

1 **CONSTITUTION OF THE ASSOCIATION OF TRANSPORTATION SAFETY**
2 **INFORMATION PROFESSIONALS**

3 Effective 8/17/2015
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6 **ARTICLE I – Name, Purpose, Structural & Working Affiliations, and Other Details**
7

8 **Section 1 - Name**
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10 The name of this organization shall be the Association of Transportation Safety Information
11 Professionals (ATSIP), hereinafter referred to as the “Association”.

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13 **Section 2 - Purpose**
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15 The purpose of the Association shall be to:

- 16
17 (a) Advise and assist local, State, and federal governmental bodies and agencies plus
18 appropriate non-governmental groups and organizations in the implementation of programs
19 and activities related to the design, development, and use of traffic records systems.
20 (These programs and activities include those the Association incorporated into the National
21 Agenda for the Improvement of Highway Safety Information Systems.)
22
23 (b) Provide a central point of reference and action to develop, improve, and evaluate traffic
24 records data systems in terms of standards, policies, and applications.
25
26 (c) Encourage the use of improved techniques and innovative procedures in the collection,
27 storage, and uses of traffic records data.
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29 (d) Promote interdisciplinary communication and collaboration.
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31 (e) Serve as a forum for members and others to discuss traffic records system programs of the
32 Federal agencies and other organizations.
33
34 (f) Sponsor and encourage periodic gatherings or forums for members and non-members alike
35 to discuss a broad spectrum of traffic records systems issues (from collection to uses of
36 data) with particular emphasis on issues affecting local and State governmental
37 organizations.
38
39 (g) Encourage and assist in the development of its members to achieve the knowledge and skill
40 in the development of transportation safety information systems that provide the
41 transportation manager with the basis to provide the safety and mobility necessary for the
42 nation's economic and social well being.
43
44 (h) Promote the professional development of members, supporting and encouraging education,
45 stimulating research, developing public awareness and exchanging professional
46 information.

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48 (i) Encourage the development of training courses and the certification of its members that
49 have demonstrated knowledge in these subject areas.

50
51 (j) Promote the ethics, leadership, and career growth of its members.
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53 **Section 3 – Structural and Working Affiliations**

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55 (a) Upon adoption of this restatement of the Constitution, the Association will exist as an
56 independent professional society unaffiliated structurally with any other group, body, or
57 organization. However, by a two-thirds (2/3) vote of the entire then-current voting
58 membership of the Association’s Executive Board (hereinafter called the Board), the
59 Association may affiliate or disaffiliate from any group, body, or organization the Board
60 deems appropriate. If in order to consummate such an affiliation the Association must
61 assume a new name (e.g., Committee ___ of the ___), it may do so and it may
62 correspondingly rename its sub-groups. However, if allowed, the Association’s name
63 should be retained as either the primary or a secondary name of the new group.
64

65 (b) By a simple majority vote, the Board may enter into a “working affiliation” or
66 relationship with some other group or organization having similar goals, objectives,
67 programs, or activities. This affiliation may be informal, formal, or contractual as
68 deemed appropriate.
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70 **Section 4 – Location**

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72 As necessary or deemed appropriate, the Board may designate a headquarters location or address.
73 That designation may be changed from time to time at the discretion of the Board.
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75 **Section 5 - Seal & Logo**

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77 The Board may approve a seal and/or logo for the Association. If so approved, policies governing
78 the authorized use of the seal and logo shall be adopted by the Board.
79

80 **Section 6 – Regions**

81
82 To encourage geographic inclusiveness and regional access to the Association’s events, the
83 Association is divided into three Regions:
84

85 REGION 1 - Shall be the Western Region, consisting of Asia, Australia, the following Provinces
86 in Canada: Alberta, British Columbia, Manitoba, and Saskatchewan, the Northwest Territories
87 and the Yukon Territory; the Federal District and all the States of Mexico; and the following
88 states in the United States: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana,
89 Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming,
90 and the Island of Guam.
91

92 REGION 2 - Shall be the Central Region, consisting of the Canadian Province of Ontario and the
93 following states in the United States: Alabama, Arkansas, Illinois, Indiana, Iowa, Kansas,
94 Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Ohio, Oklahoma,
95 Tennessee, Texas, and Wisconsin.

96
97 REGION 3 - Shall be the Eastern Region, consisting of Europe; Africa and South and Central
98 America; the following Provinces in Canada: New Brunswick, New Foundland, Nova Scotia,
99 Prince Edward Island, and Quebec; and the following states in the United States: Connecticut,
100 Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey,
101 New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, and
102 West Virginia, the Commonwealth of Puerto Rico, the District of Columbia, and the Virgin
103 Islands.

