

# Iowa Section of ITE

## Section Board Procedures Manual



**ADOPTED: May 12, 2021**

**Iowa Section of ITE**  
Section Board Procedures Manual  
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Adopted by the Iowa Section Executive Board on May 12, 2021

## **Section 1 – Government**

### **Structure of the Iowa Section Board of Direction**

The Iowa Section will be governed by a Board of Direction (Section Executive Board) comprised of Officers, a Section Representative, and Ex-Officio members as listed below:

#### Officers

Immediate Past President

President

Vice President

Treasurer

Secretary

Section Representative to the MOVITE District Board

#### Ex-Officio Members (non-voting)

Section Administrator

Section Communications Director

All members of the Executive Board must be members of ITE in good standing.

The Executive Board Officers term shall be one year with the exception of the Section Representative, which shall be two years. There are no limits for service of Ex-Officio Members.

### **Committees**

The following committees shall be established each year to conduct business of the section, including:

- Awards Committee
- Audit Committee
- Nominating Committee

The President shall appoint committee members except as prescribed in this procedure.

#### Awards Committee

The Awards Committee shall be chaired by the Immediate Past President and include the two most recent Past Presidents, or members as designated by the current President.

The committee is responsible for soliciting applications and selecting recipients for awards presented by the Section that are identified in Board Procedures Section 6.

#### Audit Committee

The Audit Committee shall consist of the outgoing Treasurer, the incoming Treasurer, and a member not on the Executive Board. The committee is responsible for reviewing the Treasurer's records, determining whether or not they are in order, and, if not, helping to resolve any discrepancy. The committee shall report its findings to the President.

#### Nominating Committee

The Nominating Committee shall be chaired by the Immediate Past President, or a member designated by the current President, and include an Executive Board member as designated by the current President. The committee is responsible for soliciting and selecting candidates for all open positions on the Board.

If possible, two candidates will be nominated for any open position on the Section Executive Board. The Nominating Committee will attempt to provide candidates for Secretary or other officer position, except Immediate Past President, caused by a vacancy, those persons with the most experience deemed valuable to serving on the Section Board.

#### Local Arrangements Committees

The Annual Meeting shall be planned and executed by a Local Arrangements Committee (LAC) comprised of Section members. The President is responsible for finding an Section member to serve as chair of each LAC.

#### Past Presidents Advisory Council

The primary function of the Past Presidents Advisory Council is to provide counsel to the Executive Board as requested. Responsibilities of the Council include, but are not limited to, the following:

- A. Upon request of the Executive Board, provide input to measures for improving and operating the Section.
- B. Provide a contact list of past presidents available for mentoring and other desired activities.
- C. Promote dynamic student chapters through liaison and participation in student chapter activities.
- D. Maintains communication with Past Presidents.
- E. Help with the continual writing, review and updating of the Section's history.

The Immediate Past President or the living Past President most recently on the Executive Board and still a member of the Section shall serve as Chair of the Council. The Chair shall facilitate communication with and involvement of Past Presidents the Executive Board and be responsible for planning/coordination of Past President sponsored events at Section meetings.

### **Meetings of the Section Executive Board**

Regular meetings of the Executive Board shall be held at each Annual Meeting of the Section and at least two additional Board meetings each calendar year. The additional Board meetings may either be in conjunction with other Section events, independent of Section events or may be held electronically. The President may conduct business between meetings by polling voting members of the Executive Board. Such business shall be limited to items requiring a majority vote of the Board and a response from each Board member must be received. Any such action shall be recorded in the minutes of the next meeting. The Secretary shall distribute minutes of any Board meeting within sixty (60) days of its adjournment. The minutes shall include all attachments to the agenda as well as materials distributed at the meeting.

### **Business Meetings**

The President shall convene a Business Meeting open to all members during each Annual Meeting of the Section. A report of the financial condition of the section and reports of principal officers and committees, including the Local Arrangements Committee for the meeting, shall be presented at each Business Meeting. The President should also report on recent actions taken by the Executive Board as well as issues under consideration. The Secretary shall prepare minutes of any Business Meeting within sixty (60) days of its adjournment. The minutes shall include all attachments to the agenda as well as materials distributed at the meeting. The minutes shall be distributed to the Executive Board and posted on the website.

### **Automatic Nominations for Section Executive Board**

The Nominating Committee shall automatically nominate the current Vice President for President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Treasurer for Vice President in addition to any other nominees. The Nominating Committee shall

automatically nominate the current Secretary for Treasurer 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 Section.

