INSTITUTE OF TRANSPORTATION ENGINEERS
KANSAS CITY CHAPTER (KCITE) BYLAWS

ARTICLE I – PURPOSE

The purpose of the KCITE Chapter is the furtherance of traffic and transportation knowledge and relationships between engineers, planners, technicians and others with an interest in the transportation field.

ARTICLE II – MEMBERSHIP

Section 2.1 – Any Institute member who resides within the counties of Atchison, Douglas, Franklin, Jackson, Jefferson, Johnson, Leavenworth, Miami, Shawnee and Wyandotte in the State of Kansas and the counties of Bates, Buchanan, Cass, Clay, Clinton, Jackson, Johnson, Lafayette, Platte and Ray in the State of Missouri (hereinafter described as the Chapter area), and who is a member in good standing within the Missouri Valley Section of the Institute of Transportation Engineers (MOVITE), shall be a Chapter Member upon submission of a membership application and the payment of Chapter dues, if any. Throughout these Bylaws, the term "Resides" refers to the individual's preferred Institute mailing address, either home or place of business.

Section 2.2 – Any Institute member may become a Chapter Member without residing within the chapter area by obtaining approval of the Chapter Board of Direction and upon payment of the Chapter dues, if any.

Section 2.3 – A person who is not an Institute member may join the Chapter as an affiliate. Two forms of affiliate memberships are possible: Chapter Affiliate and Student Affiliate.

To qualify as a Chapter Affiliate, a person must either be:
1. accumulating experience toward Institute membership, or
2. working in a related field, or
3. in a position to work with and assist transportation engineers, traffic engineers or transportation planners by virtue of an official position or commercial employment.

To qualify as Student Affiliate, a person must be a student in a post-secondary academic program.

Section 2.4 – Chapter Members who reside within the Chapter area shall be entitled to all of the privileges of the Chapter. Student Affiliates may not vote or hold elective office. Chapter Affiliates who reside within the Chapter area shall be entitled to all of the privileges of the Chapter, except that they may not hold the elective office of President, Vice President or Secretary/Treasurer as defined in Article V, Section 5.1. Chapter Members and Chapter Affiliates who reside outside the Chapter area shall be entitled to all of the privileges of the Chapter except that they may not vote or hold elective office.

Section 2.5 – All applications for Chapter Affiliate shall include a description of their relationship with transportation as indicated in Section 2.3. All applications for Student Affiliate shall be certified by a faculty member at the school attended by the applicant.

Section 2.6 – The Chapter Board of Direction shall be responsible for approving all applications for Chapter membership.

ARTICLE III – RESIGNATION AND EXPULSION

Section 3.1 – A Chapter Member or affiliate may resign from the Chapter by written communication to the Chapter Board of Direction. If the Chapter dues have been paid, the Board shall accept the resignation in good standing.

Section 3.2 – Any Chapter Member or affiliate whose dues are more than six months in arrears may be dropped from Chapter membership by the Chapter Board of Direction.

Section 3.3 – Any Chapter Member whose Institute membership has been forfeited shall also forfeit membership in the Chapter, and will be reinstated to membership in the Chapter only if reinstated to membership in the Institute. Any Chapter Member who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the Chapter Board of Direction.

Section 3.4 – Any Chapter Affiliate who, by reason of any change in occupation or profession, except by retirement, shall cease to be in contact regularly and frequently with transportation engineers, traffic engineers, or transportation planners; or the transportation engineering, traffic engineering and transportation planning profession; shall forfeit affiliation with the Chapter without prejudice.

Section 3.5 – The Chapter Board of Direction shall periodically review the qualifications of Chapter Affiliates. Upon meeting minimum qualifications for Institute membership the Chapter Affiliate shall be encouraged to apply for such membership.

Section 3.6 – Any Chapter Member or affiliate who advertises, uses, or attempts to use identification with the Chapter in any manner whatsoever with intent to derive personal gain therefrom shall forfeit affiliation with the Chapter.

Section 3.7 – The Chapter Board of Direction shall consider the expulsion of any affiliate (a) upon information coming to its notice, or (b) upon the written request of five or more members that, for the cause set forth, a person identified as a Chapter Affiliate be expelled. The Chapter Board of Direction shall thereupon follow the procedure set forth in Article II Section 18 of the Institute Constitution. In the event such a charge is brought against a member of or an Affiliate of the Institute, the Chapter Board of Direction shall immediately refer the matter to the Institute Board of Direction.

ARTICLE IV – DUES AND ASSESSMENTS

Section 4.1 – An initiation or entrance fee for new Chapter Members or affiliates may be established or waived by the Chapter Board of Direction.

Section 4.2 – The fiscal year of the Chapter shall be from January 1 to December 31 of the same year. Annual dues, if any, shall be charged on a fiscal year basis and the amount of the annual dues shall be the same for both Chapter Members and for Chapter

Affiliates. Dues for Student Affiliates and Lifetime Members may be waived by the Chapter Board of Direction. The Chapter Board of Direction shall determine the amount of the annual dues. *(modified 12-09)*

Section 4.3 – A special assessment may be made on a majority vote of the Chapter Board of Direction.

ARTICLE V – CHAPTER OFFICERS AND DIRECTORS

Section 5.1 – Officers of the Chapter shall include a President, a Vice President, and a Secretary/Treasurer. Up to three Directors may be elected. Persons elected to the offices of President, Vice President, and Secretary/Treasurer shall be Chapter Members residing within the Chapter area. The Director(s) shall reside within the Chapter area and shall be a Chapter Member or a Chapter Affiliate. The Chapter Board of Direction shall consist of the Officers, the Director(s) and the Immediate Past President.

