



NORTH CENTRAL SECTION OF ITE PROCEDURES MANUAL

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NCITE

Section Procedures Manual

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1-0 Section Purpose and Role, Membership, and Government

1-1 Purpose and Role

1-1-1 Role of the Section

NCITE is expected to participate and contribute to the overall success of the Institute of Transportation Engineers as described in Article II of the Section Charter, as issued by the District, and Article 1 of the Section Bylaws, as approved by the District.

1-2 Membership

Membership in the Section shall follow Article III of the Section Charter and Article II of the Section Bylaws.

1-2-1 New Member Onboarding

Information including onboarding procedures and New Member Flyer are included in Appendix E.

1-2-2 Distinguished Member

A Distinguished Member is an honorary designation available only to members of the Section who have performed long-standing, notable, and exemplary service in the interests of the Section and transportation profession.

Distinguished Members of the Section shall be entitled to all the rights and privileges of Section membership. The number of living Distinguished Members shall not exceed three (3) percent (if a fraction, rounded up to the next higher whole number) of the total Section membership on the preceding January 1, excluding Student members. Past Distinguished Members shall not be counted towards the numerical limitation.

The Section Board shall have wide latitude in its deliberations when electing Distinguished Members. There are no specific requirements other than being a member of the Institute and Section Member, but the Board shall strongly

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consider the variety and extent of his or her participation in North Central Section activities as well as the member's professional reputation. As a general guideline, candidates should normally be at least fifty (50) years of age and have been a Section member for at least twelve (12) years. Examples of active participation in the Section are as follows:

- Having served as a Section officer
- Active participation in Section committees
- Active participation in preparing for and/or hosting Great Lakes Annual Meeting
- Having volunteered for special projects or tasks

Distinguished Members shall be elected by the Executive Board and any Board member may nominate a Section member for election. At least two-thirds (2/3) of the members of the entire Board must cast affirmative ballots for extension of an invitation. Written acceptance of such invitation shall constitute election. No member may apply or shall ask to be elected a Distinguished Member.

The Board shall annually consider electing Distinguished Members at the first regular Board meeting held after September 1 and shall not vote on extending an invitation(s) prior to that meeting. Members shall not be informed that they are under consideration, and the minutes of Executive Board meetings shall not list the name of any member discussed in this context unless, and until, the Board votes to extend him or her an invitation. The name of any member nominated, but not voted an invitation, shall not be recorded in meeting minutes, or announced to the membership. A future Board may not rescind the election of a Distinguished Member, and the term "Past Distinguished Member" shall be used to refer to those who resign from the Section or after death.

The names of persons who are elected Distinguished Members shall be announced to the general membership for the first time at the next Annual Meeting, when they will be honored and presented with an engraved plaque.

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Distinguished Members of the Section shall be exempt from further Section annual dues and any special assessments

1-2-3 Section Life Member

Any Section Member who is a member in good standing in the Institute and who has reached the age of 55, has paid the Institute dues above the Student Level for 20 years, including the current year, and is no longer deriving his or her principal income as a Transportation Professional, shall be eligible to be a Section Life Member.

Any Member who satisfies the criteria specified may request, in writing, that the Section Board designate him or her to be a Life Member. The Section Board may grant Life membership status at any regular meeting and such action should be announced at the next Section meeting. Persons who receive Life membership status at any time during the year shall be recognized and presented a certificate at the Annual Meeting.

Annually, the Section Membership Coordinator shall review the NCITE membership list for Section Life Member eligibility. The names of eligible members shall be shared with the Section Board in January.

Section Life Members shall be exempt from further Section annual dues and any special assessments.

1-3 Government

1-3-1 Section Charter

The Section shall be Governed in accordance with the approved Section Charter included in Appendix A.

1-3-2 Section By-Laws

The Section shall be Governed in accordance with the approved Section By-Laws included in Appendix B.

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1-3-3 Incorporation

The Section is incorporated in the State of Minnesota. The filing date of the Section's Annual Report with the State of Minnesota is December 31 of each year. The Section Secretary will be responsible for completing the necessary report and associated documents to submit the filing.

1-4 Membership Dues

1-4-1 Establishment of Section Dues

All members will pay Section dues as established by Article III of the Section Bylaws.

1-4-2 Section Dues Collection

Section dues shall be collected as follows:

- A Fall – ITE sends next year's dues notices to all members.
- B Spring/Summer – ITE sends reminder notices to members, as necessary.
- C October – One additional current year's dues reminder will be sent to members who have still not paid. Unpaid members are ineligible to vote in Section elections.
- D Members joining after renewal period will be required to join ITE where Section dues will be collected.
- E Members transferring from another ITE Section will not be required to pay new Section dues until the next ITE renewal period.

1-4-3 Section Dues Exemptions

- A Distinguished Members of the Section and Life Members of the Section shall be exempt from further Section annual dues and any special assessments beginning with the year following the designation.

