

**BY-LAWS**  
**Of the**  
**CENTRAL FLORIDA SECTION**  
**AMERICAN SOCIETY OF HIGHWAY ENGINEERS**

**ARTICLE I**  
**Name, Location and Functions**

- Section 1. The name of this organization shall be the CENTRAL FLORIDA SECTION of the AMERICAN SOCIETY OF HIGHWAY ENGINEERS.
- Section 2. The headquarters of this Section shall be established in a geographical location as shall best serve the best interests of the Section. Such location may be established at the discretion of the Board of Directors.
- Section 3. The object of this Section shall be to cooperate with other Sections and with other engineering societies and civic associations in matters of mutual interest, to study highway engineering, construction and related issues to bring about a closer acquaintance and a spirit of cooperation between individuals in the field of planning, design, construction and maintenance of highways and related utilities, to advocate the registration and certification of the members in their respective fields.

**ARTICLE II**  
**Membership**

- Section 1. Membership in this Section shall consist of all persons who are members of any grade of the American Society of Highway Engineers whose addresses are within the local Section area. Prospective members must meet the requirements set forth in Article II of the National Constitution.

**ARTICLE III**  
**Dues**

- Section 1. Fiscal year is June 1 to May 31. The annual dues of the members shall be determined by the Board of Directors.

**ARTICLE IV**  
**Officers and Board of Directors**

- Section 1. The elected officers of the Section shall be a President, a Vice-President, a Secretary and a Treasurer. The Board of Directors shall appoint a Regional Director and may, at its discretion, appoint assistant officers.
- Section 2. The Board of Directors shall consist of the four (4) Section Officers, six (6) directors, a Regional Director and the immediate past President. The government of the Section shall be vested in the Board of Directors. The Regional Director shall be a non-voting member. The Board of Directors may appoint a second Regional Director, who will be a non-voting member of the Board.
- Section 3. The terms of the office of all officers shall be one (1) year. Directors shall serve a term of three years and two (2) directors shall be elected each year; the Regional

Director shall serve a term of three (3) years; the outgoing president shall automatically become a member of the Board of Directors as Past President.

Section 4. A vacancy in any office shall be filled by the Board of Directors for the remainder of the unexpired term.

**ARTICLE V**  
**Meetings**

Section 1. The annual meeting of the Section will be held in or close to May of each year.

Section 2. The Section shall hold regular meetings as determined by the Board of Directors.

Section 3. Special Meetings may be called by the President or at the discretion of the Board of Directors.

**ARTICLE VI**  
**Amendments**

Section 1. These By-Laws may be amended by:

a. An affirmative vote of not less than two-thirds of the members voting provided such amendments shall have been previously proposed at a meeting of the Section and approved by the Board of Directors. Amendments may be voted upon by letter ballot.

or

b. The Board of Directors may, by a two-thirds vote of those present at a meeting duly called, amend the By-Laws provided that the Secretary shall have mailed a copy of such proposed amendment to each Director before the meeting at which action is to be taken.

Section 2. After amendments have been approved by the members or the Board of Directors, they shall be submitted to the National Board of Directors for final approval. The amendments will become effective upon such final approval by the National Board of Directors.

**ARTICLE VII**  
**Nomination & Election of Officers**

Section 1. The President shall appoint a Nominating Committee of at least three (3) members of the Section. This Committee shall prepare a list of nominees for the elective offices sixty (60) days before the scheduled meeting at which elections will be held. The Secretary shall inform the membership of the list of nominees by insertion in the regular meeting announcements.

Section 2. Nominations by petition shall contain the signatures of at least ten (10) of the eligible voting members and shall be accompanied by a letter from the nominee accepting the nomination. Nomination by petition shall be filed with the Secretary not less than thirty (30) days prior to the date scheduled for election of officers.

Section 3. Election of officers shall be held at the last regularly scheduled meeting of the fiscal year, as defined as June to May.

**ARTICLE VIII**  
**Duties of Officers**

- Section 1. The President shall preside at all meetings; he or she shall appoint all standing and special committees and may discharge any committee for its failure to perform assigned duties; the President shall be exofficio member of all Committees.
- Section 2. In the absence of the President, the Vice-President shall perform his duties.
- Section 3. The Secretary shall keep the records of the Section and conduct the correspondence. The Secretary shall attend and keep minutes of all meetings of the Section and Board of Directors and perform such other duties assigned by the President or Board of Directors.
- Section 4. The Treasurer shall see that all monies due the Section are collected and deposit same in a depository (Approved by the Board of Directors) under the name of the Section. The Treasurer shall render financial reports as required by the Board of Directors.

