

Policies

Missouri Valley District of the Institute of Transportation Engineers (MOVITE)

Adopted December 4, 2023

Table of Contents

Section 1 - Government

Structure of the MOVITE Board of Direction	1
Executive Committee	1
Committees	1
Meeting of the MOVITE District Board	1
Business Meetings	2
District Board Retreat	2
Parliamentary Procedures	2
Automatic Nominations for MOVITE District Board	2
Nominations for Board Director and Board Officer Vacancy.....	2
Nominations for International Director	3
Solicitation of Interest to Serve on District Board	3
Information from District Candidates and Campaign Conduct	3
Elections	4
District Member on ITE Nominating Committee	4
District Member on Other ITE Committees	4
Operating Budget and Fund Balance	5
Audit of the Treasurer.....	5
Investment of District Funds.....	5
Interest Gained by MOVITE Accounts.....	5
Management of Scholarship Fund	5
Annual Dues	5
Signers on MOVITE Accounts.....	5
Tax-Exempt Status	5
Incorporation	5
Tax Reporting.....	5
Liability Insurance	6
District Annual Report.....	6

Section 2 - Duties of Officers and Other Officials

Duties of the Section Representative	6
Duties of the Board Director	6
Duties of the Treasurer	6
Duties of the Secretary	7
Duties of the Vice President	7
Duties of the President	7
Duties of the Past President	7
Duties of the International Director	8
Duties of the District Administrator.....	8
Duties of the Journal Editor	8
Duties of the Social Media Director	9
Duties of the Website Administrator.....	9

Duties of the Student Activities Coordinator.....	10
Duties of the Student Chapter Faculty Advisor.....	10
Duties of the Historian.....	10
Past Presidents Advisory Council.....	11
Records Transmitted to Historian.....	11

Section 3 - Committees

Transportation Awards Committee.....	11
Student Awards Committee.....	11
Audit Committee.....	12
Nominating Committee.....	12
Tellers Committee.....	12
Student Activities Committee.....	12
Local Arrangements Committee.....	13

Section 4 - Membership

Membership Application.....	13
Life Membership.....	13
Collection of Dues.....	14

Section 5 - Meetings

Spring and Fall Meetings.....	14
Advance to Local Arrangements Committee.....	14
Distribution of MOVITE Meeting Program.....	14
Registration Fees.....	14
Prize Drawings at MOVITE Functions.....	15
Co-Sponsors.....	16
Technical Workshops.....	16
Alcoholic Beverages.....	16
Financial Sponsorship.....	16
Vendor Presentations.....	16
Registration Gift.....	16
Professional Development Hours.....	17

Section 6 - Publications

MOVITE Minute Newsletter.....	17
MOVITE LinkedIn Page.....	17
MOVITE Website.....	17
Solicitation of Sponsors.....	17
Sponsorship Rates.....	17
Product Information.....	17
Officers Handbook.....	18
Meeting Guide.....	18

Section 7 – Member, Section and Chapter Awards

Transportation Awards.....	18
Earl E. Newman Distinguished Member Award.....	18
John B. Pinkley Industry Member Award.....	19
Melvin B. Meyer Transportation Professional of the Year Award.....	20
Patrick T. McCoy Education Professional of the Year Award.....	21

Transportation Achievement Awards	21
Rising Star Award	23
Outstanding Section Award	23
Section Momentum Award.....	25

Section 8 - Student Awards and Scholarships

Student Awards.....	26
Student Awards Committee.....	26
Jan Kibbe Student Scholarship	26
Thomas J. Seburn Student Paper Award.....	27
Outstanding Student Chapter Award.....	28
Student Chapter Momentum Award	29

Section 9 - Support

Reimbursement of General Expenses.....	30
International Director	30
International Director-Elect Travel	30
International Director Reception at ITE Annual Meeting	30
President Attendance at ITE Annual Meeting.....	30
Officer Travel.....	30
Travel to District Board Retreat	30
District Administrator Meeting Expenses	31
District Student Activities Committee Expenses.....	31
Section Support.....	31
Contribution to New Student Chapter.....	31
Student Chapter Support	31
LeadershipITE.....	31

Section 10 – Scholarship Fund

Scholarship Fund.....	32
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Section 11 - Miscellaneous

Scholarship Fund Solicitations	32
Privacy Policy	32
President’s Plaque and Pin.....	33
Gift to ITE President-Elect.....	33
MOVITE Logo.....	33

Attachment 1

MOVITE Logo Style Guide

Section 1 - Government

Structure of the MOVITE Board of Direction

MOVITE will be governed by a District Board comprised of Officers, the International Director, Section Representatives and Ex-Officio members as listed below:

<u>Officers</u>	<u>Section Representatives</u>	<u>Ex-Officio Members (non-voting)</u>
Past President	Arkansas Section	District Administrator
President	Iowa Section	Journal Editor
Vice President	Kansas Section	Social Media Director
Secretary	Central Missouri Section	Website Administrator
Treasurer	Gateway Section	Student Activities Coordinator
Director	Ozarks Section	
International Director	Nebraska Section	
	Oklahoma Section	

All members of the District Board must be members of MOVITE in good standing.

Executive Committee

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

Committees

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

- Transportation Awards Committee
- Student Awards Committee
- Audit Committee
- Nominating Committee
- Tellers Committee
- Student Activities Committee
- Local Arrangements Committee

The duties and responsibilities of each committee are described in Section 3. The President shall appoint committee members except as prescribed otherwise in these policies.

The President may form an ad hoc committee of specific purpose and duration to address matters that may arise.

The President shall be an ex-officio member of all committees, except the Nominating Committee.

All committee members must be members of MOVITE in good standing.

Meeting of the MOVITE District Board

Regular meetings of the District Board shall be held at each Spring and Fall Meeting of the MOVITE District. The Board may conduct an official meeting at the District Board Retreat.

The President may conduct business between meetings by polling voting members of the District Board. Such business shall be limited to items requiring a majority vote of the Board. 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 Spring and Fall Meeting of the MOVITE District. 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 District Board, e.g. new Life Members, a dues increase, etc., as well as issues under consideration such as proposed changes to the Bylaws.

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 District Board and posted on the website.

District Board Retreat

The District Board shall convene a retreat in the late fall or early winter (November or December) of each year at a location to be determined by the President-Elect. The President-Elect shall prepare the agenda and host the meeting. The primary purpose of the retreat is to conduct the transfer of duties amongst the Board members. An official meeting of the Board may be conducted to transact business.

At a minimum, the Executive Committee and District Administrator shall attend the retreat. The President-Elect will determine whether to invite the Section Representatives and/or other Ex-Officio members.

Parliamentary Procedures

The rules contained in the current edition of "Roberts Rules of Order, Newly Revised" shall govern the District in all cases to which they are applicable, and in which they are not inconsistent with the District Charter and Bylaws.

Automatic Nominations for MOVITE District 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 Secretary for Vice President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Treasurer for Secretary in addition to any other nominees. The Nominating Committee shall automatically nominate the current Board Director 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 District.

Nominations for Board Director and Board Officer Vacancy

Two candidates shall be nominated for any open position on the MOVITE District Board. The Nominating Committee will attempt to provide as candidates for Board Director or other officer position (except Past President) caused by a vacancy, those persons with the most experience deemed valuable to serving on the MOVITE Board. Examples of valued experience include:

- A) Having served on committees or subcommittees of the organization.
- B) Having served in an unofficial Board position such as student chapter liaison, or as an ex-officio board member such as Website Administrator or Communications Director,
- C) Having previously served as a Section Representative.
- D) Having served on a Spring or Fall MOVITE Meeting Local Arrangements Committee.
- E) Having served as an officer of an ITE Section or Chapter.

It is desirable to maintain the six-state representation on the MOVITE Board, and therefore, priority will be given to nominating candidates from the state that would not have representation. However, it is recognized that it may not be possible to find qualified and willing candidates for every election. In a case where only one qualified candidate is available from the state not represented on the MOVITE Board, a second candidate will be selected from another state. In this case, the Nominating Committee will attempt to level the opportunity for both candidates by not selecting one candidate from a state with a large MOVITE membership and another candidate from a state with a small MOVITE membership. If candidates are not available from the state that is not represented on the MOVITE Board, candidates from any state may be nominated subject to the following guidelines:

- A) The Nominating Committee will select candidates such that it is not possible for the winner to be from the same state in two consecutive elections.
- B) The maximum number of MOVITE Board members from the same state will be limited to two at any one time unless an officer coincidentally moves to a state that would give that state three members on the MOVITE Board.
- C) If a MOVITE Board member relocates to a different state during his or her six-year term, thereby exceeding the maximum number of MOVITE Board members from the same state, no candidate for Board Director from that state will be eligible for nomination until there is fewer than two MOVITE Board members from that state.

A current Section Representative, or a Section Representative who resigned a current term, shall not be eligible for nomination to be a Board Director or to fill an officer vacancy, unless expressly approved otherwise by the District Board.

The Nominating Committee shall transmit its list of candidates to the President in accordance with the schedule included in the policy on Elections.

Nominations for International Director

Every three years, the Nominating Committee shall nominate two candidates to run for Missouri Valley (MOVITE) District Director on the ITE International Board of Direction. The successful candidate will then serve a three-year term.

The President shall be responsible for soliciting members about this open position and encouraging them to express interest to the Nominating Committee.

The Nominating Committee will consider candidates from Sections not represented in this position for several years.

Solicitation of Interest to Serve on District Board

No later than January 15 each year, a form or forms shall be posted on the website to allow members to express interest in being nominated for positions to be elected that year. Those positions include either the Board Director or both the Board Director and the International Director. The deadline for accepting statements of interest shall be April 1.

At the time the form is posted to the website, the Secretary shall notify eligible members of its posting and the deadline for submitting a statement of interest. The Secretary shall send a reminder to eligible members no later than March 15.