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- B ITE members in good standing that have transferred from another Section will not be required to pay Section dues until the next renewal period.

1-4-4 Section Dues Schedule

Members shall pay section dues on an annual basis as shown in Table 1.

Changes to the annual dues rate shall follow process as defined in Article III of the Section Bylaws.

Member Type	Annual Dues
Distinguished Members, Life Members, Life Affiliates and Students	N/A
Section Members	\$16

Table 1. Section Dues

1-5 Section Board

The Section Board is comprised of the Section Officers as described in Article IV of the Section Bylaws and as described in the following sections.

1-5-1 Elective Officers

- President
- Vice President
- Secretary
- Treasurer
- Directors (2)

Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office for more than two consecutive terms. The nomination of officer positions is described in Procedure 5-0.

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1-5-2 Non-elective Officers

The Past President shall be a voting member of the Board and serve a term of one year. If the immediate Past President does not continue, the position may be filled at the discretion of the Section Board.

1-5-3 Section Representative to the District Board

The Section shall have one (1) Section Representative to the District Board. The Representative shall serve a two-year term in office. The Representative shall be a voting member of their respective Section Board as described in Bylaws' Section 4.3.

- A The Section shall elect Section Representatives to serve on the District Board in a manner as described in the Section Bylaws Article V – Nomination and Election of Officers.
- B The Section must provide the name of their Representative to the District Secretary by November 1 of the year prior to their term of office.
- C NCITE Section Representatives will commence the 2-year term in EVEN numbered years.

1-6 Board Member Duties and Responsibilities

Board members carry out the action of the Section. Officers should be serving their individual roles to be stewards of the Section. Board members encourage members to participate in ITE, District activities, and Section activities. Officer duties and responsibilities documents are included in Appendix C.

2-0 Meetings

2-1 Board Meetings

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The Section Board is expected to hold in-person or virtual meetings monthly. Attendance at these meetings (in person or via conference call) is expected for all Board members.

Meetings may be added or deleted at the discretion of the Board.

2-1-1 Votes Between Meetings

The Board may, from time to time, see the need to conduct matters of business between meetings through an electronic or email vote. Votes may be conducted between meetings to address issues needing timely attention as determined by the Section Board.

- A Such votes may be conducted by mail, email, web conference, telephone, or overnight mail. A request for vote will consist of the requested action and supporting materials. The way the voting is conducted should provide an opportunity for Board members to read the comments of their peers concerning the requested action before casting their ballot. The vote shall be determined by Section Secretary as soon as all the Board members have been able to provide their comments.
- B A summary of the voting results and any comments received shall be provided to the Section Board as soon as possible after the conclusion of the voting and no later than 30 days post vote.
- C The summaries of votes and comments received shall be a part of the Agenda for the next Section Board meeting and will become a part of the Minutes of that meeting unless the Section Board acts to the contrary.

2-1-2 Presiding Officer

The Section President shall preside over all Board meetings and conference calls. In absence of the president, the Vice President will preside over the meeting.

2-1-3 Meeting Minutes

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The Section Secretary shall prepare minutes for any meetings of the Section. See Secretary duties and responsibilities document in Appendix C.

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2-2 Section Meetings

Regular meetings of the Section shall be held as determined by the Section Board.

Anticipated schedule includes:

- January – Section Meeting
- February – Section Meeting
- March – Section Meeting
- April – Section Meeting
- May – Section Meeting
- June/July/August – Summer Social
- September – Section Meeting
- October – Section Meeting
- November/December – Annual Meeting
- December – No meetings planned (could be added at Board's discretion)

2-2-1 Other Meetings

Additional Meetings including Training or Professional Development opportunities may replace Section Meetings at the discretion of the Board.

2-3 Annual Meeting

The Annual Meeting of the Section shall be held between November 1 and January 1.

The meeting shall at minimum include:

- Annual Report presentation by the outgoing President detailing activities of the Section for the previous year.
- Financial Report on the status of the Section by the Treasurer.
- Section Award Presentations for current year recipients
- Election Results for upcoming year's Section Board

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See Director duties and responsibilities document in Appendix C for more information.

2-4 Calendar of Events

The incoming Section President is responsible to establish the calendar of events for the Section with the approval of the Section Board at the first Section Board meeting of the new year. See President duties and responsibilities document in Appendix C for more information.

2-5 Document Retention

This policy outlines the Section's practice on how to retain documents generated by the organization. The policy recognizes that the organization does not produce correspondence significant enough for permanent retention and that it is not logistically practical for the organization to maintain permanent paper records. This policy was developed to meet as closely as practical the guidelines published by the National Council of Nonprofit Associations, 2004.

2-5-1 Electronic Documents

The Section retains documents in electronic form. Documents should be saved in a commonly used format (PDF, Microsoft Word, etc.), and organized in a logical "directory tree" format by calendar year. Each year, new electronic documents should be combined with all previous year's documents and saved to the Section Google Drive. A copy of the Section Google Drive files should be placed on electronic media (CD, DVD, etc.). One official copy should be produced for placement in the Section safety deposit box.

