

## MEMORANDUM

**TO:** Robert Walker  
**FROM:** Craig Hanchey  
**DATE:** September 27, 1994  
**SUBJECT:** Deep South ITE  
Officer Handbook

Attached please find a copy of the Deep South ITE Officer's Handbook we worked up in 1991. Most of the recent officers should have had a copy. My suggestion would be to circulate it among all of the recent officers for their comments and then revise it accordingly. Also included is a disk with the Word Perfect files for the handbook. Please let me know if you have any questions.

Also, I will update the Deep South ITE History at the end of the year if you give me meeting summaries for this year. Basically, I need meeting dates, locations, speakers and topics. Also, I need any important news from the business meeting, like election results, awards, etc.

**DEEP SOUTH SECTION ITE OFFICER'S HANDBOOK**

**Report by the Officer's Handbook Committee**

*1 copy*

**1991**

## DSITE IMPORTANT DATES

January	Secretary-Treasurer mails out Winter Meeting Notice (at least 30 days prior to meeting)
January-Feb.	Secretary-Treasurer mails out dues notices (can be combined with Meeting mailout)
February	Winter Meeting (recognition of immediate Past President). Decide on date and location of Summer Meeting (inform Newsletter Editor)
April	First issue of DSITE Newsletter
May	Secretary-Treasurer mails out Summer Meeting Notice (at least 30 days prior to meeting) along with second notice for unpaid dues
June	President appoints Nominating Committee
June-July	Summer Meeting with Banquet. Make Outstanding Member Award. Decide on date and location of Annual Meeting (inform Newsletter Editor)
July 1	Nominating Committee submits its list of candidates to the Secretary-Treasurer in writing
July	Secretary-Treasurer mails ballots to membership (at least 60 days prior to Annual Meeting)
August	Second issue of DSITE Newsletter
August	President appoints Outstanding DSITE Member Award Committee (at the least 30 days prior to Annual Meeting)
August	Secretary-Treasurer mails out Annual Technical Meeting Notice (at least 30 days prior to meeting)
October	Annual Meeting (elections and presentation of awards). Decide on date and location of Winter Meeting (inform Newsletter Editor)
December	Third issue of DSITE Newsletter
December	DSITE Annual Report due to District 5

## GENERAL

President, Vice President and Secretary-Treasurer are one year terms.

Section Representative is a two year term.

Elections are held at the Fall Annual Meeting.

Terms of office are calendar years.

## DEEP SOUTH SECTION ITE OFFICER HANDBOOK

### Responsibilities of the President

- Overall direction of DSITE
- Conduct Business Meetings
- Preparation of Goals and Objectives
- Appointment of Committees:
  1. Nominating Committee (consisting of Immediate Past President, one Member from each State and one Affiliate). Nominating Committee shall submit its list of candidates to the Secretary-Treasurer in writing by July 1st<sup>or before</sup>.
  2. Outstanding DSITE Member Award Committee (consisting of the Immediate Past President and one Member from each State appointed by the current President). Committee shall submit its nomination to the current President in writing at least 30 days prior to the Summer Meeting.
  3. Tellers Committee (consisting of two Members and one Affiliate). Committee appointed prior to annual meeting.
  4. Insure standing committees such as Student Scholarship Committee remain intact.
  5. Other committees as needs arise.
- Presentation of Awards:
  1. Plaque to Immediate Past President in recognition of service to DSITE.
  2. Plaque to Outstanding DSITE Member (plaque to individual Member and traveling plaque). Awarded at banquet at Summer Meeting.
  3. Plaque to others for special service to DSITE (newsletter editor, etc.)
  4. President's Award if so desired.
- Update DSITE History annually (reprint every 5 to 10 years). Give updates to new President each December.
- Prepare DSITE Annual Report for District 5 (due in December).
- Coordinate DSITE Newsletter with Newsletter Editor.
- Oversee Student Scholarship Program with Student Scholarship Committee Chairman.

## DEEP SOUTH SECTION ITE OFFICER HANDBOOK

### Responsibilities of the Vice-President

Coordinate local arrangements for meetings with local host Member(s).

1. Select City and local host Member(s) at least two meetings in advance (i.e., decide location and host for Fall meeting at the Winter meeting).
2. The local host Membe(s) should have at least two dates for consideration as well as the potential hotel ready for discussion and decision by the membership at the meeting prior to the one in question (i.e., the host would have two possible dates for the Fall meeting ready for discussion and decision at the Summer meeting).
3. Inform Newsletter Editor well in advance of the mmeting so it can be publicized.

