

TENNESSEE SECTION
INSTITUTE OF TRANSPORTATION ENGINEERS



OPERATIONS
MANUAL

TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

2019 EDITION

WWW.TSITE.ORG

MISSION STATEMENT

The mission of the Tennessee Section of the Institute of Transportation Engineers (TSITE) is the professional development and growth of the traffic and transportation industry, promoting safe and efficient flow of people, goods and services. TSITE will work diligently with the Southern District Institute of Transportation Engineers and International ITE to maintain and further enhance our professional organization by developing and supporting safe standards and sound guidelines for the practice of traffic and transportation engineering. In order to achieve this end, TSITE will grow its membership, contribute to the knowledge base by research and experience, promote the practice of traffic and transportation engineering, and actively engage young and talented professionals to pursue the challenges in transportation. By this pursuit, TSITE should establish itself as a strong ITE section and contribute to a stronger District and international organization.

ACKNOWLEDGMENTS

The TSITE Operations Manual was originally prepared in 1989 and was subsequently updated in 2001, 2005 and 2011. In 2019, the TSITE Executive Board charged the Technical Committee to review the current TSITE Operations Manual and recommend additions, deletions and changes to make the manual more useful and helpful to a new officer or committee member who has little personal knowledge of TSITE operations. The 2019 version update of the TSITE Operations Manual achieves the expectations of the original charge. The following are members of the Technical Committee who participated in this update:

Kenneth Perkins, P.E., PTOE, Chair
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Amy Burch, P.E. (Current President)
Nathan Vatter, P.E. (Current Vice President)
Stephen Edwards, P.E. (Current Secretary-Treasurer)
Greg Dotson, P.E. (Current Past President)

TSITE TAG LINE

TSITE: Advancing Transportation in Tennessee

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SECTION 1 – INTRODUCTION AND PURPOSE

1.1 Introduction

The Tennessee Section of the Institute of Transportation Engineers (TSITE) exists under Charter by the Southern District of the Institute of Transportation Engineers (SDITE) (formerly known as District 5). TSITE operates under government established via Bylaws most recently approved on December 2, 1988 by the District 5 Board. Responsibility for the government of TSITE is vested in the SDITE Bylaws (<http://www.sdite.org/leadership-tools/>) and the TSITE Bylaws (<http://tsite.org/about-tsite/tsite-bylaws/>).

Each officer shall have an electronic and paper copy of the TSITE Operations Manual. This manual should be reviewed periodically by the TSITE Executive Board Members and updated as necessary. The Vice President shall be responsible for making the changes, unless otherwise directed by the President.

In addition to this manual, TSITE maintains a website (www.tsite.org) where a substantial amount of information is provided to its members. This information includes such items as the current officers, current committee chairmen and its members, upcoming quarterly and local meetings, membership applications and update forms, student scholarship applications, student chapter involvement, publications, statewide technical links, organization sponsors, and many more links to other TSITE related sites.

1.2 Purpose

The purpose of the TSITE Operations Manual is to provide new TSITE Executive Board and Committee Members insight of past year's operations. This manual should be considered as a series of guidelines to help carry out the TSITE Bylaws, and not absolute requirements for officers and committees of TSITE. These policies were developed in a spirit of professional courtesy to future officers, with the intent of making their jobs easier, and in turn, improving future operations of TSITE.

SECTION 2 – DEFINITIONS AND TERMINOLOGY

2.1 Definitions

The following definitions are used in this manual:

- TSITE – Tennessee Section of the Institute of Transportation Engineers.
- SDITE – Southern District of the Institute of Transportation Engineers (formerly known as District 5). SDITE is comprised of the following sections:
 - Alabama;
 - Deep South (Louisiana and Mississippi);
 - Georgia;
 - Kentucky;
 - North Carolina;
 - South Carolina;
 - Tennessee; and
 - Virginia.
- International ITE – International Institute of Transportation Engineers
- TSITE Executive Members – Consists of the President, the Vice President, and the Secretary-Treasurer.
- TSITE Ex-Officio Members – Consists of the Immediate Past President, the Section Representatives, and the Section Administrator.
- TSITE Executive Board – Consists of the TSITE Executive and Ex-Officio Members
- TSITE President Elect – Vice President after the election.
- TSITE Members – Members who are eligible to vote for TSITE officers and are members of International ITE.
- TSITE Student Members – Members who are enrolled at a university within the State of Tennessee and are members of International ITE. TSITE student members are not eligible to vote for TSITE officers.
- Annual Report – Prepared by Immediate Past President to report TSITE activities during their term as President. The report is submitted to SDITE to compete for best Outstanding Large Section Award.
- TSITE Scholarship Award – Scholarships that are awarded each year to engineering and planning students interested in transportation that are enrolled at a university within the State of Tennessee.
- TSITE Calendar – Calendar of events depicting TSITE activities occurring during the calendar year.

- TSITE Section Administrator – An Executive Board appointed position. Non-voting Ex-officio member, whose primary role is to provide consistency at the board level and manage finances.
- Summer Auction – A social event that is held at the Summer (Annual) TSITE Meeting and all proceeds go to Scholarship Fund.
- ITE Headquarters (HQ) – The ITE Headquarters Office is located in Washington D.C. The ITE HQ staff, led by an Executive Director and CEO, provides a significant amount of information and support to the Districts and Sections. Section Leadership should be aware that they contact ITE HQ staff regarding questions about membership, dues, administrative procedures and policies, new initiatives, etc.

2.2 Terminology

The following terminologies are used in this manual:

- TSITE Quarterly Meetings:
 - Winter – Usually held in February or March at or near a university campus scheduled around the State of Tennessee university's spring breaks; Includes the Traffic Bowl Competition
 - Spring – Usually held in May or June
 - Summer (also known as the Annual Meeting) – Usually held in July
 - Fall – Usually held in October or November
- TSITE Business Meetings:
 - Held in conjunction with the TSITE Quarterly Meetings
- TSITE Executive Board Meetings:
 - Usually held during the TSITE Summer Meeting
 - Usually held in December during the transition of TSITE Executive Board Officers
 - When necessary, Special Meetings may be called by the TSITE President
- TSITE Awards:
 - Edward E. Watt Volunteer Award for Distinguished Service (for long term service (i.e. more than 10 years in ITE/5 years in TSITE))
 - Tennessee Section Award for Outstanding Individual Service (for short term service (i.e. previous 1-2 years in TSITE))
 - Jack B. Humphreys Award for Service as a Young Member (under 35 years of age)
 - Robert Stammer Student Chapter Award
- SDITE Awards (See Section 6.6)

SECTION 3 – DUTIES AND RESPONSIBILITIES (EXECUTIVE BOARD)

3.1 TSITE Executive Board

The TSITE Executive Board consists of the Executive Members (President, Vice President, and Secretary-Treasurer) and the Ex-Officio Members (Immediate Past President, Section Representatives and Section Administrator).

The TSITE Executive Board shall govern the activities of TSITE as established in the TSITE Bylaws (See Article IV of the TSITE Bylaws).

The TSITE Executive Board is responsible for providing input/suggested changes of this TSITE Operations Manual to the Vice President to make the necessary changes, unless otherwise directed by the President.

The TSITE Executive Board should meet at least twice each year, usually during the Summer Meeting and in December. The TSITE President may call a special meeting when necessary.

The TSITE Executive Board should:

- Propose amendments to the Bylaws, by resolution.
- Petition any amendment to the Charter, by resolution.
- Increase Section dues (See Article VIII of the TSITE Bylaws).
- Authorize all non-routine expenditures.
- Select recipients for special awards and certificates of appreciation.
- Select TSITE meeting sites and dates (See Section 5.13 for goals in site selection).

The TSITE Executive Board is responsible to appoint a TSITE member to fill the unexpired term of the Vice President, Secretary-Treasurer or Section Representative, if the office becomes vacant. Depending upon the timing of the vacancy, the Executive Board may determine to fulfill the vacancy at the next TSITE Executive Board officer elections.

The TSITE Executive Board shall vote to break the tie in the event that a tie occurs in an election for Secretary-Treasurer or Section Representative.

3.2 TSITE Executive Board Officers Summary

The following is a summary of each TSITE Executive Board Officer along with a color coded scheme for the **President**, **Vice President**, **Secretary-Treasurer**, and **Immediate Past President**, **Section Administrator** and **Section Representative(s)**. Even though everything provided throughout this manual is essential to know and understand, this color coded scheme is used to reinforce the important tasks for each TSITE Executive Board Officer.

PRESIDENT (See Section 3.3)

- Executive member of the TSITE Executive Board
 - Preside at all TSITE meetings including Executive Board and Business meetings
 - Prepare the TSITE Business Meeting agenda
 - Provide his/her report to the TSITE membership at each meeting
 - Communicate with SDITE regarding TSITE activities, schedules, announcements, etc.
 - Ex-Officio member of all TSITE committees except Nominating Committee
 - Appoint a minimum of two tellers at the Summer Meeting for counting election votes
 - Appoint members to fill vacancies in Committee Chair positions and for members on the Scholarship Committee
 - Ensure that all federal and state taxes and business (non-profit) licenses are properly filed annually
- Regularly check-in with TSITE Board members and committee chairs regarding tasks and deadlines

VICE PRESIDENT (See Section 3.4)

- Executive member of the TSITE Executive Board
- Perform any assignments given to him by the President
- Provide his/her report to the membership at each meeting
- Prepare the TSITE quarterly meeting agenda and obtain the presenters for the technical sessions at all TSITE Meetings
- Prepare the TSITE Events Calendar for the upcoming calendar year
- Update the TSITE Operation Manual that are suggested by the TSITE Executive Board
- Maintain an adequate supply of TSITE speaker gifts
- Provide International ITE any requested and required information for federal tax purposes
- Becomes President Elect after the election
- As President Elect, send in writing the names, addresses, and e-mail addresses of officers elected and their term of office to the International ITE and the SDITE
- As President Elect, present a plaque to the outgoing President for his/her service to the TSITE for the previous three years
- As President Elect, appoint chairmen and members to any standing Committees contained in this manual and assigning them their responsibilities
- As President Elect, hold a TSITE Executive Board Meeting (after the Fall Meeting)
- Prepare PDH Certificates for each TSITE meeting

SECRETARY-TREASURER (See Section 3.5)

- Executive member of the TSITE Executive Board
- Meetings
 - Provide his/her report to the membership at each meeting.

- Handle the pre-registration, registration, and collection of registration fees at all meetings
- Prepare a sign-in sheet to record meeting attendee information
- Prepare Reminders for the TSITE summer meeting
- Prepare the meeting agenda and subsequent meeting minutes for each TSITE meeting
- Membership Rosters and Dues
 - Chair the Section Relations Committee
 - Maintain and update the TSITE membership roster in a computer database
 - Prepare a list of current delinquent dues members
- Financial Activities
 - Maintain the TSITE financial operations
 - Prepare a financial report outlining all income and expenses occurring since the previous TSITE meeting
 - Collect all money from the Summer Auction and deposit it in the checking account and send to ITE for the scholarship fund
 - Coordinate with the International ITE and the SDITE on financial activities
 - Coordinate with the Section Relations Committee to accept donations from TSITE sponsors as set by the TSITE Executive Board
 - Make TSITE donations with direction provided from the TSITE Executive Board
 - Transfer the bank account to new Secretary-Treasurer at the year-end December TSITE Executive Board Meeting
 - Coordinate with the Section Administrator
- Elections
 - Conduct all elections including voting on amendments
 - Generate a list of eligible TSITE members in two separate ways
 - Notify the website member of the Section Relations Committee so that election candidates and the electronic voting activities can be posted on the TSITE website
 - Prepare the instructions to the Teller Committee
- Mailings/Email Correspondence
 - Email information to the TSITE membership
 - Assist the outgoing President in the preparation of the TSITE Annual Report
- Documents
 - Maintain all TSITE documents, including templates, in electronic format
 - Maintain the TSITE historical documents
 - Maintain a supply of office materials

IMMEDIATE PAST PRESIDENT (See Section 3.6)

- Ex-Officio member of the TSITE Executive Board
- Provide his/her report to the membership at each meeting
- Prepare the Annual Report to the SDITE for his or her term as President
- Prepare the TSITE History Report for his/her term as President
- Member of the SDITE Nomination Committee
- Chairman of the Nominations Committee for TSITE Executive Board Offices
- Chairman of the Awards Committee for TSITE Awards
- Chairman of the Awards Committee of TSITE Members for SDITE Awards
- Chairman of the Scholarship Committee
- Perform any other assignments given by the President
- Order the TSITE Award Plaques and deliver to the Awards Banquet (See Section 6 and Appendix H for details)

SECTION REPRESENTATIVE (See Section 3.7)

- Ex-Officio member of the TSITE Executive Board
- Senior Section Representative is responsible for training the Junior Section Representative
- Provide his/her report to the membership at each meeting
- Attend the SDITE Executive Board meetings and reporting any information from those meetings
- Provide TSITE information to the SDITE for insertion in the SDITE Newsletter
- Participate in SDITE phone calls and correspondence

SECTION ADMINISTRATOR (See Section 3.8)

- Ex-Officio member of the TSITE Executive Board but may not vote
- Assist the elected Officers in the routine activities of the Section. The role is intended as an operations role and not a policy role
- The duties of the Administrator should be periodically reviewed and adjusted as necessary.
- Coordinate with the Secretary/Treasurer regarding all financial operations.
- Maintain the TSITE ledger and checking account.
- File all federal and state taxes and non-profit business licenses/reports annually, as required by law.

3.3 President

The President is an executive member of the TSITE Executive Board.

The President shall preside at all TSITE meetings including Executive Board and Business meetings and direct all activities necessary for orderly operation of the TSITE. The term of the President is January 1 to December 31.

The President is responsible for preparing the TSITE Business Meeting agenda.

The President is responsible for providing his/her report to the TSITE membership at each meeting. This report may include any information that he/she feels will be of value to the membership. This information may be also reported through the Section Relations Committee to post in the TSITE newsletter, on the website, or in the Social Media.

The President is responsible for communicating with SDITE regarding TSITE activities, schedules, announcements, etc.

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

The President is responsible for appointing a minimum of two tellers at the Summer Meeting to count election ballots to determine which candidates received the highest number of votes.

The President is responsible for appointing members to fill vacancies in Committee Chair positions and for members on the Scholarship Committee.

The President should regularly check-in with TSITE Board Members and committee chairs regarding tasks and deadlines throughout the year.

The President is responsible for coordinating with the Section Representatives to prepare the Section's Roll Call skit/presentation during the SDITE Annual Meeting opening session.

3.4 Vice President

The Vice President is an executive member of the TSITE Executive Board.

The Vice President shall perform any assignments given to him by the President. The term of the Vice President is January 1 to December 31. In the absence of the President, the Vice President shall preside at TSITE meetings. In the event of a vacancy occurring in the office of President, the Vice President shall also assume the duties of the President during the remainder of his/her term.

The Vice President is responsible for providing his/her report to the membership at each meeting. This report may include upcoming TSITE meetings and any assignments given to him/her by the President.

The Vice President is responsible for preparing the TSITE quarterly meeting agenda and obtaining the presenters for the technical sessions at all TSITE Meetings. The Technical

Committee may assist the Vice President with this effort. The final agenda program will be sent to the Secretary-Treasurer for mailing to the TSITE membership. The Vice President should provide speaker gifts and send thank you letters to the presenters after each TSITE meeting.

The Vice President is responsible for preparing the TSITE Events Calendar for the upcoming calendar year.

The Vice President is responsible for updating changes to the TSITE Operation Manual that are suggested by the TSITE Executive Board.

The Vice President is responsible for maintaining an adequate supply of TSITE speaker gifts and passing them on to the next year's Vice President.

The Vice President is responsible for providing International ITE any requested and required information for federal tax purposes covering the period when they were served as Secretary-Treasurer. The Vice President is responsible for contacting International ITE to determine the deadline for submitting the information and type of information to provide International ITE.

The Vice President becomes President Elect after the election.

The Vice President, as President Elect, after election of new officers, is responsible for sending in writing the names, addresses, and e-mail addresses of officers elected and their term of office to the International ITE and the SDITE.

After the acceptance of the gavel from the outgoing President at the Fall Meeting, the Vice President, as President-Elect, is responsible for presenting a plaque to the outgoing President for his/her service to the TSITE for the previous three years as President, Vice President and Secretary-Treasurer, if applicable.

The Vice President, as President Elect, and by January 1st of his or her term as President, is responsible for appointing chairmen to any standing Committees contained in this manual and assigning them their responsibilities. The Committee Chairmen may select any members needed to complete their respective committees. Committee memberships should reflect all geographical areas of the Section and each committee member should demonstrate his or her willingness to serve.

Sometime after the Fall Meeting and before the end of the current year, the Vice President, as President-Elect, is responsible for conducting a TSITE Executive Board Meeting. This meeting is usually held at his/her office location or at another location that he/she chooses. Any goals and assignments for the upcoming year should be discussed at this time.

3.5 Secretary-Treasurer

The Secretary-Treasurer is an executive member of the TSITE Executive Board.

The Secretary-Treasurer is responsible for working closely with the Audit, Membership, Nominations, and Section Relations Committees as their duties and responsibilities periodically overlap. The term of the Secretary-Treasurer is January 1 to December 31.

MEETINGS

The Secretary-Treasurer is responsible for providing his/her report to the membership at each meeting. This report may include reporting the TSITE activities since the previous TSITE meeting such as dues collected, payments made, checking account balance, and scholarship fund balance.

The Secretary-Treasurer is responsible for handling the pre-registration, registration, and collection of registration fees at all meetings. Receipts should be provided upon payment. The collected registration fees should be kept in separate and safe place until deposited.

The Secretary-Treasurer is responsible for preparing a sign-in sheet to record meeting attendee information such as the attendees name and organization, amount paid, and their signature.

The Secretary-Treasurer is responsible for preparing the name tags for meetings.

Upon receipt of the final agenda from the Vice President, the Secretary-Treasurer is responsible for preparing the meeting agenda and subsequent meeting minutes for each TSITE meeting. The meeting minutes may be posted on the TSITE website prior to the next meeting. Copies should be made available at each TSITE quarterly meeting.

The Secretary-Treasurer is responsible for preparing PDH Certificates for each TSITE meeting. Copies should be made available at each TSITE quarterly meeting.

MEMBERSHIP ROSTERS AND DUES

The Secretary-Treasurer is **Chair of the Section Relations Committee.**

The Secretary-Treasurer is responsible for **maintaining and updating the TSITE membership roster including contact emails in a computer database.**

- Member Grade Processing Procedure - Member Grade acceptance by TSITE is automatic if the prospective member holds International ITE membership.
- The Roster should be ready for distribution throughout the year for meetings and as requested from the TSITE membership.

The Secretary-Treasurer is responsible for **preparing a list of current delinquent dues members.** This should be handled in coordination with ITE HQ staff.

FINANCIAL ACTIVITIES

The Secretary-Treasurer in coordination with the Section Administrator is responsible for **maintaining the TSITE financial operations** including certain recurring items which should be accompanied with a receipt. Some recurring items include: stamps, office supplies, and meeting facilities.

The Secretary-Treasurer in coordination with the Section Administrator is responsible for **preparing a financial report outlining all income and expenses occurring since the previous TSITE meeting.** The opening date of the report shall match the closing date of the previous report. This report along with the current bank statement should be reviewed by the Audit Committee prior to the presentation of the report to the membership at the TSITE Business Meeting.