### **Information from Section Candidates and Campaign Conduct**

All candidates for election to the Executive Board must submit written consent to be placed on the ballot. The Immediate Past President shall solicit statements from any candidates for contested elections. Statements should provide program objectives of preferably not more than 250 words, thumbnail biographical sketches, and photographs. Statements are to be delivered to the Communications Director and shall be published immediately preceding the election and posted on the website.

Except as provided in this procedure, active campaigning is not allowed. Active campaigning is defined as direct distribution of biographical information, statements or an advertising brochure to members of the Section. Website development and/or mass emails by the candidates or by others on their behalf are prohibited. There shall be no solicitation of funds or other tangible support or activity of financial value undertaken by or voluntarily on behalf of any candidate. The Immediate Past President will provide a copy of this procedure to all candidates.

### **Elections**

All elections shall be conducted exclusively by electronic balloting. The Secretary will be responsible for determining the best available on-line balloting service to use each year. The following schedule shall be followed for the annual elections:

Mid-September – Distribute the solicitation to the membership

First three weeks of October – Election open

First week of November – Announcement of election results

### **Operating Budget and Fund Balance**

The Section Executive Board shall approve a budget at its Annual Meeting. The budget shall include projections of income and itemized expenses. Expenditures which would exceed that provided for the item in the budget must be authorized by the Treasurer and the President prior to commitment. The Section Board shall seek to maintain a minimum fund balance of at least 75 percent of the operating expenses budgeted for the previous year. A preliminary budget should be developed in July or August in order to establish if a dues increase is needed for the upcoming year.

### **Audit of the Treasurer**

The Audit Committee shall audit the Treasurer's books for the previous year prior to the Annual Meeting. The results of the audit shall be reported at the Business Meeting held during the Annual Meeting.

### **Investment of Section Funds**

The current President, Vice President, Treasurer, and Section Administrator will review investment possibilities of the reserves of the general operating fund annually in the month of January. The majority of the four will decide the best investment plan to be implemented for the upcoming year.

### **Interest Gained by Section Accounts**

Any interest or gain earned in the Section's checking, savings or investment account shall be deposited into the general account and recorded as income.

### **Annual Dues**

The annual dues for Section members shall be \$20.00. The Section Executive Board shall review this annually when developing the budget. If a change is desired by the Board, notification will need to be given to ITE headquarters by September 1st of each year, and in accordance with Article III, Section 3.1 of the Section's Bylaws.

### **Signers on Section Accounts**

The Treasurer, the Section Administrator and the President, or other Board member designated by the President, shall act as signers on Section savings, checking and investment accounts. The Section Administrator shall be the agent and a signer on checking accounts established for use by Local Arrangements Committees hosting Annual Meetings. One or two members of a Local Arrangements Committee may be added to an account as signers for a specific meeting.

### **Tax-Exempt Status**

The Iowa Section is classified by the US Internal Revenue Service as a 501(c)(3) organization. The Executive Board shall conduct its business consistent with the conditions of these classifications.

### **Tax Reporting**

The Section shall file federal tax returns applicable to the organization. The Section Administrator shall be responsible for filing returns each year.

### **Liability Insurance**

The section shall maintain commercial general liability coverage of at least \$2 million (general aggregate). The primary purpose is to cover activities associated with the Annual Meeting. The Section Administrator shall be responsible for securing the insurance coverage and renewing it annually.

## **Section 2 - Officer Duties**

### **Duties of the Immediate Past President**

The duties of the Immediate Past President shall include, but not necessarily be limited to, the following:

- A. Prepare and submit the Annual Report to the MOVITE District.
- B. Chair the Nominating Committee.
- C. Chair the Awards Committee.
- D. Chair the Past Presidents Advisory Council
- E. Assist the President as necessary.
- F. MOVITE Outstanding Section/Chapter Award Application

### **Duties of the President**

The duties of the President shall include, but not necessarily be limited to, the following:

- A. Preside over meetings of the Section and the Executive Board.
- B. Serve as ex-officio member of Local Arrangements Committees.
- C. Appoint members to serve on committees.
- D. Coordinate and review all Section activities.
- E. Determine locations for upcoming Section meetings.
- F. Identify changes and/or updates needed to the Bylaws and/or Board Procedures; particularly those made necessary by actions of the Executive Board during the year.
- G. Confirm and/or identify members to serve the following year as Section Administrator and Communications Director
- H. Prepare a brief summary of the significant events and accomplishments during the year.