The form or forms are to be prepared under the direction of the Past President and must be approved by the President before posting. The submitted statements of interest shall be forwarded to the chair of the Nominating Committee.

Information from District Candidates and Campaign Conduct

All candidates for election to the District Board must submit written consent to be placed on the ballot.

The Past President shall solicit statements from District candidates for President, Vice President, Secretary, Treasurer, Board Director, and International Director. Statements are to provide program objectives of preferably not more than 250 words, thumbnail biographical sketches, and photographs. Statements are to be delivered to the Secretary, Communications Director and Website Administrator no later than the deadline established for the election cycle each year. Statements shall be posted on the website. The Secretary shall, upon sending notification to members of the electronic balloting, provide links to the candidate information.

Except as provided in this policy, active campaigning is not allowed. Active campaigning is defined as direct distribution of biographical information, statements, or an advertising brochure to members of MOVITE. Website development and/or mass emails by the candidates or by others on their behalf are prohibited.

A candidate may, at his or her own expense, attend the general meetings of Sections and Chapters within MOVITE. A candidate shall not attend Section board meetings other than his or her own Section, be given any special recognition as a candidate or afforded the opportunity to speak at general meeting sessions, unless all candidates are present and given the same opportunities. The candidate may introduce himself or herself to others on an individual basis as a candidate for office but shall not distribute advertisements or flyers with election information. 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 Past President will provide a copy of this policy to all candidates.

Elections

MOVITE shall conduct an election each year for its officers on the District Board. Every three years, MOVITE shall conduct an election for its International Director.

All elections shall be conducted exclusively by electronic balloting. The Secretary will be responsible for contracting with a third-party vendor for election services and for chairing the Tellers Committee.

The President will appoint a Nominating Committee by March 1 each year. The President may and should be engaged with the Nominating Committee regarding the identification of candidates for International Director.

The election of officers will be completed in advance of the Fall Meeting while the election of the International Director will be completed in advance of the ITE Annual Meeting.

Schedule for Nomination and Election of Officers

Task (Calendar Days in Advance of Fall Meeting)

Nominating Committee transmits list of nominees to President (80)
Members informed of candidates (65)
Secretary sends voting instructions to eligible members (35)
Close of Balloting (5)
Secretary informs President of election results (3)

Schedule for Nomination and Election of the International Director

Task (Calendar Days in Advance of ITE Annual Meeting)

Nominating Committee transmits list of nominees to President (135)
Members informed of candidates (90)
Secretary sends voting instructions to eligible members (45)
Close of Balloting (15)
Secretary informs President of election results (10)
President notifies ITE and candidates of winner (9)

District Member on ITE Nominating Committee

The Executive Committee, with approval of the District Board, shall designate at least one member in good standing for appointment to the ITE Nominating Committee. The current International Director must be designated for this appointment.

The President shall forward the name or names to ITE by March 15 each year. ITE will select the District member to participate on the committee.

District Member on Other ITE Committees

ITE may, from time to time, establish a committee and ask for one or more members of the District to serve. The Executive Committee, with approval of the District Board, shall identify the member or members in good standing for appointment to an ITE committee.

Operating Budget and Fund Balance

The MOVITE District 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 MOVITE Board shall seek to maintain a minimum fund balance of at least 50 percent of the operating budget of the previous year.

Audit of the Treasurer

The Audit Committee shall audit the Treasurer's books for the previous year at the Spring Meeting. The results of the audit shall be reported at the Business Meeting or other function held during the membership meeting taking place at the time of the audit.

Investment of District Funds

The current President, Secretary, 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 MOVITE Accounts

Any interest or gain earned in a MOVITE checking, savings or investment account shall be deposited into the general account and recorded as income. This does not apply to the Scholarship Fund.

Management of Scholarship Fund

The MOVITE Executive Committee shall direct ITE to administer the MOVITE Scholarship Fund. Administration shall include receipt of contributions, selection and management of investment methods, and disbursement of funds.

Annual Dues

The annual dues for section members shall be \$35.00. Student members and honorary members shall pay no dues.

Annual dues shall be established by the District Board and shall be billed by ITE at the time of billing ITE dues. The District shall notify ITE Headquarters of the amount established for the following fiscal year. The notification shall be made at least 90 days prior to the beginning of the ITE fiscal year which is currently established as January 1.

Signers on MOVITE Accounts

The Treasurer, the District Administrator and the President, or other Board member designated by the President, shall act as signers on MOVITE savings, checking and investment accounts.

The District Administrator shall be the agent and a signer on checking accounts established for use by Local Arrangements Committees hosting Spring or Fall 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

MOVITE is classified by the US Internal Revenue Service as a 501(c)(6) organization while the MOVITE Scholarship Fund is classified as a 501(c)(3) organization. The District Board shall conduct its business consistent with the conditions of these classifications.

Incorporation

MOVITE shall incorporate as a non-profit corporation in one of the states in the District. The District Board shall conduct its business consistent with the applicable state requirements.

Tax Reporting

MOVITE shall file federal tax returns applicable to the organization. The District 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 Spring and Fall Meetings. The District Administrator shall be responsible for securing the insurance coverage and renewing it annually.

District Annual Report

The Immediate Past President shall prepare a report documenting activities of the District in the preceding calendar year. The report should be comprehensive and is expected to include:

- Members of the District Board
- A narrative of activities and special accomplishments
- Summary of membership (numbers by grade, dues, etc.)
- Summary of finances (include final financial statement and status of scholarship fund)
- Committee activities
- Means of communication with members, e.g. website
- Spring Meeting (registration packet, photographs and others matters of interest)
- Fall Meeting (registration packet, photographs, and other matters of interest)
- Board retreat
- Student activities
- Awards (District plus District winners at ITE)
- New life members
- New Chapters and Student Chapters
- Section and Chapter annual reports shall be attached as appendices.

The annual report should be completed by April 1. The Immediate Past President shall distribute the report to the President, District Administrator and Website Administrator.

Section 2 - Duties of Officers and Other Officials

Duties of the Section Representative

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

- A) Serve as a member of the District Board in establishing policies and practices.
- B) Encourage and foster student chapters in the Section.
- C) Foster and strengthen the relationship between the Section and the District.
- D) Assist the Local Arrangements Committee in planning Spring and Fall meetings.
- E) Be a liaison for legislative activities at the Section level.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the Board Director

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

- A) Chair the Audit committee
- B) Prepare the proposed budget for the next fiscal year.
- C) Confirm the names of and contact information for elected officers in each Section at the beginning of the calendar year.

A complete list of responsibilities is included in the Officers Handbook.

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 District Board.
- D) Solicit sponsors.
- E) Forward scholarship fund contributions to ITE.

A complete list of responsibilities is included in the Officers Handbook.

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 Board and Business meetings.
- C) Notify members of candidates for the District Board and solicit additional nominations.
- D) Prepare and execute balloting for officer elections, bylaw amendments and other official business.
- E) Notify ITE of members on the District Board and of upcoming District meetings.
- F) Solicit membership for scholarship fund contributions each November.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the Vice President

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

- A) Serve as Chair of the Student Awards Committee
- B) In coordination with the 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.
- C) Review and update the Officers Handbook. Distribute a copy to each new board member.
- D) Review and update the Meeting Guide.

A complete list of responsibilities is included in the Officers Handbook.

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 District, the District Board, and the Executive Committee.
- B) Serve as Chair of the Transportation Awards Committee.
- C) Serve as ex-officio member of Local Arrangements Committees.
- D) Appoint members to serve on committees.
- E) Coordinate and review all District activities.
- F) Determine locations for upcoming Spring and Fall meetings. Appoint a LAC Chair for each meeting.
- G) Identify changes and/or updates needed to the Bylaws and/or Policies; particularly those made necessary by actions of the District Board during the year.
- H) Confirm and/or identify members to serve the following year as Section Administrator, Communications Director, Website Administrator and Student Activities Coordinator.
- I) Prepare a brief summary of the significant events and accomplishments during the year.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the Past President

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

- A) Prepare the Annual Report.
- B) Prepare submission for ITE District Innovation Award.
- C) Chair the Nominating Committee.
- D) Serve on the Transportation Awards Committee.
- E) Serve as Chair of the Past Presidents Advisory Council.
- F) Mentor the Board Director and Section Representatives; providing direction and general information on duties and procedures.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the International Director

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

- A) Represent the District through attendance and active participation at ITE Board of Direction meetings.
- B) Provide updates on ITE matters through articles as well as presentations at District and Section meetings.
- C) Update members on the benefits of ITE membership.
- D) Reach out to members through visits to Sections, Chapters and Student Chapters.
- E) Participate in the Student Leadership Summit.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the District Administrator

The primary function of the District Administrator is to provide the operational continuity of the District from year to year as new members assume their positions on the District Board. This position will also provide a link to the history of events, policies 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 District Administrator shall be an appointed position as agreed to by majority vote of the current District Board and consent of the candidate.
2. The candidate must be an active member in MOVITE and have held the office of President on the Section or District 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 District Board.
4. The District Administrator must provide one-year notice to the President 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 District Administrator shall serve as an Ex-Officio member of the District Board.

The duties of the District 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 or requesting information from ITE.
- G) Maintain the life member roster.
- H) Identify members eligible for life membership.
- I) Coordinate with Local Arrangement Committees for checking account and documentation.
- J) Maintain account for website hosting.
- K) Maintain official versions of the Policies, Bylaws, Charter, Officers Manual and Event Planning Guide.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the Journal Editor

The primary function of the Journal Editor is to keep members informed about activities in the District through newsletters.

