

BY-LAWS OF THE CLEARFIELD SECTION
Of The
AMERICAN SOCIETY OF HIGHWAY ENGINEER
Revised and Section Approved 10-31-14
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Definitions

The noted references used in the text of these by laws shall be interpreted as follows:

“National” shall mean the American Society of Highway Engineers, national organization

“Section” shall mean the Clearfield Section.

“Region” shall mean the Northeast Region of ASHE.

ARTICLE I - MEMBERS

1. Any person desiring to become a member, or any member wishing to advance to the next higher grade of membership, shall make written application to the Section Secretary. Such application shall be in such form and contain such data as prescribed by the National Board. Upon receipt of recommendation for acceptance, the application shall be submitted to the Section Board of Directors for approval. If approved, the application shall be forwarded to the National Secretary for inclusion in the membership roster. The National Secretary shall notify the Section Secretary of the inclusion of new members in the National Roster.

2. Each applicant shall be notified by the Section Secretary of their election or rejection. The elected applicant will be billed for the appropriate Section dues, which become due upon election or advancement to a higher grade.
3. Election to the grade of Honorary Member shall be as described under Article II of the National Constitution. Honorary members shall not exceed one percent (1%) of the ASHE membership. They shall be proposed to the National Board by petition of not fewer than 10% of the ASHE membership. The National Board shall elect Honorary Members. No member of the National Board shall vote on his/her own admission to Honorary Membership. A person elected to Honorary Membership shall be notified within (90) days of approval.
4. National Dues Assessments and Initiation Fees shall be established by the National Board, collected by the Sections, and forwarded to the National Office.
5. The initiation fee and first year's dues assessment shall be submitted with the application when it is transmitted to the National Board for approval. Such fees shall be retained by ASHE National upon approval of the application, who will forward the approved member's application with membership pin and certificate of membership, to the Section Secretary.

Each Section shall be advised of the annual National Dues Assessment by March 1 of each year. Annual dues assessments will be sent by the Section Secretary to the National Secretary by October 1 of each fiscal year. A ten percent (10%) late fee will be added to the assessments by the National Secretary for Sections not paying their annual dues assessment by the October 1 due date. The initiation fee and first year's dues assessment shall be subject to annual review by the National Board.
6. A member whose dues become six months in arrears shall lose the right to vote and to receive publications normally furnished without extra charge to members in good standing. Any member whose dues become twelve (12) months in arrears by June 1 shall forfeit membership to the National and Section organizations pending inquiry by the Section Board of Directors.
7. The National Board, by affirmative vote of two-thirds, may suspend or expel a member for any violation of the National Constitution, these By-Laws, Code of Ethics, guidelines, or policies established by the National Board. A member whose suspension or expulsion is being considered shall be notified by the Section Secretary by registered mail, and shall be advised of the charges against at least 30 days prior to the proposed date of suspension or expulsion. If the member so desires, he /she may submit a defense, either in person or in writing, which shall be considered by his/her Section Board of Directors as part of the expulsion procedure. Any member against whom such action is taken may, upon written application, appeal to the National Board. Such written application must be presented within (30) days of notice of expulsion or it will not be considered. The action taken by the National Board shall be binding and final.
8. Any member of ASHE may resign his/her membership by a written communication to their Section Secretary.
9. Upon written request, signed by any suspended or expelled member and filed with the National Secretary, the National Board may, by the affirmative vote of two-thirds, reinstate the member upon such terms as the National Board may deem appropriate.

10. Membership in this organization is neither transferable nor assignable to another member or non-member.
11. Any member of the Section who becomes exempt from the payment of dues under Article II of the National Constitution shall be known as a Life Member. Members who have been a dues paying member in good standing for 25 years or more and have been active in ASHE activities may apply for Life Membership. A letter of application listing the years of membership and involvement in ASHE activities shall be submitted to the Section officers and Board of Directors. The Secretary will notify the applicant of the Section's determination of acceptance or rejection. The National Secretary or other ASHE organizations may be consulted to confirm the applicant's qualifications. Those members who attained Life Membership status prior to 1991 are exempt from National Assessment. The National Assessment for those who attained Life Membership status subsequent to 1991 will be paid by the Clearfield Section.
12. Any member who resigned in good standing may return to his/her former membership by a written request to the Section Secretary, and payment of the National and local section dues.