### **Duties of the Vice President**

The duties of the Vice President shall include, but not necessarily be limited to, the following:

- A. Organize and coordinate the program for the Section meetings
- B. Work to organize the Section's participation in the annual Iowa Traffic & Safety Forum
- C. In coordination with the MOVITE District Student Activities Committee:
  - 1) Encourage, foster and organize Student Chapters.
  - 2) Identify and appoint members to serve as liaisons with the Student Chapters.
  - 3) Solicit student members to apply for awards, scholarships and grants.
  - 4) Encourage Student Chapters to compete for awards at the section, district and international levels.

### **Duties of the Treasurer**

The duties of the Treasurer shall include, but not necessarily be limited to, the following:

- A. Deposit income and pay bills.
- B. Maintain a ledger of all financial transactions.
- C. Prepare a financial statement for each meeting of the Executive Board.
- D. Solicit Section sponsors.
- E. Forward scholarship fund contributions to ITE.
- F. Act as the Treasurer for the Annual Meeting.

## **Duties of the Secretary**

The duties of the Secretary shall include, but not necessarily be limited to, the following:

- A. Prepare and distribute letterhead.
- B. Prepare minutes of all Executive Board and Business meetings.
- C. Notify members of candidates for the Executive Board and solicit additional nominations.
- D. Prepare and execute balloting for officer elections, bylaw amendments and other official business.
- E. Notify ITE and the MOVITE District of members on the Executive Board and of upcoming section meetings.
- F. Solicit membership for scholarship fund contributions (in conjunction with District)
- G. Prepare and distribute Professional Development Hours Certificates for Section meetings.

## **Duties of the Section Representative to the MOVITE District Board**

The duties of the Section Representative shall include, but not necessarily be limited to, the following:

- A. Represent the section as a voting member of the MOVITE District Executive Board.
- B. Foster and strengthen the relationship between the Section and the District.
- C. Be a liaison for legislative activities at the state level.
- D. Responsibilities as defined by the MOVITE District Procedures.

## **Duties of the Section Administrator**

The primary function of the Section Administrator is to provide the operational continuity of the Section from year to year as new members assume their positions on the Executive Board. This position will also provide a link to the past history of events, procedures and bylaw changes that would affect the board and the membership.

The appointment and terms of service shall be as follows:

1. The position of Section Administrator shall be an appointed position as agreed to by majority vote of the current Executive Board and consent of the candidate.
2. The candidate must be an active member in the Iowa Section and have held the office of President on the Executive Board.
3. The position shall be appointed for a three-year term and may be extended on a yearly basis after the initial three-year term by mutual agreement of the Section Administrator and the Executive Board.
4. The Section Administrator must provide one-year notice to the Executive Board in the event he or she does not wish to continue in the capacity as the administrator.
5. The term of office shall begin in January following the appointment.
6. The Section Administrator shall serve as an Ex-Officio non-voting member of the Executive Board.

The duties of the Section Administrator shall include, but not necessarily be limited to, the following:

- A. Maintain checking, savings and investment accounts.
- B. Prepare the ledger for the Treasurer.
- C. Arrange for tax return preparation and filing each year.
- D. Maintain liability insurance policy for the section.
- E. Order plaques and prepare certificates for award recipients.



- F. Maintain the membership roster by downloading information from ITE.
- G. Coordinate with Local Arrangement Committees for checking account and documentation.
- H. Maintain official versions of the Board Procedures Manual, Bylaws, Charter
- I. Maintain records of officers, award recipients, meetings, and other organization activities.
- J. Catalog photographs and other pertinent items.
- K. Conduct research as requested by the Executive Board.
- L. Assist in developing special documents.

### **Duties of the Section Communications Director**

The primary function of the Section Communications Director is to publish relevant information regarding Section activities and communications to the general membership.

The appointment and terms of service shall be as follows:

1. The position of Communications Director shall be an appointed position as agreed to by majority vote of the current Executive Board and consent of the candidate.
2. The candidate must be an active member in the Iowa Section.
3. The position shall be appointed for a three-year term and may be extended on a yearly basis after the initial three-year term by mutual agreement of the Communications Director and the Executive Board.
4. The Communications Director must provide one-year notice to the Executive Board in the event he or she does not wish to continue in the capacity as the Director.
5. The term of office shall begin in January following the appointment.
6. The Communications Director shall serve as an Ex-Officio non-voting member of the Executive Board.

