

North Carolina Section of the ITE, A
Community of Transportation Professionals

OPERATIONS MANUAL

January 2025



Adopted January 28, 2025 by the NCSITE Board of Directors

Mike Reese, President

ncsite

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Chapter 1.

Purpose and Organization of the Manual

The North Carolina Section of ITE, A Community of Transportation Professionals (NCSITE) exists under the Charter of ITE, A Community of Transportation Professionals and operates under government established by the Bylaws of the Section. Responsibility for the government of the Section is vested in the Section Board of Directors (the Board) in conformance with the provisions of the Section Charter and Bylaws. NCSITE is one of eight sections assigned to the Southern District of ITE (District 5; SDITE). Other Sections within the District include Alabama, Deep South (Louisiana and Mississippi), Georgia, Kentucky, South Carolina, Tennessee, and Virginia.

Section A. Purpose and Usage

The purpose of the NCSITE Operations Manual is to provide Section Officers with a general understanding of the duties, responsibilities, and requirements of each position. The Operations Manual provides sustainable continuity to the evolving nature of the Section, which is continually changing to meet the needs of its members. New Officers should use this manual to understand the responsibilities of their position; the goals and objectives of the Section; and the major activities and composition of various standing councils and committees. While this manual provides much useful information, it is only a guideline and should not be considered the final word on policy—that role is the specific responsibility of the Officers of this Section. During their terms in office, Section Officers should strive to be creative while interpreting the policies of this Section, keeping in mind the past policy directions of the Section and the requirements of their position.

Section B. Structure

The purpose of the Operations Manual requires that it be easy for our members and leadership to use. Chapters contain distinct topics; where there is overlap in information every effort has been made to cross-reference the information, such as the roles of Section Officers (Chapter 3), Councils (Chapter 4), and the Committees upon which they serve (Chapter 5).

Section C. Update and Maintenance

Responsibility for the oversight and maintenance of the Operations Manual shall reside with the Vice President. During the beginning of each year, the first responsibility of the Vice President will be to ensure that each new Member of the Board, and Committee Chair is furnished with a copy of this Manual. The Operations Manual should be available in electronic format, preferably on the Section website (www.ncsite.org). Moreover, one month prior to the end of year, the outgoing Vice President shall request that each Section Officer update his or her individual section of the Manual to reflect current and/or proposed operations. It is the duty of the outgoing Vice President to ensure that these changes are incorporated into the Operations Manual by January 31 of the following year.

Chapter 2. Introduction to NCSITE

Section A. Organization of Leadership

The Board and Committee Chairs shall be considered officers of the North Carolina Section of the ITE. Chairs of Committees shall be appointed officers of the Section and those persons shall not be considered members of the Board except in cases where Board members serve dual roles. The organization of the Section is reflective of reorganizations that took place in the year 2000 and further updated in 2010, 2015, 2018, and 2021. The justification of these reorganizations was to maximize the responsiveness of the organization to the needs of its membership and spread the duties of the Board appropriately between the Officers. The organization of NCSITE should be an area of continuing focus for the Board to ensure that a high level of responsiveness is upheld.

Figure 1 displays the general organization of the NCSITE Board, Councils, and Committees.

Section B. NCSITE Board of Directors

The Section Bylaws establish that the Board shall govern the Section activities in accordance with the Bylaws and the Section Charter. The Board includes 12 voting members: the President, Past President, Vice President, Secretary-Treasurer, one Section Director, five Council Chairs, and two SDITE Section Representatives. A quorum for the Board consists of a simple majority of the voting members. The affirmative vote of a majority of Board voting members in attendance shall be necessary to take any action. In the case of a tie vote, the action is not approved.

The Board has a number of responsibilities, and its members should be prepared to expend the efforts necessary to meet, discuss, and research topics that are important to the membership of NCSITE.

Specifically, the Board should formally approve:

- Bylaw changes.
- Creation or dissolution of Councils.
- Section operating policies.
- Annual Section Budget.
- Minutes of the previous meeting.
- All contracts
- Issue and Rescind Chapter Charters
- Amend Bylaws (requires 2/3 of Board to approve)
- All non-routine expenditures.
- Change in membership dues.
- Section positions on legal issues.
- Research initiatives.
- User groups and task forces.
- Site selections for Section meetings.

The terms of the elected officers shall be one or more calendar years as noted in Chapter 3 beginning January 1st of each year. Should a vacancy occur in the office of any voting Board member, a simple majority of the remaining voting Board members may appoint an interim officer to serve in that position for the remainder of the vacated term or may temporarily assign the respective duties of the vacant position among the elected Section Board members. In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice President. If a vacancy occurs in the office of Past President, the position shall remain unfilled for the remainder of the term. If an elected officer is promoted by appointment, the Board shall appoint a new officer to fill the vacated position as well. Following appointment, officers may be eligible for election to the same position the following year if nominated. In order to carry out their duties, the Board should meet at least quarterly and correspond monthly.

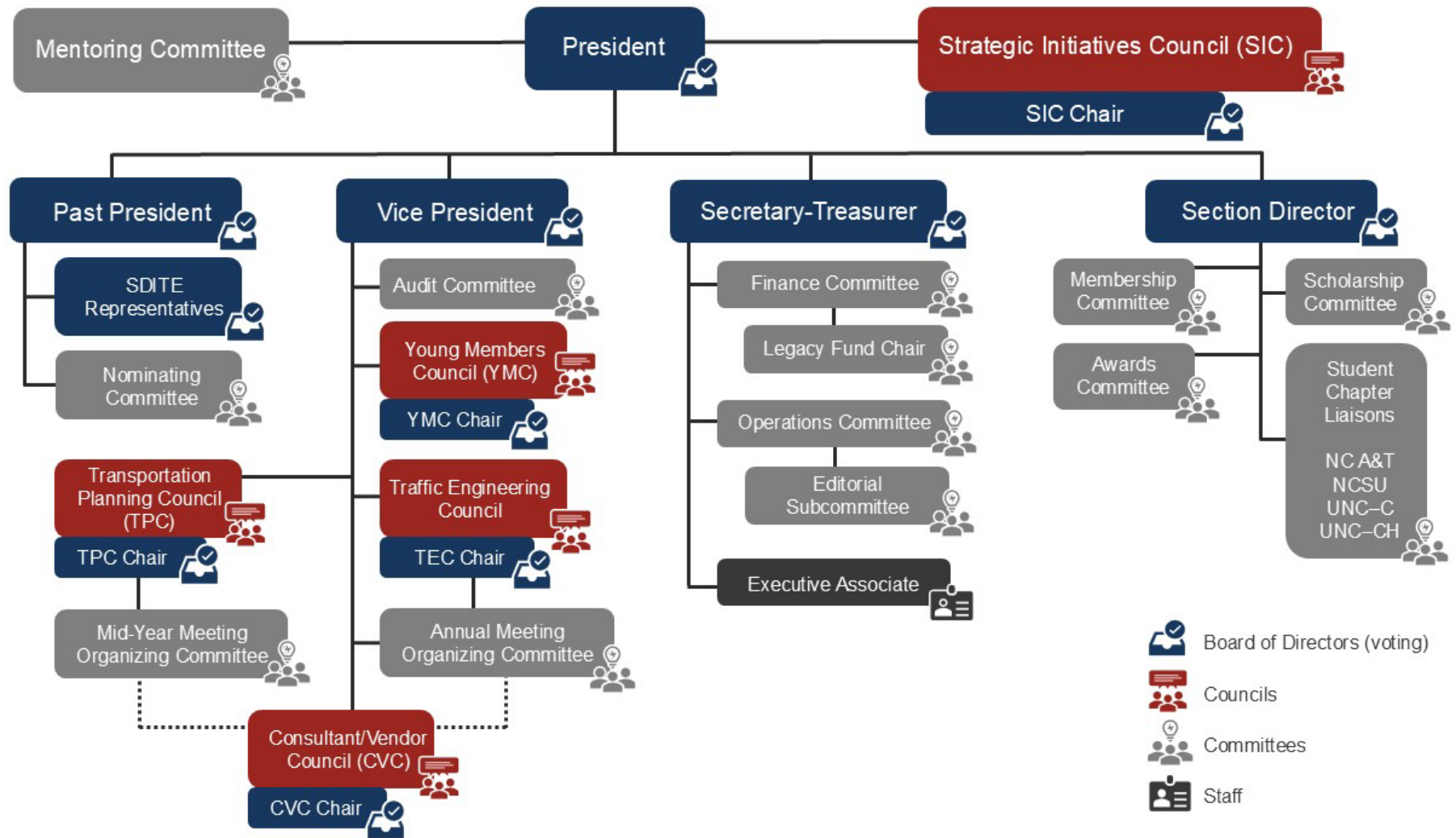
The membership may petition the Section Board to initiate a vote to remove a Section officer from office. The petition must include 20% of eligible voters in the Section. Within 30 days of receipt of the petition by the Board, a secret ballot shall be submitted to each voting member regarding removing the officer. An affirmative vote requires a 2/3 majority and 25% of eligible voters casting ballots. The same process is required for the membership rescinding an action by the Board, except that the Board may choose to rescind the action instead of submitting it to the Section for a vote. If it is put to the membership to vote, a simple majority carries and still requires 25% of eligible voters casting ballots.

Voting for elective positions, increased dues when required, special assessments, amendments to the Bylaws, petitions to amend the Section Charter, and other matters designated by the Board shall be by secret ballot. In all elections, the President shall appoint a Tellers Committee for reviewing tabulating votes. The Tellers Committee shall report results to the President. Except as stated above, all actions or elections are approved based on simple majority of votes cast. In the case of a tie, the Board shall make the final decision. In the case of a tied election, the outgoing Board (excluding any Board member who is a candidate for the tied vote) shall make the final decision.

The Bylaws may be amended by an affirmative vote of 2/3 of the Section Board (except regarding the policy for increasing dues). The Section Board may, via a simple majority vote, refer a Bylaws amendment to a vote of the membership. Alternatively, a petition clearly stating a proposed Bylaws amendment that is signed by at least 10% of the voting members shall require a vote of the full membership. Bylaw amendment proposals for membership vote shall be on the agenda at the next Section Meeting and the proposals can be amended by a majority vote of members present at the meeting; proposals (as amended) shall be provided to the membership for a vote within 30 days of the meeting, shall allow 30-45 days for members to vote, and shall require an affirmative vote of 2/3 of ballots cast to be adopted. Amendments to the Bylaws shall be filed with the District for their approval within 7 days of being adopted.

The process for ensuring secrecy and validation of votes shall be as follows: Electronic ballots will be distributed, anonymously collected, and tallied using the StarChapter Election Ballot process, which will be restricted to only NCSITE members being allowed to vote. More information is available at [StarChapter Knowledgebase - Create an Election Ballot](#).