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2-5-2 Retention Duration

Section documents should be stored for the following minimum durations.

Storing documents for longer than the minimum duration is recommended as electronic storage is inexpensive.

Document Type	Retention Format	Minimum Duration
Year End Audit Report	Electronic	Permanent
Year End Treasurer Report	Electronic	Permanent
Tax Filings	Electronic	Permanent
Check duplicates	Electronic	7 Years
Invoices / Receipts	Electronic	7 Years
Bank Statements	Electronic	7 Years
Event Income / Expense Reports	Electronic	7 Years
Monthly Treasurer Reports	Electronic	7 Years
Banking Records	Electronic	7 Years
Charter	Electronic and Hard Copy*	Permanent
Articles of Incorporation	Electronic and Hard Copy*	Permanent
Bylaws	Electronic and Hard Copy*	Permanent
Section Procedures Manual	Electronic	Permanent
Official correspondence	Electronic	7 Years
Board Meeting Minutes	Electronic	7 Years
Section Meeting Minutes	Electronic	7 Years
Annual Reports	Electronic	Permanent
Newsletters	Electronic	7 Years

*The original Charter, Articles of Incorporation, and Bylaws are stored in the safety deposit box.

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3-0 Standing and Technical Committees

3-1 Established Standing and Technical Committees

The Section has established the following Standing and Technical Committees:

A. Standing committees include:

- Communications
- Outreach and STEM
- Professional Development
- Student Activities
- Younger Member

B. Technical Committees include:

- Geometric Design
- Emerging Technologies in Transportation (ETT)
- Intersection Traffic Control
- Complete Streets and Safety (CSS)
- Simulation and Capacity Analysis (SimCap)
- Traffic Operations and Maintenance

The following procedures describe objectives, organization, and operations of each standing and Technical Committee. The Section President may, with approval of the Section Board, establish additional Standing, Technical, Task Forces, or ad hoc committees to address specific issues or topics as needed. Operational details on each committee may be found in Appendix D.

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3-2 Standing and Technical Committees Membership Summary

The following table shows a summary of the membership composition for each standing committee.

Standing Committee	Membership Composition	Committee Member Terms and Appointment Schedule
Communications	Chair (Vice President), Communications Coordinator, Newsletter Coordinator, Website Coordinator, Social Media Coordinator, Technology Coordinator, Membership Coordinator, MN MUTCD Liaison	One year, renewable
Outreach and STEM	Chair, Co-Chair Outreach and STEM Chair and Co-Chair	One year, renewable
Professional Development	Chair, Co-Chair	One year, renewable
Younger Member	Chair, Co-Chair	One year, renewable
Geometric Design	Chair, Co-Chair	One year, renewable
Emerging Technologies in Transportation (ETT)	Chair, Co-Chair	One year, renewable
Intersection Traffic Control	Chair, Co-Chair	One year, renewable

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Complete Street and Safety (CSS)	Chair, Co-Chair	One year, renewable
Simulation and Capacity Analysis (SimCap)	Chair, Co-Chair	One year, renewable
Traffic Operations and Maintenance	Chair, Co-Chair	One year, renewable

3-3 Communications Committee

3-3-1 Role - The purpose of the Communications Committee is to oversee and coordinate all communication programs of the Section. Details and specifics of the committee's operations and member responsibilities are found in the Committee Description Document in Appendix D.

3-3-2 Committee Members

- A Communications Chair (Vice President)
- B Advertising Coordinator (changed from Communications Coordinator to be better named)
- C Website Coordinator
- D Social Media Coordinator
- E Newsletter Coordinator
- F Membership Coordinator
- G Student Outreach Coordination
- H Technology Coordinator

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3-4 Outreach and STEM Committee

3-4-1 Role - The Outreach and STEM Committee shall introduce students of all ages to transportation engineering. This is done annually through career fair events and active participation in the Science Museum of Minnesota's Annual Civil Engineering Day. Details and specifics of the committee's operations and member responsibilities are found in the Committee Description Document in Appendix D.

3-5 Student Activities Committee

3-5-1 Role - The purpose of the Student Activities Committee is to promote advancement of the transportation planning and engineering profession by fostering the close association of professionals with engineering and planning students. Student members are valuable assets and the future leaders of the ITE, and the goals and objectives related to students outlined herein can only be achieved by proactive interaction with ITE student members. Details and specifics of the committee's operations and member responsibilities are found in the Committee Description Document in Appendix D.

3-6 Professional Development Committee

3-6-1 Role - The Professional Development Committee shall coordinate and provide professional development opportunities for NCITE members. Details and specifics of the committee's operations and member responsibilities are found in the Committee Description Document in Appendix D.

