

3.13 St. Louis Chapter of the Transportation & Development Institute

BY LAWS (Revised March 8, 2011)

3.13.1 Article 1: Name

The name of this organization shall be the St. Louis Chapter of the Transportation and Development Institute (STLT&DI) (hereinafter referred to as the Chapter), of the American Society of Civil Engineers (ASCE) (hereinafter referred to as the Society).

3.13.2 Article 2. Vision

The Chapter will strive to be the recognized leader in the geographic area covered by the St. Louis Section of ASCE for the advocacy of livable communities and practical design by promoting environmentally sensitive transportation and land development in the region. The Chapter will work hand-in-hand with other agencies including TEAM, APA, and ITE to unite the disciplines of planning, design, construction, operation, maintenance, and research in support of sustainable development and design in our region.

3.13.3 Article 3. Mission

It is the Mission of the Chapter to:

“Promote the interdependence of transportation, land development, and the environment by providing a multidisciplinary focus for professional communication, education and collaboration. The Chapter will enhance the professional knowledge and skills of its members so that they may improve the quality of life in the region. The Chapter will bring together local engineers, planners, industry representatives, citizen groups, developers, public officials, and others dedicated to improving transportation and fostering appropriate development decisions at the local, regional, and state-wide levels.”

3.13.4 Article 4. Organization

The action of the STLT&DI shall be consistent with the provisions as set forth in the Constitution and Bylaws of the St. Louis Section of ASCE.

3.13.5 Article 5. Membership

Membership in the STLT&DI is open to all individuals who have standing in the national T&DI. Membership in ASCE is not a pre-requisite for membership in the STLT&DI (ASCE bylaws Section 9.4.2.2.1). Members shall subscribe to the rules of the STLT&DI. Membership acceptance in the STLT&DI and final decisions regarding the same will be the responsibility of the STLT&DI officers.

3.13.6 Article 6: Dues and Finances

Section 1. Additional dues may be collected by the STLT&DI for involvement in STLT&DI. The annual Section dues of each member shall be fixed by a majority vote of the Board of Directors at the Annual Meeting.

Section 2. The St. Louis Section of ASCE shall hold the finances of the STLT&DI.

3.13.7 Article 7: Officers

Section 1. The officers of the STLT&DI will consist of a Chair, Vice Chair, Secretary/Treasurer. Specific roles and responsibilities of the Officers are provided below:

Chair: The Chair shall provide overall business, strategic, and policy direction to the STLT&DI.

The Chair will represent the STLT&DI in all official business capacities and serve as the liaison with the St. Louis Section of the ASCE and the national T&DI. The Chair will hold the duty of calling and presiding over all Officer, Board of Directors, and Membership meetings. The Chair is responsible for the preparation and submittal of the STLT&DI Annual Report to the T&DI and St. Louis Section of the ASCE by September 1 of each year; with the Annual Report describing all of the activities of the STLT&DI in the preceding year.

Vice Chair: The Vice Chair responsibilities shall not be restricted solely to an *in-absentia* position to the Chair, but will assume an active role in the development, strategic direction, and growth of the organization. In the event of certain necessities, the Vice Chair shall perform all of the duties of the Chair (as directed by the Chair). The Vice Chair shall serve as the Program Coordinator for all programs developed and administered by the STLT&DI.

Secretary/Treasurer:

The Secretary/Treasurer shall hold the responsibility of organizational documentation and membership validity. The Secretary shall maintain the membership list, prepare, and submit meeting notices, prepare, and submit meeting minutes, and oversee the election process of the organization. The Secretary/Treasurer will have direct contact with the St. Louis Section of the ASCE. The Secretary/Treasurer shall report directly to the Chair.

Section 2. The officers of the STLT&DI along with the latest active resident Past-Chair, shall constitute a Board of Directors in which the government of the St Louis Transportation and Development Institute Chapter shall be vested.

Section 3. All officers shall be elected for terms of two years, which shall begin at the close of the Annual Meeting and continue until the next election.

Section 4. Officers must meet all applicable T&DI membership requirements.

Section 5. The Vice Chair shall fill a vacancy in the office of Chair. The Secretary/Treasurer shall fill a vacancy in the office of the Vice Chair. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 6. At meeting of the Board of Directors, three members shall constitute a quorum.

3.13.8 Article 8: Nomination and Election of Officers

Section 1. The Nominating Committee shall consist of not less than three members appointed by the Executive Board, typically the immediate Past-Chair, Chair, and Vice-Chair.