Figure 1. NCSITE Organization Chart



Section C. NCSITE Vision, Mission, Goals, and Objectives

The Vision for the North Carolina Section of Institute of the Transportation Engineers is:

NCSITE will be the leading professional organization to advocate for and to equip individuals to excel in the transportation work force.

The Mission of the North Carolina Section of Institute of Transportation Engineers is to:

- Serve as the primary affiliation for ITE members at the local level.
- Support the overall goals and objectives of ITE.
- Support District activities and coordinate with the District in carrying out the Section mission and purpose.
- Financially support and coordinate with Chapters within the Section.
- Foster closer association of ITE members.
- Encourage members to share knowledge.
- Consider local transportation issues.
- Collaborate with other local transportation professionals on matters of common interest.
- Present points of view consistent with established ITE policies.
- Support and mentor students and Student Chapters within the Section.

To that end, we strive to educate and inform our members and to advance our profession by:

- Gathering and disseminating current information.
- Providing excellent member services.
- Providing training and certification programs.
- Assisting in transportation workforce development.
- Enhancing professional relationships.
- Educating and informing the public.
- Providing leadership development opportunities.
- Advocating for our profession.

NCSITE was established with the goal:

To promote sound transportation engineering practices in the planning, design, operation, and management of transportation facilities and equipment for the safe, convenient, and efficient movement of people and goods.

To achieve this goal, NCSITE has adopted the following objectives:

- Encourage qualified persons to enter the transportation engineering profession.
- Encourage professional training and development of persons engaged in transportation engineering.
- Develop increased coordination and cooperation with local governing bodies, private organizations, professional engineering groups, and ITE.
- Increase public awareness and involvement in transportation engineering activities.
- Stimulate transportation-related research activities.
- Promote communication between persons with mutual interests in transportation engineering.
- Establish an exchange of professional information and maintain a centralized point of reference and action for transportation engineering professionals.
- Represent the interests of members in the transportation engineering profession when transportation-related legislation and policy matters are represented.

Section D. Members

NCSITE's Members are the most important positions of the NCSITE organization. They are expected to: attend local, Mid-Year, and Annual meetings; pay their dues in a timely manner; vote for those they want to represent them on the Board; and participate in surveys and visioning exercises to ensure the continuing improvement of the organization.

Members of ITE who reside in North Carolina are also members of the Section and the Southern District. Members who reside outside of North Carolina may join the Section upon payment of dues to ITE. **Student Members** are persons enrolled full-time in an undergraduate or graduate school in a transportation planning or traffic engineering program and are a member of the school's student ITE Chapter. Students should have less than one year's work experience in the transportation planning or traffic engineering field. If a Section member's membership has been forfeited by ITE, is placed on inactive status by ITE, or is reinstated by ITE, then the membership shall also be forfeited or be placed on inactive status or be reinstated, respectively, by the Section. Members whose dues are more than three months in arrears shall lose the right to vote.

Voting

Members vote for the President, Vice President, Secretary-Treasurer, Section Director, and Council Chairs. Student members are not permitted to vote for any office or hold elective office in the Section, but can raise their concerns through their Faculty Advisor, Student Chapter Liaisons, Young Member Council, or through the Section Director.

Participation

All Members have an opportunity and responsibility to participate in the NCSITE meetings and events. District meetings, training opportunities, and other member events are announced through the NCSITE.org website and *Weekly* emails. Members should also take the time to prepare announcements and articles for submission to NCSITE for possible publication.

International ITE recognizes special member statuses, particularly the following:

- **Honorary Members**, as selected by the International ITE Board of Direction.
- **Life Members**, considered as any member in good standing who has reached the age of 65 and has paid dues above the Student Member level for 25 years, including the current year.
- **Retired Members**, considered as one who has reached the age of 55 and no longer derives a principal income from the practice of transportation or traffic engineering.

Honorary and Student Members are not subject to Section dues. Life and Retired Members must pay annual NCSITE dues to remain in good standing in the Section but may be exempt from dues upon written request to the Membership Committee and approval by the Board. These Members shall retain all rights and privileges of their membership classification.

Chapter 3. Board of Directors

The Board of Directors for the Section shall include the President, Past President, Vice President, Secretary-Treasurer, Section Director, Council Chairs (6), and Southern District Section Representatives (2).

Section A. General Duties of the Board

All members of the Board assume the following general duties:

- Attend Board Meetings and regular planning meetings as scheduled by the President
- Discuss and vote on matters of importance such as planning the new year's administrative functions of the Section, updates to the Operations Manual, appointment of officers to fill unexpectedly vacated positions, the annual Section budget, establishment of task forces or special committees, and positions of opinion on legislative and professional matters.
- Assist Council and Committee Chairs in finding members willing to serve on their respective councils and committees.
- Support Local Meetings by attending, participating, and encouraging others to attend.
- Network within the transportation field to pursue and recruit new NCSITE Members.
- Join all other elected NCSITE positions in striving to support the NCSITE Vision and Mission.
- Provide Councils and Committees with oversight and guidance as needed.
- Participate in the planning and execution of meetings as needed.
- Provide articles and content for NCSITE publications.
- Appoint, when necessary, an ad-hoc committee to solicit contributions for the distribution of scholarships.
- Develop the Section logo, following guidance in the "ITE Logos and Specifications."

Section B. President

As the position responsible for all functions of the NCSITE organization, the President should be an individual who has participated in nearly all the Section's functions and made significant contributions to NCSITE. This position requires a considerable amount of time to coordinate with officers individually, at meetings of the Board, and at various committee and council meetings. The President should have a comprehensive grasp of the functions of NCSITE as well as its rules, goals, objectives, and past accomplishments. With the Board, the President should be comfortable providing leadership that includes transitioning from initiatives and programs of the Past President to the vision and strategy of his or her Vice President for the next year.

In the event the Vice President cannot serve as the following year's President, the Secretary-Treasurer may be elected President by the membership.

The following is a list of duties and responsibilities specific to the President. It is not intended to be all-inclusive, but rather a partial description of the role that past Presidents have played in the NCSITE organization. As the highest position of Section, the President is accountable to all the Members and the Board. Accordingly, the President should be prepared to take on additional responsibilities and delegate to others as the need arises.

- Call and chair meetings of the Board and prepare the agenda.
- Call and chair unanticipated additional meetings of the Board as needed, or upon receipt of a petition signed by the majority of other Board members.
- Preside over other Section business meetings, including the Annual and Mid-Year Meetings.
- In coordination with Section officers, prepare a budget for review and approval by the Board. Typically, the Annual Budget is approved by the Board in February/March.
- Provide innovative and fair leadership of the Section's functions and policy decisions.
- In coordination with the Strategic Initiatives Council Chair, establish the Council's budget for the calendar year and provide guidance on policy topics taken up by the Council.
- Ensure that Section Officers carry out their duties in accordance to the wishes of the Board and applicable NCSITE policies.
- Prepare and provide articles for NCSITE *Weekly* emails.
- By August 31st of each year, notify ITE of dues amount for Section members. Dues may not increase by more than 20% in a year without a vote of the Section.
- Invite new Life Members (as notified by ITE) to the Annual Meeting as special guests and present their certificates (as received from ITE) during the awards ceremonies as appropriate.

Presidential duties and responsibilities, continued.

- Appoint chairs of standing committees, create ad-hoc committees with approval of the Board. Serve as ex-officio members of all committees except the Nominating Committee.
- Following the Annual Meeting and in coordination with the SDITE Section Representatives and the Strategic Initiatives Council, the outgoing President will solicit nominations from the NCSITE Board for recommendations for the SDITE Individual Awards. The outgoing President will forward those nominations to SDITE by the established due date.

QUICK SUMMARY—President

Term of Office:	One (1) Calendar Year
Position Requirements:	Member of NCSITE; Prior Service as Vice President of NCSITE
Position Obtained By:	Promotion/Prior Election by Members
Voting Member of Board	Yes

Section C. Vice President

The Vice President of NCSITE provides direct assistance to the Section President. During a one-year tenure of office, the Vice President should concentrate on developing knowledge of the NCSITE organization and membership to serve effectively in the capacity of President. The Vice President is also responsible for organizing and coordinating four of the five Councils of NCSITE: Consultant/Vendor, Traffic Engineering, Young Members, and Transportation Planning. The Vice President should support the Chairs of each of these Councils in the development of the Section technical meetings and programs.

The following is a list of duties and responsibilities specific to the Vice President, at a minimum:

- Perform assignments as directed by the President.
- Prepare the vision for the upcoming year, based on communication with Members, Directors, Council Chairs, and Committee Chairs.
- Preside over Board and business meetings in the absence of the President.
- Request input and provide updates to the Operations Manual annually as needed (as noted in chapter 1, section C).
- Appoint Chair of the Audit Committee 30 days before the Annual Meeting and serve as the Board liaison to the Committee.
- Work with Awards Committee Chair to invite outgoing President's spouse or significant other to the Annual Meeting luncheon.
- Answer questions and serve as an information hub on all Council activities.
- In coordination with the Council Chairs, establish the Council budgets for the calendar year and provide those budgets to the President upon request.
- In coordination with the Council Chairs, plan all meetings and technical workshops for the calendar year.
- Maintain the Section Calendar by updating the calendar of activities for the Section on a monthly basis. The Section Calendar will include but not be limited to: Board Meetings; local meetings; the Mid-Year Meeting, the Annual Meeting, Council and Committee meetings; technical workshops; and deadlines for submittals. Other professional organization meetings should also be included in the Section Calendar for event organizers to recognize conflicts.

QUICK SUMMARY—Vice President

Term of Office: One (1) Calendar Year

Position Requirements: Member of NCSITE

Position Obtained By: Election by Members

Voting Member of Board Yes

Section D. Past President

The immediate Past President of NCSITE has the important task of helping the incoming President move into their role. This ensures a seamless transition required for the new President and Board to ramp up to full operating capacity without significant delays or confusion.

By the nature of the position, the Past President will have already served a three- or four-year term on the Board and will be able, because of that experience and continuity, to play a significant advisory role with the Board and the President. This assistance would normally manifest itself in areas such as finance and budgeting, bylaw conformity, nominations for leadership positions, and proper conduct of meetings by acting as parliamentarian if so requested. The Past President may also assist the President by recommending members for committee or task force assignments. The Past President shall serve as the chair of the Nominating Committee and serve on the Scholarship Committee.

From time to time, the President may assign special duties to the Past President such as chairing or coordinating certain task or work assignments with specific goals and time frames. Should such assignments be forthcoming, the President may assign the members to assist the Past President, or the Past President may select members to serve with him/her.

The Past President is responsible for updating and publishing the Section Historical Records by December 31st of each year.

