

# ITE Great Lakes District Procedures Manual

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### 1-0 District Purpose, Role, Membership and Government

#### 1-1 Purpose and Role

##### 1-1-1 Role of the District

The purpose and role of the District are found in Article I of the District Bylaws.

##### 1-1-2 Role of the Sections

The Sections in the District are expected to participate and contribute to the overall success of the District as described in the Charters, issued by the District and Bylaws, approved by the District. A brief summary of these expectations and obligations of the Sections to the District are found in Appendix A of this Procedures Manual.

#### 1-2 Membership

Membership in the District shall follow Article II of the District Bylaws with the following exception that an individual having either their residence or business address, as shown in their ITE International membership profile, outside of the District's area may NOT hold elective office and shall NOT be entitled to vote in the District's elections of District International Director(s).

#### 1-3 Dues

All members will pay District dues as established by the board and processed through ITE as described in Article III of the District Bylaws.

#### 1-4 District Board

The District Board is comprised of the District Officers, Section Representatives and the District International Director(s) as described in District Bylaws' Section 4.3 and as described in the following sections.

##### 1-4-1 Officers

District Bylaws' Article IV (OFFICERS AND BOARD), Section 4.1 shall be expanded to include six (6) officers. The office of Secretary-Treasurer will be divided into two (2) positions, each held by a different person. Additionally, a sixth officer position of Board Member will be elected each year. Therefore, the officers of the District shall be President, Vice President, Treasurer, Secretary, Board Member, and Immediate Past President. Individuals will be expected to progress upward through the offices from Board Member to Secretary to Treasurer to Vice President to President and finally to Immediate Past President. The nomination of officer positions is described in Procedure 6-0.

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### 1-4-2 Section Representatives

Each Section shall have one (1) Section Representative to the District Board. Each Representative shall be elected serve a two-year term in office. The terms will be staggered as provided in Procedure 1-4-2 B. Each Representative shall be a voting member of their respective Section Boards as described in Bylaws' Section 4.4.

- A Each Section must provide the name of their Representative to the District Secretary by November 1 of the year prior to their term of office.
- B The staggered terms amongst the sections would be as follows:
  - i Representatives from the Indiana, Illinois, and Ohio sections will commence their 2-year term in an ODD numbered year.
  - ii Representatives from the Michigan, North Central, and Wisconsin sections will commence their 2-year term in an EVEN numbered year.
- C ***(This provision will be removed from these procedures after January 1, 2022.)*** To commence operations of the District Board on January 1, 2021, the sections of Indiana, Illinois and Ohio would provide their Representatives in 2020 to take office starting January 1, 2021. The sections of Michigan, Wisconsin and North Central would be represented in 2021 by either their Representative who served in 2020 on either the Midwestern or Great Lakes District Boards or another qualified individual appointed by the Section's Board, and would then announce their Representatives in 2021 to take office starting January 1, 2022.

### 1-4-3 District International Director(s)

As described in District Bylaws' Section 4.3, with no further revisions or additions, and as provided in the District's Charter and the ITE Constitution.

### 1-4-4 Ex-Officio Members

The ex-officio (non-voting) members of the Board will include the following:

- A District Administrator - The Board may appoint a District Administrator who will be a non-voting member of the Executive Committee and Board to support the operational continuity of the District from year to year. The Administrator must be an ITE member and shall have actively participated in extended service at the District level. Preference will be

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given participated to candidates who have served on a past District Board of the region (Midwestern or Great Lakes). The term of appointment should be for five years with the opportunity of replacement for the upcoming year by the Board with at least six month's notification preferred by the Administrator and/or the Board.

- B Committee chairs established by the Board.

### 1-5 Executive Committee

#### 1-5-1 Members

The Executive Committee shall include, the Immediate Past President, President, Vice President, and International Director. The role of the Executive Committee is to oversee the implementation of District Board policy and administer the day-to-day affairs of the District.

#### 1-5-2 Ex-Officio Members

The District Administrator will be a non-voting member of the Executive Committee and serve as its recording secretary.

### 1-6 Board Member Duties and Responsibilities

Board members carry out the action and program of the District. Officers should be serving their individual roles to be stewards of the District. Board members encourage members to participate in ITE, their section activities and to attend the District Annual Meeting. A complete list of responsibilities is included in Appendix B.

#### 1-6-1 President (VOTING and EXECUTIVE COMMITTEE MEMBER)

The President performs these primary tasks during their year in office:

- A Presides over meetings of the District's executive committee and board as well as at other meetings of the District including the District Annual Business Meeting.
- B Make appointments to fill vacant committee chair and student chapter advisor positions.
- C Assigns a Board Member (officers and section representatives) to serve as a liaison for each Committee.
- D Develops with the Executive Committee the District's calendar of events and meetings,
- E Prepares the agenda and assembles supporting materials for each District Board meeting and the Annual Business meeting.



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- F Monitor progress of and coordinate with the Annual Meeting Local Arrangement Committee.
- G Facilitates discussion of procedure manual contents once per year and determines with board if any updates as required.
- H At the District Annual Meeting:
  - i Open the meeting with a welcome address to the membership.
  - ii Preside over the Annual Business Meeting, giving an overview of the state of the District.
  - iii May preside over plenary and/or other sessions.
- I Coordinate Board activities, including on-going communication with officers, International Director(s), and committee chairs, to support the District's operation and objectives.
- J Respond to correspondence from ITE International, Sections, Chapters, and Student Chapters.
- K Lead the board in ensuring members are aware and actively participating in activities including attendance at the District Annual Meeting.

### 1-6-2 Vice President (VOTING and EXECUTIVE COMMITTEE MEMBER)

The Vice President performs these primary tasks during their year in office:

- A Responsible for filing an annual report with the Illinois Attorney General to maintain the Districts Charitable Organization status, see section 4-5 and Appendix E.
- B Coordinates the awards program of the District.
- C Serves as Chair of the Awards and Recognition Committee and the Annual Meeting Committees.

### 1-6-3 Treasurer (VOTING)

The Treasurer performs these primary tasks during their year in office:

- A Manage the District finances to include accounts receivable, expenses, and bank accounts.
- B Prepares and sends the billing for business and employment advertising based on rates established by the District Board.
- C Maintain the District checkbook.

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- D Coordinate with the District Annual Meeting Local Arrangements Committee on financial budget and accounting records.
- E Serve as a signatory for the District Annual Meeting financial account in addition to the finance coordinator of the Local Arrangements Committee.
- F Member of the Annual Meetings Committee.
- G Prepare the District Annual Budget for the coming year.
- H Prepare an Annual Financial summary and presents it at the District Annual Business Meeting.
- I Responsible for filing an “Non-Profit Organization” annual report for the purposes of compliance with IRS tax filing process (See section 4-5 and Appendix E).
- J Be available to address questions for the following year’s audit. If an individual serving as Treasurer does not continue to the next year as an officer, the officers previously serving as Treasurer will be expected to assist the in-coming Treasurer with questions to prepare the tax filing for the previous fiscal year.
- K Chair the Audit Committee for the review of the previous year’s financial accounts and procedures for general district operations and those of the Annual Meeting.

### 1-6-4 Secretary (VOTING)

The Secretary performs these primary tasks during their year in office:

- A Take minutes at meetings (in person or conference calls) of the District Board.
- B Coordinate sending the request and receiving board member written reports (Director, Administrator and Section Representative) in advance of each board meeting.
- C Coordinate the District election process including ballot preparation, production, distribution, and ballot validation for the electronic voting process.
- D Oversees (Chairs) Communications Committee.
- E In collaboration with the District Administrator, in compliance with the incorporation requirements in the State of Illinois where the District Charter is held, complete and submit the necessary report and associated documents and submitting the filing (See Sect. 4-9).

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## 1-6-5 Board Member (VOTING)

The Board Member performs these primary tasks during their year in office:

- A Review District Board Procedures.
- B Assist the Treasurer in gathering information to prepare the proposed district budget for the next fiscal year.
- C Assist the Administrator in developing the list and confirming the names and contact information for elected officers in each Section and Chapter at the beginning of the calendar year.
- D Serve as Vice Chair to the Communication team.
- E Serve on the Audit committee.
- F See that any amendments to update or revise the District Board Procedures Manual are included in the official document with assistance from the District Administrator.

## 1-6-6 Immediate Past President (VOTING and EXECUTIVE COMMITTEE MEMBER)

The Immediate Past President performs these primary tasks during their year in office:

- A Chair the Nominating Committee, responsible for recommending candidates for District Officer and District International Director.
- B Coordinates the advertising and review of applications from individuals desiring to serve as District Administrator, when needed. The term of office of the District Administrator is for 5-years and is renewable at the pleasure of the District Board.
- C Chair the Advisory Committee.
- D Chair the selection of the District Distinguished Member Award.
- E Provide support to other Board members, as necessary.

