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Policy Manual
Kansas City Chapter – Institute of Transportation Engineers

This Policy Manual addresses the operations of the Kansas City Chapter – Institute of Transportation Engineers (KCITE). The Charter and Bylaws of the KCITE have established the general structure of the organization. This Policy Manual is intended to fill-in the details on the duties of officers and the various functions for which KCITE is responsible.

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Section 1 - Officer Duties

The following Officers of the Chapter comprise the Board of Direction

1.1 President

The President's primary responsibility is to provide general oversight to ensure that the Chapter is following the proper path. Specific duties include:

A. Preside at the Chapter Meetings

B. Oversee the development and maintenance of the Chapter website

C. Maintain the Chapter Policy Manual

D. Produce the Annual Report to MOVITE prior to the end of the calendar year.

E. Serve on special Chapter committees or designate a Chapter Officer to act as a representative

F. Appoint two members to the Nominating Committee (plus the Past President) and three members to the Teller Committee

1.2 Vice-President

The Vice-President presides at Chapter Meetings in the absence of the President and also is responsible for the following duties:

A. Serve as the Chair of the Arrangements Committee, which is responsible for the scheduling of venues and the selection of speakers for the Chapter Meetings

B. Send the meeting notices and collect RSVPs, using mailing list provided by Secretary/Treasurer

C. In cooperation with the Arrangements Committee, collect the meeting fees at the meeting

D. Oversee the Budget Committee's development of the Chapter Budget for the next year

1.3 Secretary/Treasurer

The Secretary/Treasurer is responsible for the following duties:

A. Collect dues

B. Maintain the membership and e-mail/mailing databases

C. Produce the Annual Financial Statement for the Chapter prior to end of the calendar year

D. Produce the Annual Affiliate Membership Report and send to ITE prior to the end of the year

E. Archive records/minutes of Chapter Meetings/Business Meetings

F. Transmit ballots to voting membership

G. Serve on Budget Committee

H. Provide voucher reimbursements

I. Maintain a membership form

1.4 Member Director

The Member Director is responsible for the following duties:

A. Prepare the meeting minutes for the Chapter meetings

B. In cooperation with the Affiliate Director, work on membership expansion and retention

C. Observe the operations of the Chapter and the learn the duties of the other Chapter Officers

D. Serve on Budget Commitee

1.5 Affiliate Director

The Affiliate Director is responsible for the following duties:

A. Serve as a member of the Arrangements Committee

B. In cooperation with the Member Director, work on membership expansion and retention

1.6 Past President

The Past President is responsible for the following duties:

A. Serve as the Chairman of the Nominating Committee

B. Provide Secretary/Treasurer with candidates'statements

C. Serve as a mentor for the Member Director and Affiliate Director by providing direction and general information on Chapter Officer duties and responsibilities

Section 2 - Meetings

2.1 Meeting Schedule

Regular Chapter Meetings generally will take place on the following schedule: the second Thursday of the months of January, March, May, July, and September. The annual meeting generally will be held on the second Thursday in November. The specific dates of the meetings are subject to change depending upon the availability of meeting space and the desire to hold joint meetings with other professional organizations. Meetings typically will take place as lunch meetings, but may be shifted to other times at the discretion of the Board of Direction.

2.2 Arrangements Committee Activities

The Arrangements Committee consists of six members appointed by the Board of Direction, serving alternating two-year terms. Its purpose is to provide logistical support to the Board of Direction by securing meeting places, recruiting speakers and assisting with registration and payments at the meetings. The Committee will meet in the months of February and August, with the three new members assuming their positions at the February meeting. The Vice-President shall oversee the operations of the Committee.

Section 3 - Awards

3.1 Annual Award Categories

The Chapter shall sponsor the following award, which will be presented at the November Chapter Meeting:

- **Excellence in Transportation Award** – This award will be given to a project located within the Chapter boundaries or a study prepared for a government agency or other group located within the Chapter boundaries that, in the opinion of the Board of Direction, exhibits the most outstanding contribution to Transportation Engineering or Transportation Planning.

3.2 Submission Requirements

The Secretary/Treasure shall solicit entries for the award through an e-mail message transmitted to all Chapter Members, Chapter Affiliates and Student Affiliates by March 31. All entries shall be submitted to the Chapter President no later than September 30.