QUICK SUMMARY—Past President

Term of Office:	One (1) Calendar Year
Position Requirements:	Member of NCSITE; Prior Service as President of NCSITE
Position Obtained By:	Promotion (serving as President the previous year)
Voting Member of Board	Yes

Section E. Secretary-Treasurer

The primary task of the Secretary-Treasurer is to provide critical assistance in the day-to-day operations of the NCSITE Board, which includes supervision of the Executive Associate, coordination and distribution of Section publications, oversight of the Continuing Professional Competency (CPC) program, ensuring that the financial affairs of the organization are kept in strict order, reporting the balances and expenditures at each Board meeting, and overseeing the membership dues process. Other tasks may be assigned to the Secretary-Treasurer as directed by the President and Vice President. The Secretary-Treasurer can delegate the Treasury tasks to a committee and appoint a Chair of the Finance Council.

The following is a list of duties and responsibilities specific to the Secretary-Treasurer, at a minimum:

- After taking office, update the Section's registration with the North Carolina Board of Examiners for Engineers and Surveyors (NCBEES) as a CPC-approved sponsor. The registration allows the Section to continue issuing Professional Development Hours (PDH) credit for meetings. The renewal process involves returning the appropriate paperwork to NCBEES with the updated contact information and signature.
- Within 30 days after election or appointment, provide the contact information and beginning and ending dates of term of offices of the new Board members to the District Board and to International ITE Headquarters.
- Register the Section with the American Institute of Certified Planners (AICP) as a Certification Maintenance Program Provider. The registration allows the Section to issue Certification Maintenance (CMs) credits for meetings. The registration process handled online on the APA website (www.planning.org/cm/provider) involves providing updated contact information and event details.
- Appoint the Chair of the Operations Committee and serve as the Board liaison.
- Process and review requests for PDHs/CMs for any eligible NCSITE function. Upon approval of credits, the Secretary-Treasurer is responsible for providing and recording the appropriate documentation for the Section and its membership as required by NCBEES and/or AICP.
- Supervise the Executive Associate in the daily operations of the Section and approve all expenses and time spent by the Executive Associate in those operations.
- Supervise the Operations Committee in the production of NCSITE publications.
- As outgoing Secretary-Treasurer, develop the Section Annual Report in coordination with the Executive Associate and submit it to the President and Past President in ample time for review and submittal to SDITE by the deadline set by the District (typically late January).

- Receive, administer, and expend funds in compliance with Section 501(c)(3) of the IRS Code.
- Provide the contact information of the Finance Council Chair to the appropriate managing financial institution holding the Section banking accounts and to the International Office for the Section mailings.

The Section's scholarship fund account is maintained at the International ITE Headquarters. Deposits to the fund are made by check from the Section checking account, following approval by the Board. Checks should be made to the attention of the Associate Director for Administration and Finance at the International ITE Headquarters in Washington, D.C. Scholarship awards can either be made by notifying International ITE of the names and universities of recipients or by having the Treasurer write the checks directly from NCSITE. If the checks will come from the scholarship fund held by International ITE, International headquarters then drafts checks that are made out to the scholarship recipient. The balance of the scholarship fund can be obtained from International ITE. Any donations to the Scholarship Fund must be sent directly to the International ITE for depositing into the Section's scholarship account. It is important to send the donation checks directly to International ITE for the tax exemption purposes.

QUICK SUMMARY—Secretary—Treasurer

Term of Office: One (1) Calendar Year

Position Requirements: Member of NCSITE

Position Obtained By: Election by Members

Voting Member of Board Yes

Section F. Section Director

One Section Director is elected by the Members of NCSITE to represent their interests, needs, and concerns to the Board.

The following is a list of duties and responsibilities specific to the Section Director:

- Represent Members’ concerns at Board Meetings and planning meetings.
- Serve as the Board liaison to the Membership and Awards Committees.
- Serve as Board Liaisons overseeing the activities of the Student Chapters, including providing guidance to the Student Chapters
- Appoint liaisons to the Student Chapters. The Section Directors should take care not to appoint new liaisons for all the Student Chapters within the same year in order to provide continuity and provide for a more seamless transition in guidance to the Student Chapters and Scholarship Committee.
- Notify the Student Chapters at the beginning of the spring semester of the requirement and deadline to submit an Annual Report by February 1st. The Section Director will provide the reports to the Awards Committee for consideration in awarding the Cribbins Cup, notify the Finance Committee Chair when the requirement of an annual report has been met such that the yearly monetary amounts can be dispersed to the Chapters, and provide the reports to the Secretary-Treasurer for review during the development of the Section Annual Report.
- Appoint Chairs of Scholarship Committees and serve as the Board liaison to the Committee.
- Assist the Vice President with update and maintenance activities related to the Operations Manual.
- Assist the President by providing a list of duties to each NCSITE Officer as prescribed by the Operations Manual, and regularly coordinating with Officers to ensure duties and assignments are being carried out.

QUICK SUMMARY—Section Director

Term of Office:	Two (2) Calendar Years
Position Requirements:	Member of NCSITE
Position Obtained By:	Election by Members
Voting Member of Board	Yes

Section G. Council Chairs

The five (5) Council Chairs create and develop the technical, policy, and social programs of the Section by conducting and coordinating the meetings and events of the Section.

The following is a list of duties and responsibilities specific to the Council Chair:

- Report Council news and activities to the NCSITE Board and to the membership through presentations, publication articles, and the Section website.
- Communicate with the Operations Committee Chair to update the Council membership roster every April, subsequent to dues renewal and update process.
- Provide a summary of the Council activities to the Executive Associate by the end of the calendar year for inclusion in the Annual Report.
- Develop a budget for the upcoming year and provide it to the Board at the request of the President. If the Council Chair is changing, the outgoing Council Chair shall work with the new Council Chair and complete this effort.
- Recommend deserving individuals for Section Awards in an effort to recognize those folks working diligently within the Councils.

Duties and responsibilities specific to each Chair based on the roles of their Council are outlined in more detail in chapter 4, sections A–E.

QUICK SUMMARY—Council Chairs (5)

Term of Office:	Two (2) Calendar Years (staggered terms)
Position Requirements:	Member of NCSITE
Position Obtained By:	Election by Members
Voting Member of Board	Yes

Section H. SDITE Section Representatives

NCSITE is one of eight member sections assigned to SDITE. The Section is currently allotted two seats on the SDITE Board of Directors that are promoted from the office of Past President. Past Presidents will continue to serve as Section Representatives until completion of their staggered two-year term as Section Representatives. SDITE holds an Annual Meeting, typically in the Spring, in one of the nine member states. The SDITE Board conducts two business meetings each year: one at its annual meeting in Spring and one near the end of the calendar year at the proposed site of a future annual meeting. Section Representatives participate in various committees throughout the year and are eligible for nominations to become officers of the SDITE Board.

The primary responsibility of each Section Representative is to represent NCSITE at the District’s business meetings. The role is refined as new issues arise, with typical duties including the following:

- Attend District meetings to represent the Section on issues and business.
- Report Section issues and activities to the NCSITE Board and to the membership through presentations or publication of articles.
- In coordination with the NCSITE President, prepare summaries of the Section activities to share with SDITE at their two Board Meetings (typically at the annual District Meeting and at the end of the calendar year) as required by the SDITE Administrator.
- Provide nominations for the District’s annual awards.

QUICK SUMMARY—NCSITE Section Representatives

Term of Office:	Two (2) Calendar Years (successive terms)
Position Requirements:	Member of NCSITE; Prior Service as Past President of NCSITE
Position Obtained By:	Promotion as Past President
Voting Member of Board	Yes

Chapter 4. Standing Councils

The Board may propose the establishment or dissolution of a standing Council by resolution. With Council Chairs serving as elected members of the Board, creating and eliminating a Council requires a vote of the Section, similar to Bylaw changes. Members in good standing are eligible to vote since the success of our Councils is dependent on participation from both groups and the position of Council Chair to all.

Section A. Consultant/Vendor Council

The primary responsibility of the Consultant/Vendor Council (CVC) is to coordinate the private consulting and supply community with the mission and goals of NCSITE. The Consultant/Vendor Council provides support for the meetings and seminars in partnership with the other four NCSITE councils. This support ranges from scheduling vendors to show their innovative products and cutting-edge technologies and consultants to present on showcase projects and experiences to setting up and facilitating exhibit halls at meetings and seminars. The Consultant/Vendor Council is also responsible for securing and coordinating sponsorships at all meetings during the year and raising funds for the scholarship program.

The Council should undertake the following initiatives during the calendar year, at a minimum:

- Promote professional services and vendor products to the membership.
- Serve as a resource to other councils.
- Promote consultant and vendor involvement and visibility.
- Solicit annual sponsorships as listed on [NCSITE's website](#)
- Solicit vendors and sponsorships for meetings and events.
- Coordinate golf tournaments or similar events promoting fellowship and supporting student scholarships at Section meetings, particularly the Mid-Year and Annual Meetings.
- Coordinate silent auction at Annual Meeting.

The following is a list of duties and responsibilities specific to the CVC Chair:

- Coordinate with the Annual Meeting and Mid-Year Meeting Chairs to develop any additional sponsorship needs and vendor opportunities as part of the meeting programs.

Section B. Strategic Initiatives Council

The Strategic Initiatives Council serves the membership by focusing on topics such as leadership development, legislative issues, public education, and strategic planning initiatives. The Council's activities are designed to foster leadership development, soft skill training, transportation professional advocacy, networking, communications, and activities to identify and address strategic and emerging issues for the profession. The council consists of a small group of members that currently serve or have served in key leadership roles in either their career or in the transportation profession. Council members are appointed by the Chair and President.

The Council should undertake the following initiatives during the calendar year, at a minimum:

- Develop and distribute legislative information affecting transportation.
- Develop training opportunities related to soft skills such as team building, media relations, etc.
- Administer leadership development and outreach programs aimed to enhance the perception of the transportation professionals.
- Sponsor, facilitate, and/or participate in forums which transportation is a main topic.
- Conduct a minimum of two (2) Council Meetings.
- In coordination with the Transportation Planning and Traffic Engineering Councils, develop and oversee the Strategic Initiatives tracks for their respective Mid-Year and Annual Meetings.
- Provide at least one nomination for the "Contribution to Transportation Award."

The following is a list of duties and responsibilities specific to the SIC Chair:

- In coordination with the President, appoint members to serve on the Council.
- Report legislative news and activities to the NCSITE Board and to the membership through presentations, publication articles, and the Section website.
- Serve as a liaison to partner groups and other professional engineering/planning organizations.

Section C. Traffic Engineering Council

The Traffic Engineering Council (TEC) is focused on developing fellowship opportunities, traffic engineering-related training opportunities, policy comment opportunities, and networking opportunities for NCSITE Members and others within the North Carolina traffic engineering community.

