

## **BY-LAWS FOR CONNECTICUT CHAPTER, ITE**

### **ARTICLE I – MEMBERSHIP**

**Section 1.1** - Any Institute member who resides within Connecticut, and who is in good standing with the New England Section, shall be a Member of the Chapter upon submission of a membership application and payment of Chapter dues if any.

Throughout these By-Laws, the term "Resides" refers to the individual's preferred Institute mailing address, either home or place of business.

**Section 1.2** - Any Institute member may join the Chapter without residing in Connecticut, by obtaining approval of the Chapter Executive Board and upon payment of Chapter dues.

**Section 1.3** - Persons residing in Connecticut who fall into one or more of the following classifications may be affiliated with the Chapter as Chapter Affiliates. Persons who:

1. are accumulating experience toward Institute membership, or
2. are students in a post-secondary academic program, or
3. are professionally engaged in related fields, or
4. are in a position to work with and assist transportation and traffic engineers by virtue of official positions or commercial employment.

**Section 1.4** - Chapter Members who reside in Connecticut shall be entitled to all of the privileges of the Chapter except that student members may not vote or hold elective office. Chapter Members who do not reside within Connecticut and Chapter Affiliates shall be entitled to all of the privileges of the Chapter, except that they may not hold elective office.

**Section 1.5** - All applications for Chapter Affiliate except by students shall include a description of their relationship with transportation as indicated in Section 1.3. All applications for Chapter Affiliate by a student shall be certified by a faculty member at the school attended by the applicant.

**Section 1.6** - The Chapter Membership Committee shall process applications for Chapter Affiliate, including securing confidential reports from the applicant's references as required. The Chapter Membership Committee shall forward the application, the applicant's experience record and the confidential reports of the references together with its own recommendations to the Chapter Executive Board for final action.

**Section 1.7** - Election of Chapter Affiliates shall be by vote of the Chapter Executive Board. An affirmative vote by a majority of those attending shall be required for election.

### **ARTICLE II - RESIGNATION AND EXPULSION**

**Section 2.1** - A Chapter Affiliate or Member may resign from the Chapter by written communication to the Chapter Executive Board. If Chapter dues have been paid, the Board shall accept the resignation in good standing.

**Section 2.2** - Any Chapter Member or Chapter Affiliate whose Chapter dues are more than one year in arrears shall be dropped from Chapter membership by the Chapter Executive Board, and the unpaid dues, but not more than the total of two years dues, shall become an obligation to be paid before the delinquent can be restored to good standing in the Chapter.

**Section 2.3** - Any Chapter Member whose Institute membership has been forfeited shall also forfeit membership in the Chapter, and will be reinstated to membership in the Chapter only if reinstated to membership in the Institute. Any Chapter member who is placed on inactive status by the Institute Board of Directors shall also be placed on inactive status by the Chapter Executive Board.

**Section 2.4** - Any Chapter Affiliate who, by reason of any change in occupation or profession, except by retirement, shall cease to be in contact regularly and frequently with transportation or traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Chapter without prejudice.

**Section 2.5** - The Chapter Membership Committee shall periodically review the qualifications of Chapter Affiliates. Upon meeting minimum qualifications for Institute membership the Chapter Affiliate shall be encouraged to apply for such membership.

**Section 2.6** - Any Chapter Member or Affiliate who advertises, uses, or attempts to use identification with the Chapter in any manner whatsoever with intent to derive personal gain therefrom shall forfeit affiliation with the Chapter.

**Section 2.7** - The Chapter Executive Board shall consider the expulsion of any Chapter Affiliate (a) upon information coming to its notice, or (b) upon the written request of five or more members, or (c) upon recommendation of the Chapter Membership Committee that, for the cause set forth, a person identified as a Chapter Affiliate be expelled. The Chapter Executive Board shall thereupon follow the procedure set forth in Art. II Sec. 18 of the Institute Constitution. In the event such a charge is brought against a member of or an Affiliate of the Institute, the Chapter Executive Board shall immediately refer the matter to the Institute Board of Directors.

### **ARTICLE III - DUES AND ASSESSMENTS**

**Section 3.1** - There shall be no initiation or entrance fee.

**Section 3.2** - The fiscal year of the Chapter shall be from April 1 to March 31 of the following year. Annual dues, if any, shall be charged on a fiscal year basis and the amount of the annual dues shall be the same for both Chapter Members and for Chapter Affiliates. Dues for students may be at a reduced rate determined by the Chapter Executive Board. The Chapter Executive Board shall determine the amount of the annual dues.