The Secretary-Treasurer should **coordinate with the Section Administrator** on all financial operations.

The Secretary-Treasurer is responsible for **collecting all money from the Summer Auction and deposit it in the checking account.** Afterwards, a check should be written to the Scholarship Fund account at International ITE. During the Summer Auction, the Secretary-Treasurer should record the individual auction items and how much he or she bid on each item.

The Secretary-Treasurer is responsible for **coordinating with the International ITE and the SDITE on financial activities.**

The Secretary-Treasurer is responsible for **coordinating with the Section Relations Committee to accept donations from TSITE sponsors as set by the TSITE Executive Board.**

The Secretary-Treasurer is responsible for **making TSITE donations with direction provided from the TSITE Executive Board.** These donations may include special International and SDITE funds, university student chapter activity funds, member memorial funds, etc.

The Secretary-Treasurer along with the existing or incoming Section Administrator, the incoming Vice President and President-Elect are responsible for **transferring the bank account to new Secretary-Treasurer,** which usually occurs during the TSITE Executive Board Meeting in December. The bank account must have two or three signatures,

including the Section Administrator the incoming Secretary-Treasurer, and usually the incoming Vice President, and/or the incoming President.

ELECTIONS

The Secretary-Treasurer is responsible for **conducting all elections including voting on amendments** in accordance with provisions of the TSITE Bylaws.

For the TSITE Executive Board officer elections, the Secretary-Treasurer is responsible for **generating a list of eligible TSITE members in two separate ways**, one list by name only and one list by ITE Number only without names. Only members in good standing and residents in Tennessee are eligible to vote for officers or amendments to the Bylaws.

The Secretary-Treasurer is responsible for **notifying the website member of the Section Relations Committee so that election candidates and the electronic voting activities can be posted on the TSITE website.**

The Secretary-Treasurer is responsible for **preparing the instructions to the Teller Committee** (appointed by the President during the Summer meeting) and tally sheet. All **unopened** ballots along with the two lists of eligible TSITE members shall be transmitted to Teller Committee.

MAILINGS

The Secretary-Treasurer is responsible for **mailing information to the TSITE membership** electronically via email. This information may include notification of meeting information, online ballots, and the newsletter.

DOCUMENTS

The Secretary-Treasurer is responsible for **maintaining all TSITE documents and templates in electronic format.** At the end of his/her term, the Secretary-Treasurer will ensure all the documents compiled during the year are uploaded to the TSITE google drive.

The Secretary-Treasurer is responsible for **maintaining the TSITE historical documents** and passing them on to the next year's Secretary-Treasurer. This includes documents obtained at all TSITE meetings.

The Secretary-Treasurer is responsible for **maintaining a supply of office materials** including stamps, envelopes, post cards, and mailing labels.

3.6 Immediate Past President

The Immediate Past President is an ex-officio member of the TSITE Executive Board.

The Immediate Past President is responsible for providing his/her report to the membership at each meeting. This report may include reporting the status of any Presidential Assignments.

The Immediate Past President is responsible for preparing the Annual Report to the SDITE for his or her term as President. This report, which is usually due by mid-January following the President's term, is entered into the SDITE Outstanding Large Section competition.

The Immediate Past President is responsible for preparing the TSITE history information for his/her term as President. This report should be submitted to the Chair of the Technical Committee no later than the Spring Meeting.

The Immediate Past President is a member of the SDITE Nomination Committee and will be asked to submit nominations for SDITE Secretary-Treasurer and International Director.

The Immediate Past President is responsible for the following four assignments:

- Assignment No. 1: Chair of the Awards Committee of TSITE Members for SDITE Awards (This committee must function while the Immediate Past President is still serving as TSITE President)
 - Awards nominations should be for the Immediate Past President's Presidential term. The SDITE nominations are due by the middle of January.
 - Submit to the President, any TSITE members that the Committee deems as possible recipients for the following SDITE awards:
 - Herman J. Hoose Distinguished Service Award
 - Marble J. Hensley Outstanding Individual Activity Award
 - John F. Exnicios Government Employee Outstanding Service Award
 - Excellence in Transportation Engineering Education Award
 - Joseph M. Thomas Outstanding Young Member Award
 - Outstanding Section Award
 - The Immediate Past President is to submit to the Section Board for approval of the Section's Annual Report (for his or her Presidential term) by approximately January 1. The report should be submitted to the SDITE by mid-January.
 - The Immediate Past President is to forward to SDITE the Section Annual Report (for his or her Presidential term) to be considered for the Outstanding Section Award.
 - The Immediate Past President is to present, if possible, the Section Annual Report (for his or her Presidential term) at the Annual Business Meeting of SDITE.
 - The Immediate Past President is to forward the Annual Report (for his or her Presidential term) to the Secretary-Treasurer for the Section records.
 - Technical Committee Report Award and Technical Paper Award
 - Announce through the TSITE Newsletter the latest submittal date of papers to be considered for the Best Technical Paper Award, and

inform the Technical Committee Chairman of the latest submittal date of reports to be considered for the Best Technical Committee Report Award. These dates should be approximately 75 days before the SDITE Annual Meeting.

- Forward the Papers and Reports to the Secretary-Treasurer for the Section file.
- Assignment No. 2: **Chair of the Nominations Committee for TSITE Executive Board Offices**
 - The TSITE Bylaws state: The Nominating Committee shall nominate one or more qualified candidates for each elected office. The written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary-Treasurer at least 90 days before the Annual (Summer) Meeting.
 - Number of Nominations Required: Usually one candidate is nominated for President (current Vice President), one for Vice President (current Secretary-Treasurer), two for Secretary-Treasurer, and two for the Section Representative office that is up for election. Their term will start on January 1st of the year following the Fall Meeting.
 - Approximately five months before the Summer Meeting, ask the Secretary-Treasurer of the SDITE the number of section representatives that the Section will be entitled to on January 1st of the year following (Typically TSITE is allowed two Section Representatives based on membership).
 - Approximately 120 days before the Summer Meeting, provide written notification in a letter or email to the nominees selected by the committee of their nomination and ask them for 1) a letter or e-mail indicating their willingness to run for office and to serve if elected, and 2) a professional bio to provide the TSITE membership during the election.
- Assignment No. 3: **Chair of the Nominations Committee for TSITE Awards**
 - Submit to the President, any TSITE members that the Committee deems as possible recipients for the following TSITE awards:
 - Edward E. Watt Volunteer Award for Distinguished Service
 - Tennessee Section Outstanding Individual Activity Award
 - Jack B. Humphreys Young Member Award
 - All TSITE awards will be given during the Summer Meeting
 - Award TSITE award winners should be selected at least 45 days prior to the Summer Meeting and receive a plaque.
 - Approximately 45 days prior to the Summer Meeting, the **Immediate Past President**, as chair of the Awards Committee, is responsible for **obtaining award information for each plaque** and have the invoice sent to the Secretary-Treasurer for payment.
 - The **Immediate Past President**, is responsible for **ordering the four main TSITE award plaques (See Section 6 and Appendix H for details):**
 - Past President's Service Award
 - Edward E. Watt Volunteer Award for Distinguished Service
 - Tennessee Section Outstanding Individual Award
 - Jack B. Humphreys Young Member Award
 - Coordinate with the Vice President regarding the TSITE Award Recipients Information
- Assignment No. 4: **Chair of the Scholarship Committee**
 - The Chairman of the Career Development Committee should be contacted about 90 days before the Summer Meeting, or 30 days prior to the Spring

Meeting (whichever is earlier), regarding distribution of scholarship applications. Make applications available on TSITE website: <http://www.tsite.org/>

- The following five TSITE Scholarships awarded:
 - John R. Harper Memorial Scholarship
 - William L. Moore, Jr. Scholarship
 - T. Darcy Sullivan Scholarship
 - Bill D. Kervin, Jr. Scholarship
 - Tennessee Section Undergraduate Scholarship
- Other scholarships may be awarded if individually offered by a TSITE member.
- Scholarship applications should be due at the Spring Meeting or about 45 days prior to the Summer Meeting, whichever is earlier.
- The Scholarship Committee should meet once all scholarship applications have been received and awards should follow within two weeks. This will give recipients about 30 days to make plans to attend the Summer Meeting.
- Scholarship winners should be announced during the Summer Meeting.
- TSITE will pay expenses for scholarship winners to attend Summer Meeting.

The Immediate Past President is responsible for performing any other assignments given by the President.

3.7 Section Representative

The Section Representatives are ex-officio members of the TSITE Executive Board.

The Senior Section Representative is responsible for training the Junior Section Representative.

The Senior and/or Junior Section Representative are responsible for providing his/her report to the membership at each meeting. This report may include reporting information gathered from SDITE meetings and/or activities.

The Senior Section Representative is responsible for attending the SDITE Executive Board meeting and reporting any information from the meeting back to the TSITE Executive Board such as decisions and/or proposals made by or presented to the SDITE Executive Board for action. This information may be coordinated with the Section Relations Committee for posting in the newsletter or on the website. In the absence of the Senior Section Representative, the Junior Section Representative or another current TSITE Executive Board Officer can provide the Section Representative's report.

The Senior and/or Junior Section Representative is responsible for providing TSITE information to the SDITE for insertion in the SDITE Newsletter.

The Section Representatives are responsible for coordination with the President to prepare the Section's Roll Call skit/presentation during the SDITE Annual Meeting opening session.

3.8 SECTION ADMINISTRATOR

The purpose of the Section Administrator is to ensure consistency in the administration of finances, policies, procedures, and communications for the Tennessee Section. The Section Administrator shall serve primarily as a resource for TSITE Officers and the TSITE Board.

- Term of Service – The Section Administrator should serve for a minimum three (3) years. The Board, by majority vote, may replace the Administrator at any time during the term.
- Appointment Process – The President, in consultation with the Board, should recommend a candidate(s) for Section Administrator. The Board shall consider and confirm the appointment of the Section Administrator.
- Qualifications – The Section Administrator shall be a member in the Institute of Transportation Engineers and should satisfy the prerequisites and requirements below:
 - Past President of the Tennessee Section
 - Active membership with the Tennessee Section (10+ years) including service as a section officer, section representative, committee chair/member, etc.
 - Ability to attend a majority of the quarterly Tennessee Section meetings
 - Employer support for full term commitment
 - Additional consideration may include other experience such as District Officer experience, International Officer experience, International Task Force and/or Council Chair duties, etc.
- Duties - The duties of the Section Administrator may include but not be limited to the following:
 - Assist the elected section officers and serve as an ex-officio member of the Section Board.
 - Attend the quarterly Tennessee Section meetings, including Board meetings
 - Attendance at Southern District Annual Meetings is desired (when possible)
 - Coordinate with ITE International and Southern District staff related to Membership database information and access and Scholarship funds coordination/management
 - Coordinate with the Secretary-Treasurer to maintain the list of eligible voters for use in voting for officers and Section Bylaw amendments
 - Coordinate the electronic voting process with the Section webmaster and Secretary-Treasurer
 - Serve as the primary point of contact with the financial institution holding the Section's funds (transferring this point of contact annually is becoming difficult)
 - Serve as the primary point of contact for common or regular business transactions (annual meeting host facilities, website hosting service, award plaques, etc.)
 - Assist the Secretary-Treasurer by carrying out many of the financial functions of the Section. The Secretary-Treasurer will be responsible for overseeing and managing the financial records of the Section and should approve all transactions.
 - Prepare and file appropriate IRS tax forms
 - Prepare and file appropriate incorporation forms with the State of Tennessee
 - Coordinate maintenance of the Section Operations Manual with the Section Board and any appointed committee(s) or individual(s)
 - Perform other duties as assigned by the President and Board

SECTION 4 –TSITE EVENTS CALENDAR

4.1 Overview

A TSITE Events Calendar should be completed by the Vice President and include, but not be limited to, the TSITE quarterly meetings, TSITE Executive Board meetings, and TSITE Executive Board member duties and responsibilities. The TSITE Events Calendar should be used as a guideline to represent the anticipated events occurring during the upcoming year.

The TSITE Events Calendar should be provided to the TSITE Executive Board members in January. This calendar should be in graphical form and color coded matching the colors established in this manual. A typical TSITE Events Calendar for each month is listed in Section 4.2 and shown in a graphical form contained in Appendix D (Note: The list of TSITE events provided in Section 4.2 supercede the graphical calendar shown in Appendix D).

4.2 Monthly Typical TSITE Events for Calendar

As a minimum, the following events should be provided on the TSITE Events Calendar. Depending upon the actual scheduled meeting dates, etc., the events shown on the calendar may need to adjust to meet scheduled timelines.

JANUARY

- **President:** Complete any remaining appointments of TSITE Committee Chairpersons and Members except the Nomination Committee
- **Immediate Past President:** Send the Award Nominations to SDITE
- **Secretary-Treasurer:** Send the Annual TSITE Sponsorship Solicitation Letters
- **Secretary-Treasurer:** Send the “Mark Your Calendar” Notices for the TSITE Winter Meeting (6 weeks out – Email Only)
- **Secretary-Treasurer:** Send the detailed Meeting Notice for the TSITE Winter Meeting (4 weeks out – Email Only) (Make sure Website Registration is ready)
- **Immediate Past President:** Prepare the Annual Report for SDITE

FEBRUARY

- TSITE Executive Board: Approve the TSITE Annual Report
- **Secretary-Treasurer:** Send the Meeting Reminder for the TSITE Winter Meeting (2 weeks out – Email Only)
- TSITE Executive Board: Conduct the TSITE Winter Meeting
- **Immediate Past President:** Send the Annual Report to SDITE

MARCH

- **President:** Select the Nomination Committee Members
- **Immediate Past President:** Begin the Nomination Process for the upcoming TSITE Executive Board

APRIL

- **Immediate Past President:** Send the TSITE Nominations to the Secretary-Treasurer (Post Information on Website)
- **Immediate Past President:** Send the Previous Year's TSITE History Information to the Secretary-Treasurer
- **Secretary-Treasurer:** Append the TSITE History Document
- **Secretary-Treasurer:** Send the "Mark Your Calendar" Notices for the TSITE Spring Meeting (6 weeks out – Email Only)
- **Secretary-Treasurer:** Send the detailed Meeting Notice for the TSITE Spring Meeting (4 weeks out – Email Only) (Make sure Website Registration is ready)

MAY

- **Immediate Past President:** Begin the Nomination Process for the TSITE Awards
- **Immediate Past President:** Select the TSITE Scholarship Winners and invite them to the Summer Meeting
- **Immediate Past President:** Send the TSITE Nomination Candidates to the Secretary-Treasurer
- **Secretary-Treasurer:** Send the Meeting Reminder for the TSITE Spring Meeting (2 weeks out – Email Only)
- **TSITE Executive Board:** Conduct the TSITE Spring Meeting

JUNE

- Vice President and **Immediate Past President:** Coordinate the TSITE Award Recipients Information.
- **Vice President** and/or **Immediate Past President:** Order the TSITE Award Plaques (6 weeks out)
- **Secretary-Treasurer:** Send the On-line Balloting for Elections Notice (Email and Postal Mail for those without Email)
- **Secretary-Treasurer:** Send the "Mark Your Calendar" Notices for the TSITE Summer Meeting (8 weeks out – Email Only)
- **Secretary-Treasurer:** Send the detailed Meeting Notice for the TSITE Summer Meeting (6 weeks out – Email only) (Make sure Website Registration is ready)

JULY

- **Secretary-Treasurer:** Send the On-line Voting Deadline Reminder (2 weeks out – Email Only)
- **TSITE Executive Board:** Conduct the TSITE Summer Meeting, TSITE Summer Awards Banquet and Scholarship Auction, and Executive Board Meeting
- **Secretary-Treasurer:** Deposit the Auction Proceeds from Summer Meeting

AUGUST

- **President Elect:** Send International ITE and SDITE the New TSITE Officers along with their Contact Information
- **Secretary-Treasurer:** Send Scholarship Funds Check along with the Names and Addresses of the Scholarship Recipients to ITE

SEPTEMBER

- **Secretary-Treasurer:** Send the “Mark Your Calendar” Notices for the TSITE Fall Meeting (6 weeks out – Email Only)
- **Secretary-Treasurer:** Send the detailed Meeting Notice for the TSITE Fall Meeting (4 weeks out – Email Only) (Make sure Website Registration is ready)

OCTOBER

- **President** and **Immediate Past President:** Begin the Nomination Process for the upcoming SDITE Award Nominations
- **Secretary-Treasurer:** Send the Meeting Reminder for the TSITE Fall Meeting (2 weeks out – Email Only)
- TSITE Executive Board: Conduct the TSITE Fall Meeting and Swear-In New Executive Board Officers

NOVEMBER

- **President-Elect:** Begin the process to appointment TSITE Committee Chairpersons and Members

DECEMBER

- TSITE Executive Board: Conduct an Executive Board Meeting and Transfer the Executive Board Officers Information and Materials
- TSITE Executive Members: Transfer the Names on the TSITE Checking Account

SECTION 5 – DUTIES AND RESPONSIBILITIES (COMMITTEES)

5.1 Overview

TSITE has 11 standing committees and an Annual Meeting appointed committee. The following are the TSITE committees:

- Audit (See Section 5.2)
- Awards (See Section 5.3)
- Career Development (See Section 5.4)
- Legislative (See Section 5.5)
- Nominations (See Section 5.6)
- Scholarship (See Section 5.7)
- Section Relations (See Section 5.8)
- Technical (See Section 5.9)
- Traffic Bowl (See Section 5.10)
- Tellers (Annual Meeting Appointment) (See Section 5.11)
- Site Selection (See Section 5.12)

The chairman and committee members for each committee should be provided the duties and responsibilities of their committee. The number of members listed for each committee are the goal that the TSITE President Elect should try to achieve when appointing committee members. TSITE recognizes that the member fulfillment number may not be achievable at times for certain committees. TSITE also recognizes that several committees would benefit from having consistent membership over a period of years.

5.2 Audit Committee

Appointment: By the President

Members: Chaired by a Past President with two other Past President members in good standing.

Duties and Responsibilities:

- Works with the current Secretary-Treasurer and Section Administrator as necessary to assist in financial tasks including yearly dues, section meeting fees, and bank deposits.
- Review the bank statement and Treasury report prior to TSITE meetings.
- Review the TSITE scholarship fund report prior to TSITE meetings.
- Assist with the annual scholarship auction typically held during the summer meeting.
- Review the annual financial report for inclusion in the TSITE Annual Report to SDITE.

5.3 Awards Committee

Appointment: By the President

Members: Chaired by the Immediate Past President with three other Past President members in good standing. This committee's composition is due to the early nomination deadline for SDITE awards.

Duties and Responsibilities:

- Select candidates from TSITE members as nominees for TSITE and SDITE Awards.

General Guidance:

- To assist in making nominations, past TSITE recipients of TSITE and SDITE awards can be found on the TSITE website.
- Current TSITE Executive Board officers should not be considered for TSITE awards.

5.4 Career Development Committee

Appointment: By the President

Members: Chaired by a TSITE member in good standing with a minimum of three other members in good standing serving as liasons to the Student Chapters.