## 1-6-7 International District Director(s) (VOTING and EXECUTIVE COMMITTEE MEMBER)

An International Director is elected to a three-year term and serves as the primary liaison between ITE International and the District. The District International Director has these principal responsibilities:

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- A Represent the District on the International ITE Board of Direction, which includes active participation and attendance at International Board meetings.
- B Update members as to the benefits of ITE membership and provides periodic updates to members through articles and presentations at District and Section meetings.
- C Serves on International Board committees, councils and/or task forces.
- D Represents the District on the International Officer Nomination Committee.
- E Reaches out to members through visits to Sections and Students including participation at the Student Leadership Summit. The attendance goal is for the Director to visit each Section at least once during their 3-year term.
- F Serve on the nomination committee

### 1-6-8 Section Representatives to the District Board (VOTING)

A section representative performs these primary tasks during their term in office:

- A Serves as the primary liaison between the District and their respective section. Actively participate and attend all meetings of the District Board.
- B Provide written update of section activities at board meetings with copy to District Secretary in advance of the meeting.
- C Actively participate and attend all meetings of her/his Section's Board and serve as a voting member.
- D Encourages and foster student chapters.
- E Foster and strengthen the relationship between the Sections and the District.
- F Assist their respective Local Arrangements Committee in planning and promoting the District Annual Meeting.
- G Be a liaison for legislative activities at the section level.
- H Maybe assigned to serve as a liaison and/or participate on one or more District Board committees or task forces.

### 1-6-9 District Administrator (EX-OFFICIO NON-VOTING and NON-VOTING EXECUTIVE COMMITTEE MEMBER)

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The Administrator performs these primary tasks during their term in office:

- A Coordinate and administrate the District banking account, acting as the primary bank liaison and a second signatory, in addition to the Treasurer, for the account/s.
- B Create, circulate, and maintain the membership roster of the District Board.
- C Reach out to each Section and Chapter following elections to receive the names and contact information for elected officers in each Section and Chapter. Provide the list to the board at the first meeting of the year.
- D Attend, in person or via phone, the meetings of the Executive Committee and the Board and act as the Board's parliamentarian.
- E Act as the recording secretary for the Executive Committee.
- F Maintain and keep the official record of this procedure manual.
- G Coordinate purchase of district awards and nametags for incoming board members.
- H In collaboration with the District Secretary, in compliance with the incorporation requirements in the State of Illinois where the District Charter is held, complete and submit the necessary report and associated documents and submitting the filing (See section 4-9).

### 1-7 Representative to the ITE International Officer Nominating Committee

Each year the names of the District's International Director and the Immediate Past President will be submitted to ITE International for consideration to be the District's representative to serve on the ITE International Officer Nominating Committee. The International Board of Direction will make the selection of one of these two individuals.

## 2-0 District Executive and Board Meetings and Calendar of Events

### 2-1 Executive Committee Meetings

The Executive Committee may hold conference calls or in-person meetings from time to time as needed to conduct business as described in Section 4.2 of the District Bylaws. The District President will serve as chair and the District Administrator will serve as recording secretary for the meetings with the Immediate Past President serving in this role to record minutes, as needed. All voting members must be in attendance to conduct a meeting of the

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Executive Committee. An executive session of the committee may be convened without the District Administrator, only if the position of District Administrator or the individuals serving in that role is the subject to be discussed during the session.

### 2-2 Board Meetings

The District Board holds two formal in-person meetings each year. One meeting will be conducted just prior to the District's Annual Conference at a location in the city hosting the conference. The second is the Fall Board Meeting which will be focused on planning for the incoming year scheduled in the later part of the year at a location selected by the Executive Committee. In addition to the in-person meetings regular and additional as needed virtual meeting will be held as needed to conduct district business. Attendance at these meetings (in person or via conference call) is expected for all Board members.

- 2-2-1 The Board meeting held in conjunction with the District Annual Meeting should focus on reviewing progress of goals and action items established earlier in the year, plans for upcoming Annual Meetings, approve the meeting budget for the Annual Meeting in the following year, receive reports from the various standing and ad hoc committees and address other matters of concern.
- 2-2-2 The Fall Board meeting to be held over 2 days in the late November to early December time frame intended as a planning meeting for the upcoming year including developing goals and action items, plan for the upcoming Annual Meetings, develop the draft annual budget for the District, receive reports from the various standing and ad hoc committees, address other matters of concern, and welcome and provide an orientation overview for new board members.
- 2-2-3 Regular board virtual meetings/conference calls will be scheduled throughout the year starting in January and then every 2-3 months through the year. Meeting will typically include treasurer's report, discussion of upcoming annual district meetings, updates (written reports) from board members and committee updates and address any current business. Additional meetings can be called at the executive committee's discretion.

### 2-3 Ballots Between Meetings

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

- 2-3-1 Such ballots may be conducted by mail, email, web conference, telephone, or overnight mail. A ballot will consist of the requested action and supporting

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materials. The way the balloting is conducted should provide an opportunity for Board members to read the comments of their peers concerning the requested action before casting their ballot. The vote on the ballot shall be canvassed by District Secretary as soon as all the Board members have been able to provide their comments.

- 2-3-2 A summary of the ballot results and any comments received shall be provided to the District Board as soon as possible after the conclusion of the voting and no later than 30 days after the ballot closing date.
- 2-3-3 The summaries of votes and comments received on ballots shall be a part of the Agenda for the next District Board meeting and will become a part of the Minutes of that meeting unless the District Board acts to the contrary.

### 2-4 Presiding Officer

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

### 2-5 Meeting Minutes

The District Secretary shall distribute the minutes of all District meetings to the District Board members no later than thirty (30) days following the meeting or before any subsequent meetings (whichever comes first).

### 2-6 Logistics and Expenses for the Face to Face Board Meetings

- 2-6-1 For the meeting held just prior to the District Annual Meeting, the District President will coordinate with the Local Arrangements Committee (LAC) regarding the scheduling and physical arrangements and other needs for the Board meeting. The budget for conducting this meeting will be included in the finances for the Annual Meeting. Other expenses and reimbursements for the meeting shall be made according to Procedure 4-9.
- 2-6-2 For the Fall Board Meeting – The District President and the Executive Committee will handle the scheduling and physical arrangements and other needs for the Board meeting. Expenses and reimbursements for the meeting shall be made according to Procedure 4-9.

### 2-7 Calendar of Events

The incoming District President is responsible to establish the calendar of events for the District with the approval of the Executive Committee and Board at least 30 days prior to the beginning of the year. The following events or tasks should be placed on the calendar: (1) District's Annual Meeting; (2) meetings and conference calls of the Board; (3) meetings and conference calls of the Executive Committee; (4) submission deadlines for all district

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awards and newsletters; (5) dates pertinent to the nominations and elections of officers and directors; (6) International ITE Annual Meeting; (7) Student Leadership Summit; and (8) the annual business meeting of each section in the District. Other relevant events and tasks may be placed at the discretion of the President or Executive Committee.

### 3-0 Standing and Ad Hoc Committees

#### 3-1 Establishing Standing and Ad Hoc Committees

The District has established the standing committees on Nominations, Student and Younger Member, Awards and Recognition, Communications, Endowment Fund, Annual Meetings, Audit, Technical and Advisory. The following procedures describe objectives, organization, and operations of each standing committee. The District President, with concurrence from the Board will appoint chair of the committee unless the procedures specify an officer position in a committee role or denote assignment by the section president. The Chair will then form the committee or bring new members into the committee based as details specified under each committee section and Table 3-1. Unless noted as an appointment, the committee membership and chair will select a vice-chair. The chair of each committee will prepare the written list of committee membership and contact information in January each year for sharing with the board and posting on the website.

The District President or Executive Committee may with approval of the District Board establish additional standing committees and from time to time ad hoc committees or task forces to address specific issues or topics. Operational details on each committee may be found in Appendix D. Table 3-1 shows a summary of the membership composition for each standing committee.

The Chair of each committee is expected to attend the Annual Meeting of the District to participate in the board meeting and participate, at least remotely, in the Fall Board Meeting as well as the other conference calls of the full board.

#### 3-2 Nomination Committee

##### 3-2-1 Role

The role and conduct of the committee are described in Procedure 6-0.

##### 3-2-2 Committee Leadership, Membership and Organization

The Nominations Committee, as prescribed in Article V of the District Bylaws, shall be appointed by the President and chaired by the immediate Past President and comprised of each of the Section Representatives to the District Board.



