

# **HEEP CONSTITUTION**

ADOPTED OCTOBER 1971

REVISED OCTOBER 1981

REVISED OCTOBER 1982

REVISED OCTOBER 1983

REVISED OCTOBER 1984

REVISED OCTOBER 1994

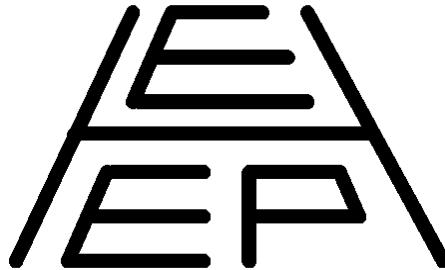
REVISED SEPTEMBER 2006

REVISED SEPTEMBER 2008

Revised SEPTEMBER 2018

## ARTICLE I - Name

The name of this association shall be HIGHWAY ENGINEERING EXCHANGE PROGRAM and may be referred to as HEEP. The official symbol shall be the logo:



## ARTICLE II - Objectives

The objectives of HEEP are:

To promote knowledge about the use of automated technology in providing assistance in providing solutions to transportation challenges.

To promote the free exchange of computer programs, technology knowledge and use and related topics among HEEP membership.

To increase the effectiveness of computer technology usage by HEEP membership.

## ARTICLE III - Areas

### Section 1

To allow for reasonable representation on the Board of Directors, HEEP shall be divided into geographic Areas. The number and boundaries of Areas shall be as defined in the By-Laws and supported by a map attached to those By-Laws (Appendix A). All Members and Associates shall be assigned to Areas.

### Section 2

Application for transfer of Area or change of Area boundaries shall be made to the Board of Directors, through the HEEP Secretary, at any time prior to the executive business session of an Annual HEEP meeting. The Board of Directors shall study the request, considering the effect upon the Member or Associate, and the Areas affected. The Board of Directors shall accept or deny the application as they deem appropriate for the best interests of HEEP.

### Section 3

Each area shall follow the By-Laws of the parent HEEP Organization. Any recommended changes to By-laws and Constitution shall be submitted to the Board of Directors for review and action.

Areas shall be governed by a Director who is elected during the executive business session at the annual HEEP meeting. Area Director's will be responsible for the following:

- Communicating with Area members.
- Recruiting Area members to attend the annual IHEEP meeting.

### Section 4

HEEP Board of directors can appoint temporary area directors as needed to facilitate reorganization or reconstitution of area or areas.

## ARTICLE IV - Membership

### Section 1

Regular or associate membership shall be automatic for all organizations active at the time of the adoption of this constitution. It shall be granted to others who subscribe to the objectives of HEEP and who apply after that date, subject to the provisions of other sections of this Article. International membership is intended and encouraged.

### Section 2

A regular membership (Member) may be held by any of the following who practice or offer instruction in Transportation Engineering:

- An Agency, Department, or equivalent governmental organization that is an officially constituted or designated unit of a sovereign Country's national government.

- An Agency, Department, or equivalent governmental organization of a State, Province, or similarly constituted unit of a sovereign Country.

- An Agency, Department, or equivalent governmental organization of a County or City, or similarly constituted unit of a State.

- Institutions of higher education.

Each Member is entitled to a single vote, and only one of its representatives can hold an office as defined in Article V.

### Section 3

An associate membership (Associate) may be held by any interested organization in the transportation field. Associates have no voting rights, nor are they eligible for the offices of HEEP President, HEEP Vice President, HEEP Secretary, or Area Director.

### Section 4

Membership may be withdrawn by the HEEP Board of Directors upon evidence of the intent to misuse or misrepresentation of HEEP by a member or member organization.

### Section 5

Misuse of membership shall be assumed for any organization that uses HEEP for any purpose that conflicts with the objectives of HEEP or that attempts to use the floor, the mailings, or the mailing lists of HEEP for the principal purpose of private or corporate gain.

## ARTICLE V - Board of Directors

### Section 1

The Board of Directors of HEEP shall consist of the two immediate Past Presidents of HEEP, the current HEEP President, Vice President, Secretary, Area Directors, and the Education and Student Participation Program (ESPP) Coordinator. Eligibility for Board of Director positions shall be limited to individuals who are currently employed by a Federal, State or Local Transportation agency (or related agency).

### Section 2

The HEEP Officers shall be the President, Vice President, and Secretary. The HEEP Officers shall be approved at the Annual Meeting of HEEP, their term of office shall commence at the beginning of the next calendar year.

### Section 3

The President shall preside over both the Board of Directors and HEEP in general.

