



**INSTITUTE OF TRANSPORTATION ENGINEERS
WESTERN DISTRICT (DISTRICT 6)
HAWAII SECTION BYLAWS**

July 10, 1994
Amended on: February 4, 2011

ARTICLE I: MEMBERSHIP

Section 1.1 - Membership of the Section shall consist of those Institute members meeting the requirements specified in the Section Charter. Section Affiliates shall be limited to those persons who meet the requirements of Section 3.3 of the Section Charter.

Section 1.2 - All applications for Section Affiliate, except by engineering students, shall include as references the names of not less than five persons to whom the candidate is personally known, at least three of whom shall be Institute members, and the remainder shall be members of the Founder Engineering Societies or persons of recognized reputation in transportation. All applications for Section Affiliate by a student shall be certified by a faculty member at the engineering school attended by the applicant. The Section Executive Board may waive these reference requirements.

Section 1.3 - The Vice President shall process Section Affiliate applications, including securing confidential reports from the applicant's references, as required. The Vice President shall forward the application, the applicant's experience record and all confidential reports from the references, together with a recommendation to the Section Executive Board, for final action.

Section 1.4 - Election of Section Affiliates shall be by majority vote of the Section Executive Board.

Section 1.5 - Any Institute member or any Section Affiliate may resign from the Section by written communication to the Section Executive Board.

Section 1.6 - Any Institute Member or Section Affiliate whose Section dues are more than one year in arrears shall be dropped from Section affiliation by the Section Executive Board and the unpaid dues shall become an obligation to be paid before the delinquent can be restored to good standing in the Section.

Section 1.7 - Any Institute member whose Institute membership has been forfeited shall also forfeit membership in the Section; they will be eligible to

reapply for membership in the Section only if reinstated to membership in the Institute. Any member of the Institute who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the Section Executive Board.

Section 1.8 - The Section Vice President should annually review the qualifications of the Section Affiliates. As soon as any Section Affiliate meets minimum qualifications for Institute membership, the person shall be so notified.

Section 1.9 - Any Section Affiliate who advertises, uses, or attempts to use identification with the Institute in any manner whatsoever, with intent to derive personal gain therefrom, shall forfeit affiliation with the Section.

Section 1.10 - The Section Executive Board shall consider the expulsion of any Section Affiliate upon information coming to its notice. The Section Executive Board shall thereupon follow the procedure set forth in the Institute Constitution and Bylaws.

ARTICLE II: FEES, DUES, AND ASSESSMENTS

Section 2.1 - The fiscal year of the Section shall be identical to that of Western District (District 6).

Section 2.2 - Fees and the annual dues schedule of the Section may be established by the Section Executive Board. Institute members not required to pay Institute dues shall not be required to pay Section dues.

Section 2.3 - Members of other ITE Sections who relocate to the Hawaii Section shall not be required to pay any Hawaii Section dues in the current fiscal year.

ARTICLE III: OFFICERS AND EXECUTIVE BOARD

Section 3.1 - The elected offices of the Section shall include:

- (a) a President,
- (b) a Vice President,
- (c) a Secretary (or Secretary-Treasurer), and
- (d) a Treasurer (or Secretary-Treasurer).

Officers shall be elected at the Annual Section Meeting for terms of one year and shall assume office at the beginning of the fiscal year.

Section 3.2 - The Executive Board shall consist of the elected officers and a Director to the Executive Board.

Section 3.3 - The living Past-President whose term has most recently expired and who is still resident within the Section shall serve as Director to the Executive Board.

Section 3.4 – In addition to the elective officers identified in Section 3.1 and the Director, it is recommended that a Student Chapter Faculty Advisor(s), appointed by the Student Chapter, and a Student Chapter Professional Liaison(s), appointed by the Section President, serve as “ex-officio, non-voting” members of the Section Executive Board. Both positions are appointed on January 1 of each year and approved by the District Board of Direction at the mid-year Board meeting.

Section 3.5 - In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in the offices of Vice President, Secretary, Treasurer, or Director, the Executive Board shall appoint a member to fill the unexpired term.

Section 3.6 - The expiration of the terms of elected officers shall be concurrent with installation ceremonies of new officers.

ARTICLE IV: DUTIES OF OFFICERS

Section 4.1 - The President shall preside at all meetings of the Section, shall appoint chairpersons of all committees, shall serve as the Section representative to the District and shall perform all other duties ordinarily devolving upon the office of President. The President shall submit an annual report to the Western District (District 6) Board of Direction describing the Section activities as specified in the Charter.

Section 4.2 - The Vice President shall, in the absence or incapability of the President, perform the duties of that office. The Vice President shall be Program Chairperson, arranging the program for Section meetings. The Vice President shall assist the President in coordinating activities of the Section and shall accept such duties as the President designates. The Vice President shall process all Section Affiliate applications as noted in Article I, Section 1.3 and annually review their qualifications as noted in Section 1.8 of the same Article.

Section 4.3 - The Secretary (or Secretary-Treasurer) shall keep the minutes of the Section meetings; shall keep roll of membership; shall handle necessary correspondences; shall regularly submit to the Editor of the District publication (WesternITE) a resume of meetings and technical sessions as well as Section and member activities; and shall perform all other duties ordinarily devolving upon the office of Secretary.

