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APPENDIX
1.0 INTRODUCTION

1.1. The Southern District of the Institute of Transportation Engineers (SDITE or Southern District) is one of 10 Districts (As of the date this Operations Manual was approved- March 31, 2019. International ITE is reorganizing so the number of districts may change) of the Institute of Transportation Engineers (ITE). These Districts represent major regional areas of the United States and international areas. The Southern District of ITE consists of approximately 1,900 members. The Southern District geographically represents the Southeastern United States with the exception of Florida.

1.2. The Southern District is comprised of eight sections. These sections include the Alabama, Deep South (Mississippi and Louisiana), Georgia, Kentucky, North Carolina, Tennessee, South Carolina, and Virginia sections.

1.3. The Southern District exists under Charter by the International Institute and operates under government established by Bylaws most recently approved on January 1, 2020. Responsibility for the government of the District is vested in the District Board of Directors by the Bylaws.

1.4. The Southern District is governed by a Board consisting of Officers, an International Director(s) Section Representatives and a District Administrator.

1.5. The Southern District was designated as a 501c3 non-profit by the Internal Revenue Service (IRS) as the “Institute of Transportation Engineers District 5” on January 25, 1996 (EIN 56-1863263) – currently under the name “Southern District Institute of Transportation Engineers”.

1.6. The Southern District was incorporated on March 13, 2018 in the State of Tennessee as a Nonprofit Corporation – Domestic (Control No. 000952317).

1.7. The Southern District is currently registered with the Tennessee Secretary of State as a charitable organization (CO31349).

1.8. Southern District ITE Operations Manual:

1.8.1. This Manual should be considered as a series of guidelines, and not absolute requirements, for Officers and Committees of the Southern District. These policies were developed in a spirit of professional courtesy for future officers, with the intent of making their jobs easier and of improving future operations of the District.

1.8.2. This Manual was adopted by the Southern District Board at its Annual Meeting Board Meeting on March 31, 2019 and replaces the Manual approved by the Board on December 3, 2012.

1.8.3. It is the Immediate Past President’s responsibility to review this Manual and to recommend revisions as necessary. Every 5 years, this manual should undergo a more extensive review. Hence, the next extensive review and update should occur in 2023 with Board approval in November 2023 at the Year-End Board Meeting. The next major revision would then occur in 2028.
1.8.4. Minor revisions may be made periodically. The Executive Committee should approve all minor revisions. The entire Board should be informed at the next Board Meeting about the changes. Copies of revised or updated Manuals should be posted on the Southern District website and sent to all Officers and Committee Chairs when changes are made.

1.8.5. Major rewrites of this Manual should be taken to the entire Board for review and adoption. Copies of the new Manual should be posted on the Southern District Website and sent to all Officers and Committee Chairs.
2.0 DEFINITIONS

2.1. The term “Institute” when used in this Manual or in the Bylaws shall refer to the International Institute of Transportation Engineers (ITE).

2.2. The term “District” when used in this Manual shall refer to the Southern District of the Institute of Transportation Engineers.

2.3. “Southern District” and “SDITE” may be used to refer to the District in any official correspondence or materials, and they are assumed to be interchangeable.

2.4. The term “Section” shall refer to one of the eight Sections within the Southern District unless otherwise noted.

2.5. “Board of Directors” and “District Board” may be used to refer to the Southern District Board of Directors.

2.6. The “Board of Directors” shall consist of the President, Vice President, Secretary-Treasurer, International Director(s), Immediate Past President, District Administrator and Representatives from each Section (Section Representatives). The District Administrator serves as an ex-officio member of the District Executive Committee.

2.7. The “Executive Committee” shall refer to a sub-unit of the District Board consisting of the President, Vice President, Secretary-Treasurer, International Director(s), Immediate Past President and District Administrator. The immediate Past President and District Administrator serve as ex-officio members of the Executive Committee.

2.8. “Immediate Past President” refers to the District President whose term expired at the end of the previous calendar year.
3.0 UPDATING THE OPERATIONS MANUAL

3.1. This 2019 Operations Manual represents a major update to the previous manual. The responsibility to update the Manual now belongs to the Immediate Past President.

3.2. The Manual should undergo a major review every 5-years and minor review every year. Hence, major reviews would occur hereto forward in 2024, 2029, 2034, etc. The Immediate Past President should appoint a committee to help review the manual. He or she should be especially mindful of Board action taken throughout his or her presidential term that necessitates a change to the Operations Manual.
4.0 STRATEGIC PLAN

4.1. On March 26, 2017 the SDITE 2022 Strategic Plan (Imagine SDITE) was adopted by the District Board. This 5-year plan is broken into the following areas:

- Communication
- Organizational Structure and Processes
- Financial
- People Development
- Increase Member Engagement
- External Influence
- Section Support/Consultation

4.2. Details on the 2022 Strategic Plan are provided in Appendix Exhibit A-1.

4.3. The District’s vision as identified by the SDITE 2022 Strategic Plan is as follows:

4.3.1. We actively promote regional collaboration through idea sharing between Sections and professional growth of our members. We are an influential voice for transportation education, information and policy outside our organization.

4.3.2. The spirit of this plan is that the District should support the Sections and what they are doing. This support will not come through imposing the will of the District onto the Sections, but rather the District will provide resources to the Sections if they need them. The District is in a unique position between international ITE and its Sections, and this position comes with the responsibility of helping communication down from International ITE to the Sections and vice versa. The value of the District to the Sections is that it offers a regional perspective on transportation issues to which Sections may not necessarily have access. It is this regional perspective with which the District can help Sections.

4.4. Note that the Strategic Plan is dated 2022, so it is intended to be a framework of where the District goes in the next 5-years. It was the hope of the Strategic Planning Committee that each District President would consider implementing portions of the plan. The committee also recognized that each District President may see a need to initiate other programs not necessarily identified in the 2022 Strategic Plan. The Strategic Planning Committee and the Strategic Plan itself suggest that the plan be updated every 5-years.
5.0 PERFORMANCE MEASURES

5.1. On April 19, 2015, the District Board approved the implementation of performance measures to gauge how well the District is functioning. A revision to the original Number of Students Reached performance measure was made at the November 15, 2015 District Board meeting. Compiling and assessing how SDITE is doing with the performance measures is the responsibility of the Vice President. The Performance Measures, the individual or committee responsible, and the current goals as of Fall 2018 are as follows:

5.1.1. Reserve Fund
   A. Who is responsible: District Administrator
   B. Goal: Maintain yearly reserve fund at 75% of Annual Meeting cost

5.1.2. Technical Session Attendance at Annual Meeting
   A. Who is responsible? Technical Knowledge Team
   B. Goal: Not developed yet

5.1.3. Technical Session Evaluation at Annual Meeting
   A. Who is responsible? Technical Knowledge Team
   B. Goal: Meet survey score goal

5.1.4. Annual Meeting Attendance
   A. Who is responsible? Annual Meeting Team
   B. Goal: Maintain consistent attendance

5.1.5. Annual Meeting Evaluation
   A. Who is responsible? Annual Meeting Team
   B. Goal: Meet average score of “satisfactory”

5.1.6. Newsletter Opens
   A. Who is responsible? Information, Communication, and Outreach
   B. Goal: Maintain accurate distribution list and open rate.

5.1.7. Number of Students Reached
   A. Who is responsible? Information, Communication, and Outreach
B. Goal: Reach 2,000 students per year through 50 SDITE volunteers

5.1.8. Website Hits
   A. Who is responsible? Information, Communication, and Outreach
   B. Goal: Maintain consistent webpage traffic

5.1.9. Leadership Training
   A. Who is responsible? Leadership Team
   B. Goal: Train members each year

5.1.10. Membership
   A. Who is responsible? Vice President/Membership Committee
   B. Goal: Maintain consistent membership numbers

5.1.11. Student Chapter Vitality
   A. Who is responsible? Student and Education Committee
   B. Goals:
      1. Each chapter submits a report
      2. Each chapter competes in Traffic Bowl
      3. Each chapter submits a student paper
      4. Students have attended a Section or SDITE Annual Meeting
      5. Each chapter has held at least 2 student chapter meetings per year

5.1.12. Core Competency
   A. Who is responsible? Workforce Development Team
   B. Goal: Provide consistent number of training sessions and number of members trained

5.1.13. Professional Development (Soft Skills)
   A. Who is responsible? Workforce Development Team
   B. Goal: Provide consistent number of training sessions and number of members trained
5.2. As of the District Board approval of this Operations Manual, some of the goals have not been established, or are extremely basic. When the Board adopted the Performance Measures in April 2015, and in subsequent Board discussions, it was recognized that Performance Measure goals would change and evolve. As this evolution occurs, the changes in performance measures will need to be reflected in this section of the Operations Manual. Appendix Exhibit A-2 provides a sample of how the Performance Measures can be presented for a District Board Meeting. This exhibit also provides more detail on the activities, stretch goals, and influences of the Performance Measures.
6.0 SOCIAL MEDIA

6.1. The District is well represented on social media where a wealth of information can be found. The locations are:

6.1.1. Website: http://www.sdite.org

6.1.2. Facebook: https://www.facebook.com/southerndistrictite

6.1.3. Twitter: https://twitter.com/sd_ite

6.1.4. Instagram: http://instagram.com/southerndistrictite

6.1.5. LinkedIn: http://linkedin.com/company/southern-district-ite/

6.1.6. Facebook; Leadership: https://www.facebook.com/SDITELead/
7.0  DUTIES AND RESPONSIBILITIES OF OFFICERS

7.1  DISTRICT BOARD

7.1.1. The District Board (Board of Directors) for the Southern District consists of the President, Vice President, Secretary-Treasurer, International Director(s), immediate Past President, District Administrator and Section Representatives. The District Administrator serves as an ex-officio member of the District Executive Committee.

7.1.2. The Executive Committee is a sub-unit of the District Board that consists of the President, Vice President, Secretary-Treasurer, International Director(s), immediate Past President and District Administrator. The immediate Past President and District Administrator shall serve as ex-officio members of the Executive Committee.

7.1.3. Section 4.5 of Article IV of the Bylaws contains provisions for filling vacancies in unexpired terms.

7.1.4. Section Representatives:

A. Each Section shall be allowed representation by one Section Representative for each 100 District members or major fraction thereof (51 or more). Students and Esteemed Colleagues do not count as District Members for this purpose. A Section may formally request an additional Representative on the Board if ITE membership rolls indicate that they have passed the next threshold in membership numbers.

B. In 2018, the Sections within the Southern District had the following number of Representatives on the Board:

Alabama - 1 representative
Deep South (Louisiana and Mississippi) - 1 representative
Georgia - 3 representatives
Kentucky - 1 representative
North Carolina - 3 representatives
South Carolina - 1 representative
Tennessee - 3 representatives
Virginia - 2 representatives

C. Each Section is responsible for providing the names of new Section Representatives before the Year-End Board Meeting. The Secretary-Treasurer should contact each Section near the end of each year to obtain this information.

7.1.5. The District Board should formally approve:

A. All non-routine expenditures not included in the approved budget

B. Annual Meeting site selections

C. Budget for the Annual Meeting (at the Year-End Board Meeting prior to the Annual Meeting)
D. Proposed Budget for the District (at the Year-End Board Meeting)

E. District Board meeting minutes from the previous meeting

F. Any special resolutions

G. Policy changes or major revisions to this Operations Manual

H. Appointment of District Administrator

7.1.6. The District Board should formally meet at least two times each year with other meetings as necessary:

A. Spring Board Meeting (see Section 8.4) - A meeting of the entire District Board should be held at the start of the Annual Meeting, usually on Sunday afternoon.

B. Year-End Board Meeting (see Section 8.4) – The Year-End Board Meeting is usually held on the first or second Sunday and Monday in November, at the site of the second upcoming Annual Meeting. In other words, the Year-End Board Meeting in 2019 will be at the site of the 2021 Annual Meeting. This meeting should include the entire District Board and other appropriate individuals such as Committee Chairs and LAC members.

C. An additional mid-year Board Meeting may be held (but is not required and seldom held) in conjunction with the Annual International Meeting or in conjunction with one of the Section's Annual Meetings.

D. Conference Call Meetings or Email Actions – see Section 8.5.

7.1.7. The Executive Committee may meet or have informal conference calls as needed to conduct business.

7.1.8. In addition to the Board Meetings which are usually only attended by the District Board and invited guests, an Annual Business Meeting (see Section 8.3) for the Southern District is held at the Annual Meeting (usually on Tuesday of the Annual Meeting). This Annual Business Meeting is open to the entire membership.

7.2. PRESIDENT

7.2.1. General - The President shall preside at Board Meetings, at the Business Meeting and at Annual Meeting functions. The President will direct the activities of the District.

7.2.2. Term – One Calendar Year. Typically follows term as Vice President.

7.2.3. Duties While Still Vice President:
A. Prior to taking office and before the Year-End meeting, the upcoming President should select and contact potential committee chairs for the following year. This will allow the committee chairs to attend the Year-End Board Meeting to discuss Committee activities with the current chairs at the Annual Meeting.

B. At the same time that committee chairs are chosen, the Committee Members should preferably be chosen also. Committee memberships should reflect all geographical Sections. Membership recommendations for the committees are listed under each Committee description (see Section 11.0).

7.2.4. Activities During the Year:

A. The President should conduct all business necessary for the smooth operation of the District.

B. Special committees may be needed from time to time and the President may form a special committee at any time. The President should consult the Executive Committee when forming any special committees.

C. The President should provide timely messages for each edition of the District Newsletter, the District website and any other District publications (such as the Connector email newsletter).

D. The President should make the arrangements for the Year-End Board Meeting through the appropriate Annual Meeting Chair and notify the Board members of the date early in the year.

E. Section Meetings - The President should attend as many different Section meetings as possible with preference given to Section Annual Meetings. The Executive Committee may choose to establish a schedule of attendance at Section meetings so that at least one meeting of each Section is attended by an officer of the Executive Committee.

F. Around September 15th, the President should contact the Chairs of the Awards and Nominations Committees to give them instructions for their committees (see Appendix Exhibits A-3 and A-4).

7.2.5. Pre-Annual Meeting Activities:

A. Arrange with the LAC for the District Board Meeting (usually Sunday afternoon of the Annual Meeting). This meeting is to conduct District business and to coordinate the activities of the meeting.

B. Arrange with the LAC for Section and District Officers Breakfast (usually Monday morning). Prepare agenda for breakfast meeting and invite Section Presidents, Southern District Officers, District Representatives and any International ITE officers at the meeting.
7.2.6. Preparation for Spring Board Meeting:

A. Prepare agenda for Sunday Board Meeting (see Appendix Exhibit A-5). Submit the draft agenda to the Board for comments prior to the meeting.

1. The LAC Chair will usually be provided time for updating the Board on the Annual Meeting projected attendance and other details.

2. Time is limited at the Spring Board Meeting. However, if time permits, an update on Strategic Planning progress should be held. District Officers and Committee Chairs should be invited to this session.

B. Approximately 45 days prior to the Annual Meeting, send an invitation to the District Board, Committee Chairs, SDITE Secretary-Treasurer elect and International Director candidates, as well as current International ITE Officers and staff. Ask for confirmation of attendance for planning purposes.

C. Coordinate the solicitation and compilation of District Officer and Committee reports for the Spring Board Meeting with the District Administrator.

7.2.7. Preparation for Annual Business Meeting:

A. Prepare agenda for the Annual Business Meeting (see Appendix Exhibit A-6). Submit the draft agenda to the Board for comments prior to the meeting.

B. Coordinate with the District Administrator on PDF copies of the agenda and full report notebook (in electronic format only).

C. Remind Secretary-Treasurer /District Administrator to bring blank sign-in sheets and copies of the Agenda, the Minutes from the last Annual Business Meeting and the Financial Report for the previous year to distribute to the membership in attendance. Discuss who will be presenting the Financial Report (Secretary-Treasurer or District Administrator).

D. Coordinate any PowerPoint presentations for the Annual Business Meeting with the District Administrator.

E. Make sure the meeting room has a projector and Internet service.

7.2.8. Prepare for Annual Meeting (Other Activities):

A. Assist LAC Chair in planning of Opening Session.

B. Coordinate with Secretary-Treasurer on the appointment of the Audit Committee (at least three members) to review the District financial reports and documentation. Ensure that the Secretary-Treasurer and the committee will complete their work prior to the Annual Business Meeting (see Section 11.3).
C. Prepare agenda and head table seating arrangement for the Annual Banquet in coordination with the LAC (see Appendix Exhibit A-7).

D. Coordinate invitations to invited guests (ITE Vice President Elect, ITE Officers and ITE staff) with LAC Chair. Check with LAC on rooms for the guests.

7.2.9. Past President's Plaque:

A. Coordinate with the District Administrator in getting a plaque made for the Immediate Past President for service to the District as Secretary-Treasurer, Vice President and President at least 60 days prior to the Annual Meeting.

B. At the Annual Banquet, the President should present the plaque to the Immediate Past President.

7.2.10. Annual Meeting Duties:

A. Preside over Spring District Board Meeting (see Section 8.4).

B. Preside over Opening Session with LAC Chair.

C. Preside at the Officer’s Breakfast.

D. Preside at the Traffic Bowl Lunch

E. Preside at Annual Business Meeting (see Section 8.3).

F. Serve as master of ceremonies at the Annual Banquet.

G. Following the Annual Meeting, the President should write and thank all International ITE Officers who attended the Annual Meeting.

7.2.11. Preparation for the Year-End Board Meeting:

A. At least 60 days prior to the Year-End Board Meeting, send invitation to the District Board, current and proposed Committee Chairs, LAC Chairs and incoming Secretary-Treasurer and International Director. The invitation should include information on hotel arrangements, dates, times, etc. so the Board Members can make travel arrangements.

B. Prepare agenda for the Year-End Board Meeting (see Appendix Exhibit A-8). Submit the draft agenda to the Board for comments prior to the meeting.

1. The LAC Chair should be provided time for presenting the budget for the next Annual Meeting. Annual Meeting registration rate should be approved by the Board.

2. The agenda should provide time for an update on implementation of the Southern District Strategic Plan.
C. Coordinate the solicitation and compilation of District Officer and Committee reports for the Year-End Board Meeting with the District Administrator

7.2.12. Year-End Board Meeting (see Section 8.4):

A. The Year-End Board Meeting is usually held early in November at the site of the second Annual Meeting to follow.

B. The President should have new Officers sworn in by a Past President or International Executive Committee Member (see Appendix Exhibit A-9). The International Director should only be sworn in at the beginning of their term.

C. Following the swearing in of the new officers, the President should turn the gavel and Board Meeting over to the incoming President so next year’s committee assignments and budget can be presented to the Board.

7.3. **VICE PRESIDENT**

7.3.1. General – The Vice President assists the President in the operation of the Southern District.

A. During the year, the Vice President shall perform any assignments given by the President.

B. The Vice President shall perform any duties of the President when the President is unavailable.

C. Membership Committee – The Vice President serves as the Chair of the Membership Committee (see Section 11.8).

D. Performance Measures- The Vice President is in charge of gathering data and reporting on the SDITE performance measures.

7.3.2. Term – One Calendar Year. Typically follows term as Secretary-Treasurer.

7.3.3. Pre-Annual Meeting Activities:

A. At a convenient time and place, the Secretary-Treasurer duties should be transferred to the new Secretary-Treasurer.

B. Complete the Minutes from the Year-End Board Meeting and the previous Annual Business Meeting. Submit Minutes to the President for use at the Spring Board Meeting and Annual Business Meeting.

C. Coordinate with District Administrator on completion of the Financial Report through the end of the previous year and review with the new Secretary-Treasurer.
D. Submit Vice President's Report (including results of assignments given by the President), Performance Measures, and Membership Committee Report (see Appendix Exhibit A-10) to the President for use at the Spring Board Meeting.

E. Prepare resolutions for Local Arrangements Committee (LAC), the ABD and Consultants for their support of the Annual Meeting (see Appendix Exhibit A-11). Submit draft copies to the President for inclusion in Spring Board Meeting electronic PDF file. Print original paper copies for signatures at the Board Meeting.

7.3.4. Annual Meeting Activities:

A. Spring Board Meeting:
   1. Give Vice President's Report (including results of assignments given by the President), Performance Measures, and Membership Committee Report.
   2. Present resolutions thanking the LAC, the ABD, and Consultants for their support of the Annual Meeting. Typically, they are not read in entirety, but rather are referred to before they are approved by the Board.

B. Annual Business Meeting:
   1. Give Vice President's Report, including results of assignments given by the President (oral report).
   2. Present resolutions thanking the LAC, the ABD and Consultants for their support of the Annual Meeting.

C. Annual Banquet - Arrange for resolutions to be displayed thanking the LAC, the ABD, and Consultants. Recognize LAC chair(s), ABD chair(s) and sponsorship chair(s)

D. Preside at meetings or attend other functions in the President's absence.

7.3.5. Activities During the Year:

A. Assist the District Administrator as needed.

B. Perform other duties as assigned by the President.

7.3.6. Preparation for the Year-End Board Meeting:

A. Prepare budget for following year to present for approval at Year-End Board Meeting (see Section 10 and Appendix Exhibit A-12).

B. Make appointments for the following year's committees (see Section 11).
   1. Appoint Chairs for all committees as necessary.
      a. Education and Student Chapter (multi-year term)
b. Historical Records (multi-year term)
c. Member Services (includes appointing Chair and Team Leaders - multi-year terms)
d. Student Traffic Bowl (multi-year term)

2. The following standing committees may not require an official appointment by the Vice President.
   a. Annual Meeting Local Arrangements (LAC)
   b. Audit (chaired by the Secretary-Treasurer)
   c. Awards (chaired by the 2nd year Past President)
   d. Membership (chaired by the Vice President)
   e. Nominations (chaired by immediate Past President)
   f. Tellers (chaired by the District Administrator)

3. Other committees may be needed at times. A Past Presidents Committee has been used at times for special projects.

4. Contact the selected Committee Chairs, beginning approximately 60 days before the Year-End Board Meeting to determine their willingness to serve.

5. Potential Committee Members should be contacted also by either the Vice President or the Committee Chair.

6. Vice Chairs may need to be appointed for some committees in the final year of a Chair’s service.
   a. Chairs of standing committees such as the Education & Student Chapter, Historical, Member Services Chair and Team Leaders, Student Traffic Bowl and Tellers typically serve multi-year terms. If they wish the next year to be their last or if the Board would like a new Chair, a Vice Chair needs to be appointed to assist the Chair in the final year, so they may take over the following year.
   b. The duties of these committees are such that it would be difficult for someone to take over as Chair without having been heavily involved previously.

C. Prepare Vice President’s Report (including results of assignments given by the President), Performance Measures, and Membership Committee Report to the President for use at the Year-End Board Meeting.

7.3.7. Year-End Board Meeting:
   A. Give Vice President’s Report (including assignments given by the President), Performance Measures, and Membership Committee Report.
   B. Following installation as President at the end of the meeting:
      1. Present the Committee assignments for the next year to the Board.
2. Present the proposed Budget to the Board for review and approval.

7.4. **SECRETARY-TREASURER**

7.4.1. General – The Secretary-Treasurer serves as both the secretary and treasurer for the Southern District. Close coordination with the other Officers, the District Administrator and several committees is required.

7.4.2. Term – One Calendar Year.

7.4.3. Beginning of Year Activities:

   A. The Secretary-Treasurer should check with the President and LAC Chair to see if there is anything that needs to be done prior to the Annual Meeting.

   B. Election - The Secretary Treasurer shall coordinate with the District Administrator and President on all elections and votes on amendments to the Bylaws as shown in Section 9 of this Manual.

7.4.4. Pre-Annual Meeting Activities:

   A. Coordination with District Administrator:

      1. Prior Year Financial Report

         a. Coordinate with District Administrator on completion of the Financial Report for previous year. Review report with Vice President (Secretary-Treasurer from previous year).

         b. Make copies of the prior year’s Financial Report for distribution to attendees at the Annual Business Meeting.

         c. The prior year’s Financial Report is presented at both the Board Meeting and the Annual Business Meeting.

      2. Current Year Financial Report


         b. Submit YTD Financial Report electronically to the President for use at the Spring Board Meeting.

         c. The YTD Financial Report is only presented at the Board Meeting.

      3. Coordinate with District Administrator on paper copies to be made for the Annual Business Meeting (Agenda, Minutes and Financial Report).
B. Coordination with Vice President:

1. Ensure that minutes from the previous Annual Meeting have been completed and reviewed.

2. Coordinate completion of the minutes from the Year-End Board Meeting. Submit minutes electronically to the President for use at the Spring Board Meeting.

3. As Secretary-Treasurer the previous year, the Vice President was responsible for the previous year’s Financial Report. The current Secretary-Treasurer and Vice President should discuss who will present it at the meetings. Typically, the current Secretary-Treasurer will present both the previous year’s and YTD Financial Reports, with the District Administrator providing any required details, explanation or comments.

C. Prepare blank sign-in sheets for both the Spring Board Meeting and the Annual Business Meeting and bring them to the meetings.

D. Audit Committee (see Section 11.3):

1. Prior to the Annual Business Meeting, assemble and Chair the Audit Committee and review the financial information for the previous year.

2. The Audit Committee should complete its work via email and/or conference calls prior to the Annual Meeting.

3. Prepare Audit Committee Report.

E. Student Paper and Student Chapter Awards:

1. Ensure that the District Administrator has contacted the Chair of the Education and Student Chapter Committee to obtain the winners/runner-ups for the Student Paper and Best Student Chapter competitions.

2. In conjunction with the District Administrator, the Secretary-Treasurer should ensure that the checks to the Student Paper and Student Chapter winners and runner-ups are given to the students, student chapters or to the appropriate Section Representatives at the Annual Meeting.

7.4.5. Annual Meeting Activities:

A. Spring Board Meeting:

1. Distribute a sign-in sheet for the meeting.

2. Present Minutes from Year-End Board Meeting and Financial Reports.

3. Take notes and later prepare the official Minutes for the meeting.
4. Review results of the audit conducted by the Audit Committee.

B. Annual Business Meeting:

1. Distribute a sign-in sheet for the meeting.

2. Distribute copies of the Agenda, Meeting Minutes and previous year’s Financial Report.

3. Present Minutes from the previous Annual Business Meeting and previous year’s Financial Report. Note – this is sometimes done by the Vice President since the period covered was the previous year.

4. Take notes and later prepare the official Minutes for the meeting.

5. Present results of the audit performed by the Audit Committee. Keep copy of the report.

6. Collect sign-in sheets after the meeting.

C. Following the Annual Meeting:

1. Prepare notice for Newsletter and website detailing the results of voting.

2. Ensure that the District Administrator has transmitted the results of the Election (names and addresses of all elected Officers of the District and the dates on which the terms of each begins and expires) to the Institute Headquarters within 30 days after the election.

3. Complete the Minutes of the Spring Board Meeting and the Annual Business Meeting. A draft copy of the Minutes should be transmitted to the Board with a deadline for comments, so changes may be made prior to the next meetings.

4. SDITE Meeting Highlights – The Secretary-Treasurer should submit information following meetings in a report format to the District Administrator for distribution to the Historical Committee, the Newsletter and the website. Highlights of the Spring and Year-End Board Meetings and the Annual Meeting should also be similarly prepared.

7.4.6. Preparation for the Year-End Board Meeting:


B. Submit final Minutes of the Spring Board Meeting electronically to the President for use at the Board Meeting.

C. Prepare blank sign-in sheets for the Board Meeting and bring to the meeting.
7.4.7. Year-End Board Meeting:

A. Distribute a sign-in sheet for the meeting.

B. Present Minutes from Spring Board Meeting and YTD Financial Report.

C. Take notes and later prepare the official Minutes for the meeting.

D. Discuss with incoming Secretary-Treasurer how to transition duties.

7.4.8. Following the Year-End Board Meeting:

A. Coordinate with the District Administrator and provide the new Secretary-Treasurer with a digital financial report that contains copies of all correspondence, receipts, financial statements, financial reports, tax returns, etc. Retain a copy for future reference.

B. Complete the Minutes for Year-End Board Meeting. A draft copy of the Minutes should be transmitted to the District Board with a deadline for comments, so changes may be made prior to the next meeting.

7.4.9. General Secretary Duties:

A. Minutes – The Secretary-Treasurer is responsible for taking and compiling minutes of all meetings (see Appendix Exhibit A-13).

   1. The Secretary-Treasurer should prepare and distribute the minutes early so Officers and Committee Chairs can take follow-up action.

   2. It is helpful for the Secretary-Treasurer to review the draft minutes to prepare a list of "action items" for the officers.

B. Membership Duties:

   1. Member Applications – Membership processing is no longer a necessary duty because International ITE now handles all District Membership functions.

   2. Address Changes – International ITE handles all name and address changes. Members desiring to change their contact information should be referred to ITE. Presently, Members may change this information themselves on ITE’s website (www.ite.org).

C. The Secretary-Treasurer should bring the following to all meetings:

   1. An electronic file containing copies of minutes from previous meeting for distribution. This can be included in the electronic notebook (no hard copy to be provided).
2. Digital copies of minutes from previous 3 or 4 meetings for reference

3. Secretary-Treasurer’s digital notebook including copies of all correspondence, receipts, financial statements, reports, etc.

4. Digital copy of electronic Meeting books from Previous Meeting for reference


6. Tape recorder (if used for note taking)

7.4.10. General Treasurer Duties:

A. Audit Committee – the Secretary-Treasurer serves as the Chair of the Audit Committee. The Committee reviews the previous year’s financial information (see Section 11.3).

