

**SOUTHERN NEW JERSEY SECTION
AMERICAN SOCIETY OF HIGHWAY ENGINEERS (ASHE)**

BY-LAWS

Revised: January 31, 2007

**ARTICLE I
NAME, LOCATION AND FUNCTION**

- Section 1. The name of this organization shall be the Southern New Jersey Section of the American Society of Highway Engineers. (ASHE) It is a member of Region 6.
- Section 2. The headquarters of this Section shall be established in the southern area of New Jersey at a location that best serves the interest of the Section. Such location may be established at the discretion of the Board of Directors.
- Section 3. This Section follows the rules and objectives of the National Constitution, the National By-Laws, the Section Operating Manual and those as defined by these Section By-Laws.
- Section 4. The mission of this Section shall be: to support the Society and the Region and to cooperate with other Sections, Engineering Societies, Transportation Agencies, and Civic Associations in matters of mutual interest, to bring about a closer acquaintance and spirit of cooperation between engineers and others in the field of planning, design, construction and maintenance of highways, to advocate the registration of the members in their respective fields.
- Section 5. The fiscal year of this Section shall begin on June 1 and end on May 31 of the following calendar year.

**ARTICLE II
MEMBERSHIP**

- Section 1. Membership in this Section shall consist of all persons who are members in any grade of ASHE as set forth in the National Constitution and By-Laws of ASHE whose addresses are within the local section area established for this Section, and whose dues are classified as current. Membership is not transferable or assignable to other members or non-members..
- Section 2. Prospective members shall meet the requirements set forth in the National Constitution and By-Laws.

Section 3. Membership assessment is due to the National Secretary on October 1st of the current year.

Section 4. The final drop-add membership list shall be forwarded to the National Secretary by October 1st of the current fiscal year.

ARTICLE III **DUES**

Section 1. The application fees and annual dues of members shall be determined by the Board of Directors and include the current initiation and annual assessment fees established by the National Board of Directors.

Section 2. The Membership Committee chair shall give proper notice to the membership to ensure collection of the annual dues by June 1 of each year. By October 1, the Membership committee chair shall submit to the National Secretary the names and amount of the respective assessment for those members that have submitted their dues for the coming fiscal year.

Section 3. Any current member not submitting their dues by June 1 shall be given past due notice(s) by the Membership Committee Chair and if the dues have not been submitted by the first meeting in September, the submittal of the annual assessment to the National Secretary shall note those members who are being dropped from the Section for the National Board of Directors to take further action.

Section 4. A person who meets the Life Membership criteria shall be exempt from paying annual dues.

ARTICLE IV **OFFICERS AND BOARD OF DIRECTORS**

Section 1 The Board of Directors shall consist of a minimum of nine elected members and five elected officers. The elected officers of the Board of Directors are the officers of the Section and shall consist of President, First Vice President, Second Vice President, Secretary and Treasurer. The Board of Directors may, at its discretion appoint assistant officers however only elected members will have the right of a vote. One elected board member shall serve as the Regional Director who represents the Section and serves as the Section Representative on the Region Board of Directors.

- Section 2. The Board of Directors, by majority vote, shall govern the affairs, administration and property of the Section.
- Section 3. The term of office of the President, First Vice President, Second Vice President, Secretary and Treasurer shall be for one year.
- Section 4. The nine elected members of the Board of Directors shall serve a term of 3 years each. The terms of office shall be staggered so that three members shall be elected each year maintaining continuity within the Board of directors. The immediate Past President shall automatically fill one of the positions as a member of the Board of Directors for a three year term.
- Section 5. The President, First Vice President, Second Vice President and members of the Board of Directors shall not serve more than two consecutive elected terms. The Secretary and Treasurer shall serve a term of 3 years each.
- Section 6. Vacancies in any Officer or Board of Directors position shall be filled by a majority vote of the Board of directors present at the time of the vote, for the unexpired term of the position to be filled.
- Section 7. New officer list shall be forwarded to the National Secretary on June 1st of the current year.

ARTICLE V
NOMINATION AND ELECTION OF OFFICERS AND MEMBERS OF THE
BOARD OF DIRECTORS

- Section 1. The President shall appoint at least 3 members of the Section to act as a Nominating Committee with the immediate Past President and the Secretary at the January general membership meeting of the Section. No member of this committee shall be nominated for a position as an officer.
- Section 2. The Nominating Committee shall present its recommended slate of Officers and members of the Board of Directors at the March meeting of the Section. At this meeting, nominations remain open until closed by action of the members present. The Secretary shall include a list of these nominations at the March meeting notice.
- Section 3. Nominations by petition shall be accepted and shall contain the signature of a least ten (10) percent of the eligible voting members of the section and shall be accompanied by a letter from the nominee accepting the nomination. Nomination by petition shall be filed with the Secretary not less than thirty (30) days prior to the meeting date for the Election of Officers and Members of the Board of Directors.

Section 4. Election of Officers and members of the Board of Directors are held at the May meeting of the Section.

Section 5. Installation of Officers and members of the Board of Directors are held at the last meeting of the fiscal year of the Section.

ARTICLE VI **COMMITTEES**

Section 1. Standing committees shall consist of Program, Ethics and Practices, Constitution and By-Laws, Public Relations, membership, Technical, and Legislative Review committee. Chairpersons shall be appointed by the President. Members of these committees shall be appointed by the Chairperson.