The duties of the Communications Director shall include, but not necessarily be limited to, the following:

- A. Coordinate with the Executive Board and develop a schedule for Section communications each year. Distribute the schedule to all officers.
- B. Coordinate with the Treasurer for acknowledgment of paid sponsors.
- C. Coordinate with the Executive Board to solicit information for distribution.
- D. Publish and electronically distribute to all members the planned number of communications each year.
- E. Maintain and update the Section Website.

## **Section 3 – Membership**

### **Membership Application**

There is no membership application process exclusively for the Iowa Section. ITE members in good standing who reside in the Section area are automatically considered members of Section. ITE student members in good standing who reside in the Section area during the school year are automatically considered student members of Section.

An ITE member residing outside the Section area may petition the Executive Board for approval to be a member of Section. Upon approval by the Executive Board, the name of the individual will be forwarded to ITE Headquarters to be include on the Section's membership listing for billing purposes.

### **Collection of Dues**

The Section's membership dues will be collected by ITE Headquarters at the time a member pays his or her ITE dues. No other means of payment will be accepted.

## **Section 4 – Meetings**

### **Periodic Meetings and Events**

The Section may organize periodic meetings to convey technical information and/or as social networking events for the members of the Section and other interested individuals. These events may be organized and arranged by the Executive Board or an individual or group designated by the Board. The President will appoint an individual to serve as the event chair.

### **Annual Meeting**

The Section shall host an Annual Meeting of its membership each year in late summer or fall. The Annual Meeting can be held anywhere throughout the Section as determined by the current Executive Board.

Each meeting shall be planned and executed by a Local Arrangements Committee (LAC) to be appointed by the current President. The President shall appoint the chair to the LAC by the end of the calendar year prior to the Annual Meeting. The LAC shall include the Executive Board member that will be the Treasurer during the year of the Annual Meeting. The LAC chair shall present the members of the LAC and their roles, meeting dates, meeting location, proposed theme and preliminary budget to the Executive Board at least eight months in advance of the Annual Meeting. The Section Vice President shall oversee the LAC and may serve as its chair.

Traditions, typical arrangements, expectations and other information useful to the Local Arrangements Committee can be found in the MOVITE Event Planning Guide.

The scheduling of the Section Annual Meeting shall not conflict with the dates of the MOVITE District Fall meeting.

### **Distribution of Section Annual Meeting Program**

The Section annual meeting program shall be prepared and distributed to the membership via email by the Section Communications Director and posted on the Section website at least two months in advance of the meeting. The program shall include a full agenda of activities as well as registration information.

### **Registration Fees for Events and Annual Meeting**

Registration fees for the Annual Meeting should be established to allow the event to break even without risking a loss. The following procedures shall be followed in determining meeting registration fees.

#### Students

The Section encourages college students studying transportation engineering or planning to attend Section meetings. The registration fee for ITE Student Members shall be a maximum of \$25. Students who are not members of ITE shall be charged a maximum \$35.

#### Member/Non-Member Rates

The Section allows non-members to attend meetings but requires that they pay more than a member. Non-member registration fees should be 10 percent to 20 percent more than the member fees.

#### Special Rates for Retirees/Life Members/Past Presidents

The Section does not offer special meeting registration rates for retirees, ITE or MOVITE Life Members or Past Presidents. However, Life Members and Past Presidents residing in the area of the meeting should be offered the opportunity to attend a Past-Presidents event (if one is planned) at a nominal cost.

#### Early Registration Rates

A discounted registration fee may be offered during an early registration period. The discounted fee should be between 10 and 20 percent less than the full rate.

#### Invited Guests at Annual Meeting

The Section will extend an invitation to the MOVITE District International Director, ITE President-Elect and the MOVITE District President to attend and participate in the Annual Meeting. The President shall coordinate extending invitations to these individuals and any other distinguished guests at the earliest opportunity. The invitation should be coordinated with the MOVITE District Board invitation of the ITE President-Elect to the MOVITE Fall Meeting.

#### Technical Workshop (If applicable)

Any Technical Workshops, if offered, should be self-sufficient. All costs associated with a workshop should be covered by the fee charged participants.