The appointment and terms of service shall be as follows:

1. The position of Journal Editor shall be an appointed position as agreed to by majority vote of the current District Board and consent of the candidate.
2. The candidate must be an active member in MOVITE.
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 Journal Editor and the District Board.
4. The Journal Editor must provide one-year notice to the President in the event he or she does not wish to continue in the capacity as the Journal Editor.
5. The term of office shall begin in January following the appointment.
6. The Journal Editor shall serve as an Ex-Officio member of the District Board.

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

- A) Coordinate with the President and develop a schedule for MOVITE Minute newsletters each year. Distribute the schedule to all board members.
- B) Coordinate with the Treasurer for acknowledgment of paid sponsors in the MOVITE Minute newsletters.
- C) Coordinate with the Section Representatives and MOVITE Board members to solicit information for the MOVITE Minute newsletters.
- D) Coordinate with the Secretary to publish and distribute by email to all members the planned number of MOVITE Minute newsletters each year. Send a copy to the Website Administrator for posting on the website.
- E) Coordinate with the Local Arrangements Committees for distribution of any MOVITE Meeting announcements.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the Social Media Director

The primary function of the Social Media Director is to keep members informed about activities in the District through social media channels.

The appointment and terms of service shall be as follows:

- 1. The position of Social Media Director shall be an appointed position as agreed to by majority vote of the current District Board and consent of the candidate.
- 2. The candidate must be an active member in MOVITE.
- 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 Social Media Director and the District Board.
- 4. The Social Media Director must provide one-year notice to the President in the event he or she does not wish to continue in the capacity as the Social Media Director.
 - 1. The term of office shall begin in January following the appointment.
 - 2. The Social Media Director shall serve as an Ex-Officio member of the District Board.

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

- A) Post relevant information for the District membership on MOVITE social media channels monthly (or more frequently as necessary).
- B) Maintain MOVITE's social media channels, including Facebook, LinkedIn, and X (previously the President's Twitter).
- C) Coordinate with the Treasurer for acknowledgment of paid sponsors during the year.
- D) Coordinate with the Section Representatives and MOVITE Board members to solicit information for posting on social media channels.
- E) Coordinate with the Journal Editor to announce the distribution of the MOVITE Minute newsletters.
- F) Coordinate with the Local Arrangements Committees for distribution of any MOVITE Meeting announcements.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the Website Administrator

The primary function of the Website Administrator is to maintain the MOVITE website.

The appointment and terms of service shall be as follows:

- 1. The position of Website Administrator shall be an appointed position as agreed to by majority vote of the current District Board and consent of the candidate.
- 2. The candidate must be an active member in MOVITE.
- 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 Website Administrator and the District Board.
- 4. The Website Administrator must provide one-year notice to the President 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 Website Administrator shall serve as an Ex-Officio member of the District Board.

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

- A) Contact all Executive Board members and Chapter Presidents to solicit current information for posting on the website.
- B) Coordinate with the Treasurer for acknowledgement of paid sponsors on the website.
- C) Provide general support and updating of the website throughout the year.
- D) Notify the appropriate officer or director of outdated material on the website.
- E) Solicit the expertise of others for assistance in reformatting the website and/or recommending changes in the hosting site.
- F) Maintain a secure site for officers and directors to upload and download documents.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the Student Activities Coordinator

The primary function of the Student Activities Coordinator is to organize and execute programs and activities for student chapters and student members in the District.

The appointment and terms of service shall be as follows:

1. The position of Student Activities Coordinator shall be an appointed position as agreed to by majority vote of the current District Board and consent of the candidate.
2. The candidate must be a MOVITE member in good standing.
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 Student Activities Coordinator and the District Board.
4. The Student Activities Coordinator must provide one-year notice to the President in the event he or she does not wish to continue in the capacity as the coordinator.
5. The term of office shall begin in January following the appointment.
6. The Student Activities Coordinator shall serve as an Ex-Officio member of the District Board.

The duties of the Student Activities Coordinator shall include, but not necessarily be limited to, the following:

- A) Assist with the establishment or reactivation of Student Chapters,
- B) Monitor the status of Student Chapters,
- C) Lead and conduct student competitions and activities,
- D) Serve as a liaison between Student Chapters, Chapters/Sections, the District and ITE International, and
- E) Provide information and advice on myriad issues relevant to Student Chapters and their members.

A complete list of responsibilities is included in the Officers Handbook.

Duties of the Student Chapter Faculty Advisor

Each ITE Student Chapter needs a faculty advisor to:

- Support growth and development of the Student Chapter,
- Ensure transition of Student Chapter leadership,
- Serve as a liaison between the Student Chapter, the District and ITE International, and
- Promote the professional and academic welfare of the Student Chapter members.

A complete list of responsibilities is included in the Officers Handbook.

The Student Chapter Faculty Advisor must be an ITE member in good standing.

Duties of the Historian

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

- A) Maintain records of officers and directors, award recipients, meetings, and other organization activities.
- B) Catalog photographs and other items such as meeting programs, ticket stubs, etc.
- C) Conduct research as requested by the Executive Board.
- D) Assist in developing special documents, e.g. 60th Anniversary History and Reflections.

In short, the historian is expected to maintain a living history of the organization.

Past Presidents Advisory Council

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

- A) Upon request of the District Board, provide input to measures for improving and operating the District.
- 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) Provide input to the District Board regarding nominees for the Distinguished Service Award.
- E) Maintain communication with Past Presidents.
- F) Help with the continual writing, review and updating of MOVITE history.

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

Records Transmitted to Historian

At the end of each year, all officers and directors shall transmit his or her files to the Historian for archiving or disposal. Each outgoing officer has the discretion of transmitting to the incoming officer only those records deemed beneficial to the new officer; generally, not less than two (2) years of records. The Historian has the discretion of saving records of historical significance to the organization and disposing of all other records with the exception that all minutes are maintained for not less than five (5) years.

Section 3 – Committees

Transportation Awards Committee

The Transportation Awards Committee shall be chaired by the President and the two most immediate Past Presidents. In the event of a conflict of interest that disqualifies any member, the next most immediate Past President(s) shall serve on the committee. The committee is responsible for soliciting applications and selecting recipients for the following awards:

- Melvin B. Meyer Transportation Professional of the Year Award
- Patrick T. McCoy Education Professional of the Year Award
- Transportation Achievement Awards
- Rising Star Award
- Outstanding Section/Chapter Award
- Section Momentum Award

The purpose, eligibility, submission/selection process, and reward for each award are described in Section 7. It is imperative that the committee complete its work on time as the winner of some awards must be forwarded to ITE by a date certain.

Student Awards Committee

The Student Awards Committee shall be chaired by the Vice President and include the Student Activities Coordinator plus three members not on the District Board. The committee is responsible for soliciting applications and selecting recipients for the following awards:

- Outstanding Student Chapter Award
- Thomas J. Seburn Student Paper Award
- Jan Kibbe Student Scholarship
- Student Chapter Momentum Award

The purpose, eligibility, submission/selection process, and reward for each award are described in Section 8. It is imperative that the committee complete its work on time as the winner of some awards must be forwarded to ITE by a date certain.

Audit Committee

The Audit Committee shall be chaired by the Board Director and at least two members not on the District Board. The committee is responsible for reviewing the Treasurer's records from the prior calendar year, determining whether they are in order, and, if not, helping to resolve any discrepancy. The committee shall report its findings to the President prior to the Business Meeting at the Spring Meeting. The President shall announce the results to the membership.

The Audit Committee typically meets during the Spring Meeting. The Secretary (Treasurer in the prior year) and District Administrator also attend, and the current Treasurer is invited. The Secretary is expected to bring his or her spreadsheet (preferably on a laptop) that includes the final financial statement, ledger and other information, as well as his or her notebook that includes copies of all checks received, deposits made, receipts for expenses, and monthly bank statements. The bank statements provided to the committee shall also include the current year.

The first duty of the committee is to reconcile the ledger with the bank statements to determine whether they balance. The committee may also review expenses to ensure they are consistent with the approved budget and are properly documented.

Nominating Committee

The Nominating Committee shall be chaired by the Past President and shall include one member from each Section. The representatives from each Section shall not be on the current District Board or be a candidate for the District Board. The committee is responsible for soliciting and selecting candidates for all open positions on the District Board, except the Section Representatives. The Nominating Committee shall be formed by March 1.

The Past President shall develop a detailed schedule for the nomination and election of candidates each year based on provisions in the Bylaws and the deadline to complete voting at least one week in advance of the Fall Meeting. The schedule shall be shared with the President and the Secretary no later than February 1 each year.

Tellers Committee

The Tellers Committee shall be chaired by the Secretary and shall include two members not on the District Board. The committee is responsible for certifying election results and reporting same to the President.

The committee shall complete its work within three days following the election. The Secretary shall immediately report certified results to the President.

Student Activities Committee

The purpose of the Student Activities Committee is to promote the transportation planning and engineering professions by fostering a close association of professionals with engineering and planning students. This is achieved through a proactive interaction with ITE student members in a variety of activities and events.

The committee shall be led by a Chair (Student Activities Coordinator) and a Vice-Chair, each appointed to 3-year renewable terms, as well as a representative from each Section in the District. These Section representatives shall serve 2-year renewable terms that will be staggered in the same manner as Section Representatives on the District Board.

The committee is expected to establish a relationship with each ITE Student Chapter in the District and to coordinate the connection with ITE on student related issues, and to promote participation in student activities and awards sponsored by the Sections, District and ITE. The committee should also provide information and advice on matters ranging from contact information to career guidance. Committee members could also assist student chapters by arranging for speakers at student chapter meetings.

Members of the committee are also responsible for assisting universities and colleges within the District to establish new student chapters, to reactivate student chapters, and to monitor the status of the active student chapters. Each Section representative shall also keep their respective Section Boards informed of status and activities of the student chapters in their Sections as well as student activities at the District and ITE levels. They will also share successful section student activities with the other committee members.