Summary of Awards (See Section 6 for Descriptions):

- TSITE Awards
 - TSITE Student Paper Competition (See Section 5.4)
 - TSITE Student Scholarships (See Sections 3.6, 5.4, and 6.7-6.9)
 - TSITE Robert Stammer Student Chapter Award (See Section 6.5)
- SDITE Awards
 - SDITE Outstanding Student Chapter Award (See Section 6.6.9)
 - SDITE Student Paper Competition (See Section 6.6.10)
 - SDITE Student Scholarship (See Section 6.10 – Awarded to the winning team of the SDITE Traffic Bowl)

Duties and Responsibilities:

- Encourage student activity within Tennessee including the formation of new Student Chapters and overseeing all correspondence and notifications, distributing reports and student papers for evaluation and judging, and otherwise overseeing committee operations.
- Coordinate Student Chapter activities and provide reports of activities to the TSITE membership.
- Coordinate with the SDITE on Student Chapter activities and competitions.
- Assist the Student Chapters in obtaining speakers, arranging field trips and developing programs for chapter meetings.
- Maintain and update a list of prospective Student Chapter speakers.

- Ensure that Student Chapters are meeting regularly. If not, discuss with Student Chapter Liaison(s) and Faculty Advisor(s) at the school and report to TSITE President on reasons and assistance that TSITE can provide to reenergize the Student Chapter.
- Announce and advertise the call for student papers and recommend to the TSITE Executive Board three recipients (1st, 2nd, and 3rd Places) of the TSITE Student Paper Award. The criteria and the amount each Student Paper Award winners receive are contained on the TSITE website.
- Recommend to the TSITE Executive Board a single winner for the TSITE Robert Stammer Student Chapter Award (See Section 6.5).
- Assist the Scholarship Committee by announcing and advertising the call for the TSITE Scholarships.
- Coordinate with the Traffic Bowl Committee Chairman regarding Traffic Bowl activities such as notifying and verifying the participation of each Student Chapter including monetary assistance from TSITE for travel to the Traffic Bowl.

General Timeline:

- Early in the Fall Semester: The Chairman notifies in writing the Student Chapter Faculty Advisors of TSITE's desire to assist the Student Chapters and inform them of their Student Chapter Liaison that has volunteered to directly help assist their Student Chapter. This letter should be addressed to the Faculty Advisors with copy to Student Chapter Liaisons. This letter should outline TSITE's Student Paper, Student Chapter Report, and Student Scholarship competitions and refer them to the TSITE website for information and applications. This letter should mention that the same Student Papers and Student Chapter Reports should be submitted separately for both the TSITE and SDITE competitions.
- February 1: All Student Papers and Student Chapter Reports are due to the Chairman for the TSITE competitions. This deadline may be extended to a date no later than February 15th only if there are a low number of submissions and the number may be increased by additional contact and encouragement to Student Chapters.
- March 1-31: The Chairman has the Career Development Committee review the submitted papers and reports.
- April 1-15: The Chairman notifies in writing the TSITE President of results of the TSITE competitions. This letter should include names of each recipient and the total number of papers and reports submitted by each school. Do not notify the winner on the Student Chapter Report competition as this will be announced during the TSITE Summer Meeting.
- April 16-30: The Chairman should inform the Student Paper recipients (1st, 2nd, and 3rd Places) and invite them to the Summer Meeting in order to present their papers. Copies of this letter should be sent to the TSITE President, the TSITE Secretary-Treasurer, their respective Student Chapter Faculty Advisor(s) and Liaisons, and the Chairman of the Section Relations Committee for inclusion in the newsletter and on the website.
- The Student Scholarship Timeline is described in Section 3.6 (Assignment No. 3).

5.5 Legislative Committee

Appointment: By the President

Members: Chaired by a TSITE member in good standing with a minimum of two other members in good standing.

Duties and Responsibilities:

- Obtain and review weekly State House and Senate Transportation Committee and Subcommittee calendars and proposed bills.
- Report current legislative activity to membership directly at meetings and through the Section Relations Committee.
- Advise Section Board of pending legislation of particular interest to TSITE.
- Assist Section Board in communication to State Legislature when appropriate.

5.6 Nominations Committee

Appointment: By the President

Members: Chaired by the Immediate Past President with three Past President members in good standing.

Duties and Responsibilities:

- Solicitation and selection of candidates for TSITE Executive Board officers. Usually one candidate is nominated for President (current Vice President), one candidate for Vice President (current Secretary-Treasurer), and two candidates for Secretary-Treasurer. Two candidates for Section Representatives will be made each year to serve a two-year term. TSITE currently has two Section Representatives and the election of the new representative would replace the representative at the end of his/her two-year term.
- This committee will also be responsible for the nomination of candidates for the SDITE Executive Board. All SDITE candidates shall be International ITE members.

5.7 Scholarship Committee

Appointment: By the President

Members: Chaired by the Immediate Past President with four members in good standing appointed for a four-year term. One new member is appointed per year.

Duties and Responsibilities:

- Review and selection of recipients for the TSITE Scholarship Fund annual awards (This Committee will work with the Career Development Committee for distribution and collection of applications for these scholarships).
- Draft letters for the TSITE President's signature for the recipient and applicants notification. The letters to the recipients should invite them to the Summer Meeting where they will be presented with their checks. Non-winners should receive a letter thanking them for their participation.

- Inform the TSITE President in writing of the results (recipient's names and total number submitting applications by university) with copy going to the Secretary-Treasurer, the Section Relations Committee Chairman, and the Career Development Committee Chairman.

5.8 Section Relations Committee

Appointment: By the President

Members: Chaired by the Secretary-Treasurer with a minimum of three other TSITE members in good standing. One member should be responsible for membership, one member should be responsible for the newsletter, one member should be responsible for the website, and one member should be responsible for the social media activities. If necessary, a member can undertake multiple responsibilities within this committee.

Duties and Responsibilities:

- To keep the TSITE membership informed of pertinent news and policy matters.
- To keep the TSITE local branches (i.e. Chattanooga, Knoxville, Memphis, and Nashville) informed of pertinent news and policy matters. A contact person for each local branch should be established in order to facilitate this information.
- To develop the necessary means to inform and educate the public regarding transportation profession.

MEMBERSHIP RESPONSIBILITY

- Identify and solicit possible current membership upgrades.
- Identify past members and solicit membership renewal.
- Identify potential members. If necessary, work with associated organizations in sharing membership data for membership pursuits (NSPE, ASCE, APWA, MPO's).

NEWSLETTER RESPONSIBILITY

- TSITE Newsletter – Suggested contents include but should not be limited to the following:
 - Announcement of the next meeting with a tentative agenda
 - A summary of the previous meeting(s)
 - Student Chapter news
 - ITE, SDITE, and TSITE news
 - News of members (events, awards, benevolent, etc.)

WEBSITE RESPONSIBILITY

- Update and maintenance of TSITE's website.

SOCIAL MEDIA ACTIVITY RESPONSIBILITY

- Update and maintenance of TSITE's Facebook page.

5.9 Technical Committee

Appointment: By the President

Members: Chaired by a TSITE member in good standing with a minimum of three other members in good standing. One member should be responsible for the TSITE History document.

Duties and Responsibilities:

- The TSITE Chairman shall perform the duties as specified in the TSITE Manual on Technical Activities contained in the appendix.
- Develop projects in Tennessee and prepare reports for submittal to the SDITE and International ITE for publication and awards.
- Sub-committees may be formed within the major metropolitan regions to assist in the programs.
- Assist the Vice President and the Career Committee in developing programs for the TSITE Meetings and Student Chapter meetings.
- Append the TSITE History document with the previous years records by the Summer Meeting with input provided from the Immediate Past President.

5.10 Traffic Bowl Committee

Appointment: By the President

Members: Chaired by a TSITE member in good standing with a minimum of two other members in good standing.

Duties and Responsibilities:

This committee, formerly known as the Scholarship Challenge Committee, is responsible for planning, organizing, and conducting the TSITE's Traffic Bowl competition. The TSITE Traffic Bowl, held during the Winter Meeting, is an annual trivia knowledge-based competition contest that is a "Jeopardy" style interactive event held to determine which student chapter will attend the SDITE annual meeting and represent TSITE at District's competition. The TSITE Traffic Bowl Competition will follow the latest International ITE Collegiate Traffic Bowl Competition Rules and Instructions.

The following summarizes general duties of the committee:

- Organize and maintain required equipment including software necessary to conduct the competition.
- Prepare and maintain a database of previously submitted questions and answers.
- Assist the Secretary-Treasurer in sending out a "Call for TSITE Traffic Bowl Competition Questions and Answers".
- Assist Career Development committee in communicating with the student chapters including confirming their attendance at the competition.

The Traffic Bowl Chairman is responsible for coordinating and assisting travel arrangements with the TSITE Traffic Bowl Competition Champions to the SDITE Annual Meeting's Traffic Bowl Competition.

TSITE does not reimburse Student Chapters for attending the Traffic Bowl Competition. However, each TSITE Student Chapter who participates in the Traffic Bowl Competition will be provided travel assistance money at the Winter Meeting depending upon their distance traveled (minimum \$100, but capped at \$200 per student chapter). The following matrix table summarizes the travel assistance money provided to each TSITE Student Chapter.

Host City/ Student Chapter	Cookeville	Knoxville	Memphis	Nashville
University of Memphis	\$200*	\$200*	N/A	\$200
Tennessee State University	\$100	\$200	\$200	N/A
Tennessee Tech University	N/A	\$100	\$200*	\$100
University of Tennessee	\$100	N/A	\$200*	\$200
Vanderbilt University	\$100	\$200	\$200	N/A

*Amount Capped at \$200

5.11 Teller Committee (Annual Meeting Appointment)

Appointment: By the President at the Annual Meeting

Members: A minimum of two TSITE members in good standing who are eligible to vote.

Duties and Responsibilities:

- To tally the election ballots and report directly to the President the results thereof.
- Destroy the election ballots.

5.12 Site Selection Committee (Optional Appointment)

Appointment: By the Executive Board

Members: Chaired by the President with the Executive Board

(Optional Appointment): Chaired by a Past President in good standing with a minimum of three other TSITE members in good standing.

Duties and Responsibilities:

- Selecting future TSITE meeting dates and places.
- Assisting local representatives in obtaining meeting locations.
- Select future host city locations for SDITE Annual Meetings in Tennessee
- Assisting the Local Arrangement Committee (LAC) for SDITE Annual Meetings in Tennessee

Goals in Site Selection:

- The location of the Winter Meeting is determined by which university is hosting the Traffic Bowl Competition. The goal is to host the Winter Meeting on or near the university campus. The planned rotation schedule is Memphis (University of Memphis), Nashville (Vanderbilt), Cookeville (Tennessee Tech), Knoxville (University of Tennessee), and Nashville (Tennessee State University). If a student chapter does not want to serve as host or is not active when it's their turn to host the Winter Meeting, then continue to the next student chapter in the rotation sequence.
- Beside the Winter Meeting, the TSITE Executive Board and/or Site Selection Committee shall review the previous two year's meeting locations to ensure that all areas of Tennessee have been or will be covered by meeting sites. Within every six quarterly TSITE meetings excluding the Summer Meetings, the goal is to have at least one meeting site in or near the four major cities in Tennessee (i.e. Chattanooga, Knoxville, Memphis, and Nashville).
- The SDITE Annual Meetings in Tennessee are rotated throughout the state by one of the four major cities. The planned rotation scheduled that has been followed since 1963 is Chattanooga, Memphis, Knoxville, and Nashville. Other cities near these four cities can be considered in lieu of the major city when it's their turn in the rotation sequence if the other city has the facilities required to host a SDITE Annual Meeting. If a major city does not want to host a SDITE Annual Meeting when it's their turn to host the SDITE Annual Meeting, then continue to the next major city in the rotation sequence.

SECTION 6 – AWARDS AND SCHOLARSHIPS

6.1 Overview

TSITE recognizes the following awards:

- Edward E. Watt Volunteer Award for Distinguished Service (See Section 6.2)
- Tennessee Section Outstanding Individual Award (See Section 6.3)
- Jack B. Humphreys Young Member Award (See Section 6.4)
- Robert Stammer Student Chapter Award (See Section 6.5)

Note: The award plaque fabrication details are provided in Appendix H.

SDITE Awards (See Section 6.6)

TSITE recognizes the following scholarships:

- John R. Harper Memorial Scholarship (See Section 6.7)
- William L. Moore, Jr. Scholarship (See Section 6.8)
- T. Darcy Sullivan Scholarship (See Section 6.9)
- Bill D. Kervin, Jr. Scholarship (See Section 6.10)
- Tennessee Section Scholarship (See Section 6.11)

SDITE Scholarships (See Section 6.12)

6.2 TSITE Edward E. Watt Volunteer Award for Distinguished Service

Name of Award: Edward E. (Ed) Watt has been actively involved in ITE since 1972. Ed served as the SSITE (Southern Section) Section Representative in 1980-81, the TDITE (Tennessee Division) President in 1983, and the SSITE President in 1987-88. Ed was the last SSITE President before their name change to SDITE (Southern District). Ed received the TSITE Volunteer Award for Distinguished Service in 1990 and the SDITE Herman J. Hoose Distinguished Service Award in 1992. Ed was awarded ITE Fellow membership grade in 1981. Throughout his professional career, Ed volunteered his time on many other committees for both TSITE and SDITE.

Because of its very nature and the importance of the Award, it has been named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and professional organization. An individual who, by his personal integrity, leadership and example, has inspired all of his fellow professionals to greater service. In 2009, this Award was named the "EDWARD E. WATT VOLUNTEER AWARD FOR DISTINGUISHED SERVICE".

Definition of Award: The Award is considered a long term service award and shall be presented to an individual who, over a period of many years, has contributed outstandingly to the advancement of the transportation profession at both the TSITE and SDITE levels.

Minimum Requirements for Award:

- Has attained an Associate Member grade or higher in the ITE and SDITE.
- Has been active in the transportation profession ten years or more and has been a member of TSITE for at least five years.
- Has performed service over and above the normal duties of his position over a period of many years.

Selection of Award Recipient:

- Each year only one individual may be selected for this award. Recommendations for recipients shall be made to the Executive Board by this Awards Committee.
- If, in the opinion of the Awards Committee or the Executive Board, no individual qualifies for this award, none shall be given for that year.
- Nominations may be made by Section Members.
- Nominations for this award should be finalized by the end of August with the recipient being selected by mid-September.

Form of Award: This Award shall be a plaque (See Appendix H for details).

Presentation of Award: This Award shall be presented at the Fall Meeting.

6.3 Tennessee Section Award for Outstanding Individual Service

Name of Award: This Award is currently unnamed.

Definition of Award: The Award is considered a short term service award and shall be presented to an individual who, over the previous couple of years, has contributed significantly to the advancement of the transportation profession at both the TSITE and SDITE levels.

Minimum Requirements for Award:

- Has been active in the transportation profession five years or more and has been a member of TSITE for at least two years.
- Has performed service over and above the normal duties of his position over a period of one to two years.

Selection of Award Recipient:

- Each year only one individual may be selected for this award. Recommendations for recipients shall be made to the Executive Board by this Awards Committee.
- If, in the opinion of the Awards Committee or the Executive Board, no individual qualifies for this award, none shall be given for that year.
- Nominations may be made by Section Members.
- Nominations for this award should be finalized by the end of August with the recipient being selected by mid-September.

Form of Award: This Award shall be a plaque (See Appendix H for details).

Presentation of Award: This Award shall be presented at the Fall Meeting.

6.4 TSITE Jack B. Humphreys Award for Service as a Young Member

Name of Award: Jack B. Humphreys has been actively involved in ITE since 1965. Jack served as TDITE (Tennessee Division) President in 1972-73 and the SSITE (Southern Section) Section Representative in 1976-77. Jack received the TSITE Volunteer Award for Distinguished Service in 1998 and was awarded ITE Fellow membership grade. Throughout his professional career, Jack volunteered his time on many other committees for both TSITE and SDITE. Jack taught and mentored many of TSITE's members through the years while he was a professor at the University of Tennessee.

Because of its very nature and the importance of the Award, it has been named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and professional organization. An individual who, by his personal integrity, leadership and example, has inspired all of his fellow professionals to greater service. In 2001, this Award was named the "JACK B. HUMPHREYS AWARD FOR SERVICE AS A YOUNG MEMBER".

Definition of Award: The Award shall be presented to an individual who is 35 years of age or less as of January 1st in the year they are nominated and over the previous year has contributed outstandingly to the advancement of the transportation profession at both the TSITE and SDITE levels.

Minimum Requirements for Award:

- Has attained an Associate Member grade or higher in the ITE and SDITE.
- Has been active in the transportation profession 5 years or more and is a member of TSITE.
- Has performed service over and above the normal duties of his position during the past year.

Selection of Award Recipient:

- Each year only one individual may be selected for this award. Recommendations for recipients shall be made to the Executive Board by this Awards Committee.
- If, in the opinion of the Awards Committee or the Executive Board, no individual qualifies for this award, none shall be given for that year.
- Nominations may be made by TSITE Members.
- Nominations for this award should be finalized by the end of August with the recipient being selected by mid-September.

Form of Award: This Award shall be a plaque (See Appendix H for details).

Presentation of Award: This Award shall be presented at the Fall Meeting.

6.5 TSITE Robert Stammer Student Chapter Award

Name of Award:

Robert (Bob) Stammer has been actively involved in ITE since 1972. Bob received the SSITE (Southern Section) Best Technical Paper Award in 1983. Bob served as the TSITE Section Representative in 1990-91, the SDITE President in 1997, the International Director to ITE from SDITE, the Chairman of the International ITE Expert Witness Council, the International ITE Traffic Engineering Council, the International ITE Safety Council, and the SDITE Historian. Bob received the SDITE Herman J. Hoose Distinguished Service Award in 2008 and the TSITE Edward E. Watt Volunteer Award for Distinguished Service in 2010. Bob was co-chair of the 2000 International ITE Annual Meeting held in Nashville and awarded ITE Fellow membership grade. Throughout his professional career, Bob volunteered his time on many other committees for both TSITE and SDITE. Bob taught and mentored many of TSITE's members through the years while he was a professor at Vanderbilt University.

Because of its very nature and the importance of the Award, it has been named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and professional organization. An individual who, by his personal integrity, leadership and example, has inspired all of his fellow professionals to greater service. In 2003, this Award was named the "ROBERT STAMMER STUDENT CHAPTER AWARD".

Definition of Award:

The Award shall be presented to a Student Chapter who, for the school year, has contributed outstandingly to the advancement of the transportation profession in the TSITE.

Evaluation Criteria:

- Frequency and Educational Value of Meetings (25%)
- Attendance at Student Chapter Meetings (10%)
- Attendance at TSITE Meetings (10%)
- Total Membership (5%)
- Number of Scholarship Applications (5%)
- Number of Student Papers Submitted to TSITE (20%)
- Unique Activities Performed (25%)

Selection of Award Recipient:

- Each Student Chapter is eligible and requested to submit a written Annual Report, pursuant to the requirements, guidelines, and reporting period established by International ITE.
- The Chairman of the Career Development Committee is responsible for soliciting the Student Chapter reports and recommending the winner. Student Chapters should be informed that the same report will be used for both the Section and District competitions, therefore any District participation should be included.
- Each year only one Student Chapter may be selected for this award.
- Recommendations for recipients shall be made to the Executive Board by this Awards Committee. If no Student Chapter qualifies for this award, none shall be given for that year.

Eligibility: The school must have an active Student Chapter recognized by ITE.

