

# Section/Region Officer Training

2025-2026



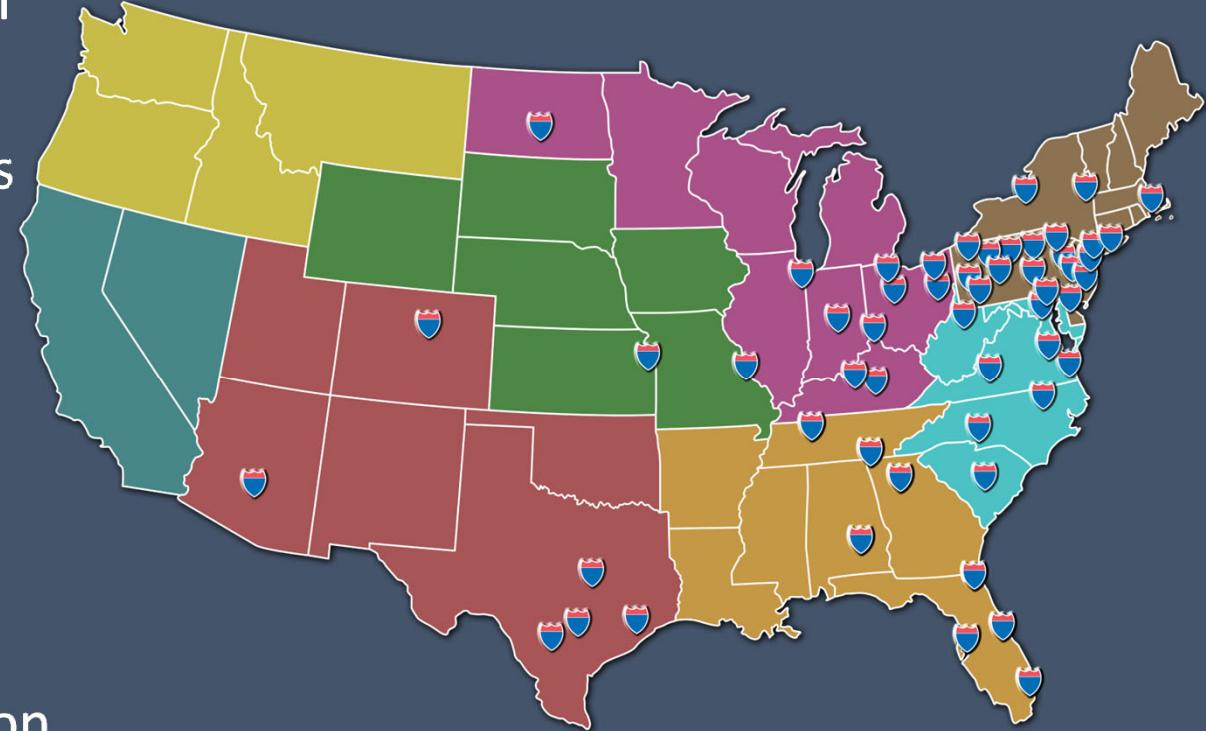
# ASHE Mission Statement

Provide a forum for members and partners of the highway industry to promote a safe, efficient and sustainable transportation system through education, innovation and fellowship



# ASHE Organization

- National Board of Directors
- 20 National Committees
- 8 Regions (5 Operational)
- 51 Sections, 19 States
- Includes Government, Consultant, Contractors, Suppliers and other supporters of Transportation





**ASHE**



# ASHE Key National Contacts

- President (2025-2026) – Jim Shea (shea@cvelimited.com)
- Administrative Assistant – Nancy Morisi (nmorisi@ashe.pro)
- National Secretary – Tom Morisi (ashenationalsecretary@ashe.pro)
- National Treasurer – Sam Mody (ashenationaltreasurer@ashe.pro)
- Region Contacts – Officers and Committee Chairs