1. The financial records are audited prior to the Annual Meeting. The Secretary-Treasurer should obtain digitally the prior year end Financial Report (which includes the annual budget, actual expenses, account balances and reconciliation) copies of receipts and bank statements, other financial documentation, etc.

2. The Secretary-Treasurer may call for a special audit at any other time during the year.

B. Financial Records:

1. The District's funds are currently kept at Regions Bank. The Secretary-Treasurer should get a copy of the account numbers from the District Administrator.

2. The Secretary-Treasurer shall coordinate with the District Administrator to maintain an accurate record of the balance in the District checkbook.

3. The Secretary-Treasurer is responsible for overseeing the financial records of the District. The District Administrator is responsible for carrying out many of the functions, but the Secretary-Treasurer should approve all transactions and review the financial records every month.

   a. The District Administrator should keep the checkbook and write all checks. The checkbook should list the payee, the amount, the date, and the reason for payment for each check.

   b. Routine Payments - Certain recurring items will receive routine treatment. Examples include:

      i. Postage (if any)
      ii. Purchase of office supplies (if any)
iii. An Annual Meeting advance, usually $3,500, is distributed at the Year-End Board meeting one and half years prior to the Annual Meeting to the LAC Chair.

iv. Any other item may be paid for if it has been previously approved through adoption of the annual budget or by specific approval of the Executive Committee.

v. Before paying anything in doubt, consult the Executive Committee. For amounts over $250, verbal communication with the person authorizing the payment should occur. This will reduce the possibility of phishing scams.

c. Receipts must be kept for each expense. If there is no receipt (i.e., annual support check to a student chapter), a letter of transmittal or a similar document may suffice.

d. Accurate records of all monies or other contributions received shall be kept. The records should list the payer, the date, the amount, and the reason for the payment or contribution to the District.

C. Due:

1. International ITE collects the dues and sends them to the District. Normally, four checks are received on a quarterly basis each year. These checks should be forwarded to the District Administrator for deposit.

2. International ITE notifies the District of Members whose dues are delinquent. This is usually in the form of computer printouts. This information should be forwarded to the Vice President (Chair of the Membership Committee).

7.5. PAST PRESIDENTS

7.5.1. General – Past Presidents continue to serve the Southern District after their terms are completed. The two most recent Past Presidents of the Southern District have specific duties that they fulfill in the two years following their term as President.

7.5.2. Immediate Past President:

A. The Immediate Past President serves as a member of the District Board and an ex-officio member of the Executive Committee.

B. The Immediate Past President serves as Chair of the Nominations Committee (see Section 11.9). For example, the 2018 President becomes the Immediate Past President in 2019 and will serve as Chair of the Nominations Committee in 2019 and committee work will occur from the Fall of 2019 through the election in the Spring of 2020.

C. The Immediate Past President serves as the Vice Chair of the Awards Committee (See Section 11.4).
D. The Immediate Past President is responsible for reviewing and updating this Operations Manual. Every 5-years, major revisions should be undertaken. See Section 3.0.

E. Second-Year Past President - The second-year Past President serves as the Chair of the Awards Committee (see Section 11.4). For example, the 2018 President will serve as the Awards Committee Chair and committee work will occur from the Fall of 2020 thru the presentation of the awards at the Southern District Annual Meeting in the Spring of 2021.

7.5.3. The President may appoint a Past Presidents Committee (see Section 11.10) to perform special tasks or assignments. Any Past President may be asked to serve on this committee.

7.6. **INTERNATIONAL DIRECTOR**

7.6.1. General - The Southern District is represented on the International Board of Direction (IBOD) for ITE by an International Director. Each of the ITE Districts is represented by at least one Director. Any District that has a voting membership exceeding 15% of the total voting membership in ITE is entitled to an additional Director. It is unlikely that the Southern District will have more than one Director on the IBOD in the near future. However, changes to the One ITE initiative should be monitored relative to representation.

7.6.2. Term – Three calendar years.

7.6.3. Duties - The International Director shall:

A. Serve as a member of the IBOD of the Institute.

B. Serve as a member of the Southern District Board and as an ex-officio member of the Executive Committee.

C. Represent the Southern District at meetings of the IBOD.

D. Perform the duties and responsibilities as defined in the Institute’s Constitution and in duly adopted Institute policies and procedures.

E. Provide periodic reports to the District President, advising of International Board and Institute actions and activities which may be of interest. Such reports should be submitted prior to each meeting of the District Board, and on other occasions, when timely and pertinent information is available.

F. Provide periodic reports to Sections within the District, advising of International Board and Institute actions and activities which may be of interest.

G. Act as a liaison between the District and the International Board and bring matters identified by the District Board before the International Board for discussion and/or resolution.

H. Nominate candidates from the District to serve on International Committees.
7.7. DISTRICT ADMINISTRATOR

7.7.1. General – The purpose of the District Administrator is to ensure consistency in the administration of finances, policies, and procedures for the Southern District. The Administrator shall serve primarily as a resource for SDITE Officers and the SDITE Board.

A. The Southern District Administrator shall assist the elected Officers in the routine activities of the District. The role is intended as an operations role and not a policy role.

B. The District Administrator shall serve as an ex-officio member of both the District Board and the Executive Committee. Because it is an appointed position, the District Administrator typically does not vote, but rather gives advice when requested.

C. The District Administrator serves as parliamentarian to the Southern District Board.

D. The duties of the Administrator should be periodically reviewed and adjusted as necessary.

7.7.2. Term of Service - Minimum three (3) years. The Board may replace the Administrator at any time during the term.

7.7.3. Appointment Process:

A. The President, in consultation with the Executive Committee, should recommend a candidate(s) for the District Board’s consideration. In the event an Administrator must be replaced in the middle of a term, the President should recommend a candidate(s) at the next District Board Meeting. If agreeable to the Board and the current Administrator, the Board may reappoint the Administrator beyond the three-year term.

B. For ease of transition, the President may want to make an appointment during the final year of the District Administrator’s term so that the new Administrator can work with the outgoing Administrator before the new term begins.

7.7.4. Qualifications - The District Administrator must be a member in the Institute of Transportation Engineers. A District Administrator should be a Past President of the Southern District, if possible, and should have actively participated in the District for a long period of time so as to be familiar with the history and operations of the District.

A. Prerequisites (should include):

1. Past President of the Southern District

2. Active membership with the Southern District (10 to 15 years)

3. Ability to attend Southern District Board meetings

4. Employer support for full term commitment.
5. Length of service to the Southern District as a District officer, District Committee Chair/Member, Section Representative, etc. (10 to 15 years)

6. Additional consideration may include other experience such as International Officer experience, International Task Force Member, International Council Chair, etc.

7.7.5. Duties - The District Administrator shall:

A. Serve as an ex-officio member of and parliamentarian to the Southern District Board and Executive Committee.

B. Attend Southern District Board Meetings.

C. Coordinate membership data retrieval from ITE.

   1. Membership List - An electronic file with membership information is obtained by the District Administrator from International ITE. Access to this information can be requested from the District Administrator.

      a. The list should be requested in January. The file should be transmitted to the Information Communication and Outreach (IC&O) Team and the Vice President for their use.

      b. The list should be requested again in October and then transmitted to the IC&O Team and the Vice President for their use. New members may have been added, addresses may have changed, etc.

   2. Membership Report – The Vice President is responsible for the Membership Report. The report should be based upon membership information obtained from International ITE by the District Administrator in January and October and supplied to the Vice President.

D. Electronic Voting – coordinate electronic voting with the IC&O Committee and President. The District Administrator should use the electronic membership data obtained from International ITE to develop that year’s list of eligible voters. The District Administrator should coordinate with the Secretary Treasurer and President on all elections and votes on amendments to the Bylaws as shown in Section 9 of this Manual.

E. Tellers Committee – Because voting is now performed electronically, a traditional Tellers Committee is no longer needed to count votes. Now, the District Administrator and SDITE President constitute the Tellers Committee and review the electronic data.

F. Financial Reports - Assist the Secretary-Treasurer in preparation of financial reports and other Treasurer duties as required. The District Administrator should balance the district funds every month and prepare reports for review by the Secretary-Treasurer.
G. The Financial Report is typically a set of electronic spreadsheets that show the following:

1. Annual Budget vs. Actual Expenses
2. Budget reconciliation (reconciling beginning year balances, expenses, income and current balances)
3. Income
4. Detailed expense breakdown by individual expense

H. SDITE Bank Account:

1. The District Administrator should serve as the primary contact with the financial institution holding the District’s funds.
2. The District Administrator should keep the checkbook and write all checks. Approval for checks written should be coordinated with the Secretary-Treasurer.
3. The Southern District currently has its funds in accounts at Regions Bank.

I. Audit – the District Administrator shall provide the Secretary-Treasurer with all items needed or requested for the Audit Committee to examine the previous year’s financial records. This typically includes the previous year’s Financial Report, copies of bank statements, documentation of expenses, copy of tax return, copies of insurance policies and copy of incorporation annual report.

J. SDITE Incorporation:

1. The Southern District was incorporated on 03/13/2018 in the State of Tennessee as a Nonprofit Corporation – Domestic (Control No. 000952317).
2. The District Administrator should be listed as the Registered Agent for the District. The agent must be changed whenever there is a change in who the District Administrator is.
3. The District Administrator must file an Annual Report with the Tennessee Secretary of State by April 1st of each year.

K. SDITE Federal Taxes:

1. The Southern District is a 501c3 non-profit as defined by the IRS under the name (Southern District Institute of Transportation Engineers). The District Administrator is responsible for maintaining this status by regularly filing the appropriate tax forms. The current District Administrator should be used as the contact with the IRS.
2. The District Administrator should find a qualified accountant to prepare the District’s tax return. Currently the District is required to file form 990.

3. After completion of the tax return, it should be sent for review and concurrence to the Executive Committee. The District Administrator should sign the tax return and either send to the IRS directly or have it electronically filed by the accountant.

4. The tax return is due by May 15th. An extension can be granted until November 15th if needed.

L. SDITE State Taxes – the Southern District may be required to file a tax return in the State shown on the address of the federal tax return (currently Tennessee). The District Administrator should research that State’s requirements and file a tax return if required.

M. SDITE State Special Registration:
   1. The Southern District may be required to register as a charity or other similar organization in the State in which it is incorporated (currently Tennessee).
   2. The District is registered with the Tennessee Secretary of State as a charitable organization because it receives contributions for the Annual Meeting (CO31349).
   3. As long as the District is registered in Tennessee, the District Administrator must file for renewal with the Tennessee Secretary of State each year.

N. Insurance:
   1. The Southern District currently has both general liability and Director and Officer (D&O) insurance policies. The District Administrator is responsible for obtaining and renewing the policies.
   2. The District Administrator should contact the LAC for the next annual meeting to make sure no special coverage is needed.

O. Operations Manual - The District Administrator shall oversee the upkeep of the District's Operations Manual. This involves keeping the master electronic file. The Administrator will work with the Immediate Past President to review the Operations Manual on an annual basis.

P. Reserve Fund - Manage and report at Board Meetings on the SDITE Reserve Fund. The amount of the Reserve Fund is a Board-approved policy - 75% of the Operating and Annual Meeting Budget.

Q. Coordinate with the President and Local Arrangements Committees (LACs) for future Southern District Annual Meetings.

R. Manage the Southern District’s awards program. Assist the Awards Committee Chair each year as necessary.
1. Maintain list of all past award recipients.

2. Coordinate selection of new award recipients with Awards Committee Chair.

3. Prepare all award certificates and plaques.
   a. Obtain individual and Section award winners from the Awards Committee Chair.
   b. Obtain Student Paper and Student Chapter winners from the Education and Student Chapter Committee Chair.
   c. Obtain Technical Paper winners from the Chair of the Technical Knowledge Committee.
   d. Prepare all award certificates and framing.
   e. Prepare plaque for the Past President.
   f. Prepare awards booklets for banquet.

4. Remind the Awards Committee Chair to prepare materials for the award presentations.

S. Pre-Annual Meeting Activities:

1. Coordinate all elections activities as outlined in Section 9.

2. Coordinate with the President on the Spring Board Meeting.
   a. Approximately 30 days prior to the Annual Meeting, the President should request written reports from all Officers and Committee Chairs for the Board Meeting.
   
   b. Request that all documents be in Microsoft Word or PDF format. Scanned documents are ok but can be very large. Documents converted into a PDF format directly from their native format are much better. Compile all the reports into a document for use at the Board Meeting.
   
   c. An electronic PDF book with all materials should be prepared and distributed to all attendees prior to the meeting.

3. Prepare the previous year’s and current YTD Financial Reports and review with the Secretary-Treasurer.
4. Coordinate with the Secretary-Treasurer on paper copies of the Agenda, Minutes and Financial Report for the Annual Business Meeting.

5. Contact Officers and Section Presidents to inquire if any Members passed away since the previous year. Deceased Members will be recognized at the Annual Business Meeting. This request is often done by the current President.

6. If desired by the President, prepare a PowerPoint or other visual presentation for the Annual Business Meeting.

7. Coordinate with the Chair of the Education and Student Chapter Committee on distributing the checks to the winners and runner-ups.

T. Post Annual Meeting Activities:

1. At the end of the Annual Meeting write checks to the Sections for their Student Chapters that submitted annual reports. The Sections are responsible for writing individual checks to the Student Chapters.

2. Results of the Election (names and addresses of all elected Officers of the District and the dates on which the terms of each begins and expires) should be reported in writing to the International Director and to the Institute Headquarters within 30 days after the election.

3. Next Year's Annual Meeting Information – Information on the following year’s Annual Meeting should be sent to ITE including dates, location and name of contact person(s).

U. Pre Year-End Board Meeting Activities:

1. Solicit and prepare reports and meeting materials similar to the Spring Board Meeting within 30 days of the meeting.

2. Prepare YTD Financial Report and review with Secretary-Treasurer

V. Perform other duties as assigned by the President.

7.7.6. Funding:

A. The District Administrator should be reimbursed for administrative expenses (copying, postage, etc.).

B. At the Board’s discretion, the District Administrator may be provided with reimbursement for travel expenses to attend Board Meetings or an Annual Stipend (consistent with the approved Annual Budget).
## CALENDAR OF OFFICER DUTIES

### SOUTHERN DISTRICT OFFICER CALENDAR

<table>
<thead>
<tr>
<th>Month</th>
<th>President</th>
<th>Vice President</th>
<th>Secretary-Treasurer</th>
<th>International Director</th>
<th>District Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Provide Message for Newsletter and Website</td>
<td>Prepare Minutes from Year-End Board Meeting and previous Annual Business Meeting</td>
<td>Submit Membership Report to President for Spring Board Meeting</td>
<td>Attend International ITE Board Meeting</td>
<td>Obtain file with membership data from ITE for use in Election. Send file to IC&amp;O Team and Vice President</td>
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<tr>
<td></td>
<td>Send instructions to the LAC</td>
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<td></td>
<td>Prepare Year-End Financial Report</td>
</tr>
<tr>
<td>February</td>
<td>Coordinate Annual Meeting planning with Officers and LAC</td>
<td>Coordinate planning for Year-End Board Meeting with 2 yrs forward LAC</td>
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<td></td>
<td>At least 60 days before end of Election, send list of candidates with bios to voters</td>
</tr>
<tr>
<td>March</td>
<td>Prepare Agenda for Board Meeting and send to the Board and Committee Chairs. Prepare Agenda for the Annual Business Meeting.</td>
<td>Request Reports from all Officers and Committees</td>
<td>Submit Minutes from previous Meetings and Financial Report to President (coordinate with Vice President)</td>
<td>Submit International Directors Report to President for Spring Board Meeting</td>
<td>Obtain Award Winners from committee chairs and Prepare Certificates and Plaques. Prepare Past President's Plaque</td>
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<td></td>
<td></td>
<td>Prepare Resolutions for Annual Meeting</td>
<td></td>
<td>Submit Report/Article to IC&amp;O Team</td>
<td>At least 30 days before end of Election, instruct voters on election process.</td>
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<tr>
<td></td>
<td>Send Board Meeting invite to Officers, Committee Chairs, Officer candidates, ITE Officers/Staff and ITE Candidates</td>
<td>Obtain Student Paper Winners from Chair of Education &amp; Student Chapter Committee and send award checks</td>
<td></td>
<td>File Annual Report with TN Secretary of State</td>
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</tr>
<tr>
<td>April</td>
<td>Annual Meeting (Spring Board Meeting, Opening Session, Annual Business Meeting and Banquet activities)</td>
<td>Annual Meeting (Spring Board Meeting, Annual Business Meeting and Banquet activities)</td>
<td>Annual Meeting (Spring Board Meeting, Audit Committee and Annual Business Meeting activities)</td>
<td>Annual Meeting (Spring Board Meeting and Annual Business Meeting activities)</td>
<td>Annual Meeting (Spring Board Meeting, Annual Business Meeting and Banquet activities)</td>
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<tr>
<td>May</td>
<td>Provide Message for Newsletter and Website</td>
<td>Submit results of Election to IC&amp;O Team and Historian</td>
<td>Attend International ITE Board Meeting</td>
<td>Send checks to Sections for Student Chapters</td>
<td>File SDITE Tax Return</td>
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<td>Prepare Highlights/Article on Annual Meeting and send to Information Communication and Outreach (IC&amp;O) Team</td>
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<tr>
<td></td>
<td></td>
<td>Obtain Student Chapter Winners from Chair of Education &amp; Student Chapter Committee and send award checks</td>
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<tr>
<td>Month</td>
<td>President</td>
<td>Vice President</td>
<td>Secretary-Treasurer</td>
<td>International Director</td>
<td>District Administrator</td>
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<tr>
<td>August</td>
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<td></td>
<td>Attend International ITE Board Meeting at the ITE Annual Meeting</td>
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<td></td>
<td>Observe file with membership data from ITE and send file to Vice President and IC&amp;O Team</td>
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<tr>
<td>September</td>
<td>Provide Message for Newsletter and Website</td>
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<tr>
<td></td>
<td>Send instructions to Awards Committee and Nominations Committee Chairs</td>
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<td>Review outstanding checks written &amp; contact recipient to request checks be cashed prior to end of year</td>
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<tr>
<td>October</td>
<td>Contact LAC Chair to review details for Year-End Board Meeting</td>
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<td>Prepare Financial Report for Board Meeting</td>
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<td></td>
<td>Send Year-End Board Meeting invitations</td>
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<tr>
<td>November</td>
<td>Prepare Agenda for Board Meeting and send to the Board and Committee Chairs</td>
<td>Prepare Budget and new Committee Assignments</td>
<td>Submit Minutes from previous Board Meeting and Financial Report to President</td>
<td>Submit International Directors Report to President for Year-End Board Meeting</td>
<td>Submit Outstanding Educator Award winner to ITE</td>
</tr>
<tr>
<td></td>
<td>Request Reports from all Officers and Committees</td>
<td>Submit Membership Report to President for Year-End Board Meeting</td>
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<td></td>
<td>Year-End Board Meeting</td>
</tr>
<tr>
<td>Year-End Board Meeting</td>
<td>Year-End Board Meeting (Take Oath of Office, Present Budget and Committee Assignments)</td>
<td>Year-End Board Meeting</td>
<td>Year-End Board Meeting</td>
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</tr>
<tr>
<td>December</td>
<td>Turn President’s Duties over to new President</td>
<td>Assume President’s Duties</td>
<td></td>
<td></td>
<td>Coordinate transfer of duties and materials to new Secretary-Treasurer</td>
</tr>
</tbody>
</table>
8.0  **MEETINGS**

8.1.  **TYPICAL SOUTHERN DISTRICT MEETINGS**

8.1.1.  To conduct the business of the Southern District, the following types of meetings are typically held:

A.  Annual Meeting

B.  Annual Business Meeting

C.  Board Meetings

8.1.2.  The Bylaws require at least one Annual Meeting of the District (including an Annual Business Meeting and a Board Meeting) to be held (see Bylaws Article VII).

8.2.  **SOUTHERN DISTRICT ANNUAL MEETING:**

8.2.1.  The Annual Meeting is a technical conference held over several days each spring. It is held on a rotating schedule. The rotation was developed to ensure fair geographic representation of Annual Meeting sites. The following rotation schedule is now in use:

Alabama – 2018
Virginia – 2019
Louisiana – 2020
North Carolina – 2021
Kentucky - 2022
Georgia – 2023
Mississippi – 2024
Tennessee – 2025

8.2.2.  Typically, the host Section selects a city for the meeting at least 5 years in advance. Local Arrangements Committee (LAC) Chair(s) are also selected by the host Section. The Section must report the selected city and chair(s) for endorsement (See the Southern District’s Annual Meeting Manual).

8.2.3.  The LAC should follow the Southern District Annual Meeting Manual in planning the meeting.

8.2.4.  The basic parts of the Annual Meeting, which are described in the Annual Meeting Manual are typically:

A.  District Board Meeting (Sunday afternoon)

B.  Welcome Reception (Sunday evening)

C.  Opening Session (Monday morning)

D.  Officers Breakfast (Monday or Tuesday morning)
E. ABD Exhibits (Monday)
F. Technical Program (Monday through Wednesday)
G. Officers Reception and Annual Banquet (Tuesday evening)
H. Professional Development Program (Wednesday)

8.3. **ANNUAL BUSINESS MEETING:**

8.3.1. An Annual Business Meeting for the District is held at the Annual Meeting (usually on Tuesday of the Annual Meeting). This Annual Business Meeting is open to all members.

8.3.2. The President presides at the Annual Business Meeting. The District Administrator should serve as the Parliamentarian. If the Administrator is not available, the President should appoint another Parliamentarian at the beginning of the meeting.

8.3.3. The Annual Business Meeting should include the following:

A. Officer Reports from the President, Vice President (if any) and International Director

B. Tribute to Deceased Members

C. The Secretary-Treasurer should provide Minutes from previous Annual Business Meeting

D. The Secretary-Treasurer shall submit a financial report to the Board for review and approval (see Bylaws Article 6.2).

E. Committee Reports

F. Section Reports

G. LAC Reports

H. New and Old Business

I. Election results are tallied and announced at the Annual Business Meeting. However, the candidates are notified in advance of the Annual Meeting. The District Administrator should read the results. The President should then ask for a motion to destroy the electronic ballots.

J. Typically, the newly elected International Vice President or other elected representatives of International ITE are given time on the agenda to speak to the membership. In addition, staff from ITE may be given time on the agenda. If this time is not convenient for them, time needs to be given to them to address the membership at another time during the meeting.
8.4. **DISTRICT BOARD MEETINGS:**

8.4.1. Board Meetings should include the entire District Board (current Officers, Past President, International Director(s), the District Administrator, and Section Representatives), Committee Chairs and LAC Chairs. The International elected leadership should be invited to the Spring Board Meeting (Annual Meeting). SDITE has not traditionally invited International leadership to the Year-End Board Meeting, but they could be invited to it as well.

8.4.2. The President should prepare an agenda in advance and request digital copies of all reports prior to the meeting.

8.4.3. The District Administrator should coordinate with the President and make PDF books (hard-copy binders are no longer made) of all meeting materials that need to be distributed via email to all those invited to the Board Meeting.

8.4.4. The President presides at Board Meetings.

8.4.5. Board Meetings should include the following:

   A. Officer Reports from the President, Vice President (if any) and International Director
   
   B. Secretary-Treasurer should provide Minutes from previous Board Meeting and a Treasurer’s report to the Board for review and approval
   
   C. Committee Reports
   
   D. Section Reports
   
   E. LAC Reports (The LAC budget, including registration fees for the following year’s Annual Meeting, needs to be adopted at the Year-End Board Meeting.)
   
   F. Old Business
   
   G. New Business (New Business includes installation of new Officers, review of committee assignments, and budget for the next year, at the Year-End Board Meeting)
   
   H. Note – Typically when a vote is taken, all those in attendance are allowed to vote as a courtesy. However, if an item is controversial or will be close, only the District Board is officially allowed to vote (see Section 7.1.1 for composition of Board). Committee Chairs and others are not considered voting members of the Board.

8.4.6. The District Board should meet at least two times each year with other meetings as necessary.

   A. Spring Board Meeting - A meeting of the entire District Board should be held at the start of the Annual Meeting, usually on Sunday afternoon.
B. Year-End Board Meeting – Usually held the first or second Sunday and Monday in November, at the site of the Annual Meeting to be held two years later. In addition to the typical outline of a Board Meeting, the incoming President presents committee assignments and a budget for the next year for review and approval, and the incoming Officers are sworn in.

8.5. CONFERENCE CALL OR EMAIL ACTIONS

8.5.1. If a vote or other action is required and cannot wait until the next regularly scheduled District Board Meeting, action may be taken via a conference call or by Email.

8.5.2. District Board Conference Call:

A. Board action may be taken on a conference call. Notice and supporting information should be distributed to board members in advance.

B. A quorum (majority of eligible voters) is required to conduct District business through a conference call. A quorum is not required to disseminate information to board members.

C. The Secretary-Treasurer should prepare a written record of the conference call for distribution to board members and the District’s files.

8.5.3. District Board Email Action:

A. Board action may be taken through email discussions if initiated by either the President or Vice President. Notice and other information should be distributed to board members in advance. If discussion is needed, it may be conducted at any regular or special called meeting or conference call.

B. A quorum is required to vote on any District business by email. A majority of Board members must vote (yes, no, or abstain) in order to establish a quorum.

C. The Secretary-Treasurer or President should maintain a voting record to assess the majority vote. The Secretary-Treasurer should prepare a written record of the email action for distribution to board members and the District’s files.
9.0 ELECTIONS

9.1. All elections and votes on amendments to the Bylaws shall be conducted in accordance with provisions as outlined in Articles V, IX and X of the Bylaws. The District Administrator, with the assistance of the webmaster, is responsible for conducting the election.

9.2. The Nominations Committee is responsible for selecting a slate of candidates for Officers (see Section 11.9).

9.3. In general, the process for the election of Officers is as follows:

9.3.1. Elections are held electronically as outlined in the Bylaws.

Section 5.4.1 - The Nominations Committee shall transmit its list of nominees to the District Board at least seventy-five (75) days prior to the announced end of balloting. The date of end of balloting will be determined by the Executive Committee in all instances.

Section 5.4.2 - At least sixty (60) days before the announced end of balloting, the District Administrator shall announce to the members of the District a list of the candidates nominated by the Nominations Committee.

Section 5.4.3 - Not later than thirty (30) days prior to the announced end of balloting, the District Administrator shall send to each eligible voter a final ballot or electronic message with instructions for voting.

Section 5.4.4 - The votes shall be tabulated within 10 days from the end of balloting. The District Board shall be informed immediately, followed by notification to the candidates.

Section 5.5 - The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the new District Board at their first meeting shall choose between the candidates.

9.3.2. The Nomination Committee should transmit its list of nominees along with short biographies to the District Administrator around the first of the year. However, this shall be done NO LATER THAN seventy-five (75) days prior to the end of announced voting.

9.3.3. Prior to the announcement of candidates:

A. The District Administrator/Nominations Committee Chair shall submit the names and biographies (see Appendix Exhibit A-14 for an example of the Bio Template for Secretary/Treasurer or International Director) to the Information Communication and Outreach (IC&O) Team for their use.

B. The District Administrator should request an electronic file with information on Southern District Members from International ITE. The file should include the Section, membership type, address and email of each Member. The file will be used for sending election information and to develop a list of eligible voters (Student Members and Esteemed Colleagues may not vote).
C. The District Administrator shall coordinate the electronic voting and eligible voting list with the webmaster. Once set up, the webmaster should test the login and voting. All voting should be conducted in a secure manner so as to uphold the integrity of the election.

9.3.4. Announcement of Candidates - At least sixty (60) days prior to the end of announced voting, the District Administrator shall send the eligible voting Members of the District an official notification listing the candidates nominated.

A. The message should be in the form of an official email listing the candidates.

B. The message should have a link or include short biographies for the contested offices.

C. The message should also contain instructions on how to petition for additional candidates as well as a deadline for receiving petitions. The deadline should be at least forty-five (45) days prior to the date that ballots will be opened.

9.3.5. Start of Voting - At least thirty (30) days prior to the end of announced voting, the District Administrator should send the eligible voting Members instructions on voting.

A. The message should be in the form of an official email with a link to the voting site.

B. The message should list the date the voting closes.

C. The message should also include a contact name and email address or phone number for voters to use if problems are encountered in voting.

9.3.6. After close of voting:

A. The IC&O Team will prohibit further voting and send the electronic voting data to the District Administrator.

B. As Chair of the Tellers Committee, the District Administrator will review the data with the President.

9.3.7. Conference call with Candidates and Executive Committee.

A. The District Administrator should set up a call with the Candidates and the Executive Committee to announce the election results before the Annual Meeting.

B. The President typically presides on the call and announces the results.

9.3.8. At the Spring Board Meeting – the District Administrator should summarize the election timeline and present the results of the election to the District Board.

9.3.9. At the Annual Business Meeting – the District Administrator will officially announce the results of the election to the Members in attendance. The President should ask for a motion to destroy the electronic voting data and if one is approved, the material should be destroyed by the webmaster.
9.3.10. Amendments to the Bylaws – A similar process to that above shall be followed when voting on changes to the Bylaws.

