



## AMERICAN SOCIETY OF HIGHWAY ENGINEERS NATIONAL ORGANIZATION

### **NATIONAL BOARD OF DIRECTORS**

The National Board of Directors is composed of the following:

- Nine National Directors (Minimum)
- Immediate National Past President
- National President
- National First Vice-President
- National Second Vice-President
- National Treasurer
- National Secretary

### **Duties of the National Board**

- Responsible for the technical, social, and financial activities of the Society.
- Meet to conduct business no less than four times per year.
- Accept or reject nominations for National Regional Director.

### **Terms of Office (Refer to National By-Laws, Article VII-2)**

• National President	1 Year (Not more than two consecutive terms)
• National Vice-President	1 Year (Not more than two consecutive terms)
• National Secretary	3 Year (May serve three consecutive terms)
• National Treasurer	3 Year (May serve three consecutive terms)
• National Director	3 Year (Not more than two consecutive terms)

### **National Executive Committee**

The National Executive Committee consists of:

- National President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- National Secretary
- National Treasurer
- Immediate National Past President
- Chair of Operations and Oversight Committee
- Three additional members of the National Board, appointed by the National President

### **National Meeting Schedule**

- The National Board shall meet at the National Conference and a minimum of three other times within the fiscal year. No business shall be transacted unless a majority of the National Board is present.
- Meetings of the National Board shall be held at such places and times as designated by the National President.

## **NATIONAL COMMITTEES:**

### **Standing National Committees**

- Executive
- Budget/Audit
- Constitution/By-Laws
- Membership
- National Conference
- New Sections
- Nominating
- Operations & Oversight
- Public Relations
- Scanner
- Scholarship
- Strategic Plan
- Technology

### **Special Committees**

- Appointed at the discretion of the National President

### **National Constitution and By-Laws**

- The National Constitution and National By-Laws are maintained, updated, and enforced by the National Board.

## **PUBLICATIONS:**

### **Scanner**

The *scanner*, the official publication of ASHE, is sent to all members and selected public transportation agency officials and legislators four times a year. Included in this membership written newsletter are:

- Technical articles related to the highway industry.
- Section Events
- Legal Column
- Legislative News
- National Board News
- Membership News
- Upcoming Nation Events
- Advertising

### **Website-[www.ashe.pro](http://www.ashe.pro)**

ASHE National maintains a website to disseminate ASHE information to its members and potential members interested in transportation issues.

### **ASHE Power Points**

ASHE PowerPoint presentations are available to Regions/Sections on the ASHE National Website at [www.ashe.pro](http://www.ashe.pro). The purpose of the PowerPoints is to promote ASHE to potential members and the formation of new Sections.

- “Why Join ASHE” is intended for potential new members.
- “Start a Section” is intended for potential new Sections.

## **Strategic Plan**

The Strategic Plan establishes the future goals and objectives of the American Society of Highway Engineers. ASHE is firmly committed to long range planning and believes that the process of identifying its goals and objectives allows ASHE to focus on changing conditions and to be responsive to the members' needs through proper utilization of its resources.

The planning process identifies the short term and long-term goals and objectives of ASHE and establishes strategies to address issues within the period. The process strives to direct the efforts of ASHE toward attainment of these goals and objectives.

The Strategic Plan requires a periodic review with input from members of the National Board, on a three-year basis to assess the issues, assumptions, and goals of the Society. The Strategic Planning Committee is responsible for the review and updating by the National Board.

## **FUNCTIONS AND PROCEDURES:**

### **National Conference Guidelines**

Guidelines and procedures for hosting the ASHE National Conference are contained on the [www.ashe.pro](http://www.ashe.pro) website.

### **National Awards**

- Robert E. Pearson/Person of the Year Award
  - Russell Horn Donation (Charitable donation chosen by the award winner)
- Young Member of the Year
- Member of the Year
- Shirley Stuttler Lifetime Achievement Award
  - Morisi Donation (Charitable donation chosen by the award winner)
- President's Award (Discretion of the President)
- George Hart Award (Largest percent increase in membership by Section)
- Gene Smith Award (Largest number of new members by Section)
- Terence D. Conner Award (Best retention of existing members by Section)
- Robert E. Yeager Award (Best Mix/Balance of membership by Section)
- Project of the Year
- Scanner Article of the Year
- Scanner People's Choice Award

### **Society Exposure**

Pursuant to the ASHE Mission Statement and Strategic Plan, the National Board sponsors several informational items/activities for the benefit of its membership and others in the highway industry.