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**Table 3-1: Summary of Standing Committee Membership Composition**

Standing Committee	Membership Composition	Committee Member Terms and Appointment Schedule
Nominations Committee	Immediate Past President (Chair) and each of the Section Representatives to the District Board.	One year
Student and Younger Member Committee	Chair, vice chair and members so committee represents all 6 sections (6-8 members)	Chair and Vice Chair – 4-year term – appointed by the District President Membership is a 2-year renewable term
Awards and Recognition Committee	Chaired by the Vice-President plus one member from each section	One year, appointed by Section Presidents
Technical Program Committee	Chair/Vice-Chair and additional members to form a diverse team (5-6 members)	Chair and Vice Chair serve 2 years with the vice chair becoming the chair in the next year. Appointed by the District President.
Annual Meetings Committee	6 members – District Vice President (chair), District Treasurer, Current and upcoming year LAC rep. plus 2 other members	One year, renewable Appointed by the District President
Communications Committee	Secretary (chair), Board Member (vice chair), plus 4-6 members to form a diverse team.	2 year, renewable for members
Audit Committee	District Treasurer (chair), the District Board Member and two members	One year – membership selected by the new Treasurer, with concurrence of the Board
Endowment Fund Committee	4-6 members – chair, vice chair and additional members to form a diverse team	4 year, renewable for membership  Chair appointed by the District President
Advisory Committee	Immediate Past President (chair) and up to 6 members	One year, renewable

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### 3-3 Student and Younger Member Committee

#### 3-3-1 Role

The purpose of the Student and Younger Member Committee is to promote advancement of the transportation planning and engineering profession by fostering the close association of professionals with engineering and planning student; encouraging students to continue membership after graduate; and supporting our younger members through activities, mentorship and recognition. The transition of student and young members into active roles within Chapters, Sections, and the District is key to the sustainability of the organization.

Coordinating and promoting student chapter activities and younger member initiatives across the District is a significant effort. To facilitate these efforts and achieve the associated goals, the Student and Younger member is formed with a representative from each section and a chair and vice chair. Details of the committee's operation and programs are found in Appendix D.

#### 3-3-2 Committee Leadership, Membership and Organization

A Committee Leadership – a chair and vice chair appointed by the District President to each serve for a 4-year renewable term. The committee chair will be a non-voting ex-officio member of the District Board.

##### B Committee Members

i Through coordination between the committee chair/vice chair and sections for recommendations, team should consist of individual from each section to serve on the committee for a 2-year renewable term.

ii The members will serve 2-year terms with the goal of staggering membership terms to provide some consistency year to year as shown in Procedure 1-4-2 B.

##### C Subcommittees

From time to time, the committee may establish subcommittees to organize and conduct student and Younger Member activities with the subcommittee chair serving as an ex-officio non-voting member of the Student Activities Committee and will report to the committee on a regular basis on the subcommittee's work. The creation of subcommittees and membership should be formed with the

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concurrence of the District Board upon recommendation of the Communications Committee Chair. These subcommittees are:

- i Collegiate Traffic Bowl Committee

A standing subcommittee reporting to the District Student Activities Committee.

### 3-3-3 Roles of Student and Younger Member Chair, Vice Chair, and Committee Members

#### A The committee chair will:

- i Ensure student activities are carried out on an annual basis in coordination with the chairs/coordinators for student chapters/affairs in each section.
- ii Be reimbursed up to \$1000 a year for travel and related expenses to attend district, section, and student chapter meetings for student activity coordination.
- iii Appoint individuals to lead and conduct the district student competitions and activities.
- iv Coordinate with both the local sections/chapters and International ITE Headquarters staff on student related and younger member issues.
- v Foster opportunities for younger member involvement in the District through annual meeting activities, encouraging involvement in leadership opportunities and facilitate networking amongst younger members.
- vi Be available to student chapters to provide information and advice on issues ranging from contact information for members and officers of the Institute to providing career guidance advice and materials.

#### B The committee vice chair will:

- i Coordinate the student activities at the District's Annual Meeting and participate in the meetings of the committee.
- ii Organize the student activities at the District's Annual Meeting, assisting the chair in leading meetings and presenting information.
- iii Be available to student chapters to provide information and advice on issues ranging from contact information for

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members and officers of the Institute to providing career guidance advice and materials.

- C The members of the Student and Younger Member Committee are responsible for assisting universities and colleges within the District to establish new student chapters, assisting to reactivate student chapters, and monitoring the status of the active student chapters. They will also keep their respective section board informed of status and activities of the student chapters in their section as well as student activities on a district level. They will also coordinate and encourage student activities in their section and across the District and will sharing successful section student activities with the other committee members.
- D The members of the Student and Younger Member Committee are responsible for administering the District Student Awards program. They will transmit student awards information to students and student chapters within the District, receive student award submittals, and select student award winners. Student Award winners will be shared with the Awards and Recognition Committee for recognition at the District Annual Meeting, District Newsletter, and District Website.

### 3-3-4 Committee Reports made to the District Board

The committee chair shall provide a written report to the District Board prior to each meeting or conference call. The report should, at a minimum, detail the activities of the Student and Younger Member Committee and include information on activities and competitions and progress of that year's initiatives.

### 3-3-5 Student Activities/Competitions

The Student and Younger Member Committee is responsible for the following student activities and competitions that are typically held each year:

- A Student Poster Presentation (during Annual Meeting)
- B Collegiate Traffic Bowl (during Annual Meeting)
- C Student Design Project Competition (during Annual Meeting)
- D Student Social Activities in coordination with Traffic Bowl (during Annual Meeting)
- E Promotion of the Student Paper Competition, Student Chapter Award, and Student Chapter Momentum Awards. The selection of award recipients will be coordinated with the District Awards Committee.
- F Other student initiatives as directed or approved by the District Board.

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- G The committee and the event/competition leads will work with the Annual Meeting's Local Arrangements Committee regarding the physical space and arrangements for each event.
- H Providing guidance and general oversight to the student chapter hosting a Student Leadership Summit.

### 3-4 Awards and Recognition Committee

#### 3-4-1 Role

Coordinate the solicitation, evaluation, and presentation of the Awards as described in Procedure 9-0. Work with the Communication committee to recognize award recipients. Take on other action through the year to assess the award program and refine as needed.

#### 3-4-2 Committee Leadership, Membership and Organization

##### A Committee Leadership

The District Vice President shall act as the Chairperson of the District Awards Committee.

##### B Committee Members

Each Section President shall appoint a member from their Section to make up the committee. The term of appointment will be one year and is renewable. The District Vice President shall work with the section president regarding any conflict of interests regarding an appointee and an award nomination.

### 3-5 Technical Program Committee

#### 3-5-1 Role

The purpose of the Technical Program Committee is to encourage, recognize and share quality technical activity in transportation within the District. The committee will develop the District Annual Meeting's Technical Program Content and coordinate technical activities within the District and with the ITE Coordinating Council and its respective councils, committees, and task forces.

#### 3-5-2 Committee Leadership, Membership and Organization

##### A Committee Leadership

The leadership of the committee will be provided by individuals appointed by the District Board to serve as the chair and vice chair. To maintain continuity for technical activities in the District, the District President will appoint a Technical Program chair and vice chair to serve a two-year term. The Vice chair will become chair in their 2<sup>nd</sup> year on

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## District Procedures Manual

the committee. The Committee Chair will be a non-voting ex-officio member of the District Board.

### B Committee Members

- i Through coordination between the committee chair/vice chair and sections for recommendations, team should consist of individual from each section to serve on the committee for a 2-year renewable term.

The committee should be comprised of individuals making up a diverse cross section of the District membership (approx. 2-4 members). Committee members will serve a 2-year term with service staggered so approximately half of the committee is represented by members that served the previous year.

- ii The committee members will be responsible for coordinating and encouraging technical activities in their sections, across the District and sharing successful section activities amongst the other section representatives.

### C Subcommittees

From time to time, the committee may establish subcommittees to organize and conduct or encourage technical activities. A subcommittee chair will be an ex-officio non-voting member of the technical program committee and will report to the committee on a regular basis on the subcommittee's work. The appointments are made by the District President upon recommendation of the Technical Program Committee Chair. The subcommittees are:

- i Traffic Engineering Committee
- ii Transportation Planning Committee

### 3-5-3 Roles of Chair and Vice Chair and Committee Members

#### A The committee chair will:

- i Ensure technical activities are carried out on an annual basis in coordination with the chairs/coordinators for technical activities in each section.
- ii Lead the committee to develop the technical program of the District's Annual Meeting.
- iii Coordinate with local sections and chapters.

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- iv Coordinate with International ITE Headquarters staff on technical related issues.
  - v Be available to sections and chapters to provide information and advice on technical programs issues and materials.
- B The committee vice chair will:
  - i Coordinate the technical activities of any subcommittees.
  - ii Participate in the development of the Annual Meeting's technical program and participate in the meetings of the committee.
  - iii Assist in the organization of technical activities at the District's Annual Meeting.
  - iv Assist the chair in leading meetings and presenting information.
  - v Be available to sections and chapters to provide information and advice on technical programs issues and materials.
- C The committee is responsible for promoting District Programs and sharing technical activities at the section level and assisting universities and colleges.

### 3-5-4 Committee Reports made to the District Board

The committee chair shall provide a written report to the District Board prior to each meeting or conference call. The report should, at a minimum, detail the activities of the committee and include information on the progress of that year's initiatives.

### 3-5-5 District Annual Meeting Technical Program Development

- A The technical program for the annual district meeting will be developed by the Technical Program Committee along with the Meeting's Local Arrangements Committee.
- B Two members from the local arrangements committee will join the technical program committee to solicit and identify the technical presentations and develop any additional sessions or workshops.
- C The committee will work with the Annual Meeting's Local Arrangements Committee regarding the physical space and arrangements needed for each technical session or event.