9.3.11. The following table contains several scenarios for the election timeline:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required Days Prior to end of Voting</th>
<th>Dates for mid-April Annual Mtg</th>
<th>Dates for early April Annual Mtg</th>
<th>Dates for late March Annual Mtg</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Candidates from Nominating Committee</td>
<td>75</td>
<td>1/15</td>
<td>1/8</td>
<td>12/25</td>
</tr>
<tr>
<td>Announcement of Candidates</td>
<td>60</td>
<td>1/30</td>
<td>1/23</td>
<td>1/9</td>
</tr>
<tr>
<td>Deadline for Additional Candidates by Petition</td>
<td>45</td>
<td>2/14</td>
<td>2/7</td>
<td>1/24</td>
</tr>
<tr>
<td>Start of Voting</td>
<td>30</td>
<td>3/1</td>
<td>2/22</td>
<td>2/8</td>
</tr>
<tr>
<td>End of voting</td>
<td>0</td>
<td>3/31</td>
<td>3/24</td>
<td>3/10</td>
</tr>
<tr>
<td>Conference Call with Candidates</td>
<td>4/1 to 4/7</td>
<td>3/25 to 3/31</td>
<td>3/11 to 3/17</td>
<td></td>
</tr>
<tr>
<td>Annual Business Meeting</td>
<td>4/14</td>
<td>4/7</td>
<td>3/24</td>
<td></td>
</tr>
</tbody>
</table>
10.0 **BUDGET**

10.1. The incoming President must prepare a proposed line-item budget for review and approval at the Year-End Board Meeting.

10.2. The budget should be submitted to the other Officers in advance of the Year-End Board Meeting for discussion.

10.3. The Bylaws require that the budget be adopted by the full District Board (see Bylaws Section 7.1).

10.3.1. Income – Income for the District is usually obtained from dues collected by ITE, from the return of the Annual Meeting net proceeds and from earnings on the District accounts.

10.3.2. Expenditures

   A. Accounting/Bank Fee – A fee may be collected by the financial institution(s) used.

   B. Annual Meeting Advance – An advance of $3,500 is typically given to the LAC for the Annual Meeting two years later. A return of at least $3,500 is expected (but not guaranteed) from the LAC for that year’s Annual Meeting. Both transactions usually occur at the Year-End Board Meeting.

   C. District Awards and Expenses – The District prepares plaques and certificates for various things. Typically, the District Administrator prepares the awards

   D. Board Expenses – The District pays for a meeting room, refreshments and lunch at the November Year-End Board Meeting.

   E. Burton Marsh Fellowship – The District typically sends ITE a check in the spring for $250 to support the Burton Marsh Fellowship.

   F. International Director Travel – The International Director is required to attend four meetings of the International Board each year as part of their duties. The District usually assists with these expenses by providing reimbursement of documented expenses as shown in the Budget.

   G. President's Travel – The Southern District may on occasion assist the President with travel expenses to allow travel to Board Meetings and Section meetings. Documented expenses may be reimbursed as shown in the Budget. This item is not always utilized.

   H. Executive Committee Travel - The Southern District may on occasion assist the Vice President and Secretary-Treasurer with travel expenses to allow travel to Board Meetings and Section meetings. Documented expenses may be reimbursed as shown in the Budget. This item is not always utilized.

   I. Misc. and Office Supplies – Office supplies are necessary from time to time. Much of the District’s business is conducted electronically now so the amount needed is less than it used to be.
J. LeadershipITE- SDITE has typically made a contribution to this International program from its Reserve Fund.

K. Printing and Postage – Large printing and postage costs are no longer needed because much of the District’s business is conducted electronically. However, minor expenses may occur.

L. Student Chapter Awards – The Southern District provides awards to the winning Student Chapters (typically $250 to the winner and $150 to the runner-up). These amounts are in addition to the amount each Student Chapter is given if they submit an annual report.

M. Student Chapter Grants – To encourage Student Chapters to submit annual reports on their activities, the Southern District provides grants to each Chapter that submits a report (typically $100).

N. Student Paper Awards – To encourage submission of technical papers by students, the Southern District provides awards to graduate and undergraduate winners (typically $300 each to the graduate and undergraduate winners and $150 to the graduate and undergraduate runner-up’s). This item should be reviewed periodically to determine if the award amounts need to be increased.

O. Student Paper Travel – The Southern District also provides funds (usually $200 for 2 students) to assist student paper winners to travel to the Annual Meeting to receive their award. Documented expenses may be reimbursed or billed directly to the District (usually hotel room) as shown in the Budget.

P. Website – Fees are typically charged for hosting the Southern District website.

Q. Traffic Bowl – Minor expenses will typically occur in the implementation of the Traffic Bowl.

R. Traffic Bowl Team Travel – To encourage attendance and participation by students at the Annual Meeting, the Southern District used to provide assistance with travel expenses to each Section that sends a Student Chapter team to participate in the Traffic Bowl. This financial assistance is now provided by the LAC budget.

S. Insurance – At the recommendation of International ITE, General Liability plus Director and Officer (D&O) insurance is purchased.

T. IRS Tax preparation – a qualified tax expert should prepare the SDITE tax forms.

U. Member Services – The Southern District has recently funded Member Services initiatives on a case-by-case basis. Funding may be requested for various action items.

10.4. The Southern District budget represents anticipated or expected income and expenses.

10.4.1. The income estimate is usually close to what will be collected.
10.4.2. What is actually spent will usually vary a little from the budget. Minor overages in individual categories are acceptable as long as the actual bottom line stays close to the budgeted bottom line. Some line items may not be used.

10.4.3. Major changes or additions to the budget during the year should be reviewed and approved by the Executive Committee.

10.5. The Southern District helps fund travel for the Student Traffic Bowl.

10.5.1. The Policy adopted at the Spring 2006 Board Meeting was that the Southern District will reimburse each Section for expenses they incurred in supporting a student team to the traffic bowl competition. In no cases shall the amount reimbursed be more than the actual costs. A more detailed description of the reimbursement guideline is included in Appendix Exhibit A-15. The maximum reimbursements are as follows.

A. Student teams traveling less than 400 miles one-way to the Annual Meeting Site will be reimbursed up to $500.

B. Student teams traveling 400 to 700 miles one-way will be reimbursed up to $750.

C. Student teams traveling more than 700 miles one-way will be reimbursed up to $1,000.

10.5.2. The ABD is currently awarding a cash prize worth $3,000 to the winning team. The District (through the LAC) is currently awarding $250 to each of the runner up finalists (total amount awarded is $1,500).

10.5.3. The SDITE Board has budgeted an amount to help the winning SDITE Traffic Bowl team travel to the International ITE Conference location to participate in the International ITE Traffic Bowl. This amount will be based on the reimbursement for actual expenses. A more detailed description of the International Traffic Bowl travel reimbursement guideline is included in Appendix Exhibit A-15. This reimbursement request must be submitted within thirty (30) days following the end of the ITE International Annual Meeting. The reimbursement package should include a one-page summary of all expenses claimed, the name and address for the reimbursement check, and copies of all receipts for which reimbursement is claimed.
11.0 SOUTHERN DISTRICT COMMITTEES

11.1 DUTIES AND RESPONSIBILITIES OF COMMITTEES

11.1.1. Much of the work of the Southern District is performed by committees. Most of the committees exist at the discretion of the President and the District Board.

11.1.2. Committees can be divided into standing and non-standing committees. Standing committees perform the same duties each year or continually operate over time while non-standing committees operate on an irregular basis or as-needed basis.

A. The current Standing Committees are as follows:

1. Annual Meeting Local Arrangements (LAC) Committee
2. Audit Committee
3. Awards Committee
4. Education and Student Chapter Committee
5. Historical Records Committee
6. Member Services
   a. Technical Knowledge
   b. Workforce Development
   c. Information, Communication, and Outreach
   d. Leadership Development
   e. Annual Meeting
   f. Young Members
7. Membership Committee
8. Nominations Committee
9. Student Traffic Bowl Committee
10. Tellers Committee

B. The only current non-standing committee is the Past Presidents Committee. It is only used when needed for special tasks.
C. The Bylaws contains requirements for the Nominations and Tellers Committees. No other committees are required by the Bylaws. The President is an ex-officio member of all committees, except the Nominations Committee.

11.1.3. Changes to Committees:

A. President and the Board may discontinue, change the role, change the operation or change the composition of any of the committees with the exception of what is required by the Bylaws for the Nominations and Tellers Committees.

B. The President and the Board may add both standing and non-standing committees as needed.

C. This manual should be updated to reflect these changes over time.

11.2. **ANNUAL MEETING LOCAL ARRANGEMENTS COMMITTEE (LAC)**

11.2.1. General - The Annual Meeting Local Arrangements Committee (LAC) is responsible for planning and hosting the District Annual Meeting. The Committee is responsible for everything from hotel arrangements to the technical program. The Committee is chaired by the SDITE Annual Meeting LAC Chair.

11.2.2. Status – The Annual Meeting Local Arrangements Committee is a standing committee.

11.2.3. Committee Chair -The Chair (or Co-Chairs) are selected by the host Section and approved by the Southern District Board.

11.2.4. Committee Members – See the Southern District’s Annual Meeting Manual for guidance.

11.2.5. Term of Service – See Annual Meeting Manual for guidance.

11.2.6. Coordination with Other Committees – The Local Arrangements Committee must work closely with the Annual Meeting Team from the Member Services Committee. The Chair should participate in activities of the Annual Meeting Team as an ex-officio member.


11.3. **AUDIT COMMITTEE**

11.3.1. General - The Audit Committee is responsible for reviewing the financial books from the previous year. They conduct an audit of the District financial records for the previous year prior to the Annual Meeting and present a report to the membership at the Annual Business Meeting.

11.3.2. Status – The Audit Committee is a standing committee.
11.3.3. Committee Chair - The incoming Secretary-Treasurer is the Chair of the Audit Committee. The Secretary-Treasurer should obtain digital copies of the following prior to the Annual Meeting:

A. Prior year end Financial Report (spreadsheets showing a comparison of the annual budget and actual expenses, reconciliation with account balances, income and details of individual expenses).

B. Copies of all expenses with documentation

C. Copy of bank statements to verify Financial Report

D. Copy of prior year tax return (if completed)

E. Copy of Annual Report for incorporation

F. Copies of insurance policies

11.3.4. Committee Members – The Chair (Secretary-Treasurer), in consultation with the President, should appoint at least three members to assist.

11.3.5. Term of Service – The Committee performs all of its duties leading up to and at the Annual Meeting.

11.3.6. Coordination with Other Committees – The Audit Committee is a stand-alone committee.

11.3.7. Duties - Conduct audit of the District financial records for the past year prior to the Annual Meeting.


B. Review budget and expenses for general agreement (minor overages are common, but any significant deviations should be footnoted).

C. Scan expenses for any unusual looking expenditure. If unusual expenditures exist, review backup documentation to understand expenditure.

D. Select a sample of expenses and make sure documentation exists for the expenses.

E. Review a copy of the tax returns for the previous year to ensure that returns have been filed (if prepared yet).

F. Review required Annual Report filing for incorporation to ensure annual filing and current status.

G. Review insurance policies to ensure current coverage
H. Sign Audit Committee Report form and note any comments (see Appendix Exhibit A-16).

I. Report to the membership at the Annual Business Meeting.

11.4. **AWARDS COMMITTEE**

11.4.1. General - The Awards Committee reviews nominations and selects recipients of the Southern District Individual Awards and Outstanding Section Awards.

11.4.2. Status – The Awards Committee is a standing committee.

11.4.3. Committee Chair - The Awards Committee is chaired by the SDITE second-year Past President.

11.4.4. Committee Members - The Chair should select a Past President or Past Section Representative to serve on the Committee. The Vice Chair of the Committee is the Immediate Past President and will serve as the Chair of the Committee the following year. The Immediate Section President, current Section Representatives or Section Officers may not sit on the committee.

11.4.5. Term of Service – The Chair of the Awards Committee serves a one-year term, beginning in the fall and ending the following spring (the Chair is the Past President with the term ending two years prior). For example, the 2018 SDITE President will serve as the Vice Chair for the Awards Committee for the Fall 2019-Spring 2020 period and serve as the Chair for the Fall 2020-Spring 2021 period.

11.4.6. Coordination with Other Committees – The Awards Committee is a stand-alone committee but must work closely with the Education and Student Chapter Committee.

11.4.7. Duties - Solicit nominations and select winners for the following awards:

   A. Joseph M. Thomas Young Member Award
   B. Excellence in Transportation Engineering Education Award
   C. John F. Exnicios Public Employee Service Award
   D. Private Sector Award
   E. Marble J. Hensley Outstanding Individual Activity Award
   F. Herman J. Hoose Distinguished Service Award
   G. Outstanding Section Awards (Group1 and Group 2)

11.4.8. The Committee work will begin in the fall of one year and finish in the spring of the next year.
11.4.9. Awards selected for a particular year are presented at the following year’s District Annual Meeting. For example, the 2018 winners would be presented their awards at the 2019 Annual Meeting.

11.4.10. The Chair is responsible for developing the submittal package for the International ITE awards.

11.4.11. Award Nomination and Selection Process:

   A. Individual Awards (Joseph M. Thomas Young Member Award, Excellence in Transportation Engineering Education Award, John F. Exnicios Public Employee Service Award, Private Sector Award, Marble J. Hensley Outstanding Individual Activity Award, and Herman J. Hoose Distinguished Service Award).

      1. Award Descriptions and Requirements – See Section 12.0.

      2. Timeline:

         a. Approximately October 1st, the Awards Committee Chair should solicit nominations from Committee Members, Section Representatives, District Officers, and Section Presidents with a deadline of approximately 75 days before the Annual Meeting. Nominations from a Section Representative may be from within that Representative's Section or from another Section. The Chair should forward the announcement to the Information Communication and Outreach (IC&O) Team for their use.

         b. Within 1-week of application deadline, the Chair should forward all nominations to the Awards Committee and ask them to rank their preferences for each award from the nominations. Rankings should be tallied as follows: #1 ranking = 10 points, #2 ranking = 9 points, #3 ranking = 8 points, etc. The nominee receiving the highest number of points will be the award recipient.

         c. Within 45 days of the Annual Meeting, the Chair should submit the Committee’s recommendation to the District President, requesting the concurrence of the Executive Committee. The winners should remain confidential.

      3. Format – The Awards Committee Chair should provide a standard form for the nominations.

      4. Eligibility – All nominees must be Members of the Southern District.

      5. The Awards Committee Chair should retain nominations from previous three years to pass on to the next year’s Chair for information and use if there is little response to the call for award nominations.

      6. Any Southern District Member can submit nominations but should be encouraged to do so through their Section Representative.
7. The Chair should review the requirements for International ITE Awards such as the Burton W. Marsh Distinguished Service Award, the Theodore M. Matson Memorial Award, and the Rising Star Award to determine if any of the Southern District Awards winners should be forwarded to ITE for their consideration.

8. Typically, the Chair will submit the Southern District’s Excellence in Transportation Engineering Education Award winner to ITE for the Wilbur S. Smith Distinguished Transportation Educator Award competition. The Chair should review ITE’s requirements and deadlines to make sure the District’s winner is forwarded to ITE.

B. Outstanding Section Awards (Group 1 and Group 2)

1. Award Descriptions and Requirements – See Section 12.9.

2. Timeline:
   
a. Approximately October 1st, the Awards Committee Chair should contact International ITE to obtain current requirements and deadlines for the competition. Every year the Awards Committee Chair should review the deadline, evaluation criteria and format used by ITE to ensure that the Southern District mirrors what ITE is using and adjust the District’s requirements accordingly.

b. The Chair should review the dates of the Annual Meeting and set the schedule accordingly.

c. Approximately October 1st, the Chair should ask each Section President to submit their Section Annual Report 75 days before the Annual Meeting. It would be good to copy Section Representatives on the correspondence. The submissions are required to be on the form that will be required by International ITE for its selection for the Section Activities Award. The Chair should forward the announcement to the Information Communication and Outreach (IC&O) Team for their use.

d. Within 1-week of application deadline, the Chair should forward the reports to the Awards Committee Members and have them rank their Outstanding Section preferences.

e. Approximately 45 days before the Annual Meeting, the Chair should submit the Committee’s selections to the District President, requesting the concurrence of the Executive Committee. The outcome should remain secret until the Annual Meeting Banquet.

f. At least 2-weeks before the Annual Meeting, the Chair should submit the Group 1 and Group 2 winning Sections’ reports to International ITE as required to have them compete for the International Section Activities Award.

3. Format - In order for the Section to qualify for the award on both the District and International level, the following must be submitted:
a. A summary of Section Activities for the year not to exceed 10 pages for Southern District and 20 pages for International ITE. The Southern District and International ITE evaluation criteria are:
   
i. Involvement of Section/Chapter Members – 20%
   ii. Administration and Finances – 10%
   iii. Advocacy (Outreach and Legislative Activities) – 15%
   iv. Well-balanced scope and format of meeting/technical activities – 40%
   v. Engagement of Student and Young Members – 15%

b. Any material beyond the Annual Report and Activities Summary must be labeled as attachments.

c. The submittal must be on the form contained in the current edition of the ITE and Council Awards manual.

4. Submittal to the District – Must submit an electronic application to the Southern District Awards Chair. This application must be in PDF format.

5. Awards Chair to complete the on-line Section Annual Report Form. This process includes attaching the Section Report to ITE and providing a brief commentary on the Section’s worthiness of being selected.

11.4.12. Preparation of Plaques and Certificates for all Awards - Preparation of all plaques and certificates shall be the responsibility of the District Administrator. The Awards Chair should provide the District Administrator with all winners at least 30-45 days prior to the meeting to ensure there is time to prepare the awards.

11.4.13. Preparation of Awards Booklets for Individual Awards:

A. An Awards Booklet should be prepared by the District Administrator to honor the individuals for whom the awards were named and to recognize previous award winners. These booklets should be presented to the winners along with the plaques and/or certificates.

   1. Booklets for the awards’ winners should contain the names of the current winners for that year. They are typically 8 ½ x 11 inches and in color.

   2. Booklets for the audience should not contain that year’s winners. They are typically half-size and black and white.

B. Awards booklets should include the following awards:

   1. Joseph M. Thomas Outstanding Young Member Award
   2. Excellence in Transportation Engineering Education Award
   3. John F. Exnicios Government Employee Outstanding Service Award
4. Private Sector Employee Outstanding Service Award
5. Marble J. Hensley Outstanding Individual Activity Award
6. Herman J. Hoose Distinguished Service Award
7. President’s Award (if presented)

C. The booklets should follow the outline used in the previous year. They should be kept on electronic file and updated as required each year before being prepared and presented.

11.4.14. Presentation of Awards:

A. The awards shall be presented at the Annual Meeting Banquet. The Awards Committee Chair typically presents the awards.

B. The Awards Committee Chair should discreetly check to see if the recipients will attend the Annual Meeting Banquet.

<table>
<thead>
<tr>
<th><strong>AWARDS COMMITTEE TIMELINE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October</strong></td>
</tr>
<tr>
<td><strong>November</strong></td>
</tr>
<tr>
<td><strong>January</strong></td>
</tr>
<tr>
<td><strong>February/March</strong></td>
</tr>
<tr>
<td><strong>April</strong></td>
</tr>
<tr>
<td><strong>May</strong></td>
</tr>
</tbody>
</table>

C. The awards should be presented by the Chair in the same order listed above for the booklets.
11.4.15. Following the Annual Meeting, the Awards Committee Chair should submit a list of all award winners to the Information Communication and Outreach (IC&O) Team and the Historical Committee Chair for their use.

11.4.16. Brief descriptions of these awards and past recipients are attached as Appendix Exhibit A-17.

11.5. **EDUCATION AND STUDENT CHAPTER COMMITTEE**

11.5.1. General - The Education and Student Chapter Committee’s purpose is to promote student activity within the District and to increase students’ desire to become transportation professionals. The Committee encourages involvement and increases awareness among students, chapter advisors, and chapter liaisons. The Committee is responsible for the Student Chapter competitions, student paper competitions and formation of new Student Chapters.

11.5.2. Status – The Education and Student Chapter Committee is a standing committee.

11.5.3. Committee Chair - The President appoints the Chair for a minimum two-year term.

11.5.4. Committee Members:

   A. The Chair of the Education and Student Chapter Committee, in consultation with the President, should appoint a minimum of 5 members. If possible, it would be good to have 8 members (one from each Section).

   B. In the last year that the Chair is to serve, the President should appoint a Vice Chair of the Education and Student Chapter Committee. The Vice Chair is usually someone who has served as a Member of the Committee. The Vice Chair will assume the Chair the year following appointment and serve as Chair for a minimum of two years.

11.5.5. Term of Service – the Chair and Members of the Education and Student Chapter Committee serve terms of two years at a minimum. Terms may be extended if agreeable to the President and those serving.

11.5.6. Coordination with Other Committees – The Education and Student Chapter Committee must work closely with the Awards Committee, the Information, Communication, & Outreach Team and the Workforce Development Team from the Member Services Committee.

   A. The Education and Student Chapter Committee Chair should regularly provide information to the Information Communication and Outreach (IC&O) Team on the Committee’s activities.

   B. The Chair should participate in activities of the Workforce Development Team as an ex-officio member.
11.5.7. Duties - The Education and Student Chapter Committee is responsible for encouraging student activity including the formation of new Student Chapters and overseeing all correspondence and notifications, distributing reports and student papers for evaluation and judging, and otherwise overseeing Committee operations.

11.5.8. International ITE has prepared a very comprehensive Student Chapter Manual. Among other topics, the manual outlines how to form a Student Chapter.

11.5.9. The Chair should retain copies of the most current editions of the International ITE Student Chapter Manual, the ITE Student Awards Manual, and the ITE Scholarship and Fellowship Awards Manual. Copies of the manuals should be distributed to each member of the Education and Student Chapter Committee and each Faculty Advisor.

11.5.10. The general duties of the Committee are:

A. Communication with Student Chapters
B. Evaluation of New Student Chapters
C. Student Paper and Student Chapter Award Competitions
D. Calculate the Student Chapter Vitality Performance Measure

11.5.11. Evaluation of Applications for New Student Chapters

A. The District Board shall issue Charters establishing Student Chapters at graduate or undergraduate schools whose standing is recognized by ITE, upon written request from the Faculty Advisor for transportation or traffic engineering courses. The Charter shall be in a form approved by the Board of Direction of the Institute.

B. Student groups desiring to form an ITE Student Chapter should contact International ITE to express their intent and request the proper materials.

1. International ITE sends the student group a copy of the ITE Student Chapter Manual and explains that the application package to be submitted must include a completed Student Chapter Charter, a copy of the Chapter Bylaws, a description of the academic program at the college or university, and a list of student members of ITE.

2. International ITE also explains that the charter is awarded by the District, and that the application package should be submitted to the Chair of the Education and Student Chapter Committee. International ITE furnishes the student group the name and address of the Committee Chair.

C. Upon receipt of the application package, the Education and Student Chapter Committee reviews the application and makes a recommendation to the Southern District Board, which grants or denies the charter application.
D. The Chair should track the progress of any applications with the District Board and remind the President to inform International ITE of any new charters that the Board approves.

11.5.12. Student Paper and Student Chapter Award Competitions:

A. In early September after the beginning of the new academic year, the Education and Student Chapter Committee Chair should notify the Student Advisors and Student Chapter Presidents of the Student Paper and Student Chapter competitions for the upcoming year so that students will have ample time for preparation.

B. In early January, the Chair should notify each Student Chapter Advisor and Student Chapter President of the March 1st deadline for the Student Paper and Student Chapter competitions.

1. The notification should indicate that Southern District provides a $300 award to the winner and a $150 award to the runner-up for both the undergraduate and graduate paper competitions, plus a travel reimbursement up to $200 to permit the author of an Outstanding Student Paper to attend the Southern District Annual Meeting (two students maximum).

2. The notification should also indicate that each Student Chapter that submits a report will receive $100, and the winner and runner-up Chapters will receive an additional $250 and $150, respectively.

3. It should be clearly noted that even though the District follows the ITE guidelines, our deadline of March 1st for both competitions will likely be earlier than that indicated in the ITE announcements. It is imperative that the Student Chapters and students comply with the March 1st deadline established by the District.

4. This notification of competition should also contain copies of the latest announcements from ITE, noting that the Student Chapter and students should check the new announcements to ensure that there are no changes.

C. Outstanding Student Paper Award (Graduate and Undergraduate):

1. Award Descriptions and Requirements – See Section 12.10.

2. ITE Notification - In early January, International ITE sends a letter to each student member outlining the student paper competition. It states that the paper is to be submitted to the Chair of the Southern District Education and Student Chapter Committee. ITE also sends a reminder letter to the Education and Student Chapter Committee Chair with the eligibility criteria, the time period for the award, and the criteria for judging.
3. Timeline:

a. Prior to March 1st, as entries are received by the Education and Student Chapter Committee Chair, a letter should be sent to the author of the paper acknowledging receipt, explaining that the review process takes considerable time and that the student may not hear about the results for six weeks.

b. March 1st – deadline for papers to be received.

c. Approximately March 1st, the Chair should forward copies of all papers submitted to the members of the Education and Student Chapter Committee for their ranking. The Chair should send a blank evaluation form to each Committee Member for ease of review and prompt response.

d. The Committee should review the papers and select a winner by March 15th, but at least 14 days prior to the Annual Meeting.

e. If a paper is worthy and if there is an opportunity on the Technical Program, the winners may be extended an invitation to present their papers at the Annual Meeting.

f. Approximately March 15th, the Chair should determine if any of the winning papers are worthy of inclusion in the Technical Program at the Southern District Annual Meeting. If so, the Chair should contact the LAC Chair for the meeting to see if space is available on the program.

g. The winners should be invited to attend the Southern District Annual Meeting to receive their award. If they are invited to present their papers, they should be told that they can receive a travel reimbursement up to the amount in the Southern District Budget.

h. Approximately March 15th, but at least 14 days prior to the Annual Meeting, the Chair should forward the names and addresses of the award winners to the Secretary-Treasurer and District Administrator so that certificates can be prepared.

i. Approximately March 15th, but at least 14 days prior to the Annual Meeting, the Chair should notify the District Administrator of the winners that will attend the Annual Meeting and the addresses of those that will not be attending. The District Administrator will write checks and mail them and the certificates to those who will not be attending. Those that will attend will receive their check and certificate at the Annual Meeting.

j. Prior to April 1st, the Chair should submit the winning papers to International ITE as required to have them compete for the International Student Paper Award. The notification to ITE normally includes the names and addresses of all students submitting papers, and the winning papers in the format required by ITE.
k. After April 1st, the Chair should also write to each student submitting a paper to notify them of the winner and to encourage them to remain active in ITE. The letter should be very positive and congratulate the students for their initiative. A copy should be sent to the appropriate Student Chapter Faculty Advisor.

4. Format - In order for a Student Paper to qualify for the award on both the District and International level, the following requirements must be met:

a. The paper must address a transportation engineering subject.

b. Maximum length - 15 pages; the page limit also includes title page, table of contents and any attachments.

c. Title page must have the title of the paper plus the author's name, ITE District Number, and mailing address where they can be contacted.

5. Submittal – Must submit a PDF of the paper to the Southern District Education and Student Chapter Committee Chair.

6. Eligibility:

a. The Southern District uses the same criteria as International ITE for eligibility. Each entrant must be a student member of ITE at some time during the academic year in which the paper is submitted and must have been a student member while completing the work that was the basis for the paper.

b. The Committee Chair should check with International ITE to confirm that each student submitting a paper is a student member of ITE.

c. The papers must be written by one student only, no student co-authors. Faculty Advisor co-authors are acceptable.

7. The Committee Chair normally keeps a copy of each paper for later reference and to resolve any controversies which may arise.

8. The judging of the papers is normally simplified if the Committee Chair prepares a score sheet listing the names of the candidates, the topics of their papers, the categories of judging, and the weight assigned to each category.

D. Outstanding Student Chapter Award

1. Award Descriptions and Requirements – See Section 12.11.

2. Timeline:

a. March 1st - deadline for reports to be received.
b. Approximately March 1st, the Chair should forward copies of all reports submitted to the members of the Education and Student Chapter Committee for their ranking.

c. The Committee should review and select winners by March 15th.

d. Approximately March 15th, but at least 14 days prior to the Annual Meeting, the Chair should forward the names of the winning Student Chapters to the District Administrator so that the certificates can be prepared. The President should be copied.

e. Prior to April 1st, the Chair should submit the winning Student Chapter to International ITE as required to have them compete for the International ITE Student Chapter Award.

f. Prior to the Annual Meeting, the Chair should provide a list of all Student Chapters that submitted reports along with the winners to the Secretary-Treasurer and District Administrator. The District Administrator will send checks to each Section for the respective Student Chapters and the Sections will then send each individual Student Chapter their $100 check.

g. At the Annual Meeting, the winning Student Chapter and runner-up will be announced. The checks for the award-winning Chapters will be presented to the winners at the Annual Meeting.

3. Format - In order for the Student Chapter to qualify for the award on the District and International level, the following must be submitted:

   a. Completed Section Annual Report (as shown in the ITE Student Awards and ITE Scholarship and Fellowship Awards manual).

   b. Maximum length - 15 double-spaced typed pages, including ALL attachments, title page and table of contents. Member rosters do not count towards the page limit and may be included at the back of the application.

   c. The annual report forms may still be used as part of the award submittal, as long as the entire document does not exceed 15 pages.

   d. The Student Chapter Award is currently based on a year extending from April 1st to March 31st.