The Council should undertake the following initiatives during the calendar year, at a minimum:

- Conduct regular, typically monthly, Council meetings to communicate NCSITE and TEC activities, promote involvement, and foster fellowship.
- Develop and provide training opportunities offering PDHs/CMs throughout the year, including technical sessions, presentations in coordination with NCSITE Student Chapters, and webinar opportunities.
- Sponsor papers, technical articles, and presentations for local meetings.
- Establish User Groups and Task Forces with approval of the Board.
- Assist the Transportation Planning Council in scheduling and conducting the Mid-Year Meeting and technical sessions.
- Pursue and communicate community involvement opportunities.

The following is a list of duties and responsibilities specific to the TEC Chair:

- Appoint Annual Meeting Chair with approval of the Board and assist in scheduling and conducting the Annual Meeting and technical sessions.

Section D. Transportation Planning Council

The Transportation Planning Council (TPC) is focused on developing fellowship opportunities, transportation planning-related training opportunities, policy comment opportunities, and networking opportunities for NCSITE Members and others within the North Carolina transportation planning community.

The Council should undertake the following initiatives during the calendar year, at a minimum:

- Conduct regular, typically monthly, Council meetings to communicate NCSITE and TPC activities, promote involvement, and foster fellowship.
- Develop and provide training opportunities offering PDHs/CMs throughout the year, including technical sessions, presentations in coordination with NCSITE Student Chapters, and webinar opportunities.
- Sponsor papers, technical articles, and presentations for local meetings.
- Establish User Groups and Task Forces with approval of the Board.
- Assist the Traffic Engineering Council in scheduling and conducting the Annual Meeting and technical sessions.
- Pursue and communicate community involvement opportunities.

The following is a list of duties and responsibilities specific to the TPC Chair:

- Work with the Mid-Year Meeting Chair to assist in scheduling and conducting the Mid-Year Meeting and technical sessions.

Section E. Young Members Council

The Young Member Council (YMC) is focused on promoting NCSITE opportunities for young members, maintaining NCSITE's relationship with the student chapters, and providing networking opportunities for NCSITE Members and others within the North Carolina transportation engineering community.

The Council's mission statement shall be "To encourage young professionals to become involved in NCSITE through community, opportunity, and fun."

The Council should undertake the following initiatives during the calendar year, at a minimum:

- Conduct regular, typically monthly, Council meetings to communicate NCSITE and YMC activities, promote involvement, and foster fellowship.
- Conduct visits with each NCSITE student chapter once per fall and spring semester.
- Provide professional and personal development opportunities.
- Organize and moderate a student session at the Annual Meeting, which is to include the NCSITE Traffic Bowl competition.
- Communicate with other ITE young member leaders and collaborate on young member involvement strategies.
- Pursue and communicate community involvement opportunities, both independently and in conjunction with the student chapters.

The following is a list of duties and responsibilities specific to the YMC Chair:

- Act as a liaison between NCSITE and the student chapters.

Chapter 5. Standing Committees

Section A. Operations Committee

The Operations Committee is responsible for providing administrative services to the NCSITE Members and Board. The Chair is appointed by and reports to the Secretary-Treasurer. The Operations Committee oversees the Section website, membership renewals and database, and Section communications by mail and electronic means and through publications.

The following are specific responsibilities of the Operations Committee:

- Review and update the Section website at regular intervals and as requested by the Board. This effort is more important at the start of the year as the new officers take their roles, in late Spring with updates for the Mid-Year Meeting, and in the Fall with updates for the Annual Meeting. Specific attention should be made to update Council and Committee webpages and coordinating with the Council Director to update the Section online calendar.
- Manage all administrative services provided by contractors or providers of technical support services, including but not limited website hosting and management, URL hosting, online payment services, and email list services. The Operations Committee will review and submit any invoices associated with these services in a timely manner to the Board through the Treasurer with a recommendation for approval or other action.
- Maintain Section mailing lists, including a list of current Members, NCSITE Partners, and Student Members used to share official NCSITE communications and a list of past Members, NCSITE Partners, and meeting attendees is used to send NCSITE's annual meeting announcements only.

The following is a list of duties and responsibilities specific to the Committee Chair:

- Provide a summary of the Committee activities to the Executive Associate by the end of the calendar year for inclusion in the Annual Report.
- Develop a budget for the upcoming year and provide it to the Board at the request of the President. If the Committee Chair is changing, the outgoing Committee Chair shall work with the new Committee Chair and complete this effort.

QUICK SUMMARY—Operations Committee Chair

Term of Office:	Two (2) Calendar Years
Reporting:	Reports to and appointed by the Secretary-Treasurer
Position Requirements:	Member of NCSITE
Position Obtained By:	At the discretion of the Operations Committee Chair
Voting Member of Board	No

Section A1. Publication Editor and Editorial Subcommittee

The Publications Editor shall be responsible for coordinating with other officers as needed and producing editions of the **NCSITE Weekly**, and other publications. The Publications Editor shall assemble all content and prepare publications for distribution. Content includes soliciting articles, press releases, job announcements, meeting reminders and registration information, and sponsorships and advertisements. The Editor is responsible for managing all correspondence associated with publications.

The Publications Editor role may be assigned to Executive Associate or a member of Operations Committee. With the rapid change in technology, the Publications Editor needs to be knowledgeable of latest innovations and bring them to NCSITE for Board’s consideration.

The Secretary-Treasurer and Operations Committee Chair can assign Members to the Editorial Subcommittee to assist the Publications Editor with soliciting and reviewing content for publications. The Publications Editor should provide a draft of every publication to at least one member of the Editorial Subcommittee for review and proofing before the online distribution or printing of publications.

QUICK SUMMARY—Publications Editor

Reporting:	Reports to and appointed by the Secretary-Treasurer
Position Requirement:	Member, Executive Associate of NCSITE
Subcommittee Size:	At the discretion of the Operations Committee Chair
Voting Member of Board:	No

Section B. Membership Committee

The Membership Committee is established to retain the existing NCSITE membership and to recruit new members. The Chair is appointed by the President and reports to the Section Director.

The following are specific responsibilities of the Membership Committee:

- Coordinate with International ITE to obtain a list of Members based on International ITE applications and renewals in January.
- Maintain and update Section membership database accordingly. Typically, the database is updated three times a year in February; May/June; and September/October (prior to Annual Meeting announcement).
- Provide a list of new members to the Section Director monthly prior to the Board meeting.
- Maintain the membership application on NCSITE.org, including welcome, transactional, and reminder emails. Email reminders to members to update contact information, Councils of interest, encourage participation in future events, and to contact the Membership Committee Chair or other NCSITE leadership with any questions or concerns.
- Develop recruitment campaigns to increase ITE membership.
- Compile a report of new Members when requested.
- In April and November, coordinate with the Section Director, Student Chapter Liaisons, and Student Chapter Presidents to obtain a list of student chapter members and enter them into the NCSITE membership database.
- Distribute NCSITE informational materials to prospective members.
- Consider special events or initiatives as part of the Annual Meeting to recognize the new Members and ensure their opportunities to meet the current NCSITE leadership.
- Review the list of Members who did not renew their membership in April of each year.
- Assist the Secretary-Treasurer and Section Director with execution of their duties and responsibilities to the NCSITE membership.

The following is a list of duties and responsibilities specific to the Committee Chair:

- Provide a summary of the Committee activities to the Executive Associate by the end of the calendar year for inclusion in the Annual Report.
- Develop a budget for the upcoming year and provide it to the Board at the request of the President. If the Committee Chair is changing, the outgoing Committee Chair shall work with the new Committee Chair and complete this effort.

QUICK SUMMARY—NCSITE Membership Committee Chair

Term of Office:	Two (2) Calendar Years
Reporting:	Reports to the Section Director
Position Requirements:	Member of NCSITE
Position Obtained By:	At the discretion of the Membership Committee Chair
Voting Member of Board	No

Section C. Nominating Committee

The Nominating Committee is responsible for developing a list of nominees for the open offices of President, Vice President, Secretary-Treasurer, Section Director, and Council Chairs, in accordance with the following timeline:

- The end of balloting will be determined by the Section Board and shall be at least 10 days prior to the date of the Annual Meeting.
- At least 90 days prior to the end of balloting, the President shall appoint a Nominating Committee. The Past President shall serve as chair. The committee should be composed of at least three (3) Members. It is advised to have the Vice President as one of the members of this committee. The Nominating Committee shall nominate one or more qualified candidates for each office that is up for election. Written or electronic consent to serve in the office if elected, must be received from each person nominated. No member shall occupy the same elective office for more than two consecutive terms.
- At least 75 days prior to the end of balloting, the Nominating Committee shall transmit the list of nominees and their written consent to serve to the Section President, who shall then transmit the list to the Section Board.
- At least 60 days before the end of balloting, the Section shall announce to the voting members of the Section a list of the candidates nominated by the Nominating Committee, and instructions for additional nominations.
- Additional nominations for any of the elected offices may be made by petition signed by not less than five Members (as per the position requirements) in good standing. Each such petition shall be accompanied by a written consent of the nominee to run for the office and serve if elected. Petitions must be received by the Secretary-Treasurer at least 40 days before the end of balloting.
- At least 30 days before the end of balloting, the Section shall send to each eligible voter a final ballot or electronic message with instructions for voting. Elections may be held by written ballot or electronically.
- Votes shall be tabulated within 10 days of the end of balloting. The Section Board should be notified immediately, followed by notification to the candidates.

Candidates receiving the most votes for each office shall be declared elected and announced at the Annual Meeting. In the case of a tie vote, the outgoing Section Board, excluding any Board member who is a candidate for the position subject to a tie vote, shall select one of the candidates.

A NCSITE Past President other than the current outgoing President shall conduct the swearing in of newly elected officers at the appropriate designated time during the Annual Meeting.

QUICK SUMMARY—NCSITE Nominating Committee Chair

Term of Office:	Appropriately 90 days
Reporting:	Reports to the President
Position Requirements:	Past President
Committee Size:	At the discretion of the Nominating Committee Chair
Voting Member of Board	No

Section D. Scholarship Committee

The Scholarship Committee shall be comprised of up to eleven Members: The Committee Chair as appointed by the Section Director, up to two NCSITE Members serving as chapter liaisons from each of the different universities, and the Past President. With the exception of the Past President, the Committee members shall be recommended by the Section Director and approved by the Board.

The faculty chapter advisors will be voting ex-officio members of the Committee and shall be invited to all committee meetings. With the exception of the Past President, the members shall serve staggered two-year terms to provide continuity for the Committee. As discussed in chapter 3 section G, the Section Director should take care not to appoint new liaisons for all the Student Chapters within the same year in order to provide continuity and provide for a more seamless transition in guidance to the Student Chapters and Scholarship Committee. The Past President shall serve a one-year term.

The Committee shall have at least two meetings per year. There shall be a Spring meeting to review applications and select recipients for the fall term. There shall be a Fall meeting to review the program operation for the past school year and the current fund status and to prepare an annual operational and financial report for submission to the Board at its Annual Meeting.

The Scholarship Committee shall not be responsible for administration of the Scholarship Fund or for directing scholarship fundraising activities. The Fund shall be administered and monies disbursed by the Treasurer.