ARTICLE II – INITIATION FEES, DUES, and FINANCE

1. An initiation fee as determined by the National Board shall accompany each application for membership. The full initiation fee will be submitted with each application sent to the National Board for acceptance. These fees are retained by the National Society on approval of the application, after which the approved member's pin and certificate of membership are forwarded to the Section Secretary for presentation to the new member by the President. In the case of an application rejection, the full initiation fee shall be returned to the Section for refund to the applicant.
2. Dues shall be paid annually in advance of June 1 in the amount established by the Section Board of Directors.
3. Prior to April 1 of each year, the Section Secretary shall mail to each member at their latest address of record, a statement of the amount of dues for the ensuing year.
4. Any member who becomes exempt from dues payment under Article II National Constitution shall be known as a life member, but this term shall not be used to denote a separate grade of membership.
5. Any member who resigned in good standing may return to their former membership grade by written request to the Section Secretary and payment of the full current year dues.
6. The Section fiscal year shall be from June 1 to May 31.
7. A person admitted to membership between June 1 and November 30 shall pay the full dues for one year, and admission to membership between December 1 and May 31 will be assessed one half the yearly amount. The difference in dues assessment for advancing to a higher grade of membership shall be administered in like fashion.
8. All checks issued for the payment of bills and invoices shall be signed by an approved officer. The approved officers shall be the Treasurer, the President, and/or any other officers designated by the President.

9. To the extent possible the Clearfield Section will support the finances of the ASHE Regional Organization and the Section Regional Director following National guidance, until the Region is financially independent.
10. Monies garnered by the acceptance of Section sponsors shall be used for member meal cost reduction, social events, annual membership mailings, special web site costs, or any other activity deemed to be in the best interest of the Section by the Section Board.

ARTICLE III – SECTION MANAGEMENT

1. The Clearfield Section shall be governed by the Section Board of Directors
2. The Officers shall consist of a President, First Vice President, Second Vice President, Treasurer, and Secretary.
3. The Board shall be comprised of a minimum of nine (9) directors, the elected officers, and the immediate past president. The directors to be elected by the Section shall desirably represent the cross section of the entire highway industry. One third of the directors will be elected for three year terms each year. Directors are encouraged to serve as the chairpersons of the Section operating committees. The Section Regional Director shall also be a member of the Board.

ARTICLE IV – BOARD OF DIRECTORS

1. The Section Board of Directors shall be the judge of the qualifications of its members and shall have the authority to fill vacancies occurring on the board.
2. The Section Board of Directors shall act in all matters concerning the business and financial interests, and have the power, in accordance with the Constitution and these By Laws, to execute any measure necessary to further the interest of the Section.
3. The Section Board of Directors shall meet once a month September through May, but a majority of board members must be present to conduct business. Special meetings may be called by the President or two members of the board.
4. At the first meeting after the annual organizational meeting, the Section Board of Directors shall announce and or form standing or special committees for the current fiscal year.

ARTICLE V – OFFICERS

1. The President has a term of office for one year and is limited to two consecutive terms. The President, subject to the Section Board of Directors, has supervision of the Section's matters. The President presides at meetings of the Section, is the Chair of the Section Board of Directors, and is an ex-officio member of all Section committees. The President has general and active management of the affairs of the Section and appoints committee membership.