4. Submittal – Must submit a PDF application to the Southern District Education and Student Chapter Committee Chair.

5. Copies of winning reports may be furnished to any Student Chapter that requests them.
### EDUCATION AND STUDENT CHAPTER COMMITTEE TIMELINE

<table>
<thead>
<tr>
<th>September</th>
<th>Contact each Student chapter to verify contact info</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Notify Information Communication and Outreach (IC&amp;O) Team of upcoming Student Paper and Student Chapter competitions.</td>
</tr>
<tr>
<td></td>
<td>Notify Student Chapters of upcoming Student Paper and Student Chapter competitions</td>
</tr>
<tr>
<td></td>
<td>Send Student Chapter contact info to the Information Communication and Outreach (IC&amp;O) Team</td>
</tr>
<tr>
<td>December</td>
<td>Submit Report to President for Year-End Board Mtg</td>
</tr>
<tr>
<td>February</td>
<td>Contact Student Chapter Advisors and Presidents to formally announce competitions and deadlines</td>
</tr>
<tr>
<td></td>
<td>Send reminders to Student Chapter Advisors and Presidents about competitions and deadlines</td>
</tr>
<tr>
<td>March</td>
<td>Deadline for Student Papers and Chapter Reports to be received</td>
</tr>
<tr>
<td></td>
<td>Committee selects Paper winners. Contact LAC about inclusion of Papers on Annual Mtg Program. Committee selects Chapter winner. Winning Student Chapter to remain secret until Annual Mtg.</td>
</tr>
<tr>
<td></td>
<td>Submit list of winning authors to Secretary-Treasurer and District Administrator for checks and certificates (at least 14 days prior to Annual Meeting)</td>
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<tr>
<td></td>
<td>Notify Student Paper winners and invite to Annual Mtg to receive awards. Coordinate with LAC on possible paper presentation. Coordinate with District Administrator on travel reimbursement.</td>
</tr>
<tr>
<td></td>
<td>Submit Report to President for Year-End Board Mtg</td>
</tr>
<tr>
<td>April</td>
<td>Awards presented at Annual Meeting Traffic Bowl Finals</td>
</tr>
<tr>
<td></td>
<td>Prior to Apr 1 - Submit winning Papers and Chapter Reports to ITE for further competition</td>
</tr>
<tr>
<td>May</td>
<td>Submit list of Student Chapters that submitted reports along with winning Chapters to District Administrator for checks</td>
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### 11.6. HISTORICAL RECORDS COMMITTEE

#### 11.6.1. General - The Historical Records Committee ensures that District records of lasting value are compiled and retained in a central repository under his or her care.
11.6.2. Status – The Historical Records Committee is a standing committee.

11.6.3. Committee Chair - The President appoints the Chair for a minimum two-year term. The Chair serves as the Southern District Historian.

11.6.4. Committee Members:

A. The Historian often serves alone on this Committee. The Historian may add other members to the Committee as needed to assist and/or to carry out any special assignments given the Committee by the President.

B. In the last year that the Historian is to serve, the President should appoint a Vice Chair of the Historical Records Committee. This Vice Chair will assume the chair the year following appointment and serve as Historian for a minimum of two years.

11.6.5. Term of Service – the Southern District Historian serves a term of two years at a minimum. The term may be extended if agreeable to the President and the Historian.

11.6.6. Coordination with Other Committees – The Historical Committee operates alone but must rely on information provided by committees and Officers.

11.6.7. Duties:

A. The Chair will serve as the Southern District Historian and ensure that District records of lasting value are compiled, bound into an Annual File, and deposited in a central repository under his or her care. The Historian will maintain a detailed listing (or index) of items in the archived files and annually provide a copy of this listing to District Board members. The Historian also will compile an historical summary of the year's key activities and include such information in the bound copy of the Annual File as well as in a separate bound file containing historical summaries from past years.

B. The Vice Chair, appointed to serve the last year of the Historian's term, should learn the duties and responsibilities of the Chair and assume the responsibilities of the Historian the year after appointment.

C. The Historical Records Committee should periodically update the Southern District History document and forward to Webmaster to post on the SDITE website.

D. Some of the items that should be considered for retention are:

1. Notebooks from both the Annual Meeting and the Year-End Meeting.

2. Post-meeting Minutes by the Secretary.

3. List of annual award winners, paper winners, and Traffic Bowl Champion for updating our webpage.

4. LAC post-meeting report of that year's annual meeting.
5. Photographs taken at various activities that year.

6. Any pertinent officer electronic files produced during the year.

7. Any other useful information that any district officer deems worthy of archiving.

11.7. MEMBER SERVICES COMMITTEE

11.7.1. General - In the 2011 District Operations Manual there was a standing Strategic Planning Committee responsible for carrying out the Southern District Strategic Plan. In 2016 the District renamed the Strategic Planning Committee the Member Services Committee and embarked on a new Strategic Plan (see Section 4.0 of this Operations Manual). It was recognized that the old Strategic Planning Committee was carrying out member services and had matured into much more than executing a strategic plan. The Member Services Committee is comprised of the following teams:

A. Technical Knowledge
B. Workforce Development
C. Information, Communication, and Outreach
D. Leadership Development
E. Annual Meeting
F. Young Members

11.7.2. All but the Young Member team were part of the old Strategic Planning Committee. All these teams have the common goal of delivering member services to SDITE. At the Annual Meeting, the Member Services Teams gather for a work session on Monday during lunch, which is typically provided by the ABD.

11.7.3. Status – The Member Services Committee is a standing committee.

11.7.4. Committee Chair - The Member Services Committee Chair is appointed by the President. The Chair oversees all Member Services Committee activities and the Member Services Teams. The Member Services Committee Chair should be involved in new District strategic plans and any key initiatives.

11.7.5. Committee Members – Each team (or sub-committee) is led by a Team Leader. Each team is comprised of eight Team Members, one ideally from each Section. The Chair of the Member Services Committee in consultation with the President appoints the Team Leaders and the Team Leaders appoint the Team Members. For the Annual Meeting and Technical Knowledge Teams, committee members can and should come from past LAC chairs and the Technical Program chairs, respectively.
11.7.6. Terms of Service – The Chair and other members of the Member Services Committee typically serve two-year terms with the option of extending the terms.

11.7.7. Coordination with Other Committees and Duties of Each Member Service Team (See each team below)

11.7.8. Technical Knowledge

A. Coordination with Other Committees:

1. Workforce Development – to find targeted training opportunities focused on the future of the industry

2. Leadership – support with research and publications on leadership skills such as “change management” and “skills involving data driven decisions”

3. IC&O – prepare newsletter articles and member polls and surveys; and support the maintenance of presentations for future reference and sharing with local section memberships

4. Annual Meeting – assist the LAC Technical Sessions Chair with the topics, speakers and review of Call for Papers; also review and select the winners of the two technical paper awards

5. Young Members – utilize as a resource for new and cutting-edge information and technology; provide Young Members with technical knowledge resources

B. Duties:

1. Provide information and updates regarding the application of technology, data analytics, machine learning, and artificial intelligence and other new and burgeoning technologies

2. Research and publish technical articles on the above items, facilitate discussions within SDITE of emerging issues, and present best practices

3. Plan two sessions minimum at the Annual Meeting related to new technology in transportation


5. Provide assistance and advise the LAC in developing the Technical Program for the Annual Meeting

6. Record and keep records of the technical session’s attendance at the Annual Meeting

7. Evaluate the technical sessions at the Annual Meeting

8. Attend Annual Meeting and Year-End Board meeting
9. Lead a work session during the ABD lunch at the Annual Meeting

11.7.9. Workforce Development

A. Coordination with Other Committees:

1. IC&O and Technical Knowledge - find appropriate webinars to meet the needs of the membership
2. Leadership – develop training as needed for the membership

B. Duties:

1. Add leadership training modules beyond fundamentals
2. Assess the need for types of training desired by the membership
3. Prepare and distribute materials to Sections for “Transportation 101” training
4. Attend Annual Meeting and Year-End Board meeting
5. Lead a work session during the ABD lunch at the Annual Meeting

11.7.10. Information, Communication & Outreach (IC&O)

A. Coordination with Other Committees:

1. Annual Meeting – coordinates with SDITE LAC through this committee to promote the upcoming Annual Meeting through the newsletter, website, and social media
2. Technical Knowledge – archival of meeting materials and presentations on website
3. Young Members – special 2018 project to develop a Young Member ITE outreach video
4. Executive Committee – publishes election information and other updates to website as directed, and provides performance measures for Board Meetings
5. Other committees as needed

B. Duties:

1. Produces the monthly SDITE e-newsletter (The Connector)
2. Maintains the SDITE website (sdite.org)
3. Maintains the SDITE social media pages (Facebook, Twitter, Instagram, and LinkedIn)
4. Coordinates with ITE and Sections for updated membership contact information
5. Assists with various membership surveys
6. Promotes and tracks outreach resources and opportunities

7. Keeps Performance Measures records on Newsletter opens, students reached, and website hits

8. Attend Annual Meeting and Year-End Board meeting

9. Lead a work session during the ABD lunch at the Annual Meeting

10. Supports outreach activities.

11.7.11. Leadership Development

A. Coordination with Other Committees:

1. Workforce Development – Developing courses for the Leadership training

2. IC&O – Providing articles and material to promote Leadership program

3. Young Member – Coordinate to make sure course material addresses Young Member needs

B. Duties:

1. Provide leadership training to one Section per year

2. Add leadership training modules beyond fundamentals

3. Update and improve existing materials by updating text, improving subject matter from participant feedback, and utilizing new technologies

4. Market the Leadership Development training through brochures, newsletter articles, and other media / social media outlets

5. Track impact on the career of past leadership training participants

6. Work with Workforce Development to develop a mentoring program

7. Establish core teams and champions in every Section

8. Provide continuing support for Leadership graduates through newsletters, social media, and follow up training opportunities

9. Attend the Year-End Board Meeting and the Southern District Annual Meeting

10. Provide progress reports and update performance measures in advance of District Board meetings

11. Lead a work session during the ABD lunch at the Annual Meeting.
11.7.12. Annual Meeting

A. Coordination with Other Committees:

1. LAC’s, current and future

2. Technical Knowledge - With regard to the LAC Technical Sessions Chair with the topics, speakers and review of Call for Papers.

3. Other committees related to the Annual Meeting

B. Duties:

1. Maintain the Annual Meeting Manual

2. Maintain a database of Annual Meeting statistics including the Performance Measures of attendance

3. Maintain a library of Annual Meeting reports

4. Hold regular calls with the Annual Meeting Committee, comprised of regular committee members and future LAC members

5. Review future hotel contracts and advise the SDITE President on their appropriateness

6. Participate in the Wednesday morning LAC debriefing after each Annual Meeting

7. Conduct periodic Annual Meeting surveys to ascertain information

8. Evaluate Annual Meeting Performance Measures

9. Attend the Annual Meeting and Year-End Board meetings

10. Lead a work session during the ABD lunch at the Annual Meeting.

11.7.13. Young Members

A. Coordination with Other Committees:

1. IC&O – distribute the Young Members Scholarship application

2. LAC – arranging for Young Members events at the Annual Meeting

3. Technical Knowledge – creating technical sessions geared toward Young Members

4. Technical Knowledge – sharing the advertisement of the technical paper award

5. Student – inviting students to any/all Young Member events
B. Duties:

1. Continue to require recipients of the YM scholarships to actively participate on a committee

2. Create a Young Members Scholarship application

3. Advertise and review the applications for the Young Member scholarships

4. Coordinate with the LAC to host a student and Young Member event at the Annual Meeting

5. Compile a list of Young Member by Section annually

6. Compile a list of student members by Section annually

7. Prepare and distribute a letter to public agencies and consultants outlining the benefits for Young Members to attend the Annual Meeting

8. Attend the Annual Meeting and Year-End Board meetings

9. Lead a work session during the ABD lunch at the Annual Meeting.

11.8. MEMBERSHIP COMMITTEE

11.8.1. General - To be a member of the Southern District, membership in International ITE is required. The membership application and renewal process are handled by ITE. The Membership Committee is chaired by the SDITE Vice President and prepares reports on membership statistics for the District for presentation at SDITE Board Meetings.

11.8.2. Status – The Membership Committee is a standing committee.

11.8.3. Committee Chair - The Membership Committee is chaired by the current Vice President.

11.8.4. Committee Members – The Vice President may add other members to the Committee as needed to assist and/or to carry out any special assignments given the Committee by the President.

11.8.5. Term of Service – The Vice President serves as the Chair of the Membership Committee during his term as Vice President.

11.8.6. Coordination with Other Committees – The Membership Committee operates alone.

11.8.7. Duties:

A. The Vice President should prepare a report for each Board Meeting detailing membership data for each section within the District and the District as a whole (see Appendix Exhibit A-10).
B. Membership data should be tabulated by membership type. Raw data is available from ITE by request. The Secretary-Treasurer and District Administrator should have this file early in the year for use with the Election. It can be used for the Spring Board Meeting Report. If the Secretary-Treasurer does not have updated information before the Year-End Board Meeting, the Vice President should request an updated file from the District Administrator.

C. The Vice President should oversee any membership drives or other related projects.

D. International ITE handles all membership applications and renewals. Therefore, nothing is required regarding processing memberships.

<table>
<thead>
<tr>
<th>MEMBERSHIP COMMITTEE TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Feb-Mar</strong></td>
</tr>
<tr>
<td>Obtain membership data from the District Administrator or ITE and Prepare Report</td>
</tr>
</tbody>
</table>

11.9. **NOMINATIONS COMMITTEE**

11.9.1. General – The Nominations Committee is responsible for soliciting candidates for the various SDITE elected offices and selecting a slate to run for office for the next year.

11.9.2. Status – The Nominations Committee is a standing committee.

11.9.3. Committee Chair - The Nominations Committee is chaired by the SDITE immediate Past President.

11.9.4. Committee Members - The Chair, in consultation with the President, shall select one person from each Section (normally the Section’s immediate past president, but the Chair should select Section committee members who are knowledgeable about potential candidates’ experience with the District) to serve on the Committee. The immediate Past President of the Southern District may represent his or her Section.

11.9.5. Term of Service – The Chair of the Nominations Committee serves a one-year term, beginning in the fall and ending the following spring. For example, the 2018 President becomes the immediate Past President in 2019 and will serve as Chair of the Nominating Committee for the Fall 2019-Spring 2020 period.

11.9.6. Coordination with Other Committees – The Nominations Committee operates alone.

11.9.7. Duties – Nominate candidates for the following Southern District offices:

A. President – At least one candidate, typically the current Vice President
B. Vice President – At least one candidate, typically the current Secretary-Treasurer

C. Secretary-Treasurer – At least two candidates.

D. International Director – At least two candidates every third year. The election schedule is:
   2. Election: 2023- term of service: 2024, 2025, 2026
   3. Election: 2026- term of service: 2027, 2028, 2029
   5. Election: 2032- term of service: 2033, 2034, 2035

11.9.8. Nomination Process:

A. Approximately October 1st, the Chair should contact each Committee Member. The Chair should explain the process and ask them to recommend names to be considered.

1. The nominees for President and Vice President are typically the current Vice President and Secretary-Treasurer.

2. The Bylaws currently require at least two nominees for the Secretary-Treasurer office and at least two nominees for the International Director office (see Section 5.2 of the Bylaws).

3. To attempt to create as equal an opportunity as possible for candidates from smaller Sections, the Southern District Board has suggested that candidates from similar size Sections be paired against each in an election for Secretary-Treasurer. The two candidates should either both be from the four smaller Sections (Alabama, Deep South, Kentucky and South Carolina) or from the four larger Sections (Georgia, North Carolina, Tennessee and Virginia).

4. An effort should be made to spread the geographic representation of officers over time. Sections that have not had a Southern District Officer should receive special consideration for nominations. The Chair should have an idea of which Sections that the nominees should come from based on recent elections. The Chair should consult with recent Past Presidents if needed. When contacting the Committee Members, the Chair should tell them on which Sections to concentrate.
5. The committee needs to balance the desire to have good officer representation from all Sections versus the desire to have the best officers possible. Because of conflicting goals of representation versus the best candidates possible, the committee is afforded the discretion to act in the best interest of Southern District. This could mean that the candidates selected assure that one Section or group of Sections will win. Conversely, it could mean that the representation guidelines are foregone in favor of the best candidates possible. The committee must use judgement and context in making the decision on the prevailing criteria to be used. The committee should avoid nominating two candidates from the same firm or agency.

6. The Nominations Committee should select two potential candidates for Secretary-Treasurer and several alternates in case a nominee declines to run for office.

7. A similar process should be followed for years in which the International Director position must be filled, although it may not be as important to be sensitive to Section size or geographic representation.

B. Approximately December 1st, the Chair should contact the nominees selected by the Committee to determine their willingness to run. In the event a nominee is unwilling to run, one of the alternates should be contacted.

C. The Chair should request written permission to run for office from the nominees for the contested elections (Secretary-Treasurer and International Director). The Chair should also request short biographies for posting on the website (covering their education, professional experience, ITE activities and other professional activities).

D. Prior to the Year-End Board Meeting, the Chair should submit a report to the President with the status of the nomination process.

E. Around January 1st, but at least 90 days before the announced end of balloting, the Chair should send the list of candidates to the President. The President should review the list of nominees with the Executive Committee for concurrence.

F. After the first of the year, but at least 75 days before the announced end of balloting, the Chair must transmit the list of nominees to the current District Administrator along with each nominee’s written consent and biographies. Ideally, sending the names and biographies around January 1st will ensure that the appropriate timeline for the election is met.

G. The District Administrator should forward the list of the candidates and their biographies to the Information Communication and Outreach (IC&O) Team for their use.
11.10. **PAST PRESIDENTS COMMITTEE**

11.10.1. **General** - A Past Presidents Committee may be appointed as needed to address specific issues or perform special projects. The Committee traditionally studies areas of concern that are not covered by other committees and makes recommendations to the Board.

11.10.2. **Status** – The Past Presidents Committee is NOT a standing committee.

11.10.3. **Committee Chair** - The President should appoint a Past President as a Chair whenever the Committee is needed.

11.10.4. **Committee Members** – The Chair, in consultation with the President, may add other Past Presidents to the Committee as needed. The Past Presidents Committee will vary in size and composition depending on the assignment given by the President.

11.10.5. **Term of Service** – The Past Presidents Committee has no specific term of service. A Committee may be appointed by the President whenever needed and serves as long as needed to complete the assignment.

11.10.6. **Coordination with Other Committees** – The Past Presidents Committee operates alone.

11.10.7. **Duties** - The Past Presidents Committee will perform a task or project as directed by the President. The Chair will report findings or recommendations to the Board when finished.

11.11. **STUDENT TRAFFIC BOWL COMMITTEE**

11.11.1. **General** – The Southern District initiated a Traffic Bowl competition (William H. Temple Scholarship Challenge) at the District Annual Meeting in 2005. Each Section may send one team of students to compete in the Traffic Bowl. The Deep South Section can send two teams because it comprises two states (Louisiana and Mississippi). A team is comprised of up to three (3) ITE Student Members and may include 1 alternate student. Currently, the ABD sponsors a cash prize for the winning traffic bowl team. SDITE provides second and third place runner-up prizes for the other two teams progressing to the final round of competition.

11.11.2. **Status** – The Student Traffic Bowl Committee is a standing committee.

11.11.3. **Chair** - The President appoints the Chair for a minimum two-year term.
11.11.4. Committee Members:

A. The Chair often serves alone on the Student Traffic Bowl Committee. The Chair may add other members to the Student Traffic Bowl Committee as needed to assist.

B. In the last year that the Chair is to serve, the President needs to appoint a Vice Chair of the Committee. This Vice Chair will assume the Chair the year following appointment and serve as the new Chair for a minimum of two years.

11.11.5. Term of Service – the Chair serves a term of two years at a minimum. The term may be extended if agreeable to the President and the Chair.

11.11.6. Coordination with Other Committees – The Chair of the Student Traffic Bowl Committee must work closely with the Annual Meeting Local Arrangements Committee (LAC) and the ABD to plan and implement the Student Traffic Bowl.

11.11.7. Duties:

A. The Chair oversees the planning and operation of the Annual Student Scholarship Traffic Bowl. The ABD plays a major role in the Traffic Bowl.

B. The Chair is responsible for developing the questions for the competition. The Chair may ask other District Members to assist in this task.

C. The Chair should review the recommended reference materials for Traffic Bowl teams to ensure they are appropriate.

D. Each fall, the Chair should contact the Chair of the Education and Student Chapter Committee to provide details on the Traffic Bowl including any changes in the reference materials or operation of the Traffic Bowl.

E. The Chair is responsible to coordinate with the Annual Meeting LAC in order to include appropriate budget line items for the traffic bowl competition in the Annual Meeting budget. This includes budget line items for matching grant travel reimbursements (typically $5,000) and second and third place prizes ($1,500).

F. Prior to the Year-End Board Meeting, the Chair shall submit a report to the President outlining plans for the Traffic Bowl at the Annual Meeting. This report should include budget line item requests as required for Student Traffic Bowl operations. This could include travel expenses for the winning team to the International Meeting

G. Prior to the Annual Meeting, the Chair should contact the ABD and LAC to plan that year’s Traffic Bowl. Items to address include a meeting room for the teams to assemble, the traffic bowl venue, audio/visual equipment, etc.
H. At the Annual Meeting, the Chair should:

1. Meet with LAC and ABD representatives to review meeting room and audio-visual arrangements for the competition.

2. Attend the Spring Board Meeting to give a report on the competition.

3. Hold an organizational or information meeting for participating teams.

4. Review the competition format with the judges.

5. Attend the competition. Arrive early to ensure that everything is ready for the competition.

6. Attend the LAC post-meeting breakfast to discuss the competition with the following year's LAC chair.

I. Following the Annual Meeting, the Chair should:

1. Contact the Information Communication and Outreach Team (IC&O), and the Chair of the Education and Student Chapter Committee to inform them of the results of the Traffic Bowl. The President should be copied.

2. Review requests for traffic bowl matching grant travel reimbursements and recommend payment to the Annual Meeting LAC financial Chair.

3. Provide the winning team information on registration for ITE International Annual Meeting, including guidelines for requesting reimbursement of travel expenses.

4. Complete the report required by International ITE.

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<th>STUDENT TRAFFIC BOWL COMMITTEE TIMELINE</th>
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<td>Sept</td>
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<tr>
<td>Provide Traffic Bowl details to Education &amp; Student Chapter Committee</td>
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11.12. TELLERS COMMITTEE

11.12.1. General – A Tellers Committee is required by the Bylaws (Section 9.5 of the Bylaws). Because voting is now performed electronically, a traditional Tellers Committee is no longer needed to count votes. Now, the District Administrator and SDITE President constitute the Tellers Committee and review the electronic data. The Tellers Committee is responsible for counting the ballots for the election of Officers or amendments to the Bylaws and reporting the results at the Annual Business Meeting.

11.12.2. Status – The Tellers Committee is a standing committee.
11.12.3. Committee Members – At a minimum, the District Administrator and President are members of the Tellers Committee. Additional members may be added. The District Administrator serves as the Chair.

11.12.4. Term of Service – all work is performed prior to the Annual Meeting (see Section 9).

11.12.5. Coordination with Others – the committee works closely with the webmaster.

11.12.6. Duties:

   A. The District Administrator prepares a list of eligible voters for use in the election.

   B. The District Administrator receives the electronic voting data from the webmaster after the close of voting.

   C. The Committee reviews the data and verifies the winners.

   D. The District Administrator sets up a call with the Candidates and the Executive Committee to announce the election results. The President typically presides on the call and announces the results

   E. The District Administrator reports the results to the President at the end of the Annual Business Meeting. The President should ask for a motion to destroy the ballots.
12.0 AWARDS

12.1 SOUTHERN DISTRICT AWARDS PROGRAM

12.1.1. The Southern District established an awards program at the 20th Annual Meeting in Memphis, Tennessee. Additional awards have been added through the years. The program consists of awards to recognize individual or committee accomplishments, section awards and awards for students. For most awards, nominations are judged in December and January and awarded at the Southern District Annual Meeting. The awards presented at the Annual Meeting represent the accomplishments of the previous year. Previous winners are shown in Appendix Exhibit A-16.

12.1.2. The following is a list of current Southern District awards:

A. President’s Award
B. Joseph M. Thomas Young Member Award
C. Excellence in Transportation Engineering Education Award
D. John F. Exnicios Public Employee Service Award
E. Private Sector Award
F. Marble J. Hensley Outstanding Individual Activity Award
G. Herman J. Hoose Distinguished Service Award
H. Outstanding Section Awards (Group 1 and Group 2)
I. Outstanding Student Paper Award
J. Outstanding Student Chapter Award
K. Best Technical Paper Awards
L. Best Technical Committee Report Award

12.1.3. The Excellence in Transportation Engineering Education, Outstanding Section, Outstanding Student Paper and Outstanding Student Chapter award winners are submitted to International ITE for further competition.

12.1.4. The Awards Committee is responsible for the individual awards (Joseph M. Thomas Young Member, Excellence in Transportation Engineering Education, John F. Exnicios Public Employee Service, Private Sector, Marble J. Hensley Outstanding Individual Activity, Herman J. Hoose Distinguished Service) and the Outstanding Section Awards.

12.1.5. The President’s Award is a special award given to an individual for extraordinary service to the Southern District. The President may select a recipient with the approval of the Executive Committee. This award should not be given out annually, but only when merited.
12.1.6. The Education and Student Chapter Committee is responsible for the Outstanding Student Paper and Outstanding Student Chapter awards.

12.1.7. The Technical Knowledge Team is responsible for the Best Technical Paper awards for the member and young member categories.

12.1.8. The Awards Chair with the assistance of the District Administrator handles preparation of plaques and certificates for all the awards.

12.2. **PRESIDENT’S AWARD**

12.2.1. Definition of Award - The Award shall be presented to an individual who has made extraordinary contributions to the Southern District ITE.

12.2.2. Name of Award - The award is named the "President’s Award".

12.2.3. Eligibility – The individual should be a Member of the Southern District but does not have to be. A non-member who has made outstanding contributions to the Southern District may be considered.

12.2.4. Evaluation of Candidates - The individual shall have provided extraordinary service and made outstanding contributions to the Southern District over an extended period of time or for a significant project. The contributions shall not fall into the category of other individual awards or the individual shall already have received the individual awards for which the person is eligible.

12.2.5. Selection of Award Recipient – The President, with the approval of the Executive Committee, may select an individual to receive the award. The Award is intended to be made on rare occasions and should not be awarded every year.

12.2.6. Form of Award - Plaque or framed certificate.

12.3. **YOUNG MEMBER AWARD (JOSEPH M. THOMAS YOUNG MEMBER AWARD)**

12.3.1. Definition of Award - The Award shall be presented to an individual who, over that person’s young professional career, has contributed outstandingly to the advancement of transportation engineering and the Southern District ITE.

12.3.2. Name of Award - Because of its very nature and importance, the award is named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and his professional organization, an individual who, by his personal integrity, leadership and example inspires young professionals to greater service. The award shall be named the "Joseph M. Thomas Young Member Award."

12.3.3. Eligibility – The individual shall be a Member of the Southern District.
12.3.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, and leadership, and individual accomplishments such as traffic engineering innovations, technical research, and paper writing and organizational service such as meeting participation and Committee work. ITE organizational work to be considered may be on the District level or only on the Section level. The recipient shall be under the age of 35 years.

12.3.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Committee, no individual qualifies for this high award, none shall be given.

12.3.6. Form of Award - Plaque or framed certificate.

12.3.7. The Young Member award winner should also be nominated for the International ITE’s Rising Star Award.

12.4. OUTSTANDING EDUCATOR AWARD (EXCELLENCE IN TRANSPORTATION ENGINEERING EDUCATION AWARD)

12.4.1. Definition of Award - The Award shall be presented to an individual who, over that person's teaching career, contributed outstandingly to the education of future leaders in the transportation engineering field and to their local Section or the SDITE.

12.4.2. Name of Award - Because the South has been blessed with a number of outstanding educators at many of its Universities and, therefore, would be difficult to single out just one educator above all others, the award is not named after an individual. The award shall be named the "Excellence in Transportation Engineering Education Award".

12.4.3. Eligibility – The individual should be a Member of the Southern District.

12.4.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, and leadership; individual accomplishments such as education, mentoring, technical research, and publications; and organizational service such as Student Chapter leadership, Section and District meeting participation and committee or officer work.

12.4.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Committee, no individual qualifies for this high award, none shall be given.

12.4.6. Form of Award - Plaque or framed certificate.
12.5. **PUBLIC SERVICE AWARD (JOHN F. EXNICIOS OUTSTANDING PUBLIC SERVICE AWARD)**

12.5.1. Definition of Award - The award shall be presented to a member of the Southern District who, over a period of at least 10 years as an employee in government public service in the transportation field, has contributed outstanding service to the community, to the advancement of traffic and transportation engineering in the public sector arena, and the Southern District ITE.

12.5.2. Name of Award - Because of its very nature and importance, the award is named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and his professional organization, an individual who, by his personal integrity, leadership and example inspires young professionals to greater service. The award shall be named the John F. Exnicios Outstanding Public Service Award.