# ASHE National Directors

- Northeast Region – J.T. Lincoln, Glen Kartalis, Rob Prophet
- Mid-Atlantic Region – Nimish Desai, Brian Post
- Great Lakes Region – Kathy Johnson, David Stills
- Southeast Region – Sunsera Gates, Ron Osterloh
- Southwest Region – Nikole Cao
- 1st Vice-President – Kathryn Fink
- 2<sup>nd</sup> Vice-President – Michael Bywaletz



# ASHE Committees

- Executive
- Budget Audit
- Constitution/By-Laws
- Membership
- National Conference
- New Sections
- Nominating
- Operations and Oversight

Resource Center

Society History

National Project Awards

- Public Relations
- Scanner
- Strategic Plan
- Technology

Website

SharePoint

Database



# ASHE Sections – Key to Society

Healthy Sections are the key to ASHE. Most ASHE activity takes place at the Section level including:

- Over 380 annual events/meetings
- More than 10,000 Professional Development Hours annually
- \$3,700,000 in scholarships awarded to date!



# ASHE Section/Region Officers

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past President
- Other Directors



# ASHE Section President Duties

- Preside over Section Meetings
- Ex-officio Member of Committees
- Chair Section Board of Directors
- Appoint Committee Members
- General Oversight of Section Affairs



# ASHE Section Vice-President Duties

- Preside over Meetings in absence of President
- Participate in Section Board Meetings
- Other Duties as Directed by President



# ASHE Section Secretary Duties - General

- Responsible for Preparing, Maintaining and Keeping all Section Records, including Section Roster maintenance
- Record and Distribute Meeting Minutes
- Handle Section Correspondence
- Principle Liaison with National Secretary
- Coordinate with Section Membership Committee and Treasurer



# ASHE Section Secretary Duties - Membership

- New Members
  - Review applications and forward to National along with Initiation Fee
    - National Office: 610 Radcon Street, Johnstown, PA 15904
    - Email: [ashenationalsecretary@ashe.pro](mailto:ashenationalsecretary@ashe.pro) or [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro)
  - Membership Fee: Submit total fee of \$45.00 along with Membership Application
    - Fee includes \$25.00 Initiation and Current Year Assessment \$20.00.
    - Note that Section dues are additional and vary by Section.
    - If a person is already a member of another Section, initiation fee waived.
  - National will return to the Section Secretary a membership certificate and pin for each new member.



# ASHE Section Secretary Duties - Membership

- Membership Transfers
  - Notify National Secretary via email at [ashenationalsecretary@ashe.pro](mailto:ashenationalsecretary@ashe.pro)
  - No fee to transfer member
  - National will make adjustments in the National Database
- Member Drops
  - Provide the National Secretary with a list of members to be dropped at anytime during the year. This mostly occurs at Assessment time.



# ASHE Section Secretary Duties - Database

- National Membership Database – **The only official ASHE members are those registered in the National Database.**
  - Sections may access/update database at <http://database.ashe.pro/sections>
  - Select Section name from pulldown and input password obtained from National Secretary
  - Section may update all data but cannot add or drop members. They can also create member lists and export roster to Excel spreadsheet
  - Update Member information including address/employer/telephone number/email address – both work and personal
- The Secretary shall regularly review the National Database and notify the National Secretary of any discrepancies.



# ASHE Section Secretary Duties - Database

- Individual Members may also update personal information via National website at [www.ashe.pro](http://www.ashe.pro)
  - Click on Membership pulldown then on “Update Member Info”
  - Log in with email address and password
    - Email Address = Email designated for ASHE correspondence
    - Password = Zip Code for address designated for ASHE correspondence



# ASHE Section Secretary Duties - **Assessment**

- ASHE's fiscal year is June 1 to May 31
- On or about June 1, the National Secretary takes a snapshot of the National Database, recording the membership for each Section. This establishes the Annual Assessment amount.
- On or about August 1, National will forward invoice to each Section.
- Invoice is payable upon receipt but no later than October 1 of the fiscal year.
  - 10% penalty will be charged to Sections who have not paid Assessment by October 1.