Section 5.2 – Officers and Director(s) are expected to conduct themselves in an appropriate manner that reflects favorably on the Chapter, and shall attend and be active in Chapter functions. By majority vote of the Board of Direction, any Officer or Director who fails to attend three (3) or more business meetings during the year or two (2) business meetings in succession may be relieved of their position. If an Officer is relieved of their position, the opening shall be filled in accordance with Article VI, Section 6.3 of the Bylaws

Section 5.3 **–** The duties and responsibilities of the Officers shall be detailed in the KCITE Policy Manual referenced in Section 8.6 of the Bylaws.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 6.1 – Officers and Director(s) shall be elected prior to the end of the fiscal year and shall assume office on January 1 of the following year. The terms of Officers and Director(s) shall be one year.

Section 6.2 – A Chapter Member or Chapter Affiliate may occupy the same elective office for more than one term, if re-elected.

Section 6.3 – In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in the office of the Vice President, the unexpired term shall be filled by the Secretary/Treasurer. In the event of a vacancy occurring in any other elective office, the Chapter Board of Direction shall elect a Chapter Member or Chapter Affiliate in accordance with Article V, Section 5.1, to fill the unexpired term.

Section 6.4 – The Nominating Committee shall nominate one or more qualified candidates for each office. Written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary/Treasurer not later than October 31.

Section 6.5 – Additional nominations for an Officer or Director may be made by petition, signed by not less than five Chapter Members or Chapter Affiliates. Each petition shall be accompanied by the written consent of the nominee to run for the stated office, and must be received by the Secretary/Treasurer not later than October 31. A Chapter Member or Chapter Affiliate may not be a candidate for more than one office.

Section 6.6 – Not later than November 15, the Secretary/Treasurer shall send to all voting Chapter Members and Chapter Affiliates a ballot listing the candidates for Officers and Director(s). Ballots shall be returned to the Secretary/Treasurer and shall be canvassed by three tellers appointed by the President. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the outgoing Chapter Board of Direction shall select one of the candidates.

ARTICLE VII – MEETINGS

Section 7.1 – Regular meetings of the Chapter shall be held as determined by the Chapter Board of Direction. The Chapter Board of Direction or President may call a special meeting when conditions justify. No action affecting the Chapter shall be taken at any special meeting unless at least thirty days written notice concerning the matter has been sent to all members.

Section 7.2 – The Annual Meeting of the Chapter shall be held before the end of the fiscal year. A report of the financial conditions of the Chapter shall be communicated to the membership once a year.

ARTICLE VIII – GOVERNMENT

Section 8.1 – The majority of the Chapter Board of Direction shall constitute a quorum.

Section 8.2 – The President shall preside at meetings of the Chapter and of the Chapter Board of Direction. However, when the President is unable to do so, the Vice President shall preside at meetings and discharge the duties of the President.

Section 8.3 – The President shall be an ex-officio member of all committees, except the Nominating Committee. The President may appoint another Chapter Officer or Director to act as his representative on any committee, except the Nominating Committee.

Section 8.4 – The President shall appoint annually a Nominating Committee, composed of at least three Chapter Members.

Section 8.5 – The President may appoint Standing Committees, and such special committees as may be desirable, with the approval of the Chapter Board of Direction.

Section 8.6 – The Chapter Board of Direction shall maintain a KCITE Policy Manual to establish standards and procedures for the operation of the Chapter. Amendments to the KCITE Policy Manual shall be approved by a majority vote of the full Chapter Board of Direction.

Section 8.7 – The Chapter Board of Direction shall determine the number of Directors within the Chapter.

ARTICLE IX – VOTING AND VOTING ELIGIBILITY

Section 9.1 – Voting for Officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the Chapter to the Section or Institute shall be by secret ballot.

Section 9.2 – Any Chapter Member or Chapter Affiliate whose Chapter dues are in arrears as defined in Article III Section 3.2 shall be ineligible to vote.

ARTICLE X – AMENDMENTS

Section 10.1 – Proposals to amend these Bylaws or to petition amendments to the Charter may be made by resolution of the Chapter Board of Direction or by written petition signed by at least five Chapter Members or Chapter Affiliates entitled to vote.

Section 10.2 – Proposals to amend these Bylaws or to petition amendments to the Charter must be submitted to the Secretary/Treasurer at least 30 days prior to the next regular meeting. Proposed amendments or petitions for amendments submitted by that deadline shall be communicated to the membership at least 14 days prior to the next regular meeting and shall be on the order of business at that meeting. Such amendments or petitions for amendments may be amended by majority vote of those Chapter Members or Chapter Affiliates attending the meeting in any manner pertinent to the original amendment or petition for amendment. The amendments or petitions for amendments, as originally proposed or as amended at this meeting, shall be submitted to the membership for a vote within fifteen days of the meeting and canvassed within thirty days following such submission by three tellers appointed by the President.

Section 10.3 – An affirmative vote of a majority of all ballots cast shall be necessary for the adoption of any amendments to the Bylaws, for petitions to amend the Chapter Charter, and for other matters which affect the relationship of the Chapter to the Section or the Institute.

Section 10.4 – Amendments to the Bylaws so adopted shall take effect upon being filed with the Section Board.