mailings shall be considered to be official notice to the members of actions taken by the Board, the Section, or officers as required by the Constitution or By-Laws.

## **ARTICLE VII – MEETINGS**

**Section 1.** General membership meetings will be held on the fourth Tuesday of odd-numbered months. Changes to this schedule will be determined by the Board of Directors and published in the newsletter or via U.S. Mail or electronic mail to the members.

**Section 2.** All meetings of the Section, Board of Directors, and Committees shall be conducted according to the latest edition of Robert's Rules of Order.

## **ARTICLE VIII – COMMITTEES**

**Section 1.** The President shall, prior to the first Board of Directors meeting of the fiscal year, appoint individuals to chair the following standing committees:

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|-----------------------------|-------------------------|
| a. Program                  | d. Golf                 |
| b. Membership               | e. Scholarship          |
| c. Legislative Review (PIN) | f. Newsletter & Scanner |

Ad Hoc committees may be appointed at the discretion of the Section President.

**Section 2.** All grades of membership are eligible for committee participation.

## **ARTICLE IX – AMENDMENTS**

**Section 1.** At any meeting of the Board of Directors, a quorum being present, the Board of Directors, by a two-thirds vote of those present, may amend these by-laws, provided that a written or electronic notice of such proposed amendment has been given to each member of the Board of Directors.