2. The First Vice President has a term of office of one year with a limit of two consecutive terms. The First Vice President may succeed the Section President. The First Vice President performs the duties of the President in his/her absence and participates as a regular Section Board member.
3. The Second Vice President has a term of one year with a limit of two consecutive terms. The Second Vice President may succeed the First Vice President. The Second Vice President performs the duties of the President in the absence of the President and First Vice President and participates as a regular member of the Section Board of Directors.
4. The Secretary has a term of one year with no limit on the number of consecutive terms. The Section Secretary is responsible for preparing, maintaining, and keeping all Section records. The Secretary records, prepares, and distributes meeting minutes; sends meeting notices as appropriate; and handles other correspondence as needed. The secretary is the principle liaison with the National Secretary. Specific duties are further outlined in the Section Operating Manual Appendix and attached for quick reference.
5. The Treasurer has a term of office of one year with no limit on the number of consecutive terms. This office may be combined with the office of Secretary; however it is strongly recommended that it be separate. The Treasurer keeps and maintains accurate financial records. The Section Treasurer will establish and maintain a bank account, receive all monies, pay all bills, prepare IRS Form 990 for the Section Secretary, and prepare financial reports of the Section's status for reporting and discussion at meetings. Further specific duties are outlined in the Section Operating Manual Appendix and attached for quick reference.
6. The Directors have a term of office of three years with no limit on the number of consecutive terms. Terms shall be staggered such that one third of the Directors are elected annually.
7. The Regional Director representing the Section has a three year term with no limit on the number of consecutive terms. The Regional Director shall serve on the Section Board of Directors. The duties of the Regional Director shall be as established in the Section By-Laws, the Region By-Laws, and the National By-Laws. An Alternate Regional Director shall be appointed by the Board to represent the Section in a situation where the Regional Director cannot be available for duty.
8. The Immediate Past President shall be a member of the Section Board of Directors.

ARTICLE VI - ELECTIONS

1. Ninety (90) days prior to the Section annual meeting (May) the Nominating Committee shall nominate candidates for the elected offices of President, First Vice President, Second Vice President, Secretary, Treasurer, and Regional Director. After acceptance of the nomination by the nominee, the Secretary shall mail a list of the nominees to the Section membership thirty (30) days prior to the annual meeting. Only senior members in good standing are eligible for nomination.
2. Senior Members, Members, Associate Members, and Junior Members shall be entitled to vote as long as maintain their membership in good standing.

3. Immediately following the final voting, the Secretary will verify the acceptance of each person elected. The Secretary shall prepare a general announcement of the officers elected, which announcement shall be made available to all members and posted on the Section web site.

ARTICLE VII – MEETINGS

1. The Annual Meeting of the Section for the election of officers and transaction of business shall be held during the month of May. The time and place of the meeting shall be designated by the Section Board.
2. Regular monthly meetings of the Section shall be held at such time and place designated by the Board.
3. The president or someone designated by the President shall present a brief report of all Section activities at each monthly meeting.
4. The Order of Business at the regular monthly meetings of the Board and Section members shall be as follows:
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Welcome, Introductions, and Remarks
 - D. Approval of Previous Meeting Minutes
 - E. Section Secretary's Report
 - F. Section Treasurer's Report
 - G. Section President's Report
 - H. Committee Reports
 - I. Unfinished Business
 - J. New Business
 - K. Next Meeting Information and Other Announcements
 - L. Adjournment
5. Minutes of the Section Board Meetings should be forwarded to the National Secretary and the Section's National Director.

ARTICLE VIII – COMMITTEES

1. The President shall within thirty (30) days of the annual meeting appoint members to the following standing committees:
 - A. National Nominating Committee
 - B. Technical Committee
 - C. Program Committee
 - D. Membership Committee
 - E. Section Nominating Committee
 - F. Web Page Committee

- G. Auditing Committee
- H. By Law and Constitution Committee
- I. Scholarship Committee
- J. Picnic Committee
- K. Golf Outing Committee
- L. Adopt a Highway Committee

2. Special committees may be appointed by the President.
3. All grades of membership may be appointed to a committee.
4. No officer with authority to sign checks will be on the Auditing Committee.
5. Committee functions and responsibilities will be as established by the Section Operating Manual or as established by the Section Board of Directors.
6. The Scholarship Committee shall solicit applications for at least a \$1000 scholarship as the Scholarship fund is able to support the award. The criterion for the application and award of monetary scholarships is established as follows:

Eligibility

- A. The applicant must be a citizen of the United States, or have permanent resident status, and permanently reside in the ten county area of the Clearfield ASHE Section (Cameron, Centre, Clearfield, Clinton, Elk, Indiana, Jefferson, McKean, Mifflin, and Potter Counties.)
- B. The applicant must have a Junior or Senior status in a four year Civil Engineering Degree program, or have obtained an associate degree and be continuing further education in a highway engineering field, and be a valid student returning to school in January of the scholarship year.
- C. The curriculum in which the applicant is enrolled should have a major emphasis in one of the fields of surveying, geotechnical engineering, environmental engineering, construction inspection and management, highway and bridge design, and materials management and inspection.
- D. Each applicant must complete the scholarship application form and provide all requested information.
- E. The applicant is eligible to receive the award only one time.
- F. Applicants not selected are encouraged to reapply provided they still meet the application criteria.