3-7 Younger Member Committee

3-7-1 Role - The purpose of the Younger Member Committee (YMC) of NCITE is to connect young professionals in the diverse field of transportation and create opportunities to build relationships and grow professionally.

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3-7-2 Committee Leadership, Membership and Organization – See Committee Description Document in Appendix D.

3-8 Geometric Design Committee

3-8-1 Role – The Geometric Design Committee establishes a forum for NCITE members to share, discuss, and explore the traffic operations and safety effects of roadway design elements.

3-8-2 Committee Leadership, Membership and Organization – See Committee Description Document in Appendix D.

3-9 Emerging Technologies in Transportation Committee (ETT)

3-9-1 Role – The NCITE Emerging Technologies in Transportation (ETT) Committee provides a forum for participants to address technical issues related to developing technology in the industry (ITS, CAV, Big Data, etc.) and to share lessons learned. This Committee works jointly with ITS-MN.

3-9-2 Committee Leadership, Membership and Organization – See Committee Description Document in Appendix D.

3-10 Intersection Traffic Control Committee

3-10-1 Role – The NCITE Intersection Traffic Control Committee is a forum for NCITE members to discuss issues related to traffic signal design and operation.

3-10-2 Committee Leadership, Membership and Organization – See Committee Description Document in Appendix D.

3-11 Complete Streets and Safety Committee (CSS)

3-11-1 Role – The Complete Streets and Safety (CSS) Committee is a forum for NCITE members to discuss issues related to improving safety and mobility for everyone, with an emphasis on vulnerable road users (VRUs), transit riders, and multi-modal transportation systems.

3-11-2 Committee Leadership, Membership and Organization – See Committee Description Document in Appendix D.

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3-12 Planning Methods and Applications Committee

3-12-1 Role – The purpose of the Planning Methods & Applications Committee is to discuss and author NCITE standards of practice relating to issues in the transportation planning field.

3-12-2 Committee Leadership, Membership and Organization – Committee Description Document in Appendix D.

3-13 Simulation and Capacity Analysis Committee (SimCap)

3-13-1 Role – The NCITE Simulation & Capacity Analysis Committee (SimCap) is forum for analysis methods with the intention of developing best practices for traffic modeling in our region.

3-13-2 Committee Leadership, Membership and Organization – See Committee Description Document in Appendix D.

3-14 Traffic Operations and Maintenance Committee

3-14-1 Role – The NCITE Traffic Operations and Maintenance Discussion Group is a forum for operations and maintenance staff to discuss best practices, tips, and ideas.

3-14-2 Committee Leadership, Membership and Organization – See Committee Description Document in Appendix D.

3-15 Committee Chair Responsibilities

3-15-1 Attend Committee Chair Coordination Meeting in January

3-15-2 Advertise Meetings on Website – See Committee Description Document in Appendix D.

3-15-3 Post Meeting Minutes on Website - See Committee Description Document in Appendix D.

3-15-4 Check in monthly with VP for Committee Activities

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4-0 Finance

The Section Finances shall follow the following procedures.

4-1 Banking

4-1-1 The Section Treasurer will be the primary bank liaison and signatory for the checking and savings accounts. The Section President will be a second signatory for the account and coordinate the transition between treasurers from year to year.

4-1-2 The Section Treasurer will be the primary liaison and signatory for any online payment service.

4-2 Annual Audit

The Treasurer shall prepare a Year-End Treasurer Report outlining all income and expenses. The report shall be placed on the January Section Board Agenda for discussion and approval at its next Section Board Meeting. At the beginning of each calendar year, the Section financial records of the previous year shall be audited by the Board. The audit should reflect incomes and expenses for the previous calendar year and note any unusual financial issues.

4-3 Annual Budget

The development and approval process of the Section's Annual Budget is described in the following procedure.

4-3-1 Development and Approval of the Budget

- A The incoming President shall prepare a draft budget projecting anticipated income and expenses for review by the Section Board.
- B The draft budget will be submitted to the Section Board for a review prior to the upcoming January Section Board Meeting.
- C The draft budget with comments from the Section Board will be submitted for approval at its next Section Board Meeting.

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4-3-2 Income and Expense Categories

The Section Treasurer should use the following general categories, at a minimum, in the accounting of the Section finances, and may from time to time add or delete categories as might be best and appropriate to account for revenues and expenditures:

A Income

- i Annual Meeting
- ii Section Meeting
- iii Professional Development Meetings
- iv Younger Member Committee Events
- v Member Dues
- vi Advertising
- vii GLITE Advertising
- viii Scholarship/GLITE Fundraisers
- ix Donations
- x Interest
- xi Pass-through (GLITE Endowment Fund)

B Expenses

- i Annual Meeting
- ii Section Meetings
- iii Professional Development Meetings
- iv Younger Member Committee Events
- v GLITE Annual Meeting
- vi GLITE Advertising
- vii Speaker Gifts/Certificates/Plaques

