



## SECTION ORGANIZATION

### Section Start-Up Procedures:

ASHE is interested in chartering new Sections wherever there is an established work force of people involved in the highway industry. A minimum of 35 membership applications are required to start a Section.

*New Section Start-up Procedures document D16 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents).*

### Constitution and By-Laws:

Each new Section must abide by the National Constitution of the ASHE National Society.

*The National Constitution document D6 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents).*

### Fidelity Bonds/Liability Insurance:

The National Board recommends the Sections obtain a fidelity bond to protect their officers. National assumes no responsibility and bears no liability for a Section whether a fidelity bond is obtained.

The National Board recommends the Section obtain liability insurance (minimum of \$1 million) to protect their officers. National assumes no responsibility and bears no liability for a Section whether insurance is obtained.

In lieu of individual Sections purchasing bonds and insurance, National has obtained and maintains a society-wide policy that covers all sections, regions, and conferences. Highlights of this policy include:

- National Conferences-National Conferences are covered. Conference sponsors should notify (through the National Conference Committee) the National Secretary of expected attendance two weeks prior to each conference.
- Region and Section meetings are covered. Events, such as golf tournaments and clay shoots are covered provided the events are held at commercial establishments that provide such events. Project tours are covered provided that the contractor or owner conducts the tours. Any unusual events held in a Region or Section should contact the National Secretary for guidance.
- Directors and officers at all levels are covered.
- Workers' compensation is only for the National Administrative Assistant. If a Section, Region, or Conference needs that type of coverage, it needs to obtain it on its own.

*This insurance coverage is provided by National to the Society at no additional cost to membership. Each Section with existing policies may determine its own need for additional insurance. The cost of any additional insurance will be the responsibility of the Section.*

### Fiscal Year:

Each Sections fiscal year is to coincide with National's fiscal year June 1 to May 31.

### Section's Responsibilities to Region:

- Appoint a Regional Director to represent their Section at all Regional Meetings and activities.
- Financial support of the Region and their Region Director until the Region is financially independent.
- Support the Region and its programs.

**Section's Responsibility to National:**

The following are required responsibilities to National:

**Roster Changes**-The National Secretary is required to maintain current information on Section membership. Section Secretaries must notify the National Secretary immediately of changes to member records, such as changes in employment, mailing address, home/work/fax telephone numbers, e-mail addresses and transfer to another Section.

*Note: Members may also update their personal information at [ashe.pro](http://ashe.pro)*

The National Secretary maintains and updates the general membership mailing list. This information is vital in keeping our members informed of ASHE activities as well as Board actions.

**Meeting Minutes**

- The order of business for meetings of the Section Board of Directors shall be:
- Call to Order
- Welcome, Introductions and Remarks
- Approval of Minutes of the Previous Meeting
- Section Secretary's Report
- Section Treasurer's Report
- Section President's Report
- Committee Reports
- Unfinished Business
- New Business
- Regional Directors Report
- Next Board Meeting Information
- Adjournment

**Committees**

The Section President shall appoint the following Section Committees from the active membership:

- Technical Committee (*scanner* articles & newsletter)
- Nominating Committee
- Programs Committee
- Auditing Committee
- Special committees may be appointed at the discretions of the Section President, (ex. Scholarship, By-Laws, Membership, Website)

**FIN (Federal Identification Number)**

A FIN (Federal Identification Number) or sometimes referred to as EIN or TIN for IRS purposes must be obtained. This may be obtained by completing Form SS-4, when its available at financial institutes or via internet. The account should be listed as the American Society of Highway Engineers (Region or Section) name. The account information must be provided to the National Treasurer and National Secretary for National's records.

Section accounts must have at least two Section Officers listed on the signature card and all checks issued by Sections should have two Section Officers signatures. Each Section account must be listed with the National Treasurer and National Secretary, including location and most recent end of year balance.

### **Roster of Officers**

The Section Secretary for the year is to complete and submit a list of new Section Officers, including their employer, home address, telephone number and email address to the National Secretary by June 15 of each year.

