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. Update website for information other than chapter meetings, training events, and elections.

C. Maintain the Chapter Policy Manual

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

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

F. Assist past president with setting up elections

G. If MOVITE requests a representative from KCITE, serve as that representative

H. Coordinate vacancy postings to the website as approved by the Board of Direction

I. Lead the Call for Excellence in Transportation Award

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

C. As incoming Vice President, produce the Chapter's Annual Financial Statement for the previous year prior to end of January

D. Regarding chapter meetings, update KCITE website, distribute information, and collect RSVPs

E. Sign all PDHs distributed by the chapter

F. Verify, sign and distribute all PDHs following chapter meetings

1.3 Secretary/Treasurer

The Secretary/Treasurer is responsible for the following duties:

A. As outgoing Secretary/Treasurer, chair Audit Committee for previous year's financial statement

B. Collect dues

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

D. As outgoing Secretary/Treasurer, develop a proposed Chapter Budget for consideration by the Board of Direction prior to the last Board of Direction meeting of the year

G. Provide electronic voucher reimbursements

H. Maintain the membership database

1.4 Member Director

The Member Director is responsible for the following duties:

A. Prepare the meeting minutes for the Chapter/Board meetings

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

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

D. Update KCITE website with information about training opportunities

E. Provide records/minutes of Chapter Meetings/Business Meetings to the outgoing President at the end of the year

F. Serve as the Chair of the Training Committee, which is responsible for the identification and coordination of training opportunities

G. In cooperation with the Secretary/Treasurer, send the training event notices and collect RSVPs. If fees are involved, coordinate with the sec/treasurer.

H. Distribute PDHs signed by Vice President following training events

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

C. Take lead role in coordination of the annual golf tournament

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

D. Produce the Annual Report to MOVITE for the previous year prior to the end of January.

E. Maintain archives for KCITE, including assembling detailed information on activities from the previous year.

F. Arrange for photographic documentation of Chapter meetings and other Chapter activities.

G. Verify that KCITE website is updated

H. Serve on training committee as an advisor

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 venues, recruiting speakers and

assisting with registration and payments at the meetings. It is recommended that the Committee meet at least once each year, with the three new members assuming their positions at the first meeting of the year. The Vice-President shall oversee the operations of the Committee.

2.3 Training Committee Activities

The Training 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 identifying training opportunities, securing meeting places, assisting with registration and payments at the meetings, and issuing Professional Development Hours (PDH's). An objective of KCITE is to provide opportunities for at least 15 PDH's per year (6 from Chapter Meetings, 9 from Training activities). In addition, the training committee will assist with local arrangements of other transportation activities in the area (e.g. MOVITE meetings, TRB training), if requested. The Committee will meet at least twice per year for planning meetings to coordinate upcoming activities. The Member Director shall oversee the operations of the Committee.

2.4 PDH/CEU Certification

A. Chapter Meetings: PDH certificates may be issued in accordance with the Rules and Regulations of the Missouri Board of Professional Registration and the Kansas State Board of Technical Professions. A PDH certificates are issued for only the technical presentation portion of the chapter meeting. The PDH certificate should include date, time, PDH's earned, name of presentation and presenter. For presentations between 30-49 minutes: 0.5 PDH's are earned. For presentations greater then 50 minutes: 1.0 PDH's are earned.

B. Sponsored Training: A certificate of attendance and course outline may be issued. If the organization hosting the training provides PDH/CEU certificates at no cost, KCITE can coordinate the application process. If the organization requires a fee for issuing PDH/CEU certificates then it will be up to the attendee to apply for the certificate.

C. Contacts: The contact for questions regarding PDH/CEU Rules and Regulations for KCITE area are:

Kansas State Board of Technical Professions
900 S.W. Jackson Street, Suite 507
Topeka, Kansas 66612-1257
(785) 296-3053 Telephone
http://www.accesskansas.org/ksbtp/

Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects
3605 Missouri Boulevard, Suite 380
Jefferson City, MO 65102-0184
573.751.0047 Telephone
http://pr.mo.gov/apelsla.asp

D. Attendance Records: The board will retain attendance records for chapter meetings and sponsored training events for the current year plus the last three calendar years. The Arrangement Committee will provide attendance records to the board for chapter meetings and the Training Committee will provide attendance records for sponsored training.

Section 3 - Awards

3.1 Annual Award Categories

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

- **Excellence in Transportation Award** – This award is offered annually to an organization (government agency, legislative body, consulting firm, industry and other private sector organization) or team of organizations located within the Chapter boundaries in the categories of transportation planning, operations and/or facilities. The details on the submission requirements and review criteria are included in a separate "Call for Nominations", which shall be provided to the membership no later than the March Chapter Meeting. All submittals received will be forwarded by May to MOVITE for their Transportation Achievement Award.

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 recipients, useful links and meeting schedule.

4.2 Website Operating Expenses

Operating costs associated with maintaining the Chapter website may be reimbursed by the Chapter. Website sponsorships may be sold at the discretion of the Board.

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. The membership form may be held in electronic format.

