

# **INSTITUTE OF TRANSPORTATION ENGINEERS**

## **METROPOLITAN SECTION OF NEW YORK AND NEW JERSEY BYLAWS**

### **ARTICLE I – MEMBERSHIP**

*Section 1.1* – Any Institute member who resides within the area designated for the Section, and who is in good standing with the District and by extension through the Institute, shall be a member of the Section. 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 who does not reside within the Section area may join the Section by obtaining approval of the Section Executive Board and upon payment of the appropriate fees and dues.

*Section 1.3* – Section members who reside within the Section area shall be entitled to all the privileges of the Section except that Student Members of the Institute may not vote or hold elective office in the Section. Section members who do not reside within the Section area shall be entitled to all privileges of the Section except that they may not hold elective office in the Section.

### **ARTICLE II – RESIGNATION AND EXPULSION**

*Section 2.1* – *As per the Institute’s Constitution*, any Section member whose dues are more than one year in arrears shall have their membership in the Institute terminated and by extension, their membership in the Section terminated. Restoration of membership in the Section is contingent upon the clearing of arrears in accordance with the requirements of the Institute.

*Section 2.2* – 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 International Board of Direction shall also be placed on inactive status by the Section Executive Board.

### **ARTICLE III – DUES, FEES AND ASSESSMENTS**

*Section 3.1* – Annual dues shall be as follows:

- (a) Annual Section dues for Institute members who reside within the Section area, as specified in the Section Charter, shall be included in the District dues and paid through the Institute and District as set forth in the District Bylaws.
- (b) For Institute members who reside outside the Section area, as specified in the Section Charter, annual Section dues shall equal those of members residing within the Section.

- (c) Honorary, Life and Student Members of the Institute shall not be liable for Section dues.

*Section 3.2* – Annual dues shall be payable as prescribed by the International Board of Direction. Usually January 1 of each year.

*Section 3.3* – Any member whose dues are more than three months in arrears shall lose the right to vote. If dues become one year in arrears, action as provide in Article II, Section 2.1 shall be taken by the Section Executive Board..

*Section 3.4* – Special assessments may be made by the affirmative vote of two-thirds of those voting in an electronic or mail ballot to the full section membership.

#### **ARTICLE IV – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

*Section 4.1* – The Elective Officers of the Section shall be President, Vice President, Secretary, Treasurer and the Junior Section Director. The Section Executive Board shall consist of the Elective Officers, two Directors, and the Past President whose term has most recently expired. All members of the Board shall reside in the Section area. Officers shall be elected annually for a term of one year. One Director shall be elected annually for a term of two years. The new Director and Officers shall take office and exercise their position January 1. They should be ceremonially sworn in at the first regular business meeting of the section in January.

*Section 4.2* – No member shall occupy the same elective office for more than two consecutive terms unless there is a unique situation which would then be assessed by the Executive Board on a case-by-case basis.

*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 any other elective office, the Section Executive Board, at its discretion, shall appoint a sitting officer to fill the unexpired term. The Board may opt to fill the vacancy by moving up (i.e. appointing) the officer of the preceding positions such that the treasurer position is then vacant. The Board may then appoint to fill the vacated treasurer's position by a candidate of its choice. The candidate who lost the previous year's treasurer's term election may be considered a potential candidate.

*Section 4.4* – Except for the office of Treasurer, the Nominating Committee shall nominate one or more qualified candidates for each office. The Nominating Committee shall nominate at least two qualified candidates for the office of Treasurer. Written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary not later than August 15.

*Section 4.5* – Not later than the September business meeting, or September 20 if there is no scheduled meeting, of each year the Secretary shall announce to the members of the Section the slate of candidates nominated by the Nominating Committee. At that time, the Secretary will also ask for additional nominations via petition. Additional nominations for any office may be made by petition, signed by not less than twenty-five voting members and representing at least three employment organizations. Each such petition shall be

accompanied by the written consent of the nominee to run for the office for which nominated and must be received by the Secretary not later than September 30. A member may not be a candidate for more than one office.