The following are specific responsibilities of the Scholarship Committee:

- Request applications for annual scholarship program through communication to and with the Section Director, Student Chapter Liaisons, Student Chapter Faculty Advisors, and Student Chapter Presidents to obtain quality nominations each year.
- Review and recommend to the Board any necessary revisions to criteria for school participation in the program, criteria for evaluation and selection of recipients, and the scholarship application documents.
- Review all scholarship applications against the selection criteria and select recipients.
- Coordinate with the Section Director and Annual Meeting Chair for ordering and procuring scholarship awards,
- Coordinate the attendance of the recipients and any special family member(s) at the Annual Meeting. If a scholarship recipient is unable to attend the Annual Meeting, the Committee shall investigate other opportunities for recipient to be recognized.
- Invite past members, or family members or representatives of the past members, honored with named scholarships to be present at the Annual Meeting to participate in presenting the award.

- Provide updated articles and photos for the Section website and for the publications regarding all scholarship recipients.

QUICK SUMMARY—NCSITE Scholarship Committee Chair

Term of Office:	Two (2) Calendar Years
Reporting:	Reports to and appointed by the Section Director
Position Obtained By:	Member of NCSITE
Committee Size:	Up to ten (10), including Past President and Student Chapter Liaisons

Section E. Audit Committee

The Audit Committee is a temporary committee whose chair is appointed by the Vice President 30 days prior to the annual meeting. The sole purpose is to review the records for consistency/accuracy and respond verbally to the Board and membership at the annual meeting. Financial records are maintained by the Treasurer and reconciled on a regular basis, so the audit committee typically serves as one additional confirmation of the financial records for the year. This effort should include reviewing online payment transactions as well.

QUICK SUMMARY—NCSITE Audit Committee Chair

Term of Office:	30 days
Reporting:	Reports to and appointed by the Vice President
Position Obtained By:	Member of NCSITE
Committee Size:	At the discretion of the Audit Committee Chair
Voting Member of Board:	No

Section F. Awards Committee

The Awards Committee solicits nominations from the NCSITE officers and membership for section awards annually. The Chair is appointed by the President and reports to the Section Director. The Committee Chair may then recruit others to serve as committee members as he/she sees fit.

For consistency, at least one former Awards Committee member should serve two consecutive terms on this committee. The Awards Committee should be comprised of a cross-section of the membership (state government, local government, and private engineering firm members).

Annually, the Committee will review award criteria to see if it is timely. The Award Committee can make recommendations to the Board to modify the Award Criteria and to add named awards.

The following are specific responsibilities of the Awards Committee:

- Request nominations for Section Awards from the NCSITE membership through NCSITE email list, **Weekly** email, and officers to obtain quality nominations each year.
- Coordinate with the Section Director in obtaining the student chapters' Annual Reports for use in determining the recipient of the Cribbins Cup. The Committee should provide the reports to the Operations Committee to be posted on the Section website for reference for the competing universities.
- Review all nominations for awards against the selection criteria and select winners of each award no later than four weeks prior to the Annual Meeting. The Committee Chair should review the selections with the President prior to the Annual Meeting.
- Order and procure the actual awards (trophies, plaques, etc.) prior to the Annual Meeting, including the Gavel Plaque to be awarded to the outgoing President and the nameplate for the incoming President on the President's Plaque that is presented to the incoming President.
- Develop a special pamphlet summarizing award nominations to be read at the Annual Meeting awards presentation.
- Coordinate with the Scholarship Committee and Annual Meeting Chairs to order and procure scholarship awards, and with the President to order and procure the President's Award.

Awards Committee Responsibilities, continued:

- Coordinate the attendance of special family member(s) of the award recipients at the Annual Meeting. If an award recipient is unable to attend the Annual Meeting, the Committee shall investigate other opportunities for award recipient to be recognized.
- Invite past members, or family members or representatives of the past members, honored with named awards to be present at the Annual Meeting to participate in presenting the award.
- Coordinate with the Vice President to order flowers or an appropriate gift for the President’s spouse or significant other to be presented at the Annual Meeting.
- Appoint a designee to present each award and pamphlet noting award criteria and their recommendation to the recipients at the Annual Meeting.
- Provide updated articles and photos for the Section website and for the publications regarding all award recipients.

QUICK SUMMARY—NCSITE Awards Committee Chair

Term of Office:	One (1) Calendar Year (minimum)
Reporting:	Reports to the Section Director
Position Requirements:	Member of NCSITE
Committee Size:	At the discretion of the Awards Committee Chair

Section G. Finance Committee

The purpose of the Finance Committee is to assist the Secretary-Treasurer with ensuring that the financial affairs of the organization are kept in strict order, reporting the balances and expenditures at each Board meeting, and overseeing the membership dues process. The Chair of the Finance Committee is appointed by the President and reports to the Secretary-Treasurer.

The following is a list of duties and responsibilities specific to the Finance Committee:

- With the help of the Executive Associate, make and oversee deposits of dues and meeting revenues; pay invoices from service providers, meeting facilities, and others as appropriate; and manage the Section's financial accounts. Deposits should be made in accordance with the instructions prescribed under collecting dues. Invoices should be paid in a timely manner with records kept for auditing purposes. The Section's account information is available on Quicken software, which allows for consistent tracking, reconciling, and reporting.
- After taking office, coordinate with the outgoing Secretary-Treasurer and Finance Committee Chair to transfer authorization to use and manage the Section's financial accounts with our financial institution and ask that the new name be added to the Section accounts.
- Coordinate with the Executive Associate and meeting organizers for a particular event to prepare financial summaries for any event requiring registration and/or invoicing. The Treasurer will maintain a record of the financial summary and deposit slip detailing the checks and cash received and deposited in the Section accounts to allow verification for both Treasurer and members if questions arise.
- Prepare a year-end report identifying Section revenues and expenditures for the entire calendar year following the Annual Meeting. The report should be provided to the Section Board either at the final Board meeting of the current year or first Board meeting of the following year.
- During the Annual Budget approval process, review the financial status of the Section's banking accounts and recommend any fund transfer to the Scholarship Fund held by International ITE. Atypical practice is to transfer an amount equal to or more than the scholarship award amount of the prior year.
- In April, coordinate with the Section Director to confirm the submission of the student chapter annual reports and, upon confirmation, send checks to each student chapter based on the student chapter support amounts approved in the Annual Budget.
- Manage and report the status of the Section's International ITE scholarship account(s). The Finance Committee Chair shall report to the Board the balance in the scholarship fund at the first meeting of the year of the newly elected Board. If there are sufficient funds available in the scholarship fund (above those necessary to maintain the minimum

balance established above), the Finance Committee may make a recommendation that additional scholarships be awarded. The number and amount of these non-recurring scholarships shall be approved by the Board.

- Prepare a report summarize the banking accounts and budget activity to date for each Board meeting.
- Prepare lists and forms for the accounting of expenditures and revenues for Councils and Committees as appropriate. This is particularly necessary for the Mid-Year, Annual, and other significant meetings throughout the year.
- Before the Annual Meeting, provide the books and financial information to the Audit Committee appointed by the Vice President.
- Provide tax exemption letters to scholarship fund donors of each year.

Income Tax Returns:

- The Finance Committee will be responsible for seeing that the annual 990 Return of Organization Exempt from Income Tax is filed timely each year. Since NCSITE is a calendar year organization, the due date for filing Form 990 is May 15 (the fifteenth day of the fifth month following the close of the organization's tax year). While the Finance Committee is responsible for ensuring the return is filed timely, the Finance Committee does not necessarily have to prepare the return. The Finance Committee, other board members and/or the Executive Associate may work with a qualified tax practitioner to have the annual return filed on or before this due date, or if agreed to by the board, the practitioner and any other affected parties, by an extended due date of the return.
- To request an automatic extended due date of 6 months, which would be November 15 for calendar year organizations, the Finance Committee will be responsible for filing an 8868 Application for Automatic Extension of Time to File an Exempt Organization Return on or before May 15th, the original due date of the return. The Finance Committee may work with the Executive Associate, another board member, or a tax practitioner to file the 8868 Application for Automatic Extension of Time to File an Exempt Organization Return. Whether the Finance Committee works with another person or a preparer or prepares and files the form personally, the Finance Committee will keep all records, including proof of mailing or electronic filing, demonstrating the Application for Extension of Time to File... was timely filed with the Internal Revenue Service.
- The Finance Committee will be responsible for submitting all financial records to the tax practitioner for the preparation of a complete and accurate return. The Finance Committee may work with the Executive Associate, other directors, and board members, in preparing an annual record of income and expenses and balance sheet

to be provided to the tax practitioner. The Finance Committee will work with the practitioner and provide whatever information the practitioner deems necessary to prepare a complete and accurate return.

- Once the return is prepared, the Finance Committee will provide access to a copy of the return to the board members for review and comments. The Finance Committee will address any concerns and comments to the preparer, and after all concerns have been addressed, the board will approve the 990 for submittal to the IRS. The Finance Committee Chair will be the designated signer of the 990 unless the board appoints another officer to fulfill the duty. The Finance Committee will be responsible for maintaining a copy of the 990 along with proof of filing for a minimum of ten years. These copies can be maintained electronically in pdf files. The Finance Committee will guarantee that more than one person has access to the copy of the 990.
- In addition to being responsible for seeing that the annual 990 is timely filed, the Finance Committee will be responsible for seeing that all other tax returns and reporting requirements are filed timely. This includes filing any applicable 1099s/1096 forms, any sales tax reports that may need to be filed, and any employee reports (941, W2, etc.) (all due by January 31st) that may need to be filed. Note this is not an exhaustive list.
- Until such time as there is a change in NCSITE's address, the organization will use "P O Box 947 Conover, NC 28613" as the address for filing all returns. The legal name used on these reports until such time as there may be a change is Institute of Transportation Engineers North Carolina Section. The EIN is 20-3850457.

QUICK SUMMARY—NCSITE Finance Committee Chair

Term of Office:	Two (2) Calendar Years
Reporting:	Reports to the Secretary-Treasurer
Position Requirement:	Member of NCSITE
Committee Size:	At the discretion of the Finance Committee Chair

Section H. Mid-Year Meeting Organizing Committee

A Mid-Year Meeting of the Section shall be held at a time and place approved by the Section Board. Typically, this event is held in areas outside the Triangle (Raleigh, Durham, Cary, and Chapel Hill Metro Area) in May or June from midday Thursday to midday Friday.

It is the responsibility of the Transportation Planning Council Chair and Council members to work with the Mid-Year Meeting Committee Chair to assist with and recruit others to assist with preparations for the Mid-Year Meeting. The Mid-Year Meeting Committee Chair must ensure that planning begins well in advance of the meeting date, as venues, caterers, and speakers may be booked for several months. The Mid-Year Meeting Committee is usually made up of several active members as there are numerous tasks that must be performed leading up to the meeting. Among the many tasks, the committee must develop an agenda for the meeting and advertise it, along with meeting information and registration forms in sufficient time prior to the meeting. The Transportation Planning Council will coordinate agenda items with representatives from the Traffic Engineering and Strategic Initiatives Councils.