Evaluation

- A. Each applicant shall be evaluated on a point system.
- B. Each applicant will be rated on their G.P.A. (25 points maximum)
- C. Applicants who are a dependent of an ASHE member of 3 years or more in good standing, or who are ASHE members of 3 years or more in good standing, will receive 5 bonus points.
- D. Each applicant will be rated on their school and community activities, work experience, and any awards received. (45 points maximum)
- E. Each applicant will be rated on their written description of their career goals based on content, clarity, grammar, spelling, and appearance. (30 points maximum)

- F. The three applicants with the highest total score of the sum of B, C, D, and E will be invited for an interview. The interview will be evaluated considering the applicant's attitude toward civil engineering, the applicant's ability to communicate, the applicant's career goals, and the applicant's appearance.
7. The determination of applicants' eligibility, the evaluation and assessment of points, the evaluation of the interviews, and the final determination of the successful applicant will be the function of the Scholarship Committee with oversight of the Section Board of Directors.

Article IX – Northeast Region

1. The Clearfield Section is a member of the ASHE Northeast Region as established by the National Board of Directors and the National ASHE By-Laws.
2. The Northeast Region will conduct regional ASHE business and fulfill their duties in accordance with the Northeast Region By-Laws.
3. The National Director for the Region will be selected at large from the members of the Northeast Region by the Northeast Region Executive Board and ratified by the Region Board from a list of candidates nominated by the member Sections. Each Section can nominate no more than one candidate. The Section National Nominating Committee will work with the Northeast Region to determine the appropriate procedure to nominate a candidate.

ARTICLE X – AMENDMENTS

1. At any meeting of the Board of Directors with a quorum present, the Board by a two-thirds vote, may amend the By Laws in conformity with the Constitution, provided that a written notice of such proposed amendment shall have been given at a previous meeting and Board members received such written notice fifteen (15) days prior to the meeting at which action is taken.
2. A proposed amendment to these By Laws may be petitioned to the Board of Directors by at least 25 % of the active membership in good standing.

ARTICLE XI – DISSOLUTION

1. The Clearfield Section may be dissolved by the National Board of Directors, either by petition from this section or for just cause. In the event of dissolution the charter of the Clearfield Section will be revoked.

2. Assets remaining after all bills are paid will be handed to the National Board of Directors and managed in accordance with the Constitution, Article V, Section 2; and the National By Laws Article XV, Sections 2, 3, and 4.

ARTICLE XII – SECTION POLICIES

1. The incoming President will be provided reimbursement for expenses (travel, lodging, registration, meals, plus other additional expenses when approved by the Section) incurred while attending the National Convention. Expenses will be reimbursed upon the receipt by the Section Treasurer of all documentation of allowed charges. In the event the President is unable to attend, the allowance for expenses will be passed to the next available officer in the order of First Vice President, Second Vice President, Secretary, and Treasurer. If none of these officers are available, the expense allowance is to be divided equally, as determined by the Board of Directors, among those Section members in good standing who attend the National Convention. Any reimbursed expenses are for the individual officer or member(s) representing the Section.
2. Any member who makes a dinner reservation for themselves or for guest(s) and does not cancel the reservation prior to the deadline for doing so shall be responsible for paying all of the charges incurred by the Section. The exception to this policy would be if the restaurant only charges the Section for the actual number attending.
3. Dinner speakers or presenters shall not be paid honoraria or expenses; however, the Section will pay for their meals. Each speaker or presenter will be given a certificate and token gift of appreciation.
4. The Section shall provide audio/visual presentation equipment and other presentation materials deemed necessary by the presenter(s) for the meeting, and if needed the Section will pay for rental of such equipment and materials.
5. At the monthly dinner meetings the Section will pay for the meals served to the President, First Vice President, Second Vice President, Secretary, and Treasurer.
6. The Section may provide funds to any educational activities that promote or enhance any discipline associated with Highway Engineering and Construction. The amount and nature of the funds will be determined and provided on a case-by-case basis upon approval by the Section Board.