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106 **ARTICLE II – Membership**

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108 **Section 1 – Definition**

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110 As used in this Constitution, the terms “member” and “membership” refer only to membership in
111 the Association and are not to be construed to imply membership in any other organization.

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113 **Section 2 – Eligibility for Membership**

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115 The membership of the Association shall be open to any person actively involved in the design,
116 development, maintenance, and/or operation of transportation safety information systems or in
117 their administration and use. Acceptance into membership requires approval by the Board and
118 payment of dues.

119

120 **Section 3 – Privileges of Membership**

121

122 Membership shall consist of Fellow and Member grades. All members shall be equally entitled
123 to all privileges of the Association excepting that only Fellows shall be eligible to hold office as
124 President or Vice President.

125 **Section 4 - Membership Qualifications**

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128 (a) **Fellow:** To be eligible for the grade of Fellow an applicant shall have demonstrated an
129 active commitment and contribution to the work of the Association or the profession.
130 Except in truly exceptional cases, admission to the grade of Fellow is only by transfer
131 from the grade of Member after having been a Member for at least five years. Exceptions
132 to this requirement must have the approval of at least two-thirds of the total voting
133 membership of the Executive Board.

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135

136 (b) **Member:** To be eligible for admission to the grade of Member an applicant shall be
137 actively involved in the design, development, maintenance, and/or operation of
138 transportation safety information systems or in their administration and use.

- 139
- 140 (c) **Emeritus Member:** To be eligible for admission to the grade of Emeritus, the individual
- 141 shall be a current or former member of the Association, shall have made significant
- 142 contributions to both the Association and the profession, and shall no longer be actively
- 143 involved in transportation safety information systems. As used in this paragraph, the
- 144 word “Association” refers not only to the current Association but also to its predecessor
- 145 organizations. Emeritus membership is an honor conferred by the Board on a small
- 146 number of people. Emeritus members pay no dues, but are considered Voting Members.
- 147 They are encouraged to participate in the activities of the Association and lend their
- 148 expertise. Emeritus Members retain the rank and privileges of the membership grade
- 149 they occupied prior to election to Emeritus status and may alternatively be known as
- 150 Fellow Emeritus, (full) Member Emeritus, or Associate Emeritus as appropriate.
- 151
- 152 (d) **Voting Members** are those members whose dues are no more than three (3) months in
- 153 arrears and who are otherwise in good standing. (Note: “Voting Member” is not a grade
- 154 of membership but rather a category of membership)
- 155
- 156 (e) **Affiliate Members** are organizations, not individuals, that support the Association.
- 157 While Affiliate Member organizations have no direct vote in the Association’s affairs,
- 158 they are encouraged to participate in the activities of the Association. (Individuals
- 159 associated with Affiliate Member organizations may be Voting Members if they are so
- 160 qualified and appropriately approved.)
- 161
- 162 (f) Admission to membership and transfer to a higher grade shall require the approval of the
- 163 Board.
- 164
- 165 (g) The Board may interpret the above requirements and may adopt additional membership
- 166 requirements not inconsistent with the above requirements.
- 167

168 **Section 5 - Code of Conduct**

- 169
- 170 (a) **Preamble:** Members of this Association shall advance the dignity and integrity of the
- 171 Association by keeping with high standards of ethical conduct and will:
- 172
- 173 ➤ Use professional knowledge and skill for the advancement of the community social and
 - 174 economic welfare,
 - 175 ➤ Be honest and impartial in dealing with employers, clients, and the public, and
 - 176 ➤ Strive to increase the competence and prestige of the profession.
- 177
- 178 (b) **Member Obligations**
- 179
- 180 Member obligations in keeping with the above preamble shall:
- 181
- 182 ➤ Be guided in their provision of service by the highest standards of integrity,
 - 183 ➤ At all time strive to serve the public interest,
 - 184 ➤ Refrain from all conduct or practice which may discredit the Association,

- 185 ➤ Not disclose confidential information concerning the business affairs or technical processes of
186 any present or former client or employer without their consent,
187 ➤ Not be influenced by conflicting interests,
188 ➤ Uphold the principle that adequate compensation be received for services provided to the
189 transportation safety industry,
190 ➤ Be totally truthful in their efforts to gain employment or advancement,
191 ➤ Not attempt to injure, maliciously or falsely, directly or indirectly, the reputation, prospects,
192 practice or employment of other members of the Association,
193 ➤ Cooperate with one another in extending the effectiveness of transportation safety by the
194 exchange of information and experience with other members of the Association and will
195 provide opportunity for the advancement and development of other members.

196

197 **Section 6 – Resignation and Reinstatement of Membership**

198

199 (a) A member may resign by written communication to the Association’s Secretary. The
200 resignation will be accepted in good standing if the member is current with all financial
201 obligations and no bad conduct charges are pending against the member. Unless the
202 Board has subsequently adopted a policy to the contrary, there will be no refund of
203 current year dues.