All projects/studies must have been completed or be projected to be completed within the same year as the submission for the award. Each submission shall be summarized in a letter size report of no more than 10 pages of text and illustrations, consisting of a discussion of the scope of the project/study, its

significance to the Chapter area, and the nature of the contribution to Transportation Engineering/Transportation Planning. The applicant shall submit five paper copies of the report and an electronic file in .pdf format. In addition to the report, the submission shall include a poster board presentation prepared on a single side of a 24" X 36" foam core board.

Section 4 – Website

4.1 Website Contents

The Chapter shall establish and maintain a website that includes information about the Chapter, including, but not limited to, the following items: officers, history, Charter, Bylaws, meeting minutes, awards, award receipients, useful links and meeting schedule.

4.2 Website Operating Expenses

Any vouchered costs associated with maintaining the Chapter website shall be reimbursed by the Chapter.

Section 5 – Membership

5.1 Membership Form

The Secretary/Treasurer shall develop and maintain a standard membership form that will be required to be filled-out annually by each member at the time that the annual dues are paid.

Section 6 – Finances

6.1 Reimbursement for Expenses

The Chapter shall reimburse Board of Direction members for vouchered expenses incurred in carrying out the responsibilities of each position. Expenses exceeding $50 shall be pre-authorized by the Board of Direction. Any other person performing work for the Chapter that has been authorized by the Board of Direction shall be reimbursed for their material expenses in performing the authorized work.

6.2 Signers on KCITE Accounts

The Secretary/Treasurer and Vice President shall act as signers on KCITE savings and checking accounts.

6.3 Budget Committee

A Budget Committee; made up of the incoming President, Secretary/Treasurer and Member Director; shall meet prior to the January Chapter Meeting to develop a budget for the upcoming fiscal year.

6.4 Operating Budget and Fund Balance

The Board of Direction shall, prior to the January Chapter Meeting, approve a budget, which includes projections of income and itemized expenses. Expenditures which would exceed that provided for the item in the budget shall be authorized by the Secretary/Treasurer and the President prior to the commitment. The Board of Direction shall maintain a minimum fund balance approximately equal to 25 percent of the operating budget of the previous year.

6.5 Audit of the Secretary/Treasurer

The Audit Committee (a Committee appointed by the President consisting of the incoming Secretary/Treasurer, the outgoing Secretary/Treasurer and at least two other Chapter Members) shall, prior to the January meeting, audit the Secretary/Treasurer's books for the previous year.

6.6 Investment of Chapter Funds

The incoming President, Vice President and Secretary/Treasurer shall, in the month of January, review the investment possibilities of the reserves of the general operating fund as presented by the Secretary/Treasurer. The majority of those three shall decide on the best investment plan to be implemented for the upcoming year.

6.7 Annual Dues

Annual Dues for Chapter Members and Chapter Affiliates shall be $10 and shall be due on January 1 of each year. Student Affiliates shall not be charged annual dues.

6.8 Meeting Charges

The Arrangements Committee shall determine the charges for each Chapter Meeting, based upon the costs for the meal and facilities. The intent shall be to break even unless the Board of Driection authorizes additional expenditures. Attendees who are not Members, Chapter Affiliates or Student Affiliates will be charged an additional $3 in meeting charges.

Section 7 – Government

7.1 Meetings of the Board of Direction

The Board of Direction shall meet on a schedule established by the President, but at a minimum shall meet at least in the months of January and October.

7.2 Automatic Nominations for Board of Direction

The Nominating Committee shall automatically nominate the current Vice-President for the office of President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Secretary/Treasurer for the office of Vice-President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Member Director for the office of Secretary/Treasurer in addition to any other nominees. The Nominating Committee shall automatically nominate the current Affiliate Director for a second term if the Affiliate Director has served only one year in that position, in addition to any other nominees. These provisions shall not apply if the current officer(s) declines to run or if the current officer(s) neither resides nor is employed within the Chapter area. In the event that positions come open due to the early departure of an officer listed above, the Nominating Committee shall have the ability to select nominees who they believe would be the best candidates for the open position(s). When selecting candidates, consideration should be given to ensuring a balance of officers from the private and public sectors.

7.3 Information from Chapter Candidates

The Past President shall solicit statements from Chapter candidates for President, Vice-President, Secretary/Treasurer, Member Director and Affiliate Director. Statements shall not exceed 250 words in length and are to provide program objectives, thumbnail biographical sketches, and photographs. Statements shall be delivered to the Secretary/Treasurer no later than November 8. Statements shall be made available to the membership either in printed form and/or in digital form on the Chapter website. In either case the statements shall be provided to the Chapter membership no later than the date that the election ballots are provided to the membership.