Section 2. Ad-Hoc committees may be established by the President for a specific purpose and for the period of time needed to meet this purpose. The Chairperson shall be appointed by the President. Members of the committee may also be appointed by the President depending on its purpose. The Nominating committee shall be an Ad-Hoc Committee and shall serve as stated elsewhere in these By-Laws. A convention committee shall be considered an Ad-Hoc committee which will be responsible to arrange for a convention whether local, regional or national.

Section 3. Special committees shall be appointed at the discretion of the President or at the will of the Board of Directors for the purpose of on-going projects not related to the administration of the section. These committees shall serve continuously until dissolved by the Board of Directors. The Chairperson shall be appointed by the President. A Scholarship committee shall be considered a special committee and shall serve to award scholarships to needy and deserving Civil Engineering students residing in the South Jersey area. Definitions of the above requirements are to be made by the appointed committee and approved by the Board of Directors.

ARTICLE VII **DUTIES OF OFFICERS, MEMBERS OF THE BOARD OF DIRECTORS AND** **ALL COMMITTEE CHAIRPERSONS**

Section 1. The President shall:

- (a) preside at all meetings, conduct the business prescribed by these By-Laws, preserve order and assure that all other members of the Board of Directors fulfill their obligations properly,

- (b) appoint all committee chairpersons and delegates as called for in these By-Laws,
- (c) discharge any committee for its failure to perform its assigned duties,
- (d) sign and countersign all official documents, checks and vouchers issued by all members of the Board of Directors,
- (e) act as ex-officio member of all committees except the Nominating committee.

Section 2. The First Vice president shall:

- (a) assist the President in the management of the section and preside at meetings in his absence,
- (b) perform any other duties as called for by the President.

Section 3. The Second Vice President shall:

- (a) assist the President and First Vice President in the management of the section and preside at Meetings in their absence,
- (b) perform any other duties as called for by the President.

Section 4. The Secretary shall:

- (a) keep true and accurate minutes of proceedings of all regular and special meetings of the Section and of the Board of Directors,
- (b) maintain custody of all section records,
- (c) prepare all correspondence required, including notices and letters of meetings and other functions,
- (d) see that all monies due the Section are collected and transferred to the Treasurer.

Section 5. The Treasurer shall:

- (a) receive all monies and record same from all members of the section,
- (b) receive and record all monies from all other sources and issue receipts for the same,

- (c) pay all vouchers and bills approved by the President and the Board of Directors,
- (d) maintain complete records of all receipts, disbursements and any other financial transaction of the section,
- (e) place all funds in depositories as designated by the Board of Directors,
- (f) submit books/records for audit annually,
- (g) forward the sections financial report to the National Secretary by June 15th of the current year

Section 6. Members of the Board of Directors shall:

- (a) attend all meetings as scheduled,
- (b) notify the President or the Secretary if unable to attend a regularly scheduled meeting,
- (c) implement and maintain the policies and the By-Laws of the section,
- (d) approve and assure adherence to the budget,
- (e) serve on such committees as chairperson or member as the President may request,
- (f) support all projects as determined by the Board of Directors,
- (g) approve all expenditures exceeding \$250 not otherwise included as a line item expenditure in the budget. The itemized expenditures shall be included in the Treasurer's monthly report to the Board of Directors. The report can be submitted to the Board by email.

ARTICLE VIII

MEETINGS

Section 1. Regular meetings of the section will be held for the membership and the Board of Directors as determined by the President and approved by the Board of Directors. A minimum of 5 membership meetings shall be held.

Section 2. The annual meeting of the Section shall be held in May of each year unless otherwise directed by the Board of Directors.

Section 3. A special meeting may be called by the President, at the discretion of the Board of Directors or at the request of 25% of the membership of the section, not members of the Board of Directors. Special meetings shall be called for one purpose only and must be stated in the notice sent to the membership of this meeting.

ARTICLE IX **AMENDMENTS**

Section 1. These By-Laws may be amended by an affirmative vote of not less than two-thirds of the members voting at a regular meeting of the Board of Directors or at a special meeting called for this purpose, provided that such amendment shall have been previously proposed at a regular meeting of the Board of Directors or at a special meeting called for this purpose.

Section 2. By-Laws may be amended at the special meeting of the Board of Directors provided that the Secretary shall have mailed or emailed a copy of the proposed amendment to each member of the Board of Directors not less than two weeks prior to the special meeting called for this purpose.

Section 3. After an amendment has been approved by the Board of Directors of the Section, it shall be submitted to the National Board of Directors for approval. The amendment will become affective upon such final approval by the National Board of Directors.

ARTICLE X **DISSOLUTION**

Section 1. This section may be dissolved by the National Board of Directors either by a petition from this section or for cause. In the event of such dissolution, any remaining funds or other assets together with official records and documents of the section, after payment of all indebtedness, shall be turned over to the National Board of Directors to be held in trust, for use in the event of reorganization of the section within a three (3) year period. If the section is not reorganized within such period, the property will revert to the National Society.

Section 2. Members in good standing of a dissolved section will be assigned to an active section by the National Board of Directors.