*Section 4.6* – Not later than October 15, the Secretary shall forward to all Section members a ballot containing the names of all nominees. The balloting instructions shall advise that ballots must be returned by not later than 10 days prior to the Annual Section Meeting. A proper return envelope addressed to the Secretary, with spaces for signature validation and printed name, shall be included with the ballot. Should electronic voting procedures be adopted by the Section Executive Board, appropriate means of validation would similarly be required. After receipt of the ballots by the specified return date and prior to the Annual Meeting, the ballots cast by eligible voters shall be canvassed by three tellers appointed by the President, and the candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie, the Section Executive Board shall select one of the candidates.

## **ARTICLE V – MEETINGS**

*Section 5.1* – Regular meetings of the Section shall be held as determined by the Section Executive Board, but not less than four meetings a year shall be held. The Board may call special meetings but no action affecting the Section shall be taken at any special meeting, 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 between November 12 and December 7. A report of the financial condition of the Section shall be made by the Treasurer at the Annual Meeting.

## **ARTICLE VI - GOVERNMENT**

*Section 6.1* – The President shall preside at meetings of the Section and of the Section Executive Board, provided, however, when the President is unable to do so, the Vice President shall preside at meetings and discharge the duties of the President. A majority of the Board shall constitute a quorum.

*Section 6.2* – The President shall be an ex-officio member of all committees, except the Nominating Committee.

*Section 6.3* – The President shall appoint annually a Nominating Committee composed of three Section members not later than March 1.

*Section 6.4* – 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 be limited to: Membership, Arrangements, Newsletter, Student Outreach, Professional Development, Technical Projects and Industry.

*Section 6.5* – The Treasurer shall not expend more than \$200 without concurrence of the President. Exceptions to this requirement are standard expenses associated with scheduled ITE meeting functions and Newsletter publications and mailings. The Board shall not

authorize an expenditure of more than \$2,000 not included within the Section's annual budget without concurrence of the membership assembled at a regularly scheduled business meeting. Such unanticipated expenditures not addressed in the section's budget greater than \$3,500 shall require approval by majority ballot of all Section voting members.

*Section 6.6* – An annual line item budget shall be adopted not later than March 1 of each year and provided to the membership in the next issue of the Section newsletter or on its web page after its adoption.

*Section 6.7* – In matters where the Section is to issue a public policy statement or take a public position on a transportation or traffic matter, the policy statement or public position shall be reviewed and approved by the Section Executive Board.

*Section 6.8* – The President shall appoint a Section Administrator with the concurrence of the Section Executive Board. The function of the Section Administrator shall be to assist the Section Executive Board in running the Section, maintain the Section By-Laws and Policies and Procedures Manual and to execute the preparation of the Section's tax liability documents to maintain its status as a 503C corporation as required by United States Internal Revenue Service. The Section Administrator shall determine the mailing address of the Section for banking and other purposes. The position of Section Administrator shall have neither a vote on the Section Executive Board nor signature rights to the bank accounts.

## **ARTICLE VII – VOTING AND VOTING ELIGIBILITY**

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

*Section 7.2* – When such a secret ballot is required, ballots shall be sent to all Section members, accompanied by a blank envelope and an envelope addressed to the Secretary or via electronic ballot similar to the election of officers. Voters shall indicate their selections on the ballot, seal it in the blank envelope, and insert that envelope in the one addressed to the Secretary. The voter shall sign and print name on the addressed envelope. Before the ballots are canvassed, the names on the outside of the envelope shall be checked against the latest available list of eligible voters and the blank envelopes containing the ballots cast by eligible voters separated from all others and used by the Tellers Committee in the canvass.

## **ARTICLE VIII – AMENDMENTS**

*Section 8.1* – Proposals to amend these Bylaws or to petition amendments to the Charter must first be made by resolution of the Section Executive Board or by written petition signed by at least fifteen (15) voting members.

*Section 8.2* – Proposed amendments to these Bylaws shall be submitted to the membership 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 voting 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 voted upon within thirty days following such submission by three tellers appointed by the President.

*Section 8.3* – An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendments to the Bylaws.

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

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Approved by the members of the Metropolitan Section of New York & New Jersey -  
November, 2018.