12.5.3. Eligibility – The individual shall be a Member of the Southern District.

12.5.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, leadership and individual accomplishments while employed in the public sector such as traffic engineering innovations, technical research, and paper writing, and organizational service such as meeting participation and Committee work. ITE organizational work to be considered may be on the District level or only on the Section level.

12.5.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Committee, no individual qualifies for this high award, none shall be given.

12.5.6. Form of Award - Plaque or framed certificate.

12.6. **PRIVATE SECTOR EMPLOYEE OUTSTANDING SERVICE AWARD**

12.6.1. Definition of Award - The recipient shall have spent a significant portion of his or her career in the private sector and served as a mentor or role model for the firm’s employees and actively contributed outstanding service to ITE and the Southern District. The recipient shall have at least 15 years of experience.

12.6.2. Name of Award – The award is not currently named after an individual and is now called the Private Sector Employee Outstanding Service Award.

12.6.3. Eligibility – The individual shall be a Member of the Southern District and spent a significant portion of his or her career in the private sector.

12.6.4. Evaluation of Candidates - The selection of the recipient is based on such personal traits as integrity, ethics, and leadership; and organizational service in ITE leadership positions at the Section, District and/or International levels.
12.6.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Committee, no individual qualifies for this high award, none shall be given.

12.6.6. Form of Award - Plaque or framed certificate.

12.7. OUTSTANDING INDIVIDUAL ACTIVITY AWARD (MARBLE J. HENSLEY OUTSTANDING INDIVIDUAL ACTIVITY AWARD)

12.7.1. Definition of Award - The Award shall be presented to an individual who, over one of the three previous years, has contributed outstandingly to the advancement of transportation engineering and the SDITE.

12.7.2. Name of Award - Because of its very nature and importance, the award is named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and his professional organization, an individual who, by his personal integrity, leadership and example inspires all of his fellow professionals to greater service. The award shall be named the "Marble J. Hensley Outstanding Individual Activity Award."

12.7.3. Eligibility – The individual shall be a Member of the Southern District.

12.7.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, and leadership, individual accomplishments such as traffic engineering innovations, technical research, and paper writing and organizational service such as meeting participation and Committee work.

12.7.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Committee, no individual qualifies for this high award, none shall be given.

12.7.6. Form of Award - Plaque or framed certificate.

12.8. DISTINGUISHED SERVICE AWARD (HERMAN J. HOOSE DISTINGUISHED SERVICE AWARD)

12.8.1. Definition of Award - The Award shall be presented to an individual who, over a period of years, has contributed outstandingly to the advancement of transportation engineering and the SDITE

12.8.2. Name of Award - Because of its very nature and importance, the award is named after an individual who has intrinsically and unselfishly given of his time and talents to the furtherance of his profession and his professional organization, an individual who, by his personal integrity, leadership and example inspires all of his fellow professionals to greater service. The award shall be named the "Herman J. Hoose Distinguished Service Award."

12.8.3. Eligibility – The individual shall be a Member of the Southern District.
12.8.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, and leadership, individual accomplishments such as traffic engineering innovations, technical research, and paper writing and organizational service such as meeting participation and Committee work.

12.8.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Committee, no individual qualifies for this high award, none shall be given.

12.8.6. Form of Award - Plaque or framed certificate.

12.9. **OUTSTANDING SECTION AWARD (GROUP 1 AND GROUP 2)**

12.9.1. Nature of Award - Award for the Sections which did the most to advance the traffic engineering profession in the past year. In order to allow adequate opportunities for both large and small Sections, the competition was divided into two categories for consideration of the Outstanding Section Award beginning in 1999. The four larger Sections (Georgia, North Carolina, Tennessee and Virginia) are assigned to Group 1 and the smaller Sections (Alabama, Deep South, Kentucky and South Carolina) are assigned to Group 2.

12.9.2. Name of Awards - "Outstanding Section - Group 1" and “Outstanding Section - Group 2”

12.9.3. Evaluation of Reports - The criteria to be utilized should mirror those that International ITE uses in its “Section Activities Award” competition. The International ITE Awards program manual states that the Section Activities Award is designed to encourage and promote active involvement by Sections in activities promoting the purpose and objectives of the Institute. It recognizes the overall quality of Section activities, be they technical or non-technical in nature, and may include technical meetings, technical committees, technical reports, seminars and training programs, student participation, career guidance, membership campaigns, public relations activities and others. Note – the Awards Committee Chair should review the evaluation criteria used by ITE every year to ensure that the Southern District mirrors what ITE is using. Southern District implemented a rule limiting the submittals to 10 pages, however International ITE has a 20-page limit including background materials.

12.9.4. Evaluation Criteria – The Section Activity award application should be judged based along the following criteria that is based on the ITE Section Activities Award competition:

A. Involvement of Section Members – 20%

B. Finances – 10%

C. Legislative Activities – 15%

D. Meeting/Technical Activities – 40%

E. Student Members – 15%
12.9.5. Selection of Award Winners - Each year, one Section from Group 1 and one Section from Group 2 will be selected as Outstanding Chapters. Runner-up winners may also be selected for each group. If, in the opinion of the Awards Committee and the Executive Committee, no Section qualifies for this award, none will be given for that year.

12.9.6. Form of Award – A traveling plaque for both Group 1 and Group 2 and framed certificates to winners and runner-ups.

12.10. OUTSTANDING STUDENT PAPER AWARDS (GRADUATE AND UNDERGRADUATE)

12.10.1. Nature of Award - All student members of the Institute of Transportation Engineers are invited to submit a written paper on a transportation-engineering topic for consideration in the Southern District Student Paper Award Competition. The purpose of the competition is to encourage student members of ITE to conduct and report on independent and original research and investigation of traffic or transportation engineering subjects, and to provide a means for recognizing outstanding accomplishment in this area. To provide a fair competition, The Southern District gives separate awards for graduate and undergraduate student papers.

12.10.2. Name of Awards – “Outstanding Graduate Student Paper” and “Outstanding Undergraduate Student Paper” Awards

12.10.3. Evaluation of Papers - The criteria to be utilized should mirror those that International ITE uses in its “Daniel B. Fambro Student Paper Award” competition. Note – the Awards Committee Chair should review the evaluation criteria used by ITE every year to ensure that the Southern District mirrors what ITE is using.

12.10.4. Evaluation Criteria - The Outstanding Student Paper Award submissions will be judged using the following criteria based on the International ITE Daniel B. Fambro Student Paper Award competition:

A. Originality – 20%
B. Significance – 20%
C. Scope and Format – 20%
D. Validity – 20%
E. Applicability – 20%

12.10.5. Selection of Award Winners - Each year, one Outstanding Student Graduate Paper and one Outstanding Undergraduate Student Paper will be selected as Outstanding Student Papers. Runner-up winners may also be selected for each group. If, in the opinion of the Education and Student Chapter Committee and the Executive Committee, no papers qualify for these awards, none will be given for that year.

12.10.6. Form of Award – Plaques or framed certificates for winner and runner-up of each group.
12.11. **OUTSTANDING STUDENT CHAPTER AWARD**

12.11.1. **Nature of Award** - Award to recognize the Student Chapter that did the most to introduce students to the transportation profession and supplementing their classroom and laboratory experiences as reflected in their Student Chapter Annual Report. The purpose of the Student Chapter Award is to encourage Student Chapters to achieve the objectives set forth in their charter and to provide a means for ITE to recognize outstanding accomplishments in such activities.

12.11.2. **Name of Award** - "Outstanding Student Chapter"

12.11.3. **Evaluation of Reports** - The criteria to be utilized should mirror those that International ITE uses in its “Section Activities Award” competition. Note – the Awards Committee Chair should review the evaluation criteria used by ITE every year to ensure that the Southern District mirrors what ITE is using.

12.11.4. **Evaluation Criteria** – The Outstanding Student Chapter Award application will be judged based using the following criteria based on the International ITE Student Chapter Award competition:

   A. Chapter Organization – 15%
   B. Chapter Activities – 55%
   C. Chapter Liaison with ITE Chapters, Sections, Districts and/or International – 25%
   D. Professionalism – 5%

12.11.5. **Selection of Award Winner** - Each year, one Student Chapter will be selected as the Outstanding Student Chapter. A Runner-up winner may also be selected. If, in the opinion of the Education and Student Chapter Committee and the Executive Committee, no report qualifies for this award, none will be given for that year.

12.11.6. **Form of Award** – Plaques or framed certificates for winner and runner-up.

12.12. **BEST TECHNICAL PAPER AWARDS**

12.12.1. **To promote new professional and technical approaches to transportation and traffic engineering challenges and to generate competition and encourage member participation on a technical level, the Southern District sponsors two technical paper competitions.**

12.12.2. **Name of Awards** – “Best Technical Paper Award” and “Best Young Member Technical Paper Award”

12.12.3. **Best Technical Paper Award** - Award for the best technical paper submitted by a member(s) of the Southern District (see Section 8.11). The paper may either be "Sponsored" implying that the paper was prepared essentially as part of the author's job responsibility and on company time OR "non-sponsored" implying that the paper was prepared on the author's own time and essentially apart from his/her job responsibility. Two categories exist for the Best Technical Paper Award:
A. Best Member Technical Paper - A sponsored or non-sponsored paper prepared by a Member or group of Members
B. Best Young Member Technical Paper - A sponsored or non-sponsored paper prepared by a Member or group of Members 35 years of age or less as of January 1st of the Annual Meeting year.

12.12.4. Evaluation Criteria for Papers - Five parameters shall be utilized to review the papers. These parameters and weighting factors are as follows:

A. Originality (20%) - To what degree does the subject matter and conclusions treat new ideas or call for a change in present thinking? How imaginative and original was the approach? To what degree were the qualities of inventiveness and ingenuity exercised?
B. Significance (20%) - To what extent are the contents of the paper a major contribution? Will it have a significant impact on safety or on major social factors?
C. Scope and Format (20%) - To what degree is the paper complete in relation to its stated purpose? Is the report well organized and illustrated to emphasize the important points and to read logically from the introduction to the conclusion? Is it as concise and consistent with the full expositions of data and reasoning essential to the conclusions?
D. Validity (20%) - How sound are the approach, data, and reasoning utilized in the paper?
E. Applicability (20%) - Can the results of the paper be applied in a practical manner toward solving traffic engineering or transportation problems? Does the paper lean toward practical, or theoretical applications?

12.12.5. Selection of Award Winners - Each year, winning papers will be selected by the Technical Knowledge Team for both the Best Technical Paper and Best Young Member Technical Paper categories. A runner-up (honorable mention) paper may be selected for each category. No ties will be permitted. If, in the opinion of the Awards Committee and the Executive Committee, no papers qualify for these awards, none will be given for that year.

12.12.6. Form of Award – Plaques or framed certificates for winners and runner-ups. The District may also, depending on budgetary considerations, offer a full registration to the Annual Meeting to the award winner in each category, and a half registration to the second-place winner in each category, or a cash equivalent award.

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<td>Technical Awards</td>
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12.13. BEST TECHNICAL COMMITTEE REPORT AWARD

12.13.1. Nature of Award - Award for the best technical report submitted by a committee from a Section of the Southern District.

12.13.2. Name of Award – “Outstanding Technical Committee Report” Award

12.13.3. Evaluation Criteria for Reports - Five parameters shall be utilized to review the reports. These parameters and the weighting factors are as follows:

A. Originality (20%) - To what degree does the subject matter and conclusions treat new ideas or call for a radical change in present thinking? How imaginative and original was the approach? To what degree were the qualities of inventiveness and ingenuity exercised?

B. Significance (20%) - To what extent are the contents of the paper a major contribution? Will it have a significant impact on safety or on major social factors?

C. Scope and Format (20%) - To what degree is the paper complete in relation to its stated purpose? Is the report well organized and illustrated to emphasize the important points and to read logically from the introduction to the conclusion? Is it as concise and simple as possible, consistent with the full expositions of data and reasoning essential to the conclusions?

D. Validity (20%) - How sound are the approach, data, and reasoning utilized in the paper?

E. Applicability (20%) - Can the results of the paper be applied in a practical manner toward solving traffic engineering or transportation problems? Does the paper lean toward practical or theoretical applications?

12.13.4. Selection of Award Winners - Each year, a winning report will be selected. A runner-up (honorable mention) report may be selected. No ties will be permitted. If, in the opinion of the Awards Committee and the Executive Committee, no papers qualify for these awards, none will be given for that year.

12.13.5. Form of Award – Plaques or framed certificates for winners and runner-ups.

12.13.6. Refer to Technical Awards timeline in previous section.
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IV. External Influence

**Goal**: Improve SDITE’s influence in transportation education, decision making and policy development

**Tasks**:
- Keep members up to date on new technologies and industry trends
  - Technical Knowledge Committee plan at least two sessions per Annual Meeting related to new technology in transportation
  - Post quarterly updates on new technologies in SDITE communications
- Prepare and distribute materials to Sections for “Transportation 101” training for:
  - Public and private sector engineers and planners, with special focus on outreach to public sector employees
  - Elected officials
- Expand the leadership module on “Dealing with Elected Officials” to cover skills in flexibility, influence, and building consensus
  - Offer a session on dealing with elected officials at the Annual Meeting
- Create an Advocacy Committee to participate in ITE International’s Advocacy Network, monitor transportation issues important to SDITE, and provide information to members

VII. Section Support / Consultation

**Goal**: Provide resources and support to Sections that request help to become more effective

**Tasks**:
- A District officer meets with each Section President and Section Representative annually to:
  - Learn about Section activities and needs
  - Offer support and best practices from other Sections
  - Communicate District resources
  - Start a relationship with incoming Section officers
- Create a resource team of Past Presidents (Section & District) that is on-call for consultation and support by request of the Section. Consultation topics might include:
  - Hotel contracts (coordinate assistance with Annual Meeting committee)
  - Strategic planning
  - Restructure Section Reports and reporting at District Board meetings to foster idea sharing and problem solving
  - Website content and upgrades
  - Membership outreach
  - Operating procedures

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**SDITE 2022 Strategic Plan**

**Vision**

We actively promote regional collaboration through idea sharing between Sections and supporting the professional growth of our members. We are an influential voice for transportation education, information, and policy outside our organization.

**Mission**

We will equip and energize our members and Sections to become leaders in the transportation profession.

**Core Values**

**Approachable & Supportive**
- Engaged in our communities
- Provider of impactful services to help our members

**Knowledgeable**
- Provide programs for technical and professional growth
- Support idea sharing between members

**Honest**
- Ethical and transparent in our actions and policies
- Faithful to the needs of our members

**Collaborative**
- Help Sections succeed at the local level
- Support regional idea sharing
- Facilitate fellowship and fun
I. Communication

**GOAL:** Provide relevant, timely, and pertinent information to help people grow and facilitate interaction between individual members and Sections.

**TASKS:**
- Establish regular communication with Section leadership
  - Tell us (District what you (Section) are doing
  - How can we (District) help you (Section)?
- Find out what information members need and want to know
  - Small group discussions and test groups
  - Number and location of website hits
  - Number of clicks from newsletter articles
  - Want to receive information
- Share information weekly with membership and evaluate frequency based on member feedback
- Share committee organizational structure, leadership transition, membership, and responsibilities on website and in newsletter
- Investigate and recommend a tool to better facilitate interaction between members
- Work with ITE International to obtain timely member contact information on a regular basis

II. Organizational Structure and Processes

**GOAL:** Improve service delivery to members and Sections and encourage greater active participation

**TASKS:**
- Engage Sections in a visioning exercise to help develop a revised SDITE organizational structure
- Engage Sections to help more clearly define the role of the Section Representative and Section Report to provide better benefits to each Section
- Evaluate nominations and award processes and criteria
  - Consider an award category for projects
  - Consider a Friend of Transportation award category for public officials
- Immediate Past President to lead a high-level annual review and reevaluation of the Operations Manual (1st Quarter) with a more in-depth overall review every five years
- Refine the existing SDITE performance measures to gauge impact, not just activity
- Evaluate the Annual Meeting agenda with a special committee appointed by the President. Pay special attention to:
  - Banquet
  - Wednesday program

III. Financial

**GOAL:** Develop a financial strategy for SDITE that defines funding sources, projects future needs, and assures adequate resources for member services

**TASKS:**
- Executive Board to appoint a special committee
- Evaluate practices for raising and allocating excess revenue from Annual Meetings
- Examine other revenue streams not associated with the Annual Meeting

- Evaluate whether member services should extend to Section affiliates (non-SDITE members) and make a policy recommendation to the SDITE Board of Directors
- Develop a consistent strategy for funding general operating and member service activities that provides a schema for prioritizing funding requests

IV. People Development

**GOAL:** Strengthen SDITE by providing impactful service to our members

**TASKS:**
- Continue to enhance and deliver a leadership training course
  - Goal of one Section per year
  - Incorporate 360° assessment tool in the training
  - Add leadership training modules beyond fundamentals
  - Track impact on the career of past leadership training participants
  - Review modules to address the needs of young professionals
  - Continue to deliver communication training
- Research sources of project management training for public agency employees and distribute information to members and Sections
- Assess the need for training in the following topics and prioritize implementation
  - Business finance
  - Project finance and management
  - Assess the usefulness and administrative support requirements for providing training to members through webinars
  - Facilitate on-the-job leadership training through service on committees
  - Encourage committee chair job shadowing, especially with Young Members
  - Recruit Local Arrangements Committee (LAC) members to serve on other committees after the Annual Meeting
  - Passabke all levels of Section leadership to consider serving on SDITE committees
  - Offer a facilitated topical panel discussion of senior and young professionals at the Annual Meeting designed for Young Members

V. Increase Member Engagement

**GOAL:** Improve active participation by a greater number of members to effectively distribute workload and energize the District

**TASKS:**
- Clearly define each committee's membership, purpose, structure, and tasks; communicate to SDITE members by posting committee information on the website
- Require every committee to include representation from each Section with emphasis on diversity (e.g., gender, race, age, practice area)
- Continue to require recipients of Young Member scholarships to actively participate on a committee
- Send out Young Member scholarship application notice after the LAC “Call for Papers”
- Increase financial support of Young Member scholarships as additional funds are available in the SDITE budget
- Host a student and Young Member event at the Annual Meeting
EXHIBIT A-2 – SDITE Performance Measures

<table>
<thead>
<tr>
<th>2017 SDITE Performance Measures</th>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Meeting Attendance</td>
<td>Leadership Training</td>
</tr>
<tr>
<td>Eval of Tech Sessions</td>
<td>Website Hits</td>
</tr>
<tr>
<td>Technical Session Attendees</td>
<td>Professional Development Training</td>
</tr>
<tr>
<td># of Student Reached</td>
<td>Core Competency Training</td>
</tr>
<tr>
<td>Reserve Fund to Goal</td>
<td>Student Vitality</td>
</tr>
<tr>
<td>Newsletter Opens</td>
<td>No Updates</td>
</tr>
</tbody>
</table>

Legend: Positive Trend, No Major Changes, Negative Trend, No Updates
SDITE Performance Measure #1: Reserve Fund

**Responsibility:** District Administrator

**Last Update:** 11/09/2017

### PM Tracks
- Yearly Reserve Fund Balance
- Recommended increase in Reserve Fund

### Measures
- Sustainability of Organization

### Influences:
- Annual Meeting Success
- SDITE Board Policies

### Maintain Goal
- Maintain Yearly Fund Goal

### Stretch Goal
- Identify 5 Year Spending Needs and District’s ability to cover increasing costs of special projects each year

---

### RECOMMENDED INCREASE IN RESERVE FUND GOAL

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Budget</td>
<td>$37,560</td>
<td>$30,550</td>
<td>$40,560</td>
</tr>
<tr>
<td>Dues</td>
<td>$22,000</td>
<td>$25,450</td>
<td>$29,000</td>
</tr>
<tr>
<td>Annual Mtg Budget</td>
<td>$150,000</td>
<td>$148,000</td>
<td>$190,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$165,560</td>
<td>$153,100</td>
<td>$201,560</td>
</tr>
<tr>
<td>75% OF TOTAL</td>
<td>$124,170</td>
<td>$114,825</td>
<td>$151,170</td>
</tr>
<tr>
<td><strong>3 YEAR AVERAGE</strong></td>
<td>$130,055</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recommended Goal</strong></td>
<td>$130,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. Reserve Goal Amt = (Annual Mtg + Op Budget - Dues) * 0.75
2. 3 year average (2014-2016) goal would be $130,000

---

### Current Year Highlights
1) Maintained Goal

### Next Steps
- Prepare for possible 2020 Joint Meeting Impacts

---

### YEARLY RESERVE FUND BALANCE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>$109,181</td>
<td>$109,181</td>
<td>$109,181</td>
<td>$109,181</td>
<td>$109,181</td>
<td>$130,000</td>
<td>$130,000</td>
</tr>
<tr>
<td>Balance</td>
<td>$72,029</td>
<td>$93,976</td>
<td>$120,407</td>
<td>$140,000</td>
<td>$177,000</td>
<td>$183,000</td>
<td>$176,000</td>
</tr>
</tbody>
</table>

**Notes:**
1. Reserve Goal based on Policy adopted at December 2014 Board Mtg
2. Reserve Goal increased to $130,000 for 2016
3. 2017 Year End Reserve Fund Balance is estimated
# SDITE Performance Measure #2: Technical Session Attendance at Annual Meeting

**Responsibility:** Technical Knowledge Team  
**Last Update:** 2016

<table>
<thead>
<tr>
<th>PM Tracks</th>
<th>Measures</th>
<th>Influences:</th>
</tr>
</thead>
</table>
| - The Number of Attendees at each Technical Session of the Annual Meeting | - Sustainability of Organization | - Location of Annual Meeting  
- Topics / Speakers Selected |

<table>
<thead>
<tr>
<th>Maintain Goal</th>
<th>Stretch Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Current Year Highlights

1) 1

## Next Steps

- Evaluate the process for selected topics and speakers to include combination of abstracts and persons with specialty skills and experiences needed to enhance the meetings presentations
SDITE Performance Measure #3: Technical Session Evaluation at Annual Meeting

Responsibility: Technical Knowledge Team

Last Update: 2016

Influences:

- Quality of Annual Meeting

Stretch Goal:
- Improve overall score by 5% each year

Maintain Goal:
- Meet average score from previous annual meeting

Update Since Last SDITE Board Meeting: No Update; Expected in November 2017

Current Year Highlights:

Next Steps:

1) 1
**SDITE Performance Measure #4: Annual Meeting Attendance**

**Responsibility:** SPAM Team

**Last Update:** 2016

<table>
<thead>
<tr>
<th>PM Tracks</th>
<th>Measures</th>
<th>Influences</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The Number of Attendees at the SDITE Annual Meeting</td>
<td>- Sustainability of District</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintain Goal</th>
<th>Stretch Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Keep same number of attendees (while considering location, Section size, etc.).</td>
<td>- Increase attendance at multiple membership levels (member, young member, first time attendees and non-member)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Year Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Track specific groups year to year (students, young members, etc)</td>
</tr>
</tbody>
</table>
SDITE Performance Measure #5: Annual Meeting Evaluation

Responsibility: SPAM Team

PM Tracks
- The Evaluation of different aspects of the SDITE Annual Meeting

Measures
- Quality of Annual Meeting

Influences:
- 

Maintain Goal
- Meet average score of "Satisfactory" at each annual meeting.

Stretch Goal
- Improve overall score by 5% each year

Current Year Highlights
1) 

Next Steps
1 Determine if there are specific elements of meeting to track each year
   - get feedback on topics for next years
SDITE Performance Measure #6: Newsletter Opens

Responsibility: IC&O Team
Last Update: 11/7/2017

PMI Tracks
- # Number of Members on Distribution List
- Number of Unique Opens | Members who open

Measures
- Sustainability of communication

Influences:
- Member Information on District Activities
- Technical Knowledge Sharing

Maintain Goal
- Maintain Distribution List and Open %

Stretch Goal
- Increase Open % by identifying members who actively read newsletter, decrease the bounce rate, and increase Clicks per

SDITE Newsletter Tracking

Current Year Highlights
1) Hit all time highs in readership

Next Steps
- Evaluate Customer Satisfaction
- Validate content meets customer needs
- Identify Additional Services to provide
SDITE Performance Measure #7: # of Student Reached

Responsibility: IC&O Team

PM Tracks
- # Number of Student Reached
- The Number of SDITE Members Involved

Measures
-

Influences:
-

Maintain Goal
- Consider Removing or Updating this Performance Measure

Stretch Goal
-

Update Since Last SDITE Board Meeting: No Update

REVISIT IN SPRING 2018 when New Outreach Plan is in place

Current Year Highlights
1) 1

Next Steps
- Determine Future of this PM
SDITE Performance Measure #8: Website Hits

Responsibility: IC&O Team

**PPM Tracks**
- Number of View and Visitors to the SDITE Website

**Measures**
- Sustainability of organization and communication

**Influences:**
- Member Information about SDITE
- Outside Members interested in SDITE

**Maintain Goal**
- Maintain webpage traffic similar to previous year.

**Stretch Goal**
- Increase view and visitors through strategic coordination of website, newsletter, and social media through the year.

Update Since Last SDITE Board Meeting: Updated as of 11/7/2017

**Website Views and Visitors by Month**

Current Year Highlights:
1) First full year of new website
2) Framework for sharing new information

**Next Steps**
- Evaluate Customer Satisfaction
- Ensure Customer needs are met
- other opportunities to meet customer needs
SDITE Performance Measure #9: Leadership Training

Responsibility: Leadership Team

- **PM Tracks**
  - Total Leaders Trained by Year
  - Total Leaders Trained by State

- **Measures**
  - Vitality of the SDITE Leadership program.

- **Influences:**
  - Leadership development for SDITE Members and SDITE / Section partners

- **Maintain Goal**
  - Continue to show activity each year.

- **Stretch Goal**
  - 2 Training Sessions each Year throughout the District

**Update Since Last SDITE Board Meeting: 10/23/2017**

- **Total Leaders Trained by Year**
- **Total Leaders Trained by State**

**Current Year Highlights**

1) 16 new students trained in 2017 (9 students in TN and 7 students in AL).
2) ALDOT continues to train students in their leadership program which was developed and based off SDITE Leadership Training ("grandbabies").
3) We continue to offer weekly updates on social media outlets to keep graduates informed on leadership focused articles and material.
4) The Leadership Development committee assisted with Communications Train the Trainer course in Atlanta 2017.
5) SDITE Communications Training was taught for the first time in the Fall 2017 for the TN and AL sections.

**Next Steps**

- Incorporate evaluation of leadership program
- Incorporate stakeholder impact (follow-up results, multi-level feedback, certification process?)
### SDITE Performance Measure #10: Membership

**Responsibility:** VP / Membership Committee  
**Update:** 11/5/2017

#### PM Tracks
- Membership Across Multiple Categories

#### Measures
- Sustainability

#### Influences:
- 

#### Maintain Goal
- Maintain Membership

#### Stretch Goal
- 5% Growth across all areas

<table>
<thead>
<tr>
<th>Section</th>
<th>Members</th>
<th>Member Life, Prepaid and Retired</th>
<th>Fellows</th>
<th>Fellow Life, Prepaid and Retired</th>
<th>Honorary</th>
<th>Total Voting Mbrs</th>
<th>Student</th>
<th>Total Non-Voting Mbrs</th>
<th>Total Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>83</td>
<td>5</td>
<td>7</td>
<td>14</td>
<td>0</td>
<td>109</td>
<td>13</td>
<td>13</td>
<td>122</td>
</tr>
<tr>
<td>Deep South</td>
<td>159</td>
<td>9</td>
<td>8</td>
<td>1</td>
<td>0</td>
<td>176</td>
<td>30</td>
<td>30</td>
<td>306</td>
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<tr>
<td>Georgia</td>
<td>223</td>
<td>12</td>
<td>13</td>
<td>15</td>
<td>0</td>
<td>268</td>
<td>13</td>
<td>13</td>
<td>281</td>
</tr>
<tr>
<td>Kentucky</td>
<td>49</td>
<td>9</td>
<td>0</td>
<td>11</td>
<td>0</td>
<td>69</td>
<td>1</td>
<td>1</td>
<td>70</td>
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<tr>
<td>North Carolina</td>
<td>205</td>
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<td>17</td>
<td>31</td>
<td>0</td>
<td>278</td>
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<td>6</td>
<td>284</td>
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<tr>
<td>South Carolina</td>
<td>49</td>
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<td>5</td>
<td>15</td>
<td>0</td>
<td>76</td>
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<tr>
<td>Tennessee</td>
<td>195</td>
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<td>24</td>
<td>0</td>
<td>249</td>
<td>29</td>
<td>29</td>
<td>278</td>
</tr>
<tr>
<td>Virginia</td>
<td>132</td>
<td>25</td>
<td>13</td>
<td>24</td>
<td>0</td>
<td>154</td>
<td>22</td>
<td>22</td>
<td>196</td>
</tr>
<tr>
<td><strong>Total District 5</strong></td>
<td><strong>1,086</strong></td>
<td><strong>105</strong></td>
<td><strong>75</strong></td>
<td><strong>142</strong></td>
<td><strong>1</strong></td>
<td><strong>1,409</strong></td>
<td><strong>142</strong></td>
<td><strong>142</strong></td>
<td><strong>1,553</strong></td>
</tr>
</tbody>
</table>

As of 12/31/2016

<table>
<thead>
<tr>
<th>Section</th>
<th>Members</th>
<th>Member Life, Prepaid and Retired</th>
<th>Fellows</th>
<th>Fellow Life, Prepaid and Retired</th>
<th>Honorary</th>
<th>Total Voting Mbrs</th>
<th>Student</th>
<th>Total Non-Voting Mbrs</th>
<th>Total Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>74</td>
<td>5</td>
<td>7</td>
<td>14</td>
<td>0</td>
<td>100</td>
<td>13</td>
<td>13</td>
<td>113</td>
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<tr>
<td>Deep South</td>
<td>154</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>1</td>
<td>183</td>
<td>44</td>
<td>44</td>
<td>227</td>
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<tr>
<td>Georgia</td>
<td>230</td>
<td>16</td>
<td>12</td>
<td>16</td>
<td>0</td>
<td>274</td>
<td>18</td>
<td>18</td>
<td>292</td>
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<tr>
<td>Kentucky</td>
<td>44</td>
<td>9</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>63</td>
<td>2</td>
<td>2</td>
<td>68</td>
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<tr>
<td>North Carolina</td>
<td>203</td>
<td>24</td>
<td>18</td>
<td>28</td>
<td>0</td>
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<td>281</td>
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<tr>
<td>South Carolina</td>
<td>84</td>
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<td>4</td>
<td>18</td>
<td>0</td>
<td>80</td>
<td>15</td>
<td>15</td>
<td>98</td>
</tr>
<tr>
<td>Tennessee</td>
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<td>23</td>
<td>0</td>
<td>258</td>
<td>43</td>
<td>43</td>
<td>301</td>
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<tr>
<td>Virginia</td>
<td>149</td>
<td>17</td>
<td>13</td>
<td>28</td>
<td>0</td>
<td>204</td>
<td>8</td>
<td>8</td>
<td>212</td>
</tr>
<tr>
<td><strong>Total SDITE</strong></td>
<td><strong>1,113</strong></td>
<td><strong>106</strong></td>
<td><strong>74</strong></td>
<td><strong>142</strong></td>
<td><strong>1</strong></td>
<td><strong>1,436</strong></td>
<td><strong>174</strong></td>
<td><strong>174</strong></td>
<td><strong>1,610</strong></td>
</tr>
</tbody>
</table>

### Current Year Highlights
1. 1

### Next Steps
- Track impact of changes to Section affiliates
Responsibility: Student & Education Committee

**PM Tracks**
The vitality (health) of Student Chapters within the Southern District.

**Measures**
1. Did the chapter submit a chapter report?
2. Did they compete in a Traffic Bowl (Section or District)?
3. Did they submit a student paper?
4. How many students attended a Section or Annual Meeting?
5. Have they held at least two chapter meetings during the year?