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viii	Website
ix	Miscellaneous Web Applications
x	Tax Filings
xi	Miscellaneous
xii	Student Scholarships
xiii	Student Chapter Stipends (U of M, NDSU, SDSU, UMD)
xiv	Student Chapter Annual Report Stipend (U of M, NDSU, SDSU, UMD)
xv	Student Leadership Summit Stipend (U of M, NDSU, SDSU, UMD)
xvi	Student Leadership Summit Sponsorship/Scholarships
xvii	Subsidy for ITE Annual Meeting, GLITE Annual Meeting, and GLITE Retreat
xviii	Young Transportation Professional Stipend
xix	LeadershipITE Stipend
xx	Pass-Through (GLITE Endowment Fund)

4-3-3 Financial Reserves

It shall be the goal of the Section Board to maintain a minimum treasury balance equal to at least 25% of one year's operating budget expenses. It is the intent of the Section to be financially stable to support Section activities or fluctuation in dues if needed.

4-3-4 Any increase in member dues should be considered in accordance with Section Bylaws, Articles III and X.

4-3-5 The Section Budget may be amended during a year by action of the Section Board.

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4-4 Expenses

4-4-1 Section Meetings

The current Directors shall develop a proposed budget including anticipated income and expenses for each scheduled Section Meeting for review by the Section Board. It is anticipated that Section Meeting income shall cover meeting expenses with as close to a net zero balance as possible.

A Section Meeting Reservations

A member or non-member that makes a reservation for a Section meeting and does not attend must pay for the meal if the person taking the reservations is not notified a sufficient time in advance (by the posted registration deadline). The Executive Board may, at its discretion, waive this policy for cause on a case-by-case basis. The Section Directors and Treasurer shall administer this policy monthly and report to the Section Board as required.

B Meeting Registration Exemptions

i Section Meeting Speakers

The registration cost for a designated speaker at a Section meeting shall be waived and paid as a Section expense.

Directors are encouraged to recover the cost of the speaker's registration by including it in the cost charged for the meeting.

ii Dignitaries

The registration cost for the Great Lakes District International Director at the Section Annual Meeting shall be waived and paid as a Section expense.

iii Students

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Registration for student members of the Section will be offered at a reduced rate. Rate reductions for the following meetings will apply:

Section Meeting – Five Dollars (\$5.00) Registration

Section Annual Meeting – A minimum of Five dollars (\$5.00) less than the regular price for the meeting. Any additional reduction will be on a case by case basis and authorized by the Board.

In all cases, the balance of the student's cost will be paid for by the Section. This policy does not apply to a graduate or part-time student if they are employed within the Transportation profession more than twenty hours per week during the school year.

4-4-2 Annual Meeting

The current Directors shall develop a proposed budget including anticipated income and expenses for the Annual Meeting for review by the Section Board. In addition to planned income for the annual meeting, the Section Board has typically authorized an additional \$1000 from the budget to assist in lowering individual registration costs for the meeting.

4-4-3 Professional Development Meetings

It is the intent of the Section to provide members with Professional Development opportunities outside the typical Section Meeting schedule. As these opportunities occur, the current Directors shall develop a proposed budget including anticipated income and expenses for review by the Section Board. It is anticipated that the meeting income shall cover meeting expenses with as close to a net zero balance as possible.

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4-4-4 Younger Member Committee Events

It is the intent of the Section to provide the Younger Member Committee the opportunity to host events to encourage participation. The Younger Member Committee will be provided an expense budget as authorized by the Section Board and approved in the annual budget for supporting these events. As these opportunities occur, the current Younger Member Committee Chair shall develop a proposed budget including anticipated income and expenses for review by the Section Board. It is anticipated that the meeting income shall cover meeting expenses with as close to a net zero balance as possible.

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4-4-5 Great Lakes District Advertising

Incorporated with the advertising options the Section provides members is an opportunity to advertise with the District. For members who elect to advertise with the District, the Section collects the payment and transfers funds to the District in coordination with the District Treasurer.

4-4-6 Speaker Gifts / Certificates / Plaques

The following items are required for award recognition at Section Meetings and the Annual Meeting on a yearly basis.

- A Speaker Gifts – Given to speakers at Section Meetings
- B Certificates – Given to outgoing Board Members and Scholarship Award winners at the Annual Meeting
- C Plaques – Given to Section Award winners and any Distinguished or Life Members at the Annual Meeting

4-4-7 Website

Costs related to maintaining the Section website shall be budgeted on a yearly basis.

4-4-8 Miscellaneous Web Applications

Online application fees are required through the course of the year and shall be budgeted. Current applications utilized include:

- A Election Service – provide for annual online elections for upcoming Section Board Officers. (Election Buddy currently)
- B Virtual Meeting Service – Section should maintain ability to provide online meetings.