5.2 Lifetime Membership

Chapter lifetime membership can be granted at the discretion of the Chapter's Board of Direction to persons who are retired and meet such other criteria as determined by the Board. A list of lifetime members shall be maintained by the Secretary.

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 financial accounts.

6.3 Operating Budget and Fund Balance

The Board of Direction shall, near to the end of the year, approve a budget for the upcoming year which includes projections of income and itemized expenses. Proposed expenditures throughout the year which would exceed the amount 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.

6.4 Audit of the Secretary/Treasurer

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

6.5 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.

6.6 Annual Dues

The cost for annual dues for Chapter Members and Chapter Affiliates shall be set by the Board and shall be due on January 1 of each year. Student Affiliates and Lifetime Members shall not be charged annual dues. Previous-year members will be given a 90 day grace period to renew before being moved to non-member status.

6.7 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 Direction authorizes additional expenditures. Attendees who are not Members, Chapter Affiliates, Lifetime Members or Student Affiliates may be charged an additional meeting fee determined by the Board.

6.8 Annual Financial Statement

The incoming Vice-President shall submit an Annual Financial Statement for the previous year to the MOVITE President no later than the end of January. The Annual Financial Statement shall conform to the general format used by MOVITE to summarize its financial condition at the end of its fiscal year.

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 Past President 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 Past President shall transmit the election ballots to all Chapter Members and Chapter Affiliates no later than November 15. The election shall be closed no later than the Friday a week after Thanksgiving.

7.5 Election Results

Upon closing the election results, the past President shall notify the Board of Direction and election candidates of the results and the President 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 – Miscellaneous

8.1 Posting or Announcing Position Vacancies at Chapter Meetings

One of the benefits of the KCITE Chapter meetings is to permit networking between all of its members, in both the private and public sectors, in a non-competitive atmosphere. To ensure that the non-competitive atmosphere is maintained, no verbal announcement of position vacancies as part of the meeting program shall be permitted at any Chapter meeting. The only way that information on position vacancies can be provided shall be the posting of position vacancy announcements at Chapter meetings or on the website. Position vacancies posted on the website should be within KCITE boundaries and must be approved by the Board. Postings will be automatically removed after 60 days unless a renewal is requested.

8.2 General Notices and Solicitations

Requests for outside groups or individuals to either make a presentation at a Chapter meeting or to post messages on the Chapter website will be considered by the Board of Direction only when the subject matter is transportation related. The Board of Direction will, at its sole discretion, determine which requests will be accepted and which will be denied.

Section 9 – Calendar of Officers' Duties

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

The following calendars list the major non-recurring responsibilities of each of the officers, listed by the month that the duties need to be handled. The exact months of the activities may vary, depending upon the needs of the Chapter. The bi-monthly Chapter meetings are indicated by the ◘ symbol. For details on specific responsibilities at the Chapter meetings, refer to **Section 1** – **Officer Duties** and **Attachment A - Arrangements Committee.**

9.2. Transfer of Duties

The transfer of all duties and records will take place at the first Board of Direction meeting after the new year (February).

Month	President	Vice-President	Secretary/ Treasurer	Member Director	Affiliate Director	Past President
Jan ◘	Review investment possibilities	Review investment possibilities Complete Annual Financial Statement for previous year Audit Committee Meeting	Review investment possibilities Complete Annual Affiliate Membership Report Audit Committee Meeting		Make golf event reservations	Complete Annual Report & submit to MOVITE President Update officer and committee member records
Feb	Call for Transportation Award	Arrangements Committee Meeting	Send out past due notices	Training Committee Meeting	Arrangements Committee Meeting	
Mar ◘						
Apr						
May ◘	Select Transportation Award					
Jun						
Jul ◘	Present Transportation Award					
Aug		Arrangements Committee Mtg.	Solicit website sponsors	Training Committee Meeting	Arrangements Committee Meeting	
Sep ◘	Appoint Nominating Committee					Serve as chair of Nominating Committee
Oct		Develop proposed budget for review by Board of Direction				Solicit statements from candidates
Nov ◘		Solicit new Arrangements Committee members for next year	send out ballots	Coordinate Membership Drive Solicit new Training Committee members for next year		Coordinate and post candidates' statements to website Help solicit new committee members
Dec		Appoint Audit Committee	Complete Budget			

◘ - Denotes Chapter meeting

“ATTACHMENT A”

ARRANGEMENTS COMMITTEE

Structure & Expectations

The Board will solicit every November & January for volunteers; then recruit in February if necessary.

2 year commitment (½ of the group rotating every year)

Rotations will be in February of every year so that those on the Arrangements Committee can “take a break” before if they choose to serve in a greater capacity in the fall. This will also allow the new members to attend the January meeting with all of the existing members before taking over responsibilities.

2 Arrangement Committee/planning meetings per year (February and August)

Each Arrangement Committee member is expected to work the table registration at least twice per year.