The committee is encouraged to meet at least quarterly to plan and execute its various responsibilities and activities. Annual activities shall include:

- Student Poster Competition (during Spring and Fall Meetings)
- Collegiate Traffic Bowl (during Spring Meeting)
- Student Design Project Competition (during Spring Meeting)
- Student Social Activities associated with the Traffic Bowl (during Spring Meeting)
- Other student initiatives directed and/or approved by the District Board.

The committee and any event leaders shall work with the Local Arrangements Committees regarding the physical space and arrangements for each event or activity.

The committee shall also promote the student awards offered by the Sections and District and assist student chapters and student members in understanding submission requirements and deadlines. In the event an ITE Student Leadership Summit is held within the District, committee members shall provide guidance and oversight to the host student chapter.

The committee Chair shall provide a written report to the District Board prior to each of its meetings. The report should detail the activities of the committee and progress on its initiatives.

Local Arrangements Committee

In addition, each Spring Meeting and Fall Meeting shall be planned and executed by a Local Arrangements Committee (LAC) comprised of MOVITE members in the District. The President is responsible for finding a MOVITE member to serve as chair of each LAC. The LAC Chair should recruit six to ten members in the vicinity of the meeting site to carry out various duties.

The MOVITE Meeting Guide serves as a guidebook for a local arrangements committee hosting a MOVITE meeting. It will help to organize, plan, and conduct a “typical” MOVITE meeting. The intent of this handbook is to identify the elements to be considered in hosting a meeting and give guidance based on previous meetings and traditions as well as the policies of our organization.

Section 4 – Membership

Membership Application

There is no membership application process exclusively for MOVITE. ITE members in good standing who reside in the MOVITE area are automatically considered members of MOVITE. ITE student members in good standing who reside in the MOVITE area during the school year are automatically considered student members of MOVITE. The term “reside” refers to the individual’s preferred mailing address at home, place of business or educational institution.

An ITE member residing outside the MOVITE area may become a member of MOVITE by paying the MOVITE District dues to ITE.

The District may maintain a roster of persons with interest in ITE activities but who are not members of ITE.

Life Membership

Any MOVITE member in good standing who has reached the age of 65 years, may, by District Board action, be granted District Life Membership. Life members shall receive a meeting registration fee deduction of \$10 and be recognized at the annual meeting as a District Life Member if the following requirements are met:

- Paid ITE dues for at least the last twenty-five (25) years, including the current year.
- Been a MOVITE member for at least five (5) years, including the current year.

A Certificate of Recognition shall be presented at the annual meeting to newly elected Life Members.

Members granted MOVITE Section Life Membership prior to 2021 may remain as honorary members of the MOVITE District. The roster of Section Life Members shall be retained and updated annually. Section Life Members will be included in communications to members and may attend District meetings.

Collection of Dues

MOVITE membership dues will be collected by ITE at the time a member pays his or her ITE dues. No other means of payment will be accepted except for an ITE member residing outside the MOVITE area who is approved for MOVITE membership by the District Board.

Section 5 - Meetings

Spring and Fall Meetings

MOVITE shall host a Spring Meeting and a Fall Meeting each year. The Fall Meeting shall be the Annual Meeting. The Annual Meeting is to be held in the home city or state of the President sometime during the last week of September and the first two weeks of October. Inasmuch as the ITE Annual Meeting could occur during these months, the Fall Meeting should be scheduled at least three weeks apart from the ITE Annual Meeting. The Spring Meeting shall rotate amongst the states so that each hosts a meeting once every six years. The Spring Meeting shall be held sometime during the last two weeks of April and first week of May.

Each meeting shall be planned and executed by a Local Arrangements Committee (LAC). The LAC Chair shall secure a venue for the meeting at least 24 months in advance. The LAC chair shall present the members of the LAC and their roles, meeting dates, meeting location, proposed theme, and preliminary budget to the District Board at least one year in advance.

Meetings shall be held on Wednesday through Friday unless approved otherwise by the Board. The formal meeting at which presentations are made to the membership shall be from Thursday morning through Friday morning.

Traditions, typical arrangements, expectations, and other information useful to the Local Arrangements Committees shall be spelled out in the MOVITE Meeting Guide. The President shall provide the chair of each Local Arrangements Committee a copy of the Guide.

Each meeting is expected to earn revenue for the MOVITE general fund. The District Board will establish the targeted revenue for each meeting.

Advance to Local Arrangements Committee

The District Board may provide a financial advance not to exceed \$2,000 to a Local Arrangements Committee (LAC) for a Spring or Fall meeting, repayable after all bills and receipts for the subject meeting have been accounted for. The LAC shall request an advance, if any, at least one year prior to the meeting.

Prior to the next District Board meeting or before the end of the calendar year, whichever comes first, the LAC shall submit to the Treasurer a financial summary of the meeting and all funds remaining after the payment of meeting expenses.

Distribution of MOVITE Meeting Program

The MOVITE meeting program shall be prepared and distributed to the membership via email and posted on the MOVITE 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

The following policies shall be followed in determining meeting registration fees.

Students

MOVITE encourages college students studying transportation engineering or planning to attend MOVITE meetings, especially when in close proximity. The registration fee for ITE Student Members shall be \$25. Students who are not members of ITE shall be charged \$35. The LAC will be credited by MOVITE for the hard costs associated with registered students (the portion that is not covered by the registration fee paid by the students). Hard costs include meals provided as part of the meeting registration and any registration gift given to the students. The LAC shall itemize the hard costs associated with the registered students on its final financial statement.

Member/Non-Member Rates

MOVITE 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

MOVITE does not offer special meeting registration rates for retirees or Past Presidents. District Life Members shall receive a \$10 discount to their meeting registration fee. Past Presidents residing in the area of the meeting should be offered the opportunity to attend the Friday breakfast 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. An early registration period should expire no more than three weeks before the meeting.

Invited Guests at Fall Meeting

MOVITE traditionally invites the ITE President-Elect to the Fall Meeting. The President and LAC Chair shall coordinate extending an invitation at the earliest opportunity. If the ITE President-Elect will not be determined until after the ITE Annual Meeting, all candidates for the position should be asked to hold the meeting dates open and a formal invitation sent immediately after the ITE election.

Any invited guests should be notified that MOVITE is willing to pay for their meeting registration and lodging. The guests would be responsible for all other expenses. The LAC shall manage these costs as part of the meeting. The LAC will be credited by MOVITE for the hard costs associated with the meeting registration and the actual hotel expenses. Hard costs include meals provided as part of the meeting registration and any registration gift given to the guests. The LAC shall itemize the hard costs associated with the guests on its final financial statement and provide hotel receipts.

The LAC is encouraged to offer any complimentary hotel rooms to these guests.

Technical Workshop

The Technical Workshop should be self-sufficient. All costs associated with the workshop should be covered by the fee charged participants.

Golf or Other Optional Activity

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. Sponsorship fees shall not exceed 50 percent of the total cost of the activity.

Vendors/Exhibitors

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 MOVITE Functions

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

Co-Sponsors

Co-sponsorship of MOVITE Spring and Fall Meetings with other non-ITE-related professional organizations is encouraged. Co-sponsorships may be made with MOVITE 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 MOVITE District Board one year prior to the co-sponsored meeting. For a co-sponsored meeting in which MOVITE 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, MOVITE shall receive profits and/or share in the liability for losses in accordance with the agreement approved by the MOVITE District Board.

A MOVITE meeting for which an ITE Section serves as the Local Arrangements Committee is not considered a co-sponsored meeting. MOVITE assumes full financial responsibility in these cases but the District Board may choose to share any profit with the Section.

Technical Workshops

Each Spring and Fall Meeting should include a one-day (four to eight hours) technical workshop on a transportation/traffic engineering related topic. The Local Arrangements Committee should coordinate with the President to determine the subject, content, and instructors for each workshop.

Alcoholic Beverages

Sensible and responsible consumption of alcoholic beverages is allowed at official functions such as social hours and dinners at Spring and Fall 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.
- Nobody under the legal drinking age shall be served alcoholic beverages.
- The duration of alcoholic beverage service shall not exceed two hours at any event.

Financial Sponsorship

Financial sponsorships may be solicited to support meetings and/or District events from members, vendors, consultants, or other organizations in return for displaying names, logos or other recognition at the meeting or event. Any sponsor must have a relationship to the organization and/or the transportation profession.

Sponsorship levels may be tiered based on recognition given and event costs. Total sponsorship fees should not exceed 50 percent of the anticipated total cost of the meeting or event (excluding any workshop, golf outing, or other optional activity).

Meeting and event sponsorships should be offered to all interested District members at the same time. The LAC or event organizers may limit the total sponsorship participation from any individual or organization.

Vendor Presentations

A Local Arrangements Committee may consider a vendor to make a presentation at a Spring or Fall 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 MOVITE is not endorsing one product over another.

Registration Gift

At each Spring and Fall Meeting, the Local Arrangements Committee should provide a registration gift to all paying attendees. The gift shall be modest, e.g. pen, candy jar, cooler, and shall display the MOVITE 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

A growing number of jurisdictions and certification boards are requiring that individuals satisfy continuing professional competency requirements for professional development as a condition for licensure or certification renewal.

Records required of individuals include, but are not limited to:

1. A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned; and
2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

The Local Arrangement Committee for each Spring and Fall Meeting shall prepare information for individual attendees to document professional development activities earned at each meeting. Documentation should conform to the guidelines set forth by the National Council of Examiners for Engineering and Surveying (NCEES).

Section 6 - Publications

MOVITE Minute Newsletter

Four to six issues of the MOVITE Minute newsletter shall be published annually and shall be published in an electronic format. Each edition of the newsletter shall be posted on the website and delivered to members by the Secretary via email. The Communication Director shall prepare a message to notify members of a new issue.