### Section 4

The incoming Vice President, ordinarily the outgoing Secretary, is charged with the responsibility of coordinating the submission of HEEP agency annual newsletters. Each HEEP representative is to be polled for contributions.

The compiled HEEP Newsletter should be available to members 30 days prior to the Annual Meeting. As a minimum, the newsletter is to contain the following:

- A summation of the past International meeting, including Board of Directors meetings and General Membership meetings.
- A summation of Area Activities.
- A listing of HEEP representatives as appears on the official rolls of the organization.
- A summation of new automation developments from the aforementioned polling of the HEEP representatives.

#### Section 5

The Secretary shall maintain the database(s) of all Members, Associates Members, and their delegates together with mailing addresses, records of attendance at meetings. Members and Associate members may have as many individuals as desired but will be limited to only one HEEP Primary Representative, in the HEEP delegate database and any Area databases or mailing list(s). The Secretary may delegate the actual gathering and maintenance of database(s) to the Area Directors and/or others. The Secretary may not allow the use of the database(s) for commercial purposes. The Secretary shall make recommendations at the HEEP Annual Meeting each year to the officers for removal of Members, Associates, and delegates for inactivity.

#### Section 6

A vacancy in the office of President shall be filled by the Vice President. A vacancy in the office of Vice President or Secretary shall be filled by appointment by the International President. Individuals on the Board of Directors who no longer meet the eligibility requirement in Article V section 1 shall immediately notify the HEEP officers and submit a resignation of their HEEP position.

#### Section 7

The duties of the HEEP Officers shall be as set forth in this Constitution, the HEEP By-Laws, and in addition, from year to year, as directed by the membership at any HEEP meeting or by mutual consent of the HEEP Officers (see Appendix B).

#### Section 8

The HEEP Officers and Area Directors shall make such decisions as are necessary from time to time, governing the maintenance and distribution of membership lists.

#### Section 9

The Board of Directors shall, at a minimum, communicate quarterly to govern the activities of HEEP. A HEEP Officer shall be responsible for scheduling the communication. The Secretary shall be responsible for taking and distributing minutes of the communication.

### ARTICLE VI - Meetings

#### Section 1

There shall be an Annual Meeting of the general membership of HEEP. The time and place of each succeeding Annual Meeting shall be decided by the incoming President. The President, acting with the approval of the majority of the Board of Directors, may change the site of the Annual Meeting for reasonable cause. Final notice

of the meeting site dates and agenda shall be sent to all members and associate members no less than six weeks before the meeting. All such notices or other general correspondence shall be sent to the list of Members and Associates that is maintained by the Secretary.

## Section 2

Special meetings of the general membership or the Board of Directors of HEEP may be called by the International President or the majority of the Board of Directors. The call of the special meeting must state the business to be transacted.

## Section 3

No business shall be conducted at any meetings without a quorum. A quorum shall be defined as a minimum of:

- a) At the HEEP Business Meetings - 15 members
- b) At Board of Directors meetings - 7 members of the Board of Directors.

## ARTICLE VII - Amendments

### Section 1

Amendments to the Constitution may also be made at any annual HEEP meeting without previous notice by:

- a) Proposal by any member, and acceptance for consideration by two-thirds of the members in attendance.
- b) Proposal by the Board of Directors, and acceptance for consideration by a simple majority of the members in attendance.

### Section 2

Constitutional amendments require a three-fourths vote of those members in attendance.

### Section 3

By-laws, guidelines, and other documents subservient to this constitution may be adopted, amended or repealed at any time by two-thirds vote of the Board of Directors

### Section 4

Standing rules for the conduct of business at any meeting may be adopted for that meeting by a simple majority vote.

### Section 5

By-laws, guidelines, and other documents subservient to this constitution may be adopted, amended or repealed at any time by two-thirds vote of the Board of Directors

### Section 6

The Board of Directors shall, at a minimum, communicate quarterly to govern the activities of HEEP. An Officer shall be responsible for scheduling the communication. The Secretary shall be responsible for taking and distributing minutes of the communication.

# HEEP BY-LAWS

ADOPTED OCTOBER 1971

REVISED OCTOBER 1981

REVISED OCTOBER 1989

REVISED SEPTEMBER 1993

REVISED OCTOBER 1994

REVISED SEPTEMBER 2006

REVISED SEPTEMBER 2008

REVISED SEPTEMBER 2018

## ARTICLE I - Dues, Fees

### Section 1

There shall be no dues in HEEP or fees for circulation of newsletters or information.