Meeting Checklists

Pre-Meeting Checklist

Past - President

- Camera for meeting
- Verify that KCITE website is updated

President

- Prepare and post meeting agenda on the KCITE website about two days prior to the meeting
- Prepare pre-meeting slide show for KCITE sponsors
- Prepare meeting slide show for the agenda

Vice-President

- Update KCITE website with meeting information four weeks prior to the meeting
- Send initial meeting notice three to four weeks prior to the meeting and a reminder notice one week prior to the meeting
- Send RSVP confirmation email two days prior to the meeting along with a web link to the meeting agenda
- Assign registration table duties

Secretary/Treasurer

- Door Prize acquisition
- Prepare meeting registration list which indicates registrants who have prepaid as well as who will pay at the door
- Withdraw $125 in $5 bills for the cashbox

Member Director

- Assist in updating the KCITE website

Arrangements Committee

- Notify meeting site planner of number of registrants (so he/she can coordinate with restaurant)
- Secure speaker at least 2 months in advance of meeting
- Confirm speaker one month before meeting
- Confirm speaker one week before meeting
- Confirm speaker needs for A/V 2 weeks before meeting
- Get written approval from speaker to post presentation on KCITE website
- Needs to accommodate 50-70 people
- Secure reservation at least 2 months in advance
- Confirm reservation one month in advance
- Get firm commitment on menu options
- Confirm total costs including tax, gratuity, and other charges
- Consider costs for room
- Get $ figures in writing
- Get costs to VP for final pricing
- Directions to facility
- Can we bring our own A/V?
- Location policy on over/under?
- Rotate meeting sites
- Consider costs for A/V rental (screen)

At-Meeting Checklist

Past - President

- Bring camera/arrange for photographer or take photographs at the meeting

President

- Welcome attendees and do introductions
- Introduce speaker(s)
- Preside over agenda
- Bring agenda and/or other handouts
- Thank sponsors!

Vice-President

- Trash receptacle for name badges (could be small basket or bowl on the table)
- Pens for workers (and people who write checks)
- Receipts (VP)
- Name badges (VP)
- Markers for name badges (VP)
- Fill in for President as appropriate
- Make sure registration table is staffed and coordinate all duties
- Bring Door Prize & Door Prize Tickets
- Bring Name Tags for Board and print name tags for meeting attendees

Secretary/Treasurer

- Assist registration table
- Meeting registration List
- Cash box with $125 cash and Board name badges
- Door Prize
- Obtain attendance numbers from the Arrangements Committee members handling registration

Member Director

- Meeting minutes and track time of meeting of PDH's

Arrangements Committee

- Arrive 30 minutes early
- Set Aside a Place for Flyers & Announcements
- Assist with meeting site set up on the day of the meeting
- Arrange registration table
- Welcome attendees
- Greet speaker at meeting
- Take money
- Maintain list of registrants
- Direct attendees to the meeting area; identify scheduled activities
- Get a copy of the presentation from speaker to post on KCITE website

Post-Meeting Checklist

Past – President

- Verify that KCITE website is updated

President

- Provide feedback about the meeting to the Board

Vice-President

- Upload electronic copy of presentation to KCITE website
- E-mail PDH certificate to all meeting attendees

Secretary/Treasurer

- Deposit meeting receipts
- Provide cash flow summary, attendance and PayPal records of the meeting to the Board

Member Director

- Send meeting minutes to KCITE officers for review

Arrangements Committee

- Give money and copy of registration list with attendance information to Secretary
- Assist with clean-up of meeting site

“ATTACHMENT B”

TRAINING COMMITTEE

Structure & Expectations

The Board will solicit every November & January for volunteers; then recruit in February if necessary.

2 year commitment (½ of the group rotating every year)

Rotations will be in February of every year so that those on the Training Committee can “take a break” before if they choose to serve in a greater capacity in the fall. This will also allow the new members to attend the January meeting with all of the existing members before taking over responsibilities.

2 Training Committee/planning meetings per year (February and August)

The intent of the training committee is to provide at least 15 PDH’s per year. Examples of PDH opportunities include:

- Chapter Meetings (6 PDH’s per year)
- Web seminars conducted by ITE or other groups (provide local registration, coordinate meeting place)
- Assist with local arrangements for groups having transportation related meetings in the Section area (e.g. ITE Standards Training, MOVITE meetings, TRB Committees)

Training Committee Seminar Checklist

Pre-Seminar Checklist

- Prepare Certificate of Attendance w/ course outline
- Assign registration table duties
- Update KCITE website with seminar information three weeks prior to the seminar
- Send initial seminar notice two to three weeks prior to the seminar and a reminder notice one week prior to the seminar
- Notify seminar site planner of number of registrants (so he/she can determine the number of lunches needed)
- Directions to facility
- Rotate seminar sites

At-Seminar Checklist

- Pens for workers (and people who write checks)
- Make sure registration table is staffed
- Bring registration list
- Bring small bills for making change
- Bring a bag/envelope for the money
- Arrive 30 minutes early
- Assist with set up on the day of the seminar
- Arrange registration table
- Attendance List
- Welcome attendees
- Take money
- Provide receipts to attendees

Post-Seminar Checklist

- Initiate discussion with attendees once seminar concludes
- Give money to Secretary with copy of registration list
- Assist with clean-up of seminar site
- Provide attendance list to Secretary
- Update KCITE website with training summary
- Provide PDH credits to Member Director or Vice President to distribute to attendees