MOVITE LinkedIn Page

MOVITE will maintain a page on LinkedIn as another source of information for members. The Communication Director will post relevant information monthly.

MOVITE Website

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

The website, or other arrangement, shall include a secure area for officers, directors, and other designated representatives to store and/or exchange files.

Solicitation of Sponsors

The Treasurer may solicit website and newsletter sponsors, receive advertising artwork and payment from sponsors, and shall forward all information to the Communications Director and Website Administrator for incorporation into District communications. 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 District Board shall establish sponsorship rates for the following year at the Fall Board meeting. Any person or firm purchasing a sponsorship shall have their name and/or advertising included on the MOVITE website and in the MOVITE Minute newsletter. Sponsorships shall not be sold separately.

Product Information

The Journal Editor shall endeavor to keep the membership informed of changing technology in the traffic control industry. The Journal Editor shall solicit articles from industry members for possible inclusion in an industrial products feature. Articles may announce the development of a new product or describe new technology in a news-style format. Reprinting of project advertising or reproduction of business cards shall not be permitted in this

context. The Journal Editor shall review each article to ensure that the contents fall within the scope and intent of this policy.

Officers Handbook

The MOVITE District shall maintain an Officers Handbook. The handbook shall contain detailed information on the duties of each officer and director, including dates and times that duties need to be performed.

The Officers Handbook shall be updated by the Vice President each year. The District Administrator shall maintain the official version.

Meeting Guide

The MOVITE District shall maintain a Meeting Guide to assist Local Arrangement Committees in planning and executing Spring and Fall Meetings. The Guide shall include polices to be followed, traditions to be carried on, tips for planning the meeting, and documentation required afterwards.

The Vice President shall review the Guide each year and make suggestions for edits. The District Administrator shall maintain the official version.

Section 7 – Member, Section and Chapter Awards

Transportation Awards

Each year, MOVITE sponsors an awards program to honor outstanding achievement in transportation engineering and distinguished service to 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.

Solicitations for transportation awards shall be announced by the President at the Spring and Fall Meetings, shall be posted on the website, and may be communicated through social media or mass emails. Application forms and details regarding each award shall be posted on the website.

Transportation Awards Committee

The committee shall be comprised of the President and the two most immediate Past Presidents. In the event of a conflict of interest that disqualifies any member, the next most immediate Past President(s) shall serve on the committee.

Earl E. Newman Distinguished Member Award

Purpose

The Distinguished Member Award is an honorary designation presented to members of the District who have provided outstanding and significant contributions to MOVITE over a period of many years. This award designation is intended to be the equivalent of ITE's Honorary Member.

Eligibility

All members in good standing are eligible for nomination, except student members. As a general guideline, candidates should normally be at least fifty (50) years of age and have been a member for at least twelve (12) years.

Submission/Selection Process

Any member of the Executive Board may nominate a member for consideration. No member may nominate himself/herself. The nomination must be submitted in writing and must be at least one but not more than five double-spaced typewritten pages.

Nominations must be submitted to the President no later than **March 1**. The President shall distribute all nominations to voting members of the Board at least two weeks in advance of the Spring Meeting at which the

nominee(s) will be considered. Nominations not submitted and distributed in this manner may not be considered until the following year.

If nominations are provided, the Executive Board shall annually consider electing one Distinguished Member at the Spring Board meeting. The Board is not obligated to select a recipient each year as this award is intended to recognize exceptional accomplishments. Members shall not be informed that they are under consideration and the minutes of the Board meeting shall not list the name of any member discussed in this context except for a recipient, if any.

The Executive Board shall have wide latitude when deliberating the selection of a Distinguished Member. The nominee must be a member of ITE and a District Member in good standing and the Board shall strongly consider the variety and extent of his or her participation in MOVITE activities over the years. Examples of active participation in the District include:

- A) Having served as a Chapter, Section and/or District officer or director
- B) Active participation in Chapter, Section and/or District committees
- C) Active participation in preparing for and hosting District and Section meetings
- D) Having volunteered for special projects or tasks.
- E) Regular attendance at and/or participation in Spring and Fall Meetings

Award

The President shall promptly notify an award recipient after selection to encourage attendance by the individual at the Fall Meeting. Announcement of the award will not be made until the Fall Meeting where the individual will be presented a plaque commemorating and citing his or her achievements. A summary article about the award winner will be prepared and posted on the website following presentation of the award.

A future Board may not rescind the election of a Distinguished Member, and the term "Past Distinguished Member" shall be used to refer to those who resign from the District or after death.

The District International Director may, in the following calendar year, suggest the award recipient be considered for the Burton W. Marsh Award for Distinguished Service bestowed by ITE.

John B. Pinkley Industry Member Award

Purpose

The Industry Member Award is an honorary designation presented to members of the District who have provided outstanding and significant contributions to MOVITE over a period of many years. The intent is to award this to members serving or participating in MOVITE through their employment as a vendor, supplier, or manufacturer of traffic control products.

Eligibility

All members in good standing are eligible for nomination, except student members. As a general guideline, candidates should normally be at least fifty (50) years of age and have been a member for at least twelve (12) years.

Submission/Selection Process

Any member of the Executive Board may nominate a member for consideration. No member may nominate himself/herself. The nomination must be submitted in writing and must be at least one but not more than five double-spaced typewritten pages.

Nominations must be submitted to the President no later than **March 1**. The President shall distribute all nominations to voting members of the Board at least two weeks in advance of the Spring Meeting at which the nominee(s) will be considered. Nominations not submitted and distributed in this manner may not be considered until the following year.

If nominations are provided, the Executive Board shall annually consider electing one Industry Member award recipient at the Spring Board meeting. The Board is not obligated to select a recipient each year as this award is intended to recognize exceptional accomplishments. Members shall not be informed that they are under consideration and the minutes of the Board meeting shall not list the name of any member discussed in this context except for a recipient, if any.

The Executive Board shall have wide latitude when deliberating the selection of a recipient. The nominee must be a member in good standing and the Board shall strongly consider the variety and extent of his or her participation in MOVITE activities over the years. Examples of active participation in the District include:

- A) Having served as a Chapter, Section or District officer or director
- B) Active participation in preparing for and hosting MOVITE meetings
- C) Having volunteered for special projects or tasks.
- D) Regular attendance at and/or participation in Spring and Fall Meetings
- E) Provided demonstrations and/or informative articles on traffic control products

Award

The President shall notify an award recipient as soon as possible after selection to encourage attendance by the individual at the Fall Meeting. Announcement of the award will not be made until the Fall Meeting where the individual will be presented a plaque commemorating and citing his or her achievements. A summary article about the award winner will be posted on the website following presentation of the award.

Melvin B. Meyer Transportation Professional of the Year Award

Purpose

An annual award may be presented to an individual member who has made outstanding contributions to the advancement of transportation/traffic engineering through service to MOVITE/ITE and achievements in the transportation/traffic engineering profession.

Eligibility

All members in good standing are eligible for nomination, except student members.

Submission/Selection Process

The nomination should include a description of the person's contributions to MOVITE/ITE, professional achievements, and a statement as to why this individual is particularly worthy of recognition (a maximum of five (5) double-spaced typewritten pages). Nominations may be submitted by any member of MOVITE and the nominee must consent to the nomination.

All materials must be submitted in Adobe Acrobat format to the President no later than **June 1**.

The recipient of the award, if any, shall be determined by August 1.

No award will be made if in the judgment of the selection committee no candidate warrants the selection. Members of the review committee are not eligible for the award.

Award

The President shall promptly notify an award winner after selection to encourage attendance by the individual at the Fall Meeting. Announcement of the award will not be made until the Fall Meeting where the winning individual will be presented a plaque commemorating and citing his or her achievements. A summary article about the award winner will be printed in the Journal and posted on the website following presentation of the award.

The District International Director may, in the following calendar year, suggest the award recipient be considered for the Theodore M. Matson Memorial Award bestowed by ITE.

Patrick T. McCoy Education Professional of the Year Award

Purpose

An annual award recognizing an educator (typically a professor) who has made an outstanding contribution to the transportation profession by relating academic studies to the actual practice of transportation. The award seeks to recognize transportation educators that help their students advance their professional development, enhance their opportunities to network with practicing transportation professionals, and become active participants in the profession.

Eligibility

All members in good standing who are employed full time at a college or university in the district and teach traffic/transportation engineering are eligible for nomination. Student members are not eligible.

Further, the nominee must have provided students with the opportunity to relate their coursework in transportation with the actual practice of transportation. Examples of such opportunities include visits to agencies and firms, guest lecturers, participation in meetings of transportation associations, exposure to current transportation policy issues, encouraging and helping to identify opportunities for part time and/or summer employment, and undertaking community service projects to address current transportation issues.

Submission/Selection Process

The nomination should include a description of the person's contributions to MOVITE/ITE, professional achievements, opportunities/commitment provided to students and a statement as to why this individual is particularly worthy of recognition (a maximum of five (5) double-spaced typewritten pages). Nominations may be submitted by any member of MOVITE and the nominee must consent to the nomination.

All materials must be submitted in Adobe Acrobat format to the President no later than **June 1**.

The recipient of the award, if any, shall be determined by August 1.

No award will be made if in the judgment of the selection committee no candidate warrants the selection. Members of the review committee are not eligible for the award.

Judging Criteria

- 25 points Significance of student exposure to transportation experience
- 25 points Demonstrated impact from individual's involvement
- 25 points Exhibits a commitment to the advancement of the profession
- 25 points Applies innovative ideas to profession/volunteer role

Award

The President shall promptly notify the award winner after selection to encourage attendance by the individual at the Fall Meeting. Announcement of the award will not be made until the Fall Meeting where the winning individual will be presented a plaque commemorating and citing his or her achievements. A summary article about the award winner will be posted on the website following presentation of the award.