Section 2. The Nominating Committee shall choose one or more candidates for election of each vacant office. The Vacant Office shall be the Secretary/Treasurer position, unless otherwise approved by the Nominating Committee. The Chair shall become the Past-Chair; the Vice-Chair shall become the Chair; the Secretary/Treasurer shall become the Vice Chair.

Section 3. The Secretary shall send an email, containing a list of official nominees and a space for a write-in vote for another candidate for each office, to each member of the STLT&DI at least 14 days previous to the Annual Meeting. Election may be by ballot or a voice vote at a noticed meeting. The Nominating Committee shall administer the election.

Section 4. New *Officer-elects* shall be invited to all Officer and Board of Director meetings during the pendency of their upcoming tenure, which commences on October 1.

3.13.9 Article 9: Meetings

Section 1. The Annual Meeting shall be set by the Board of Directors but shall be held as close to the first week in September (before or afterward) as practical.

Section 2. Meetings shall be held on such date and at such place as the Board of Directors designate. The Board of Directors must meet at least annually to conduct any business that might properly come before it. The Chair of the Board of Directors shall establish the place and date for this annual meeting.

Section 3. Any action required to be taken at a meeting of the Board of Directors, or any action that may be taken at a meeting of the Board of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be agreed to by all Board of Directors members and be filed with the minutes of the meeting. Members of the Board of Directors may participate in any meeting of the Board of Directors by telephone conference or similar communications equipment by means of which all persons participating in the meeting can hear each other and such participation in a meeting shall constitute attendance at the meeting.

3.13.10 Article 10: Committees

Section 1. The Chair each year shall appoint committees as needed to operate the STLT&DI. The Chair shall determine the name, purpose, and number of committees.

3.13.11 Article 11: Administration

Section 1. All membership meetings of the Chapter and meetings of its Board of Directors shall be conducted according to the most recent version of Robert's Rules of Order, in all cases to which these rules are applicable and in which such rules are not inconsistent with the Society and/or Institute Constitution, Bylaws, and Rules of Policy and Procedure.

Section 2. The Chapter may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations. Potential conferences and/or co-sponsoring opportunities include the annual TEAM, Missouri Planning, and University of Missouri Traffic & Safety events.

3.13.12 Article 12: Dissolution

At any duly constituted meeting of the Board of Directors, by a two-thirds vote, the Institute Chapter Board of Directors may vote to recommend dissolution of the Institute Chapter, provided that a written notice of this proposed action shall have been given at a previous meeting of the Chapter Board of Directors and provided further that the proposed dissolution shall have been published in the Section newsletter.

3.13.13 Article 13: Amendments

Section 1. The Chapter Bylaws may be amended at a duly constituted meeting of the Board of Directors by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at a previous meeting of the Board of Directors.

3.14 SUSTAINABILITY COMMITTEE

3.14.1 Purpose and Goals

The purpose of the Sustainability Committee is to facilitate and accelerate the sustainability discussion, offer sustainability related continuing education sessions, and serve as an available and useful resource for the St. Louis engineering community.

3.14.2 Committee Composition

The committee should be composed of a chair and a minimum of three members having interest in sustainability as it applies to civil/structural engineering.

3.14.3 Duties

In October, the Department of Technical Development should be officially notified of the name of the Sustainability Committee chair. The notification should be sent to the Director of Technical Development as listed in the Official Register.

The committee should organize at least one seminar or program each year that is eligible for Professional Development Hours (PDHs). The development and presentation of the program should be coordinated with the Continuing Education Chair to ensure that the event is eligible for PDHs, the activity is appropriately documented, and certificates of attendance are provided to the attendees. Programs could include presentation of fundamental concepts of sustainability, case studies, interactive work sessions, etc.

The committee should assist the Awards Committee in identifying individuals and projects that may be eligible for local or national awards. A listing of local awards is provided on page 1-3-23 of this Handbook. A listing of national awards can be found on the ASCE Society's website.

3.14.4 Reports

Upon completion of each program, the Chair should prepare the Activity Reporting Form in Section 4, summarizing the arrangements, attendance, expenses, and income of the program. A copy of this report should be submitted to the Secretary at an Executive Board meeting. In addition, the Request for Reimbursement Form should be completed for all reimbursable expenses and submitted with the receipts to the Treasurer.