



AMERICAN SOCIETY OF HIGHWAY ENGINEERS SECTION COMMITTEE RESPONSIBILITIES

The following are suggested procedures for forming and operating Section committees. These committees listed are representative of typical ASHE Section committees.

The Section President shall, within thirty days after the annual meeting of the Section, appoint committees from the active membership. These may include:

- Public Relations Committee
- Constitution and Bylaws Committee
- Ethics and Practices Committee
- Budget Committee
- Audit Committee
- Nominating Committee
- Technology Committee
- Special Committees

Each of the committees will consist of members who will be appointed annually by the Section President and the Section President will designate the chair of each committee. The committees will inform the Section Board of its activities at least once during the year or as otherwise directed by the Section President. Committees are formed for the purpose of implementing the objectives of the Section. While it is expected that the leadership and membership of each committee will be members of the Section, the inclusion of non-members in some circumstances may be appropriate, effective control of the committee will be retained by the chair.

The following are typical activities of Section Committees:

Public Relations Committee:

- Serve as a resource for local editors on technical and highway related topics.
- Prepare and submit articles or background materials for publication.
- Promote Section events.
- Establish a speaker's bureau for addressing public events.
- Make audiovisual presentations on highway-related subjects.
- Organize public statements to communicate the engineering perspective on key issues.
- Utilize social media and community platforms.
- Create engaging multimedia content.
- Collaborate with respected professionals in the engineering sector.
- Publicize awards, scholarships, and achievements.

Constitution and Bylaws Committee:

- Conduct a comprehensive annual review of the Section Bylaws to ensure alignment with the latest ASHE National Bylaws, policies, procedures, and strategic priorities.
- Identifies necessary changes to the Section Bylaws and recommends updates to the Section Board. Upon approval, implements these revisions in accordance with established procedures.

- Serves as the authoritative body for interpreting the Section Bylaws, providing clarity and guidance to the Section Board and members as needed.

Ethics and Practices Committee:

- Investigates, reviews, and reports unethical conduct or practices to the Section Board of Directors

Budget Committee:

- Prepares the annual Section budget in coordination with relevant committees and officers.
- Reviews and evaluates all non-budgeted expense requests, providing written recommendations to the Section Board of Directors
- Collaborate with Section officers to develop strategies for increasing Section income and identifying sustainable funding sources for future programs.
- Maintains documentation of long-range budget planning to support financial stability and strategic growth.

Audit Committee:

- The Section Audit Committee is responsible for reviewing the Section's books and financial statements at the close of each fiscal year. The committee also reviews and certifies the annual IRS 990 Form as prepared by the Section Treasurer.
- The committee should consist of at least three Section members appointed by the Section President. No Section Officer authorized to sign checks may serve on this committee, ensuring independence and objectivity.
- The committee conducts a thorough review of the Section's financial recordkeeping and internal controls, going beyond a simple mathematical check. At minimum, the committee examines the following documents:
 1. Checkbooks, ledgers, and other accounting records
 2. Bank statements and reconciliations.
 3. Receipted bills and corresponding authorizations
 4. Letters of transmittal and related correspondence
 5. An inventory of the Sections fiscal property
- At the conclusion of the audit the committee chair submits a final report to the Section Board detailing the audit procedures and findings.

Nominating Committee:

- The Nominating Committee is established for the purpose of nominating candidates for Section Office.
- The committee shall consist of at least five members appointed by the Section President and meet the following qualifications:
 1. One member shall be the Section Secretary
 2. One member shall be the Immediate Past Section President
 3. The remaining members shall be Section members who have held membership for at least one year and do not currently hold office.
- In addition to nominations submitted by the Nominating Committee, nominations may also be submitted by petition in accordance with procedures outlined in the Section Bylaws.

Technology Committee:

- The Technology Committee supports the Section's mission by promoting technical excellence and professional development within the highway industry.
- Inform members of relevant technical publications, articles, and developments in the highway industry.
- Prepare and edit technical articles for inclusion in Scanner magazine and other Section publications.
- Secure technical presentations and programs of interest to the membership
- Provide technical content for Section newsletter.
- Establish and coordinate PDH programs to support members continuing education and licensure requirements.

Special Committees are determined by the needs of the Section.