Format: As required by International ITE (information on the format will be sent by ITE in January of each year). An original plus five copies of the student chapter report are due to the TSITE Career Development Committee Chairman at the same time they are submitted to SDITE for its Student Chapter competition.

Form of Award: This Award shall be a framed certificate and a check.

Presentation of Award: This Award shall be presented at the Summer Meeting.

6.6 SDITE Awards

The SDITE Awards program was established at their 20th Annual Meeting held in Memphis, Tennessee on May 9, 1972. Additional awards have been added through the years. The program consists of individual and group awards to recognize individual or committee accomplishments, section awards, and student awards. For most awards, nominations are judged in January and presented at the Annual Meeting represent the accomplishments of the previous year. The SDITE Awards are described in further detail at the following website: <http://sdite.org/about-us/sdite-awards>.

6.6.1 SDITE Herman J. Hoose Distinguished Service Award

Nomination Date: January

Definition of Award: The Award shall be presented to an individual who, over a period of years, has untiringly and unselfishly contributed to the advancement of transportation engineering and the SDITE and who by personal integrity, leadership and example inspired fellow professionals to greater service.

Evaluation of Candidates:

- This evaluation shall include such personal traits as integrity, morality and leadership; individual accomplishments such as traffic engineering innovations, technical research and paper writing; and must include organizational service such as SDITE Annual Meeting participation and Committee activities.
- Nominations for this award should be for members who have been active at the SDITE level.
- The SDITE looks at this award as a lifetime or long-term service award. Great care should be taken to submit a detailed nomination form. Friends, other Section members, current and former employers should be contacted to provide information for the nomination form to ensure the best and most complete nomination form.

Selection of Award Recipient:

- Each year only one individual may be selected for this award. Recommendations for a candidate recipient shall be made to the Section Board by the Awards Committee.
- If, in the opinion of the Awards Committee and the Executive Board, no individual qualifies for this award, none shall be recommended for that year.
- SDITE may be used as a source of nominations for possible recipients of this award.
- The Section President or Immediate Past President will notify the SDITE Award Committee and the Executive Board of the Candidate to be considered for this award.

6.6.2 SDITE Marble J. Hensley Outstanding Individual Activity Award

Nomination Date: January

Definition of Award: The Award shall be presented to an individual who, during the previous year, untiringly and unselfishly contributed to the advancement of transportation engineering and the SDITE and who by personal integrity, leadership and example inspired fellow professionals to greater service.

Evaluation of Candidates:

- This evaluation shall include such personal traits as integrity, morality and leadership; individual accomplishments such as traffic engineering innovations, technical research and paper writing; and must include organizational service such as SDITE Annual Meeting participation and Committee activities.
- Nominations for this award should be for members who have been active at the SDITE level.
- The SDITE looks at this award as something for members between the Herman J. Hoose Distinguished Service Award and the SDITE Joseph M. Thomas Young Member Award. Great care should be taken to submit a detailed nomination form. Friends, other Section members, current and former employers should be contacted to provide information for the nomination form to ensure the best and most complete nomination form.

Selection of Award Recipient:

- Each year only one individual may be selected for this award. Recommendations for a candidate recipient shall be made to the Section Board by the Awards Committee. This committee shall be chaired by the Past President of the Section.
- If, in the opinion of the Awards Committee and the Executive Board, no individual qualifies for this award, none shall be recommended for that year.
- SDITE may be used as a source of nominations for possible recipients of this award.
- The Section President or Immediate Past President will notify the SDITE Award Committee and the Executive Board of the Candidate to be considered for this award.

6.6.3 SDITE John F. Exnicios Government Employee Outstanding Service Award

Nomination Date: January

Definition of Award: The Award shall be presented to an individual who has contributed outstandingly to their community and to the advancement of transportation engineering and the SDITE.

Evaluation of Candidates:

- This evaluation shall include such personal traits as integrity, morality and leadership; individual accomplishments such as traffic engineering innovations, technical research and paper writing; and must include organizational service such as SDITE Annual Meeting participation and Committee activities.
- Nominations for this award should be for government members who have been active at the SDITE level.
- Great care should be taken to submit a detailed nomination form. Friends, other Section members, current and former employers should be contacted to provide information for the nomination form to ensure the best and most complete nomination form.

Selection of Award Recipient:

- Each year only one individual may be selected for this high award. Recommendations for a candidate recipient shall be made to the Section Board by this Awards Committee. This committee shall be chaired by the Past President of the Section.
- If, in the opinion of the Awards Committee and the Executive Board, no individual qualifies for this award, none shall be recommended for that year.
- SDITE may be used as a source of nominations for possible recipients of this award.
- The Section President or Immediate Past President will notify the SDITE Award Committee and the Executive Board of the Candidate to be considered for this award.

6.6.4 SDITE Excellence in Transportation Engineering Education Award

Nomination Date: January

Definition of Award: The Award shall be presented to an individual who has contributed outstandingly to the education of future leaders in the transportation engineering field, the Section, and the SDITE.

Evaluation of Candidates:

- This evaluation shall include such personal traits as integrity, morality and leadership; individual accomplishments such as traffic engineering innovations, technical research and paper writing; and must include organizational service such as SDITE Annual Meeting participation and Committee activities.
- Nominations for this award should be for education members excluding student members who have been active at the SDITE level.
- Great care should be taken to submit a detailed nomination form. Friends, other Section members, current and former employers should be contacted to provide information for the nomination form to ensure the best and most complete nomination form.

Selection of Award Recipient:

- Each year only one individual may be selected for this high award. Recommendations for a candidate recipient shall be made to the Section Board by this Awards Committee. This committee shall be chaired by the Past President of the Section.
- If, in the opinion of the Awards Committee and the Executive Board, no individual qualifies for this award, none shall be recommended for that year.
- SDITE may be used as a source of nominations for possible recipients of this award.
- The Section President or Immediate Past President will notify the SDITE Award Committee and the Executive Board of the Candidate to be considered for this award.

6.6.5 SDITE Joseph M. Thomas Young Member Award

Nomination Date: January

Definition of Award: The Award shall be presented to an individual who, over that person's young professional career, has contributed outstandingly to the advancement of transportation engineering and the SDITE.

Evaluation of Candidates:

- This evaluation shall include such personal traits as integrity morality, and individual accomplishments such as traffic engineering innovations, technical research, and paper writing and organizational service such as meeting participation and committee work. ITE organizational work to be considered may be on the District level or on the Section level.
- The recipient shall be under the age of 35 years.
- Nominations for this award need not have been active at the SDITE level, but such activity would help. Great care should be taken to submit a detailed nomination form. Friends, other Section members, current and former employers should be contacted to provide information for the nomination form to ensure the best and most complete nomination form.

Selection of Award Recipient:

- Each year only one individual may be selected for this award. Recommendations for a candidate recipient shall be made to the Section Board by the Awards Committee.
- If, in the opinion of the Awards Committee and the Executive Board, no individual qualifies for this award, none shall be recommended for that year.
- SDITE may be used as a source of nominations for possible recipients of this award.
- The Section President or Immediate Past President will notify the SDITE Award Committee and the Executive Board of the Candidate to be considered for this award.

6.6.6 SDITE Outstanding Private Sector Award

Nomination Date: January

Definition of Award: At the April 2016 SDITE Annual Meeting in Nashville, TN, an award was established to recognize outstanding contributions to ITE and transportation engineering by private sector members of SDITE.

Evaluation of Candidates:

Selection of Award Recipient:

- Each year only one individual may be selected for this award. Recommendations for a candidate recipient shall be made to the Section Board by the Awards Committee.
- If, in the opinion of the Awards Committee and the Executive Board, no individual qualifies for this award, none shall be recommended for that year.
- SDITE may be used as a source of nominations for possible recipients of this award.

The Section President or Immediate Past President will notify the SDITE Award Committee and the Executive Board of the Candidate to be considered for this award.

6.6.7 SDITE Outstanding Section Award

Nomination Date: January

Definition of Award: The Award may be presented to the large and small sections which did the most to serve its members and advance the transportation engineering profession within its geographical area during the past year. Two awards are presented annually (one for each of the following groups):

- Group I (Large Sections with more than one SDITE Representative): Georgia, North Carolina, Tennessee, and Virginia Sections.
- Group II (Small Sections with one SDITE Representative): Alabama, Deep South (Louisiana and Mississippi), Kentucky, and South Carolina Sections.

Criteria for Measuring Section Activities: The Section shall be evaluated generally on the following basis:

- Membership – This should be evaluated in two ways. First, the percent of the new ITE members within the Section during the past year. Secondly, the percentage of ITE members within the geographical area who are active members of the Section.
- Technical Activities – Number of papers published by Section members in technical journals, magazines, etc. Members participation in SDITE and ITE meetings. Members serving on or as Chairmen of SDITE and/or ITE committees. Number and type of Section reports published during the year.

- Educational and Training Activities – Number and duration of education activities such as workshops, seminars, etc. Preparation of material such as course notes, lectures, slide presentations, etc., for Section educational activities.

Selection of District Award Recipient: The basis for evaluating the Section shall be the Annual Report, prepared by the Immediate Past President, which each Section must submit yearly to the SDITE Executive Board. These reports shall be structured to describe the Section's activities as they relate to the criteria for evaluating this award as well as including other information required by the SDITE Board.

- Section Reports shall cover the past calendar year activities.
- Recommendations for the Section recipient shall be made to the SDITE Board by a SDITE Special Awards Committee. This Committee shall be chaired by a Past President of SDITE who must have served on the Committee during the previous year.
- If, in the opinion of the SDITE Awards Committee and/or SDITE Executive Board, no Section qualifies for this award, none shall be given for that year.
- A determination shall be made and approved by the SDITE Executive Board 30 days prior to the Annual Meeting.
- The following is the point criteria utilized by the SDITE for this selection:
 - **Involvement of Section Members (20 points)**
 - Does the Section have a full roster of Section officers and committee chairs?
 - Are a significant percentage of Section members also International ITE members?
 - Does the Section have programs to recognize special achievement by Section members?
 - **Finances (10 points)**
 - Has the Section properly managed its income and expenditures?
 - **Legislative Activities (15 points)**
 - Does the Section monitor legislative activities within the Section?
 - Has the Section provided written or oral testimony to any legislative body?
 - **Meeting/Technical Activities (40 points)**
 - Does the Section meet frequently?
 - Are the topics of technical meetings timely?
 - Does the Section sponsor workshops and training sessions?
 - Has the Section developed any unique activities?
 - Does the Section actively participate with other professional societies (joint meeting, technical projects, etc.)?
 - Has the Section produced a technical report?
 - What is the quality of the report?
 - **Student Members (15 points)**
 - Does the Section make special efforts (waived or reduced dues, Student member nights, etc.) to involve Student members?
 - Does the Section conduct activities with Student Chapters (joint meeting, mentoring, guest speakers, technical projects and competitions)?

Special Note: To assist in the preparation of the TSITE Annual Report, the Secretary-Treasurer will distribute to the TSITE membership around the middle of November, a survey form that enables the membership to identify any activities, awards, and other information needed for inclusion in TSITE Annual Report.

6.6.8 SDITE Committee Report Award

Nomination Date: January

Definition of Award: The Award shall be presented to the Section that sponsored the best committee report in conducting technical analyses or studies that contributed to the advancement of transportation engineering and the SDITE.

Selection of District Award Recipient: The basis for evaluation shall only be the submitted Technical Committee Report.

6.6.9 SDITE Technical Paper Award

Nomination Date: January

Definition of Award: The Award shall be presented to an individual who prepared a technical paper that has contributed outstandingly to the advancement in the transportation engineering field and the SDITE.

Selection of District Award Recipient: The basis for evaluation shall only be the submitted Technical Paper. The Technical Paper Award is divided into the following two categories:

- Category I (Best Sponsored Technical Paper): Technical papers prepared as part of employment or sponsored by an employer.
- Category II (Best Non-Sponsored Technical Paper): Technical papers prepared outside of work (but could be about work projects).

6.6.10 SDITE Outstanding Student Chapter Award

Nomination Date: March 1st

Selection of District Award Recipient: The Section Student Chapter reports must be submitted to the SDITE Education and Student Chapter Committee for evaluation. The basis for evaluation shall only be the submitted Student Chapter Report. The amount that each Student Chapter receives is contained on the SDITE website.

6.6.11 SDITE Outstanding Student Paper Award

Nomination Date: March 1st

Selection of District Award Recipient: The Section Student Papers must be submitted to the SDITE Education and Student Chapter Committee for evaluation. The basis for evaluation shall only be the submitted Student Paper. The amount that each student member winner receives is contained on the SDITE website. The Outstanding Student Paper Award is divided into the following two categories:

- Category I (Outstanding Undergraduate Student Paper Award): Eligible to undergraduate students.
- Category II (Outstanding Graduate Student Paper Award): Eligible to graduate students.

6.7 TSITE John R. Harper Memorial Scholarship

Name of Scholarship: John R. Harper was a long-time TDOT employee who headed up the Department's GIS work unit. He began working for TDOT in March 1973 and steadily progressed to GIS Manager 2 within the Planning Division. In April 2005, with almost 32 years dedicated to public service, John passed away unexpectedly while still working at TDOT.

Since 2010, proceeds from a charity golf tournament sponsored by TDOT and held in his honor each Spring are donated to TSITE and a scholarship given in his name to promote students' involvement in the transportation field. The award amount of this scholarship will be \$2,000.

Because of its very nature and the importance of the Scholarship, it has been named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and professional organization. An individual who, by his personal integrity, leadership and example, has inspired all of his fellow professionals to greater service. In 2010, this Scholarship was named the "JOHN R. HARPER MEMORIAL SCHOLARSHIP".

Selection of Scholarship Recipient:

- The selection criteria include academics, leadership activities, employment, and demonstration of their transportation engineering career objectives and commitment.
- Each year only one individual may be selected for this Scholarship.
- An eligible student can be either an undergraduate or graduate student studying in a transportation field.
- The Scholarship Committee is responsible for awarding this Scholarship.
- If, in the opinion of the Scholarship Committee and the Executive Board, no individual qualifies for this scholarship, none shall be given for that year.
- Scholarship applications should be due prior to the Spring Meeting or about 45 days prior to the Summer Meeting, whichever is earlier.
- The Scholarship award should be finalized within two weeks of receiving all scholarship applications with the recipient being notified and invited to the Summer Meeting.
- TSITE will pay expenses for scholarship winners to attend Summer Meeting.

Form of Scholarship: This Scholarship shall receive a framed certificate and a check.

Presentation of Scholarship: This Scholarship shall be presented at the Summer Meeting.

6.8 TSITE William L. Moore, Jr. Scholarship

Name of Scholarship: William L. (Bill) Moore, Jr. has been actively involved in ITE since 1971. Bill served as TDITE (Tennessee Division) President in 1975-76. Bill was the TDITE President during the only year that TDITE won the SSITE Best Section Award. Bill served as Chairman of the SSITE Publications and Public Relations Committee in 1977-78, the SSITE Education, Training, and Student Chapter Committee in 1979-80, and the TDITE and SSITE Membership Committees in 1981-82. Bill was awarded ITE Fellow membership grade in 1991 and received the TSITE Volunteer Award for Distinguished Service in 2002. Throughout his professional career, Bill volunteered his time on many other committees for both TSITE and SDITE.

Because of its very nature and the importance of the Scholarship, it has been named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and professional organization. An individual who, by his personal integrity, leadership and example, has inspired all of his fellow professionals to greater service. In 2004, this Scholarship was named the "WILLIAM L. MOORE, JR. SCHOLARSHIP".

Selection of Scholarship Recipient:

- Each year only one individual may be selected for this Scholarship.
- An eligible student can be either an undergraduate or graduate student studying in a transportation field.
- During the December Executive Board Meeting, the Executive Board is responsible to set the amount of this award for the upcoming year.
- The Scholarship Committee is responsible for awarding this Scholarship.
- If, in the opinion of the Scholarship Committee and the Executive Board, no individual qualifies for this scholarship, none shall be given for that year.
- Scholarship applications should be due prior to the Spring Meeting or about 45 days prior to the Summer Meeting, whichever is earlier.
- The Scholarship award should be finalized within two weeks of receiving all scholarship applications with the recipient being notified and invited to the Summer Meeting.
- TSITE will pay expenses for scholarship winners to attend Summer Meeting.

Form of Scholarship: This Scholarship shall receive a framed certificate and a check.

Presentation of Scholarship: This Scholarship shall be presented at the Summer Meeting.

6.9 TSITE T. Darcy Sullivan Scholarship

Name of Scholarship: T. Darcy Sullivan was actively involved in ITE throughout his lifetime beginning in 1961. Before moving to Tennessee, Darcy previously served as the Illinois Section ITE President in 1971. Darcy served as the TDITE (Tennessee Division) President in 1976-77, the Chairman of the SSITE (Southern Section) Technical Council Committee in 1978-79, the SSITE Education, Training, and Student Chapter Committee in 1979-80, the SSITE Section Representative in 1981-82, and the SSITE Director in 1985-86. Darcy received the TSITE Volunteer Award for Distinguished Service in 2001 and was awarded ITE Fellow membership grade. Throughout his professional career, Darcy volunteered his time on many other committees for both TSITE and SDITE.

Because of its very nature and the importance of the Scholarship, it has been named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and professional organization. An individual who, by his personal integrity, leadership and example, has inspired all of his fellow professionals to greater service. In 2007, this Scholarship was named the "T. DARCY SULLIVAN SCHOLARSHIP".

Selection of Scholarship Recipient:

- Each year only one individual may be selected for this Scholarship.
- An eligible student can be either an undergraduate or graduate student studying in a transportation field.
- During the December Executive Board Meeting, the Executive Board is responsible to set the amount of this award for the upcoming year.
- The Scholarship Committee is responsible for awarding this Scholarship.
- If, in the opinion of the Scholarship Committee and the Executive Board, no individual qualifies for this scholarship, none shall be given for that year.
- Scholarship applications should be due prior to the Spring Meeting or about 45 days prior to the Summer Meeting, whichever is earlier.
- The Scholarship award should be finalized within two weeks of receiving all scholarship applications with the recipient being notified and invited to the Summer Meeting.
- TSITE will pay expenses for scholarship winners to attend Summer Meeting.

Form of Scholarship: This Scholarship shall receive a framed certificate and a check.

Presentation of Scholarship: This Scholarship shall be presented at the Summer Meeting.

6.10 TSITE Bill D. Kervin, Jr. Scholarship

Name of Scholarship: Bill was an active member of ITE and served both TSITE and our Country admirably, his term as TSITE President in 2004 was interrupted by a military deployment to Iraq as part of the Tennessee Army National Guard. This scholarship was named in his honor in 2015 as a tribute and memorial to his commitment and leadership in furthering the transportation profession. The award amount of this scholarship is planned to be \$1,200.

Because of its very nature and the importance of the Scholarship, it has been named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and professional organization. An individual who, by his personal integrity, leadership and example, has inspired all of his fellow professionals to greater service. In 2015, this Scholarship was named the "BILL D. KERVIN, JR. SCHOLARSHIP".