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4-4-9 Tax Filings

- A Tax Exempt Status - The Section is a non-profit / tax exempt organization. The Section Treasurer shall keep the Employer Identification Number (EIN) which is also known as the Taxpayer Identification Number (TIN).
- B Tax Filing - The Section Treasurer is responsible for filing all necessary tax forms with the IRS. The filing date is December 31st each year. The details of filing and form example are included in Appendix F.

4-4-10 Miscellaneous

Miscellaneous expenses occur through the course of the budget year. Items without a current expense line can be included as approved by the Board.

- A Safety Deposit Box
- B Postage, mailing, printing, and supplies

4-4-11 Student Scholarship Awards

- A The Section Board shall award up to four (4) undergraduate scholarship awards annually.
- B Up to two (2) scholarships may be reserved for students who have worked as an intern in the transportation field within the previous 12 months.
- C Monetary award for scholarship winners. Current amount authorized is \$500 per scholarship. Changes can be authorized by the Board.
- D Undergraduate and intern scholarship awards shall include registration costs to the Section event where their scholarship award is received.

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4-4-12 Student Chapter Stipend

Upon receipt of a written request and documentation of expenditures, the Section Treasurer is authorized to pay travel and/or registration expenses of up to \$750 per school to NCITE student chapters from universities located within the NCITE geographic region who wish to attend either the Great Lakes District or ITE International Meeting. An NCITE student chapter who wins the Great Lakes District Traffic Bowl shall be eligible for an additional \$750 in travel expenses to attend the competition at the ITE International meeting.

Historically, NCITE has not received many written requests for the Student Chapter Stipend. Expenses programmed for the Student Chapter Stipend may be reallocated to other Section expenses with approval of the Section Board if this reallocation will benefit the Members of the North Central Section of ITE, and if this reallocation can be done while maintaining a balanced annual budget, and if a minimum treasury balance equal to at least 25% of one year's operating budget expenses is maintained.

4-4-13 Student Chapter Annual Report Stipend

A stipend of \$250 shall be given to ITE Student Chapters within the Section who submit a Student Chapter Annual Report to the Student Outreach Coordinator prior to February 1 of the following year. Format should follow ITE Outline for Student Chapter Award.

4-4-14 Student Leadership Summit Stipend

A stipend of \$150 shall be given to ITE Student Chapters within the NCITE Section who attend an ITE Student Leadership Summit and provide NCITE with a written summary of the event for publication in the Section Newsletter. The written summary shall be more than 200 words, but less than 500 words and include at a minimum two pictures of attendees. The stipend is available to each ITE Student Chapter within the Section on an annual basis.

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4-4-15 Section Board Travel Stipend

Recognizing the benefits to the Section of having its President attend the ITE Annual Meeting and of having its President, Past President, and elected representative to the District Board attend the Great Lakes District Annual Meeting, it is the policy of the Section to offer limited financial assistance as follows.

It is the intention of this policy that the President, Past President, and Vice President make appropriate effort to assure the attendance of one such Board Member at the ITE Annual Meeting and two such Board Members and the elected District Board representative at the Great Lakes District Annual Meeting. It is also the intention of this policy that an attendee's employer should make a similar contribution to his/her attendance.

Upon receipt of a written request and documentation of expenditures, the Section Treasurer is authorized to pay travel and/or registration expenses as described below:

Great Lakes District Annual Meeting:

- A Section President: Up to \$500
- B Section Past President: Up to \$500
- C Section Vice President shall be eligible for up to \$500 if either of the officers noted above is unable to attend. However, no more than two Section officers shall be eligible for reimbursement.
- D Great Lakes District Board (President, Vice President, Secretary, Treasurer, Past President, or District Representative): Up to \$500

Great Lakes District Retreat:

- A Current Section Representative: Up to \$250
- B Incoming Section Representative: Up to \$250

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ITE International Annual Meeting:

- A Section President: Up to \$750
- B Section Vice President: Up to \$750
- C Section Secretary shall be eligible for up to \$750 if one of the officers noted above is unable to attend.
- D Past President shall be eligible for up to \$750 if two of the officers noted above are unable to attend.
- E No more than two Section officers shall be eligible for reimbursement.

4-4-16 Young Transportation Professional Stipend

Upon receipt of a written request and documentation of expenditures, the Section Treasurer is authorized to pay travel and/or registration expenses of up to \$650 to the award recipient of the Young Transportation Professional of the Year Award (Award) within 12 months of receiving the Award to attend either the Great Lakes District Annual Meeting or ITE International Annual Meeting.

4-4-17 Leadership ITE Stipend

Recognizing the benefits to the Section of having its members participate in Leadership ITE, it is the policy of the North Central Section to offer limited financial assistance for participation in the program.

- A Upon receipt of a written request and documentation of expenditures, the Section Treasurer is authorized to pay travel and/or registration expenses up to \$250 per Section participant for up to two Section participants per annual Leadership ITE class.
- B If more than two Section participants are accepted into a given Leadership ITE class and request reimbursement, then a review and authorization by the Executive Board will be required for additional reimbursements.