Logistically, the Mid-Year Meeting typically includes space for break-out sessions and a limited number of vendor booths and other presentations, as well as locations and arrangements for a formal luncheon and evening social activity. Golf tournaments, silent auctions, and other fundraising events may be held to raise scholarship funds during the meeting. Other activities, such as a Wednesday evening social activity and a Thursday morning technical tours, may be held. Many of these activities include coordination with several other Board members including but not limited to Secretary-Treasurer (PDHs/CMs) and Consultant/Vendor Council (Sponsorships/Vendors).

QUICK SUMMARY—Mid-Year Meeting Committee Chair

Term of Office:	Two (2) Calendar Years
Reporting Chair:	Reports to and appointed by the Transportation Planning Council Chair
Position Requirement:	Member of NCSITE
Committee Size:	At the discretion of the Mid-Year Meeting Committee Chair

Section I. Annual Meeting Organizing Committee

An Annual Meeting of the Section shall be held at a time and place approved by the Section Board. Ideally, this event is held in the Triangle Area on 3rd Thursday of November. A report of the financial condition of the Section shall be made by the Finance Council Chair at the Annual Meeting. Committee reports and reports by the President may be made at the Annual Meeting, typically during the opening session or at lunch. Installation ceremonies of elected Officers shall be held at the Annual Meeting. Awards may be given to deserving members and scholarships may be presented to selected students.

It is the responsibility of the Traffic Engineering Council Chair and Council members to assist with and recruit others to assist with preparations for the Annual Meeting. The Annual Meeting Committee Chair must ensure that planning begins well in advance of the meeting date, as venues, caterers, and speakers may be booked for several months. The Annual Meeting Committee is usually made up of several active members as there are numerous tasks that must be performed leading up to the meeting. Among the many tasks, the committee must develop an agenda for the meeting and advertise it, along with meeting information and registration forms in sufficient time prior to the meeting. The Traffic Engineering Council will coordinate agenda items with representatives from the Transportation Planning and Strategic Initiatives Councils.

Logistically, most meetings include space for vendor booths and other presentations, space for break-out sessions, and space for a formal luncheon and evening reception. Golf tournaments, silent auctions, and other fundraising events may be held to raise scholarship funds during the meeting. Other activities, such as the student chapter Quiz Bowl and an evening social, may be held. Many of these activities include coordination with several other Board members including but not limited to Secretary-Treasurer (PDHs/CMs); Section Director (Scholarships and Quiz Bowl); Awards; and Consultant/Vendor Council (Sponsorships/Vendors).

QUICK SUMMARY—Annual Meeting Committee Chair

Term of Office:	Two (2) Calendar Years
Reporting:	Reports to and appointed by the Traffic Engineering Council Chair
Position Requirement:	Member of NCSITE
Committee Size:	At the discretion of the Annual Meetings Committee Chair

Chapter 6. Administrative Support Staff

Section A. Executive Associate

The NCSITE Executive Associate provides administrative support to NCSITE. Typically, this is a paid position and it reports directly to the Secretary-Treasurer.

The primary responsibilities of the Executive Associate are as follows:

- Work with the President to prepare and distribute agendas to the Board a week prior to the Board meetings.
- Attend each Board meeting, unless directed or approved otherwise by the Secretary-Treasurer or President.
- Take minutes at each Board meeting and distribute those minutes to the Secretary-Treasurer and President for review no more than two weeks after the meeting date. The Executive Assistant will prepare final minutes based on review comments received and distribute minutes to all Board members via e-mail no later than one week prior to Board meetings. The Executive Associate will prepare a PDF of the final minutes following approval of said minutes by the Board and email the PDF to Operations Committee Chair for uploading to the Section website.
- Work with the President to prepare and distribute action item summaries to the Board within week after the Board meetings.
- Serve as a member of the NCSITE Editorial Subcommittee appointed by the Secretary-Treasurer, helping to proofread written communications and documents published by the Section.
- Work with the Operations Committee Chair and the Editorial Subcommittee to prepare and distribute editions of the **NCSITE Weekly**.
- Help prepare promotional brochures for NCSITE Councils, Committees, etc.
- Manage sponsorships and advertisements for Section publications and the website, including all invoicing and correspondence.
- Assist the Finance Council and Operations Committee with the administrative duties related to the management of the Section's online payment services.

- Assist meeting planners with preparations for each meeting or conference. Upon request of meeting planners and approval by the Secretary-Treasurer, the Executive Associate will attend conferences and meetings to assist with meeting registration and miscellaneous day-of-event logistics. Requests for on-site assistance may be made a minimum of two weeks and preferably four weeks in advance of the event.
- At the end of each meeting, submit a summary of meeting attendance and payment information to the Treasurer and Meeting Chair. The Operations Committee will provide the Executive Associate with any online or web-based registration/payment data for inclusion in the meeting summaries. The Executive Associate will follow-up with meeting chair within two weeks following all meetings/events to obtain event photos and a written event summary for inclusion in the Section Activities Report.
- Coordinate with the meeting planners and ensure that all the tasks listed in the “NCSITE Meeting Handbook” are being handled properly before, during, and after the meeting.
- Track activities throughout the year to be included in the Annual Report.
- Provide the outgoing Secretary-Treasurer with all notes taken throughout the year for inclusion in the Annual Report.
- Assist the outgoing Secretary-Treasurer in preparing, editing, and finalizing the Annual Report.
- Maintain electronic and hard copy files for all NCSITE-related correspondence/documentation.
- Assist the Operations and Membership Committees with the collection and review of membership applications and renewals. The Executive Associate will submit all checks and other forms of payment to the NCSITE Treasurer.
- Check the Section mailbox periodically and distribute mail to officers accordingly.
- Assist the Consultant/Vendor Council with planning, organizing, and promotion of scholarship fundraising activities such as golf tournaments, silent auctions, etc.
- Assist the Awards Committee with ordering of awards and certificates as needed.
- Provide miscellaneous administrative services upon request from Board members and Council and Committee Chairs with approval from Secretary-Treasurer.

The Executive Associate will submit a monthly time log and reimbursement request to the Secretary by the fifth day of the following month to document the number of hours expended by task (with description of task) during the month and non-salary direct expenses.

QUICK SUMMARY—Executive Associate

Term of Office:	Until employment contract is terminated
Reporting:	Reports to the Secretary-Treasurer and is contracted by the Board
Position Requirement:	Professional part-time contract worker.
Voting Member of Board:	No

Chapter 7. Student Chapters

Section A. North Carolina State University Chapter

The North Carolina State University (NCSU) student chapter of the ITE is an organization committed to furthering the professional development of engineering students. ITE gives every student the opportunity to gain experience with real world transportation problems and issues.

The NCSU-ITE student chapter has been in existence since 1966. During this time, the organization has contributed to the University and the profession through programs, activities, and seminars. The ITE chapter has been influential in introducing students to the transportation profession. The ITE student chapter meets monthly throughout the academic year. Flyers, which are posted around campus, indicate the time, date, guest speaker, and the locations of the meeting. Lunch is also provided at each of these meetings.

Section B. University of North Carolina-Charlotte Chapter

The University of North Carolina-Charlotte (UNC-Charlotte) student chapter of ITE is an organization committed to furthering the professional development of engineering students. ITE gives every student the opportunity to gain experience with real world transportation problems and issues.

The UNC-Charlotte ITE student chapter has been in existence since 1975. During this time, the organization has contributed to the University and the profession through programs, activities, and seminars. The ITE chapter has been influential in introducing students to the transportation profession. The ITE student chapter meets monthly throughout the academic year. Flyers, which are posted around campus, will indicate the time, date, guest speaker, and the locations of the meeting. Lunch is also provided at each of these meetings.

Section C. North Carolina A&T State University Chapter

The North Carolina A&T State University (NC A&T) student chapter of ITE was formed in 1995. The small group of future engineers' objectives for the chapter is to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and the Institute; to acquaint students with topics of interest in transportation and traffic engineering through competent speakers, and Chapter-sponsored trips; to foster the development of professional spirit; to promote common interests among students; and to encourage the expansion of facilities for transportation and traffic engineering study.

Active participation in NC A&T-ITE activities provide the members with numerous and varied opportunities to increase their understanding of technical principles and techniques while simultaneously gaining valuable experience in exercising the principles of personal and public relationship.

Section D. University of North Carolina at Chapel Hill Chapter

The University of North Carolina at Chapel Hill (UNC) student chapter of ITE was formed in 2019. The UNC Chapel Hill ITE chapter welcomes undergraduate and graduate students from any discipline who are excited about improving mobility and curious to learn about transportation careers. The chapter has completed many programs and has many more in the works, including:

- Career panels and office and site visits to learn about local firms and projects.
- Technical talks on engineering topics so students can become more familiar with these essential transportation concepts.
- Opportunities to participate in local transportation political advocacy.
- Social and volunteer events with other North Carolina chapters.
- Attendance at the annual NCSITE meeting as well as regional and national ITE conferences.
- Participation on the quiz bowl team.

Chapter 8. Section Activities

Section A. Section Meetings and Conferences

It is the intent of this policy to ensure consistency in establishing, conducting, and collecting registration fees for all NCSITE events and to provide guidelines for meeting organizers that afford a practical degree of discretion. Any deviation from this policy for a specific NCSITE meeting, seminar, or workshop requires prior approval from the NCSITE Board.

Section A1. Meeting Registration Fees

The Section will customarily charge a registration fee for all meetings where NCSITE-sponsored PDHs/CMs are offered (see chapter 8, section A2 about certifying credits for meetings). As a general guideline, registration fees should be set using a rate of \$5-\$15 per PDH/CM. If a registration fee is charged, no PDHs/CMs should be offered at a rate per PDH of less than the \$10 for Members, \$5 for Public Agency Members, and \$15 for NCSITE Partners without prior approval of the Board. Requests for a rate reduction should be submitted to the President for Board consideration at least two weeks prior to the next regularly scheduled Board Meeting or at least two weeks prior to the opening of registration for the meeting, whichever is greater. Each meeting will create a budget to determine if additional costs for the meeting are needed to at least break even. Therefore, the overall meeting registration will be a combination of cost per PDH/CM credit plus other expenses.

The Secretary-Treasurer has the sole authority to determine the number of PDHs/CMs that NCSITE will offer for any meeting in accordance with the rules of the NCEES and APA. No PDHs/CMs may be advertised and offered for any proposed meeting without the prior approval of the Secretary-Treasurer.

NCSITE Councils may offer up to 1.0 PDH/CM for technical presentations made as part of regularly scheduled Council meetings without charging a registration fee for the meeting and without seeking Board approval.