- ASHE Informational Brochure
- ASHE PowerPoint Presentation
- Website
- Scanner
- ASHE Display Booth
- Various National and Statewide Functions

### **Internal Revenue Service Requirements**

- Form 990 Tax Report (required annually)
- Each Section is to acquire FIN, Federal Identification Number, or also referred to as EIN or TIN for IRS purposes. This may be obtained by completing Form SS-4, which is available at financial institutes or via internet.

### **Professional Development Hours (PDH's)**

ASHE Sections may issue PDH'S in compliance with ASHE Professional Development Certification Program Guidelines. This document can be found at [www.ash.pro](http://www.ash.pro) .

### **Membership**

A standard membership application and/or transfer form is included on [www.ashe.pro](http://www.ashe.pro)

- **Transfers:** A member wishing to transfer to another Section completes a Membership application form marking the "Transfer" block and submits to the receiving Section. The receiving Section's Secretary completes the form and then submits it to the National Secretary. The National Secretary will correct the National Roster and will notify the departing Section of the transfer.
- **Roster Revisions:** Changes to each as employer, home address, retirement, telephone/fax numbers, email address, etc. can be made by notifying the Section Secretary, or by corrections on invoice forms for individual dues or by routine correspondence. **This information is then forwarded through the Section Secretary to the National Secretary and should be done on a routine basis.**

*Note: On the National Website [www.ashe.pro](http://www.ashe.pro) members may click on the membership link and update your information which will be sent to the Section Secretary and the National Secretary.*

- **Grades of membership:** The active membership grades are:
  - **Student:** A student member shall consist of those persons who are currently pursuing a degree in engineering, construction, management, surveying, or other highway industry related fields from a university, college, or technical school. Persons in a master's Program are eligible to be a student member but are also eligible to be a member.
  - **Member:** A member shall be working/practicing or has worked/practiced in the highway industry or its allied fields. All members shall have a high school education or its equivalent.
  - **Life:** A Life members shall have been a dues paying member of a particular Section for twenty-five years and shall have been active in ASHE activities.
  - **Honorary:** Honorary Member shall be chosen only from those persons who are of acknowledged eminence in some branch of the highway industry or have singularly advanced the interests of ASHE. The National Board of ASHE must award the approval and issuance of this classification of membership, as set forth in the By-Laws.

Qualifications for membership are detailed in Article II of the Constitution. Dues and assessments are collected for all but Honorary Members. Any member whose dues become 12 months in arrears forfeits their membership in ASHE.

### **Installation of officers**

At the next regular or special meeting, of the Section's general membership, following the election of Section Officers and Directors, an installation ceremony is held. Each Section develops its own tradition. A sample Installation of Officers Ceremony document can be found at [www.ashe.pro](http://www.ashe.pro)

### **ASHE Exhibit Display Booth**

Standard, professional and conference exhibit display booth is available to Regions/Sections on a first come, first served basis.

- A request for the booth must be made at least 15 business days in advance to Amanda Schumacher at [Aschumacher@borton-lawson.com](mailto:Aschumacher@borton-lawson.com)
- Shipping costs to and from the requesting Region/Section will be covered by ASHE National.

### **Scanner Publication Guidelines**

Annually, each Section is responsible for at least two articles, one must be technical. The Scanner Technical Articles Guidelines and advertisement rates can be found on [www.ashe.pro](http://www.ashe.pro) All Sections are required to solicit advertisements for the *scanner*.

### **Website Links**

Sections that have websites can establish links with the National Website. Sections should submit a letter of request to the National Board for approval before the link is established.

### **Region Exposure Fund**

ASHE National may make available a Grant Fund with the intent to assist Regions/Sections in helping them grow their membership and/or promote the importance of our industry to the public. Contact your National Director.