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4-4-18 Great Lakes District Endowment Fund (Pass-through)

To further the goals of the Great Lakes Endowment fund and understanding the benefits that it can bring to both the Section and District members, the Section will donate a certain amount of funds to the District Endowment Fund, either through fundraisers or budget allocations. The amount and frequency of funds allocation is at the discretion of the Section Executive Board.

4-5 Expense Reimbursement

4-5-1 Expense reimbursement procedure

- A Any request for reimbursement for a budgeted expense should be submitted for payment to the Section Treasurer in a prompt fashion. The request shall include reference to the budgeted item and receipts to document the purchase or expenditure.
- B For requests involving unbudgeted expenses, the Section Treasurer will review with the Section Board prior to issuance of the reimbursement and make a note in the monthly accounting records of the details of the expense.

4-6 Expenditures Not Covered in the Budget

Expenditures not covered in the budget shall be presented to the Section Board for discussion and approval prior to purchasing.

4-7 Signatory Authority

- 4-7-1 Section Board members have the authority to enter negotiations, author policy statements, approve and/or sign contracts on behalf of the Section only pursuant to (1) a resolution of the Board; (2) a delegation of authority from the President.
- 4-7-2 This Procedure is intended to ensure that any commitment of Section resources and all related agreements obligating the Section are properly reviewed and approved. This Procedure identifies the individuals who are authorized to

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commit Section organizational resources on behalf of the Section through agreements executed in its name. It also contains protocols for the delegation of signatory authority.

4-7-3 The following documents require a resolution of the Board:

- A Procedures or Statements which have been developed by the Board or a Committee. These documents shall be signed by the current Section President on behalf of the organization.

4-7-4 The following documents may have authority delegated by the President to another Board officer, as described below:

- A Agreements for the procurement of goods and services related to reservations for section meetings may be executed by a Director upon Board review and approval of the anticipated income and expenses.
- B Agreements for the procurement of goods and services other than those related to reservations for section meetings may be executed by the Treasurer or a current Board member determined by the Board (typically the most recent past Treasurer) upon Board review and approval of the anticipated income and expenses.
- C Internal Revenue Service (IRS) W-9 form (Request for Taxpayer Identification Number and Certification) may be filled out and signed by the current Section President, Vice-President, Secretary and/or Treasurer.
- D IRS form 990N (Annual Electronic Filing for Small Exempt Organizations) may be submitted by the current Section President, Treasurer or current Board member determined by the Board.
- E Access to the Section safety deposit box will be limited to the owner of the safety deposit box and the current Treasurer.

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5-0 Nominations and Elections of Officers

5-1 Nomination and Election Process

The nomination and election process for the Section Officers is specified in Article V (NOMINATION AND ELECTION OF OFFICERS) of the Section Bylaws.

5-2 Method of Casting Ballots and Breaking of Tie Votes for Elections

The election of Section officers will be conducted using an electronic method and paper backup as determined by the Section Board. The Section Secretary will conduct the election. In the case of a tie vote of an election, the tie shall be broken using a coin flip between the two candidates with the choice of coin side (heads or tails) given to the candidate by alphabetical order of the candidate's last name.

6-0 Communications

6-1 Role

Communication of information to members is integral to the success of the Section. Relevant information is communicated from the Section to its members using three (3) main platforms:

1. Website
2. Social Media
3. Newsletter

6-2 Communications Plan

The Communications Committee is tasked to review and revise the Section Communication Plan on a yearly basis. The purpose of the plan shall:

- Provide an overview and status of the Section's Communications Group
- Document current communication tools and procedures used by the Section
- Review communication goals from the previous year and establish new goals.

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For more information see the Communications Plan in Appendix I.

7-0 External Financial Support to the Section

7-1 Advertising

Advertising in Section communications are permissible. Fees assessed for advertising shall be determined by the Section Board and administered by the Section Treasurer. These fees shall be set by action of the Section Board, published on the Section's website, and found in Appendix G.

7-2 Other sponsorships

Opportunities for voluntary financial support from service and supply organizations, consultants, and others can be provided, and contributions accepted. Names of contributors/sponsors will not be published by the Section without their permission.

8-0 Awards and Recognitions

8-1 Awards

8-1-1 Professional Awards

The following awards will be for professional achievements of individuals and projects.

A Transportation Professional of the Year – The Transportation Professional of the Year Award shall be given annually to an individual who has made outstanding contributions to NCITE, ITE and/or through achievements in the transportation/traffic engineering profession.

In August, the Vice President shall call for nominations. Nominations shall be received by the President and will be accepted throughout the year but are due September 30th for the current year's award.

The President shall appoint a review committee of no less than three (3) Past Presidents to recommend a winner for this award. The President shall present a plaque to the winner at the Annual Meeting.