Selection of Scholarship Recipient:

- Each year only one individual may be selected for this Scholarship.
- An eligible student can be either an undergraduate or graduate student studying in a transportation field.
- During the December Executive Board Meeting, the Executive Board is responsible to set the amount of this award for the upcoming year.
- The Scholarship Committee is responsible for awarding this Scholarship.
- If, in the opinion of the Scholarship Committee and the Executive Board, no individual qualifies for this scholarship, none shall be given for that year.
- Scholarship applications should be due prior to the Spring Meeting or about 45 days prior to the Summer Meeting, whichever is earlier.
- The Scholarship award should be finalized within two weeks of receiving all scholarship applications with the recipient being notified and invited to the Summer Meeting.
- TSITE will pay expenses for scholarship winners to attend Summer Meeting.

Form of Scholarship: This Scholarship shall receive a framed certificate and a check.

Presentation of Scholarship: This Scholarship shall be presented at the Summer Meeting.

6.11 Tennessee Section Undergraduate Scholarship

Name of Scholarship: This Scholarship is currently unnamed.

Selection of Scholarship Recipient:

- Each year only one individual may be selected for this Scholarship.
- An eligible student is an undergraduate student studying in a transportation field.
- During the December Executive Board Meeting, the Executive Board is responsible to set the amount of this award for the upcoming year.
- The Scholarship Committee is responsible for awarding this Scholarship.
- If, in the opinion of the Scholarship Committee and the Executive Board, no individual qualifies for this scholarship, none shall be given for that year.
- Scholarship applications should be due prior to the Spring Meeting or about 45 days prior to the Summer Meeting, whichever is earlier.
- The Scholarship award should be finalized within two weeks of receiving all scholarship applications with the recipient being notified and invited to the Summer Meeting.
- TSITE will pay expenses for scholarship winners to attend Summer Meeting.

Form of Scholarship: This Scholarship shall receive a framed certificate and a check.

Presentation of Scholarship: This Scholarship shall be presented at the Summer Meeting.

6.12 SDITE William H. Temple Scholarship Challenge

Name of Scholarship: The William H. Temple Scholarship Challenge Traffic Bowl was started in 2005 by the ABD to encourage student participation in the Southern District ITE. Teams of three students from each Section compete in a jeopardy style challenge. The answers and questions are based on transportation and traffic related topics. Each Section has their own method of selecting the student teams. Members of the winning team receive a \$1,000 scholarship sponsored by the ABD.

Selection of Scholarship Recipient:

- The SDITE Associated Business Division (ABD) is responsible for awarding this scholarship.
- Each member of the winning school team in the SDITE Traffic Bowl competition is awarded a scholarship.

Form of Scholarship: For each award member, this Scholarship shall receive a framed certificate and a check for \$1,000.

Presentation of Scholarship: This Scholarship shall be presented at the SDITE Annual Meeting.

Appendix A

TSITE Operation Links

TSITE OPERATION LINKS

[SDITE District Bylaws](#)

[TSITE Section Bylaws](#)

[TSITE Student Chapter Reports and Technical Papers](#)

[TSITE Student Scholarship Award](#)

[TSITE Student Application Form](#)

[SDITE Student Chapter Southern District Award](#)

[SDITE Student Paper Southern District Award:](#)

[TSITE Traffic Bowl Rules](#)

[TSITE History](#)

[ITE Elected Leadership Tools](#)

Appendix B

TSITE Charter

INSTITUTE OF TRANSPORTATION ENGINEERS

SECTION CHARTER

ARTICLE I – PREAMBLE

Section 1.1 – As authorized by the constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as the Institute, District V, hereinafter referred to as the District, as recorded in the minutes of the District Board meeting on December 2, 1988, and as approved by the Board of Direction of the Institute as recorded in the minutes of its meeting on January 10, 1988, grants this Charter for the TENNESSEE SECTION of the Institute, hereinafter referred to as the Section.

Section 1.2 – This Charter shall be effective upon Institute approval and shall remain in effect, including any amendments until rescinded by the District Board.

Section 1.3 – This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Section enrolling members from the designated area and shall annul any by-laws of such a Section which may be in conflict with it.

ARTICLE II – AREA AND PURPOSE

Section 2.1 – The area designated as that of this Section shall be the State of Tennessee, or as the area shall be established from time to time by the District Board or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the Board of Direction of the Institute, as described in the attachment(s) hereto.

Section 2.2 – The purpose of this Section shall be to:

- (1) advance the objectives of the Institute;
- (2) foster closer association of Institute members;
- (3) encourage members to prepare or discuss papers;
- (4) prepare suggestions on matters of policy to the Board of Direction of the Institute;
- (5) consider local transportation and traffic engineering problems;
- (6) cooperate with other local engineering groups on matters of common interest;
- (7) present the transportation and traffic engineering point of view consistent with established Institute policies; and
- (8) encourage the introduction of transportation and traffic engineering courses in colleges, universities, and technical schools in the Section.

ARTICLE III – MEMBERSHIP

Section 3.1 – Any Institute member who resides within the area designated for the Section, and who is in good standing with the District, shall be a member of the Section.

Section 3.2 – Any Institute member may become a member of the Section, without residing in the Section area, upon approval of the Section Executive Board and upon payment of Section fees and dues.

Section 3.3 – The Section may adopt one or more types of Section affiliation for persons who are either:

- (1) not eligible to be voting members of the Institute but who are accumulating experience toward Institute membership;
- (2) in sub-professional work in transportation or traffic engineering;
- (3) student in a recognized engineering school;
- (4) professionally engaged in related fields; or
- (5) in a position to work with and assist transportation or traffic engineers by virtue of official positions or commercial employment.

Section 3.4 – All persons who are affiliated with the Section as provided in Section 3.3 shall be clearly identified as “Section Affiliates” and not as members of the Section. The Section Executive Board shall submit the names and addresses of all “Section Affiliates” to the Institute prior to February 1 of each year.

Section 3.5 – The Section by-laws shall establish the manner in which persons may apply for or be invited into Section membership or affiliation as well as the manner in which such membership or affiliation may be terminated, but no restrictions on Section membership shall be placed on any voting member of the Institute other than those stated in Section 3.1 or 3.2.

Section 3.6 – Members of the Section shall be entitled to the privileges of the Section specified in the Section by-laws. Student members of the Institute and Institute Affiliate members may not vote or hold elective office in the Section. Section Affiliates shall be entitled to the privileges of the Section and may vote and/or hold elective office in the Section as specifically provided in the Section by-laws.

ARTICLE IV – GOVERNMENT

Section 4.1 – The government of the Section shall be vested in Elective Officers and Directors, who shall constitute an Executive Board. The Section by-laws shall specify the Elective Officers and Directors of the Section provided that the Elective Officers shall include a president, at least one vice president, a secretary and a treasurer or a secretary-treasurer.

Section 4.2 – The Executive Board of the Section shall manage the affairs of the Section in conformity with the provisions of this Charter, the by-laws of the Section, the policies of the Institute, and the policies of the Board of Direction of the Institute.

Section 4.3 – The Section shall adopt by-laws setting forth the structure of the Executive Board and providing the manner of nominating, electing or appointing Elective Officers and Directors of the Section and specifying their terms of office.

Section 4.4 – The Section shall also adopt by-laws to govern appointment of committees, number and times of meetings, assessment of fees and dues, method of amending by-laws, and such other matters as the Section may desire, provided such by-laws do not conflict with this Charter, the District Charter, the Constitution of the Institute, the policies of the Institute, or the policies of the Board of Direction of the Institute.

Section 4.5 – The by-laws of the Section may be adopted, and amended after adoption, only if the proposition is submitted in writing to all voting members of the Section at least thirty (30) days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative two-thirds vote of those voting. Section by-laws shall be filed with the District Board and the Institute within thirty (30) days after adoption or amendment and shall take effect upon being filed with the District Board.

Section 4.6 – At any time the District Board may annul any part of the Section by-laws which it considers to be contrary to the Section Charter, the District Charter, the Constitution of the Institute or the best interests of the District or the Institute, by giving notice in writing to the Section Executive Board.

Section 4.7 – The Section Executive Board may charter subsections to meet specific needs within its boundaries upon written request of at least five members of the Section residing in the proposed subsection area. Subsections shall adopt by-laws that are not inconsistent with the subsection Charter or the Section Charter. Subsection by-laws shall be filed with the Section Executive Board, the District and the Institute within thirty (30) days of adoption or amendment and shall take effect upon being filed with the Section Executive Board. The Section Executive Board may rescind a subsection Charter by giving notice in writing to the subsection.

ARTICLE V – RELATION OF SECTION TO DISTRICT AND INSTITUTE

Section 5.1 – The Section shall not speak for the District or the Institute unless authorized in the particular matter by the District Board or the Board of Direction of the Institute, respectively.

Section 5.2 – The Section shall not identify itself with national groups or organizations but may identify itself with local or area-wide groups or organizations.

Section 5.3 – Names and addresses of Elective Officers and Directors of the Section and the dates on which the term of each begins and expires shall be reported in writing by the Section Executive Board to the District Board, to the District Director(s), and to the Institute within thirty (30) days after election or appointment.

Section 5.4 – The Section Executive Board shall submit a written annual report to the District Board prior to January 15 of each year. The report shall include a summary of the Section's activities for the previous year.

Section 5.5 – The District and the Institute will not be responsible for debts contracted by the Section. The Institute will not give financial assistance to the Section. The District shall remit to the Section that portion, specified in the District by-laws, of the District dues and fees of resident Section members (as described in Section 3.1), collected by the Institute and remitted to the District. No dues or fees will be required to be paid by the Section to the Institute or the District.

ARTICLE VI – AMENDMENT OF CHARTER

Section 6.1 – The District Board may amend or rescind this Charter. The Section Executive Board will be notified in writing by the District Board of any proposed amendment to, or rescission of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or rescission. An amendment, with or without change, shall be submitted by the District Board to the Board of Direction of the Institute for approval. Rescission or the approved amendment shall become effective on the date determined by the District Board.

Section 6.2 – The Section Executive Board may petition the District Board to amend this Charter. The District Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District Board shall then petition the Board of Direction of the Institute for approval of the proposed amendment. The Board of Direction of the Institute shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section Executive Board shall become effective upon approval by the Board of Direction of the Institute.

SUBSCRIBED FOR THE DISTRICT BOARD OF DISTRICT V
OF THE
INSTITUTE OF TRANSPORTATION ENGINEERS
Darrell B. Skipper, District V Chairman

January 1, 1989

Appendix C

TSITE Technical Committee Documents

Technical Committee Guidelines

Sample Technical Committee Meeting Activity Summary Report



TENNESSEE SECTION
INSTITUTE OF TRANSPORTATION ENGINEERS (TSITE)
TECHNICAL ACTIVITIES GUIDELINES

I. PURPOSE

The purpose of these guidelines are to assist the Tennessee Section Institute of Transportation Engineers (TSITE) Members for forming a Technical Committee and for performing transportation engineering and planning investigations. It is not necessarily intended or required that all the suggestions contained herein be followed, but rather that TSITE members should use these guidelines for direction.

II. TSITE TECHNICAL CHAIRMAN

TSITE is required to appoint a TSITE Technical Chairman, and if desired, a TSITE Technical Committee following the procedures contained in the TSITE Operations Manual. The Technical Chairman shall be selected by the TSITE President and serve a one year term. The President-Elect may reappoint the Technical Chairman for the next year following their current term. The following should be the requirements of the Technical Chairman:

- Active International ITE Member.
- Commitment of their time and efforts to its leadership position.
- Demonstrate the ability in technical investigations and reporting.
- Provide direction for committee members.
- Recommend the type of investigation needed to assist with the development of new TSITE technical projects.
- Coordinate the activities of the TSITE Technical Committee including the preparation of the meeting agenda.
- Assist with technical presentations at TSITE meetings and/or workshops, seminars, and joint meetings with other organizations.
- Provide quarterly progress reports during the TSITE Business Meetings regarding the activities of the TSITE Technical Committee.
- Prepare and submit the TSITE Technical Committee Annual Report in accordance with Section V of this document.

III. TSITE TECHNICAL COMMITTEE MEMBERS

The TSITE Technical Committee is open to any TSITE member including affiliates and students who is knowledgeable and interested in performing transportation engineering and planning investigations. The Technical Committee members should be committed to accept and perform assignments given to him/her by the Technical Chairman.



IV. TSITE TECHNICAL PROJECTS

There is no specific requirement to the type of technical project that might be undertaken by the TSITE Technical Committee. However, the TSITE Technical Committee final recommendations must conform to all ITE (International, Southern District ITE, and/or TSITE) rules, policies, regulations, by-laws, and operating procedures. Examples of the type of technical projects that can be undertaken include:

- Collection or analysis of transportation data including traffic counts, trip generation data, and parking generation data.
- Assessment of safety, capacity, and operational improvements.
- Recommending TSITE sponsored webinars to the TSITE Executive Board.
- Updating TSITE technical documents including the TSITE Operations Manual and the Statewide Technical Links spreadsheet.
- Preparing and/or updating other technical documents desired by the TSITE Executive Board.

The TSITE Technical Committee projects can be recommended by:

- TSITE Executive Board.
- TSITE Technical Committee Members.
- Any TSITE Member including Affiliates and Students.
- SDITE Technical Knowledge Committee Chairman.

Even though technical projects can be recommended by many sources, only approved technical projects by the TSITE Executive Board shall be undertaken for study by the TSITE Technical Committee. In order to maintain interest, the TSITE Executive Board should limit its approval to those technical projects which can be completed within a reasonable length of time, usually less than two years. A final report should be prepared for each technical project undertaken by the TSITE Technical Committee for inclusion in the Annual Report as described in Section V of this document.

V. TSITE TECHNICAL COMMITTEE ANNUAL REPORT

The TSITE Technical Committee Chairman is responsible for preparing and submitting an electronic PDF copy of the annual report to the TSITE Executive Board by December 1st of their term. This annual report should be prepared in an executive summary format with any supporting project activity documentation attached. As a minimum, this annual report should include the following:

- Prepare on TSITE Letterhead.
- List of Technical Committee Members.
- List of all meeting dates and general attendance statistics.
- List of all technical projects undertaken by the technical committee including a status summary of each technical project.
- Attach supplemental information related to each technical project.



2010 TSITE Technical Committee

Summary of Activities

To: Chris Kirby, TSITE President
Chris Rhodes, TSITE Vice President/President Elect
Kevin Cole, TSITE Past President

From: Steve Bryan, TSITE Secretary-Treasurer/Technical Committee Chairman

Date: December 9, 2010

The following is a summary of the TSITE Technical Committee activities during 2010.

Technical Committee Members:

- Steve Bryan, P.E., PTOE TranSystems [Chairman]
- Brandon Baxter, P.E., PTOE Ragan-Smith
- Sean Coleman, P.E. Kimley-Horn *[Left the Committee in June]*
- Chris Cowan, P.E. City of Clarksville Eng. Dept. *[Left the Committee in Dec.]*
- Devin Doyle, P.E. Nashville Metro Public Works
- Kim King, P.E. AECOM
- Tyler King, E.I.T. TDOT
- Jonathan Moore, P.E. Kimley-Horn *[Left the Committee in February]*

Meetings and Attendance:

The committee met four times during the year and all of the meetings were held at the TranSystems conference room with the exception of the February 4th meeting that was held at the Kimley-Horn conference room. The meeting dates were:

- February 4th
- April 7th
- June 30th
- December 8th

All of the committee members were active throughout the year and our committee attendance percentage at the meetings was 74%. During 2010, our committee worked on three tasks:

- Finalize the TSITE Professional Development Day Strategy Proposal document.
- Prepare a 45 minute presentation for the TSITE TIS Brochure
- Review and update the TSITE Operations Manual

A fourth task to review and update the TSITE web site was decided to be put on hold until 2011 while the committee concentrated on the above three tasks.



The following is a summary of our work efforts for each task and the webinars/web briefings throughout 2010.

Task Assignment #1

Finalize the TSITE Professional Development Day Strategy Proposal document

This task began in 2008 and was completed in March 2010 when the document entitled "Professional Development Day Strategy Proposal" was approved by the TSITE Board. A copy of this document is attached for your information.

Task Assignment #2

Prepare a 45 minute presentation for the TSITE TIS Brochure

After completing the TIS Did You Know (DYK) Brochure and making a 15 minute presentation on the brochure to the membership at the Summer Meeting in 2009, the TSITE Board requested the committee to prepare a longer 30-45 minute presentation that would be useful to present to other organizations that involved Tennessee counties and smaller cities. At this time, this task is about 80% complete and should be completed in 2011.

Task Assignment #3

Review and update the TSITE Operations Manual

The TSITE Operations Manual was last updated in 2005. The TSITE Board requested the committee to review the current TSITE Operations Manual and recommend additions, deletions and changes to make the manual more useful for new officers who have little personal knowledge of TSITE operations. A draft version of the updated TSITE Operations Manual was completed and submitted to the TSITE Board for review in December.

Webinars

Throughout the year, the committee members monitored upcoming webinars and reported any findings at our meetings that would possibly merit TSITE sponsorship. The general criteria that were provided our committee include:

- \$500 limit for each webinar.
- \$2,500 limit for webinars during the year.
- Try to identify webinars near mid-points between TSITE meetings as much as possible.
- Try to rotate around the state and at host sites within each area.

During 2010, TSITE sponsored four webinars. The total TSITE sponsorship cost for these five webinars was \$1,875 which was attended by a total of 140 members. The following table summarizes these TSITE sponsored webinars:



2010 TSITE Sponsored Webinar Summary

Date	Webinar Description	Host Cities	Total Attendance
2/23/2010	General Overview of the 2009 MUTCD	Chattanooga, Johnson City, Knoxville, Nashville, and Memphis	81
7/22/2010	Urban Intersection Design	Johnson City and Memphis	14
10/6/2010	Promoting Sustainable Transportation Through Site Design	Nashville and Memphis	28
10/26/2010	Fundamentals of Highway Safety Manual Predictive Method	Chattanooga and Knoxville	17

The latest TSITE sponsored webinar tracking form is attached for your information. This form goes back to when we started tracking these webinars in June 2008. To date, TSITE has sponsored a total of 12 webinars at a total cost of \$5,873 with a total of 327 persons in attendance. These TSITE sponsored webinars have provided our membership with an effective way to increase our technical knowledge and membership interactions within our organization. In addition, these webinars have assisted our membership in obtaining their necessary Professional Development Hours (PDH's).

2011 Technical Committee Activities:

At this time, the 2011 task items will be the continuation of Tasks #2 and #3, as well as beginning the new task of reviewing and updating the TSITE web site. Other tasks are being gathered and will be discussed at our first meeting in 2011. In 2011, I will be stepping down as the Technical Committee Chairman and will be replaced by Kim King, one of our current Technical Committee members. The Technical Committee is looking forward to undertaking TSITE Board's Vision for the upcoming year and to another great year in 2011.