#### Golf or Other Optional Activity (if applicable)

A golf outing or similar optional activity associated with a meeting should be self-sufficient. All costs associated with the activity should be covered by the fee charged participants and/or sponsorship(s) specific to the event.

#### Vendors/Exhibitors (if applicable)

Registration fees for vendors and other exhibitors shall cover the costs incurred for the exhibit space and other incidentals related to it. If the space is used for other purposes, the costs shall not be borne solely by the vendors and other exhibitors. Vendors and other exhibitors who have not otherwise registered for the meeting should be invited to participate in meals, breaks and social functions and be given the same gift presented to other registrants. Therefore, the registration fee for vendors and other exhibitors may include these hard costs, assuming two people per vendor or other exhibitor.

### **Prize Drawings at Section Functions**

Drawings for prizes, other than those purchased from meeting registration and sponsorship fees, shall not occur at any official Section function. No prize shall be attributed to any individual or sponsor.

### **Co-Sponsors**

Co-sponsorship of the Section Annual Meeting or other Section meetings with other related professional organizations is encouraged. Co-sponsorships may be made with the Section taking the lead with respect to the arrangements or with the other organization taking the lead. An agreement with the co-sponsor that spells out responsibilities and the distribution of profits or losses must be made by the Local Arrangement Committee and approved by the Section Executive Board at least six months prior to the co-sponsored meeting. For a co-sponsored meeting in which the Section takes the lead, the co-sponsor shall not receive more than 50 percent of meeting profits. In the event the other organization has a defined monetary liability for losses, profits distributed to that organization shall not exceed that amount. For a co-sponsored meeting in which the other organization takes the lead, the Section shall receive profits and/or share in the liability for losses in accordance with the agreement approved by the Section Executive Board.

Co-sponsorship with the MOVITE District Spring or Fall Meeting will occur from time to time. The Section will always take the lead in planning these co-sponsored meetings. The Section and the MOVITE District shall work together to determine the appropriate share of profit or loss for the meeting. The Local Arrangements Committee shall follow applicable District procedures related to its Meetings, including submission of the proposed meeting budget one year in advance. At the time the proposed budget is submitted, the President shall contact the MOVITE District Board President to bring discussions regarding the appropriate share for profit and loss of the meeting.

### **Alcoholic Beverages**

Sensible and responsible consumption of alcoholic beverages is allowed at official functions such as social hours and dinners at Section Meetings. Whether or not to drink alcoholic beverages is entirely a

personal decision but steps must be taken by Local Arrangement Committees to create a responsible environment.

- Bar service shall accept either complimentary tickets or cash. Complimentary tickets provided by the LAC shall be limited to two per person.
- Non-alcoholic beverages and food or snacks shall be available.
- It is preferred that alcoholic beverages be served by professional and experienced bartenders.
- No one under the legal drinking age shall be served alcoholic beverages.

### **Financial Sponsorship**

Local Arrangements Committees may solicit vendors, consultants and others to financially support a Section Meeting in return for displaying sponsors names and/or logos at the meeting. Any sponsor must have a relationship to the organization and/or the transportation profession.

The Local Arrangements Committee may provide one or more meeting registrations to a sponsor as long as the value of the registration(s) does not exceed one-half of the sponsorship fee.

Sponsorship fees should not exceed 30 percent of the anticipated total cost of a meeting (excluding any workshop, golf outing or other optional activity).

### **Vendor Presentations**

A Local Arrangements Committee may consider a vendor to make a presentation at a Section Meeting as part of the technical program. The presentation, however, must be neutral, i.e. it is not a sales pitch or an opportunity to denigrate a competitor. It must be clear that the Section is not endorsing one product over another.

### **Registration Gift**

At each Annual Meeting, the Local Arrangements Committee may provide a registration gift to all paying attendees. The gift shall be modest, and shall display the Section logo or the meeting logo. Other information such as the logo of a co-sponsor, the dates of the meeting and/or the location of the meeting may also be displayed.

### **Professional Development Hours**

The Local Arrangement Committee for the Annual Meeting shall prepare information for individual attendees to document professional development activities earned at the meeting. Documentation should conform to the guidelines set forth by the National Council of Examiners for Engineering and Surveying (NCEES). The Secretary will prepare this information for any additional Section meetings throughout the year.

## **Section 5 – Communications**

### **Section Newsletter**

A Section newsletter shall be published on a schedule determined by the Section Executive Board and shall be published in an electronic format. Each edition of the newsletter shall be posted on the website and members notified by email when it is available. The Section Communications Director shall prepare a message to notify members of a new newsletter. The Section Newsletter will be used to communicate upcoming events and pertinent news from the Section membership.

