

Section/Region Officer Training

2018-2019



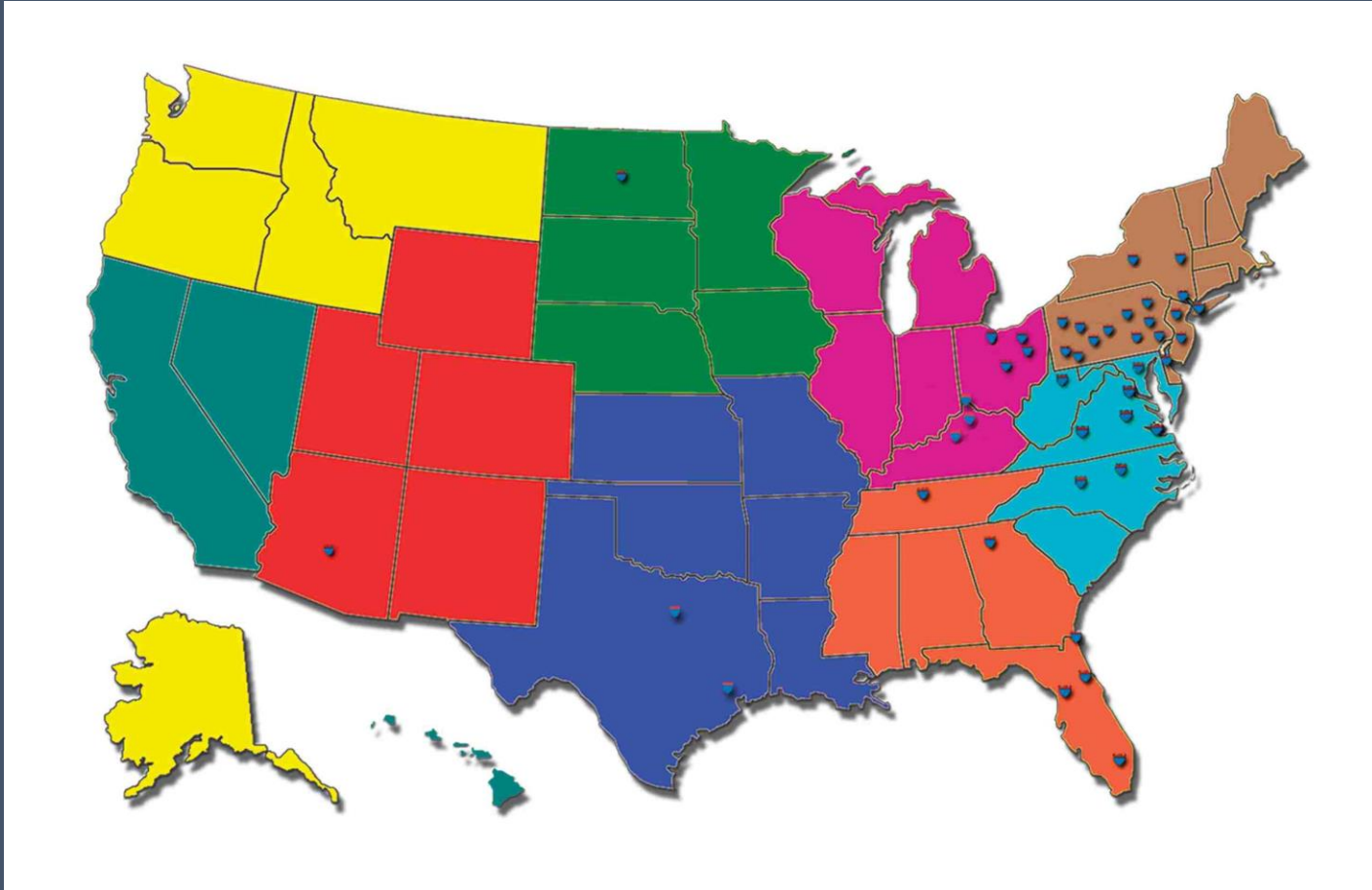
ASHE Mission Statement

Provide a forum for members and partners of the highway industry to promote a safe, efficient and sustainable transportation system through education, innovation and fellowship



ASHE Organization

- National Board of Directors
- 20 National Committees
- 7 Regions (4 Operational)
- 43 Sections, 16 States
- At-Large Members
- Includes Government, Consultant, Contractors, Suppliers and other supporters of Transportation