# ASHE Section Secretary Duties - **Assessment**

- The following information must be returned to National when submitting Assessment payment
  - Completed invoice noting number of drops and number of new members. Note that invoice will adjust automatically to provide for a new total based on drops and new members.
  - Complete list of those members being dropped from the Section.
  - Completed Membership Application for those new members being added to the Section.



## ASHE Section Secretary Duties – Misc.

- Prepare and submit to Region Secretaries a report in the requested format prior to each National Board meeting. Typically, this occurs four times per year.
- Submit IRS Form 990 (current version), when completed by Section Treasurer to the National Treasurer no later than June 15
- Invoice Section membership annually for application dues
- As soon as the Section Slate of Officers is available, please provide a list to the Region Secretary. Information should include name, position, mailing address, work or cell phone number and email address. Region Secretary will then forward to National



## ASHE Section Secretary Duties – Misc.

- Assure scanner articles are submitted by the deadline date established for your Section.
- Sections offering CEU credits at their technical sessions must, by December 20, provide National with a list of those individuals receiving CEU credits



# ASHE Section Secretary Duties – **Closing**

- All information provided here can be found in the Operations & Resource Center under Operations, Section Secretary Duties (D19)
- If you ever need any help with anything at all, please contact us:
  - Tom Morisi, National Secretary, [ashenationalsecretary@ashe.pro](mailto:ashenationalsecretary@ashe.pro).
  - Nancy Morisi, Administrative Assistant, [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro).
- We are always here to help!



# Orders

- The following items are available for purchase from National. Contact the Administrative Assistant at [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro).
  - Replacement Member Pins: Cost = \$5
  - Lifetime Member Pins: Cost = \$5
  - Section Past President Pins: Cost = \$75
  - Region Past President Pins: Cost = \$75
  - Replacement Banners: Typical cost is approximately \$350



# Insurance

- ASHE National has a blanket insurance policy that covers the Sections and Regions.
- A certificate of insurance is required for most events. Please send Nancy via email: [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro) the event vendor information and event type and she will contact the insurance company to obtain the certificate.
- Events up to 250 people that include dinners, holiday parties, social outings, and trash pick-ups are covered for liability. An event with alcohol is covered provided a vendor is selling the alcohol. Sections or Regions are not permitted to sell liquor on their own.



# Annual Deadlines

- IRS 990 forms are due June 15 annually, these are sent directly to the Section.
- Updated officer information is due July 17 annually, if there are changes to information please report it immediately.
- Quarterly reports will be due prior to any National Board Meeting. Requests are sent thru the Regions to the Sections dates will be determined and sent via email meeting invite.
- Assessments are due no later than Oct. 1 after this date a 10% late fee is applied
- National award nominations, project of the year, PDHs, scholarship amounts will be requested through the Regions per the communication plan.
- A complete timeline is sent annually to Section and Regions.



# ASHE Section/Region/Conference Treasurer Duties

- **ASHE is classified by IRS as a 501 (c) 6 Organization** – NOT 501 (c) 3. National Treasurer can provide information on the differences.
- All levels of organization must adhere to IRS requirements.
- See IRS publication 557 for IRS requirements. (see National Treasurer)
- Accurate financial records are essential to maintaining Tax-Exempt status. **A 50-50 balance between membership and sponsorship income is ideal, to stay below the radar with IRS.**
- Sections are responsible for following state and local laws pertaining to non-profit organizations.



# ASHE Section/Region/Conference Treasurer Duties

- Manage Section funds including receipts, safekeeping and disbursement.
- Manage Section bank accounts.
- All accounts must have a Federal Identification Number (EIN).
- All existing Sections have EIN – New Sections and Conferences must obtain.
- Obtain EIN by completing Form SS-4, available from financial institutions or via internet.
- Account should be listed as American Society of Highway Engineers (Region or Section name)
- EIN & Account information must be provided to the **National Treasurer and National Secretary**.