### 3-5-6 Communication

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Information regarding the technical programs and activities will be sent to members. The information might include reminders of the activities/programs and their respective details and deadlines. Effective communication may also be achieved using a calendar, the website, or the newsletter.

### 3-6 Annual Meetings Committee

#### 3-6-1 Role

The purpose of the Annual Meetings Committee is to oversee the activities of each local arrangements committee (LAC) and serve as a liaison between the District Board and the LACs. Details and specifics on the Annual Meeting are found in Appendix C. The committee will coordinate with the LAC on the following activities and subjects:

- A Venue identification and selection.
- B Contract review.
- C Meeting budget development and review.
- D Preparation of the final report and financial summary of the Annual Meeting.
- E Work to mentor the current year's and next year's LACs to develop presentations to the Board on their respective meeting's activities and plans.
- F Follow the guidance and direction contained in Procedure 5-1 regarding Annual Meetings.
- G Following the Annual Meeting, update the Districts Annual Meeting Guide (Appendix C) every year in coordination with the current LAC and Technical committee prior to the fall board meeting.
- H Manage the finances of the Meeting through the District Treasurer, who will also participate in all LAC planning meetings. The Treasurer will work with the active LACs to prepare the budgets for the Annual Meeting and co-present the budget with the section LAC one year prior to the Annual Meeting.

#### 3-6-2 Committee Leadership, Membership and Organization

- A Committee Leadership  
The committee will be chaired by the District Vice President.
- B Committee members



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The committee will be comprised of the District Treasurer and four additional members appointed by the District President for one-year terms, which are renewable. In any one year, the Annual Meeting Committee will be working with at least two LAC's at different stages of planning for upcoming meetings.

- C Depending on the type, location and nature of the upcoming meetings (i.e. joint meeting with ITE International, another ITE district or an external group), the committee may elect to engage other individuals in their discussions or as ad hoc members of the committee to address the pertinent and specific issues.

### 3-7 Communications Committee

#### 3-7-1 Role

The purpose of the Communications Committee is to oversee and coordinate the communication program and portfolio of the District. The portfolio encompasses a website, newsletter and social media. Details and specifics of the committee's operations and member responsibilities are found in Appendix D.

#### A Committee Leadership

The District Secretary will serve as the Chair and the Board Member the Vice Chair to oversee the coordination of the District's Communication Committee.

#### B Committee Members

Members of the committee should be comprised of individuals making up a diverse cross section of the District membership (generally 4-6 members). Committee members will serve a 2-year term with service staggered so approximately half of the committee is represented by members that served the previous year.

- C Additional ex-officio non-voting members of the committee will be the Newsletter Managing Editor, Webmaster and Advertising Manager. The terms of these appointments shall be for 3 years and are renewable. The appointments are made by the District President upon recommendation of the Communications Committee Chair.

#### D Subcommittees

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## District Procedures Manual

From time to time, the committee may establish subcommittees to organize and conduct or develop communications initiatives. A subcommittee chair will be an ex-officio non-voting member of the communications committee and will report to the committee on a regular basis on the subcommittee's work. The appointment of a subcommittee chair will be made by the District President upon the recommendation of the Communications Committee Chair.

### 3-7-2 Roles of Chair and Vice Chair and Committee Members

- A The committee chair will:
  - i Ensure communications activities and initiatives are carried out on an annual basis.
  - ii Work to prepare with assistance of appropriate individuals the District's application for the appropriate award or category in the ITE International Awards Program. Submission details can be found In Procedure 9-1.
- B The committee vice chair will:
  - i Coordinate communications activities as assigned and participate in the meetings of the committee.
  - ii Assist in the organization of communications activities at the District's Annual Meeting, assisting the chair in leading meetings and presenting information.
- C The committee members will:
  - i Coordinate communications activities to keep sections, chapters and student chapters informed of the committee's activities.
  - ii Be responsible for coordinating and encouraging communication activities with sections, across the District and sharing successful initiatives with the committee.
- D Newsletter Managing Editor

The Managing Editor is a member of the Communications Committee and is responsible for overseeing all aspects of administering and publishing the District's official Newsletter. The major duties of the Managing Editor are below and detailed in Appendix D.

  - i Soliciting and Editing Responsibilities.
  - ii Publishing Process.

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## District Procedures Manual

iii Participation at District Board Meetings.

### E Advertising Manager

The Advertising Manager is a member of the Communications Committee and is responsible for soliciting advertising and sponsorship related to District Communications medium – newsletter, website, and social media. The major duties of the manager are outlined below:

i Coordination of advertising on the District's website and in the newsletter.

ii Participation at District Board Meetings.

### F Webmaster

The Webmaster is a member of the Communications Committee and is responsible for overseeing all aspects of administering and posting of items on the District's official Website. The major duties of the Webmaster are outlined below:

i Coordinate with Internet Service Provider.

ii Coordinating with the Board to project the desired image of District on the Website; the Section and Chapter Webmasters (within the District) to insure proper linkage and management of information on the Website; and the Editor to post the District Newsletter as well as advertiser's links and advertisements on the Website.

iii Update the Website as needed to enhance its value and usefulness to District Board and members, including conversion of incidental documents to HTML or Adobe Acrobat PDF format for web posting.

iv Prepare web traffic reports to keep the Board and membership informed about the use of the Website.

v Participation at District Board Meetings.

### 3-7-3 Committee Reports made to the District Board

The Communications Committee chair shall provide a written report to the District Board prior to each meeting or conference call. The Committee's reports should, at a minimum, detail the activities of the committee and include information on the progress of that year's initiatives.

## 3-8 Audit Committee

### 3-8-1 Role

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The purpose of the Audit Committee will be to be familiar with and assist with any changes related to financial business of the district and to conduct an annual review of the previous year's District finances and report its findings to the District Board. The scope of the committee's work is found in Procedure 4-1.

### 3-9-2 Committee Leadership, Membership and Organization

The Audit Committee shall consist of the District Treasurer, who shall act as Chair, the District Board Member and two members of the District selected by the new Treasurer, not presently serving on the District Board, and approved by the District Board.

## 3-9 Endowment Fund Committee

### 3-9-1 Role

The purpose of the Endowment Fund Committee is to develop and implement plans to solicit contributions for the fund and manage the fund along with the District Board. Committee will also develop and update guidelines related distribution of funds in collaboration with the Student and Young Member Committee with approval of the Board. Details of the committee's operation and programs are found in Appendix D.

### 3-9-2 Committee Leadership, Membership and Organization

- A A chair and vice chair will be appointed by the District Board to serve for a 4-year renewal term. The committee chair will be a non-voting ex-officio member of the District Board.
- B The 2-year terms of members of at least 2 additional members will be staggered in such a manner as to overlap to ensure that there is member consistency from year to year.
- C Subcommittees  
From time to time, the committee may establish subcommittees to organize and conduct or encourage fund raising activities. A subcommittee chair will be an ex-officio non-voting member of the Endowment Fund committee and will report to the committee on a regular basis on the subcommittee's work.

### 3-9-3 Roles of Chair and Vice Chair and Committee Members

- A The committee chair will:
  - i Ensure fund activities are carried out on an annual basis in coordination with direction from the District Board.

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## District Procedures Manual

- ii Lead the committee to develop fundraising initiatives and to coordinate with both the local sections/chapters and International ITE Headquarters staff on related issues.
  - iii Develop and maintain a guideline for scholarships or distributing funds for program. Approval for distribution of any funds requires Board approval.
- B The committee vice chair will:
  - i Coordinate the activities of any subcommittees, participate in the fund development activities, and participate in the meetings of the committee.
  - ii Assist the chair in leading meetings and presenting information.
- C The committee members will:
  - i Promote fund activities in their section.
  - ii Keep their respective section board informed of status and activities of the Fund Committee.

### 3-9-4 Committee Reports made to the District Board

The committee chair shall provide a report to the District Board prior to each meeting or conference call. The Committee's report should, at a minimum, detail the activities of the committee and include information on the progress of that year's initiatives.

### 3-9-5 The finances of the committee shall follow the procedures described in Procedure 4-9.

## 3-10 Advisory Committee

### 3-10-1 Role

The District Board shall establish a committee known as the Advisory Committee. The role of this committee will be to advise the District Board from time to time on topics or trends of strategic nature based on their collective experiences.

### 3-10-2 Committee Leadership, Members and Organization

#### A Committee Leadership

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This committee will be chaired by the Immediate Past President of the District.

## B Committee Members

The members of the committee will be comprised of up to eight past leaders of the District, such as past district presidents/chairs, past international directors, past international officers or ITE Honorary members, if otherwise not qualified as a past district or international officer. The District President, with approval of the District Board, shall appoint the committee members to one-year terms that can be renewed.

## C Organization

The Committee will determine its own meetings schedule and procedures. It will report to the District as it deems necessary or requested by the District President.

## 4-0 Finance

The District finances shall follow the following procedures.