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- B Young Transportation Professional of the Year Award – the Young Transportation Professional of the Year Award shall be given annually to an individual who is 35 years old or younger at the time of nomination, and who is making outstanding contributions to NCITE, ITE and/or through achievements in the transportation/traffic engineering profession.

In August, the Vice President shall call for nominations. Nominations shall be received by the President and will be accepted throughout the year but are due September 30th for the current year's award.

The President shall appoint a review committee of no less than three (3) Past Presidents to recommend a winner for this award. The President shall present a plaque to the winner at the Annual Meeting.

- C Transportation Achievement Award – The Transportation Achievement Award shall be given annually to an organization or organizations (government agency, consulting firm, private business or corporation, combined public/private institution, or academic institution) for the advancement of transportation.

Recognition can include projects that show:

- a) Development and/or application of an innovative concept in transportation planning, design, or operations.
- b) Implementation of a “difficult” transportation project through perseverance in its development and promotion
- c) A project having a significant effect on transportation
- d) a project promoting a major advance in the efficiency and/or economy of transportation.

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Cooperative efforts among multiple organizations will be recognized but shall be limited to no more than three organizations for a single award. Projects eligible for this award must have been completed or implemented in the last three years.

In August, the Vice President shall call for nominations for the Transportation Achievement Award. Nominations shall be received by the President and will be accepted throughout the year but are due September 30 for the current year's award. The President shall present up to three (3) framed certificates to the winner at the Annual Meeting.

8-1-2 Student Awards

The following awards will be considered for students and/or student chapters.

- D Scholarships – The Chair of the Outreach/STEM Committee shall make recommendations to the Executive Board about whom to award section scholarships. The Board shall award up to four (4) scholarships annually for a minimum of \$500 each. The four scholarships shall be awarded based on academic performance, career goals, ITE involvement, and related accomplishments or experience. The scholarships shall be awarded to undergraduate students enrolled full-time in a transportation engineering curriculum at a college or university within the NCITE geographic region and shall be applied for by the students themselves. Up to two of these scholarships may be reserved for such students who have worked as an intern in the transportation engineering field within the NCITE geographic region within the previous 12 months, and such applications shall require a letter of recommendation from the applicant's manager or supervisor of such internship.

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8-2 Recognitions

The following is a schedule for the various awards and recognitions made by the Section. All award winners will be listed in the next issue of the Section newsletter and on the Section's website.

Award Recipient	Award Recognition	Financial Award
Outgoing Section President ¹	Engraved Plaque	N/A
Past President's Award ²	Engraved Plaque	N/A
Young Transportation Professional of the Year Award ²	Engraved Plaque	Up to \$650 reimbursement for travel to District or ITE Annual Meeting
Transportation Achievement Award ²	Framed Certificate (3) max	N/A
Outgoing Section Board ²	Certificate in Folder	N/A
Outgoing Committee Chairs ²	Verbal	N/A
Scholarship – Undergraduate ² (2)	Certificate in Folder	\$500 per (2 total)
Scholarship – Intern ² (2)	Certificate in Folder	\$500 per (2 total)
Distinguished Member of the Section ²	Engraved Plaque	Dues Exemption ³
Section Life Member ²	Engraved Plaque	Dues Exemption ³

1 – Presented by Incoming Section President at Section Annual Meeting.

2 – Presented by Outgoing President at Section Annual Meeting

3 – Dues exemption shall be in accordance with Policy 1-3-1

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9-0 Section Procedures Manual

9-1 Adoption, Amendments or Revisions

- 9-1-1 Procedures of the Section Board shall be adopted, amended, or rescinded by majority vote of the Section Board.
- 9-1-2 A complete set of Procedures shall be available for members of the Section to view on the Section's website.
- 9-1-3 The official record of Procedures of the Section Board shall be kept by the Section Secretary to see that such record is amended as required after each Board meeting.
- 9-1-4 A discrepancy between Board Minutes and the official record of Board Procedures discovered within one year of final adoption shall be reconciled by vote of the Board. Thereafter the official record of Procedures shall govern.
- 9-1-5 Applicable procedures will be made available to appropriate committee chairs for their use.

-End-

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Appendices

Appendix A: Section Charter
Appendix B: Section By-Laws
Appendix C: Officer Responsibility Documents
Appendix D: Committee Description Documents
Appendix E: NCITE Elections Instructions
Appendix F: New Member Flyer
Appendix G: Form 990 (Tax Exempt) (Example)
Appendix H: 501C3 (Tax Exempt) Approval Letter
Appendix I: Communications Plan
Appendix J: Advertising Letter and Information
Appendix K: Section Award Applications
Appendix L: Website Maintenance Manual
Appendix M: Annual Report (Example)
Appendix N: Student Chapter Annual Report (Example)
Appendix O: Director Orientation Document
Appendix P: Secretary of State Filing Form (Example)