SECTION ACTIVITIES

A successful Section provides a variety of activities that meet the needs and expectations of its membership while conforming to the goals of ASHE. The following guidelines are provided to assist Sections in planning and achieving their individual program initiatives.

Section Meetings:
Section meetings fall into four general classifications. Each of these meetings serve a special purpose and contribute to the success of the Section. The greatest benefit to the Section membership results from a thoughtful blend of all four meeting types:

- **Section Board of Directors Meetings**-The Section Board of Directors is the elected body that directs and guides the Section and is made up of elected officers. The Board shall meet at minimum four times annually. Each Section should utilize as many Board positions as possible that are feasible by the Section. Sections with limited membership might utilize one Vice President instead of two, also combining the positions of Secretary and Treasurer is permissible it is not recommended.
- **General Membership**- Sections should hold general membership meetings monthly. These meetings typically are a balance of technical and non-technical (social) variety covering a broad range of subject matter that is of particular interest to the Section membership. Each Section is to hold an annual meeting. In addition to a scheduled presentation, new Section officers and directors are to be installed during this meeting. Sections are encouraged to invite the National President to special meetings or events.
- **Social Events/Programs**-A Sections continued growth and success can be measured by the interaction of its members. Well planned social events offer opportunities for members to get to know one another outside their professional employment. A minimum of one social event annually is recommended to foster fellowship. Holiday parties, dinners, golf tournaments, group attendance at sporting events or other outings are representative of social events some Sections hold on an annual basis.
- **Special Meetings**-Sections are encouraged to participate in joint meetings with other highway industry-related organizations. These may be in lieu of or in addition to regularly scheduled ASHE meetings. Technical seminars and programs that award professional development hours (PDH's) are strongly encouraged.

Communications:
- **Newsletters-**New Sections should establish a newsletter as soon as possible during their organization efforts. Established Sections should maintain a regularly published newsletter. This is a comprehensive means of communicating with all Section members.
- **Announcements-**Sharing information about special events, programs etc. is effective for member participation. This can be done via email, social media, or any way of communication that the Section wants to employ.

Awards:

A proven method of generating spontaneous or continued participation among members is to establish and present various awards. These occasions bring honor to individuals and recognition for the Section. In turn, these awards help stimulate growth in membership. Example of Section awards are:

- Member of the Year
- Special Recognition (ex: Project of the Year)
- Scholarship Awards
- Life Membership

Community/Industry Activities:

Many Sections find program ideas, membership growth, membership interest and participation can be stimulated by involvement in community and industry activities where volunteer service is needed. ASHE has found the following activities very rewarding.

- Adopt a Highway
- Engineers Week
- Science Fair
- Charities
- Planning Boards
- Speaker Programs
- Future City Programs
- Legislative
- Apprenticeship Programs

Student Chapter Sponsorship:

A Section may be interested in coordination or sponsoring student activities. Some Sections sponsor a Student Chapter or foster an apprenticeship program. More information is available at the Region level and other Sections with Student Chapters. *Student Chapter Guidelines document D27A is available at ashe.pro/resource-center/documents.*