# ASHE Section/Region/Conference Treasurer Duties

- Section bank accounts should have name “ASHE – XXX Section” or “American Society of Highway Engineers – XXX Section”
  - Example: *American Society of Highway Engineers – Kansas City Section*, or *ASHE – Kansas City Section*
  - *Example: 2023 ASHE National Conference.*
- Section accounts must have at least two Section Officer’s listed on signature card. Checks should be signed by a min. of one Officer.
- Reconcile receipts from ticket sales, registrations, etc. with attendance.
- Work with Section committees to establish procedures for maintaining and reviewing records.



# ASHE Section/Region/Conference Treasurer Duties

- Record all expenses and income, along with net income; **follow Form 990**.
- Prepare a list of cash disbursements, showing check number, date, payee and amount for approval by Section Executive Board at its regular meetings.
- Perform monthly reconciliation of bank and credit card accounts.
- The Treasurer shall be accountable to the Board of Directors or the Conference Committee.
- Request an annual independent review of Section/Region/Conference financials to Section/Region Directors or Conference Committee.



# ASHE Section/Region/Conference Treasurer Duties

- Responsible for completing reports and forwarding to National by the milestone dates shown below:

**January 15** – IRS Form 1099; Income Paid to Individuals.

Section files with individual and IRS, copy National. Scholarship recipients are exempt.

**January 15** – Contributions; Written Acknowledgement (copy National)

**June 15** – Year End Financial Report (IRS Form 990)

**July 15** – Advertising Income Report



# ASHE Section/Region/Conference Treasurer Duties

- IRS Form 1099 - \$600.00 and over as of 1/1/2024

Must be filed for individuals who received money for various duties or travel expenses in excess of filing requirements.

Examples include compensation paid to a Section Secretary or fees paid to free-lance editor or designer of website.

ASHE's accountants can prepare this form.

Form requires Name, SSN, Home Address, Amount Paid, Salary/Payment, Expense Insurance, Travel Expenses (or Per Diem), Section Mailing Address, Section Treasurer's Name



# ASHE Section/Region/Conference Treasurer Duties

- Contributions to ASHE in excess of \$250.00 in value (goods and services) must be acknowledged by Section in writing.
- Sections that use sponsorship income to offset cost of producing Section publications (newsletters, etc.) are to report this income to National by July 15 for the preceding year.
- When requested, supply form W-9, *Request for Taxpayer Identification Number and Certification*. Form to be signed by a Section officer. Examples can be obtained from National Treasurer.  
**Do not use the National EIN on the W-9.**



# ASHE Section/Region/Conference Treasurer Duties

- IRS Form 990

Report includes total income and expenses for the year.

Must submit to National Treasurer in pdf format by June 15.

Send copy to the Region's National Board Members.

Complete on form approved/provided by National.

Form must indicate Section/Region/Conference name and must be signed by a current officer and by a reviewer.

Section/Region will be contacted by National if the Form 990 is not signed properly or incorrect.



**ASHI IRS FORM 990 – DATA SHEET**  
**TREASURER'S REPORT AS OF MAY 31, 2023**

Send to: [ASHINationalTreasurer@ashe.org](mailto:ASHINationalTreasurer@ashe.org) and Copy: [nmorris@ashe.org](mailto:nmorris@ashe.org) in **pdf file format** on or before **June 15<sup>th</sup>**.