Sincerely,

Stephen K. Bryan

Stephen K. Bryan, P.E., PTOE
 TSITE Technical Committee Chairperson
 skbryan@transystems.com

cc: TSITE Technical Committee Members

Attachments: Professional Development Day Strategy Proposal Document
 TSITE Sponsored Webinar Tracking Form

Appendix D

TSITE Sample Calendar

JANUARY						
1	2	3	4	5	6	7
Complete appoint. of committee chairmen and members						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
				Prepare Winter Meeting notice for WebSite (60 days before)		
22	23	24	25	26	27	28
	SDITE Hoose, Hensley, Thomas Nominations due to District					
29	30	31				

Color-Code Legend → Meeting Date President Vice-President Secretary-Treasurer Past President

FEBRUARY						
1	2	3	4	5	6	7
All student entries due to TSITE. (papers, schol., & chapter rpt.s.)						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
Section Annual Report approved by Section Board	Provide Secretary-Trea. with Winter Meeting speakers					
22	23	24	25	26	27	28
	Email Winter Meeting notice (30 days before)					
29						

MARCH						
1	2	3	4	5	6	7
8 Email reminder for Winter Meeting (10 days before)	9	10	11	12 Name Nomination Committees (120 days before Summer Meeting)	13	14
15 Begin nomination process; Past Begin nomination	16	17	18	19 TSITE WINTER MEETING	20	21
22	23	24	25	26	27	28
29 Prepare Spring Meeting notice for WebSite (60 days before)	30	31				

Color-Code Legend → **Meeting Date** **President** **Vice-President** **Secretary-Treasurer** **Past President**

APRIL						
1	2	3 TSITE Annual Report due to SDITE. Report by Past-Pres. for year of his Presidency	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Notify Sec.-Treas of nominees for upcoming election (90 days before)	20	21 SOUTHERN DISTRICT MEETING
22 SOUTHERN DISTRICT MEETING	23 SOUTHERN DISTRICT MEETING	24 SOUTHERN DISTRICT MEETING	25 Provide Sec-Treas with Spring Meeting speakers	26	27	28
29	30 Email Spring Meeting notice (30 days before)					

MAY						
1	2	3	4	5	6	7
Scholarship Com. to pick winners & invite to summer Meeting						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
					Email reminder for Spring Meeting (10 days before)	
22	23	24	25	26	27	28
29	30	31				
	TSITE SPRING MEETING	Prepare Summer Meeting notice & Election Candidate for Web Site				

Color-Code Legend → **Meeting Date** **President** **Vice-President** **Secretary-Treasurer** **Past President**

JUNE						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
				Provide Sec. Treasurer with Summer Meeting speakers		
15	16	17	18	19	20	21
				Email Summer Meeting notice & election ballot (30 days before)		
22	23	24	25	26	27	28
29	30					

JULY						
1	2 Email reminder for Summer Meeting (10 days before)	3	4	5	6	7
8	9	10	11	12 TSITE SUMMER MEETING Count ballots; Student awards recognition, annual auction	13	14
15 Deposit auction money into TSITE savings account	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Color-Code Legend → **Meeting Date** **President** **Vice-President** **Secretary-Treasurer** **Past President**

AUGUST						
1	2	3	4	5	6	7
8	9	10	11	12	13	14 INTERNATIONAL ITE MEETING
INTERNATIONAL ITE MEETING			18	19	20	21
22	23	24	25	26	27	28
29 Section awards committee begin process of selecting awards	30 Prepare Fall Meeting notice for Web Site (60 days before)	31				

SEPTEMBER						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Provide Sec.- Treasurer with Fall Meeting speakers	24	25	26 Select Section Awards- Past President chairs committee	27	28
29 Email Fall Meeting Notice (30 days before Fall Meeting)	30					

Color-Code
Legend →

Meeting
Date

President

Vice-
President

Secretary-
Treasurer

Past
President

OCTOBER						
1 Have plaques made for Section award winners & outgoing president	2	3	4	5	6	7
8	9 Provide nominations for Southern District officers	10	11	12	13	14
15	16	17	18	19	20	21
22 Email reminder for Fall Meeting (10 days before)	23	24 Write check to scholarship fund	25	26	27	28
29	30	31				

NOVEMBER						
1	2	3	4	5	6	7
TSITE FALL MEETING Swearing in of new officers Section awards given out			V.P. (President-Elect) to start committee chair & member appoint.	V.P. (President-Elect) to send new officers to ITE & SDITE		
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Color-Code Legend →

Meeting Date	President	Vice-President	Secretary-Treasurer	Past President
--------------	-----------	----------------	---------------------	----------------

DECEMBER						
1	2	3	4	5	6	7
				Meeting chaired by incoming Pres. Transfer checking account		
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Appendix E

TSITE Policies

Publication Sponsorship Policy

Open Position Posting Policy



Amy Burch, P.E.
President
Nathan Vatter, P.E.
Vice President
Stephen Edwards, P.E.
Secretary-Treasurer
Greg Dotson, P.E.
Past President

2019 TSITE SPONSORSHIP POLICY

Purpose:

Sponsorship provides an opportunity for TSITE members wishing to show support of the organization and its mission. The TSITE Board decided at the 2018 year end board meeting to simplify the way sponsorships are collected. Sponsors will now be solicited once per year before the winter meeting. Sponsorships are available at four different tiers (see below) and cover all section meetings for the year, the winter traffic bowl and the website. This method allows companies to make a one time payment per year instead of receiving multiple requests from TSITE throughout the year for various events.

Eligibility:

Sponsorship of TSITE is available to all members of TSITE and the organizations they represent.

Sponsorship Tiers

Diamond:

\$1,000 – Company logo on website, Winter Meeting Traffic Bowl Sponsor, Vendor Spotlight (5-10 minute presentation at one meeting), Summer Social Sponsor and Booth and Company recognized at every TSITE Meeting

Platinum:

\$750 – Company logo on website, Winter Meeting Traffic Bowl Sponsor, Summer Social Sponsor and Booth and Company recognized at every TSITE Meeting

Gold:

\$500 – Company logo on website, Winter Meeting Traffic Bowl Sponsor, and Company recognized at every TSITE Meeting

Bronze:

\$250 – Company logo on website

Beneficiary:

Monies collected through sponsorships support the activities of ITE student chapters within the state of Tennessee. In an effort to encourage student participation, TSITE wishes to encourage financial aid to chapters and individuals outside of the annual scholarships. The opening budget of most student chapters comes solely from membership dues collected each year. While this generally allows chapters to host regular meetings, assistance for participation in additional ITE activities is often unavailable. Funds collected from sponsorships will go into the TSITE general fund to offset such costs as student registration at TSITE meetings and travel/lodging costs for students invited to ITE functions.



Amy Burch, P.E.
President
Nathan Vatter, P.E.
Vice President
Stephen Edwards, P.E.
Secretary-Treasurer
Greg Dotson, P.E.
Past President

Procedure:

To become a TSITE sponsor, please send the following to the current TSITE Secretary/Treasurer (contact information provided on website):

- A check payable to "Tennessee Section ITE" noting its purpose and sponsorship tier;
- An electronic formatted (color or b/w) submission (Acceptable formats are *.jpg, *.tif, *.bmp, or *.cdr) of the participant/firm/organization needed for the newsletter (2"x3½" finished size);
- The firm/organization electronic logo needed for the TSITE web site;
- The firm/organization web site address link needed for the TSITE web site.



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President
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Vice President
Stephen Edwards, P.E.
Secretary-Treasurer
Greg Dotson, P.E.
Past President

2019 TSITE OPEN POSITION POSTING POLICY

Who may participate – Any TSITE member in good standing may request a posting of a position to be filled free of charge. **Nonmembers will be charged a one-time fee of \$100 per post. Fee to be paid via check or paypal to the current TSITE Secretary/Treasurer.**

Acceptable postings – All postings should be for positions in transportation engineering or planning. Positions relating to the work of engineers (CADD technician, survey crew, etc.) will not be posted.

Postings must be for positions within the state of Tennessee. The exception is that vendors or consultants who are TSITE members working in a state other than Tennessee may request position postings for their offices. Members with involvement in several offices should only request postings for positions within his or her primary office and/or within an office in the state of Tennessee.

All position openings should include (at minimum) the job title, location, and appropriate contact information. Requests not containing these items will not be posted. No length limit exists for a posting.

Time limit – If a deadline is specified for an opening, the posting will be removed after that date. If the job remains open until filled, the posting will be removed from the website one month after it first appears. A request must be made to re-post the opening if not filled after that time. The contact person below should be notified to renew a posting or to remove it once it has been filled.

Placing a request – The complete, edited posting should be sent electronically in a standard format (*.txt, *.doc, etc.). Hard copies or .pdf files cannot be accepted. Logos or other images should not be embedded in the files.

The posting should be sent via email to the current TSITE webmaster, contact information provided on the website.

Appendix F

TSITE Sample Meeting Documents

Sample Oaths of Office

Sample Meeting Sign-In Sheet

Sample Meeting Dues Receipt Form

Sample Meeting Agenda

Sample Meeting Minutes

Sample Meeting Financial Report

Sample Meeting PDH Form

Sample Meeting Thank You Letter

Sample Meeting Auction Tracking Form

Sample Meeting Teller Committee Instructions and Tally Form



Sample Oaths of Office

Note: These oaths are administered as a group at the Fall Meeting or another meeting approved by the TSITE Board by a TSITE Past President or an Officer of SDITE or ITE.

In accepting the office to which you have been elected in the Tennessee Section of the Institute of Transportation Engineers, do you solemnly pledge to discharge to the best of your ability all the duties of that office; to uphold the professional standing, honor and dignity of the Section at all times by example and precept; to be governed by the Section Charter and By-laws and by the policies, rules and procedures established by the Board of Directors; and to work diligently and faithfully for the advancement and betterment of the Section, District and Institute, and its members, so help you God?

[After the group says "I do", the person administering the oaths says "Repeat after me"]

I, [State Your Name], accept the office to which I have been elected. /

I promise to serve the Section diligently and faithfully /

and I will perform my duties to the best of my ability /

and in accordance with the charter and by-laws /

of the Tennessee Section of the Institute of Transportation Engineers. /

So help me God.



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

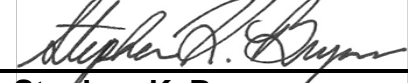
President
Chris Kirby, P.E.
Vice President
Chris Rhodes, P.E.
Secretary-Treasurer
Steve Bryan, P.E., PTOE
Past President
Kevin A. Cole, P.E.

REGISTRATION RECEIPT: _____

WINTER MEETING
FEBRUARY 25, 2010

AMOUNT: \$30.00

University Of Tennessee Visitor's Center – Knoxville, TN

ACKNOWLEDGED: 
Stephen K. Bryan



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

President
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Vice President
Chris Rhodes, P.E.
Secretary-Treasurer
Steve Bryan, P.E., PTOE
Past President
Kevin Cole, P.E.

REGISTRATION RECEIPT: _____

WINTER MEETING
FEBRUARY 25, 2010

AMOUNT: \$30.00

University Of Tennessee Visitor's Center – Knoxville, TN

ACKNOWLEDGED: 
Stephen K. Bryan



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

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Past President
Kevin A. Cole, P.E.

REGISTRATION RECEIPT: _____

WINTER MEETING
FEBRUARY 25, 2010

AMOUNT: \$30.00

University Of Tennessee Visitor's Center – Knoxville, TN

ACKNOWLEDGED: 
Stephen K. Bryan



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

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President
Nathan Vatter, P.E.
Vice President
Stephen Edwards, P.E.
Secretary-Treasurer
Greg Dotson, P.E.
Past President

***Tennessee Section of ITE
2019 Spring Meeting Agenda***

Thursday, May 16, 2019
Beale Street Landing
Memphis, TN

AGENDA

- 8:30 – 9:00** **Arrival and Registration (30 Minutes)**
- 9:00 – 9:15** **Welcoming Remarks (15 Minutes)**
- 9:15 – 10:00** **Ben Ledsinger – Smith Seckman Reid (45 Minutes)**
"Plough Boulevard Interchange and Realignment: Building a Gateway to Memphis Aerotropolis"
- 10:00 – 10:30** **Dr. Stephanie Ivey – University of Memphis (30 Minutes)**
"The Future of TSMO Workforce: New Approaches for Attracting and Retaining Talent"
- 10:30 – 10:45** **15-minute Break**
- 10:45 – 11:30** **Kenny Monroe – Kimley Horn (45 Minutes)**
"Memphis Innovation Corridor: Reimagining the City's Major Commercial Corridor for Bus Rapid Transit and Smart City Infrastructure"
- 11:30 – 1:30** **BBQ Fest Lunch provided by SSR (2 Hour)**
- 1:30 – 2:00** **TSITE Business Meeting (30 Minutes)**
- 2:00 – 2:15** **Closing Remarks & Adjourn (15 Minutes)**
- 2:15 – 4:15** **Technical Tour – Downtown Memphis (2 Hours)**
"Big River Crossing: A Multimodal Tour into the Intersection of Transportation, Development, and Tourism "



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Greg Dotson, P.E.
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Amy Burch, P.E.
Vice President
Nathan Vatter, P.E.
Secretary-Treasurer
Kevin Comstock
Past President

2018 TSITE FALL BUSINESS MEETING MINUTES

October 23, 2018

Drury Plaza Hotel

1874 West McEwen Drive
Franklin, TN 37067

Call to Order

Greg Dotson called the meeting to order at 1:06 p.m.

Recognition of Past Presidents

The following past presidents of the Tennessee Section that were in attendance were recognized:

1976 William L. Moore Jr.
2002 Cindy Pionke
2006 Steve Allen
2007 Greg Judy
2008 Steve Meyer
2010 Chris Kirby
2011 Chris Rhodes
2012 Steve Bryan
2013 Jason Carder

Vote to approve Summer Business Meeting Minutes: Steve Allen moved to approve; Brian Haas seconded. Motion Carried.

Officer's Reports

- President – Greg Dotson
 - Welcomed everyone to the TSITE Winter Meeting and a special thank you to Vice President, Amy Burch
- Vice-President – Amy Burch
 - Gave a special thank you to the group of 54 for attending and Nermine Nashed for always taking photographs
 - Nathan will be the contact for speakers/presenters for next year (2019)
- Secretary/Treasurer's Financial and Scholarship Report – Nathan Vatter
 - Nathan Vatter presented the TSITE Financial Report: Short 250.00 but broke even with late registration

Previous Balance: Oct 23 rd	23,771.25
Income	28,333.69
<u>Expenditures</u>	<u>30,250.58</u>
Ending Balance	21,854.36



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Greg Dotson, P.E.
President
Amy Burch, P.E.
Vice President
Nathan Vatter, P.E.
Secretary-Treasurer
Kevin Comstock
Past President

- Scholarship as of June 30, 2018, \$33,854.00 does not account for the 7,000.00 from the Summer Meeting.
- Insurance: Nathan provided information on General Liability Insurance 360.00 annually and Management Liability Insurance for Elected Officials at 850.00. The directive came from the SDITE President, Scott Walker ITE International with action taken by the board. Please provide feedback to Nathan Vatter.
- Section Representative's Report – Chris Kirby, Lauren Gaines, and Terrance Hill
 - Terrance Hill:
 - One ITE: The concept is to make sure that all the sections and chapters are operating consistently.
 - The affiliate membership Doodle Poll: 36 voted and 89% had no concern. The totals were expressed to SDITE. There is a call next week to gather more information.
 - They are going to eliminate the affiliate membership. Affiliates that have paid will have a free International ITE Membership next year, and ½ off the following year. They are currently working with board members on a transition plan
 - November 11th and 12th: SDITE Board Meeting in New Orleans. Lauren Gaines put together a section report to present with Terrance Hill at the meeting.
- Affiliate Director's Report - Tim Britt:
 - Not in attendance:

Committee Reports

- Audit (Kevin Cole)
 - Not in attendance
 - Chris Kirby: Kevin stated that everything looked good
- Awards (Kevin Comstock)
 - Not in attendance
- Nominations (Kevin Comstock)
 - Not in attendance
- Scholarships (Kevin Comstock)
 - Not in attendance
- Career Development (Brian Haas)
 - Nothing to report
- Legislative (Michelle Nickerson)
 - Nothing to report
- Section Relations (Amy Burch & Nermine Nashed): Stephen Edwards read the report
 - Knoxville: Cindy Pionke



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Greg Dotson, P.E.
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Vice President
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Kevin Comstock
Past President

- They gathered on Thursday, August 30th for a breakfast meeting with no speaker.
- On Friday, September 28th they met for lunch. Chris Kirby and Andy Padgett had a presentation on “Effective Communications” which was developed for SDITE by Beverly Langford.
- They will meet on November 1st for their final luncheon for the Knox County's ADA Transition Plan.
- Chattanooga: Karen Trowell:
 - They met on August 10th, Kevin Comstock, Smart City Director with the City of Chattanooga, spoke to their group. The title of his presentation was “Looking for Data in all the Wrong Places: The “State of Play” in Tennessee for Data Compilation and Analytics”.
 - On September 14th, they met with no speakers.
 - If anyone would like to be added to their invite list, please send an email to Karen at Karen.Trowell@arcadis.com
- Nashville: Najmeh Jami
 - The Middle TN ITE meeting is regularly scheduled on the last Wednesday of the month as usual. Please RSVP by this Thursday for the November 2nd Meeting. The speaker is Brad Freeze: I-24 Smart Corridor Project with food provided. Steve Bryan gave a special thank you to Najmeh. Her last day is November 8th. She is moving to New York with Kenneth Perkins taking her place and sending out the Region 3 invites.
- Memphis: Greg Dotson / Peter Kaufmann
 - Memphis-area members had another lunchtime meetup prior to the MPO meeting on Thursday, August 2nd, including representatives from several municipalities and the University of Memphis.
 - Their final regularly-scheduled Memphis Meetup of the year will be Thursday, November 1st before the MPO's Engineering & Technical Committee meeting.
 - They are also continuing to explore opportunities for crossover events with the local collegiate sections as well as for site visits to local transportation projects.
 - Please contact Peter Kauffmann (Peter.Kauffmann@bargedesign.com) if you'd like to receive updates or if you've got a suggestion for an interesting field trip.
- Tri-Cities: Jason Carder
 - No Report
- Technical (Luke Dixon)
 - Not in attendance
 - Amy Burch: Hosted a webinar titled *Extending Applicability of ITE Trip Generation Data Beyond General Urban and Suburban Areas* for five locations across the state on Thursday, October 11th.



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Greg Dotson, P.E.
President
Amy Burch, P.E.
Vice President
Nathan Vatter, P.E.
Secretary-Treasurer
Kevin Comstock
Past President

- We have plans to host a December webinar
 - Update and work on the operations manual will be added to the section administrative position
 - The technical committee is open to options like the handouts for the summer meeting. They are posted on the website for access.
- Traffic Bowl (Greg Judy)
 - Gearing up for the 2019 competition
 - Come and support the students and plan on attending the winter meeting.

Meeting Schedule

2019 Winter: February 27; Nashville (TSU Hosts)
2019 SDITE: March 31 – April 3; Arlington, VA
2019 Spring: TBD May; Memphis
2019 ITE: July 21 – 24; Austin, TX
2019 Summer: July 31 – August 2; Gatlinburg (Park Vista)
2019 Fall: TBD October; Chattanooga or Knoxville
2020 ITE/SDITE: August 2 – 5; International / SDITE Joint Meeting New Orleans

Old Business

None

New Business

- Young Member initiatives – Lauren Gaines
 - Continuing to do some cool things with the young members and collaborations with other young engineering groups
- TSITE Administrator Position
 - Updating the ops manual
- T-STEM Initiatives in Tennessee and beyond – Greg Dotson
 - Memphis/Dr. Ivey: Kevin Comstock, Greg Dotson and Stephen Edwards serve on the steering committee along with the SE Workforce Transportation to develop and pursue through the workforce to partner with ITS TN to be a legitimate partner.
 - International subcommittee with STEM; the idea is to encourage transportation stem careers from elementary to high school, have a communication on the international webpage; and to have curriculum for different age groups that is conducive to the administrative level and activities that are transportation focused to help teachers. If you know of any activities, please send them to a board member. In addition, we would like to possibly offer a Traffic Bowl to younger grade age children.