For Retired Members

NCSITE may offer a reduced registration fee to Retired Members of NCSITE for the Annual Meeting only. The Annual Meeting Committee will determine whether or not to offer such a discount as well as the amount and will publish this information in the meeting advertisement/ announcement when offered.

For Life and Honorary Members and Past Presidents

NCSITE does not offer discounts for Life or Honorary Members of ITE or Past Presidents of NCSITE other than prescribed above for Retired Members.

| For College and University Students

Registration fees may be reduced or waived for college students who are listed as Student Members in the current NCSITE database or are ITE International Student members. In order to receive this reduced price or registration fee waiver, the student must register for the meeting/event online by logging into their NCSITE account or meeting registration site. Fees will not be reduced or waived for students who do not register in advance (i.e., after registration deadline; walk-up, day-of-event registrations).

| For Presenters, Moderators, and Guest Speakers

Registration fees for a specific NCSITE meeting may be reduced or waived for NCSITE Partners (i.e., persons outside of the NCSITE organization) who have been invited/recruited by NCSITE to speak or make a presentation at that meeting. NCSITE Members and NCSITE Partners who are making a technical presentation or who are serving as a moderator, either voluntarily or by invitation of the meeting organizer, are required to register and pay for the meeting like all other attendees. The meeting organizer has the discretion to consider subsidizing a presenter's expenses on a case-by-case basis when appropriate.

Waiver or reduction of the registration fee may be considered for a NCSITE Member or Non-Member if they do not attend any other part of the meeting other than the technical session for which NCSITE invited/recruited them to speak or moderate. If such persons attend any other part of the meeting, including meals and social hours, or claim PDH/CMs for any other session, they will be required to pay the full registration fee. If a NCSITE Member or Non-Member volunteered (i.e., submitted their name, submitted an abstract, personally requested, etc.) to speak/present or serve as moderator and they are ultimately unable to attend more than their respective session, there will be no refund, partial or full, of previously paid registration fees or waiver of registration fees due, unless they provide notice to and made arrangements with the meeting organizer prior to the early registration deadline.

The meeting chair, local arrangements committee or Council that is organizing and conducting the meeting has the discretion to determine which presenters to invite, the number thereof, and reductions in or waivers of fees in accordance with the guidelines provided above and provided that fee reductions and waivers can be accommodated within the meeting budget. As a courtesy, however, the committee or Council is expected to inform the Board in advance of such invitations and fee reductions and waivers.

For Sponsors and Vendors

The Consultant/Vendor Council will coordinate with the meeting organizing committee to determine how many, if any, free registrations will be offered to Vendors who are renting display booths at the meeting and to meeting sponsors. The number of and requirements for claiming any such free registrations will be specified in advertisements/solicitations for meeting sponsors and vendor booth rentals.

For Specially Invited Guests

Registration fees may be waived for NCSITE Partners who have been invited by the meeting organizing committee or the NCSITE Board to attend a specific meeting but who are not scheduled to speak. The committee is expected to inform the Board in advance of such invitations and fee waivers.

Prorated and Partial Registration Fees

Unless specifically stated otherwise in the registration announcement (advertisement), NCSITE does not prorate registration fees or offer reduced registration fees for persons who are unable or choose not to attend the entire meeting or event.

Refunds and Credit

Payment of registration fees for NCSITE meetings and events is non-refundable. NCSITE does not offer refunds of or credits for registration fees, either partial or full, paid for a meeting or an event that a registrant does not attend unless the registrant cancels by sending an email to the operations@ncsite.org by the date prescribed in the meeting announcement/advertisement. If the registrant is unable to attend the event, the registrant may designate a substitute to attend the event in the registrant's place. Credit or full refunds will be given if a schedule event is cancelled by NCSITE.

Commitment to Pay

By registering, the registrant makes a commitment to NCSITE to pay the registration fees, regardless of whether the registrant ultimately attends the meeting or only parts thereof, unless the registrant cancels prior to the deadline prescribed in the meeting announcement. All registrants are expected to pay their registration fees no later than the day of the meeting.

In the event a registrant does not cancel as prescribed in the announcement, NCSITE will seek to collect all unpaid registration fees to the fullest extent allowed by law regardless of the registrant attending the meeting or portions thereof. Collection of unpaid registrations fees may be waived at the Board's discretion only for extenuating circumstances such as a death, unexpected grave illness, or serious injury in the registrant's immediate family.

NCSITE does not allow bartering, volunteering, or performance of other services in lieu of payment. Payment must be made in full at the time of registration unless stipulated otherwise in the meeting announcement.

Early Registration

NCSITE may offer a discounted rate for early registration as prescribed in the meeting announcement/advertisement.

Special Circumstances

NCSITE may reduce or waive the registration fee for a person experiencing a financial hardship. Such reductions or waivers will be evaluated on a case-by-case basis

Section A2.

Continuing Professional Competency Certification/ Certification Maintenance

The Section is a North Carolina Board of Examiners for Engineers and Surveyors (NCBEES) Continuing Professional Competency (CPC) Approved Sponsor. As CPC Approved Sponsor, NCSITE is authorized to offer continuing education courses and activities for CPC credit and award Professional Development Hours (PDHs).

The Section is an American Institute of Certified Planners (AICP) Certification Maintenance (CM) Program Provider. As a CM Provider, NCSITE is authorized to offer continuing education courses and activities for Certification Maintenance Units (CMs).


For an activity of the Section desiring PDH or CM approval, the sponsoring party shall submit a Continuing Professional Competency (CPC) Form to the Secretary-Treasurer with enough detail to determine the engineering and/or planning applicability of the subject materials. The Secretary-Treasurer shall review the agenda and determine how many PDHs/CMs may be awarded. PDHs are awarded based on actual duration of instruction in accordance with 21 NCAC 56.1705. As a general rule, one hour of credit is awarded for each hour (50 minutes minimum) of instruction/activity based on the guidelines issued by the NCEES and APA. The Secretary-Treasurer shall notify the sponsor of the allowable credits and develop a set of PDH/CM forms for each of the class sessions (see **Figure 2**).

The Secretary-Treasurer will provide an attendance roster for the meeting (see **Figure 3**). This roster shall list NCSITE as the sponsoring agency, and contain the meeting name, meeting location, presenters, time, and date in the heading. The body of the roster shall contain space for attendees to sign their name, email address, and Professional Engineer (PE) license number /American Institute of Certified Planners (AICP) certification number. The sponsor shall also provide a NCEES evaluation form to participants at the end of the class/activity. NCSITE provides the evaluation form in hard copy and online.

The Secretary-Treasurer will provide a Personal Record of PDH/CM form and NCEES and/or AICP Sponsor/Session Evaluation Form. The Personal Record form should be handed out to each of the participants at the end of the class period or made available online. After the meeting, the session organizer shall send the Secretary-Treasurer the original and one copy of the class roster, and a final copy of the agenda. The Secretary-Treasurer shall keep the agenda and original attendance record for the Section records and forward the copy of the attendance record and any completed surveys to the NCEES and/or AICP for their records.

Figure 2. Personal Record Form

210121P1



PERSONAL RECORD OF PROFESSIONAL DEVELOPMENT HOURS (PDHs)

You are entitled to receive 1 PDH for each hour (50 minutes minimum) that you are in attendance during technical sessions up the maximum credit prescribed below. You are responsible for accurately reporting your PDHs for this seminar in accordance with 21 NCAC 56.1705.

Event Title:	Back to Basics - NCDOT SPOT Process
Event Location:	Online Webinar
Date & Time:	1/21/2021, 2:00 pm – 3:00 pm
Topic Presented:	Jason Schronce, PE will give an overview of the NCDOT SPOT process; its history, purpose, current proceedings and intended results for funding planning by the agency.
MAXIMUM PDH CREDITS FOR THIS MEETING = 1.0	

Name of Attendee: _____ NC PE #: _____

Firm/Agency: _____

Address: _____

Telephone #: _____ Fax #: _____

NOTE: You are responsible for the record keeping relative to your PDHs. Please keep this form in your personal records for future reference and for use in the event of an audit by NCBELS.



Online PDH Sponsor Evaluation Form



<http://tinyurl.com/PDHEval>

Section B. NCSITE Publications

The official publication of the Section is the **NCSITE Weekly** email update.

| The NCSITE Weekly

The **NCSITE Weekly** is an update email distributed to the Section electronically. The **Weekly** should be distributed on a weekly or biweekly basis. Updates should include, but are not limited to, Section announcements, messages from the President, information and reminders for upcoming events, Council and committee updates, job postings, and timely news and articles concerning the Section and transportation issues. The chair of the Operations Committee and the Editorial team shall be responsible for receiving submissions, editing, revising, proofreading content, and developing and implementing a distribution schedule for the **Weekly** email.

Section C. Section Awards

In 1992, the Section Awards Program was established to recognize outstanding service and commitment by members through the following awards.

Robert J. Dodge Professional Image Award

The recipient of the Robert J. Dodge Professional Image Award is a Member of NCSITE; possess demonstrated technical competence and excellent people skills; must have a demonstrated record of service to the profession, the organization, and his/her community; who by personal demeanor and example projects the best image of what a transportation professional should be.

R.V. Moss Lifetime Service Award

The recipient of the R.V. Moss Lifetime Service Award must have been a Member for at least 15 years; should possess demonstrated technical confidence; should have made significant contributions to the profession and ITE through participation in committees, workshops, speakers' bureaus, seminars, fundraising, meetings, and local arrangement committees; and through elected office at the Section level or higher.

Emily Blount Trailblazer Award

The recipient of the Emily Blount Trailblazer Award must be a member of NCSITE who has made a significant and unique contribution to the transportation field. This includes new and innovative designs or social changes, inspired by Emily who was the first female to accomplish two milestones in our field. Emily became the first female to receive a B.S. in civil engineering from NCSU in 1953 and the first female licensed Professional Engineer in North Carolina in 1960.

Jay Quinn Technical Excellence Award

The recipient of the Jay Quinn Technical Excellence Award must possess excellent technical knowledge and must share their knowledge / insight with the NCSITE through presentations at NCSITE sponsored meetings or training sessions or active participation in councils or committees, tasks forces, or work groups. The recipient must have made a significant contribution to the Section and is not required to be a Member of NCSITE to be recognized with this award.

Contribution to Transportation Award

The Contribution to Transportation Award is awarded to an individual not affiliated with NCSITE in any capacity who has contributed significantly to transportation through professional and/or political activities.

Paul D. Cribbins Cup

The Paul D. Cribbins Cup is awarded to the outstanding student chapter within the Section.

Todd B. Delk Young Professional Award

The Todd B. Delk Young Professional Award is awarded to a Member, 35 years of age or younger during the calendar year of the award, who, over their young professional career, has contributed to the advancement of the transportation profession and the NCSITE. Recipients should exhibit such personal traits as integrity, honesty, professionalism, and leadership. Individual professional accomplishments such as transportation innovations, technical research, paper writing, and NCSITE organizational work, including meeting participation and committee work, can be considered.