7.4 Elections

The Secretary/Treasurer shall transmit the election ballots to all Chapter Members and Chapter Affiliates no later than November 15. The ballots shall include instructions that they be returned to the Secretary/Treasurer no later than December 1. Upon receipt of the completed ballots, the Secretary/Treasurer shall transmit those ballots to the Teller Committee.

7.5 Teller Committee

The President shall appoint three Chapter Members and/or Chapter Affiliates to the Teller Committee. After receiving the completed ballots from the Secretary/Treasurer, the Teller Committee shall tally the votes from each valid ballot and shall transmit the results to the President. In all cases, the voting shall be in the form of secret ballots. No individual voting records shall be released to any person.

7.6 Election Results

Upon receiving the election results, the President shall notify the Board of Direction of the results and the Secretary/Treasurer shall transmit the list of newly elected Officers to the full KCITE membership.

7.7 KCITE Representation on the MOVITE Board

In the event that MOVITE asks that a member of the Chapter Board of Direction serve as a representative to the MOVITE Board, the President, or another Chapter Officer designated by the President, will serve as the Chapter representative to the MOVITE Board.

Section 8 – Calendar of Officers' Duties

8.1 Calendar of Officers' Duties – President, Vice-President, Secretary/Treasurer, Member Director, Affiliate Director

The following tables list the major responsibilities of each of the officers, listed by the month that the duties need to be handled. The exact months and the number of meetings may vary, depending upon the needs of the Chapter.

Month	President	Vice-President
January	• Board of Direction Meeting • Preside at Chapter Meeting • Review investment possibilities	• Board of Direction Meeting • Review investment possibilities
February	• Audit Committee Meeting	
March	• Preside at Chapter Meeting	
April	• Board of Direction Meeting	• Board of Direction Meeting
May	• Preside at Chapter Meeting	
June		• Arrangements Committee Meeting
July	• Board of Direction Meeting • Preside at Chapter Meeting	• Board of Direction Meeting
August		
September	• Preside at Chapter Meeting • Appoint Nominating Committee	
October	• Board of Direction Meeting	• Board of Direction Meeting
November	• Preside at Chapter Meeting • Appoint Teller Committee	• Solicit new Arrangements Committee members for next year • Chair Budget Committee Meeting
December	• Complete Annual Report & submit to MOVITE President	• Arrangements Committee Mtg. • Complete Budget • Appoint Audit Committee

Month	Secretary/Treasurer	Member Director
January	• Board of Direction Meeting • Review investment possibilities	• Board of Direction Meeting • Draft minutes for Chapter Meeting
February	• Audit Committee Meeting • Send meeting notices and collect RSVPs for Chapter Meeting	
March		• Draft minutes for Chapter Meeting
April	• Send meeting notices and collect RSVPs for Chapter Meeting • Board of Direction Meeting	• Board of Direction Meeting
May		• Draft minutes for Chapter Meeting
June	• Send meeting notices and collect RSVPs for Chapter Meeting	
July	• Board of Direction Meeting	• Board of Direction Meeting • Draft minutes for Chapter Meeting
August	• Send meeting notices and collect RSVPs for Chapter Meeting	
September		• Draft minutes for Chapter Meeting
October	• Board of Direction Meeting • Mail out ballots • Send meeting notices and collect RSVPs for Chapter Meeting	• Board of Direction Meeting
November	• Mail out dues notices • Budget Committee Meeting	• Draft minutes for Chapter Meeting • Budget Committee Meeting
December	• Complete Annual Financial Statement • Complete Annual Affiliate Membership Report	

Month	Affiliate Director	Past President
January	• Board of Direction Meeting	• Board of Direction Meeting
February		
March		
April	• Board of Direction Meeting	• Board of Direction Meeting
May	• Arrangements Committee Meeting	
June		
July	• Board of Direction Meeting	• Board of Direction Meeting
August		
September		• Serve as chair of Nominating Committee
October	• Board of Direction Meeting	• Board of Direction Meeting • Solicit statements from candidates
November		• Deliver candidates' statements to Secretary/Treasurer by Nov. 8
December	• Arrangements Committee Meeting	