### **IRS Form 990 Data**

The Section Treasurer for the year must complete and submit Form 990, Section Financial Data Sheet, to the National Treasurer by June 15 of each year. This data is submitted to the IRS by the National Treasurer. Any fines assessed by the IRS for incomplete submissions will be the responsibility of the Section that did not submit the financial form requested by National.

*The IRS Form 990 Data Sheet document F7 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents)*

### **New Member Application**

Applications for membership into ASHE must be forwarded to the National Secretary as soon as they are reviewed and approved by the Section Board. The initial registration fee and the annual national assessment fee must accompany each new member application transmitted to the National Secretary.

*Information about fees can be found in document D42 National Schedule of Fees and New Membership Application Template document F1 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents).*

### **Annual National Membership Assessments**

The Annual National Membership Assessment must be forwarded to the National Secretary by June 15. The cutoff date for dropping delinquent members is October 1. After October 1, a 10% late charge will be added to assessments not paid by October 1 each year.

*Information about fees can found in document D42 National Schedule of Fees can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents)*

### **Scanner Articles**

Each Section is responsible for providing, preparing, and transmitting a technical article and at least one other Section news item to the *scanner* committee annually. The publication schedule is emailed to each Section with the deadline for publication listed from the *scanner* committee chair. *Scanner Guidelines document D31 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents).*

### **Section Website**

National encourages Sections to develop a website as a convenience to members and to advance the goals of ASHE. Section websites provide a centralized location for members to effectively communicate and to promote ASHE.

*Website Guideline Procedures document D37 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents)*

### **Section Banner Display**

Each Section should bring or send their Section Banner to the ASHE National Conference for display at the National Conference events. Shipping and receiving arrangements can be made with the hosting Region Conference Committee.

*Note: Original Section Banners are provided by National. Any Section needing to replace their banner may do so by contacting the ASHE National Business Office. Replacement banners will be paid for by the Section.*

### **National Display Booth Shipping**

National will pay for shipping the display to the location requested by the Section. Requests must be made 15 days prior to the event. Late requests will be honored, if possible, with all shipping costs at the Section's

expense. The Section requesting the display booth is responsible for the cost of shipping the booth back to the PR Committee Chair. Please contact the PR Committee Chair for more information.

*Exhibit Display Booth Policy document D36 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents)*

### **Section By-Laws**

All revisions to Section By-Laws must be submitted to the National Constitution and By-Laws Committee for review and approval.

*Section By-Laws document D17 and Section By-Laws template document D17E can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents)*

### **PDH (PROFESSIONAL DEVELOPMENT HOURS) Records**

National will maintain a copy of all PDH records. All Section and Region records of PDH credits issued to attendees at ASHE presentations and technical sessions during the year must be submitted to the National PDH Coordinator by December 20 of each year.

*PDH Program Guidelines document D33 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents)*

### **National Nominations**

Nominations for National Officers and National Board of Directors must be submitted to the National Nominating Committee Chair by December 1.

*Nomination Officer-Director Nomination Guidelines document D11 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents)*

### **The following items are optional:**

#### **Nominations**

- Nominations for National Honorary Awards are submitted at the option of the Section Board of Directors. The National Honorary Awards are as follows:
- Robert E. Pearson/Person of the Year Award
- Young Member of the Year Award
- Member of the Year Award
- Lifetime Achievement Award

*Guidelines for these awards document D22 National Honorary Awards Guidelines can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents)*

### **National Conference**

Regions are encouraged to host the annual ASHE National Conference. Any Region wishing to host the ASHE National Conference should submit in writing their interest and tentative dates, place, and location to the National President. A request to host the ASHE National Conference is due five years in advance of the proposed conference date. The requests are reviewed annually by the National Board of Directors at the National Board Meeting held in January.

*National Conference Guidelines document D13 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents).*

### **Exposure Funding**

The ASHE National Board has allocated a set amount of funds from the National Treasury to be used to publicize ASHE by participation in highway industry related activities. Regions wishing to utilize these funds must submit the proper request form to the National Board.

*Exposure Grant Guidelines document D43 and Exposure Grant Fund Request Form document F6 can be found at [ashe.pro/resource-center/documents](http://ashe.pro/resource-center/documents).*