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Greg Dotson, P.E.
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Amy Burch, P.E.
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Secretary-Treasurer
Kevin Comstock
Past President

- SDITE Leadership – Chris Kirby
 - It's time to think about another leadership class and Chris Rhodes will be taking on a Leadership role over this program. Chris Kirby will be stepping down as the SDITE Chair and taking on some of Cindy Pionke's responsibilities. We have been talking about some of the states that would be good candidates for leadership training. If you have an interest in the program, please contact Chris Rhodes/Kirby.
 - We are busy and always looking for volunteers. Workforce Development, Young Members, Technical Knowledge (Kevin Comstock), etc.
 - John T Hunter going to help develop Project Management Light. If you work for a private firm, you will get training with State/Local government learning as you go. 2019 with a dry run with TSITE being a dry run location.

- Other Items
 - Amy presented an award to the outgoing president Greg Dotson for doing an excellent job by leading by example.
 - Steve Allen swore in the new officers
 - Greg Dotson – Past President
 - Amy Burch - President
 - Nathan Vatter – Vice President
 - Stephen Edwards – Secretary Treasurer
 - Steve Bryan – Section Representative
 - Terrance Hill – Section Representative

Call to Adjourn: President Greg Dotson asked for a motioned to adjourn. Jason Carder motioned. Chris Rhodes seconded. Motion carried at 1:50 p.m.



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Greg Dotson, P.E.
President
Amy Burch, P.E.
Vice President
Nathan Vatter, P.E.
Secretary - Treasurer
Kevin Comstock
Past President

TSITE: ADVANCING TRANSPORTATION IN TENNESSEE

Year-to-Date TSITE Financial Report As of July 25, 2018

Previous Balance (5/14/2018): \$ 21,206.93

Income:

Draw down from Paypal (Spring Meeting)	\$	1079.12
Deposit from Square (Spring Meeting)	\$	1025.08
Cash from Spring Meeting and Shirts	\$	300.00
ITE International Dues	\$	1,325.25
Harper Scholarship	\$	1,000.00
Affiliate Dues	\$	95.88

Total: \$ 4,825.33

Expenditures:

Spring Meeting Cash	\$	100.00
Amy Burch (Spring Meeting Luncheon)	\$	1,137.87
Spring Meeting Parking	\$	80.00
Constant Contact (monthly fees)	\$	49.14
Sponsorship TN Traffic Signal User Group	\$	100.00
Webinars	\$	794.00

Total: \$ 2,261.01

Ending Balance (6/30/2018): \$ 23,771.25

Pending Outstanding Check #1048 Traffic Bowl Reimbursement D.S. \$70.00

Scholarship Fund Balance (1st Quarter): \$ 40,610.46



Chris Kirby, P.E.
President
Chris Rhodes, P.E.
Vice President
Steve Bryan, P.E., PTOE
Secretary-Treasurer
Kevin A. Cole, P.E.
Past President

PROFESSIONAL DEVELOPMENT CREDIT HOURS

Tennessee Section Institute of Transportation Engineers Winter Meeting Visitor's Center (Formerly The Faculty Club) – Knoxville, Tennessee

- Date: February 25, 2010
- Location: University Of Tennessee Visitor's Center – Knoxville, Tennessee
- Agenda:
- 9:00 – 9:30 Arrival and Registration
 - 9:30 – 9:40 Welcoming Remarks
 - 9:40 – 9:55 Robert C. Wunderlich, P.E. – ITE International Vice President
*Senior Managing Director of Transportation and Engineering –
City of Garland, Texas*
 - 9:55 – 10:45 Christopher R. Cherry, Ph.D. – University of Tennessee
"Getting to Know Electric Vehicles... Two Wheels at a Time"
 - 10:55 – 11:40 Ryan Overton, E.I. – University of Tennessee and
Stephen H. Richards, Ph.D., P.E. – University of Tennessee
*"A Description and Overview of the Capabilities of the New
University of Tennessee Driving Simulator Laboratory"*
 - 12:40 – 1:40 Business Meeting
 - 1:50 – 2:35 Anne Wallace, Associate ASLA, APA – City of Knoxville and
Jeff Welch, AICP – Knoxville Regional Transportation Planning
Organization *"Cumberland Avenue Corridor Project Update"*
 - 2:45 – 3:25 Kenneth M. Monroe, P.E. – Kimley-Horn and Associates, Inc.
"I-75 Corridor Feasibility Study"
 - 3:25 – 3:30 Closing Remarks and Adjourn

Professional Development Hour Credit: **3 Hours**

Attendee: _____

Acknowledged: _____


Stephen K. Bryan P.E., PTOE Secretary/Treasurer



Chris Kirby, P.E.
President
Chris Rhodes, P.E.
Vice President
Steve Bryan, P.E., PTOE
Secretary-Treasurer
Kevin A. Cole, P.E.
Past President

March 3, 2010

Robert C. Wunderlich, P.E.
International ITE Vice President
1099 14th Street, NW
Suite 300 West
Washington, DC 20005

**RE: Tennessee Section ITE Winter Meeting
Knoxville, TN - February 25, 2010**

Dear Mr. Wunderlich,

On behalf of our Tennessee Section, it was a pleasure to have you attend and talk at our Winter Meeting last Thursday in Knoxville. We enjoyed hearing about the status of International ITE, especially this year being ITE's 80th Anniversary and the move into their new building. The meeting was very successful with almost 60 members in attendance and your presence made it even better.

Please feel free to attend any of our future TSITE meetings.

Thank you and I look forward to meeting you again.

Sincerely,

Stephen K. Bryan, P.E., PTOE
TSITE Secretary-Treasurer

Phone: (615) 221-1131
Fax: (615) 221-1132
Email: sbryan@longeng.com

**20XX TSITE SUMMER MEETING
AUCTION BIDDER SHEET**

	BID ITEM	NAME	BID	PAID
1.				
2.				
3.				
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35.				

TELLERS COMMITTEE INSTRUCTIONS AND TALLY FORM

Instructions:

- 1) Have a list of eligible affiliate and member TSITE voters.
- 2) Ensure that all votes cast are from eligible voters.
- 3) **Electronic Votes** - Verify Eligibility of each vote recorded:
 - a) Go line-by-line and note voter I.D.# from Eligibility Voter I.D.# List
 - b) If voter I.D.# appears, COUNT VOTE. If name doesn't appear cross-out vote.
 - c) Count and tally votes from electronic ballot summary.
- 4) **Paper Ballots:**
 - a) Ensure that the return envelope has been signed on the back. If not, the vote cannot be counted. Verify name appears of Eligibility Voter Sheet. If not, discard.
 - b) Remove all small envelopes from the large envelopes. Discard large envelopes.
 - c) Remove ballots from the small envelope.
 - d) Record votes.
- 5) Sum results from electronic votes and paper ballots.
- 6) Destroy all paper ballots, electronic ballot summary and tally sheet.

SECRETARY/TREASURER	
Name 1	Name 2
SECTION REPRESENTATIVE	
Name 1	Name 2
AFFILIATE DIRECTOR	
Name 1	Name 2

Appendix G

TSITE Sample Non-Meeting Documents

Sample Letter

Sample Membership Application

Sample Annual Membership Survey

Sample Section History Form

Sample Section History Fill-in-the-Blank Form

Sample SDITE Section Representative Report

Sample Section Newsletter



Chris Kirby, P.E.
President
Chris Rhodes, P.E.
Vice President
Steve Bryan, P.E., PTOE
Secretary-Treasurer
Kevin A. Cole, P.E.
Past President

[Date]

[Recipient's Name]
[Recipient's Address]

Subject: *[Description]*

Dear *[Recipient]*,

[Body of Letter]

Sincerely,

[TSITE Secretary-Treasurer's Name]
TSITE Secretary-Treasurer

Phone: *[Number]*
Fax: *[Number]*
Email: *[Address]*



TSITE MEMBERSHIP APPLICATION & UPDATE FORM

Please complete this form and email or mail it to the TSITE Membership Chairperson.
For the latest contact information, please visit the TSITE web site (www.tsite.org).

Are you updating your previous TSITE information? Yes

NAME:

Prefix: Mr. Other:
First or FI: Middle or MI: A.K.A.: Last:
Suffix: None Other:
Professional Status: None Other:

WORK:

Employer Type: Government
Employer:
Title:
Employer Street Address:
Employer City: State: Zip Code:
Telephone Number (include Area Code): Fax Number:
Employer Email:

HOME:

Street Address:
City: State: Zip Code:
Telephone/Cell Number (include Area Code):
Email:

Which location is your preferred mailing address? Work

MEMBERSHIP INFORMATION:

Are you a member of International ITE? Yes
If Yes, the please provide the following information:
➤ When did you first join International ITE?
➤ International ITE Number:
➤ Are you a Life Member of International ITE? Yes
➤ International ITE Membership Grade: Honorary

TSITE Membership Grade: Member
TSITE Committee Participation (Present or Past):
ITE (International, District, or Section) Offices Held (Present or Past):
ITE (International, District, or Section) Awards:
Other Organization/Society Participation (i.e. ASCE, ASHE, etc.):
Other information you want to provide:

Thank you for your participation in TSITE!

2010 TENNESSEE SECTION ITE MEMBER ACTIVITY SURVEY

(The following 10 questions are for the period January 1 - December 31, 2010)



Yes No

1. Did you publish any reports, editorials, articles or papers? If yes, list the title and name of the media. If possible, please forward a copy.

2. Did you received any honors or awards? If yes, list the name and nature of the award.

3. Did you hold a position as any officer of any professional organization? If yes, list the position and organization?

4. Did you make any presentations or lectures to any professional organizations, civic groups, boards, commissions, other professional groups, students, etc.? If yes, list the date, audience, and topic.

5. Did you attend any workshops or seminars? If yes, list the topic and location.

6. Did you attend any local, state, or federal legislative action? (i.e. Meet with legislators, "Engineers' Day on the Hill", etc.) If yes, list the date, location, and type of action.

7. Did you attend any other meetings of ITE or other technical organizations? If yes, please check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> International ITE | <input type="checkbox"/> AASHTO/SASHTO |
| <input type="checkbox"/> Southern District ITE | <input type="checkbox"/> American Association of MPOs |
| <input type="checkbox"/> Alabama Section ITE | <input type="checkbox"/> American Planning Association |
| <input type="checkbox"/> Deep South Section ITE | <input type="checkbox"/> American Public Transit Association |
| <input type="checkbox"/> Georgia Section ITE | <input type="checkbox"/> American Public Works Association |
| <input type="checkbox"/> Kentucky Section ITE | <input type="checkbox"/> American Society of Civil Engineers |
| <input type="checkbox"/> North Carolina Section ITE | <input type="checkbox"/> American Society of Highway Engineers |
| <input type="checkbox"/> South Carolina Section ITE | <input type="checkbox"/> American Society of Landscape Architects |
| <input type="checkbox"/> Virginia Section ITE | <input type="checkbox"/> Institute of Electrical & Electronics Engineers |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> ITS America |
| | <input type="checkbox"/> National Electrical Manufacturers Association |
| | <input type="checkbox"/> National Highway Institute (FHWA) |
| | <input type="checkbox"/> National/Tennessee Society of Professional Engineers |
| | <input type="checkbox"/> Society of Women Engineers |
| | <input type="checkbox"/> Transportation Research Board |
| | <input type="checkbox"/> Tennessee Transportation Assistance Program |
| | <input type="checkbox"/> Urban Land Institute |
| | <input type="checkbox"/> Other _____ |

8. Did you use the TSITE web site and facebook site (www.tsite.org) for informational purposes? If yes, indicate how often you visited it.

Regularly (more than 12 times last year)

Occasionally (6-12 times last year)

Infrequently (less than 6 times last year)

N/A 9. If yes to Question 8, then what type of TSITE information have you found useful? Please check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Officer's Contact Information | <input type="checkbox"/> Membership Application / Update Forms |
| <input type="checkbox"/> Committee Organization Information | <input type="checkbox"/> Meeting Dates, Locations, and Agendas |
| <input type="checkbox"/> President's Message | <input type="checkbox"/> Local Meeting Dates and Location Information |
| <input type="checkbox"/> History / Mission Statement | <input type="checkbox"/> Student Scholarship Information |
| <input type="checkbox"/> Operations Manual | <input type="checkbox"/> TTAP Seminar Information |
| <input type="checkbox"/> Bylaws | <input type="checkbox"/> Job Openings |
| <input type="checkbox"/> Frequently Asked Questions | <input type="checkbox"/> Statewide Technical Links |
| <input type="checkbox"/> Annual Report | <input type="checkbox"/> Provided Related Links |
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> Other _____ |

N/A 10. If no to Question 8, then what is the primary reason for not using the TSITE web site or facebook page?

- | | |
|--|---|
| <input type="checkbox"/> Did not know about the TSITE web site | <input type="checkbox"/> Did not know about the TSITE facebook page |
| <input type="checkbox"/> Did not know the TSITE web site address | <input type="checkbox"/> Did not know how to access facebook |
| <input type="checkbox"/> Did not have a need to use it | <input type="checkbox"/> Did not have a need to use it |
| <input type="checkbox"/> Did not find any information useful | <input type="checkbox"/> Did not find any information useful |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

If you need more answer room for a question or if there is any additional information on other activities to note, please provide it in the box below. Thanks.



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

HISTORY (YEAR)

I. TSITE Executive Board

President	Past President
Vice President	Section Representatives (with Terms)
Secretary/Treasurer	Affiliate Director

II. TSITE Committee Chairmen

Audit	Nominations
Awards	Scholarship
Career Development	Section Relations
Legislative	Technical
Membership	Traffic Bowl

III. TSITE Award and Scholarship Candidates/Recipients:

SDITE Awards:

Herman J. Hoose Distinguished Service Award Section Candidate
Marble J. Hensley Outstanding Individual Activity Award Section Candidate
John F. Exnicios Government Employee Outstanding Service Award Candidate
Excellence in Transportation Engineering Education Award Candidate
Joseph M. Thomas Young Member Award Section Candidate

TSITE Awards:

Edward E. Watt Volunteer Award for Distinguished Service Recipient
Tennessee Section Award for Outstanding Individual Service Recipient
Jack B. Humphreys Award for Service as a Young Member Recipient
Robert Stammer Student Chapter Award Recipient
TSITE Student Paper Award Recipient(s) (with Award Amounts)
TSITE Scholarship Recipient(s) (with Award Amounts)

Other Transportation Engineering Award Candidates/Recipients

IV. TSITE Member Involvement with International ITE and SDITE:

Officers	Awards
Committee Chairmen	Other

V. TSITE Quarterly Section Meeting Summary:

Winter Meeting	Summer (Annual) Meeting
Spring Meeting	Fall Meeting

For each quarterly meeting, provide the date(s), location and facility, attendance, and technical program summary. The technical program summary should include the name of each presenter and their organization along with the presentation title. Include technical tours, if applicable.

VI. TSITE Significant Events

Significant events in TSITE that are considered noteworthy for the TSITE History document.



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

HISTORY

(YEAR _____)

I. TSITE Executive Board

President _____

Vice President _____

Secretary/Treasurer _____

Past President _____

Section Representatives _____ (Sr.) Term: _____

_____ (Jr.) Term: _____

Affiliate Director _____

II. TSITE Committee Chairmen

Audit _____

Awards _____

Career Development _____

Legislative _____

Membership _____

Nominations _____

Scholarship _____

Section Relations _____

Technical _____

Traffic Bowl _____



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

III. TSITE Award and Scholarship Candidates/Recipients

Herman J. Hoose Distinguished Service Award Section Candidate

Marble J. Hensley Outstanding Individual Activity Award Section Candidate

Joseph M. Thomas Young Member Award Section Candidate

Edward E. Watt Volunteer Award for Distinguished Service Recipient

TSITE Award for Outstanding Individual Service Recipient

Jack B. Humphreys Award for Service as a Young Member Recipient

Robert Stammer Student Chapter Award Recipient



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

TSITE Student Paper Award Recipient(s)

_____ (1st Place) Award \$ _____

_____ (2nd Place) Award \$ _____

_____ (3rd Place) Award \$ _____

TSITE Scholarship Recipient(s)

_____ (Moore) Award \$ _____

_____ (Sullivan) Award \$ _____

_____ (Unnamed) Award \$ _____

Other Transportation Engineering Award Candidates/Recipients



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

IV. TSITE Member Involvement with International ITE and SDITE

Officers

Committee Chairmen

Awards

Other



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

V. TSITE Quarterly Section Meeting Summary

For each quarterly meeting, provide the date(s), location and facility, attendance, and technical program summary. The technical program summary should include the name of each presenter and their organization along with their presentation title. Include technical tours, if applicable. Add/subtract presenters as necessary to fit within the meeting agenda.

Winter Meeting

_____ Date(s)
_____ Location
_____ Facility
_____ Attendance
_____ Technical Tour (If Applicable)

Presenter 1

_____ Name / Organization
_____ Title

Presenter 2

_____ Name / Organization
_____ Title

Presenter 3

_____ Name / Organization
_____ Title

Presenter 4

_____ Name / Organization
_____ Title

Presenter 5

_____ Name / Organization
_____ Title



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Spring Meeting

_____ Date(s)
_____ Location
_____ Facility
_____ Attendance
_____ Technical Tour (If Applicable)

Presenter 1

_____ Name / Organization
_____ Title

Presenter 2

_____ Name / Organization
_____ Title

Presenter 3

_____ Name / Organization
_____ Title

Presenter 4

_____ Name / Organization
_____ Title

Presenter 5

_____ Name / Organization
_____ Title



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Summer (Annual) Meeting

_____ Date(s)
_____ Location
_____ Facility
_____ Attendance
_____ Technical Tour (If Applicable)

Presenter 1

_____ Name / Organization
_____ Title

Presenter 2

_____ Name / Organization
_____ Title

Presenter 3

_____ Name / Organization
_____ Title

Presenter 4

_____ Name / Organization
_____ Title

Presenter 5

_____ Name / Organization
_____ Title



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Fall Meeting

_____ Date(s)

_____ Location

_____ Facility

_____ Attendance

_____ Technical Tour (If Applicable)

Presenter 1

_____ Name / Organization

_____ Title

Presenter 2

_____ Name / Organization

_____ Title

Presenter 3

_____ Name / Organization

_____ Title

Presenter 4

_____ Name / Organization

_____ Title

Presenter 5

_____ Name / Organization

_____ Title



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

**2010 SEMI-ANNUAL TENNESSEE SECTION ITE UPDATE
for the
SOUTHERN DISTRICT
2010 END-OF-YEAR BOARD MEETING
December 5-6, 2010
Lexington, KY**

By: Becky Bottoms, Section Representative (2009-2010)
And Houston Daugherty, Section Representative (2010-2011)

The Tennessee Section of the Institute of Transportation Engineers (TSITE) is pleased to submit the following report summarizing the Section's activities over the past year.

