

## SECTION ACTIVITIES

A successful Section provides a variety of activities meeting 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.

### A. Section Meetings

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

#### 1. Section Board of Directors Meeting

The Section Board of Directors is the elected body that directs and guides the Section and is made up of the elected officers. The Board shall meet at least four times annually.

Each Section should utilize as many of the Board positions as feasible for that Section. For example, Sections with limited membership might utilize one Vice-President rather than two. Combining the positions of Secretary and Treasurer is permissible, however, it is not recommended.

#### 2. General Membership

Sections should hold general membership meetings on a monthly basis. These meetings typically are a balance of technical and non-technical (e.g. social) variety covering a broad range of subject matter that is of particular interest to the Section membership. An example listing of section activities and meetings is included on ASHE.pro.

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.

**3. Social Events/Programs**

A Section's continued growth and success can be measured to a great extent by the interaction of its members. Well-planned social events offer opportunities for members to get to know one another better outside their professional employment. At least one social event per year is recommended to foster fellowship. Christmas parties, dinner/dances, golf tournaments, group attendance at sporting events and picnics are representative social events some Sections hold on an annual basis.

**4. Special Meetings**

Sections are encouraged to participate in joint meetings with other highway industry related organizations. These meetings may be in lieu of, or in addition to, regularly scheduled ASHE meetings.

Each Section is encouraged to participate in an annual Regional sponsored technical seminar with a program that meets minimum requirements to award Continuing Education Units (CEU's) or Professional Development Hours (PDH).

**B. Communications**

Each Section should establish and maintain a means of communicating with and among its members on a regular basis to keep them aware of the plans, activities and occurrences of their Section. The following are ways to carry out good communication.

**1. Newsletters**

New Sections should establish a newsletter as soon as possible during their organization efforts. Established Sections should maintain a regularly published newsletter. Whether it consists of one page or several, it offers a comprehensive means of communicating with all Section members.

## **2. Announcements**

Announcements are utilized to share information among the members about events not necessarily communicated by other means. They can be highly effective when used to inform members about special events, programs and occurrences. Announcements can be one sheet printed messages, e-mails, faxes or even voice mail.

## **C. 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:

- Member of the Year
- Special Recognition (e.g. Project of the Year)
- Scholarship Award(s)
- Life Membership

## **D. 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 Program
- Legislative
- Apprenticeship Program

## **E. Student Chapter Sponsorship**

A Section may be interested in coordinating or sponsoring student activities. Some Sections sponsor a Student Chapter or foster an apprenticeship program. More information can be obtained through the National Board of Directors and/or a Section with such activities. A document describing Student Membership Guidelines is available on ASHE.pro.