### 4-1 Annual Audit

The District's Fiscal Year ends on December 31<sup>st</sup> each year. At the beginning of each calendar year, the District financial records including the financial accounting records of the Endowment Fund and from the Annual Meeting of the previous year shall be audited by the District Audit Committee. The make-up of the committee is described in Procedure 3-8. A report of the audit shall be made by the Audit Committee to the District President prior May 15<sup>th</sup> and shall be placed on the agenda for discussion and approval at the next District Board Meeting and at the District's Annual Business Meeting. The audit should reflect the review of for the previous calendar year and note any unusual financial issues.

### 4-2 Annual Budget

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

#### 4-2-1 Development and Approval of the District Annual Budget

- A Since the District must notify ITE of its membership dues by no later than 90 days prior the upcoming fiscal year (approximately October 1), the District Treasurer, each year, shall prepare a preliminary draft budget for the upcoming year based on projections of the current year's revenues and expenditures by August 1<sup>st</sup> of the current year.

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- B The preliminary draft budget's primary purpose is to assess the need for an increase in member dues to become effective on January 1<sup>st</sup> of the upcoming year.
  - C The preliminary draft budget will be submitted to the District Executive Committee for a review by August 1<sup>st</sup> of the current year.
  - D The preliminary draft budget with comments from the Executive Committee will be submitted to the full District Board for consideration of a dues increase prior to August 25<sup>th</sup> of the current year.
  - E If member dues increase of 20% or less is authorized, the District Treasurer will transmit that decision and the amount to ITE Headquarters to be included in the upcoming annual dues notice. See Section 3.2 of the Bylaws if more than 20% is recommended.
  - F The Treasurer will work to refine the draft budget and submit a final draft budget to the District Board by November 1<sup>st</sup> of the current year for review by the Board.
  - G The proposed budget will be considered for approval by the District Board at their next meeting.
  - H The District's fiscal year starts on January 1 and ends on December 31<sup>st</sup>.
- 4-2-2 The District Treasurer should use the following general categories, at a minimum, in the accounting of the District finances, and may from time to time add or delete categories as might be best and appropriate to account for revenues and expenditures:
- A Revenue
    - Member dues
    - Sponsorships
    - Advertising Revenues
    - Annual Meeting Balance (Profit)
    - Other revenue sources
  - B Expenses
    - Awards
    - Communications
    - Section and Chapter Support
    - Meetings of the Board
    - Annual Meeting Support
    - Banking
    - International Director(s)
    - International Director elect

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- District Officers
- District Administrator
- District Committees
- Student Support
- Other

### 4-2-3 Financial Reserves

It shall be the goal of the District Board to maintain a minimum treasury balance equal to at least one year's budgeted operating expenses. It is the intent of the District to be financially stable to support District activities, fluctuation in dues or annual meeting revenues, and assist Sections if needed.

### 4-2-4 Any increase in member dues should be considered as a part of the preliminary draft budget development process reference in Procedure 4-2-1 and in accordance to District Bylaws, Articles III and X.

### 4-2-5 The District Budget may be amended during a year by action of the District Board.

## 4-3 Annual Meeting

Procedure 5-8 provides specifics on budget development and approval process, advance funds, financial responsibilities, accounting, and auditing procedures for the Annual Meeting. The District Treasurer along with Annual Meetings Committee shall oversee the finances of the meeting in coordination with the host Section and their LAC. The District Board shall adopt a document, *District Annual Meeting Guidebook*, that provides direction and guidance for the finances and accounting of the meeting and associated events. The document will be considered an extension of the District Procedures Manual and included in Appendix C.

## 4-4 Student Leadership Summit and Custodial Account

Each year the district will determine an amount to donate to support the Student Leadership Summit. This is a student lead summit providing an opportunity for students to learn important leadership skills and build lifelong relationships with their peers. The District will maintain a Custodial Account for the Student Leadership Summit and the Treasurer will work with the student chapter organizers to receive registrations and sponsorships, pay expenses, and keep proper financial records of the event and account.

## 4-5 Regulatory Filings

### 4-5-1 Tax Exempt Status



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The District is a non-profit / tax exempt organization. The District Treasurer and District Administrator keep the Employer Identification Number (EIN) which is also known as the Taxpayer Identification Number (TIN).

### 4-5-2 IRS Tax Filing

The District Vice President is responsible for filing all necessary tax forms with the IRS for the previous year (ie. the year the Vice President services as Treasurer). The filing date is May 15<sup>th</sup> of each year. The details of filing are in Appendix E

### 4-5-3 Applicable State Non-Profit Organization Annual Report Filing

The District Treasurer is responsible for filing a non-profit organization annual report with the applicable State for the year no later than December 31<sup>st</sup>. The details of filing are in Appendix E.

### 4-5-4 Applicable State Charitable Organization Filing

The District Vice President is responsible for filing an annual report with the applicable State Attorney General for the previous year (i.e. the year the Vice President served as Treasurer). The details of filing are in Appendix E.

## 4-6 Banking

The District Treasurer will be the primary signatory for and maintain the bank, checking, and credit card accounts. The District Administrator will be the primary bank liaison and a second signatory for the account and coordinate the transition between treasurers from year to year.

## 4-7 Incorporation

The District is incorporated in the State of Illinois as of January 25, 2017. The registered agent is John P Mick II and their address is Baxter & Woodman, Inc., 8430 W. Bryan Mawr Ave., Suite 400, Chicago, IL 6--631. The filing date of the District's Annual Report with the State of Illinois no later than December 31 of each year. The District Secretary and Administrator will be responsible for completing the necessary report and associated documents and submitting the filing. Refer to Appendix E for details.

## 4-8 District Endowment Fund

Procedures related to the finances of the endowment fund are as follows:

- 4-8-1 The monies in the Endowment Fund will be kept with ITE Headquarters, to gain greater investment strength with other Districts.
- 4-8-2 District will receive financial statements which the District Treasurer should receive and incorporate with the regular financial statement.
- 4-8-3 The Endowment Committee will present financial report at Board meetings as applicable.

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4-8-4 The accounting of the fund shall be reviewed annually by the Audit Committee.

### 4-9 Expenses and Reimbursements

#### 4-9-1 Expenses reimbursement procedure

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

#### 4-9-2 Expenses related to District Board Meetings

- A Board Meeting at Annual District Meeting
  - i Expenses shall be included in the budget for the Annual Meeting. These expenses will include the meeting room, any audio-visual arrangements, meals, beverages and snacks during the board meeting for all board members and invited guests. An evening meal function shall be planned for the Board and invited guests and the cost will also be included in the Annual Meeting Budget.
  - ii Travel, meeting registration and lodging expenses for the members of the District Board for this meeting will be on their own economy and will not be budgeted for reimbursement. The travel, lodging, and registration expenses for the District Administrator and District Director(s) will be included in their respective travel and expense budgets.
- B Fall Board Meeting
  - i In recognition of the importance of an in-person meeting of to plan for the incoming year and provide orientation to new board members, an item shall be included in each year's budget for this meeting to cover the cost of the meeting, travel-related expenses (such as meals, mileage, cab, air or train fares) and lodging expenses to attend for the District officers, District Director(s), District Administrator and any committee chairs invited to attend in person.

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- ii Sections are expected to provide funding for travel and lodging expenses of their in-coming representatives to attend and participate in both in-person District Board Meetings. Outgoing section representative is not expected to attend this meeting.
- iii Each board member is expected to plan their trip to the fall meeting in a manner to be fiscally prudent with respect to all travel expenses recognizing the overall expense and impact to the District Budget for this in-person meeting.
- iv The District shall pay for all meals for all board members and invited guests, which typically includes a lunch, dinner, and breakfast over the two days.

### 4-10 Financial Support to Board/Committee Positions, Individuals and membership

#### 4-10-1 District Officers

The District President shall be provided up to \$1,500 to assist with expenses to attend the International Annual ITE Meeting as a representative of the District.

#### 4-10-2 District Administrator Honorarium and Travel

The District Administrator shall be paid an honorarium of \$500 per year. In addition, up to \$1,500 per year will be reimbursed by the District for attendance at the District Annual Meeting (required).

#### 4-10-3 District Director Travel and Related Expenses

The District Director will be reimbursed by the District annually for travel, lodging and meals expenses up to \$7,500.00 to attend and participate in International, District, Section, and Chapter meetings.

#### 4-10-4 District Director – Elect

The District Director elect (occurs every three years) will be reimbursed by the District for travel expenses incurred to attend the IBOD Q4 meeting and orientation in advance of the incoming director's term.

#### 4-10-5 Committee Chairs

The District Student and Younger Member Chair shall be provided up to \$1000 to reimburse for travel and related expenses to attend district, section, and student chapter meetings for student activity coordination.

#### 4-10-6 Financial Support for Individuals seeking nomination as a candidate for ITE International Office

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The District may financially support an individual from the District seeking a nomination as a potential candidate for the office of International ITE Vice-President and may reimburse travel expenses up to \$300 for a candidate to attend the candidate interviews, if invited.