ASHE

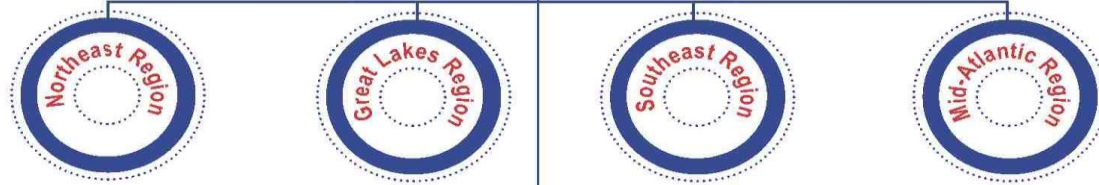
2018-2019 Fiscal Year



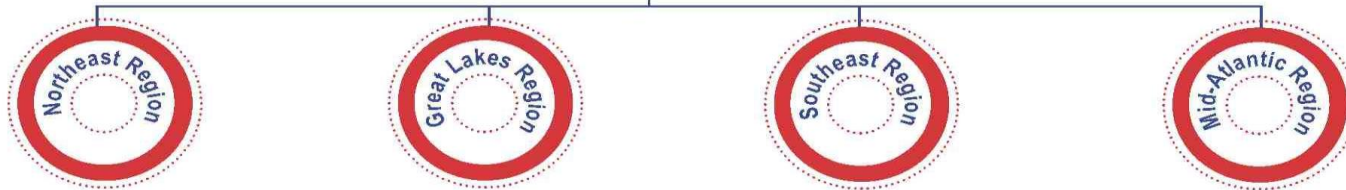
Shirley Stuttler
President's Assistant

Lynnell Flowe
Secretary's Assistant

National Board



Regional Board



Updated 8/31/2018



ASHE

ASHE Key National Contacts

- President (2018-2019) – Richard Cochrane (ashenationalpresident@ashe.pro)
- President’s Assistant – Shirley Stuttler (sstuttler@hughes.net)
- National Secretary – Tom Morisi (ashenationalsecretary@ashe.pro)
- National Treasurer – Frank O’Hare (ashenationaltreasurer@ashe.pro)
- Regional Contacts – Officers and Committee Chairs



ASHE National Directors

- Northeast Region – Don Dizuzio, Kathryn Power, Mark Kinnee
- Mid-Atlantic Region – David Greenwood, Roger Carriker
- Great Lakes Region (includes North Central) – Frank Bronzo, Stan Harris
- Southeast Region (includes Rocky Mountain and South Central) – Scott Jordan, Leigh Lilla
- 1st Vice-President – Michael Hurtt
- 2nd Vice-President – Tim Matthews



ASHE Committees

- Executive
- Budget Audit
- Constitution/By-Laws
- Membership
- National Conference
- New Sections
- Nominating
- Operations and Oversight
- Outreach
- Partnerships
- Professional Development
- Public Relations
- Scanner
- Strategic Plan
- Student Chapter
- Technology

Resource Center

Society History

National Project Awards

Website

Cloud

Database



ASHE Sections – Key to Society

Healthy Sections are the key to ASHE. Most ASHE activity takes place at the Section level including:

- Over 380 annual events/meetings
- More than 10,700 Professional Development Hours awarded
- \$206,000 in scholarships awarded



ASHE Section Officers

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past President
- Other Directors



ASHE Section President Duties

- Preside over Section Meetings
- Ex-officio Member of Committees
- Chair Section Board of Directors
- Appoint Committee Members
- General Oversight of Section Affairs



ASHE Section Vice-President Duties

- Preside over Meetings in absence of President
- Participate in Section Board Meetings
- Other Duties as Directed by President



ASHE Section Secretary Duties

- Responsible for Preparing, Maintaining and Keeping all Section Records
- Record and Distribute Meeting Minutes
- Handle Section Correspondence
- Principle Liaison with National Secretary
- Coordinate with Section Membership committee and Treasurer



ASHE Section Secretary Duties

- Admit New Members – review applications and forward to National along with Initiation Fee (\$25.00) and Current Year Assessment (\$20.00). Note that Section dues are additional and vary by Section.
- Membership Transfers
- Update Member Info including Address/Employer/Telephone Number/email
- Note that Members may also update personal information via National website www.ashe.pro under Member link (<http://www.ashe.pro/membership.html>)



ASHE Section Secretary Duties

- ASHE's fiscal year is June 1 to May 31
- National Secretary will send invoices to Sections by July 31 for upcoming year.
- Invoice is payable upon receipt but no later than October 1 of the fiscal year.
- Members may be dropped at any time; however, payment must be made by Section for those members in national database as of June 1. Dropped members' names must be sent to the National Secretary for removal from the database.
- 10% Penalty will be charged to Sections who have not paid assessment by October 1.