**Section 3.3** - Dues notices shall be sent out at least four weeks in advance of the March Business Meeting, and shall be due at the time of that meeting.

**Section 3.4** - Dues of new Chapter Members and Chapter Affiliates shall be payable on election. A fifty percent reduction in dues shall be given those joining during the last six months of the fiscal year.

**Section 3.5** - A special assessment may be made on a majority vote of the Chapter Executive Board.

**Section 3.6** - All conferences and meetings conducted by the Chapter shall be planned on a financially self-supporting basis. Higher registration fees may be charged to those attendees who are neither Chapter Members nor Chapter Affiliates.

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

**Section 4.1** - Officers of the Chapter shall include: a President, a Vice President, a Treasurer, and a Secretary. The Chapter Executive Board shall consist of the Officers, and the immediate Past President. All members of the Chapter Executive Board shall reside in the Chapter Area. Officers shall be elected at the Annual Business Meeting to assume office on adjournment. The terms of Officers shall be one year. Upon adoption of this section, the positions of Treasurer and Secretary shall be filled as if they are vacancies.

**Section 4.2** - A member may occupy the same elective office for more than one term, if reelected.

**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 the office of Vice President, the unexpired term shall be filled by the Treasurer. In the event of a vacancy occurring in any other elective office, the Chapter Executive Board shall elect a member to fill the unexpired term.

**Section 4.4** - The Nominating Committee shall nominate one or more qualified candidates for each Officer. 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 December 31.

**Section 4.5** - Not later than January 15 of each year, the Secretary shall send to the members of the Chapter a list of candidates nominated by the Nominating Committee. Additional nominations for Officer may be made by petition, signed by not less than five members. Each such petition shall be accompanied by the written consent of the nominee to run for the stated office, and must be received by the Secretary not later than January 31. A member may not be a Candidate for more than one office.

**Section 4.6** - Not later than February 15, the Secretary shall send to all voting members a ballot, listing the candidates nominated for Officers. Ballots shall be returned to the Secretary and shall be canvassed at the Annual Meeting by three tellers appointed by the President. The candidate receiving the highest number votes for each office shall be declared elected. In case of a tie vote, the outgoing Chapter Executive Board shall select one of the candidates.

## **ARTICLE V – MEETINGS**

**Section 5.1** - Regular meetings of the Chapter shall be held as determined by the Chapter Executive Board. The Chapter Executive Board or President may call a special meeting when conditions justify. No action affecting the Chapter shall be taken at any special meeting, however, unless at least fourteen days written notice concerning the matter has been sent to all members.

**Section 5.2** - The Annual Meeting of the Chapter shall be held during March. A report of the financial condition of the Chapter shall be made by the Treasurer at the Annual Meeting.

## **ARTICLE VI – GOVERNMENT**

**Section 6.1** - The majority of the Chapter Executive Board shall constitute a quorum.

**Section 6.2** - The President shall preside at meetings of the Chapter and of the Chapter Executive Board. However, when the President is unable to do so, the Vice-President shall preside at meetings and discharge the duties of the President.

**Section 6.3** - The President shall be an ex-officio member of all committees, except the Nominating Committee.

**Section 6.4** - The President shall appoint annually a Nominating Committee, composed of three Chapter Members.

**Section 6.5** - The President shall appoint Standing Committees, and such special committees as may be desirable, with the approval of the Chapter Executive Board. Standing Committees shall include but not limited to: Membership and Nominating. Standing Committee members shall be named not later than June 1.

## **ARTICLE VII - VOTING AND VOTING ELIGIBILITY**

**Section 7.1** - Voting for Officers, for amendments to these By-Laws, for petitions to amend the Charter, and for other matters which affect the relationship of the Chapter to the section or Institute shall be by secret ballot.

**Section 7.2** - When such a secret ballot is required, ballots shall be sent to voters. Those qualified to vote shall indicate their selections on the ballot and return the ballot to the Secretary. Before the ballots are canvassed they shall be validated against a list of eligible voters.

**Section 7.3** - Any member whose Chapter dues are in arrears as defined in Article III 3.3 shall be ineligible to vote.

## **ARTICLE VIII - AMENDMENTS**

**Section 8.1** - Proposals to amend these By-Laws or to petition amendments to the Charter may be made by resolution of the Chapter Executive Board or by written petition signed by at least five members.

**Section 8.2** - Proposed amendments to these By-Laws shall be submitted by letter 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 those 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 By-Laws within fifteen days of the meeting and canvassed within thirty days following such submission by three tellers appointed by the President.