- 4-10-7 District Reception at the ITE Annual Meeting - event hosted by the district director during the ITE Annual Meeting for Great Lakes District members who attend the annual meeting in an amount up to \$750.

4-10-8 Financial Support to Individuals in the Leadership ITE Program

The District shall budget monies annually for participation accepted for the following year's Leadership ITE class. The amount of support per individual for three individuals of up to \$750 each will be provided to ITE in the fall when the following years Leadership ITE tuition is due.

Any individuals desiring support from the District should send a request to the District President stating need and ITE involvement to date for the Executive Committee to evaluate and present recommendations to the Board for approval. The newly elected District Board Member shall be provided financial support of \$750 if accepted into the Leadership ITE class the year following their term as Board Member and count towards the support of up to 3 applicants as contained herein.

### 4-11 Financial Support of Awards

Expenses for any awards shown in Procedure 9-0 shall be budgeted annually as described in that subsection 9-2 of that procedure and table 9-1.

### 4-12 Expenditures not covered in the Budget

Expenditures not covered in the budget, would require Board approval.

### 4-13 Signatory Authorities

- 4-13-1 District Board members have the authority to enter into negotiations, author policy statements, approve and/or sign contracts on behalf of the District only pursuant to (1) a resolution of the Board; (2) a delegation of authority from the President.

- 4-13-2 This Procedure is intended to ensure that any commitment of District resources and all related agreements obligating District are properly reviewed and approved. This Procedure identifies the individuals who are authorized to commit District organizational resources on behalf of the District through agreements executed in its name. It also contains protocols for the delegation of signatory authority.

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- 4-13-3 Procedures or Statements which have been developed by the Board or a Committee require a resolution of the Board. These documents shall be signed by the current District president on behalf of the organization.
- 4-13-4 The following documents may have authority delegated by the President to another Board officer, as described below:
- A Agreements for the procurement of goods and services including hotel lodging and conference spaces related to reservations for district meetings may be executed by the Treasurer or President upon Board review and approval of the anticipated income and expenses.
  - B Agreements for the procurement of goods and services other than those related to reservations for district meetings may be executed by the Treasurer or a designee determined by the Board (typically the LAC meeting's General Chair) upon Board review and approval of the anticipated meeting budget showing income and expenses.
  - C Financial payments with a check or a credit card held by the District may be authorized under the signature of the District Treasurer or District Administrator or other designee determined by the Board
  - D Internal Revenue Service (IRS) W-9 form (Request for Taxpayer Identification Number and Certification) may be filled out and signed by the current District President, Vice-President, Secretary and Treasurer.
  - E IRS form 990N (Annual Electronic Filing for Small Exempt Organizations) may be submitted by the current District President, Treasurer or current Board officer determined by the Board (typically the most recent past Treasurer).
  - F Access to the District safety deposit box, if established, will be limited to the owner of the safety deposit box and the current Treasurer.

## 5-0 District Annual Meetings

### 5-1 Purpose of Annual Meeting

The Annual Meeting is a District event intended to serve as a regional gathering to attract professionals and students from areas within and places outside of the district's geographic boundaries, as well as those individuals who are involved or interested in the transportation industry who might not be ITE members. For a district meeting to transcend to a regional scale for participation, topics, technical sessions and networking events need to be robust and represent the topics of the day throughout the regional area covered by the District and not simply be a *'section meeting' where others are invited*. The Annual Business Meeting will take place during the Annual Meeting to provide members an overview of the District

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including treasurer report, audit, and annual awards. The District Board shall adopt a document to provide guidance and direction to the Annual Meetings Committee, Host Sections, and their Local Arrangement Committees. It shall be known as *The Annual Meeting Planning Guidebook*, and will be an extension of this procedures manual and found in Appendix C.

### 5-2 Scheduling of District Meeting

The scheduling of the District meeting will typically be within a window of calendar dates from June 5 – June 15<sup>th</sup>. The meeting is typically held over a 3-day span with the first day being the district board meeting and conference workshops. The Annual Meeting's technical sessions will be conducted on the following two (2) days. If the District wishes to have a meeting outside of this date range, District board approval is needed along with coordination with other participating organizations.

### 5-3 District Board Responsibility

The key objectives of the District Board are primarily achieved through the Annual Meeting, its technical programs, student activities and awards. The District Board as well as the respective district board committees will be involved to varying degrees to provide direction, guidance and support to the Host Section and its local arrangements committee. The District Board and its Annual Meeting Committee will provide general oversight for its meetings and approve the elements of the meeting. The District President will appoint the General Chairperson(s) for the Annual Meeting upon nomination from the Host Section Board.

### 5-4 Local Arrangements Committee

The Local Arrangement Committee (LAC) General Chair will coordinate with District Board through its Annual Meetings Committee. The LAC will plan the Annual Meeting's physical arrangements and social activities, coordinating with the Annual Meeting committee and other board committees on meeting activities including elements of technical program and finances for the meeting. The appointed General Chairperson(s) will recruit and assemble a local arrangement committee that is consistent with provisions found the *Annual Meeting Planning Guidebook* found in Appendix C. The LAC General Chair is also expected keep the District Board and the Annual Meetings Committee apprised of the work of the LAC and to document meeting planning activities and budget information in a written report summary to be submitted following the Annual Meeting as well as assist to update the Annual Meeting Planning Guidebook.

### 5-5 Planning Timeline and Key Action Items

The District Board shall adopt and follow the procedures in the District Annual Meeting Guidebook that provides direction and guidance for the planning and conduct of the meeting and associated events. The document will be considered an extension of the

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## District Procedures Manual

District Procedures Manual and is found Appendix C. The document shall include descriptions of the following items, at a minimum:

- 5-5-1 Annual meeting activities and traditions, technical program, ancillary meetings, and district business meeting.
- 5-5-2 District board and committee roles and responsibilities with the Annual Meeting.
- 5-5-3 Guidance on the necessary rooms, and set-up for the conference.
- 5-5-4 Sample summary report the LAC will prepare documenting financial and other elements of the meeting.

### 5-6 Rotation of Sections to Host Annual Meeting

The District Board shall rotate the location of the District Annual Meeting amongst the sections of the District. This rotation will generally follow the rotation of officers with the Section hosting that year's meeting also being the home section of the sitting district president. The location (city / venue) and host section will be reviewed by the District's Annual Meeting Committee and then approved by the District Board. From time to time to accommodate a joint meeting with International ITE or another organization, the rotation may need to be adjusted to facilitate a more desirable locale and venue. This change might involve an exchange between sections of the year that they would be designated to host the District's Annual Meeting. Such an exchange shall not subsequently modify the officer rotation amongst the sections.

- 5-6-1 The rotations of officers and host sections will not be able to coincide until 2025 in order to achieve the dual objectives of placing the District Annual Meeting in locations that shift in an east/west fashion and in the home section of that year's district president. The initial schedule of host sections along with the home section of the district president through the year 2025 is shown in Table 5-1.

**Table 5-1: Annual Meeting Rotation by Sections – 2021 to 2025**

Year	Annual Meeting Host Section	Home Section of District President
2021	Ohio	Wisconsin
2022	North Central	North Central
2023	Michigan	Michigan
2024	Wisconsin	Ohio
2025	Indiana	Indiana

- 5-6-2 From 2026 and onward, the Annual Meeting Host Section will be the District President's Home Section and is anticipated to be held in the Illinois Section.

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The order of meeting rotation amongst the sections starting in 2026 is shown in Table 5-2, and will be rotated, thereafter every six years.

**Table 5-2: Annual Meeting Rotation by Sections – 2026 and onward**

Year	Host Section
2026	Illinois
2027	Ohio
2028	Wisconsin
2029	Indiana
2030	North Central
2031	Michigan
<b>Repeat Rotation</b>	

## 5-7 Contracts for Annual Meetings

### 5-7-1 Hotel Lodging and Conference Space

- A The District Annual Meeting Committee and the respective Local Arrangements Committee shall work together to obtain and negotiate contracts to secure hotel lodging and conference space for all district meetings.
- B Efforts to secure a hotel should start at least 30 months prior to the proposed dates of the meeting.
- C Since prime contracts/agreements to secure lodging and conference space are a significant element of the financial wellbeing of a district annual meeting, all such contracts or agreements shall be reviewed by ITE Headquarters staff prior to execution by the District.
- D The District Board shall approve and authorize the District Executive Committee to sign any contracts for hotel lodging and conference for an upcoming district annual conference.
- E The signatory on the prime contract/agreement shall follow Procedure 4-13.

### 5-7-2 Other Contracts Related to the Annual Meeting

- A Depending on the social and technical activities and programs planned for a district annual meeting, contracts or agreements may be required by the service provider or venue where an activity or program will be held.
- B The District Annual Meeting Committee and the respective Local Arrangements Committee shall work together to obtain and negotiate contracts to secure activities and programs for a district meeting.



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- C The signatory on these contracts/agreements shall follow Procedure 4-13.
- D Depending on the nature of the services to be provided or fees involved, it may be appropriate for these types of contracts/agreements to be reviewed by ITE Headquarters staff prior to execution by the District as the agreement could can impact significantly the financial wellbeing of the meeting.