Set up Meeting Agenda (speakers, etc.) - coordinate with local host Member(s).

Moderator for Technical Meetings (unless local host Member handles).

Coordinate ABD functions with Affiliate Director and local host Member(s).

Coordinate help for Student Chapters with Student Chapter Liaison and Student Chapter Advisor. Assist President in Student Scholarship Program.

Prepare Meeting Agenda and meeting information for mailing.

## DEEP SOUTH SECTION ITE OFFICER HANDBOOK

### Responsibilities of the Secretary-Treasurer

- Prepare budget for the year (during January)
- Collect dues (mail dues notices twice - once in January or February and once later in year for those who haven't paid).
- Keep membership list current (dues paid, addresses, phone numbers, etc.). Bring membership list to all meetings for updates, address corrections, etc. Coordinate with MSU student chapter on record keeping.
- Coordinate prospective membership mailings with Membership Chairman (if one). Mail cover letters with applications to new members of International ITE in our area and to new suppliers, etc.
- Handle meeting mailouts (coordinate with Vice-President and local host Member).
- Bring receipt book and name tags to all DSITE meetings.
- Prepare Minutes of Business Meetings.
- Take pictures of all DSITE functions for use in newsletter and annual report.
- Update the Officer's Handbook as necessary. Give new copy to new officer's after election.
- Handle elections (mail ballots at least 60 days before Annual Meeting in Fall).
- Inform ITE Journal and District 5 Director of results of elections (after Annual Meeting in Fall).
- Maintain archive of DSITE records (add correspondence, membership and dues information, treasurer's report, copies of meeting notices and minutes of business meetings).
- Prepare written Treasurer's Report at the end of the year.
- Hand over all DSITE materials to new Secretary-Treasurer in December or January. Coordinate dues and meeting notice mailout for following January.

## DEEP SOUTH SECTION ITE OFFICER HANDBOOK

### Responsibilities of the Section Representative

- Serve on the District 5 Board
- Attend District 5 Board Meetings (2 meetings per year)
- Report to the Section on the business and activities of District 5.

## DEEP SOUTH SECTION ITE OFFICER HANDBOOK

### Responsibilities of the Affiliate Director

· Arrange ABD functions (typically at summer meeting)

1. Contact ABD members for contributions for social events
2. Plan and organize ABD functions (prepare acknowledgement poster board for sponsors of social events)

· Liaison between ABD members and DSITE Board.

**DEEP SOUTH ITE OFFICER'S HANDBOOK**

**APPENDIX**

**1991**

# DEEP SOUTH SECTION ITE

## Log of Membership Applications

Year: \_\_\_\_\_

	Applicant Name	App. Sent		App. Returned (Date)	DSITE Board Action
		By Hand (Date)	By Mail (Date)		
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____

Secretary/Treasurer: \_\_\_\_\_

*Example Membership Application Letter  
for New Members of International ITE*

January 21, 1991

Mr. Joe Smith  
City of Lake Charles  
Traffic Engineering Division  
100 First Street  
Lake Charles, Louisiana 70000

Dear Joe:

It has come to our attention that you are a member of International ITE. We would like to take this opportunity to encourage you to join and become active in your local ITE organization.

The Deep South Section of ITE serves the Louisiana and Mississippi area. We have members from state agencies, local governments, consulting firms and equipment suppliers. The Deep South Section typically meets three times per year in various cities in Louisiana and Mississippi. These meetings have informative technical programs. Additionally, members are meeting informally at the local level for lunch in several of the larger cities.

I am enclosing an application to the Deep South Section. Please return it if you are interested in becoming a member. Dues are \$8 per year. I am also enclosing a copy of a newsletter so you can see what we've been doing lately.

If I can answer any questions, please do not hesitate to give me a call.

Sincerely,

Bob Mabry, P.E.  
Secretary-Treasurer  
DEEP SOUTH ITE

*(be sure to include return address and phone number if not on agency stationary)*

*Example Membership Application Letter  
for Equipment Suppliers*

January 21, 1991

Mr. Joe Smith  
Traffic Signal Company  
100 First Street  
Lake Charles, Louisiana 70000

Dear Joe:

It has come to our attention that you are in the transportation related field. We would like to take this opportunity to encourage you to join and become active in the Deep South Section of the Institute of Transportation Engineers (ITE). The Deep South Section of ITE serves the Louisiana and Mississippi area. We have many members from state agencies, local governments, consulting firms and equipment suppliers.

