



AMERICAN SOCIETY OF HIGHWAY ENGINEERS SECTION SECRETARY DUTIES

Section Secretaries have certain responsibilities that are ongoing during each fiscal year. The ASHE fiscal year begins June 1 and ends May 31 annually.

New Member Applications and Processing:

New member applications are to be reviewed by the Section Secretary and sent to the Section Board for approval. Once the applications are accepted by the Section board, the Section Secretary will email or send by mail the applications to the ASHE National Office. A check covering the initiation fee (\$25.00) and the assessment fee (\$20.00) must accompany the application. Please note fees are subject to change. The applications will be reviewed and entered in the National database by the National Secretary. The applications must be sent with payment, or they will not be processed until the payment is received. The address for the ASHE National Office is:

ASHE National Business Office
c/o Nancy Morisi
610 Radcon Street
Johnstown, PA 15904

Member Transfer:

A member may want to transfer from one Section to another, it is the Section Secretary's responsibility to submit a request via email to the National Secretary: ashenationalsecretary@ashe.pro There is no fee associated with a membership transfer. The National Secretary will update the National database and notify each Section once the transfer is complete.

National Roster/National Database:

The National roster is maintained in the National database. Section Secretaries have access to the database at: <http://database.ashe.pro/sections>. Select your Section from the pulldown and enter the password. 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, phone numbers or email address. Members may also update their own personal information via our National Website at: www.ashe.pro under the membership pulldown.

Annual Assessment:

On June 1 annually, the National Secretary takes a snapshot of the National database, recording membership for each Section. This snapshot forms the basis for the annual assessment to each Section. On or near August 1 annually, the National Secretary will forward each Section an invoice for the Sections membership national assessment for the year. The invoice is payable upon receipt but no later than Oct. 1 of the fiscal year. Members may be dropped at any time by the Sections, those not dropped by Oct. 1 are the Sections 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 on or before Oct. 1.

Section Officer Information:

No later than June 15 of each fiscal year, the Section Secretary will forward to the National Secretary a listing of Section Officers for the fiscal year. The information should contain the officer's name, mailing address, employer, phone number and email address.

IRS Form 990:

Each year National will send an IRS 990 Form to each Section via the Section Secretary. The secretary will send this form to the Section Treasurer for completion and return it to the National Business Office via email. This form is due on or before June 15 annually.

PDH Information/Scholarship Information:

The Professional Development Hours offered by the Section are to be recorded and sent to the National Business Office. The National Business Office will request this information in December of the fiscal year. Scholarship information is to be recorded and sent to the National Business Office, this will be requested by National to be sent via email on or before July 15 annually.

Miscellaneous Items:

Lifetime Section members are Section members that have been with a specific Section for 25 years. The Section Board will approve the lifetime members, once approved the Section Secretary should email the names to the National Business Office. Lifetime membership pins are available for purchase for \$5.00 each. Please contact the National Secretary to purchase.

Section Past President pins are \$75.00 and are available for purchase, please contact the National Secretary to purchase.

ASHE Section Banners must be ordered through the National Business Office, start-up banners are provided by ASHE National and replacement banners are at the cost of the Section. Please contact the National Business Office with any banner order or questions.

Contact Info 2024-2025:

National President, Donato Di Zuzio: ddizuzio@hntb.com

National 1st Vice President, Jim Shea: shea@cvelimited.com

National Secretary, Tom Morisi: ashenationalsecretary@ashe.pro

National Treasurer, Sam Mody: smody@ashe.pro

National Administrative Asst, Nancy Morisi: nmorisi@ashe.pro