### 5-8 Budget and Finances for Annual Meeting

#### 5-8-1 Financial Responsibility

The District shall be financially responsible for all deficits incurred for a District Annual Meeting and shall receive all monies after expenses are paid for the District Annual Meeting. Guidance for budget preparation is in the *Annual Meeting Guidebook*, which is found Appendix C.

#### 5-8-2 Budget development and financial responsibility

The District Treasurer and the Host Section LAC Chair for a District Annual Meeting shall submit a proposed budget to the District Board at least one year in advance of the dates for the future District Meeting for review, discussion, and approval by the District Board. The proposed budget should be as realistic as possible and reflect surplus revenues based on guidance from the District's Annual Meetings Committee. Registration fee requirements are:

- A Member registration fees shall be applied to ITE International members. A discounted "early bird" registration fee should be used to encourage early registration by attendees. Single day registrations may also be used.
- B Full registration fees for non-ITE members shall be at least \$100 greater than those set for ITE members. A proportional increase above member fees should be established for any non-member one-day registration fees and other participation costs.
- C In support of student attendance, registration fees for ITE Student Members shall be no higher than 20% of the Annual Meeting registration, with a minimum of \$50. All students should be registered ITE members. A discounted "early bird" registration fee should be used to encourage early registration by attendees.

#### 5-8-3 Accounting

- A Advance Funds

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The District shall contribute a minimum of \$2,500 advance towards the cost of hosting a District Annual Meeting, upon written request of the LAC. This advance is for deposits and other upfront meeting costs the LAC needs to secure the meeting location and run the event. This advance for the hotel deposit can be requested up to two years in advance. Any other advances necessary for the meeting must be shown in the budget approved by the District Board.

### B Accounting Summary

A preliminary financial accounting of the District Annual Meeting shall be provided by the LAC to the District Board one month following the Annual Meeting. A final accounting summary, including return of any surplus funds, should be made to the District Board no later than November 1 of the same year.

### C Audit

The District Treasurer with assistance of the District's Annual Meetings Committee shall conduct an audit of the financial accounting of each Annual Meeting. The committee will conduct this audit within 60 days of receipt of the final accounting summary and funds. The results of the audit will be reported to the District Board.

## 5-9 Relationship to International Annual Meetings

From time to time, the District may be presented the opportunity to conduct a joint meeting with the International ITE. In these cases, the District Board will approve the action to conduct such a joint meeting. The District's various committees as well as the Board will participate and support the planning of such a meeting. The section in which the ITE International Annual Meeting will be conducted will serve as host for the meeting and a local arrangements committee will be formed by the host section with the approval of the District Board.

## 5-10 Joint meetings with other organizations

From time to time, the District may find it desirable to partner with other organizations within and outside of ITE. The District Board will coordinate the arrangements for these joint meetings and may elect to develop agreements to set forth an understanding of the responsibilities and finances of all parties to plan and conduct the meeting, and its associated events. In general, these meetings will adhere to the guidelines set forth in the District's Annual Meeting Guidebook. If the partnership organization is outside of the District's region (National Organizations), then the Board shall coordinate with ITE prior to entering into an agreement for hosting a joint meeting.

## 6-0 Nominations and Elections of Officers and Directors

# ITE Great Lakes District Procedures Manual

## 6-1 Method of Casting Ballots and Breaking of Tie Votes for Elections

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

## 6-2 Nominations and Elections of District Officers

### 6-2-1 Officer Nomination Rotation

The nomination of individuals for the elected officers, except for the international director(s), of the District Board shall be rotated amongst the sections of the district. An individual's term on the Board will begin in the office of Board Member and then proceed through the remaining offices, ending with Past-President.

- A The order of succession in the offices shall be: Board Member (initial office), Secretary, Treasurer, Vice President, President and then Past-President.
- B The selection of nominees for the office of Board Member shall be annually rotated amongst the Sections starting in 2021 and then repeated as shown in Table 6-1.

Table 6-1 Officer Nomination Rotation by Sections

Year to take Office	Election Year	Section Rotation
2022	2021	Illinois
2023	2022	Ohio
2024	2023	Wisconsin
2025	2024	Indiana
2026	2025	North Central
2027	2026	Michigan
REPEAT ROTATION		

- C ***(Procedure 6-2-1.C will be removed from these procedures after January 1, 2026.)*** The officer nomination rotation in Procedure 6-2-1 B, will be used starting in the officer election held in 2021 with the individuals elected taking office in 2022, in order to align the officer nomination and annual meeting rotations to allow the home section of the sitting district president to also serve as host of that year's District's Annual Meeting. As a result, the following sections will NOT have a member serving in an officer position in the years indicated in Table 6-2.

Table 6-2: Transition for Officer Nomination Rotation by Sections

# ITE Great Lakes District Procedures Manual

Section	Year(s) WITHOUT an Officer from the Section
Wisconsin	2023
North Central	2024, 2025
Michigan	2025, 2026

## 6-2-2 Nomination, Election Process, and Timeline

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

- A A Nominating Committee, as described in Procedure 3-2-2, will meet to nominate the candidates.
- B The individuals in the offices of Board Member, Secretary, Treasurer and Vice President will be automatically nominated for election to the next position in the succession line which is:
  - i Board Member to Secretary
  - ii Secretary to Treasurer
  - iii Treasurer to Vice President
  - iv Vice President to President
  - v President to Immediate Past President
- C The Officer Ballot will show all officer positions except for Immediate Past President, as an individual succeeds to this office by virtue of their previous election to the office of district president.
- D In the case, an individual is unable or unwilling to serve an additional year, the Nomination Committee will seek qualified individuals to be nominated for the office that will be open from the appropriate Section. If an officer moves to another Section within the District, they may be allowed to continue to serve on the District Board, and the rotation of officers amongst the section will not be modify as a result.
- E The Nominations Committee shall solicit the members of the appropriate section(s) according to the rotation order in Procedure 6-2-1 B to identify nominees for the entry office of the District Board and any other officer position that is needed to be filled. Prior to February 1, prospective candidates must provide a brief narrative of their qualifications and a letter of support from their present employer to seek and serve, if elected, as an officer of the District for the six (6) years that they would serve on the District Board.
- F Timeline for the Nomination Process and Election

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## District Procedures Manual

- i The work of the Nominations Committee should be scheduled accordingly to meet the timeline parameters of the District Bylaws and this Procedure.
- ii The timeline for nomination and election should ensure that an election for district officers shall be completed in order to announce the results at that year's District Annual Business Meeting.
- iii The timeline specified in Section 5.4 of the District Bylaws will be used.
- iv The end of balloting should take place no later than fifteen (15) days prior to the annual business meeting of the District.

### 6-3 Nominations and Elections of District Director

#### 6-3-1 Nomination and Election Process and Timeline

The nomination and election process for the District International Director(s) is specified in Article V (NOMINATION AND ELECTION OF OFFICERS AND INTERNATIONAL DIRECTOR) of the District Bylaws.

- A A Nominations Committee, as described in Procedure 3-2-2, will meet to nominate two qualified candidates for the office of District International Director.
- B The Nominations Committee will solicit the members from every section to identify nominees. Prospective candidates must provide a brief narrative of her/his qualifications and a letter of support from his/her present employer to seek and serve, if elected, as an officer of the District. The Nominations Committee may, at their discretion, conduct interviews of the qualified individuals expressing interest.
- C Timeline for the Nomination Process and Election
  - i The work of the Nominations Committee should be scheduled accordingly to meet the timeline parameters of the District Bylaws and this procedure.
  - ii The timeline for nomination and election should ensure that an election for District Director shall be completed in order to announce the results prior to that year's ITE International Annual Meeting.
  - iii The timeline specified in Section 5.6 of the District Bylaws will be used.

# ITE Great Lakes District Procedures Manual

- iv                      The end of balloting should take place no later than fifteen (15) days prior to the ITE International Annual Meeting.

## 6-4 Candidate Information and Guidelines for District Offices

### 6-4-1 Candidate Information

Each candidate nominated for election as District International Director shall provide a high-resolution photo, and a one-page written statement of their professional qualifications, and desire to hold office to be posted on the District's website, newsletter, and published by the District as part of election materials. It is suggested that the statement include a thumbnail sketch of education, experience, ITE involvement and awards shall be listed above a brief statement of program objectives. It is intended that a candidate's experience, involvement in Institute affairs, and published statement shall stand on their own merit as testimony to the nominee's individual qualifications for office. This information shall be provided to the District Secretary and Communications Chair.

### 6-4-2 Campaign Conduct

The following provisions for campaign conduct apply to all candidates for an elected district office.

#### A Active Campaigning

Active campaigning is prohibited, except as provided in this Procedure. Active campaigning is defined as direct mailing of biographical information, statements or advertising brochure to members of the District including the candidate's home Section; and group emails by the candidates or by others on the candidate's behalf within or outside of his/her home Section.