**ARTICLE IX**  
**Standing Committees**

- Section 1. The President and/or Board of Directors shall establish standing committees deemed necessary to maintain and operate the various functions of the Section.
- Section 2. The Standing committees may include but not be limited to: Programs; Membership; Media: Ways and Means; History; By-Laws; and UCF Student Chapter.
- Section 3. The President and/or Board of Directors shall annually review each Standing Committee to determine if the Standing Committee should remain an active committee.
- Section 4. The President shall appoint a Chairperson for each active Standing Committee at the beginning of the fiscal year. Each Chairperson shall appoint members as needed for the committee to efficiently function.
- Section 5. The duties/responsibilities of each Standing Committee are as follows:
- a. By-Laws: The committee shall provide guidance to the officers and board of directors in their activities and function based on the Section By-Laws. When directed by the Board the Committee shall update or amend the By-laws for approval by the Section.
  - b. History: The Committee shall maintain a record of the Sections activities. The annual report will be prepared and submitted to the Board following the close of the fiscal year. When requested a report will be prepared for national updating the Section History.
  - c. Membership: the Membership Committee shall perform the following duties:
    - Track member names, updates, changes of address information and dropped/added members for our local records, website and to National.

- Send applications for new members to National, forward new member packages (once received from National) to our President for further distribution.
- Keep track of membership dues paid (based upon input from treasurer).
- Send out annual membership dues statements.
- Periodically run membership campaigns, encouraging and rewarding current members for bringing in new members.
- Send news regarding membership monthly to our media chair for input onto the website.
- Send membership information to interested parties

d. Media:

*Website:* The Committee shall establish and maintain a website for the use of all Section Members and other interested persons as directed by Board of Directors. The website should be the main portal through which Section Members can find information regarding membership, programs and other Section business.

*Social Media:* The Committee may establish and maintain a social media presence for the section. Social media may include but is not limited to Facebook, LinkedIn, and Twitter. The use of social media is to supplement the Section website to which social media accounts should be linked.

*Print:* The Media committee should solicit and provide technical articles for the National Newsletter (Scanner) upon request.

e. Programs: The Committee shall perform the following duties.

- Administer the policies of the board and supervise and direct all program activities.
- Provide general leadership for the programs resulting in a positive and productive environment for all ASHE members.
- Develop yearly program goals and establish programs linked to larger issues surrounding the transportation public.
- Plan and schedule programs and events.
- Establish and direct a program council to assist in events when necessary.
- Attend scheduled programs and events.
- Attend monthly board meetings.
- Prepare brochures, posters, pictures, flyers and related communication regarding program events for publication on the website and promotion through social media.

- f. UCF Student Chapter: The Committee may undertake the following activities and functions in support of the UCF Student Chapter:

Student Chapter Meetings

The Chairperson coordinates the dates for each meeting at the beginning of each semester, secures the room for the meeting, coordinates a catered lunch, secures the presenter for each meeting, encourages student participation, enrolls new student members and prepares the article for the following ASHE Newsletter.

Engineering Career Fair

The Chairperson coordinates the date for the career fair; secure the room for the fair, coordinates a catered lunch, develops the agenda for the presentations, and prepares the article for the section website.

Community Service Events

The Chairperson Coordinates with Student Chapter Community Service Committee to plan, organize, and debrief on selected events.

- g. Ways and Means: The committee is responsible for the financial health of the Section. The Committee may raise money for activities, such as:
- Valencia Foundation Scholarship Fund
  - Scholarships and Endowments
  - Event Sponsorships
  - Selling shirts, caps and other promotional materials with ASHE logo to promote the Section.

**ARTICLE X**  
**Dissolution**

- Section 1. This Section may be dissolved by the National Board of Directors either by a petition from this Section or for a cause. In the event of such as dissolution, any remaining funds or other assets together with official records and documents of the Section, after payment of all indebtedness, shall be turned over to the National Board of Directors to be held in trust, for use in the event of reorganization of the Section within a three (3) year period. If the Section is not reorganized within such period, the property shall revert to the National Society.
- Section 2. Members in good standing of a dissolved Section will be assigned to an active Section by the National Board of Directors.