The Section Communication Director or another individual designated by the President will serve as the newsletter editor and will assemble each issue of the publication.

### **Section Website**

The Section shall establish and maintain a website that includes information about the section including, but not limited to, officers, history, charter, bylaws, meeting minutes, awards, award recipients, useful links, Iowa Section sponsors, and meeting schedule. The website shall be updated on a regular basis.

The Section Communication Director or another individual designated by the President will serve as the website managing editor to coordinate and edit the website's content.

### **Solicitation of Sponsors**

The Treasurer will solicit Section sponsors, receive advertising artwork and payment from sponsors, and shall forward all information to the Communications Director for incorporation into the Section Website. The Treasurer shall maintain a list of current sponsors with record of payment. Sponsors must provide a product or service to the transportation/traffic engineering field and advertising must pertain to the profession.

### **Sponsorship Rates**

The Executive Board shall establish sponsorship rates for the following year at the Annual meeting.

### **MOVITE District Meeting Guide**

The MOVITE District maintains a Meeting Guide to assist Local Arrangement Committees in planning and executing District Meetings. The Guide includes procedures to be followed, traditions to be carried on, tips for planning the meeting, and documentation required afterwards. This guide is a valuable resource for Section Local Arrangement Committees to utilize when planning meetings.

## Section 6 - Awards

The Section encourages participation in the MOVITE and ITE awards programs to honor outstanding achievement in transportation engineering and distinguished service to the Section, MOVITE, and ITE by its members. The awards bestow recognition upon the recipients and increase the public's awareness of the role and responsibilities of the transportation professional. The table below presents the various awards and associated deadlines for submission. Application forms and details regarding each award can be found on the MOVITE website.

The Past-President will prepare and complete the application forms for the Section/Chapter Momentum Award and the Outstanding Section/Chapter Award to be submitted to MOVITE by March 1<sup>st</sup>.

The Section Communications Director will forward any MOVITE solicitations for award applications to the Section membership as well as send a reminder ahead of any International ITE award application deadlines.

### Iowa Section Award Submittals / Encouragements

<u>Submittals by Section</u>	<u>Submittal Deadline</u>	<u>Submitted to</u>
Section/Chapter Momentum Award	March 1 <sup>st</sup>	District
Outstanding Section/Chapter Award	March 1 <sup>st</sup>	District
<u>Encouragements by Section</u>	<u>Submittal Deadline</u>	<u>Submitted to</u>
John B. Pinkley Industry Member Award (MOVITE)	March 1 <sup>st</sup>	District
Melvin B. Meyer Transportation Professional of the Year Award (MOVITE)	June 1 <sup>st</sup>	District
Patrick T. McCoy Education Professional of the Year Award (MOVITE)	June 1 <sup>st</sup>	District
Transportation Achievement Award (MOVITE)	March 1 <sup>st</sup>	District
Rising Star Award (MOVITE)	March 1 <sup>st</sup>	District
Young Leaders to Follow (International)	March 15 <sup>th</sup>	International ITE
Thomas J. Seburn Student Paper Award (MOVITE)	March 1 <sup>st</sup>	District
Jan Kibbe Student Scholarship (MOVITE)	March 1 <sup>st</sup>	District
Student Chapter Momentum Award (MOVITE)	March 1 <sup>st</sup>	District
Outstanding Student Chapter Award (MOVITE)	March 1 <sup>st</sup>	District
Wilbur S. Smith Distinguished Transportation Educator Award (International)	March 1 <sup>st</sup>	District

The Section Executive Board may create awards at any time to recognize individuals or groups at their discretion. These recognitions and their criterion for eligibility, nomination, selection and award would be described below in this procedure section. The Awards Committee described elsewhere in the Board Procedures Section 1 would oversee the selection of any award recipients unless otherwise stipulated.

## **Section 7 – Support**

### **Reimbursement of General Expenses**

Members of the Executive Board may be reimbursed for incidental expenses incurred in carrying out the responsibilities of each position. These expenses might include items such as postage, printing, web hosting fees, etc. No reimbursement will occur without a valid receipt.