TSITE EXECUTIVE BOARD AND COMMITTEES

2010 Officers

President	Chris Kirby (865) 963-4300	ckirby@wilbursmith.com
Vice President	Chris Rhodes (615) 564-2701	chris.rhodes@kimley-horn.com
Secretary-Treasurer	Steve Bryan (615) 221-1131	skbryan@transystems.com
Section Representative (09-10)	Becky Bottoms (865) 670-8555	bbottoms@cannon-cannon.com
Section Representative (10-11)	Houston Daugherty (865) 560-9622	hdaugherty@ssr-inc.com
Immediate Past President	Kevin Cole (865) 963-4300	kcole@wilbursmith.com
Affiliate Director	Dan Vincent (615) 772-7600	dvincent@qtraf.com

2010 Committees / Chairpersons

Membership	Craig Hanchey (615) 383-8420	craig.hanchey@neel-schaffer.com
Scholarship	Kevin Cole (865) 963-4300	kcole@wilbursmith.com
Section Relations	Gerald Bolden (615) 370-8410	geraldbolden@rpmtraffic.net
	Jeff Hammond (615)370-8410	jeffhammond@rpmtraffic.net
Technical	Steve Bryan (615) 221-1131	skbryan@transystems.com
Nominations	Kevin Cole (865) 963-4300	kcole@wilbursmith.com
Awards	Kevin Cole (865) 963-4300	kcole@wilbursmith.com
Audit	Chris Rhodes (615) 564-2701	chris.rhodes@kimley-horn.com
Career Development	Dawn Foster (865) 963-4300	dfoster@wilbursmith.com
Scholarship Challenge	Greg Judy (615) 383-8420	greg.judy@neel-schaffer.com
Legislative	Vacant	

2010 TSITE MEETING SCHEDULE

Winter Meeting:	Feb. 25	Annual Mtg. with a Student Chapter (University of Tennessee)	Knoxville, TN
Spring Meeting:	May 25	Annual Spring Meeting	Jackson, TN
Summer Meeting:	July 21-23	Scholarship Benefit	Chattanooga, TN
Fall Meeting:	Sept 29-Oct 1	TSITE/TAPA - Joint Meeting	Knoxville, TN

MEMBERSHIP

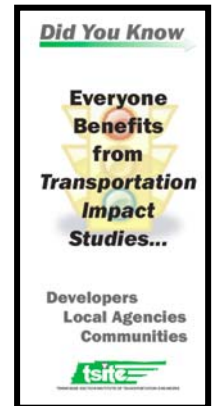
TSITE continues to be proactive in maintaining a current roles list. We feel this helps the Section provide better service and communication to the Section. The updated electronic database instituted three years ago continues to pay dividends. The Section provides a “Member Information Update Form” on our website so members can submit information as needed. We have reduced postage costs by communicating with members using e-mail, where possible. The following is an updated membership count.

<u>Membership Grade</u>	<u>Number</u>
Member	256
Student	97
Affiliate	24
Total	377

TECHNICAL ACTIVITIES

Tennessee Section of ITE feels the foundation of our organization centers around its technical initiatives. We have strived to increase these opportunities to our members. The root of our organization’s technical activity is found in four quarterly meetings held throughout the state. In addition, we have significantly advanced our technical offerings by instituting a Technical Webinar Program and partnering with others to sponsor technical education opportunities.

The TSITE Technical Committee completed the development of a brochure geared to assist smaller communities in understanding the benefit of a traffic impact study to their community. The brochure, titled “ Did You Know – Everyone Benefits from Transportation Impact Studies...”, introduces the reader to the purpose of a study, what should be studied, when to conduct a study, and who should prepare and review the study. The brochure also directs the reader to the TSITE website for additional information and resources. The Technical committee has also been busy updating the section’s operation manual.



MEETINGS

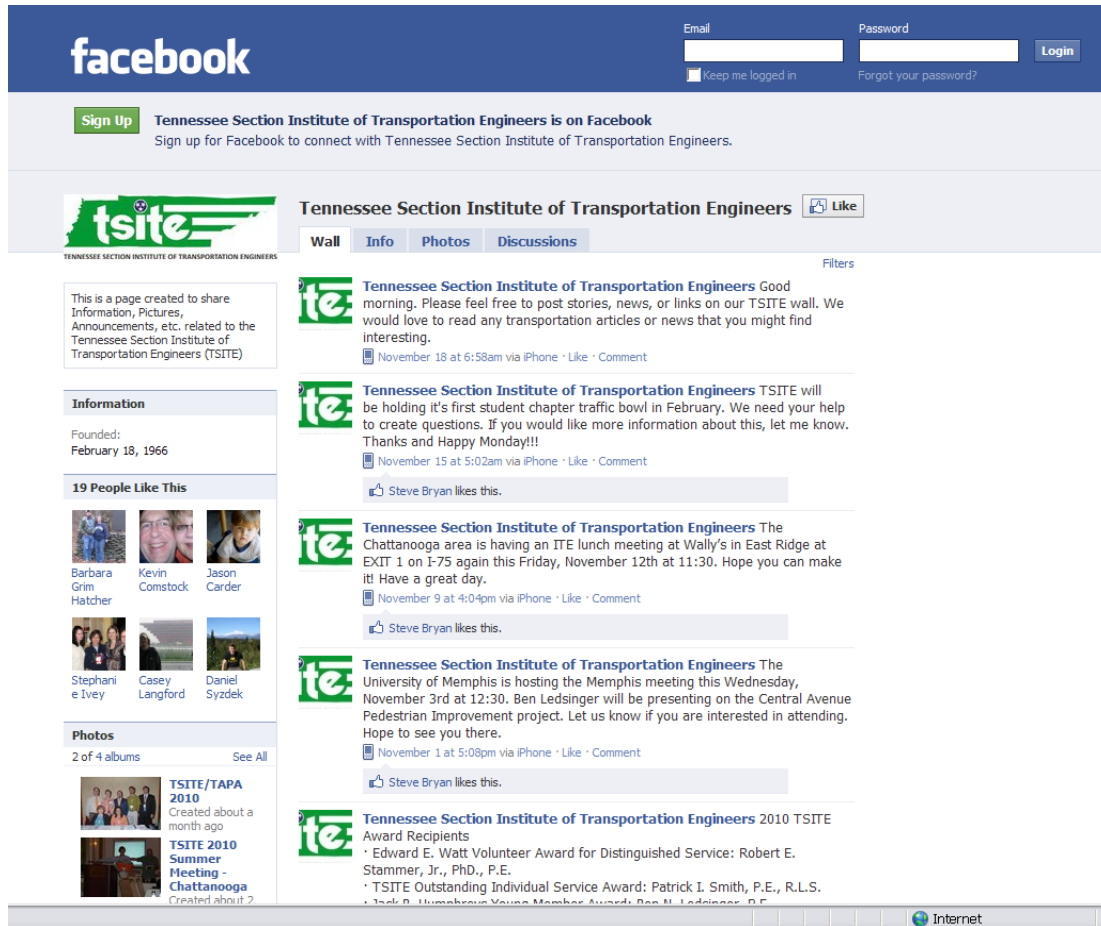
TSITE ‘s four quarterly meetings are a staple of our membership’s technical activity. In addition, four local areas (Memphis, Nashville, Knoxville and Chattanooga) hold monthly breakfast or lunch gatherings.

Highlights from this years meetings include:

- The annual Summer Meeting was held in Chattanooga and presented a three-day program including technical sessions, technical tours, and the annual Scholarship Auction. The auction raised approximately \$4,300 on behalf of our engineering students.
- The Fall Meeting provided an opportunity to partner with the Tennessee Chapter of the American Planning Association. The meeting, held in Knoxville, was attended by approximately 300 engineers and planners from across the state for the three-day meeting.

SECTION NEWS

- This past July, we were saddened by the passing of our friend and colleague Mr. Darcy Sullivan.
- This fall, TSITE began utilizing Facebook as a way to connect with our membership, especially the younger members. We can be found at <http://www.facebook.com/pages/Tennessee-Section-Institute-of-Transportation-Engineers/128510577201545> . Stop by and check us out!



- The inaugural TSITE Student Chapter Traffic Bowl will be held in Memphis at the Annual Winter Meeting scheduled for March 2011.

[View this email in your browser](#)

TENNESSEE TRANSPORTATION NEWS

Tennessee Section Institute of Transportation Engineers Quarterly Newsletter

January
2019 Edition

In this issue...

- [TSITE Awards](#)
- [TSITE Officers](#)
- [Meeting Recaps](#)
- [2019 Meeting Schedule](#)
- [2019 TSITE Initiatives](#)

[View our Sponsors!](#)

2019 TSITE Officers



President:

Amy Burch, Collier Engineering
amy.burch@collierengineering.com

Vice President:

Nathan Vatter, Tennessee DOT
Nathan.Vatter@tn.gov

Secretary/Treasurer:

Stephen Edwards, City of Memphis
tsitesecretary@gmail.com

Immediate Past President:

Greg Dotson, Barge Design
Solutions
greg.dotson@bargedesign.com

Section Representative (2018-2019):

Terrance Hill, Kimley-Horn
terrance.hill@kimley-horn.com

Section Representative (2018-2019):

Lauren Gaines, Barge Design
Solutions
Lauren.Gaines@bargedesign.com

Section Representative (2019-2020):

Steve Bryan, Tennessee DOT
Steve.Bryan@tn.gov

Affiliate Director:

Note from the Editor

Greetings TSITE Members!

Here's a quick wrap-up of 2018 TSITE happenings along with a preview of what's to come as we ring in 2019.

Happy Holidays!

Nathan Vatter

2019 TSITE Vice President



A Message from the President:

To All,

I am excited and humbled to serve as the 2019 TSITE President. Last year was another great year for TSITE. We have welcomed some new members, maintained financial stability, continued to raise money for student scholarships, promoted the profession and each other, and provided multiple opportunities for networking, technical enrichment and workforce development content during the quarterly meetings and sponsored webinars. This is all possible through the volunteer efforts of our past and present committee members and chairs, Section Representatives, and TSITE Board. Thank you to all for your service to the organization. I look forward to what's in store for 2019!

The One ITE initiative roll-out is underway. Please learn more about it from ITE's website - [One ITE](#). ITE's stated goals are to deliver a consistent member experience, provide effective member support, and ensure the long-term viability of ITE. The greatest change for TSITE will be the transition from Affiliate members to either Full Members of ITE or Friends of ITE. If you are an Affiliate member or perhaps your ITE dues have lapsed in recent years, you should receive communication directly from ITE regarding this membership opportunity. If you have any questions, I'd be happy to speak with you anytime. We will continue to provide updates as we know more. Thank you to Section Rep, Terrance Hill for taking the lead on this for TSITE.

In preparation for membership adjustments, the TSITE Board has decided to implement member and non-member meeting prices, similar to other industry organizations. However, we will not begin this practice until the Spring Meeting this year. Look for **member discounts** for meetings!

TSITE is extremely grateful to all of the vendors, companies, and agencies that have sponsored our organization in various ways over the years. Our sponsors help us maintain the website, contribute to travel expenses for students to the traffic bowl, and make the Summer Meeting such a special event for everyone! To that end, we want to provide sponsors with better recognition. TSITE is rolling out a **Tiered Sponsorship Opportunity** that will extend throughout the year. Each level will include specific benefits not just during the summer meeting, but all year. This will also help us with meeting planning as most of the Summer Meeting decisions are made before we know the total sponsorship received. We'll be sending a direct email to our list of past sponsors in the coming weeks. If your organization is interested in learning about sponsorship opportunities and hasn't sponsored in the past, please email Tim Britt so that he can add you to our list of contacts.

Let's keep Advancing Transportation in Tennessee together!

Sincerely,

Amy Burch
2019 TSITE President

2018 TSITE Awards & Scholarships

The 2018 TSITE Awards were presented to the following very deserving individuals at the Summer Meeting held in Gatlinburg:

Affiliate News

[Click here for Affiliate Member News](#)

Upcoming Events

TSITE 2019 Winter Meeting
Wednesday, February 27, 2019
Tennessee State University
Nashville, TN



Student Paper Awards

1st Place Winner:
Alexandra Marie Boggs

2nd Place Winners:
Xiaobing Li
Amin Mohamadi Hezaveh

Robert Stammer Student Chapter Award:
University of Tennessee

Member Awards

Jack B. Humphreys Young Member Award:
Tarren Barrett

Tennessee Section Outstanding Individual Award:
Luke Dixon

Ed E. Watt Volunteer Distinguished Service Award:
Dr. Stephanie Ivey

Student Scholarships

John R. Harper Scholarship:
Zhihua Zhang from the University of TN Knoxville

William (Bill) Moore Jr Scholarship:
Alexandra Marie Boggs from the University of TN Knoxville

T. Darcy Sullivan Scholarship:
Behram Wali from the University of TN Knoxville

Bill D. Kervin Jr. Scholarship:
Tinotenda Jonga from TN State University

Tennessee Section Undergraduate Scholarship:
John Zacher from the University of Memphis

Congratulations and Thank You for your contributions to TSITE!



Meeting Recaps

Winter Meeting

During the Winter 2018 Meeting, TSITE hosted the annual traffic bowl in Knoxville. The University of Memphis claimed victory over the University of Tennessee (Knoxville) and represented TSITE at the Southern District annual meeting in Mobile, Alabama in April. The photograph to the left shows TSITE 2018 President Greg Dotson; Memphis students; and Traffic Bowl Chair Greg Judy. Two universities participated in this year's traffic bowl; The University of Tennessee (Knoxville) and University of Memphis. Over 77 members and students watched the event after the technical session portion of the meeting.

**Summer Meeting**

The Summer Meeting was held from July 25-27 at the Park Vista Hotel in Gatlinburg. This is TSITE's biggest meeting and included the traditional activities of the annual Awards Banquet and Scholarship Auction along with several informative technical sessions. The Family Social Event was held at the large outdoor pavilion/lawn area at the Park Vista Hotel. A great time was had by all including several kids who made new friends! This event would not have been possible without the gracious support of several wonderful sponsors.

**2019 Meeting Schedule**

2019 Winter:	February 27; Nashville (TSU Hosts)
2019 SDITE/ MCDITE:	March 31 – April 3; Arlington, VA
2019 Spring:	May 16; Memphis technical tour 17th
2019 ITE:	July 21 – 24; Austin, TX
2019 Summer:	July 31 – August 2; Gatlinburg
2019 Fall:	TBD October; Chattanooga
2020 ITE/SDITE:	August 2 – 5; New Orleans, LA

2018 TSITE Initiatives

In 2018, President Greg Dotson set out to support and promote TSTEM initiatives by working with fellow TSITE members and with Dr. Ivey from University of Memphis. Additional 2018 efforts included growing the TSITE membership by reaching new and young members through social events, student outreach and targeting a variety of demographics through monthly meetings.

This year we are looking forward to all the upcoming meetings, social events and technical presentations as well as

Thanks!

Nathan Vatter
TSITE Vice President
Nathan.Vatter@tn.gov

tsite
TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Greg Dotson, P.E.
President
Amy Burch, P.E.
Vice President
Nathan Vatter, P.E.
Secretary-Treasurer
Kevin Comstock
Past President

2018 TSITE SUMMER MEETING SPONSORS

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Advancing Transportation in Tennessee

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Appendix H

TSITE Sample Awards, Certificates, and Proclamations

Sample Past President's Service Award

*Sample Edward E. Watt Volunteer Award
for Distinguished Service*

*Sample Tennessee Section Award
for Outstanding Individual Service*

*Sample Jack B. Humphreys Award
for Service as a Young Member*

Sample Robert Stammer Student Chapter Award

Sample Student Paper Award

Sample Scholarship Award

Sample Certificate of Appreciation (Past President)

Sample Certificate of Appreciation (Non-Past President)

Sample Traffic Bowl Competition Champions Certificate

Sample Proclamation



AWARDED TO
[Member's Name]
FOR OUTSTANDING SERVICE
President 2012
Vice President 2011
Secretary-Treasurer 2010

PLAQUE FABRICATION DETAILS	
SHAPE	RECTANGLE W/GAVEL
MATERIAL	WALNUT (REAL NOT WOOD VENEER)
SIZE	9" x 12"



PLAQUE FABRICATION DETAILS	
SHAPE	SHIELD
MATERIAL	WALNUT (REAL NOT WOOD VENEER)
SIZE	10" x 12"



PLAQUE FABRICATION DETAILS	
SHAPE	SHIELD
MATERIAL	WALNUT (REAL NOT WOOD VENEER)
SIZE	10" x 12"



PLAQUE FABRICATION DETAILS	
SHAPE	SHIELD
MATERIAL	WALNUT (REAL NOT WOOD VENEER)
SIZE	10" x 12"

*Tennessee Section
Institute of Transportation Engineers*



presents the

Robert Stammer Student Chapter Award

to

University's Name

[City], Tennessee

For outstanding service to the Section and to the transportation engineering profession

President

Awards Committee Chair

Secretary-Treasurer

Date August 6, 2010

*Tennessee Section
Institute of Transportation Engineers*



*Student Paper Award
[First/Second/Third] Place
[Student Member's Name]
of
[University's Name]
For [his/her] student paper entitled,
"[Name of Paper]"*

TSITE President

Career Development Chair

Date August 6, 2010

*Tennessee Section
Institute of Transportation Engineers*



*[William L. Moore, Jr./T. Darcy Sullivan/
Tennessee Section Undergraduate]*

Scholarship Award

to

[Student Member's Name]

of

[University 's Name]

*_____
TSITE President*

*_____
Career Development Chair*

Date August 6, 2010

Tennessee Section Institute of Transportation Engineers



Presents this

Certificate of Appreciation

to

[Member's Name]

*in recognition of outstanding service as a member of the executive board
and as Past President of the Tennessee Section Institute of Transportation Engineers
on this seventh day of August, 2010*

TSITE President

TSITE Secretary-Treasurer

TSITE Vice President

TSITE Past President

Tennessee Section Institute of Transportation Engineers



Presents this

Certificate of Appreciation

to

[Member's Name]

*in recognition of outstanding service with more than ten years as a member of the
Tennessee Section Institute of Transportation Engineers
on this seventh day of August, 2010*

TSITE President

TSITE Secretary-Treasurer

TSITE Vice President

TSITE Past President

Tennessee Section Institute of Transportation Engineers



recognizes

[Student Member's Name]

[University's Name]

as the

2011 Traffic Bowl Competition Champions

on this first day of March, 2011

TSITE President

TSITE Secretary-Treasurer

TSITE Vice President

TSITE Traffic Bowl Chairman



PROCLAMATION

BY THE EXECUTIVE BOARD

WHEREAS, the Tennessee Section of the Institute of Transportation Engineers (TSITE) exists in part to further the transportation engineering profession; and

WHEREAS, TSITE promotes growth within the transportation engineering profession through its membership such as actively engaging young and talented professionals to pursue the challenges in transportation engineering, and

WHEREAS, [If Necessary, Member Lead-in Proclamation Information]

WHEREAS, [Member's Name][Member Specific Proclamation Information]

BE IT THEREFORE RESOLVED that beginning today, the seventh day of August, two thousand and ten, TSITE [TSITE Proclamation Actions]

[Member's Name and Proclamation]

BE IT FURTHER RESOLVED that the undersigned Executive Board of TSITE, on behalf of its entire membership, does formally and gratefully acknowledge the many contributions of member [Member's Name] to the organization and to the profession of transportation engineering.

TSITE President

TSITE Vice President

TSITE Secretary-Treasurer

TSITE Past President

TSITE Section Representative

TSITE Section Representative

TSITE Affiliate Director