**Section S.3** - An affirmative vote of a majority of all ballots cast shall be necessary for the adoption of any amendments to the By-Laws, for petitions to amend the Chapter Charter, and for other matters which affect the relationship of the Chapter to the section or the Institute.

**Section S.4** - Amendments to the By-Laws so adopted shall take effect upon being filed with the Section Board.

## **ARTICLE IX - ESTABLISHMENT OF A SCHOLARSHIP FUND**

**Section 9.1** - Creation and Purpose

The *Scholarship Fund (the Fund)* is hereby created by the ITE Connecticut Chapter under its Charter, as allowed under Article II, Area and Purpose, Section 2.2, as follows:

- 7) *Encourage transportation and traffic engineering education in colleges, universities and technical schools in the Chapter.*
- 8) *Encourage high school and post-secondary students to enter the transportation and traffic engineering profession.*

**Section 9.1a** - The Fund is not for profit and its purpose and objectives are as follows:

- (a) The Fund shall be maintained through voluntary contributions by members of the Institute of Transportation Engineers Connecticut Chapter, and private corporations, individuals, or other legal entities who may wish to participate in it. Fund revenues are to be placed in a trust account maintained separately from other accounts of the Institute of Transportation Engineers Connecticut Chapter.
- (b) Investments thereof, designated by the Section's Treasurer, shall be in a secure, low-risk trust account (e.g., a certificate of deposit or a separate checking account), as deemed appropriate by the Section's Board of Directors. The Section's Treasurer shall account for all income producing funds coming into the trust account. Net returns from such investments shall be

available for use as Part of the scholarship fund. Any sums received as interest or other income from the trust account not expended during each scholastic year, which shall be designated as engaging July 1 of each calendar year, shall become part of the available trust account fund for the next year.

- (c) It is preferred that award of the scholarship funds for an academic year be given to a college junior and senior student(s) of high moral character and with high academic achievement who also have involvement in extracurricular activities. However, individuals other than college junior and senior students may be selected. Recipients must be enrolled in an accredited Civil Engineering Program. It is preferred, but not mandatory, that the anticipated course of study of the scholarship recipients be Transportation Engineering. The scholarship award shall be for a single academic year. There shall be no restriction as to the choice of college or university attended, nor of the location of residence and high school attendance of the recipients. Preference, however, will be given to students attending universities within the geographic area of the Connecticut Chapter.

## **Section 9.2 - Fund Officers and Identification of a Fund Chairman**

**Section 9.2a** - The duly elected Connecticut Section Executive Board (the Board) shall be the Fund Officers and shall bear responsibility for overseeing the collection and disbursement of the Fund. The Board shall promulgate such forms for application and make such rules, regulations, and requirements as seem desirable to implement the Fund.

**Section 9.2b** - The Board shall do all things as may be necessary or convenient to attain the purposes herein set out under applicable statutes and laws.

**Section 9.2c** - The Board shall annually appoint a Fund Chairman who will typically, though not necessarily, be a member of the Board. It will be the responsibility of the Fund Chairman to organize annual Fund raising activities to obtain contributions to the Fund and, if necessary, organize Fund subcommittee meetings to assist the Board in implementing the Fund's goals and objectives.

## **Section 9.3 - Annual Fund Meetings**


**Section 9.3a** - The status of the **Scholarship Fund** shall be discussed at an Annual Fund Meeting during each calendar year. The date of each Annual Fund Meeting shall be set by the Board and shall be concurrent with a New England Section meeting (e.g., concurrent with the Joint Connecticut/Section meeting). The purpose of the Annual Fund Meeting shall be 1) to hear from the Fund Chairman as to the amount of the scholarship award, 2) to receive a status report of the Fund's income/expenses from the Board's Treasurer, and 3) to nominate and approve the recipient(s) of the Scholarship. Other meetings may be held at the discretion of the Board or the Fund Chairman. The Board or the Fund Chairman may designate the place for any special meetings.

## **Section 9.4 - Scholarship Fund Annual Report and Reporting Responsibilities**

**Section 9.4a** - The Fund Chairman appointed under Section 9.2c shall submit a written Annual Report to the Board prior to January 1<sup>st</sup> of each year. The report shall include a summary of Fund-related activities for the previous year. The Board Treasurer shall be responsible for investing and reporting on the Fund's income and expenses in the Annual Report. The Treasurer report on the Fund's income and expenses shall be prepared for presentation at the Annual Meeting.

**Section 9.4b** - A listing of Fund contributors shall be published in the Scholarship Fund Annual Report, as cited under Section 9.4a of this bylaw.

Approved by the membership on December 12, 2018

  
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Matthew Skelly  
Vice President