### **President Attendance at ITE International Annual Meeting**

The Section supports the attendance of the President at the ITE International Annual Meeting and may provide expense reimbursement, if needed, up to a maximum of \$1,500. Eligible expenses include mileage (at IRS rate), rental car (and gas), parking, tolls, taxis/shuttles, airfare, lodging, meals and meeting registration. No reimbursement will occur without a valid receipt (except for mileage).

### **Section Representative Attendance at District Board Meetings**

The Section supports the attendance of the Section Representative at the MOVITE District Spring and Fall Meetings as well as the District Officers Retreat and may provide expense reimbursement if needed, up to maximum of \$750 per year. Eligible expenses include mileage (at IRS rate), rental car (and gas), parking, tolls, taxis/shuttles, airfare, lodging, meals and meeting registration. No reimbursement will occur without a valid receipt (except for mileage).

### **Student Chapter Support**

The Section encourages its ITE Student Chapters to be engaged in ITE chapter, section, district and international activities. Examples of such activities include traffic bowl and poster competitions. The Section will reimburse costs incurred by its ITE Student Chapters engaged in such activities up to a maximum of \$2,500 per year. No single activity may receive more than \$500. Student Chapter faculty advisors may submit a request for support to the President. The request shall identify the activity, the participants, the desired amount, and the purpose of the financial support. Any approved support would be reimbursed to the Student Chapter after the activity.



## **Section 8 – Miscellaneous**

### **Privacy Policy**

Iowa Section ITE (ISITE) will endeavor to protect and safeguard personal information it collects or receives from its members. This policy shall be implemented through the following:

- A. ISITE will collect only the personal information (e.g., name, employer, address, phone number, and email address) that is necessary to communicate information to the members, such as, but not limited to:
- Elections;
  - ISITE meetings and events; and
  - Other information deemed useful to members.
- B. ISITE will not rent, sell, or share its members' personal information with any outside company or organization.
- C. ISITE will limit access to personal information to those members of the Executive Board that require the information in order to perform their official duties for the Section.
- D. ISITE mass communications (e.g. email blasts) will only be used to communicate official ISITE and ITE business to its members. The authorization to use mass communications to communicate any other information will require a majority vote of the Executive Board. Blind carbon copy (bcc) shall be used for all mass communications.

### **President's Plaque and Pin**

Each year the President shall be presented with a plaque and pin in gratitude for service provided to ISITE. The pin shall be the Logo Pin for Section Presidents sold by ITE. The plaque and pin are customarily presented by the President-Elect at the Business Meeting held during the Annual Meeting.

### **ISITE Logo**

The logo of ISITE – the Iowa Section of ITE – is displayed below. The MOVITE logo may be used only as identified in this policy and may not be altered in any manner without the expressed written permission of the ISITE President.

Use of the logo is authorized on:

- Official stationery, banners, website, and social media of ISITE and its official chapters, including student chapters.
- Banners, signs, name badges and clothing used in conjunction with Annual meeting of ISITE or any meeting of its official chapters, including student chapters.
- Registration and speaker gifts provided at the Annual meeting of ISITE.
- Promotional products developed for sale by ISITE.
- Publications and official notices of ISITE or any of its official chapters, including student chapters.
- Other uses and only such uses as are approved by the ISITE Executive Board or as authorized in writing by the ISITE President.

Use of the ISITE logo is not authorized on:

- Personal stationery or business cards of members or other individuals.
- Any product, the advertisement of any product or service, or the printed material of any organization offering products or services for sale.
- Any business website or social media where use of the logo may be considered an endorsement of said business and/or its products or services.

Electronic files of the logo are maintained by the ISITE Section Administrator. The name and contact information for the Section Administrator can be found on the ISITE website.

## ISITE Logo Style Guide

The Logo Color Palette is adopted from the ITE Handout “ITE Logo Specifications for District, Sections, and Chapters”

### Dark Blue

Pantone: 308  
CMYK: 100, 59, 35, 16  
RGB: 0, 86, 125  
HEX: 00567D

### Gray

Pantone: Cool Gray 8  
CMYK: 48, 40, 38, 4  
RGB: 138, 138, 141  
HEX: 8A8A8D

### Free Font Download

<http://fontsgEEK.com/fonts/Interstate-Bold>  
<https://www.fontsquirrel.com/fonts/roboto>

## INTERSTATE BOLD

Roboto Condensed Regular

## ROBOTO CONDENSED BOLD

Roboto Condensed Bold (8pt)  
Roboto Condensed Regular (10pt)  
Interstate Bold (53pt)