### Section 2

Registration fees to defray the costs of meeting or conference rooms, and associated meeting costs shall be allowed. The President shall approve the amount of registration fees at Annual HEEP meetings. The President shall cause an account of such receipts and expenses to be kept for inspection by the officers or members of HEEP upon request for a period of 36 months after their occurrence. Any surplus which accrues shall be applied to future legitimate expenses of HEEP. It is intended that HEEP may develop and maintain a permanent treasury only to the extent of providing adequate startup finances for the next meeting.

Excess funds may be transferred to an Area, ESPP or money market funds.

### Section 3

When Agency travel budgets prevent HEEP or Area Directors attendance at Area V meetings, available HEEP funds may be used to cover actual commercial airline expenses incurred to support conference attendance. Such expenditures should only be incurred in the absence of all other funding alternatives and with the approval of the Board of Directors. At the discretion of the President, registration and hotel expenses may be waived and/or paid for by HEEP.

If Agency travel restrictions prevent a Vice President or Secretary's designated conference coordinator or alternate from attending a prior HEEP, then HEEP funds may be used to cover actual commercial airline and hotel expenses with majority approval of the Board of Directors

## ARTICLE II - Area Boundaries

### Section 1

HEEP shall be divided into geographic areas as indicated in Appendix A, which should be regarded as an integral part of this Article of the By-Laws.

## ARTICLE III - Committee

### Section 1

The members of HEEP may, by a two-thirds vote of those in attendance at any meeting, institute any Standing Committee it desires, for any purpose consistent with the HEEP Constitution and By-Laws.

### Section 2

The President, with a simple majority approval of the Board of Directors, may institute Special Committees for a period of one year or until the next Annual Meeting.

### Section 3

The President shall appoint all members of Committees with the advice and counsel of the Board of Directors. The President shall further define the duties of all Committees.

### Section 4

All committees shall submit an annual or final report to the authority that caused their appointment. Such reports may be formal or informal as directed by the President.

## ARTICLE IV - Affiliation

### Section 1

No affiliation of HEEP with other organizations may be made by the officers or membership in HEEP without specific change in these By-Laws and after careful consideration.

### Section 2

Cooperation with other organizations, to the extent it does not compromise HEEP, is specifically allowed.

## ARTICLE V - Vendor Participation

### Section 1

Vendors (software and hardware) offer a broad range of new technical knowledge in new technical developments. Presentations at HEEP meetings by vendors shall reflect innovative or "state of the art" information with no promotional emphasis.

### Section 2

The authority to monitor the content of presentation shall reside with the HEEP President at Annual meetings.

### Section 3



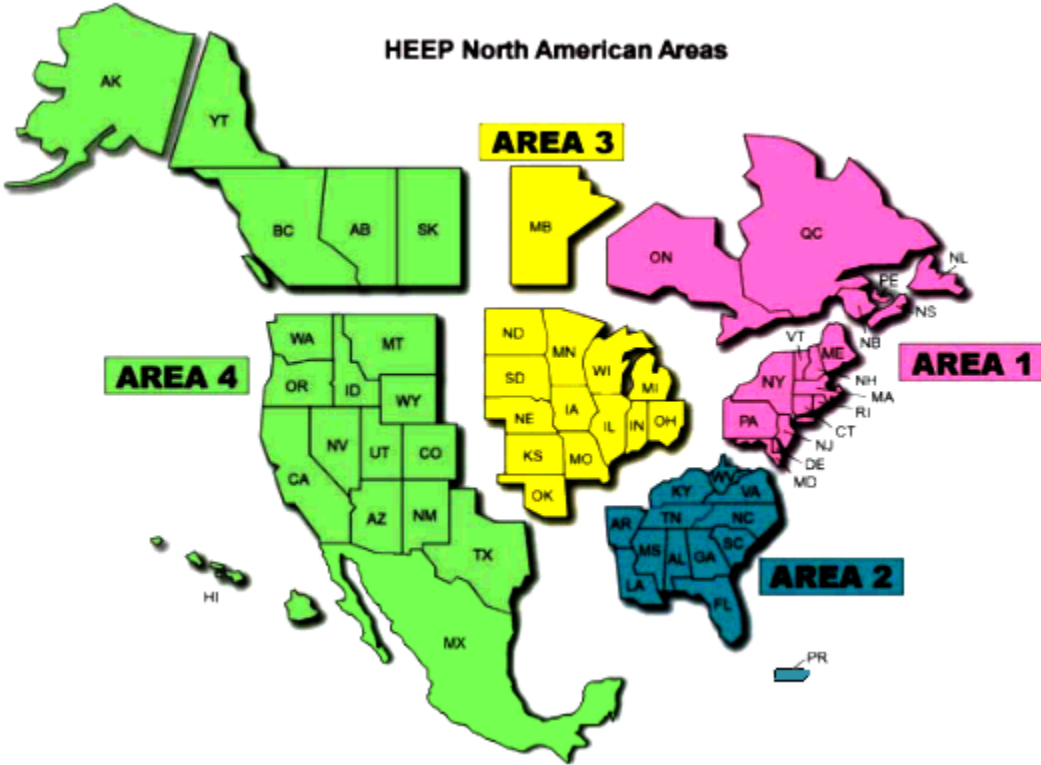
Vendors are encouraged to have display rooms/booths for promotional literature and/or demonstrations. The location and reception times for vendor display rooms/booths will be announced. Vendors will be responsible for making their own arrangements for rooms/booths.

