

II. NATIONAL ORGANIZATION

A. National Board of Directors

The National Board of Directors is composed of the following:

- Nine National Directors (Minimum)
- Immediate National Past President
- National President
- National First Vice-President
- National Second Vice-President
- National Treasurer
- National Secretary

Duties of the National Board

- Responsible for the technical, social and financial activities of the Society.
- Meet to conduct business no less than four times per year.
- Accept or reject nominations for National Regional Director.

Terms of Office (Refer to National By-Laws, Article VII-2)

- National President 1 Year (Not More Than Two Consecutive Terms)
- National Vice-Presidents 1 Year (Not More Than Two Consecutive Terms)
- National Secretary 3 Year (May Serve Three Consecutive Terms)
- National Treasurer 3 Year (May Serve Three Consecutive Terms)
- National Director 3 Years (Not More Than Two Consecutive Terms)

National Executive Committee

The National Executive Committee consists of:

- National President
- National Secretary
- Immediate National Past President
- Three additional members of the National Board, appointed by the National President.

National Meeting Schedule

- National Board shall meet at the National Conference and a minimum of three other times within the fiscal year. No business shall be transacted unless a majority of the National Board is present.
- Meetings of the National Board shall be held at such places and times to be designated by the National President.

B. National Committees

Standing National Committees

- Public Relations
- Constitution and By-Laws
- New Sections
- Budget/Auditing
- Nominating
- Technology
- Scanner
- National Conference
- Strategic Plan
- Website
- Membership
- Student/CEU's
- Legislative Review
- Resource Center
- Society History
- Region Oversight

Special Committees

- As appointed at the discretion of the National President

C. National Constitution and By-Laws

- The National Constitution and National By-Laws are maintained, updated and enforced by the National Board.

D. Publications

- **Scanner**

The scanner, the official publication of ASHE, is sent to all members and selected public transportation agency officials and legislators four times each year. Included in this membership written newsletter are:

- Technical Articles Related to the Highway Industry
- Section Events
- Legal Column
- Legislative News
- National Board News
- Membership News
- Upcoming National Events
- Advertising

- **Website – www.ASHE.pro**

ASHE National maintains a website to disseminate ASHE information to its members and potential members interested in transportation issues.

- **ASHE PowerPoint**

ASHE PowerPoint presentations are available to Regions/Sections on the ASHE National Website at www.ASHE.pro. The purpose of the PowerPoints are to promote ASHE to potential members and the formation of new Sections.

- ‘ASHE General’, intended for informational use by
Regions/Sections.

- ‘Become a Member’ is intended for potential new members.
- ‘Start a Section’ is intended for potential new sections.

- **Strategic Plan**

The Strategic Plan establishes the future goals and objectives of the American Society of Highway Engineers. ASHE is firmly committed to long range planning and believes that the process of identifying its goals and objectives allows ASHE to focus on changing conditions and to be responsive to the members’ needs through proper utilization of its resources.

The planning process identifies the short term and long term goals and objectives of ASHE and establishes strategies to address issues within the period. The process strives to direct the efforts of ASHE toward attainment of these goals and objectives.

The Strategic Plan requires a periodic review with input from members of the National Board, on a three-year basis to assess the issues, assumptions and goals. The Strategic Planning Committee is responsible for the review and updating by the National Board.

- **Membership Directory**

A minimum of every three years a Membership Directory will be provided to each Section on a CD.

- **Summary of Section Past Programs**

A listing of Sections’ past programs/speakers provides the Section Program Chairman with future program ideas. This listing is published on ASHE.pro.

E. Functions and Procedures

National Conference Guidelines

- Guidelines and procedures for hosting the ASHE National Conference are contained on the ASHE.pro website.

National Awards

- Robert E. Pearson/Person of the Year Award.
- Russell Horn Award (Donation to Charity Chosen by Pearson Award Winner)
- George Hart Award (Largest Percent Increase in Membership by Section).
- Gene Smith Award (Largest Number of New Members by Section).
- President's Award (Discretionary).
- Terence D. Conner Award (Section Having the Best Retention of Existing Members)
- Robert E. Yeager Award (Section Having the Best Mix/Balance of Membership)
- Young Member of the Year Award
- Member of the Year Award
- Life Time Achievement Award

Society Exposure

Pursuant to the ASHE Mission Statement and Strategic Plan, the National Board sponsors several informational items/activities for the benefit of its membership and others in the highway industry.