**Influences:**
- Faculty involvement
- Section involvement
- Traffic Bowl Participation

**Maintain Goal**
- Maintain Overall Average of 3.0 for District

**Stretch Goal**
Our year end goal is to have the overall SDITE student chapter vitality score average reach 3.5 or higher by the 2017 Year

<table>
<thead>
<tr>
<th>Local ITE Chapters</th>
<th>Local ITE Student Activity Performance Measure Vitality Score</th>
<th>Vitality Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>5.5</td>
<td>C</td>
</tr>
<tr>
<td>Ohio South</td>
<td>2.7</td>
<td>C</td>
</tr>
<tr>
<td>Georgia</td>
<td>3.5</td>
<td>C</td>
</tr>
<tr>
<td>Kentucky</td>
<td>5.6</td>
<td>A</td>
</tr>
<tr>
<td>North Carolina</td>
<td>5.0</td>
<td>A</td>
</tr>
<tr>
<td>South Carolina</td>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td>Tennessee Virginia</td>
<td>4.0</td>
<td>B</td>
</tr>
</tbody>
</table>

**SDITE Performance Measure #11: Student Chapter Vitality**

<table>
<thead>
<tr>
<th>Active ITE Student Chapters</th>
<th>SDITE Student Chapter Activity Performance Measure Vitality Score</th>
<th>Vitality Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn University</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>University of Alabama at Birmingham</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>Jackson State University</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>Louisiana State University</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>Mississippi State University</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>University of Louisiana-Lafayette</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>University of Mississippi</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td>University of South Alabama</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>Georgia Southern University</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>Georgia Tech</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>Kennesaw State University (Former SPUB)</td>
<td>2</td>
<td>E</td>
</tr>
<tr>
<td>University of Kentucky</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>North Carolina A&amp;T State University</td>
<td>5</td>
<td>C</td>
</tr>
<tr>
<td>North Carolina State University</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>University of North Carolina Charlotte</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>Clemson University</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>University of Memphis</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>University of Tennessee-Knoxville</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>Vanderbilt University</td>
<td>4</td>
<td>C</td>
</tr>
<tr>
<td>University of Virginia</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>Virginia Tech</td>
<td>4</td>
<td>B</td>
</tr>
</tbody>
</table>

**SDITE overall average**

**Update Since Last SDITE Board Meeting:** November 2017

**Current Year Highlights**

**Next Steps**
- Consideration to add youth outreach measure to each chapter to engage community outreach
- Develop plan to encourage increased Section engagement in Student Chapters and share best practices
SDITE Performance Measure #12: Core Competency

Responsibility: Workforce Development Team

PM Tracks
- Core Competency training opportunities provided by SDITE.

Measures
- 

Influences:
- 

Maintain Goal
- Provide consistent number of trainings and number of members trained

Stretch Goal
- Increase number of trainings by one and increase number of members served by 5%

Update Since Last SDITE Board Meeting: March 2017

Core Competency (Technical) Training – When we established these performance measures, we envisioned some specific training in basic skills (core competency) for traffic engineers and transportation planners for professionals with 0-5 years of experience related to the topics covered in the Traffic Engineering Handbook and the Transportation Planning Handbook, or covered in the PTOE and PTP exams. Most of our Annual Meeting sessions are technical training for Traffic Engineers and Transportation Planners. We need to capture how many people are trained in each session and match the session topics and experience level of the individuals attending.

Current Year Highlights

Next Steps
- Continue to quantify this PM
## SDITE Performance Measure #13: Professional Development

### Responsibility: Workforce Development Team

<table>
<thead>
<tr>
<th><strong>PM Tracks</strong></th>
<th><strong>Measures</strong></th>
<th><strong>Influences:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Number of people trained in professional development:</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Maintain Goal**
- Provide consistent number of trainings and number of members trained

**Stretch Goal**
- Increase number of trainings by one and increase number of members served by 5%

---

**Update Since Last SDITE Board Meeting: N/A**

Professional Skills Training – 101 trained at the Annual Meeting in Nashville in April 2016. Beverly Langford spoke on:

1) “Delivering Unwelcome Information Without Damaging Relationships”
2) “Influencing Without Formal Authority”

These Communication Skills training sessions are components of Professional Skills Training.

<table>
<thead>
<tr>
<th><strong>Current Year Highlights</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Next Steps</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Continue to quantify this PM</td>
</tr>
</tbody>
</table>
EXHIBIT A-3 – Sample Memo to Awards Committee

MEMORANDUM

TO: Steve Strength, P.E.  
SDITE Past President

FROM: Craig Hanchey, P.E.  
SDITE President

DATE: September 15, 20XX

SUBJECT: SOUTHERN DISTRICT AWARDS COMMITTEE

Thank you in advance for serving as this year’s Chair of the Southern District Committee. As the second-year Past President, you are charged with leading the Awards Committee in the selection of recipients for the following awards:

1. Herman J. Hoose Distinguished Service Award
2. Marble J. Hensley Outstanding Individual Activity Award
3. Joseph M. Thomas Young Member Award
4. John F. Exnicios Public Employee Service Award
5. Excellence in Transportation Engineering Education Award
6. Private Sector Award
7. Outstanding Section Awards (Group 1 and Group 2)

Please consult the Southern District Operations Manual for guidance on the selection process and timeline. Colin Kinton, SDITE Immediate Past President, should be the Vice Chair of your committee. Please select at least four additional Past Presidents to assist you.

Plaques and Certificates – One of the responsibilities of the Awards Committee is to have plaques or certificates made for all winners. Please contact the Chairs of the Education and Student Chapter Committee and Technical Council to obtain the winners of their competitions.

Booklets – An Awards Booklet should be prepared to honor the individuals for whom the awards were named and to recognize previous award winners. These booklets should be presented to the winners along with the plaques and/or certificates.

Reports - Please prepare a report for the Year-End Board Meeting indicating the composition of your committee and the timeline that you have developed for the committee. Also, prepare a report for the Spring Board Meeting indicating completion of the selection of award recipients, but not listing the winners. The results should be held in strict confidence until the awards are presented at the Annual Banquet.

Let me know if you have any questions or problems. Thanks again.
MEMORANDUM

TO: Colin Kinton, P.E.
SDITE Past President

FROM: Craig Hanchey, P.E.
SDITE President

DATE: September 15, 20XX

SUBJECT: NOMINATIONS

Thank you in advance for serving as this year’s Chair of the Nominations Committee. As the Immediate Past President, you are charged with leading the Nominations Committee in the recommendation of candidates for the following Southern District offices:

1. President – At least one candidate, typically the current Vice President
2. Vice President – At least one candidate, typically the current Secretary-Treasurer
3. Secretary-Treasurer – At least two candidates
4. International Director – No candidate is required

Please consult the Southern District Operations Manual for guidance on the nominations process and timeline. Please select someone to represent each Section for your committee. Typically, this is the immediate Past President of the Section.

Please have a report ready for the Year-End Board Meeting with the recommended candidates.

You must obtain written consent to hold office from each person nominated for a contested position. Also, please obtain a biographical sketch from each nominee.

You will need to submit your list of candidates and their bios to the next Secretary-Treasurer (Tim White) in January. Also, please send this information to the Newsletter Editor and the SDITE Webmaster at that time.
I. Call to Order (2:00)

II. Agenda Review and Self Introductions (2:00-2:05)

III. Tribute to Deceased Members (2:05-2:07)

IV. Approval of Minutes from 2015 Winter Board Meeting (Bihl) (2:07-2:09)

V. District Officer Reports (2:09-2:25)
   A. President (Loveday)*
   B. Vice-President (Bihl)*
   C. Secretary-Treasurer (Walker) * (Financial Report)
   D. Past President (Seymour)
   E. International Director (Murphy)*
   F. District Administrator (Hanchey)

VI. District Committee Reports (2:25-2:50)
   A. Annual Meeting / Local Arrangements Update (Judy/Hammond)
   B. Audit (Walker)
   C. Awards (Bretherton)*
   D. Education/Student Chapters (Baker)*
   E. Historical Records (Stammer)
   F. Membership (Bihl)*
   G. Nominations (Tynch)*
   H. Student Scholarship Traffic Bowl (Caudle)*
   I. Strategic Planning (B. White) *
   J. Tellers (Hanchey)

VII. Member Services (Pionke)* (2:50-3:10)
   A. Information Communications and Outreach (Van Duyn/Stephenson) *
   B. Technical Knowledge (Strength)*
   C. Workforce Development (Low)*
   D. Annual Meetings (L. Walker) *
   E. Leadership Development (Kirby)*
   F. Young Members (Holmes)*

VIII. Other District Reports (3:10-3:15)
   A. ABD Report (Blair Temple)
IX. **Section Reports (from District Reps. - 2 minutes each)** (3:15-3:35)
   A. Alabama (Malenke)*
   B. Deep South (Smith/Swanson) *
   C. Georgia (Fangmann/Zehngraff/Davis) *
   D. Kentucky (Cummins)*
   E. North Carolina (Brooks/Arellano/Greene) *
   F. South Carolina (Campbell)*
   G. Tennessee (Cleghon/Ledsinger/Anderson) *
   H. Virginia (Potocki/Lowman) *

X. **Future Annual Meetings** (3:35-3:45)
   A. 2017 in Columbia, SC (Mar. 26-29, 2017) - Marriott (Mike Ridgeway)
   B. 2018 in Mobile, AL (Apr. 7-11, 2018) - Renaissance (J. White/Bergin)
   C. 2019 in Virginia, Joint Meeting with Mid-Colonial at the Crystal Gateway Marriott in Arlington, VA. Tri-chairs: Christine Potocki, Chris Daily, and Ashley Lickliter.
   D. 2020 in New Orleans, LA
   E. 2021 in Kentucky

XI. **International ITE Report and Vice President Candidate Comments** (3:45-4:00)

XII. **Old Business** (4:00-4:05)
   A. Officer Election
   B. Increase Reserve Fund from $109,000 to $125,000
   C. What rights do Agency Memberships have according to International ITE?

XIII. **New Business** (4:05-4:25)
   A. Resolution of Appreciation – LAC (Bihl)
   B. Resolution of Appreciation – ABD (Bihl)
   C. Resolution of Appreciation – Consultants (Bihl)
   D. Date of Year-End Board Meeting in Mobile, AL (Nov.6-7, 2016) Renaissance (J. White/Bergin)
   E. Other New Business

XIV. **Strategic Planning Exercise** – (B. White) (4:25-4:55)

XV. **Announcements** (4:55-5:00)

XVI. **Adjournment** (5:00)

**Note:** (*) Written report required
EXHIBIT A-6 – Sample Agenda for Annual Business Meeting

SDITE 2016 ANNUAL BUSINESS MEETING
Sheraton
Nashville, Tennessee
April 12, 2016 (8:15 AM to 9:45 AM)
Davidson Room

I. Call to Order
   A. Welcome to the 2016 SDITE Annual Business Meeting
   B. Just enjoyed Section breakfast
   C. Fun time at Wild Horse Salon
   D. Agenda and meeting minutes

II. Tribute to Deceased Members - moment of silence
   A. John Edwards- GA
   B. Carl Beck- GA
   C. Archie Burnham- GA
   D. David Griffin- AL
   E. Robert Wolfe- AL
   F. John Cameron- NC
   G. Robert Holsinger- NC

III. Approval of Minutes from 2015 Annual Business Meeting (Bihl)

IV. District Officer Reports
   A. President (Loveday)
   B. Vice-President (Bihl)
   C. Secretary-Treasurer (Walker) (Financial Report)
   D. Past President (Seymour)
   E. International Director (Murphy)
   F. District Administrator (Hanchey)

V. District Committee Reports
A. Annual Meeting / Local Arrangements Update (Judy/Hammond)
B. Audit (Walker)
C. Awards (Bretherton)
D. Education/Student Chapters (Baker)
E. Historical Records (Stammer)
F. Membership (Bihl)
G. Nominations (Tynch)
H. Student Scholarship Traffic Bowl (Caudle)
I. Strategic Planning (B. White)
J. Tellers (Hanchey)

VI. **Member Services** (Pionke)
   A. Information Communications and Outreach (Van Duyn/Stephenson)
   B. Technical Knowledge (Strength)
   C. Workforce Development (Low)
   D. Annual Meetings (L. Walker)
   E. Leadership Development (Kirby)
   F. Young Members (Holmes)

VII. **Section Reports**
    A. Alabama (Malenke)
    B. Deep South (Smith/Swanson)
    C. Georgia (Fangmann/Zehngraff/Davis)
    D. Kentucky (Cummins)
    E. North Carolina (Brooks/Arellano/Greene)
    F. South Carolina (Campbell)
    G. Tennessee (Cleghon/Ledsinger/Anderson)
    H. Virginia (Potocki/Lowman)

VIII. **Future Annual Meetings**
    A. 2017 in Columbia, SC (Mar. 26-29, 2017) - Marriott (Ridgeway)
    B. 2018 in Mobile, AL (Apr. 7-11, 2018) - Renaissance (White/Bergin)
    D. 2020 in New Orleans, LA
    E. 2021 in Kentucky

IX. **International ITE Report**

X. **Old Business**
   A. Officer Election
   B. Increase Reserve Fund
   C. Agency Memberships
XI. **New Business**  
A. Resolution of Appreciation – LAC (Bihl)  
B. Resolution of Appreciation – ABD (Bihl)  
C. Resolution of Appreciation – Consultants (Bihl)  
D. Date of Year-End Board Meeting in Mobile, AL (Nov.6-7, 2016) Renaissance (White/Bergin)  
E. Other New Business  

XII. **Announcements**  

XIII. **Adjournment**
EXHIBIT A-7 – Sample Agenda for Annual Meeting Banquet

2008 SDITE Annual Banquet
March 30-April 2, 2008
Charleston, South Carolina

Welcome
Blessing
Introductions
Dinner
Recognitions
President's Address
Presentation of Awards
Invitation to Charleston, South Carolina
Ceremonial Gavel Pass
Adjourn
I. Call to Order (1:00)

II. Agenda Review and Self Introductions (1:00-1:10)

III. Approval of Minutes from 2016 Annual Board Meeting (Walker) (1:10-1:15)

IV. District Officer Reports (1:15-1:45)
   A. President (Loveday)*
   B. Vice-President (Bihl)*
   C. Secretary-Treasurer (Walker)*
   D. Past President (Seymour)
   E. International Director (Murphy)*
   F. District Administrator (Hanchey)*

V. District Committee Reports (1:45-2:30)
   A. 2017 Annual Meeting / Local Arrangements Update (M. Ridgeway)
   B. 2016 Annual Meeting / Local Arrangements Update (Judy & Hammond)
   C. Awards (Tynch)*
   D. Education/Student Chapters (Baker)*
   E. Historical Records (Stammer)
   F. Membership (Bihl)*
   G. Nominations (Seymour)*
   H. Publications (S. Walker) *
   I. Student Scholarship Traffic Bowl (Caudle)*
   J. Strategic Planning (B. White) *
   K. Website (Reese)*

VI. Member Services (Pionke)* (2:30-3:00)
   A. Information Communications and Outreach (Van Duyn/Stephenson) *
   B. Technical Knowledge (Strength)*
   C. Workforce Development (Low)*
   D. Annual Meetings (L. Walker) *
   E. Leadership Development (Kirby)*
   F. Young Members (Emory)*
      ------ 15 Minute Break ------

VII. ABD Report- Jim Steward and/or Todd Koniar (3:15-3:30)

VIII. Imagine SDITE- Strategic Planning (B. White) (3:30-4:00)
IX. Performance Measures (Bihl) (4:00-4:30)

X. New Communication Modules for Leadership Training (Kirby) (4:30-5:00)

 Meet in Lobby at 6:00 PM for Dutch Treat Dinner

November 7, 2016 (7:30 AM to 2:00 PM)

XI. Breakfast (7:30-8:30)

XII. Call to Order (8:30)

XIII. Website (8:30-8:55)

XIV. Section Reports (from District Reps. (5-7 minutes each) (8:55-9:40)
A. Alabama (Malenke) *
B. Deep South (Smith/Swanson) *
C. Georgia (Fangmann/Zehnraff/Davis) *
D. Kentucky (Cummins) *
E. North Carolina (Brooks/Arellano/Greene) *
F. South Carolina (Campbell) *
G. Tennessee (Cleghon/Ledsinger/Anderson) *
H. Virginia (Potocki/Lowman) *

XV. Future Annual Meetings (9:40-9:55)
A. 2018 in Mobile, AL (Apr. 7-11, 2018) - Renaissance (J. White/Bergin)
B. 2019 in Virginia, Joint Meeting with Mid-Colonial at the Crystal Gateway Marriott in Arlington, VA. Tri-chairs: Christine Potocki, Chris Daily, and Ashley Lickliter.
C. 2020 in New Orleans, LA
D. 2021 in North Carolina
E. 2022 in Kentucky

------ 15 Minute Break ------

XVI. Old Business (10:10-10:15)
A. SDITE Opt's Manual

XVII. New Business (10:15-11:55)
A. 2016 Budget (Bihl)
B. Other New Business
C. Installation of Officers
D. Passing of the Gavel
E. Comments from President-Elect, Jennifer Bihl

XVIII. Announcements (11:55-12:00)

XIX. Adjournment (12:00)

XX. Lunch (12:00-1:00)
XXI. Tour Facilities (1:00-2:00)

Note: (*) Written report required
I. Call to Order (1:00 PM CT – all times are CT) (Walker)

II. Welcome and Introductions (1:02 PM CT) (Walker)

III. Approval of Minutes from 2018 Spring Board Meeting (1:08 PM CT) (Rogers)

IV. Agenda Review (1:15 PM CT) (Walker)

V. 2018 in Review (1:20 PM CT) (Walker)

VI. District Officer Reports (1:30 PM CT)
   a. President (Walker)*
   b. Vice-President (Long)*
   c. Secretary-Treasurer (Rogers)*
   d. Past President (Bihl)
   e. International Director (Tynch)*
   f. District Administrator (Hanchey)*

VII. Introduction of Changes to Member Services Leadership (2:00 PM CT)

VIII. Breakout Groups (2:05 PM – 3:00 PM CT)
   a. Executive Board
   b. Member Services
   c. Section Representatives

***************Break 3:00 PM – 3:15 PM CT***************

IX. Section Reports (3:15 PM CT)
   a. Alabama → Deep South
   b. Deep South → Georgia
   c. Georgia → Kentucky
   d. Kentucky → North Carolina
   e. North Carolina → South Carolina
   f. South Carolina -- Tennessee
   g. Tennessee → Virginia
   h. Virginia → Alabama

X. Section Best Practices (4:00 PM – 4:30 PM CT)

XI. Member Services (Pionke)* (4:30 PM CT)
   a. Information Communications and Outreach (Van Duyn/Stephenson)*
   b. Technical Knowledge (Comstock)*
   c. Workforce Development (Low)*
   d. Annual Meetings (Walker)*
   e. Leadership Development (Kirby)*
IX. Young Members (Bolt)*

XII. Affiliates Discussion (5:00 – 6:00 PM CT)

**************Break for Dinner 6:00 PM**************

I. Call to Order (8:00 AM CT – all times are CT) (Walker)

II. Performance Measures (8:05 AM CT)

III. District Committee Reports (8:20 AM CT)
   a. Awards (Loveday)*
   b. Education/Student Chapters (Baker)*
   c. Membership (Long)*
   d. Nominations (Bihl)*
   e. Student Scholarship Traffic Bowl (Caudle)*
   f. ABD Report (Temple)

IV. Future Annual Meetings (8:40 AM CT)
   a. 2019 in Virginia, Joint Meeting with Mid-Colonial at the Crystal Gateway Marriott in Arlington, VA. Tri-chairs: Christine Potocki, Chris Daily, and Ashley Lickliter.
   b. 2020 in New Orleans, LA
   c. 2021 in North Carolina
   d. 2022 in Kentucky

V. Old Business (9:10 AM CT)
   a. Incorporation*
   b. Section Tax Exempt Status*
   c. Future Funding Committee (Present Proposal)
   d. Social Media Help
   e. PDH Consistency

***************Break 9:45 AM – 10:00 AM CT***************

VI. New Business (10:00 AM CT)
   a. Strategic Plan Update
      i. Advocacy Committee
      ii. Operations Manual Update
      iii. Young Member Action Items
      iv. More Help Needed
   b. Mobile Meeting Return
   c. Balancing Operations Budget
   d. Confirm Officer Cycles for Each Section
   e. YM Scholarship
   f. Student Leadership Summits
   g. 2019 Budget (Long)

VII. Oath of Office (11:55 AM CT)

VIII. Adjourn (Long) (12:00 PM CT)

Note: (*) Written report required
EXHIBIT A-9 – Sample Oath of Office

TO THE CANDIDATE(S):

Election to a position of leadership in a volunteer organization is an honor and a unique responsibility. By electing each of you, your fellow members have expressed confidence in you. First, that you will, with effectiveness and distinction, discharge your duties. Second, they have given you their trust. You have indicated that you are willing to provide your leadership.

I will now recite the Oath of Office. Please answer “I will” when I am finished.

In accepting the office to which you have been elected in the Southern District of the Institute of Transportation Engineers, do you solemnly pledge to discharge to the best of your ability all the duties of that office; to uphold the professional standing, honor and dignity of the District at all times by example and precept; to follow the Institute’s Canons of Ethics for Members; to be governed by the District Charter and Bylaws and by the policies, rules and procedures established by the District Board and to work diligently and faithfully for the advancement and betterment of the District, the Institute and its members. If so, please answer I will.

(I will)

As a delegated representative of the Southern District of ITE, I now declare each of you officially installed into your elected office. Congratulations to each of you.

TO THE AUDIENCE:

Let’s give them a round of applause.
MEMORANDUM

DATE: 11 April 2015
TO: Bill Seymour, SDITE President
FROM: W. Hollis Loveday, SDITE Vice President
CC: Jennifer Bihl
SUBJECT: Membership Committee Report- Spring 2015

Membership Committee

The 2015 Membership Committee is comprised of the following people:

- Amy Burch, TN;
- Steve Cummins, KY;
- Lori Campbell, SC;
- Jonathan Kiser, DS;
- Ashley Lickliter, VA;
- Jim Tolson, GA (new member);
- Marybeth Bergin, AL (new member); and
- Mike Kennon, NC (new member).

Thus, each SDITE Section is represented on the committee. Three new members, as noted, joined the committee this year. Committee activities commenced with an introduction and framework memo I sent to each member. This memo encouraged members to review recommendations from the 2014 Membership Committee and begin thinking about ideas for 2015. Recommendations made by the 2014 committee and the action taken by the Board are shown below.

1. Provide a section host for young members and first-time attendees at the SDITE Annual Meeting. (Ambassador Program) On December 8, the SDITE Board amended this portion of the approved motion by recommending that a host be provided for first time attendees only, and not for young members. The reason is that young members were defined as 35 years or younger, and they would have likely already attended one or more annual meetings.

2. Encourage sections to promote leadership training (MOVE TO ANOTHER COMMITTEE)
3. Outreach to young members receiving financial support for annual meeting (MOVE TO ANOTHER COMMITTEE)
4. Identify young members and first-time attendees on annual meeting registration form. (APPROVED BY BOARD)
5. Recognize young members and first-time attendees on annual meeting opening session (APPROVED BY BOARD)
6. Provide a 20% discount for young members and first-time attendees (NO ACTION TAKEN BY BOARD, DEFER UNTIL 2015)

This 2015 Membership Committee will re-visit Item 6 and develop a recommendation. Membership Committee members at the SDITE Annual Meeting in Biloxi, MS will meet after the Board meeting on Sunday. Bob Murphy will join the meeting to discuss 2015 International Membership initiatives.

Membership Numbers

Information was obtained from ITE International on SDITE membership numbers as of February 28, 2015. I also obtained membership numbers for all ITE International Districts. Tabulated below is recent and current SDITE membership data.

**SDITE MEMBERSHIP NUMBERS:**

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More detailed information, furnished by International ITE, is provided in the following table.

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Additionally, Jennifer Childs of International ITE provided the following data on membership numbers for all Sections:

1. Northeastern – 1440
2. Mid-Colonial – 1164
3. Great Lakes – 717
4. Midwestern – 1534
5. Southern – 1791
6. Western – 4071
7. Texas – 815
8. Florida – 877
9. Canadian – 1915
10. International – 688
RESOLUTION OF APPRECIATION

2007 ANNUAL MEETING LOCAL ARRANGEMENTS COMMITTEE

WHEREAS the organization and management of the Annual Meeting of the Southern District, Institute of Transportation Engineers, is primarily the responsibility of the members and friends of the Southern District who reside in and near the host city; and

WHEREAS the success of the meeting is directly related to those who dedicate their time unselfishly to organizing the meeting; and

WHEREAS this 55th Annual Meeting has resulted in very informative technical sessions and most enjoyable social opportunities for all in attendance;

NOW THEREFORE BE IT RESOLVED that the members here assembled express their appreciation individually and collectively to all who gave so unselfishly of their time and efforts to contribute to the committees or by participating in the program. Special gratitude is expressed to Co-Chairs Hollis Loveday and Cindy Pionke and to the members of the Local Arrangements Committee: ABD - Renny Stinson and Jim Stewart, Entertainment - Amanda Snowden, Finance - John Sexton, Golf - Terry Grubb, Hotel - Becky Bottoms, Meeting Report - Mike Conger and James Norris, Photography - John Gould, Public Relations - Jim Snowden, Registration - Chris Kirby, Special Guests - Dawn Foster, Sponsorship - Craig Hanchey, Spouse Activities - Betsy Loveday and Chris Pionke, Session Planning - Anthony Todd, Technical Program - Alan Childers, Technical Tours - Houston Daugherty, Traffic Bowl - John Benditz, Transportation - Jeff Welch, Website - Jeff Hammond.

________________________________________  ________________________________________
President                                    Vice President

________________________________________  ________________________________________
Secretary-Treasurer                           International Director
RESOLUTION OF APPRECIATION

2007 ANNUAL MEETING ASSOCIATED BUSINESS DIVISION

WHEREAS the organization and management of the Annual Meeting of the Southern District, Institute of Transportation Engineers, is primarily the responsibility of the members and friends of the Southern District who reside in and near the host city; and

WHEREAS the success of the meeting is directly related to the dedication and enthusiasm of those who participate and support the meeting; and

WHEREAS this 55th Annual Meeting has resulted in very informative technical sessions and most enjoyable social opportunities for all in attendance;

NOW THEREFORE BE IT RESOLVED that the members here assembled express their appreciation individually and collectively to all who gave so unselfishly of their time and efforts to contribute to the success of the meeting. Special gratitude is expressed to Renny Stinson and Jim Stewart for their hard work, and to all the officers and other members of the Associated Business Division and their associates for their participation, cooperation, and hospitality.