ASHE Section Secretary Duties

- National Membership Database – The only official ASHE members are those registered in the national Database.
- The Secretary shall regularly review the National Database and notify the National Secretary of any discrepancies.
- Provide report of PDH's issued by end of calendar year using form available on web site



ASHE Section Secretary Duties

- Prepare and submit to Region Secretaries a report in the requested format prior to each National Board meeting. Typically this occurs four times per year.
- As soon as the Section Slate of Officers is available, please provide a list to the Region Secretary. Information should include name, position, mailing address, work or cell phone number and email address.
- Past President Pins (\$75) are available from ASHE National. Contact ASHE National Secretary.



ASHE Section Secretary Duties

- Use approved ASHE Logo. If you need assistance, contact ASHE National Secretary.
- Banners for New Sections provided by National. Replacement banners may be ordered by Sections and obtained from Stineman Ribbon Company, 128 Ribbon Lane, South Fork, PA 15956, phone 1-800-346-9294



ASHE Section Treasurer Duties

- ASHE is classified by IRS as a 501 (c) 6 Organization – NOT 501 (c) 3. National Treasurer can provide information on differences
- All levels of organization must adhere to IRS requirements
- See IRS publication 557 for IRS requirements (available from National Treasurer)
- Accurate financial records are essential to maintaining Tax-Exempt status
- Sections are responsible for following state and local laws pertaining to non-profit organizations.



ASHE Section Treasurer Duties

- Manage Section funds including receipts, safekeeping and disbursement
- Manage Section bank accounts
- All accounts must have a Federal Identification Number (EIN)
- All existing Sections have EIN – New Sections and Conferences must obtain
- Obtain EIN by completing Form SS-4, available from financial institutions or via internet
- Account should be listed as American Society of Highway Engineers (Region or Section name)
- Account information must be provided to National Treasurer and National Secretary



ASHE Section Treasurer Duties

- Section bank accounts should have name “ASHE – XXX Section” or “American Society of Highway Engineers – XXX Section”
- Section accounts must have at least two Section Officer’s listed on signature card and all checks must be signed by two Officers.
- Prepare periodic financial reports as may be required by National.
- Reconcile receipts from ticket sales, registrations, etc. with attendance.
- Work with Section committees to establish procedures for maintaining records.
- Prepare a list of cash disbursements, showing check number, date, payee and amount for approval by Section Executive Board at its regular meetings.
- Record all expenses and income, along with net income.



ASHE Section Treasurer Duties

- Adhere to Generally Accepted Accounting Principles (GAAP).
- Perform monthly reconciliation of bank accounts.



ASHE Section Treasurer Duties

- Responsible for completing reports and forwarding to National by dates shown:

January 15 – IRS Form 1099 – Income Paid to Individuals. Section files with individual and IRS, copy National. Scholarship recipients are exempt.

January 15 – Contributions – Written Acknowledgement (copy National)

June 15 – Year End Financial Report (Form 990)

July 15 – Advertising Income Report



ASHE Section Treasurer Duties

- IRS Form 1099

Must be filed for individuals who received money for various duties or travel expenses in excess of filing requirements

Examples include compensation paid to a Section Secretary or fees paid to free-lance editor or designer of web site

Complete and file IRS form 1099 and send copy to National Treasurer

Form requires Name, SSN, Home Address, Amount Paid, Salary/Payment, Expense Insurance, Travel Expenses (or Per Diem)



ASHE Section Treasurer Duties

- Contributions to ASHE in excess of \$250.00 in value (goods and services) must be acknowledged by Section in writing.
- Sections that use sponsorship income to offset cost of producing Section publications (newsletters, etc.) are to report this income to National by July 15 for the preceding year.
- When requested, supply form W-9, *Request for Taxpayer Identification Number and Certification*. Form to be signed by a Section officer. Examples can be obtained from National Treasurer.



ASHE Section Treasurer Duties

- IRS Form 990

Report includes total income and expenses for the year.

Must submit to National Treasurer in pdf format by June 15.
Send copy to the Region's National Board Members.

Complete on form approved/provided by National

Form must indicate Section name and must be signed by a
current officer.

Unsigned 990's will be returned.



ASHE Region Officer Duties

- Regions established to improve efficiency and communication
- Duties of President, Secretary and Treasurer are similar to Section positions
- Region Secretary is primary conduit for communications between National and Sections
- National Directors assist with communication between Sections and National.
- Regions have same reporting requirements as Sections (IRS 1099, IRS 990, Advertising income, contributions, etc.)