- ASHE Informational Brochure
- ASHE PowerPoint Presentation
- Website
- Scanner (Newsletter)
- ASHE Display Booth
- Various National and Statewide Functions

Internal Revenue Service Requirements

- Form 990 Tax Report (Required Annually)
- Each Section is to acquire a FIN, Federal Identification Number, or sometimes referred to as EIN or TIN for IRS purposes. This may be obtained by completing Form SS-4, which is available at financial institutes or via internet.
-

Continuing Education Units (CEU's)

- ASHE is an authorized CEU accredited by the Registered Continuing Education Program (RCEP) for Engineers and A/E/C/ Professionals. The RCEP website is www.rcept.net. *Guidelines for granting CEU credits are available on ASHE.pro.*
- All Sections or Regions issuing CEU credits to attendees at ASHE Presentations and Technical Sessions sponsored by their Section or Region must be maintained by them for three years.

Membership

A standard membership application and/or transfer form is included on ASHE.pro.

- **Transfers** – A member wishing to transfer to another Section completes a Membership Application form marking the ‘Transfer’ block and submits it to the receiving Section. The receiving Section’s Secretary completes the form and then submits it to the National Secretary. The National Secretary will correct the National Roster and will notify the departing Section of the transfer.
- **Roster Revisions** – Changes such as employer, home address, retirement, telephone/fax numbers, e-mail address, etc. can be made by notifying the Section Secretary, or by making corrections on invoice forms for individual dues or by routine correspondence. **This information is then forwarded through the Section Secretary to the National Secretary and should be done on a routine basis.**

NOTE: On the National Website www.ASHE.pro members may click on the Membership Link and update your information which will be sent to the Section Secretary and the National Secretary..

- **Grades of Membership** – The active membership grades are:
 - Student - A Student Member shall consist of those persons who are currently pursuing a degree in engineering, construction, management, surveying, or other highway industry related fields from a university, college or technical

school. Persons in a Masters Program are eligible to be a Student Member but are also eligible to be a Member.

- Member - A Member shall be working/practicing or has worked/practiced in the highway industry or its allied fields. All Members shall have a high school education or its equivalent.
- Life - A Life Member shall have been a dues paying member for twenty-five years and shall have been active in ASHE activities.
- Honorary - Honorary Membership shall be chosen only from those persons who are of acknowledged eminence in some branch of the highway industry or who have singularly advanced the interests of ASHE. The National Board of ASHE must award the approval and issuance of this classification of membership, as set forth in the By-Laws.

Qualifications for membership are detailed in Article II of the Constitution. Dues and assessments are collected for all but Honorary Members. Any member whose dues become 12 months in arrears forfeits their membership in ASHE.

Installation of Officers

At the next regular or special meeting of the Section's general membership, following election of Section Officers and Directors, an installation ceremony is held. Each Section develops its own tradition. *A sample Installation of Officers Ceremony document can be found at ASHE.pro.*

ASHE Exhibit Display Booth

Standard, professional and conference exhibit display booth is available to Regions/Sections on a first come, first serve basis.

- A request for the booth must be made at least 15 business days in advance to Amanda Schumacher at amanda.schumacher@tylin.com.
- Shipping costs to and from the requesting Region/Section will be covered by ASHE National.

Scanner Publication Guidelines

- Annually, each Section is responsible for at least two articles, one of which must be technical. *The Scanner Technical Articles Guidelines and advertisement rates can be found on ASHE.pro.* All Sections are required to solicit advertisements for the scanner.

Website Links

- Sections that have websites can establish links with the National Website. Sections should submit a letter of request to the National Board for approval before the link is established.

Region Exposure Fund

- The National Board has allocated a set amount of funds from the National Treasury to be used to publicize ASHE by participation in important highway industry related activities. The purpose of this fund is to assist Regions with positive public relations for our organization. *(Forms can be found on ASHE.pro)*

Region/Section Grant Fund

- National annually makes available a Grant Fund with the intent to assist Regions/Sections in helping them grow their membership and/or promote the importance of our industry to the general public. *(Forms can be found on ASHE.pro)*