

AMERICAN SOCIETY OF HIGHWAY ENGINEERS SECTION

SECRETARY DUTIES

Admitting a New Member

New member applications are to be submitted to the National Secretary at the National Office located at 610 Radcon Street, Johnstown, PA 15904. A check covering the Initiation Fee and the Assessment Fee must accompany the application. At this time the fee is \$45.00 (\$25.00 Initiation Fee + \$20.00 Current Year Assessment Fee). It is the duty of the Secretary to review the application and if in proper order, the Section Board will complete the Section portion and the Secretary will submit to the National Secretary for approval.

Transfer of a Member from One Section to Another

When a member, or a Section, requests a transfer, the member's Section shall submit a request to the National Secretary via email at ashenationalsecretary@ashe.pro. There is no fee associated with a membership transfer. The National Secretary will correct the National Roster and notify each Section once the transfer is complete.

National Roster/National Database

The National Roster is maintained in the National Database. Each Section Secretary has access to the at <http://database.ashe.pro/sections>. Simply select your Section from the pulldown. Passwords can be obtained from the National Secretary. The National Database is the only officially recognized membership database. It is the responsibility of the Section Secretary to update any changes to membership information such as mailing address, employer, telephone numbers or email addresses. Members may also update their personal information via our National Website at www.ashe.pro under membership pulldown.

Fiscal Year

The ASHE fiscal year begins June 1 and ends May 31.

Annual Assessment

On or about June 1, the National Secretary takes a snapshot of the National Database, recording the membership for each Section. This snapshot forms the basis for the Annual Assessment to each Section. On or about August 1, the National Secretary will forward to each Section an invoice for the Section's Membership National Assessment for the following fiscal year. **The invoice is payable upon receipt but no later than October 1 of the fiscal year.** Members may be dropped at any time by the Section; however, *those not dropped by October 1 are the Section's responsibility for payment of the current year's assessment. A 10% penalty will be charged, by National, to Sections who have not paid their annual assessment by October 1.*

Officer's Roster

No later than June 15 of each fiscal year, the Section will forward to the National Secretary a listing of Section Officers for the following year which should include the officers mailing address, home/work telephone numbers and email addresses (if applicable). This list should also include the Regional Director's information

IRS Form 990 Data Sheet

No later than June 15 of each fiscal year, the Section will a completed IRS Form 990 Data Sheet to the National Treasurer. This is required for the National accountant to prepare the Form 990 for submission to the Internal Revenue Service.

MISCELLANEOUS ITEMS

Section Past President Pins are available at a cost of \$75.00. Contact the National Secretary to purchase.

Region Past President Pins are available at a cost of \$75.00. Contact the National Secretary to purchase.

New ASHE Banners for both Sections and Regions, may be purchased by contacting the National Secretary. Sections and Regions are responsible for replacement costs and must reimburse National for costs incurred.

CHECK LIST OF INFORMATION FOR SECTION SECRETARY

- ✓ Submit new Membership application and appropriate fee to National Secretary as soon as information is received from applicant.
- ✓ Notify National Secretary if you wish to transfer a member to another Section.
- ✓ Update National Database with any changes to member information.
- ✓ ASHE fiscal year begins June 1 and ends May 31.
- ✓ Submit Section Officers List (*Include Regional Director*) (**due no later than June 15**). Include name, mailing address, telephone numbers for home/work and email addresses.
- ✓ Submit IRS Form 990 (current version), when completed by Section Treasurer, to the National Treasurer (**due no later than June 15**). *Form 990 is required by IRS.*
- ✓ Invoice Section membership annually for applicable dues.
- ✓ Submit a list of members to be dropped, who have not paid their current dues, to National Secretary **by October 1 to avoid assessment penalty.**
- ✓ Submit list of previous year's programs/speakers information to the Administrative Assistant to the National Board at nmorisi@ashe.pro. **Due in June.**
- ✓ Assure scanner articles are submitted by the deadline date established for your Section.
- ✓ Arrange for Section Banner to be taken or mailed to the hosting National Conference site or hand carried via a Section member that will be attending the National Conference.
- ✓ A review for update of Section By-Laws should be made by the Board, with a copy of any revised By-Laws submitted to the National Constitution/By-Laws Committee for their review and approval.
- ✓ Sections offering CEU credits at their technical sessions must, by December 20, provide National with a list of those individuals receiving CEU credits. (*Refer to Section IV of the ASHE Manual.*)