__________________________________________  ________________________________________
President                                                Vice President

__________________________________________  ________________________________________
Secretary-Treasurer                                       International Director
RESOLUTION OF APPRECIATION

2007 ANNUAL MEETING SPONSORING FIRMS

WHEREAS the organization and management of the Annual Meeting of the Southern District, Institute of Transportation Engineers, is primarily the responsibility of the members and friends of the Southern District who reside in and near the host city; and

WHEREAS the success of the meeting is directly related to the dedication and enthusiasm of those who participate and support the meeting; and

WHEREAS this 54th Annual Meeting has resulted in very informative technical sessions and most enjoyable social opportunities for all in attendance;

NOW THEREFORE BE IT RESOLVED that the members here assembled express their appreciation to Craig Hanchey as consultant liaison, and individually and collectively to all the consulting firms who gave so unselfishly of their time and resources to enhance the success of the meeting. The generous contributions of the many consultants and their respective companies have been greatly appreciated, and the names of the individual consultants, and/or their companies, have been displayed for all to see throughout this meeting.

______________________________  ______________________________
President                          Vice President

______________________________
Secretary-Treasurer

______________________________
International Director
### Operating Budget

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
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<tr>
<td>Earnings</td>
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<td>Leadership ILE Support</td>
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<tr>
<td>Leadership Training Initiatives</td>
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<td><strong>Total Reserve Transfer</strong></td>
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<table>
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<td>Accountant for Tax Filing</td>
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<tr>
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<td>Other Expenses</td>
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<td>Board Expenses</td>
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<tr>
<td>Barton House Fellowship</td>
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<td>District Administrator Support</td>
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<td>District Awards and Expenses</td>
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<td>Executive Board Travel</td>
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<td>International Director Travel</td>
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<td>Leadership ILE Support</td>
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</tr>
<tr>
<td>Leadership Training Initiatives</td>
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<td>Misc. and Office Supplies</td>
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<td>Presidents Travel</td>
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<td>SDITE Newsletter</td>
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<td>Technical Paper Awards</td>
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<td>Website (maintenance support)</td>
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<td>Student Chapter Awards</td>
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<td>Student Chapter Grants</td>
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<tr>
<td>Student Paper Awards</td>
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<td>Traffic Squad Team Travel to International</td>
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<td><strong>Total Expenses</strong></td>
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<td>$1,747.36</td>
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**Operational Net Income** | $10,000.00 | $7,229.33 | $2,770.67  |

### Young Member Program Fund

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td>Young Member Fund - January 2018</td>
<td>$4,500.00</td>
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<td><strong>Total Income</strong></td>
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<td>$4,500.00</td>
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<tr>
<td>Young Member Program Expenses</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Young Member Fund Net Income</td>
<td>$4,500.00</td>
<td>$4,500.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Projects Y. M. Fund Balance - Dec 2018** | $4,500.00 | $4,500.00 | $0.00      |

### Reserve Fund Projects

**Reserve Fund - January 2017** | $221,900.00 | $221,900.00 | $0.00      |

**2018 Net SDITE Revenue** | $10,150.00 | $7,229.33 | $2,920.67  |

**Total Estimated Reserve Fund** | $279,049.47 | $279,049.47 | $0.00      |

**Projects**
- Leadership ILE Support | $4,500.00 | $4,500.00 | $0.00      |
- 2018 Training Initiatives | $6,000.00 | $6,000.00 | $0.00      |

**Projects Total Cost** | $12,500.00 | $12,500.00 | $0.00      |

**Reserve Fund Balance: Dec 2018** | $218,955.47 | $221,900.00 | $2,944.53  |

### ANNUAL MEETING

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td>2017 Annual Meeting (Columbia)</td>
<td>$134,500.00</td>
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<tr>
<td>2017 Annual Meeting Advance (Columbia)</td>
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<tr>
<td><strong>Total Income</strong></td>
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<td>EXPENSES</td>
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</tr>
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<td>2019 Annual Meeting (Columbia)</td>
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<td><strong>Total Expenses</strong></td>
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<td>$110,094.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Annual Meeting Net Income** | $27,906.00 | $27,906.00 | $0.00      |

### SDITE Net Income

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
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<tbody>
<tr>
<td>2018 SDITE Detailed Budget Report</td>
<td>$16,186.00</td>
<td>$16,186.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

1. Funded by Reserve Fund
2. Paid into Special Projects: $2,500 for general fund, $300 for public sector employees support
3. Use of $6,000 allocated for District Training (includes ILE, TK, LEAD, and IC, IC)
4. Includes registration and framing, framing of awards booklet, and travel to Annual Meeting costs
5. This is a CISO, which is increasing the newsletter.
6. Includes registration and framing, framing of awards booklet, and travel to Annual Meeting costs
7. $100 gift per Student Chapter. Award $22.22 chapter chapters are active
8. $150 paper warren awards and $250 team awards (no member and no members)
9. $250 for an additional chapter, $100 for another chapter (in addition to $100)
10. $500 gift per Student Chapter. Award $22.22 chapter chapters are active
11. $500 paper warren awards (one grand and one undergrand) and two $150 team awards (no grand and one undergrand)
12. Average travel costs to Minnesota
13. Amount given to SDITE in lieu of travel
14. Additional funding support (additional funding plus additional requested one ($5,600 to $4,600))
15. SDITE accounts not raised in 2016
16. SDITE accounts raised in 2017
17. Returned to SDITE Operating Account
18. Paid from SDITE Operating Account
SDITE 2016 YEAR-END BOARD MEETING  
Renaissance Mobile Riverview Plaza Hotel – Windjammer Room  
Mobile, Alabama  
November 6-7, 2016

• Call to Order

The meeting was called to order at 2:03 PM CT. SDITE President Hollis Loveday welcomed everyone to the meeting and gave special thanks to Shane Bergin and Jennifer White for making the hotel arrangements. Hollis noted the Strategic Planning exercise that occurred the day before.

• Agenda Review and Self Introductions

Each attendee then introduced themselves, which included:

Hollis Loveday – President  
Jennifer Bihl – Vice President  
Scott Walker – Secretary / Treasurer  
Craig Hanchey – District Administrator  
Bob Murphy – International Director  
Todd Long – Secretary / Treasurer-elect  
Richard Fangmann – GA Section Representative  
David Low – Workforce Development Team  
Richard Caudle – Traffic Bowl Committee  
Todd Brooks – NC Section Representative  
Christa Greene – NC Section Representative  
Scott Zehngraff – GA Section Representative  
Cindy Pionke – Member Services Committee Chair  
Lori Campbell – SC Section Representative  
Becky White – Strategic Planning Committee Chair  
Thomas Swanson – DS Section Representative  
Jeff Smith – DS Section Representative  
Jeff Stephenson – IC&O Team  
Chris Kirby – Leadership Development Team  
Ben Ledsinger – TN Section Representative  
Kirsten Tynch – Nominations Committee  
Ric Lowman – VA Section Representative  
Christine Potocki – VA Section Representative  
Steve Strength – Technical Knowledge Team  
Robert Baker Jr – Education and Student Chapter Committee  
Bob Stammer – SDITE Historian  
Karen Anderson – TN Section Representative  
Lindsay Walker – SPAM Team
Scott Walker reminded the attendees to fill out the sign in sheet.

Hollis noted that no binders were prepared this year and all files were digitally available in PDF format as provided in Craig Hanchey’s email.

Hollis also noted that there were four special topics for discussion during the Board Meeting, which included the ABD Report, Strategic Planning, Performance Measures, and new Communication Module.

Hollis then asked Section Representatives to highlight three key noteworthy items from their Section as well as one big challenge for each Section during their presentations. He also requested that the Section Representative consider one activity or concept to take back to their Sections.

- Approval of Minutes from 2016 Annual Board Meeting

Hollis requested any changes to the meeting minutes from the SDITE Spring Board Meeting in Nashville. It was noted that there should be a name correction in the minutes of one of the deceased SDITE members. The name “Olin Dark” should be changed to “Olin Dart”.

With no other comments, Jennifer Bihl made a motion to approve the minutes. Jeff Smith seconded the motion. The motion passed.

- District Officer Reports
  A. President (Loveday)*

Hollis noted that he was impressed with the support of members and volunteers during his term as President. He thanked everyone for their level of commitment to all levels of ITE: Section, District and International.

Hollis gave a reminder of his three initiatives for 2016 which included:

1) Continuing to track and improve the SDITE performance measures.
2) Initializing and developing a new Strategic Plan led by Becky White which may be unveiled at the 2017 SDITE Annual Meeting.
3) Renaming the Strategic Planning Committee as the Member Services Committee, and adding the Young Member committee to the newly designated Member Services Committee.

Also, Hollis mentioned that he had formed an Ad Hoc Committee for review and possible update of the SDITE website. The new website was anticipated to be ready on January 1.

B. Vice-President (Bihl)*

Jennifer noted that she would discuss membership and performance measures at the appropriate time on the agenda.
C. Secretary-Treasurer (Walker)*

Scott provided highlights from budget which included a summary of the Operating Budget, Annual Meeting Budget, Young Member Program Fund, and Reserve Fund. He noted while there were no major concerns, a second check from ITE with dues money had not been received.

Craig Hanchey noted that it was too early to make final assessment of budget as many items normally clear in December.

D. Past President (Seymour)

No report.

E. International Director (Murphy)*

Bob started by stating that he had just participated in the International Board and Nominations Committee before traveling to Mobile. He noted that International ITE is continuing with the transition of new Executive Director Jeff Paniati. Before Jeff’s arrival, ITE had lost money over a 3-year period for a total of nearly two million dollars. For 2016, there was hope that the organization could break even or have the possibility of having positive revenue. In 2016, there have been increases in membership including a slight increase in public agency membership.

Bob then discussed the International Board’s motion to move Loudon and Prince William Counties in Virginia from the Southern District to the Mid-Colonial District. The International Board approved this motion in their November Board Meeting. A total of 33 members would be impacted. Of the 33 members in the area, only nine members in that area casted a vote to move. Bob noted that this action required a vote from the District.

Kirsten noted that VASITE was not contacted about the vote and that there is concern about International ITE not communicating with the Districts on such an action.

Kirsten noted that VASITE was not contacted about the vote and that there is concern about International ITE not communicating with the Districts on such an action.

Bob stated that such a move does require a change to the charters of the organization.

Two specific action items were decided upon by the SDITE Board:

1) VASITE will reach out to the 33 members in the two counties
2) The SDITE Board will initiate a resolution on the issue.

A motion was tabled until later in the meeting.

Bob then noted that International ITE is trying to simplify the dues structure. The first goal is to have all Section / Districts dues rounded to the nearest $5. SDITE has this covered. The second goal would be unified dues across Sections / Districts.
Initially, the effort would be to get as many Sections / Districts as close to a median price as possible. A reminder was given that charters often limit the ability to change dues pricing. The final goal of simplifying dues would be to address Section affiliates. International ITE wants all affiliates to become full International members. The initial step will be to make sure Section affiliates are aware they are not full ITE members. In addition, International ITE wants each Section to report the names of all affiliates to International. Craig mentioned that the charters of the Sections in the SDITE allow affiliates. Bob will follow-up with International on how the information should be provided.

With respect to membership, International is also removing barriers to membership. This includes lessening the experience required or removing the field of practice when applying.

The attendees then engaged in a conversation about public agency membership. It was noted that the structure is based on the size of the agency. In most cases, the agencies will not pay the dues as they can vary from $2500 to $10,000 in the Southern District. Bob noted that there will be even more focus on agency memberships in the future. He requested that Sections provide any feedback to him on the dues changes.

Bob Stammer is serving on new constitution committee. He noted that the membership will be their first focus and that nominations will be their second focus.

Finally, Bob Murphy noted that International ITE has tried to enhance communication between International and the Districts, Sections and Chapters. One example is the leadership webinars that ITE has hosted.

F. District Administrator (Hanchey)

Craig noted that he completed 2015 tax forms without assistance. However, since the District will be over a $200,000 threshold in 2016, it is necessary to get a tax professional to do the filing. He requested that the budget for tax assistance be increased to $1000 for 2017.

- District Committee Reports

A. 2017 Annual Meeting / Local Arrangements Update (Ridgeway)

Lori provided an update on behalf of the 2017 LAC. The LAC:

- Selected the hotel and details are being finalized.
- Coordinated ABD activities and the spouse program.
- Provided recommended registration rates for discussion with the SDITE Board.
- Included Traffic Bowl line items as well as the other budget needs such as the Young Members scholarships. The LAC set a goal to minimize registration despite those requests.
• Would like to include a government registration rate similar to the Annual Meeting in Kentucky in 2012.
• Wanted to replace the silent auction due to auction fatigue with options such as a raffle or an add-on to registration. Hollis noted that the auction historically has not covered the expenses of the scholarship.
• Worked to incorporate Vendor Day into the Annual Meeting and coordination has occurred with the ABD. There are some concerns with the box lunch and other schedule conflicts that would need to be resolved. There will be ongoing discussion on how to keep the events separate while balancing the budget.
• Need a high-resolution logo from each Section for the meeting program.

The budget showed an early bird registration of $350 which would generate around $11k in excess revenue. That was based on 441 total attendees and assumed $20k in sponsorship. The budget included a $5k contribution from Chamber of Commerce.

The Board discussed young member scholarship and the pros / cons of adjusting the registration fee. The Board agree to keep the $350 registration fee.

Lori made a motion to approve the LAC budget. Jeff Smith seconds. The motion passed.

B. 2016 Annual Meeting / Local Arrangements Update (Judy/Hammond)

Greg Judy called into the meeting and noted the LAC Report was in its draft final format. He was working with Craig on revenue to close out the account.

Highlights included:

• Registration was 500 registrants.
• 535 total room nights booked.
• The biggest issue was food costs.
• Budget was $193k. Hotel costs were $137k. Net revenue was $22,000 which includes return of $3500 and auction proceeds.
• Sponsorship was key which came in at $41k.
• LAC was able to give reduced registration rates to IBOD and LeadershipITE.
• LAC received 143 abstracts, including 50 sessions and Communication course.
• Thanked ABD and Board for support of ABD Event.

C. Awards (Tynch)*

Kirsten noted that the awards committee had been confirmed. She reminded the Board that the Chair is responsible for SDITE awards and Vice-Chair is responsible for the International ITE awards.

An announcement will be added to the SDITE newsletter. Nominations are due January 21.
A suggestion was made that the President Award designation be clarified due to some uncertainty in how it is awarded.

D. Education/Student Chapters (Baker)*

Robert noted that the committee tracks and encourages student activities. Each chapter is encouraged to host at least two meetings per year.

This past year, 100% of the active chapters submitted a report. Of those, 52% have an A/B score and 75% went to either a District or Section meeting. Robert’s published report includes summaries of technical papers. The committee had a goal to increase number of papers.

E. Historical Records (Stammer)

Bob did not prepare a written report. However, records from 1960-2003 were converted to electronic format for a total of 43 years’ worth of history. He noted the need to go through one or two more papers. Bob was to give Section reports to the individual Sections.

F. Membership (Bihl)*

Jennifer noted that there were 1660 total members in 2015 compared to 1642 in 2016. Individual sections have been trying to clean up members. She provided membership numbers by each Section and noted that the retention rates needed to be addressed.

G. Nominations (Seymour)*

Bill was unable to attend but prepared a report. Nominees for 2018 Secretary / Treasurer included:

- Jonathan Kiser
- Becky Malenke-Rogers

For International Director, the nominees were:

- Martin Bretherton
- Kirsten Tynch

H. Publications (Walker)*

Craig and Scott agreed to discuss the Annual Yearbook offline after the Board Meeting.

I. Student Scholarship Traffic Bowl (Caudle)*
Richard first thanked Laura Beth Yates who was his assistant behind the scenes. He reported a positive experience in Anaheim in which Clemson advanced to the final round of the competition.

Richard noted that the 2017 International Traffic Bowl would be in Toronto which could result in some visa issues. A full package with rules and notes would be distributed in January 2017 including travel allowance and the new process for reimbursement from LAC.

Other notes related to the Traffic Bowl:
- ITE International cancelled the $2000 travel stipend which left the entire cost up to Section and Districts. Richard requested $2000 from the Board with Chapter and Section to cover the remainder.
- Richard requested the names of the teams at least eight days before the event to prepare.
- There were no rules changes for participation and team members could be swapped between competitions.

J. Strategic Planning (B. White)*

This discussion was tabled until later in the meeting.

K. Website (Reese)

This discussion was tabled until later in the meeting.

• **Member Services** (Pionke)*
  
A. Information Communications and Outreach (Van Duyn/Stephenson)*

This discussion was tabled until later in the meeting.

B. Technical Knowledge (Strength)*

Steve noted that the largest effort of the Technical Knowledge Team was the support of the technical program in Nashville. The team already had engaged in discussions with the South Carolina LAC and the call for presentations would be sent the week of 11/14.

Steve requested that the Board consider Best Technical Paper Award as one award and the Best Technical Paper Award for Young Members a separate award. These papers would cover non-academic topics.

The Technical Knowledge team would need help from IC&O as the request would be posted after the call for papers. Steve noted that instructions already exist but would need to be updated. Steve would send Scott revisions in MS Word format.
Hollis noted that Young Members would have incentive to prepare a paper as the winner would get to present during a technical session at the Annual Meeting.

C. Workforce Development (Low)*

Dave noted that his committee continued their focus on communications training. The communication modules at the Nashville meeting were very well received based on survey results. As a result, the Board approved money for an updated communications module that would be part of the SDITE Leadership Program. Since that authorization, there was coordination with Chris, Cindy, and Dave on the new module. The new module was produced and would be presented at the Board Meeting.

Dave then presented options for doing additional work. Options included lunch and learns, a webinar hosted by Dr. Beverly Langford with up to 20 participants, additional communications training at the Annual Meeting, a “Train the Trainer” course, and the development of a more in-depth communications program. The options ranged in costs from $7800 - $9300.

The Board discussed the options which included the following key points:

- A suggestion was made that the Member Services Committee work together to come up with a request “up to” an authorized dollar amount.
- The webinar could be expanded beyond 20 participants as well as be recorded.
- Additional financial allocations should be from the reserve fund.
- The new communication module replaced the old communication module in the SDITE Leadership Program.
- The ‘train the trainer’ component should be emphasized as the District needs to teach competencies at a broader level to keep the training within the District’s membership. It was recommended that the ‘Train the Trainer” and communications program be held at the Annual Meeting so that more participants could be trained.

Dave made motion to continue communication training in 2017 specific to SDITE as detailed in the Workforce Development Report. Bob Stammer seconded. The discussion was tabled until the 2017 budget discussion on the following day.

D. Annual Meetings (L. Walker)*

Lindsay noted the following activities for the SPAM Team.

- Reviewed hotel contracts and recently signed the Virginia contract.
- Continued to track attendance.
- Obtained survey results from the Nashville Annual Meeting.
- Updated the SPAM manual and would add it to the new website.
- Added previous resources to a “Google Docs” site. This included editable files and past reports.
• Suggested that the Annual Meeting Wednesday sessions could be PTOE, PTP, review sessions.

Lindsay mentioned that the 2020 SDITE Annual Meeting is slated for New Orleans. International ITE was considering New Orleans for the 2020 Annual Meeting as well. Bob Murphy noted that the International Board voted to continue discussion with SDITE. Bob noted that further discussions are needed. Jennifer requested that Lindsay put together a committee for that discussion.

E. Leadership Development (Kirby)*

Chris noted the following activities for the Leadership Development Team:

• The team had a busy year including publication of multiple newsletters.
• The team had been in contact with VASITE on their first training which would be in early 2017.
• Laura Beth Yates had been updating Facebook page.
• The Team worked with the Workforce Development Team to update communications course.
• The Team was updating the leadership brochure.
• Options for a new training time and location were being considered in Tennessee.

F. Young Members (Emory)*

Cindy noted that the Member Services Committee is always looking for volunteers. An example was that the Young Members Team needed a leader as Meredith Emory requested to step down. In addition, Steve Strength asked to step down too. Other discussion items included:

• The Young Member Committee could have co-chairs.
• The Operations Manual should be updated to include the Young Member Committee.
• An announcement for Young Member Scholarships was needed.
• All Member Service Teams were active and would need continued interaction between the teams.

***********************15 MINUTE BREAK***************************

• ABD Report (Stewart / Koniar)

Jeff Smith noted the fantastic events in Nashville. He noted that he was pleased that the ABD and the Board could pull off the event. Jeff noted that the ABD was excited about the 80s event at the Columbia Meeting as well as incorporating Vendor Day into the Annual Meeting. Finally, Jeff noted that the ABD was still exploring options for the ABD event at the Mobile meeting.
Imagine SDITE – Strategic Planning (B. White)

Becky provided an update of Strategic Planning efforts, which included the daylong activity the day before the SDITE Year-End Board Meeting. Beck first showed the “word cloud” responses which were described as brand aspirations. She then provided big ideas from member feedback interviews.

Next, Becky summarized some of the collaboration from the daylong working session. This included:

- Vision: We actively promote regional collaboration through idea sharing between Sections and professional growth of our members. We are an influential voice for transportation education, information and policy outside the organization.
- Mission: We will equip and energize our members and Sections to be influences in the profession.
- Goal categories were developed which included: Communication, Member Engagement, People Development, Role, Structure, & Processes, Section Support / Consultation, and External Influence.
- Tagline: Take the District to the Sections.

Becky noted that the plan may be rolled out at the 2017 Annual Meeting. The adoption of the Strategic Plan would require a vote by the Board.

Performance Measures (Bihl)

Jennifer led a discussion on the District Performance Measures which included a summary of each. Discussion included:

- Annual Meeting
  - The length of the Annual Banquet was noted as a concern.
- Reserve Fund:
  - Based on the anticipated excess revenue from the Nashville meeting, the Reserve Fund would grow.
  - The Board would need to re-evaluate available monies to do special projects.
- Student Chapters:
  - Each chapter received a “Vitality score” by submitting a report, participating in the Traffic Bowl, having a student paper author, attending either a Section or District meeting, and hosting two of their own meetings.
  - The overall score increased from an average of 2.7 to 3.4 due to more communication with the Chapters.
  - Eight schools have no contact names.
  - Robert would work with IC&O to add content to the newsletter.
- Leadership
While there was a great deal of activity in 2016, the performance measure was about the number of trainings held, which was zero; the goal was two or three training sessions per year.

It was noted that the real measure of effectiveness is the story after the training.

- **Newsletter**
  - Open rates continued to be strong.
  - There was a noticeable jump each time the contact list was updated. IC&O would work with International ITE on a method to update the list more frequently.

- **Website**
  - Statistics showed more hits on the website before the Annual Meeting.
  - New website could change how statistics were shown.

- **Outreach**
  - Suggestions were made to reevaluate this Performance Measure as it may not be the best indication of the effectiveness of the outreach activities.

- **Annual Meeting Evaluation**
  - Annual meetings were being assessed by a review of survey results, type of attendee, satisfaction of site, quality of technical program.
  - The results of the survey in Nashville were positive, including a positive review of ABD Event and banquet, positive feedback on the value versus costs, and a high number of open-ended comments.

- **Members**
  - The total number of full international members in SDITE moved from 1114 members in 2015 to 1039 in 2016.

- **Sessions**
  - Calculations included the number of people in a session.
  - The communications session was a total of 101 members (64 in first and 37 in second).
  - 33 attended the FHWA session on Wednesday with another 100 in other sessions on the same day.

- **Session Evaluation**
  - Only 19 evaluations were received.
  - The District was continuing to look at improved methods to get feedback.

- **New Communication Modules for Leadership Training (Kirby)**

  Chris provided an overview of the new communication course. He distributed a copy of the draft presentation material to the Board attendees. Chris then provided a 10-minute overview of the PowerPoint. He noted that SDITE owned the slides and the slides were available on the Sain FTP site. The module would replace the old communications module.

The Board then discussed Dave’s motion for additional funding for communication courses. It was stated as follows: “The Board will grant the Member Services Committee led by Cindy Pionke to authorize funds to do the “Train the Trainer” as well as the
communication program sessions at the SDITE Annual Meeting in Columbia, SC at a cost not to exceed $5800." For clarity, there would be some discretion on topics for “Train the Trainer” and no more than two sessions at the Columbia meeting.

Becky White seconded the motion. The motion passed.

The first day of the meeting wrapped up at 5:12 PM CT.

**************************************************************************END OF DAY 1**************************************************************************

• Call to Order

President Hollis Loveday started the meeting at 8:30 AM CT.

• Website

Jeff Stephenson led a discussion on the SDITE website. He discussed the process that the committee undertook and thanked them for their help. The recommendation of the committee was to develop a new site using Wordpress, an open source website option.

Key points included:

- Goal was to make it live at beginning of January 2017.
- The committee would be working on the SDITE Operations Manual to define new standard operating procedure for the website.
- IC&O would also be building the team to take advantage of the new technology.
- Jeff provided a live demonstration of the new site which included highlights of website including layout, posts, and annual meeting summaries.
- The new site could provide assistance for future LACs.

Hollis thanked Jeff and the committee for their efforts.

• Section Reports (from District Reps.)
  A. Alabama (Malenke)*

- Jeff Stephenson led the discussion;
  o Welcomed everyone to Mobile
  o Recently had a good meeting in Gulf Shores including scholarship auction
  o ALSITE completed second year of Teen Safe Driving Summit including outreach to 500 students
  o The Section would offer a Traffic Engineering 101 course to ALDOT in 2017
  o The Section awarded $10k in scholarships
  o The Silent & Live auctions raised approximately $5600
  o Awards were presented at Annual Meeting

• Three Top Items:
  o Service Projects
  o TE 101 Course
Success of Scholarship program

Challenge – declining membership

Hollis noted that the Section discussed member services at their Board Meeting

B. Deep South (Smith/Swanson)*

Tom / Jeff led discussion;
- Good participation by Deep South at Nashville meeting
- Good Winter Meeting at Mississippi State
- Section was trying to put leadership focus into their technical program
- Partnered with MDOT at Safety Fair – 1200 attendees
- Residences had immediate need for help during the flooding – raised $6500 to Salvation Army
- The Section was gearing up to 2020 meeting and would be exploring those options
- Recent membership changes were a result of cleaning up roles; the Section has no official listing of affiliates
- Dues are rolled into annual meeting at $25 / year
- Section holds an ethics session at annual meeting to meet PE Requirements

Top Three Items
- Efforts with flood relief
- Outreach efforts with safety fair
- Interaction with student chapters with good advisors

Challenge
- Active participation was a concern as much of the work was done by a limited number of volunteers

Hollis complimented the District’s focus on helping sections

C. Georgia (Fangmann/Zehngraff/Davis)*

Richard summarized activities:
- The Section has revamped their newsletter thanks to Paul Slone
- Each monthly meeting averaged 100 attendees
- Winter Workshop was with ASHE and had 140 attendees
- The Section facilitated 6 technical webinars with 100 attendees total
- 150 attendees participated in social events
- The Section committees had open enrollment which doubled the number on committees
- The GAITE Mentorship Program currently included 7 participants
- The scholarship fund raised $22k in 2016 and the Section will likely expand number of scholarships
- The Section partners with GDOT to raise $6500 which was donated to “Transportation Engineer of the Future” program
- The Section continued to engage student chapters

Challenge:
- Getting public agency outreach outside of the larger population areas

Hollis noted that the Section has raised the bar for Young Member activity
It was also noted that part of scholarship drive was in memory of John Edwards which led to significant donations. One of the Section meetings included a summary of John’s career. An award was named after John.

Finally, Don Covalt passed away who was a professor and active member.

D. Kentucky (Cummins)*

- Lindsay gave the report;
  - Section held a couple of meetings during year including spring meeting, golf outing and fall tech meeting

- Top Three Items
  - Happy to have a member on the Executive Board
  - Big emphasis with students at Annual Meeting
  - Held successful Meetings

- Challenges
  - Active participation from top to bottom

E. North Carolina (Brooks/Arellano/Greene)*

- Todd gave report;
  - NCSITE retooled how the Section operates
  - There were four major Councils as well as User Groups that lead the Section
  - Todd would lead the strategic initiatives council since last planned focused on 2020
  - Traffic Engineering Council would get an article published on saturation flow
  - There are a total of 5 user groups and the newest is a bike/ped user group
  - Young Members committee has been well-received and that has been nearly 35 members at the activities
  - The Section was nearly through the second round of the mentoring program which included one-on-one meetings throughout the year
  - There were three active student chapters in North Carolina and seven college scholarships were given for a total of $14k
  - Section has not done a lot of training but trying to help out NCDOT with a TransModeler Course
  - Section held a one-day NEPA course on local administrative projects
  - The Section would be hosting the Fifth Annual Urban Streets Symposium in May 2017
  - NCSITE held its Annual Meeting in Raleigh with about 300 attendees
  - The Section charged for job postings and considered it excess revenue for operating funds

- Top Three Items
  - The Section has shared leadership driven by councils & user groups
  - Partnerships with like-minded organizations have been created
  - The Section uses technology to improve operations to make things more “real-time”
• **Challenge**
  o Getting and retaining public sector members

F. South Carolina (Campbell)*

• Lori lead the discussion for SCSITE;
  o The Section struggled with active participation
  o Section worked toward SDITE Annual Meeting
• **Top Three Items**
  o Section considered revamping scholarships which included a grant program to help multiple students in a more lasting way
  o The Section would incorporate their successful Vendor Day into SDITE Annual Meeting
  o The Section provided travel assistance to young member attendees
• **Challenge**
  o The Section has struggled to get their scholarship money back from International ITE. Intent is to get some return on the investment by putting it back into local hands. Bob Murphy offered assistance on this task.