Checking Account Balance:	\$12,091.19
Investment Account Balance:	\$132,473.52
<b>TOTAL ASSETS (Sum of Above):</b>	<b>\$144,564.71</b>

<b>AUDIT AS OF MAY 31, (Previous Year):</b>	
Checking Account Balance:	\$10,430.98
Investment Account Balance:	\$132,401.10
<b>AUDIT TOTAL:</b>	<b>\$142,832.08</b>

<b>CASH RECEIVED TO MAY 31:</b>	
New Member Initiation Fees:	\$426.86
Annual Membership Fees:	\$1,331.36
Dinner Ticket Sales:	\$43,097.14
Investment Income:	\$72.42
Checking Account Interest:	\$0.00
Other Income:	\$12.00
	\$
<b>TOTAL RECEIPTS TO MAY 31:</b>	<b>\$44,939.78</b>

<b>DISBURSEMENTS TO MAY 31:</b>	
New Member Initiation Fees to National:	\$450.00
Annual Membership Fees to National:	\$2,360.00
Office Supplies, Equipment, Software, etc.:	\$105.62
Printing:	\$0.00
Postage, Fax, Copying, Telephone:	\$11.60
Dinner and Meeting Expenses:	\$30,749.29
Other Expenses:	\$6,122.60
Scholarships	\$3,408.04
	\$
<b>TOTAL DISBURSEMENTS TO MAY 31, 2023:</b>	<b>\$43,207.15</b>
<b>TOTAL ASSETS: (Balance Must Equal Total Assets Above)</b>	<b>\$144,564.71</b>

I certify that the above is true and correct to the best of my knowledge.

<i>Darin Hettich</i> Treasurer Signature	Darin Hettich Printed Treasurer Name	Franklin Section Section/Region/Conference	6/15/2023 Date
J.T. Lincoln Reviewer's Signature	J.T. Lincoln Printed Reviewer's Name	Franklin Section Section/Region/Conference	6/15/2023 Date

REVISED 2/7/2023

# ASHE's Fiscal Year

June 1<sup>st</sup> to  
May 31<sup>st</sup>

FY = Fiscal Year

FYE = Fiscal Year Ending

Due = June 15th



# ASHE Section/Region/Conference Treasurer Duties

If you need help, please contact:

1. Region Treasurer
2. National Treasurer – [ashenationaltreasurer@ashe.pro](mailto:ashenationaltreasurer@ashe.pro)
3. National's Accounting Firm – CPA Associates
4. National's Legal Counsel

Questions submitted by Sections, Regions and Conferences to the National Treasurer are answered with copies to the appropriate National Board Members.



# ASHE Region Officer Duties

- Regions established to improve efficiency and communication
- Duties of President, Secretary and Treasurer are similar to Section positions
- Region Secretary is primary conduit for communications between National and Sections
- National Directors assist with communication between Sections and National.
- Regions have same reporting requirements as Sections (IRS 1099, IRS 990, Advertising income, contributions, etc.)



# ASHE Communication Plan

- Plan found on ASHE web site
- Communication generally flows from National to Regional Secretaries, then to Sections
- Region Secretary will compile responses and submit requested information back to National
- National Directors assist with communication between Sections and National.
- There are exceptions, see Communication Plan



# ASHE Communication Tools

- Web site: <http://ashe.pro>
- National Officer contact info at: <http://ashe.pro/oandd.html>
- ASHE documents on web site at: <http://ashe.pro/resourcecenter.html>
- SharePoint



# ASHE NATIONAL SOCIAL MEDIA PLATFORMS



**LINKEDIN**

<https://www.linkedin.com/company/ashe-national/>



**FACEBOOK**

<https://www.facebook.com/ashenational/>



**TWITTER**

[@ASHE\\_NATIONAL](https://twitter.com/ashe_national)



**INSTAGRAM**

[@ASHE\\_NATIONAL](https://www.instagram.com/ashe_national)



**YOUTUBE**

<https://www.youtube.com/channel/UCntTwnZuJOTisGXH0jR7S5A>



# Closing

- Thank you for attending!
- Comments on Training can be sent to:

Dave Greenwood

Chair, Operations and Oversight Committee

[greenwoodda@cdmsmith.com](mailto:greenwoodda@cdmsmith.com)