#### B Attendance at Section Meetings

A candidate may, at his/her own expense, attend Section meetings in the District. A candidate should not be permitted to attend the Board Meeting of another Section or given any special recognition as a candidate or opportunity to speak at general meetings, unless all candidates for the office are present and given the same opportunities. The candidate may introduce him/herself to others on an individual basis as a candidate for office but shall not distribute any campaign information. The opportunity to speak briefly at a meeting of the candidate's home Section shall be in accordance with rules established by her/his home Section Board.

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## C Solicitation of Funds

There shall be no solicitation of funds (or other tangible support of financial value) made by (or on behalf of) any candidate.

## 7-0 Communications

### 7-1 District Newsletters

The District Newsletter will be a multipage technical and member update published and distributed electronically twice a year (typically spring and fall). It generally includes technical articles, announcements, Section reports, International Director reports, meeting announcements and minutes, advertising, and employment advertisements. Each issue will be posted on the District website.

### 7-2 Website

The District Website is to serve as a readily accessible source for District information and a point of reference for the Sections, Chapters and Student Chapters within the District. It contains the historical depository of the District.

### 7-3 Other communication tools

The District will have a presence on social media as recommended by the Communications Committee and approved by the District Board.

## 8-0 External Financial Support to the District

### 8-1 Advertising

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

### 8-2 Other sponsorships

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

## 9-0 Awards and Recognitions

### 9-1 Awards

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## District Procedures Manual

### 9-1-1 Section Awards

The following awards for Sections will be considered:

#### A Outstanding Section Award

Criteria is defined by International ITE on their website at [ite.org](http://ite.org). The winner of this award shall be recognized at the District Annual Meeting and be forwarded to International ITE for consideration for the International ITE award.

#### B Section Momentum Award

Criteria is defined by International ITE on their website at [ite.org](http://ite.org). The winner of this award shall be recognized at the District Annual Meeting and be forwarded to International ITE for consideration for the International ITE award.

### 9-1-2 Professional Awards

The following awards will be for professional achievements of individuals, projects, and groups. Criteria for awards is defined by ITE for district awards unless the award is specifically noted as a District award. These awards will be selected by the Awards Committee apart from the Distinguished Member Award.

#### A Transportation Achievement Awards

The Transportation Achievement Award is awarded annually for excellence in the advancement of transportation by entities such as governmental agencies, legislative bodies, consulting firms, industry, and other private sector organizations. Criteria is defined by International ITE on their website at [ite.org](http://ite.org). The winner(s) of this award shall be recognized at the District Annual Meeting and be forwarded to International ITE for consideration for the International ITE award.

#### B Rising Star

The ITE Rising Stars Program is intended to identify the next generation of new faces of the transportation profession. It is designed to recognize members under the age of 35 who have already made an impact on the profession, have demonstrated the ability to lead the next generations, and have implemented innovative techniques to solve transportation problems. The Rising Star, selected from the District, will be submitted as the District's nominee for consideration at the International level for the ITE Rising Star/Young Member of the year.

#### C Transportation Professional (District Award)



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## District Procedures Manual

The Transportation Professional Award is intended to recognize an individual who has made outstanding contributions to ITE, the District, their Section/Chapter and/or achievements in the transportation profession. The Committee may elect to not award the Transportation Professional of the Year award for a given calendar year

D Distinguished Member (District Award)

The Distinguished Member Award is presented annually to a member of the District who has provided outstanding and significant contributions to ITE, the Great Lakes and former Midwestern Districts, and their Section/Chapter over a period of many years. The Executive Committee plus treasurer, secretary and board member reviews and selects recipients for this award. If presented, the intent is to recognize one recipient in any one year.

### 9-1-3 Student Awards

The following student awards will be considered for students and student chapters. The Student and Young Member Committee will select student award winners and will coordinate with the Awards Committee.

A Student Paper Award

The winner of the Student Paper Award shall be recognized at the District Annual Meeting and forwarded to International ITE for consideration for the Daniel B. Fambro Student Paper Award.

B Student Chapter Award

The winner of the Student Chapter Award shall be recognized at the District Annual Meeting. With approval of District Board, an award may also be given for second place. The winner shall be forwarded to International ITE for International Student Chapter Activities Award.

C Student Chapter Momentum Award

Criteria is defined by International ITE on their website at [ite.org](http://ite.org). The winner of this award shall be recognized at the District Annual Meeting and be forwarded to International ITE for consideration for the International ITE award.

D Student Poster Presentations

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The winning student poster shall be recognized during the District Annual Meeting. The Student Poster Presentations are coordinated by the Student and Young Member Committee.

E Traffic Bowl

The winning team of the Collegiate Traffic Bowl shall represent the District at the International Annual Meeting. The annual Traffic Bowl is coordinated by the Student Activities Committee. The winning team may receive travel expense reimbursement of up to \$1000.

F Student Design Competition

The winning team of the Student Design Competition shall be recognized during the District Annual Meeting. The Student Design Competition is coordinated by the Student Activities Committee.

## 9-2 Recognitions

Shown in Table 9-1 is the schedule for the various awards and recognitions made by the District. All award winners will be announced at the District Annual Meeting, listed in the next issue of the District newsletter, and listed on the District's website. All award winners shall receive notification of winning in advance of the District Annual Meeting and ITE International Meeting as appropriate except the Distinguished Member and Transportation Professional of the Year.

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**Table 9-1: Awards, Recognitions Schedule and Financial Award**

Award Recipient	Award Recognition	Financial Award
District Director	Engraved Plaque <sup>1</sup>	none
District President <sup>2</sup>	Engraved Plaque & Lapel Pin	none
District Executive Board	Verbal (at Annual Meeting) & Paper Certificate <sup>8</sup>	none
Outgoing Section Representatives <sup>3</sup>	Paper Certificate <sup>8</sup>	none
Annual Meeting Chair(s) <sup>3</sup>	Framed Certificate(s) <sup>7</sup>	none
Outgoing District level committee chairs	Paper Certificate <sup>8</sup>	none
Outstanding Section Award	Paper Certificate <sup>8</sup>	none
Section Momentum Award	Paper Certificate <sup>8</sup>	none
Transportation Achievement Award (up to 5 per year)	Paper Certificate <sup>8</sup>	None
Rising Star Award	Engraved Plaque	\$250 to reimburse for meeting expenses
Transportation Professional Award	Engraved Plaque	
Distinguished Member Award	Engraved Plaque	
Student Paper Award	Paper Certificate <sup>8</sup>	\$300
Student Chapter	None <sup>4</sup>	\$200
Student Chapter Award and Student Chapter Momentum Award	Paper Certificate <sup>8</sup>	\$200 each
Student Poster Competition	Paper Certificate <sup>8</sup>	(part of Annual Meeting budget)
Traffic Bowl	Engraved Plate on the Traveling Trophy and Plaque for Winning School; Name on Pennant <sup>5</sup> Certificates for All Participating Schools <sup>6</sup>	Up to \$1,000 travel expense reimbursement
Student Design Competition	Paper Certificate <sup>8</sup>	\$150 for gift cards for participating / winners (part of Annual Meeting budget)

1. Engraved Plaque presented by International ITE and a thank you (verbal and/or written) from our District President at our District Annual Meeting.
2. Presented during year as Immediate Past President
3. For current year
4. All Student Chapter Annual Report submittals receive no plaque, but each receive \$200 for submittals prior to March 1 of each year.
5. Pennants showing past winners are to be maintained by Traffic Bowl Committee and displayed at the Annual Meeting
6. Diploma Frame
7. Elegant Diploma Frame
8. Paper Certificate Holder

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## District Procedures Manual

### 10-0 Adoption, Amendments or Revisions of the District Board Procedures Manual

- 10-1 Procedures of the District Board shall be adopted, amended, or rescinded by majority vote of the District Board after consideration of the proposal in written form at two consecutive meetings of the Board separated by at least 30 days.
- 10-2 The District Board may waive second reading by a 3/4 vote of the voting members of the District Board.
- 10-3 A substantive amendment at a second reading shall be cause for the proposed amended procedure to be considered at a subsequent meeting separated by at least 30 days, prior to adoption unless a further second reading is waived.
- 10-4 A complete set of Procedures shall be available for members of the District to view on the District's website.
- 10-5 The official record of Procedures of the District Board shall be kept by the District Administrator. It shall be the responsibility of the Board Member with assistance from the District Administrator to see that such record is amended as required after each Board meeting.
- 10-6 A discrepancy between Board Minutes and the official record of Board Procedures, kept by the District Administrator, discovered within one year of final adoption shall be reconciled by vote of the Board. Thereafter the official record of Procedures shall govern.
- 10-7 Applicable procedures will be made available to appropriate committee chairs for their use.

-end-

### Appendices

Appendix A: Summary of Expectations and Obligations of Sections to the District

Appendix B: Officer Handbook

Appendix C: District Annual Meeting Guidebook

Appendix D: Committee Details

Appendix E: Tax Information

Appendix F: District Awards Application Forms (District forms and not the International forms)

Appendix G: Advertising Rates and Details