Transportation Achievement Awards

Purpose

The Transportation Achievement Awards may be awarded annually for excellence in the advancement of transportation to meet human needs, by entities concerned with transportation such as governmental agencies, legislative bodies, consulting firms, industry, and other organizations. Awards may be presented in the categories of:

- Complete Streets,
- Transportation Systems Management and Operations (TSMO),
- Safety,

- Planning, and
- Traffic Engineering.

This award recognizes an organization for one or more of the following:

1. Development of an innovative concept in Complete Streets, TSMO, Safety, Planning, and Traffic Engineering.
2. Implementation of a challenging transportation program through perseverance in its development and promotion.
3. Program or project having a significant effect on transportation.
4. Multi-faceted transportation program or project, combining many innovative and/or well-applied concepts.
5. Program or project promoting a major advance in the efficiency and/or economy of transportation.

Eligibility

Any government agency, legislative body, transportation consulting firm, industry, other private-sector organization, a combined public/private institution or academic institution within the MOVITE area is eligible; however, any such organization must include at least one MOVITE member in good standing.

Submission/Selection Process

Nominations may be made by any eligible organization or a member in good standing, except student members. An application shall consist of a completed application form (available on the MOVITE website), a description of the achievement (a maximum of five (5) double-spaced typewritten pages) and supporting material, including reports, newspaper articles, photographs, etc. The total length of the application, including supporting documentation, is not to exceed twenty (20) pages.

All materials must be submitted in Adobe Acrobat format to the President no later than **March 1**.

Cooperative efforts among multiple organizations will be recognized but shall be limited to no more than three organizations for a single award. All organizations included in the cooperative effort must be clearly listed on the application documents.

The recipient(s) of the award(s), if any, shall be determined by April 1. The selection committee may choose no more than one recipient for an achievement in each of the five categories. The selection committee shall determine the category in which each application fits best.

No award will be made if in the judgment of the selection committee no application warrants the selection. Members of the review committee or organizations in which they are affiliated are not eligible for the award.

Judging Criteria

- 30 points Application of innovative ideas
- 30 points Exhibits a commitment to the advancement of the profession
- 30 points Strong applicability to the industry
- 10 points Well-balanced scope and format

Award

The winning organization(s) will be presented a plaque commemorating and citing the achievement to a representative(s) of the organization at the Fall Meeting. A summary article about the achievement will be posted on the MOVITE website following presentation of the award.

In the case of a cooperative effort with multiple organizations listed on the plaque, MOVITE will provide the first plaque at no cost to the teaming organizations. Additional plaques may be requested by the winners after the Fall Meeting, but only after full payment is received. Coordination and payment for additional plaques shall be sent to the Section Administrator. The Transportation Awards Committee may be required to abbreviate organization(s) names on the plaque to meet design criteria but will make every effort to agree on abbreviations with the winning organization(s) prior to ordering the plaque.

The award winners (no more than one in each category) will be forwarded to ITE no later than April 1 to be considered for the ITE Transportation Achievement Awards. The President is responsible for this submission to ITE.

Rising Star Award

Purpose

An annual award may be presented to an individual to recognize achievement in transportation/traffic engineering by younger members. It is designed to recognize members at the District level under the age of 35 who have already made an impact on the profession, have demonstrated the ability to lead the next generation, and have implemented innovative techniques to solve transportation problems.

Eligibility

All members in good standing who have not reached his or her 35th birthday by January 1 are eligible. Student members are not eligible.

Submission/Selection Process

The following documents must be included in each submission:

1. Completed Application Form
2. One (1) testimonial from a current or past District or Section officer (200-word max.)
3. One (1) testimonial from a current or past supervisor (200-word max.)
4. Three (3) examples of specific project experience including your role (150-word max./each)

All materials must be submitted in Adobe Acrobat format to the President no later than **March 1**.

The award winner will be determined no later than **April 1** and the President shall forward the submission documents to ITE by that date.

Judging Criteria

- 15 points Scope of Work/Project Experience
- 15 points Demonstrated Impact from Individual's Involvement
- 15 points Exhibits Leadership Skills
- 15 points Exhibits a Commitment to the Advancement of the Profession
- 15 points Applies Innovative Ideas to Profession/ Volunteer Role
- 25 points Involvement with ITE

Award

The President shall promptly notify an award winner after selection to encourage attendance by the individual at the Spring Meeting, where the winning individual will be presented a plaque commemorating and citing his or her achievement.

The award recipient will be designated the District Rising Star. Each year's Rising Stars Class will consist of ten representatives, one from each of ITE's Districts. One of these individuals will be selected as the ITE Young Member of the Year and will be recognized at the ITE Annual Meeting Awards Luncheon.

Outstanding Section Award

Purpose

An annual award designed to encourage ITE Sections to participate in activities that are aligned with the purpose and objectives of ITE.

Eligibility

Each chartered Section in the District is eligible for the award. Each Section is obligated to submit an annual report of its activities to the District. These reports serve as the basis for this award.

Submission/Selection Process

To qualify for the award, a Section must submit a report using the format and submission process shown on this page. The page limit for the report is five (5) pages of text and one (1) page of photos. Reports will be assessed on the described activities only.

Submittals shall follow the format as described below. Where the response is “yes,” please provide a short description of the activity or activities.

Regular Meetings (10 points)

Baseline should be a minimum of 6 meetings annually. In this format, please list your regular member meetings.

Meeting # _____ Dates of meetings:

Location (City):

Presentation/speaker:

Was this a joint meeting with another group(s)?

Describe one or two meetings that were particularly well received by your members.

Student/Younger Member Support (15 points)

Describe how your Section supported your ITE Students and Younger Members last year. (i.e. scholarships, student leadership summits, mentoring, etc.)

Application of Technical Knowledge (10 points)

Did your Section, for example, address a local transportation issue or collaborate with industry on a project or program.

Networking Events (10 points)

Did your Section hold any networking events?

Describe any events that would have led to a particularly meaningful experience for members.

K-12 STEM Outreach (10 points)

Did your Section participate in any K-12 STEM Outreach events?

New Member Recruitment (10 points)

Did your Section have a member recruitment event or another method of attracting potential new members?

Diversity and Inclusion (5 points)

How did your Section attempt to both diversify participation and encourage an inclusive environment? This can be described demographically as well as through activities that encourage the engagement of various people including Public Agencies, women, planners, and younger member communities for example.

Training/Professional Development (5 points)

Did your Section put on any training events for your members or conduct an educational opportunity?

Field Trips/Technical Tours (5 points)

Did your Section go on any field trips or technical tours?

Service Projects (5 points)

Did your Section participate in any community service projects?

Funding Support (5 points)

Do you raise funds outside of dues and events to reinvest in your members?

LeadershipITE (5 points)

How does your Section support members interested in LeadershipITE? How does your Section integrate its Alumni?

Advocacy (5 points)

Did your Section engage in any activities to educate and inform members about issues, legislation, and/or regulations that might impact the transportation industry?

All materials must be submitted in Adobe Acrobat format to the President no later than **March 1**. Judging shall be completed no later than April 1.

Award

The President shall notify the President of the winning Section promptly after selection to encourage attendance by the Section President or his/her representative at the Fall Meeting. Announcement of the award will not be made until the Fall Meeting where the winning Section will be presented a plaque commemorating and citing the achievement.

The submission of the winning Section will be forwarded to ITE by April 1 to be considered for the ITE Section Activities Award. The President is responsible for this submission to ITE.

Section Momentum Award

Purpose

This award recognizes a Section that has experienced the greatest momentum (or most improvement) in the past year.

Eligibility

Any Section duly chartered within the MOVITE geography.

Submission/Selection Process

To qualify for the award, a Section must submit a narrative that is no longer than two pages with an additional page of photographs, and can address (but is not limited to) activity in any of the following areas:

- Meetings
- Student/Younger Member Support
- Application of Technical Knowledge
- Networking Events
- K-12 STEM Outreach
- New Member Recruitment
- Diversity and Inclusion
- Training/ Professional Development
- Field Trips/Technical Tours
- Service Projects
- Funding Support
- *Leadership ITE* involvement
- Advocacy

The narrative should cover specific improvements and/or special efforts that leadership has implemented that have resulted in positive change for the Section and its members. Examples could include, but are not limited to, efforts to engage public agencies, increase attendance at meetings, and specific outreach plans to younger members. This narrative should show off how applying good ideas is bringing your Section success.

The application must be submitted in Adobe Acrobat format to the President no later than **March 1**. Judging shall be completed no later than April 1.

Award

The winning Section shall be presented a certificate at the Fall Meeting.

The application of the winning Section will be submitted to ITE by April 1 to be considered for the ITE Section Momentum Award. The President is responsible for this submission to ITE.

Section 8 - Student Awards and Scholarships

Student Awards

Each year, MOVITE sponsors an awards and scholarship program to recognize and encourage its student members. Transportation plays a vital role in the economies of our region and country, yet transportation professionals currently are in short supply. As part of its program to attract bright and articulate individuals to the transportation profession, MOVITE seeks to provide financial aid for qualified students to pursue degrees in transportation.

Student Awards Committee

The Student Awards Committee shall be chaired by the Vice President and include the Student Activities Coordinator and three members not on the District Board. The committee shall be responsible for soliciting and judging applications for student awards and scholarships identified in this section.

Student awards shall be announced by the President at the Spring and Fall Meetings, announced to each Student Chapter and university in the District by the Vice President, and shall be posted on the website. Application forms and details regarding each award shall be posted on the website.

Jan Kibbe Student Scholarship

Purpose

Cash scholarships totaling up to \$2,000 may be offered annually to one or more students in the MOVITE area taking course work in transportation engineering or transportation-related field. The scholarship is intended to encourage engineering students to pursue a career in traffic or transportation engineering.