New Member Award

The New Member Award is awarded to a new Member of NCSITE, who has contributed substantially to the advancement of the Section through any of the following responsibilities, and not limited to: Council involvement, committee involvement, special projects, conference planning, meeting participation, presentations at NCSITE sponsored meetings. A New Member would have less than five years of professional membership with our Section to qualify and would represent the future leadership of NCSITE. Recipients should exhibit a teamwork approach to their NCSITE responsibilities, excellent leadership and professionalism skills, integrity, a willingness to learn, and an excitement for NCSITE activities and growth potential.

President's Award

The President's Award is awarded to a Member, who has contributed to the advancement of the transportation profession and the NCSITE. The recipient has provided guidance, advice, and offered to help in whatever capacity is needed to assist the President and the Board for that year. The recipient exhibits such personal traits as integrity, honesty, professionalism, and leadership.

Outstanding Project Award

In 2013, the NCSITE Awards Committee was excited to introduce a new recognition - the Outstanding Project Award. This award is bestowed on a project that applied innovative techniques to a transportation-related issue/problem in a planning, design, or operations effort. This award is not intended for research or construction projects. The project should benefit the profession through a greater understanding of a transportation issue and for the betterment of the public through effective and innovative solutions.

Section D. Scholarships

Section D1. Purpose and Overview

The NCSITE scholarship program was established to attract students into the transportation profession and to assist qualified students interested in transportation in pursuing their academic careers. A three- tier program of scholarship was developed to support students at different levels in their academic career:

- Four \$1,500 **Tier I scholarships** are intended to attract students into the profession and will be awarded to students who have completed at least one semester of study and participated in an introduction to Engineering course.
- Three \$3,000 **Tier II scholarships** intended to encourage students to continue their study in the field of transportation. These scholarships are typically awarded to students at the undergraduate level who have taken some transportation courses or have work experience in the field of transportation and are on a path to make transportation a career.
- Two \$3,000 **Tier III scholarships** intended to reward a graduate-level student who has taken significant coursework in the field of transportation and is seeking a graduate degree specializing in the field of transportation.

The primary focus of the scholarship program is recruitment of students into the study of transportation engineering and planning. To further that goal, the Tier I scholarship program is aimed at the earliest level of transportation study — students who are taking introductory courses – typically in their first year of study. The current college curriculums generally provide for the first level of transportation courses to be taken in the second term of the junior year. Students at this level will be encouraged to continue in the field of Transportation with the Tier II and/or III scholarships.

The Section has adopted the practice of naming scholarships for distinguished members of the Section or for those who have passed before us. In the absence of eligible applicants for any of the following named scholarships, funding may be reallocated as needed to increase funds within the remaining scholarships. At least one award annually will be made at each school participating in the program if a qualified and eligible applicant exists. The total annual budget for the following scholarships shall not exceed \$21,000 unless otherwise approved by the Board.

The scholarships will be named as follows:

- **Brent McKinney Honorary Scholarship** (Tier I), to be awarded to an undergraduate student with preference for a student at North Carolina A&T State University.
- **Herman J. Hoose Memorial Scholarship** (Tier I), to be awarded an undergraduate student with preference for a student at the University of North Carolina-Charlotte
- **Allen L. Williford Memorial Scholarship** (Tier I), to be awarded undergraduate student with preference for a student at North Carolina State University
- **Matthew A. Bell Memorial Scholarship** (Tier I), to be awarded undergraduate student at any participating program.
- **A. Bowman Kelly Memorial Scholarship** (Tier II), to be awarded a student with an interest in traffic engineering
- **Cyrus Painter Memorial Scholarship** (Tier II), to be awarded a student at any participating program, with preference to students who have matriculated into a transportation-related degree program or with transportation-related work experience.
- **Roy D. Williams Memorial Scholarship** (Tier II), to be awarded a student at any participating program, with preference to students who have matriculated into a transportation-related degree program or with transportation-related work experience.
- **Emily Blount Trailblazer Scholarship** (Tier III), to be awarded to a female student with an interest in transportation and a leader at the university or in her field with a preference to a graduate student at any participating program.
- **Don Blackburn Memorial Scholarship** (Tier III), to be awarded with preference to a graduate student at any participating program.

Section D2. Finances

A **Scholarship Endowment Fund** was created in November 1990 by the Board and the scholarship fund account is maintained at the International ITE Headquarters.

The Section has also made efforts in developing a **Legacy Fund** intended to provide a continuous and stable source of funding for the Student Scholarship Program, the goal of which is to attract, retain, and develop the most talented students into transportation professionals.

To collect monies for these funds, the Board may solicit annual or continuing scholarship fund contributions. Deposits to the funds are made by check from the Section checking account, following approval by the Board. Any donations to the Scholarship Endowment Fund must be sent directly to the International ITE for depositing into the Section's scholarship account. It is important to send the donation checks directly to the International ITE for the tax exemption purposes. Checks should be made to the attention of the Associate Director for Administration and Finance at the International ITE Headquarters in Washington, D.C. The balance of the scholarship fund can be obtained from International ITE. Additional amounts may be added to the principal fund as determined by the Board. Transactions involving the Scholarship Endowment Fund are the responsibility of the Treasurer.

Persons, firms, or other parties, who make single contributions of at least \$1,000 may request the designation of the contribution be given as a joint award, (i.e. the ABC Signal Company John Q. Doe Honorary Scholarship). The Board shall have final approval on the naming of all designated contribution scholarships. All contributions in excess of \$100 shall be acknowledged in the **Weekly** email and the Section website. The Board may appoint an ad hoc committee to solicit contributions, but primary scholarship fundraising activities shall be the responsibility of the Consultant/Vendor Council. The Scholarship Committee will have no active involvement in fundraising.

Scholarship funds should be awarded prior to the beginning of the fall semester following the recipient's selection during the spring semester. Funds may be distributed from NCSITE through the appropriate office of the participating school, or they may be awarded directly from NCSITE to the student or the student's family at the discretion of the Scholarship Committee and with Board approval. This allows funds to be distributed more conveniently and efficiently and makes them available to the recipient prior to tuition and fees coming due for the upcoming semester. With the exception of the Tier III scholarship, it must be verified that the student is enrolled for the term and is enrolled in the transportation courses shown as "pre-registered" on their application to receive the award. In the event that a recipient fails to enroll for the term, or fails to take a pre-registered transportation course, the school or the recipient shall return the funds in question to NCSITE.

Section D3. Program Policies

School Participation

To be considered for participation in the scholarship program, a school must:

- Be a college or university of recognized standing in North Carolina with a graduate or undergraduate transportation-related program; and
- Have an ITE student chapter, which has been active for at least one year (i.e., submitted an annual report for the previous year to NCSITE).

At this time, the schools eligible for the scholarship program are NCSU, UNC-Charlotte, NC A&T, and UNC. Any other college or university of recognized standing in North Carolina with an undergraduate or graduate transportation-related program should be informed of the program and encouraged to form an ITE Student Chapter.

Student Eligibility and Evaluation Criteria

Any student enrolled at an eligible school who has taken an introductory engineering or planning course is eligible for a Tier I scholarship.

To be eligible for consideration for a Tier II scholarship, a student must, at a minimum:

- Be a Member of the local Student Chapter, a student Member of NCSITE, and a student Member of International ITE;
- Have successfully completed or be currently enrolled in a transportation course or have work experience in the field of transportation; and
- Have at least one semester of study remaining before a degree is obtained.

To be eligible for consideration for a Tier III scholarship, a student must, at a minimum:

- Be a Member of the local Student Chapter, a student Member of NCSITE, and a student Member of International ITE;
- Have successfully completed a Bachelors' degree with Transportation/Planning focus and be currently enrolled in a graduate program in the field of Transportation Engineering or Planning

In addition to the minimum criteria for eligibility, the following additional criteria shall be used in evaluating applications:

- Academic achievement, both overall and major area of study
- Communication skills
- Level of participation in ITE activities
- Interest in transportation as evidenced by related internships and employment, etc.
- Transportation professional goals
- Participation in other student and civic activities
- Leadership potential

The above list is not a prioritized list of criteria. Financial need is not an evaluation factor. Students shall be eligible to receive more than one NCSITE scholarship; however, each award must be for a different school term. This will be reviewed as the program continues.

Application, Evaluation, and Selection Procedures

Application will occur during the spring semester. The NCSITE Scholarship Committee will be responsible for developing these applications. A different application may be used for the Tier I scholarship than for the Tier II and Tier III scholarship.

The schools may be asked to verify grade point information on the applications. Participation in Student Chapter activities will be criteria for Tier II and Tier III scholarships; therefore, the Chapters will be asked, through the Chapter Advisors and Chapter Liaisons, to provide information on participation, such as attendance at Chapter meetings, etc. Recommendations from faculty will be accepted and used by the Committee but are not required.

The Scholarship Committee will review the applications and select all recipients, including those for any designated contribution scholarships. Scholarships will be based on individual merits and will not necessarily be a rating or ranking of applicants. Selection of recipients will be made prior to completion of the spring semester in which the applications are received.

Recipient Recognition and Award

Each recipient will receive a memento commemorating his or her scholarship. Beginning in 2000, continuing scholarship plaques have been established at each school with recipient's names added each term. Additional recognition measures may include:

- Acknowledgment in the NCSITE publications and the Section website
- Acknowledgment at Section Meetings and the Annual Meeting
- Presentation at a Student Chapter meeting
- Press releases to the student's hometown newspaper

The costs involved in scholarship recognition activities shall be paid from the Section's General Fund and not from the Endowment Fund.

Each student receiving a scholarship shall be assigned a Section Member as a sponsor. The sponsor should personally contact the student several times throughout the year to provide further information on the transportation profession.

Section E. Section Activities Report

SDITE has two reporting requirements for the NCSITE:

- A **Summary of Section Activities** is presented to SDITE at their two Board Meetings. Each Section's Representatives are responsible to prepare and present this to SDITE. Coordination shall be made with the President to gather the required information.
- A **Section Activities Report** is submitted to SDITE for consideration for the Outstanding Section Award. This is typically due around end of January, unless noted by the SDITE otherwise. This report shall be prepared by the Executive Associate and outgoing Secretary-Treasurer in close coordination with outgoing President and incoming President. Below are few guidelines (also presented in section 3E):
 - By November 30th, send out information requests to Board, Council/Committee Chairs with a due date of December 15th
 - Compile, edit, and submit Annual Report to the President (outgoing and incoming) by December 31st
 - Revise Annual Report as necessary and prepare/submit the final report by the deadline to SDITE
 - Provide the final Annual Report with the Operations Committee Chair to post on the Section website and share the link with the Section membership in the subsequent Weekly email.