The Deep South Section typically meets three times per year in various cities in Louisiana and Mississippi. These meetings have informative technical programs which offer a chance to get to know the people who specify and purchase transportation related equipment.

I am enclosing an application to the Deep South Section. Please return it if you are interested in becoming an affiliate member. Dues are \$8 per year. I am also enclosing a copy of a newsletter so you can see what we've been doing lately.

If I can answer any questions, please do not hesitate to give me a call.

Sincerely,

Bob Mabry, P.E.  
Secretary-Treasurer  
DEEP SOUTH ITE

*(be sure to include return address and phone number if not on agency stationary)*

1991 DEEP SOUTH ITE DUES NOTICE

Please fill in the following and return with your payment (including any past due amount).

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency or  
Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

1991 Annual Dues = \$8.00

1990 Past Due Dues =

Make check payable to **Deep South ITE**

Check here if you wish to resign from Deep South ITE \_\_\_\_

Return to: Bob Mabry, P.E.  
DSITE Secretary/Treasurer  
Mississippi State Highway Dept.  
P.O. Box 1850  
Jackson, MS 39205-1850

*(Should be printed on Deep South ITE Stationary, cover letter should contain contact person and return address and phone number)*

1991 DEEP SOUTH ITE DUES NOTICE

-SECOND NOTICE-

Please fill in the following and return with your payment or check below if you wish to resign from the Deep South ITE.

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency or  
Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

1991 Annual Dues = \$8.00

1990 Past Due Dues =

Make check payable to **Deep South ITE**

Check here if you wish to resign from Deep South ITE \_\_\_\_

Return to: Bob Mabry, P.E.  
DSITE Secretary/Treasurer  
Mississippi State Highway Dept.  
P.O. Box 1850  
Jackson, MS 39205-1850

*(Should be printed on Deep South ITE Stationary, cover letter should contain contact person and return address and phone number)*

-Example Resolution-

WHEREAS, the safety of the motoring public throughout Louisiana is dependent upon the sound engineering decisions made by traffic engineers, and

WHEREAS, these decisions are based strongly on the adequacy of traffic accident data, and

WHEREAS, the State of Louisiana accident data currently excludes the bulk of reported accidents in the form of Property Damage Only accidents, and

WHEREAS, the voters of Louisiana have recently expressed an interest in having better and safer roads by approving issues to improve and increase the funding for such activities, then

THEREFORE BE IT RESOLVED, that the Deep South Section of the Institute of Transportation Engineers, in the interest of safer road conditions for the motoring public in the State of Louisiana, requests that the Department of Public Safety and the Department of Transportation and Development take the necessary steps to insure that all accident data, including Property Damage Only accidents, are placed in the State accident data bank, and

THAT, the membership of the Deep South Section of the Institute of Transportation Engineers offers its assistance in obtaining whatever funds, personnel and equipment are needed to achieve this goal and will provide technical assistance at any meetings or hearings to obtain these items.

Resolved by the membership at its regular meeting on October 26, 1989.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

*(Should be printed on Deep South ITE Stationary, cover letter should contain contact person and return address and phone number)*

-Example-

MINUTES OF BUSINESS MEETING

Page 1 of 2

Winter Meeting on February 16, 1989  
Holiday Inn - Hammond, Louisiana

The Business Meeting was held during lunch. The meeting was called to order by President Steve Strength. Forty-one members were in attendance.