Vendor display rooms/booths will be open as scheduled by HEEP President.

Section 4

Since HEEP meetings are open to anyone who pays the registration fee, all vendor representatives should register for conference activities whether participating in the program or hosting display rooms/booths.

# HEEP BY-LAWS



## Appendix A

September 2018

## Appendix B

### Before becoming Secretary

#### A. Before accepting an offer to become HEEP Secretary

1. Determine that you are willing to serve and commit a percent of your and your staff's time dedicated to HEEP tasks
2. Obtain written authorization from your department's management that they will support you by allowing you to commit your and your staff's time and to agree to fund any necessary travel
3. Obtain Passport (if planning on attending Area 5 meeting) if you don't have one already

#### B. At Annual Meeting

1. Attend Board of Directors (BOD) Meeting if possible to start getting acquainted

### Secretary

#### A. Before Annual Meeting

1. Participate in quarterly BOD calls and take minutes
2. Work on Tasks and/or Committees as directed by the HEEP President or BOD
3. Start looking for a possible location when you host the Annual Meeting
  - a. number of rooms in the facility
  - b. meeting rooms available
  - c. —technology hall space
  - d. cyber café space
  - e. hospitality room space
  - f. hotel contract requirements
4. Start forming your core committee

#### B. At Annual Meeting

1. Attend Board of Directors (BOD) Meeting and take minutes
2. Prepare Board of Directors Meeting summary report to be given during the 1<sup>st</sup> session of HEEP Business Meeting
3. Attend Student reception/briefing meeting (Sunday)
4. Attend the Board of Directors gathering
5. Attend and take minutes from both sessions of the HEEP Business Meeting.
6. Moderate the HEEP Roll Call & Area Reports
7. Moderate one of the HEEP Meeting Sessions (if asked)
8. Take notes:
  - a. To be used in preparation for your meeting.

#### D. After the Annual Meeting

1. Work with the HEEP President and Vice-president to finalize the Board of Directors and HEEP Business Meeting minutes and transmit them to the HEEP Webmaster for publication on the HEEP Webpage
2. Participate in quarterly BOD calls and take minutes
3. Work on Tasks and/or Committees as directed by the HEEP President or BOD
4. Continue the planning effort for when you host the meeting
  - a. select the site and finalize the contract as soon as practical
  - b. Start forming your working committees
    - i. Finance
    - ii. Hospitality
    - iii. Guest Program
    - iv. Technical Program
    - v. Hotel Arrangements
    - vi. Registration

### Vice-president

#### A. Before Annual Meetings

1. Create an Invitation Video or show tourism video(s)

2. Participate in BOD quarterly calls
3. Prepare a Brochure, Invitation Letter, and Invitation Packets for HEEP and Area meetings
4. Encourage the Area Directors to promote attendance at HEEP and ESP participation
5. Work on tasks or committees as directed by the International President
6. Work with Area Directors contacting non-participating states to encourage attendance at Area and Annual Meetings
7. Prepare a plaque or award for the outgoing International President.
8. Attend the Area meetings

**B. At Annual Meeting:**

1. Attend Student reception/briefing meeting
2. Attend the Board of Directors meeting
3. Attend Board of Director gathering
4. Attend both sessions of the HEEP Business Meeting
5. Take notes:
  - a. To be used to help HEEP Secretary prepare BOD & Business Meeting minutes
  - b. To be used in preparation for your meeting next year
6. Present the President with the Plaque / Award of Appreciation to the outgoing International President