Section 4.4 - The Treasurer (or Secretary-Treasurer) shall collect and be custodian of all funds of the Section; shall pay out said funds when properly approved by the President and shall keep an itemized account of receipts and expenditures; and shall perform all other duties ordinarily devolving upon the office of Treasurer. In addition to the report required by Charter Section 5.4, the Treasurer shall be responsible for the preparation of special financial and activity reports as desired by the Institute Headquarters in order to meet Internal Revenue Service requirements.

Section 4.5 - The Director to the Executive Board shall provide guidance to the officers and serve as Chairperson of the nominating committee.

ARTICLE V: NOMINATION AND ELECTION OF OFFICERS

Section 5.1 - The nominating committee shall consist of the Director to the Executive Board and one or two other Section members. The nominating committee members appointed by the Director to the Executive Board shall not currently hold any elected office of the Section.

Section 5.2 - Ninety (90) days prior to the annual meeting of the Section the nominating committee shall select one or more candidates for each office. No nominee shall be included in the official list of candidates unless the nominating committee has obtained the nominee's consent to run for the office for which the nominee has been nominated. Members of the nominating committee shall not be nominated by the nominating committee.

Section 5.3 - The list of candidates nominated by the nominating committee shall be presented to the membership not later than sixty (60) days prior to the Annual Meeting. Nominations by petition signed by not less than five Section members eligible to vote shall be submitted to the President not later than forty-five (45) days prior to the Annual Meeting. Ballots shall be sent to eligible Section members not later than thirty (30) days prior to the Annual Meeting.

Section 5.4 - At the Annual Meeting, ballots returned by eligible voters to the Secretary shall be canvassed by three tellers appointed by the President. The members receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the Executive Board shall cast the deciding vote.

ARTICLE VI: GOVERNMENT

Section 6.1 - The government of the Section shall be vested in its Executive Board.

Section 6.2 - The Executive Board shall establish policies for the operation of the Section in conformity with the provisions of the Institute Constitution, District Charter and Bylaws, and Section Charter.

Section 6.3 - The Executive Board shall meet at the Annual Meeting and at such other times and places as the President may determine.

Section 6.4 - The Executive Board shall act upon all proposals received from its Committees or members on matters intended as policies, standards or recommendations of the Section. Approval by a majority of the eligible voting membership shall be required before Section policies, standards, or recommendations shall be official statements.

Section 6.5 - The President shall be an ex-officio member of all committees, except the nominating committee.

Section 6.6 - The President may authorize committees as may be desirable or as the Executive Board may determine. The President shall appoint the chair and members of each committee except for the nominating committee. The Director to the Executive Board shall serve as chair of the nominating committee and shall appoint members.

Section 6.7 - The President may appoint one or more members to serve on non-ITE committees of local, state, or regional significance.

Section 6.8 - Disposition of Section officers shall conform to the provisions of Western District (District 6) Bylaws for similar actions, except that geographical requirements shall not apply.

Section 6.9 - Rescinding actions of the Section Executive Board shall conform to the provisions of Western District (District 6) Bylaws for similar actions, except that geographical requirements shall not apply.

ARTICLE VII: SECTION MEETINGS

Section 7.1 - Not less than four meetings of the members of the Section shall be held in any fiscal year. Only one Annual Meeting of the Section shall be held in any fiscal year, at a time and place approved by the Executive Board. In general, the Annual Meeting will be the last meeting of the Section prior to the Western District (District 6) meeting of the Institute of Transportation Engineers.

Section 7.2 - A report of the financial condition of the Section and reports of the officers and committee shall be presented at each Annual Meeting.

ARTICLE VIII: VOTING AND VOTING ELIGIBILITY

Section 8.1 - Voting for officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the Section to the District shall be by secret ballot.

Section 8.2 - Voting procedure shall conform to those outlined in the Western District (District 6) Bylaws.

Section 8.3 - Only members of the Section whose Section dues are current shall be eligible to vote.

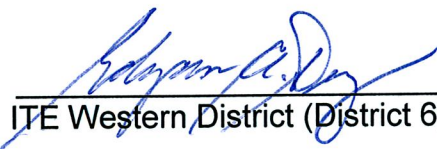
ARTICLE IX: AMENDMENTS

Section 9.1 - Proposals to amend these Bylaws or to petition amendments to the Charter may be made by resolution of the Executive Board or by written petition signed by at least five eligible voting members.

Section 9.2 - These Bylaws shall be amended only after the proposed amendment has been submitted in writing to the Executive Board of the Section at least 45 days in advance of the date at which action is proposed. The Executive Board shall submit the proposed change to the membership as provided in the Charter pursuant to Section 8.1 of the Section Bylaws.

Section 9.3 - All amendments must be approved by the Western District (District 6) Board of Direction of the Institute of Transportation Engineers and shall become effective after written approval from the District Board of Direction has been received by the Section President.

APPROVED BY THE WESTERN DISTRICT (DISTRICT 6)
BOARD OF DIRECTORS ON FEBRUARY 4, 2011



ITE Western District (District 6) President

2-4-11

February 4, 2011