Eligibility

To qualify for the scholarship, a candidate must:

- A) Be, or plan to be, a student at one of the following universities:
 - University of Arkansas
 - University of Iowa
 - Iowa State University
 - University of Kansas
 - Kansas State University
 - University of Missouri-Columbia
 - Missouri University of Science and Technology (MS&T)
 - University of Nebraska
 - University of Oklahoma
 - Oklahoma State University
 - University of Missouri-St. Louis/Washington University
 - Southern Illinois University at Edwardsville

- B) In the upcoming academic year be:
 - a senior or graduate student at a University in the MOVITE area enrolled in transportation engineering or transportation-related course work
 - a student member of the Institute of Transportation Engineers

Previous Jan Kibbe Student Scholarship recipients are not eligible.

Submission/Selection Process

Candidates shall complete an application form (available on the MOVITE website) including contact information, college course work completed to date, anticipated course work for the upcoming academic year, college or

university attended and/or planning to attend, and anticipated graduation date. The application form shall be accompanied by an essay stating reasons for pursuing course work in transportation engineering or transportation-related field and career objectives and a letter of recommendation from a transportation professor at the university (ITE Student Chapter faculty advisor if applicable). The essay shall be no longer than two typewritten pages.

All materials must be submitted in Adobe Acrobat format to the Vice President no later than **March 1**.

Scholarship recipient(s) shall be determined no later than April 1.

The candidates will be judged on their proposed program of study, career objectives and recommendation from the university professor. Applicants who do not meet the eligibility requirements and/or fail to comply with the application process will not be considered. No university faculty member and no relative of any applicant may participate in the judging.

Award

The cash scholarship(s) will be distributed directly to the selected student(s) upon receipt of:

- A) Proof of enrollment as a full-time student.
- B) Acknowledgment from a transportation professor at the university that the student meets all the eligibility requirements (ITE Student Chapter faculty advisor if applicable).
- C) Current address to send the check.

Course work must begin within six months of notification of award.

Thomas J. Seburn Student Paper Award

Purpose

The purpose of the award is to encourage ITE student members to conduct and report on independent and original research and investigation of transportation subjects and to provide a means for recognizing outstanding accomplishment in this area.

Eligibility

To qualify for the Student Paper Award, a candidate must:

- A) Be a student member of ITE in a recognized college or university in the MOVITE area and enrolled in a program which is related to transportation and/or traffic engineering at the time of the application (as certified by a faculty member in charge of transportation and/or traffic engineering courses at the college).
- B) Have conducted or have been a major participant in the conduct of some independent or original technical study or other accomplishment as reported in the submitted paper while a student member of ITE. The work providing a basis for the paper shall have been completed.

Submission/Selection Process

Candidates shall complete an application form (available on the MOVITE website) including contact information and current college or university attending. The application form shall be accompanied by the paper which must address a transportation topic, must be authored by one student (faculty advisor may be listed), shall not exceed three thousand (3,000) words, be typewritten with minimum 11-point font, and be written in English. The paper must include a title page showing title, author's name, address, telephone number and date, as well as a table of contents.

All materials must be submitted in Adobe Acrobat format to the Vice President no later than **March 1**. Judging shall be completed no later than April 1.

The papers will be judged on originality, significance, scope and format, validity, and applicability. No award will be made if in the opinion of the selection committee, none of the papers meet these criteria. No university faculty member and no relative of any applicant may participate in the judging.

Award

Upon selection of the paper deemed most outstanding, the President shall, at the Spring Meeting, present a certificate commemorating and citing the student along with a cash award of \$1500 plus expenses not to exceed \$400 to attend the Spring Meeting. In addition, the first-place student will be given an opportunity to present the paper at the Spring Meeting. Cash prizes of \$500 will be awarded for second place and \$250 for third place.

The submission of the winning student paper, if any, will be forwarded to ITE by April 1 to be considered for the ITE Daniel J. Fambro Student Paper Award. The Vice President is responsible for this submission to ITE.

Outstanding Student Chapter Award

Purpose

The purpose of the Student Chapter Award is to encourage Student Chapters to:

1. Achieve the objectives of the Student Chapter Charter: “to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and ITE; to acquaint Chapter Members with topics of interest in transportation and traffic engineering through the medium of addresses by competent speakers, and of Chapter-sponsored trips; to foster the development of professional spirit; to promote common interests among Chapter members; and to encourage the expansion of facilities for transportation and traffic engineering study.”
2. Provide a means for ITE to recognize outstanding accomplishments in such activities.

Eligibility

The Student Chapter must be within the MOVITE geography and hold a current charter from ITE.

Submission/Selection Process

The application for the Student Chapter Award will consist of the Student Chapter Annual Report, which should cover all the evaluation criteria listed below. The award will be based on a year extending from March 1 to February 28.

The report must be submitted in Adobe Acrobat format to the Vice President no later than **March 1**. Judging shall be completed no later than April 1.

Judging Criteria

1. Chapter Organization – 25 points

- a. Must have elected officers - list in Annual Report
- b. Must hold periodic meetings - at least four per academic year
- c. Must promote membership - describe program and its general success
- d. Must file annual report with ITE - content and format to be considered

2. Chapter Activities – 50 points

- a. Technical presentations (number and content)
- b. Field trips (number and type of visit)
- c. Promotion of transportation engineering among student body
- d. Public service activities - assisting with traffic studies, promoting transportation engineering/planning, or traffic safety in K-12 schools, etc.
- e. Social activities with practicing transportation engineers
- f. Fundraising activities

3. Chapter Liaison with ITE Divisions, Sections, Districts, and/or International – 25 points

- a. Active involvement with Divisions, Sections, Districts, and/or International - assisting with meeting preparation, section technical projects, etc.
- b. Attendance at Division, Section, District, and/or International meetings

- c. Student papers prepared for or presented to Divisions, Sections, Districts, and/or International; ASCE; TRB; or other similar organizations
- d. Student articles published in ITE Journal, Section/District newsletter, or similar technical publications
- e. Use of ITE members as guest speakers

Award

The winning Student Chapter shall be presented a plaque along with a cash award of \$300. All other Student Chapters that submit an annual report meeting the submittal criteria will be awarded \$100. The Faculty Advisor shall be asked that the cash award be utilized to promote the technical activities of the Student Chapter.

The annual report of the winning Student Chapter will be submitted to ITE by April 1 to be considered for the ITE Outstanding Student Chapter Award. The Vice President is responsible for this submission to ITE.

Student Chapter Momentum Award

Purpose

This award recognizes a student chapter that has experienced the greatest momentum (or most improvement) in the past year.

Eligibility

The Student Chapter must be within the MOVITE geography and hold a current charter from ITE.

Submission/Selection Process

To qualify for the award, a Student Chapter must submit a narrative that is no longer than two pages with an additional page of photographs, and can address (but is not limited to) activity in any of the following areas:

- Chapter Administration
- Application of Technical Knowledge
- Networking Events
- K–12 STEM Outreach
- New Member Recruitment
- Diversity and Inclusion
- Training/Professional Development
- Field Trips/Technical Tours; Service Projects; and
- Leadership Development

The narrative should cover specific improvements and/or special efforts that leadership has implemented that have resulted in positive change for the Student Chapter and the membership. Examples could include, but are not limited to, how you have increased attendance at meetings, broadened participation outside of traditional engineering students, or helped your members develop leadership and professional skills. This narrative should show off how your leadership is applying good ideas to bring your Student Chapter success.

The application must be submitted in Adobe Acrobat format to the Vice President no later than **March 1**. Judging shall be completed no later than April 1.

Award

The winning Student Chapter shall be presented a certificate at the Spring Meeting.

The application of the winning Student Chapter will be submitted to ITE by April 1 to be considered for the ITE Student Chapter Momentum Award. The Vice President is responsible for this submission to ITE.

Section 9 - 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.

International Director

MOVITE supports the travel of the International Director to four meetings of the International Board of Direction and may provide expense reimbursement, if needed, up to a maximum of \$3,000 per year. Additional funding may be considered each year based on the location and duration of planned meetings. 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).

International Director-Elect Travel

MOVITE supports the travel of the International Director-Elect to the International Board of Direction meeting held in the year of election for an orientation session 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, and meals. No reimbursement will occur without a valid receipt (except for mileage).

International Director Reception at ITE Annual Meeting

MOVITE supports the International Director for hosting a reception for District members attending the ITE Annual Meeting and may provide reimbursement, if needed, up to a maximum of \$750. Eligible expenses include room rental, beverages, and food. No reimbursement will occur without a valid receipt.

President Attendance at ITE Annual Meeting

MOVITE supports the attendance of the President at the ITE 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).

Officer Travel

MOVITE supports the travel of officers serving as an official representative of the District Board at functions such as Section meetings and Student Chapter meetings, and may provide expense reimbursement, if needed, up to a combined maximum of \$1,000 per year. Eligible expenses include mileage (at IRS rate), rental car (and gas), parking, and tolls. No reimbursement will occur without a valid receipt (except for mileage). No reimbursement will be made for travel to the Spring Meeting or the Fall Meeting.

In the event requested reimbursements exceed the budget, the President shall determine which expenses will be paid.

Travel to Annual District Board Retreat

MOVITE may provide travel expense reimbursement to any member of the District Board attending the annual retreat, as needed, up to a combined maximum of \$500. Eligible expenses include mileage (at IRS rate), rental car (and gas), parking, tolls, taxis/shuttles, airfare, and lodging. No reimbursement will occur without a valid receipt (except for mileage).

The maximum reimbursement for any person shall be \$250 per meeting. No reimbursement will be made for persons traveling less than 100 miles.

In the event requested reimbursements exceed the budget, the President shall determine which expenses will be paid.

District Administrator Meeting Expenses

The District Administrator will be reimbursed for reasonable expenses incurred to attend the Spring Meeting and the Fall Meeting. Eligible expenses include mileage (at IRS rate), rental car (and gas), parking, tolls, taxis/shuttles, airfare, lodging, and meeting registration. No reimbursement will occur without a valid receipt (except for mileage).