G. Tennessee (Cleghon/Ledsinger/Anderson)*

• Ben led the discussion;
  o TSITE had a big year including their 50th anniversary plus hosting of SDITE Meeting
  o The Section had normal quarterly meeting; good turnout at each
  o The summer meeting in Gatlinburg was very popular and raised $7k for scholarship
  o Fall meeting was typically a joint meeting
  o The Section gave out several awards and several scholarships
• **Top Three Items**
  o Hosting the SDITE Meeting
  o A successful celebration of their 50th anniversary
  o Blue Funk Gala was a big event to raise money for students interested in engineering. Other successful activities for student chapters and summer activities with families.
• **Challenge**
  o Geography continues to be a challenge.

H. Virginia (Potocki/Lowman)*

• Ric led the discussion;
  o Had a great spring meeting in Blacksburg with good turnout and a tour of smart road.
  o The VASITE Annual Meeting was held in Virginia Beach in June. A workzone safety course was taught at the meeting.
  o The section would host SDITE Leadership training in late January / Early February in Richmond. Full Board participation was expected.
• Spring meeting in February will be in Williamsburg and students were invited.

• 3 Tops Items:
  o Successful spring meeting in Blacksburg
  o Section is proud of community involvement including being part of Richmond Engineers Club and E-Week activities.
  o Board decided to ditch annual reception and replace with event at Top Golf

• Challenge
  o Biggest challenge is retaining members and the Section will be doing outreach.

The Board engaged in a brief conversation about favorite activities from each section. This included the idea of having a big sign-up sheet for committees in Columbia at the Annual Meeting. The Board also discussed the Councils and User Group and how members are placed in those committees. Finally, the Strategic Plan should address public sector membership.

• Future Annual Meetings

  A. 2018 in Mobile, AL (Apr. 7-11, 2018) - Renaissance (J. White/Bergin)

    • Key Points
      o Needed the resolution passed to open the checking account
      o Needed seed money
      o Was working on getting committee going
      o Very preliminary budget has been prepared based on South Carolina Meeting (currently anticipating a $350 registration)
      o Travel options include flying into Pensacola, Gulfport or Mobile
      o ABD was considering event at the battleship or GolfQuest
      o Considering a technical tour of Airbus or the port
      o A tunnel tour has been considered
      o There were other low hotel costs within walking distance
      o The elevators cannot be unlocked

  B. 2019 in Virginia, Joint Meeting with Mid-Colonial at the Crystal Gateway Marriott in Arlington, VA. Tri-chairs: Christine Potocki, Chris Daily, and Ashley Lickliter.

    • Key Points:
      o The hotel contract has been signed
      o The meeting will be co-hosted with the Mid-Colonial District
      o The dates are March 30 – April 3, 2019
      o The hotel is on top of a metro stop
      o The meeting is in the middle of Cherry Blossom Season
      o The LAC is aiming to get even distribution of committee between both Districts
      o The LAC is engaging in Traffic Bowl discussions as both Districts will require time and space on the agenda
The LAC will host the SDITE Year-End Board Meeting next November. A contract will be needed.
- Anticipated attendance could be 600-700
- There are a total of 5 co-chairs.

C. 2020 in New Orleans, LA

Refer to earlier discussion related to the 2020 Annual Meeting in this document.

D. 2021 in North Carolina
- Considering the Wilmington convention center

E. 2022 in Kentucky
- Considering a meeting in Louisville and a possible joint meeting with the Missouri Valley Section

***************15 MINUTE BREAK**********************

After the break, there was a brief discussion about Section-level policies on travel reimbursements for Student Chapters to attend the Annual Meeting. In Virginia, there is no maximum cutoff. There is no recorded policy in Kentucky. Alabama follows the SDITE reimbursement policy.

- Old Business
  
  A. SDITE Ops Manual

  No new discussion.

- New Business
  
  A. Resolution for LAC to open account

  Hollis read a resolution for the 2018 LAC to open a checking account. Kirsten made motion. Jeff Smith seconded. The motion passed.

  B. Engineering Outreach Committee (GA – Robert Baker Jr)

  Robert noted the continual goal to reach out to students and the need to get support for various student activities. One of these activities is the “Exploring Engineering Academy” in Georgia which is sponsored by Boy Scouts of America. Participants visit the Georgia Aquarium, Six Flags, Kia, the Traffic Management Center at Georgia DOT among other activities.

  To be selected, Middle and High School Students of both genders are recruited from across the United States to stay at Georgia Tech. Robert has championed the
Georgia Section to sponsor and wants SDITE to do the same. His request was to support one student at a cost of $1100. GAITE has agreed on a sponsorship of $500.

Jennifer discussed three options for SDITE contribution, including full funding of $1100, partial funding, and no funding. Any funds used would come out of the special projects fund.

The attendees discussed the specific requests as well as how to handle future requests. There was agreement that this is a step toward a more outward focus, which was a goal set in the Strategic Planning meeting the day before. A one-page proposal to Board to compete for money in the future was suggested.

Bob Stammer made a motion that SDITE donates $600 for a one-year donation contingent upon the Georgia Section’ commitment of $500. The donation priorities and process should be re-evaluated in 2017.

Lori seconded. Kirsten amended the motion to ensure the money goes to someone in a Southern District state. The motion passed.

C. LeadershipITE

International ITE requested that each District consider financial support directly to the LeadershipITE program. SDITE has historically given $3000 each year to the general LeadershipITE fund. For the draft 2017 budget, Jennifer proposed a budget of $3000 from the Special Projects out of the reserve fund. The $3000 was noted as the cost of the registration for the program.

SDITE had five members selected for the 2017 class. Two of the five requested tuition assistance:

- Whitney Nottage is an engineer from the Georgia Section that works for a private company called Intelight, Inc. The Georgia Section has committed to provide some financial assistance. The company has noted that they may cover the remaining cost if necessary.
- Cindy Pionke is an engineer from the Tennessee Section that works for Knox County, a public agency. While her supervisor indicated the ability to find additional funds, a contribution from the District could help the financial situation.

Of the $3000 in the budget proposal, Jennifer noted an allocation of $1000 to each candidate and other $1000 into the LeadershipITE general fund.

It was noted that many of the other Districts put disclaimers on their contributions. Many specified that the money go toward a candidate or candidate from their respective District.

Bob Murphy noted that International ITE has subsidized budget up to $15k-$20k. As a result, the support from Districts make a different in the LeadershipITE budget.
Other general discussion included:

- A Board Member suggested that the Board should recognize Cindy’s long serving commitment to District and that service should be considered when allocating funding.
- Another attendee noted that this would set precedence of funding a non-government employee versus private consultant.
- The attendees discussed what constituted financial need. It was noted that the need included the upfront financial costs.

Dave Low made an initial motion: “The SDITE Board will give $3000 to LeadershipITE program to general fund. A committee will be established in 2017 to create criteria for people who want scholarships. For 2017, the Board will agree to help Cindy with a $1500 contribution which includes consideration of her long-standing SDITE service. The total one-time contribution would be $4500.”

Jeff Smith second.

Discussion items on the motion included:

- The years of service should be excluded from the motion.
- The Board acknowledge that both candidates have applied for money but only one of the candidates has financial support from her Section.
- Public and private sector employment should be a consideration.

The revised motion was stated: “SDITE will give $4500 to the LeadershipITE program in two parts: $3000 as an unrestricted contribution to LeadershipITE and $1500 for Cindy Pionke. A committee will be created to establish criteria in 2017.

The motion was passed.

A suggestion was made to get LeadershipITE alumni to serve on this new committee. Lindsay Walker volunteered to lead the effort to setup this new committee.

D. 2016 Budget (Bihl)

Jennifer then discussed her proposed budget for 2017. Key changes in the budget included:

- The approved LeadershipITE support
- Money for the “Train the Trainer” for communication
- Support for the Exploring Engineering Academy
- Less on website due to efficiencies
- More money for traffic bowl
- Funding 12 Young Member scholarships which is reflected in the LAC budget
Other discussion included:

- Move student paper awards ($400) to the LAC
- The need to include anticipated excess revenue in the report which will require an updated spreadsheet

A motion by Kirsten to approve the budget. Christine seconded.

The only discussion was that Cindy’s committee would work out details for the “Train the Trainer” costs.

The motion to approve the budget passed.

E. Other New Business

A new resolution regarding Loudon and Prince William Counties in Virginia was read by Christine. Kirsten seconded. The resolution passed.

F. Installation of Officers

The installation of officers took place outside in the courtyard of the hotel. Bob Murphy lead the Oath of Office.

G. Passing of the Gavel

The ceremonial passing of the gavel from Hollis Loveday to Jennifer Bihl also took place in the courtyard.

H. Comments from President-Elect (Bihl)

Jennifer highlighted some key initiatives for her tenure in 2017. These included:

- Using the strategic planning results and the new website as key tools for 2017.
- Increasing the number of meetings offered throughout the District.
- The District will keep leading activities that are good for its members.
- Performance measures will continue to evolve and will be cleaned up based on feedback.
- The District Operations Manual will be updated.

- Announcements

No more announcements

- Adjournment

Adjourn 11:50 AM CT
CANDIDATE STATEMENTS/BACKGROUND INFORMATION
Candidate for Secretary/Treasurer or International Director

**NAME**

- Candidate’s professional biography, including number of years of ITE membership, transportation experience and accomplishments:

- Prior service to the Southern District; prior service to your state ITE section; and prior service to other organizations and other qualifications:

- Reasons for running for office:

- Discussion of the candidate’s goals and priorities as a member of the executive board:

- Discussion of how the candidate anticipates accomplishing his/her goals:

- Discussion of the challenges and opportunities the candidate believes the profession will face in the coming three years:

Discussion of the challenges and opportunities the candidate believes the sections, district or international ITE will face in the coming three years:
EXHIBIT A-15 – SDITE Traffic Bowl Section Team Travel Reimbursement Guidelines

Southern District Sections are eligible to receive a matching grant to assist in the travel of traffic bowl teams to the SDITE Annual Meeting. Expenses incurred by the Section are eligible to be matched. In general, SDITE will provide a reimbursement of 50% of the funds expended by the Section, up to specific maximum amount, according to the following rules and procedures.

The maximum amount of the matching grant for each State shall be as follows:

- Student teams traveling less than 400 miles one-way to the Annual Meeting are allocated a maximum matching grant of up to $500.
- Student teams traveling 400 to 700 miles one-way are allocated a maximum matching grant of up to $750.
- Student teams traveling more than 700 one-way miles are allocated a maximum matching grant of up to $1000.

A verification of mileage based on a MapQuest or similar map must be submitted along with the request for reimbursement. Reimbursements are made upon written request from the Section Treasurer with sufficient documentation (such as receipts and copies of checks) to verify expenditures. The provided standardized form for reimbursement must be used for reimbursement to be processed.

The travel expenses that are eligible for reimbursement include the following categories:

- Vehicle mileage/car rental/vehicle use fees (one vehicle per team) or airline travel (up to three tickets per team). Reimbursement for mileage will be made at the prevailing Federal Government IRS rate for private automobile use. If reimbursement is made for car rental fees or vehicle use fees, fuel expenses are also eligible for reimbursement. Transportation costs for airport and hotel shuttles and taxis are also eligible for reimbursement. Teams are encouraged to use the least expensive means of travel available.

- Hotel (up to two rooms per team). Teams traveling less than 700 miles one-way to the meeting may be reimbursed for up to two (2) nights stay in up to two (2) rooms. Teams traveling over 700 miles one-way to the meeting may be reimbursed for up to three (3) nights stay in up to two rooms. Traffic bowl teams are strongly encouraged to stay at the host hotel for the SDITE Annual Meeting. Teams electing not to stay at the host hotel must communicate their reason for hotel choice to the SDITE Traffic Bowl Chairperson to obtain advance approval before the date that the meeting room block is released back to the hotel. Teams that do not receive approval from the SDITE Traffic Bowl Chairperson prior to the annual meeting will forfeit reimbursement of their hotel expenses; however, they still may be reimbursed for other travel expenses. The Traffic Bowl Chairperson will consider requests for using a hotel other than the host hotel in consultation with the general chairperson of the meeting. Lack of rooms will be a sufficient reason to use an alternate hotel. Cost of the host hotel rooms will not be considered a sufficient reason to use an alternate hotel.
• Food while traveling in transit to/from the meeting location and meals not provided during the conference (please be reasonable). Meals which are otherwise provided during the meeting are not covered since they are covered as part of meeting registration.

These funds are provided as a matching grant to funds expended by the Section. The Southern District’s grant will have a maximum cap not to exceed the Section match or the reimbursement limit based on distance as described herein, whichever is less. For instance, if a team travels less than 400 miles one way and submits verifiable expenses for $700, SDITE will reimburse the Section $350, provided that the Section shows proof of expending at least $700. If another team travels 750 miles one way and submits verifiable expenses for $2,500, SDITE will reimburse the Section $1000 provided that the Section shows proof of expending at least $2,000. Documentation must show that the Section has directly provided funds for travel before the matching grant will be paid.

Reimbursement will be made only to the Section, and only to the Treasurer of the Section. Reimbursement checks will not be sent to Student Chapters or individual students. All requests for reimbursement must be made within thirty (30) days of the close of the SDITE Annual Meeting. Student chapters and individual students should coordinate transmittal of the matching grant request, receipts, and other required information with their respective Section’s Traffic Bowl Chairman or Section Treasurer. Requests for reimbursement by the Section shall be made directly to the current SDITE Traffic Bowl Committee Chairman. Claims for reimbursement should be paid within thirty (30) days of receipt of request.

Each team member must register for the meeting, but the cost of registration is free for three Traffic Bowl team members. An alternate (4th member) is sometimes identified, but registration costs are not covered for the alternate.
# SDITE Traffic Bowl Team Travel Matching Grant Request

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<td>(must be Section Treasurer)</td>
</tr>
<tr>
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<td>Email Address:</td>
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### Category: Travel Expenses

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<tr>
<td>OR (request either mileage reimbursement or actual transportation costs)</td>
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</tr>
<tr>
<td>Airline Tickets</td>
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<tr>
<td>Vehicle Use Fee</td>
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<tr>
<td>Fuel (if mileage is not claimed)</td>
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</tr>
<tr>
<td>Ground Transportation</td>
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### Category: Lodging Expenses

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### Category: Meal Expenses

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<table>
<thead>
<tr>
<th><strong>Total Cost of Trip</strong></th>
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<tbody>
<tr>
<td><strong>Funds Provided by Section</strong></td>
<td>$</td>
</tr>
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</table>

### Total Reimbursement Requested:

- (must be one-half or less of the funds provided by Section and limited to the following maximum amounts – please check appropriate box)
  - $500 maximum (less than 400 miles one-way)
  - $750 maximum (400 to 700 miles one-way)
  - $1000 maximum (more than 700 miles one-way)

The following attachments are required if reimbursement is requested for the line item:

- MapQuest or other map verifying mileage to meeting site
- Airline ticket receipts
- Car rental receipt
- Vehicle use fee receipt or statement
- Fuel receipts
- Shuttle and ground transportation receipts
- Hotel receipts
- Meal receipts
- Proof of Section/Student Chapter funds expended (copy of checks – front and back, credit card receipts, etc.)
April 10, 2018

To: SDITE Winning Traffic Bowl Team

From: Richard L. Caudle, SDITE Traffic Bowl Chairman

Subject: Reimbursement for Travel to International ITE

The SDITE Board has budgeted a line item of $2400 to help your Traffic Bowl team travel to Minneapolis, Minnesota for the 2018 International ITE Traffic Bowl. This line item will be based on reimbursement for actual expenses. Please observe the following items as you plan your trip and file your reimbursement request.

1. SDITE will issue only one check. It may be payable to the Student Chapter or to one individual.
2. SDITE will reimburse the team for up to two (2) hotel rooms, and only for the following nights: the evening before the competition and the evening of the competition.
3. SDITE will reimburse transportation expenses for up to four (4) members to/from the meeting, either by: airfare, or one (1) rental car, or one (1) personal car. For a rental car, the rental charge (including optional insurance) and gasoline costs are reimbursable. For a personal car, the prevailing IRS rate per mile shall be used.
4. SDITE will reimburse local transportation expenses at the meeting site, including taxi or public transportation to/from the airport, or parking fees for rental car or personal car. A rental car for airport/hotel travel will not be reimbursed.
5. SDITE will reimburse meals for the day before the competition, the day of the competition, and the day after the competition for up to four (4) members, provided they are not meals at the meeting location which are included in the meeting registration. It is expected that the majority of these meals will be under $10 each. One (1) meal may be up to $25, including tip.
6. SDITE will not reimburse travel insurance costs
7. Any deviation from this procedure requires prior written consent from the Traffic Bowl Committee and the SDITE Executive Board before the expense is incurred.

Please file your request for reimbursement within thirty (30) days following the end of the ITE International Annual Meeting. Your reimbursement package should include a one-page summary of all expenses claimed, the name and address for the reimbursement check, and copies of all receipts for which reimbursement is claimed. If a personal vehicle is used, please include a printout from MapQuest or a similar service showing one-way mileage from your School to the meeting site.
EXHIBIT A-16 – Sample Audit Committee Report

REPORT

TO: Karen Mohammadi
SDITE President

FROM: Tim White
SDITE Secretary-Treasurer

DATE: April 21, 20XX

SUBJECT: Audit Committee Report

The Audit Committee of the Southern District ITE has reviewed the financial records of the District for the year 2008 and has found that the records are in order and provide adequate documentation of expenditures and receipts.

AUDIT COMMITTEE: Chairman

Member

Member

Member

Duties:

- Review checkbook for accuracy. Match balance reported in most recent financial statement from bank with balances in the financial statement.
- Scan disbursements for any unusual looking expenditure. If unusual expenditures exist, review backup documentation to understand expenditure.
- Randomly select a sample of disbursements and make sure documentation exists for the disbursements.
- Review a copy of the tax returns for the previous year to ensure that returns have been filed (if reviews are after tax return due date)
- Review most recent financial statement
- Sign Audit Committee Report form and note any comments.
- Report to the membership at the Annual Business Meeting.
HERMAN J. HOOSE DISTINGUISHED SERVICE AWARD

This award is presented at each Southern District Annual Meeting to an individual who, over a period of years, has contributed outstandingly to the advancement of traffic engineering and the Southern District of the Institute of Transportation Engineers (ITE). The selection of the recipient is based on such traits as integrity, morality and leadership, individual accomplishments such as traffic engineering innovations, technical research and paper writing and organizational service such as meeting participation and Committee work.

The Southern District's Herman J. Hoose Distinguished Service Award is named after an individual who, by his personal integrity, leadership, and Sample, leads his fellow professionals to greater service. Herman J. Hoose was born and educated in Indiana. He pursued graduate studies at Purdue University, the Bureau of Highway Traffic at Yale University, and at the University of Tennessee. He is a registered Professional Engineer.

Herman served as an Assistant Traffic Engineer in Ft. Wayne, Indiana, a Traffic Engineer and Highway Planner for the Toledo-Lucas County Planning Commission in Ohio, and as Traffic and Highway Planner for the U.S. Corps of Engineers. In 1948, he went to Charlotte, North Carolina, as its first Traffic Engineer, serving initially as the Director of Traffic Engineering and later as the Transportation Planning Coordinator. His appointment as Traffic Engineer of Charlotte established one of the first such positions in the South.

Having joined ITE in 1942, Herman was currently a Fellow/Life Member. He served on numerous Committees and was the author of numerous articles and participated on the programs of many professional and civic organizations. Herman was a founding member of the Southern Section (now District) and served in all offices of the Section. He was also a charter member of the North Carolina Division (now Section).

For his outstanding contributions and sincere devotion to the profession of traffic engineering and for his special concern for the advancement of young professionals, the Theodore M. Matson Memorial Award was conferred upon Herman J. Hoose by International ITE in 1986.
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<thead>
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<td>James Pohlman</td>
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<tr>
<td>2018</td>
<td>Steven C. Strength</td>
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MARBLE J. HENSLEY INDIVIDUAL ACTIVITY AWARD

This award is presented at each Southern District Annual Meeting to an individual who, over the previous year, has contributed outstandingly to the advancement of traffic engineering and the Southern District of the Institute of Transportation Engineers (ITE). The selection of the recipient is based on such traits as integrity, morality and leadership, individual accomplishments such as traffic engineering innovations, technical research and paper writing and organizational service such as meeting participation and Committee work.

The Southern District's Marble J. Hensley Individual Activity Award is named after an individual who had untiringly and unselfishly given of his time and talents to the furtherance of his profession and his professional organization. Marble J. Hensley was born in Smyrna, Georgia, and grew up on a small farm there, the oldest of five children. His father had a small engineering and surveying company, and Marble worked on the surveying crew and on the farm as a boy. He worked for Bell Aircraft and served in the Navy. After graduating in 1949 with a B.S. in Civil Engineering, he worked a short time for the Georgia Highway Department, for the City of Atlanta, and later for the City of Chattanooga. Marble entered private practice as a consulting engineer in 1960.

As Chair of the Board of Hensley-Schmidt, Marble was responsible for the organizing and coordinating the firm's internal operation as well as the company's projects throughout the southeast. In 1992, Hensley-Schmidt merged with Piedmont Olsen, and Marble served as a Director of Piedmont Olsen Hensley.

Mr. Hensley was registered as a Professional Engineer in 13 states and was registered as a Land Surveyor in two states. He was involved in many professional, civic, and community associations. He was one of the founding members of the Southern Section (now District) of ITE. Marble served as President of the Southern Section and as a Director and President of International ITE. In 1995, Marble was presented the Institute's highest honor when he was named as Honorary Member of ITE.
## MARBLE J. HENSLEY INDIVIDUAL ACTIVITY AWARD RECIPIENTS

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<th>Name</th>
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<td>Alison Catarella Michel</td>
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<td>2018</td>
<td>Jeffrey D. Stephenson</td>
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</table>
JOSEPH M. THOMAS YOUNG MEMBER AWARD

This award is presented at each Southern District Annual Meeting to an individual who, over the person's young professional career, has contributed to the advancement of transportation engineering and the Southern District of the Institute of Transportation Engineers (ITE). The recipient shall be under the age of 35 years. The selection of the recipient is based on such traits as integrity, morality and leadership, and individual accomplishments such as traffic engineering innovations, technical research and paper writing. ITE organizational work to be considered, including participation and Committee work, can be at the District level or may only be at the Section level.

The Southern District Joseph M. Thomas Young Member Award is named after an individual who, by his personal integrity, leadership, and Sample leads young professional to greater service to the profession and to ITE. Joseph M. Thomas was born in Georgia and earned his degree at Georgia Tech. Joe has served 27 years with the City of Atlanta in several positions including Director of the Bureau of Traffic Engineering. He then spent seven years with Peek Traffic Systems as Vice President for IVHS and Manager of Traffic Engineering. He is currently IVHS Systems Manager for Post, Buckley, Schuh, and Jernigan. During the 1980's, Joe pioneered the development of a new distributed traffic control system which came to be known as the "closed loop system" and which is now used throughout the United States.

Joe is a registered engineer and is the author of over 100 technical papers, articles, texts in the traffic and transportation engineering fields. Throughout his career, Joe has been active in Committees and leadership positions in ITE and is a Fellow Member of ITE. He is a past president of the Southern Section (now District) and the Georgia Division (now Section) and is a past chair of the District Five Board. He also served as an International Director of ITE.

Probably the best evidence of Joe's dedication to younger members of the profession is in his teaching activities. He has served as a part-time instructor in traffic engineering courses at Georgia Tech. In addition, he has participated as an instructor in similar courses at Auburn University and served as co-principal instructor in the ITE Traffic Engineering Academy.
1993  Hernan E. Pena, Jr.  2006  William Brian Fulton
1994  Craig M. Hanchey  2007  Alison Catarrella Michel
1995  James A. Meads  2008  Michael R. Ridgeway
1996  Robert R. Walker  2009  Dyan C. Damron
1997  Terry M. Snow  2010  Kenneth Scott Walker
1999  Karen L. Mohammadi  2012  Lindsay A. Walker
2000  Bayne E. Smith  2012  Kimberly L. King
2001  Gregory D. Judy  2013  Sean Coleman
2002  Richard B. Fangmann  2014  Meredith H. Van Duyn
2003  Jo Anne Tingle  2015  Meredith Emory
2004  Jeffrey L. Hammond  2016  Ryan T. Eckenrode
2005  Kirsten B. Tynch  2017  Thomas Montz
JOHN F. EXNICIOS OUTSTANDING PUBLIC SERVICE AWARD

The John F. Exnicios Outstanding Public Service Award is presented to a member of the Southern District who, over a period of at least 10 years as an employee in government public service in the transportation field, has contributed outstanding service to the community, to the advancement of traffic and transportation engineering in the public sector arena, and the Southern District ITE.

John Exnicios was born in New Orleans, Louisiana. In 1952, he graduated from the Yale Traffic Bureau. (The original training ground for Traffic Engineers.) He has garnered the highest awards that ITE has to offer, including Honorary Membership and the Theodore M. Matson Award. He has received the Herman J. Hoose Distinguished Service Award and the Marble J. Hensley Outstanding Individual Activity Award from the Southern District. He is a member of the National Committee on Uniform Traffic Control Devices. He is a founder and past president of the Southern Section and has authored many papers and presentations on a variety of traffic engineering topics. He has contributed significantly to his community through his vast experience in traffic and transportation engineering.

John Exnicios was the City Traffic Engineer for New Orleans for 33 years. He was responsible for all traffic engineering projects such as the Superdome access, and the initial computerization of the signal system for Orleans Parish. Immediately following his retirement, Mr. Exnicios served as Director of Transportation for the Louisiana World Exposition supervising all transportation planning for the expected 11 million visitors to the Exposition. He was a volunteer to the Archdiocese of New Orleans to help coordinate Pope John Paul II’s visit in 1987.

Since 1984, he has served as Principal Traffic Engineer for Urban Systems, Inc. and Krebs, LaSalle, LeMieux Consultants, Inc., in consulting practice specializing in many urban related projects in Louisiana and Mississippi. These include incident management planning, the port of New Orleans/rail/roadway interface, computerized signal systems, and integration of a major aquarium adjacent to the Mississippi River and historic Vieux Carre'.

Public Servants often ask, “Just what does it take to succeed?” John Exnicios showed that public service demands a person who is always ready to help with any project, large or small, that will benefit the community. It also takes the ability to give to a professional organization (ITE) that supports and nurtures the profession. As you can see, John Exnicios’ life is indeed “seamless”, which is exactly what a role model for other members, young and old, is supposed to be. He continues through his unceasing dedication to make the community, the profession, and ITE something for all of us to be proud of.
JOHN F. EXNICIOS OUTSTANDING PUBLIC SERVICE AWARD RECIPIENTS

2006  W. Martin Bretherton, Jr.  2013  James D. Foster
2007  John Van Winkle  2014  Timothy A. Foster
2008  Lynn E. Allsbrook  2015  Calvin W. Leggett
2009  Steven C. Strength  2016  Stanley F. Polanis
2010  Todd I. Long  2017  Scott Zenngraff
2011  Howard R. Chapman  2018  William M. Seymour
2102  Cynthia M. Pionke
EXCELLENCE IN TRANSPORTATION ENGINEERING EDUCATION AWARD

This award is presented at each Southern District Annual Meeting to an individual who, over that person's teaching career, contributed outstandingly to the education of future leaders in the transportation engineering field and to their local Section or the Southern District of the Institute of Transportation Engineers (ITE). The recipient shall have spent a significant portion of his or her career as an educator at a college or university. The selection of the recipient is based on such personal traits as integrity, morality, and leadership; individual accomplishments such as education, mentoring, technical research, and publications; and organizational service such as Student Chapter leadership, Section and District meeting participation and Committee or Officer work.

Because the South has been blessed with a number of outstanding educators at many of its Universities and therefore would be difficult to single out just one educator above all others, the award is not named after an individual. Therefore, the award is named the "Excellence in Transportation Engineering Education Award".

EXCELLENCE IN TRANSPORTATION ENGINEERING EDUCATION AWARD RECIPIENTS

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<td>Dr. Marty E. Lipinski</td>
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<td>Dr. William “Jeff” Davis</td>
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<td>Dr. Bryan Katz</td>
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</table>
PRESIDENT’S AWARD

This award may be presented at a Southern District Annual Meeting to an individual who has made extraordinary contributions to the Southern District Institute of Transportation Engineers (ITE). Because of the special nature of the award, this award is not presented every year, but rather on only those occasions where special recognition outside of the normal awards is warranted.

PRESIDENT’S AWARD RECIPIENTS

2009  Richard Atkins
2012  Richard L. Caudle
PRIVATE SECTOR EMPLOYEE OUTSTANDING SERVICE AWARD

The Private Sector Employee Outstanding Service Award is presented to a member who has made outstanding contributions to his or her community, to transportation engineering in the private sector, and to the Southern District of the Institute of Transportation Engineers.

The recipient shall have spent a significant portion of his or her career in the private sector and served a mentor or role model for the firm’s employees. The selection of the recipient is based on such personal traits as integrity, ethics, and leadership; and organizational service in ITE leadership positions at the Section, District and/or International levels.

PRIVATE SECTOR EMPLOYEE OUTSTANDING SERVICE AWARD RECIPIENTS

2015  W. Hibbett Neel, Jr.  2017  Jeff Smith
2016  Edward E. Watt  2018  Richard A. Day