1. President Steve Strength mentioned that this was the first mid-week meeting in some time and that he had received positive feed back from the ABD members. He asked if anyone had any problems with the mid-week format and recommended that DSITE keep it for future meetings.
2. President Steve Strength announced that the District 5 Annual Meeting will be held in Lexington, Kentucky on April 23-26, 1989. He also reported that the Fall meeting will probably be in Jackson, Mississippi.
3. President Steve Strength announced that the DSITE Summer meeting will be a joint meeting with the Alabama Section in Gulf Shores on June 14-15, 1989 at the Quality Inn.
4. Ed Cheek introduced Ken Hilroy, the President of the Louisiana Tech ITE Student Chapter. He stated that the chapter had seven dues paying members. They had taken a field trip in January to Shreveport to visit their Traffic Engineering Department. He appealed for speakers for their meetings.
5. President Steve Strength announced that Doug Robert had been appointed to a National Committee looking at Traffic Engineering Certification.
6. President Steve Strength and Doug Robert informed the group about recent efforts toward getting the State of Louisiana to begin a five year \$5 million per year program to catch up on traffic signal installations and upgrades. They made this proposal to the Joint Legislative Committee in New Orleans in December.
7. Secretary/Treasurer Dwight Fox reported that he had budgeted \$300 for use by the Louisiana Tech Student Chapter. Ed Cheek motioned that the amount be approved and Olin Dart seconded it. It passed on a voice vote.
8. Meeting adjourned.

Submitted by Craig M. Hanchey \_\_\_\_\_  
DSITE Secretary-Treasurer

ATTENDANCE

Winter Meeting on February 16, 1989  
Holiday Inn - Hammond, Louisiana

Blair Temple  
Latt Eades  
Ron Sims (applying)  
Jeff Bonner  
Gene Moody  
Kirk Richards (applying)  
Jimmy Downs  
Steve Strength  
Cliff D'Angelo  
Coan Bueche  
Ed Cheek  
ED Williams  
Ted Haynes  
Bob Canfield  
Steve Gremillion  
Denis Hebert  
Chris Morvant  
Roy Herring  
Dwight Fox  
Kenneth Mason  
Rick Freeman  
Craig Hanchey  
Philip Buras  
Olin Dart  
Peter Bock  
Thomas Buckley  
Bruce Badon  
David Harris  
Lee Daspit  
Jim Ricciardone  
Bob Mabry  
Jim Ellington  
Dietmar Rietschier  
John Exnicios  
Doug Robert  
Don Fortney  
Glenn Eggers  
Roger Melancon

*-Example-*

TREASURER'S REPORT  
JULY 1, 1988 - DECEMBER 31, 1989  
YEAR END REPORT

BALANCE AS OF JUNE 30, 1988 (Beginning of term)	\$2,000.00
--	------------

INCOME

Dues	990.00
Meeting Registration	<u>2,605.00</u>

TOTAL INCOME	\$3,595.00
--------------	------------

EXPENSES

Meetings (Diamondhead, Rustin, 2,311.98 Hammond, Gulf Shores, Jackson)	
Postage	190.14
Office Supplies, etc.	667.03
Plaques, etc.	180.08
La. Tech Student Chapter	300.00
Reimbursement for Trip to Int. ITE Meeting in San Diego (S. Strength)	363.00
Bank Charges	<u>12.05</u>

TOTAL EXPENSES	\$4,024.28
----------------	------------

BALANCE AS OF JANUARY 10, 1990 (End of term)	\$1,570.72
---	------------

Respectfully submitted,

Craig M. Hanchey, P.E.  
Secretary/Treasurer

-Meeting Notices-

Meeting Notices should be printed on Deep South ITE stationary contain the following:

1. Date, time and location of meeting (including map)
2. Cost of meeting (does it include lunch)
3. Tentative Agenda (with times, speakers, topics, technical tours, etc.)
4. Other activities scheduled (golf, banquet, etc.)
5. Contact person and phone number
6. Cost of overnight accommodations and phone number of hotel

## -Annual Report-

The Deep South ITE Annual Report should be similar to past reports and should follow the following general format (unless District 5 requests a different format):

- I. Goals. List the goals for the Section as stated by the President at the beginning of the year. Discuss whether or not they were realized.
- II. Membership Activity. List active (dues paying) membership by category for current and previous year. List possible reasons for change (positive or negative).
- III. Section Meetings. List Deep South meetings for the year. Include date, location, attendance, agenda, etc.
- IV. Section Technical Activities. List Officers, Committees and special Deep South Awards.
- V. District 5 and International ITE Activities. List Deep South members who are District and International Officers or Committee members. List any awards received and papers published.

APPENDIX The Appendix should contain the following:

1. Meeting mailouts with agenda, etc.
2. Pictures of Section events
3. Minutes of Business Meetings
4. Copies of the newsletter
5. Committee Reports
6. Treasurer's Report
7. copies of papers published by Section members