District Student Activities Committee Expenses

MOVITE supports the travel of members serving on the District Student Activities Committee as well as some expenses that may be incurred in conducting official student member activities, up to a combined maximum of \$500 each year. The travel included in this policy are for:

- Student Activities Coordinator travel to/from a District Board Meeting
- Student Activities Coordinator, Vice-Chair, and Section Representatives travel to/from Student Chapter activities
- Student Activities Coordinator, Vice-Chair, Section Representatives, and student members travel to/from Student Leadership Summit

Eligible expenses include mileage (at IRS rate), rental car (and gas), parking, and tolls. No reimbursement will occur without a valid receipt (except for mileage).

Miscellaneous expenses incurred for the conduct of official student activities not otherwise covered in a budget item may be considered for reimbursement by the President.

In the event requested reimbursements exceed the budget, the President shall determine which expenses will be paid.

Section Support

MOVITE supports the activities of its Sections to promote and nurture the interests of ITE, MOVITE, Student Chapters and the transportation engineering/planning profession and may provide an annual budget of up to \$200 for each Section. Wide latitude is provided to each Section in the use of these funds, but the value of the outlay should be evident. Each Section shall coordinate with the District Treasurer for payments to third parties. In the event a Section pays a third party, the District Treasurer will reimburse the Section provided that a receipt or sufficient documentation is submitted.

A Section may use funds in the budget assigned to any other Section with the written permission of the other Section. Documentation must be presented to the District Treasurer before any budget sharing can occur.

Contribution to New Student Chapter

The MOVITE Section will contribute \$250 on a one-time basis to any new ITE Student Chapter in the MOVITE area.

Student Chapter Support

MOVITE 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. MOVITE 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.

LeadershipITE

ITE established *LeadershipITE*, a program to identify, develop, and engage leaders to ensure that ITE and its members are positioned to engage and shape the future of transportation. Each class will complete the program in less than a year. Outside of tuition charged to participants, ITE solicits funding for the program in two ways. First, it requests donations from members, firms, Districts, Sections, and others to defray general program costs.

Second, it encourages districts and sections to subsidize the expenses incurred by its members accepted into the program. Expenses would include tuition as well as travel to three workshops held across the country.

MOVITE may make a general contribution of up to \$1,000 each year to defray program costs. Further, it may subsidize MOVITE members in good standing who are accepted into the program up to a collective total of \$2,000 each year. The Board shall determine the amounts at its Annual Meeting each year. MOVITE members accepted into the program must request funds in writing from the President prior to the Annual Meeting to be eligible for reimbursement. The request must identify the other sources of funding that will cover all expenses associated with participation in the program. Any funds designated to subsidize a member will be paid only after the member has completed the entire program.

Section 10 – Scholarship Fund

A scholarship fund may be established for the sole purpose of aiding in the education of college or university students registered in at least one course in transportation engineering or a transportation-related field at a recognized college or university in the District area.

The fund shall be established and maintained separate and apart from other District funds. Principal and income received through contributions made to this fund cannot be utilized for any purpose other than stated above.

Annual cash awards from the income or principal or both of the fund may be presented to 1) the student(s) whose research papers is (are) selected from all student papers submitted as making the most significant contribution to transportation engineering, and 2) the student(s) whose scholarship application(s) is (are) selected from all applications submitted based on criteria established by the District Board. Awards will be given only when the papers are deemed worthy of recognition and/or applications are deemed to fulfill established criteria by a review board comprised of the Student Awards Committee appointed by the President.

The District Board may establish additional awards to college or university students registered in at least one course in transportation engineering or transportation-related field at a recognized college or university in the District area. Such awards shall be acceptable to rules and regulations that may be imposed on the scholarship fund by any governmental entity.

Upon dissolution of the fund, the fund will be dissolved by awarding all funds to deserving students registered in at least one course in transportation or traffic engineering at a college or university with an established ITE student chapter in the District area.

Section 11 - Miscellaneous

Scholarship Fund Solicitations

Members shall be solicited for contributions to the MOVITE Scholarship Fund. The President shall make an announcement at each Spring and Fall Meeting, the Website Administrator shall post a donation form on the website, and the Secretary shall solicit the members via email in November.

All contributions shall be directed to the Treasurer. The Treasurer shall forward net scholarship fund donations, if any, to ITE at the end of the year.

Privacy Policy

MOVITE will endeavor to protect and safeguard personal information it collects or receives from its members. This policy shall be implemented through the following:

- A. MOVITE 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;
 - MOVITE meetings and events; and

- Other information deemed useful to members.
- B. MOVITE will not rent, sell, or share its members' personal information with any outside company or organization.
- C. MOVITE will limit access to personal information to those members of the District Board that require the information to perform their official duties for the Section.
- D. MOVITE mass communications (e.g. email blasts) will only be used to communicate official MOVITE 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 MOVITE. The pin shall be the Logo Pin for District Presidents sold by ITE. The plaque and pin are customarily presented by the President-Elect at the Business Meeting held during the Fall (Annual) Meeting.

Gift to ITE President-Elect

MOVITE will present the incoming ITE President with a crystal vase inscribed with the person's name, year in office, the message "Best Wishes for a Great Year" and the MOVITE logo.

Presentation of the vase is to be made at the Annual Meeting. The President shall invite the ITE President-Elect to attend this meeting. In the event the President-Elect does not attend the meeting, the gift shall be shipped to him or her.

MOVITE Logo

The logo of MOVITE – the Missouri Valley District of the Institute of Transportation Engineers - is displayed below and the details of which are provided in Attachment 1.



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 MOVITE President.

Use of the logo is authorized on:

- Official stationery, banners, website, and social media of MOVITE and its official Sections and Chapters, including Student Chapters.
- Banners, signs, name badges and clothing used in conjunction with Spring and Fall meetings of MOVITE or any meeting of its official Sections and Chapters, including Student Chapters.
- Registration and speaker gifts provided at Spring and Fall meetings of MOVITE.
- Promotional products developed for sale by MOVITE.
- Publications and official notices of MOVITE or any of its official Sections and Chapters, including Student Chapters.
- Other uses and only such uses as are approved by the MOVITE District Board or as authorized in writing by the MOVITE President.

Use of the MOVITE logo is not authorized on:

- Personal stationery or business cards of members or other individuals.

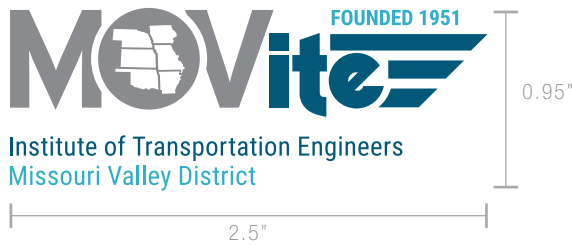
- Any product, the advertisement of any product or service, or the printed material of any organization offering products or services for sale.
- Any business website or social media where use of the logo may be considered an endorsement of said business and/or its products or services.

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

Attachment 1

MOVITE Logo Style Guide

MOVITE Logo



The default size of the logo should be the size the image is placed (or 2.5 inches wide as shown). The logo can be scaled larger for covers, signs, or other items but should not appear smaller. Anything smaller than what is shown will make the “Institute of Transportation Engineers” text difficult to read.

Primary Color Palette

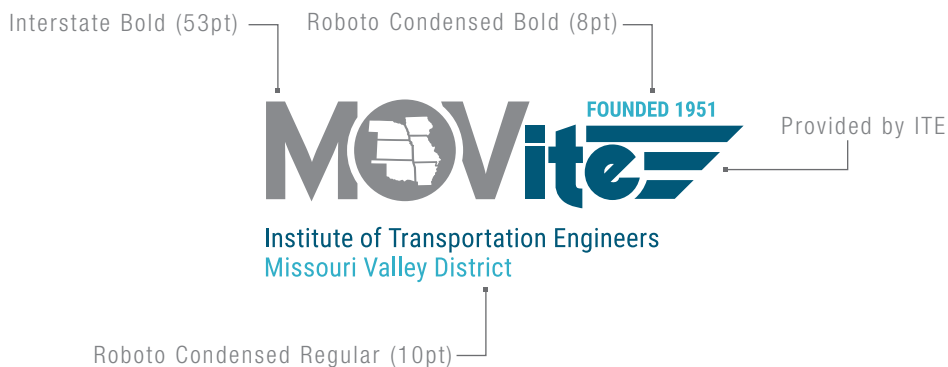
The Logo Color Palette is adopted from the ITE Handout “ITE Logo Specifications for Districts, Sections, and Chapters”

	Dark Blue Pantone: 308 CMYK: 100, 59, 35, 16 RGB: 0, 86, 125 HEX: 00567D		Light Blue Pantone: 631 CMYK: 69, 10, 18, 0 RGB: 59, 176, 201 HEX: 3BB0C9		Gray Pantone: Cool Gray 8 CMYK: 48, 40, 38, 4 RGB: 138, 138, 141 HEX: 8A8A8D
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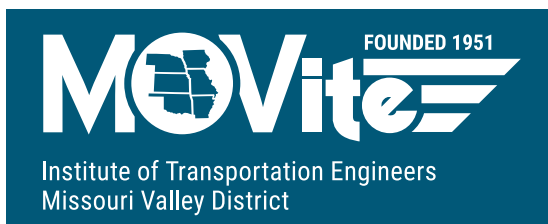
Fonts

INTERSTATE BOLD
ROBOTO CONDENSED BOLD
Roboto Condensed Regular

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



Reversed



The reversed logo can be used for web banners or other instances when high contrast is needed.

Swag



For items such as pens or other swag that require a smaller logo, a simplified version with the small text removed is preferred.