**C. After the Annual Meeting**

1. Gather and verify the dates and locations of Area meetings and pass this along to HEEP Webmaster. Include the names of the Area Directors, Area Secretaries, and Meeting contact person (in the case it is not in the same state as the Director)
2. Participate in BOD quarterly calls
3. Work on tasks or committees as directed by the HEEP President
4. Prepare for your conference
5. Continue the planning effort for when you host the meeting
  - a. select the site and finalize the contract as soon as practical
  - b. Start working your committees on a regular basis

**President**

**A. Before Annual Meeting**

1. All necessary meeting preparations
2. Create agenda and have quarterly BOD conference calls
3. Appoint Nominating Committee (past president, and others),
4. At your option, select a Kenneth Close recipient
5. Respond to inquiries about HEEP
6. Prepare BOD meeting agenda
7. Work with ESP coordinator to coordinate student presentations
8. Work with ESP coordinator to set up ESP student welcome gathering
9. Arrange accommodations for ESP students
10. Arrange accommodations for Area 5 delegates (Up to 10)

**B. At Annual Meeting**

1. Hold BOD meeting
2. Attend Student reception/briefing meeting.
3. Work with ESP coordinator and select judges for ESP presentations
4. Conduct meeting.
5. Delegate as needed

**C. After the Annual Meeting**

1. Finalize finances
2. Send thank you letters
3. Treat your staff to a special dinner. Give awards
4. Serve on next year's Nominating Committee

5. Complete Federal taxes
6. Mail flags, documentation, records, etc. to incoming president

### **Past President**

#### **A. Before the Annual Meeting**

1. Solicit for the next Secretary
2. Participate in BOD quarterly calls
3. Work on Tasks and/or Committees as directed by the HEEP President or BOD, if you don't have one already

#### **B. At Annual Meeting**

1. Present the final financial report for your meeting
2. Serve on the nominating committee for the next selection of officers
3. Report on who was nominated

#### **C. After the Annual Meeting**

1. Help out
2. Participate in BOD quarterly calls
3. You are now a resident expert and can offer advice on any subject

### **Past-Past President**

#### **A. Before the Annual Meeting**

1. Work on Tasks and/or Committees as directed by the HEEP President or BOD, if you don't have one already
2. Participate in quarterly BOD calls
3. Help out

#### **B. At Annual Meeting**

1. Serve on the nominating committee for the next selection of officers
2. Report on who was nominated

#### **C. After the Annual Meeting**

1. Help out
2. Participate in quarterly BOD calls
3. Offer advice

### **Area Directors**

#### **A. Before the Annual Meeting**

1. Quarterly Communication with Area members
2. Prepare to nominate a student from your area for the Annual Meeting.
3. Organize Student presentations and mentor student to prepare them for the Annual Meeting
4. Work with ESP coordinator on what the students will need to do at HEEP
5. Establish and maintain contact with non- participating states/territories to encourage attendance
6. Provide HEEP Secretary with area member's contact information.
7. Conduct surveys as needed
8. Send a letter to states requesting a yearly report
9. Collect yearly reports and have webmasters post to the web
10. Submit any By-Law changes to HEEP Secretary

#### **B. At Annual Meeting**

1. Give the area meeting report at BOD
2. Introduce your area student to other students at ESP welcome gathering
3. Moderate session if asked

C. After the Annual Meeting

1. Help out when asked.

**ESP Coordinator**

A. Area V ESP

1. Special note for Area V - Work with Area V Director to review topics, summaries of presentations and resumes to select a good group of student presenters.
2. Make plaques and arrange judging for Area V meeting
3. Present awards with current HEEP president

B. Before the Annual Meeting

1. Work with Area Directors and student presenters
2. Review funds and look at ways to make fund self-sufficient
3. Work with HEEP president on judges for Student presentations
4. Work with HEEP president on student's presentations for Annual Meeting
5. Work with HEEP president on setting up ESP student gathering
6. Work with Area Directors to ensure that each of the area meetings has a student program

C. At Annual Meeting

1. Attend Student reception/briefing gathering
2. Meet with judges for Student presentations and give them judging guidelines and packet of ESP student information
3. Listen to student presentations and meet with judges to evaluate presentations and select winner
4. Answer any question on ESP that the HEEP president may have

D. After the Annual Meeting

1. Help out
2. Work with HEEP president on cost for ESP
3. Write ESP end of year report.

**Web Masters**

A. Before the Annual Meeting

1. Post the state reports to the web-site
2. Post BOD minutes
3. Update items on the web as needed and/or as directed by the HEEP president.

B. At Annual Meeting

1. Report on the web at BOD meeting
2. Give comments on items that need to be worked on or updated.

C. After the Annual Meeting

1. Update web

Note. The HEEP President should review and update these duties as needed.