204

205 (b) Reinstatement of a member who has resigned shall require payment in full of the
206 member’s dues for the fiscal year in which reinstatement is requested and submission of
207 any other information required by the Board.

208

209 **Section 7 – Inactivation and Restoration of Membership**

210

211 Any member more than three (3) months in arrears paying dues or other financial obligations
212 shall automatically be placed in an inactive status and thereby no longer be a Voting Member.
213 To be reactivated and regain Voting Member status, the member must pay the current fiscal
214 year’s dues in full, pay any other financial obligations in full, and submit such information as the
215 Board may require.

216

217 **Section 8 – Disciplinary Action**

218

219 (a) On its own initiative or upon the request of five (5) Fellows or (full) Members, the Board
220 shall investigate alleged violations of the Association’s Code of Conduct (Section 5). If
221 justified, a fair hearing shall be held at which the accused member shall be given ample
222 opportunity to defend him or herself. For just cause and after a fair and impartial hearing,
223 the Board may discipline the member.

224

225 (b) Possible disciplinary actions are expulsion, suspension, admonition, or other appropriate
226 penalty. Expulsion requires a three-fourths (3/4) vote of the entire then-current voting
227 membership of the Board while other disciplinary actions require only a two-thirds (2/3)
228 vote of the entire then-current voting membership of the Board. At its discretion, the
229 Board may announce to the membership a disciplinary action taken against one of the
230 members. The disciplined member shall owe dues in the fiscal year in which the action

231 was taken. At its discretion, the Board may reinstate a disciplined member to good
232 standing upon the individual paying all outstanding financial obligations and paying dues
233 for the fiscal year in which reinstatement occurs. A vote to reinstate takes the same
234 plurality (three-quarters or two-thirds) as was required to discipline the member.

235
236 **ARTICLE III – Dues & Fees**

237
238 **Section 1 – Dues**

239
240 Annual dues of the Association shall be established by the Board and may vary by membership
241 grade. Dues are normally for a 12 month period. The Board shall define the beginning and
242 ending dates of that period. The Board may set special rates for periods other than 12 months.
243 Emeritus Members are not assessed dues. The Board shall strive to keep dues reasonable and to
244 avoid excessive increases from one membership year to the next.

245
246 **Section 2 - Fees**

247
248 The Board may assess fees for such things as registration at events it sponsors, services it
249 provides, and products that it sells. Fees may be charged to organizations wishing to become
250 Affiliate Members of the Association. Such fees might allow the organization to designate a
251 certain number of individuals to be Voting Members of the Association. However, those
252 individuals must qualify for such a position and must be duly approved.

253
254 **Section 3 – Non-Payment**

255
256 Any member more than three (3) months in arrears in paying dues and/or fees shall not have the
257 right to vote and shall not receive publications. In addition, such members may not be elected as
258 an officer or as an At-Large Member of the Board and, if already serving in such a position, shall
259 not continue serving in that position. Members one year in arrears shall have their membership
260 placed in an inactive status. The Board may choose to extend the time for payment and for
261 application of these penalties upon written request to the Secretary explaining the circumstances.

262
263
264 **ARTICLE IV – Officers**

265
266 **Section 1- Qualifications, Nomination, Election, and Term of Office**

- 267
268 (a) The elected officers shall be a President, First Vice President, Second Vice President, and
269 Secretary.
270
271 (b) All officers at the time of their election shall be Voting Members of the Association in
272 good standing. At the time of their election, the President and Vice Presidents shall be
273 Fellows and the Secretary shall be either a Fellow or a Member. The Board may adopt
274 additional requirements. To remain in office, these individuals must remain Voting
275 Members in good standing.
276

277 (c) All four elected officers shall be nominated and elected in accordance with Article VII.
278

279 (d) The elected officers shall serve a term of approximately one year commencing at the
280 conclusion of the business meeting at which the Annual Announcement of Election
281 Results occurs and running through the conclusion of the business meeting at which the
282 Annual Announcement of Election Results occurs. All four officers may serve multiple
283 one-year terms in one of those positions. However, the tradition has been for the
284 President and the two Vice Presidents to serve one year in each office and then move up
285 to the next office. It is traditional for the Secretary to serve multiple one-year terms.
286

287 **Section 2 – Responsibilities of the President**

288

289 (a) Serve as the chairperson of the Executive Board.
290

291 (b) Focus the Association's efforts on fulfilling its stated objectives.
292

293 (c) Preside at Association meetings.
294

295 (d) Establish and dissolve ad hoc committees as needed with the approval of the Board.
296

297 (e) Appoint chairpersons and members of all committees, except the Standard-Setting,
298 Forum Program Planning, and Nominating Committees.
299

300 (f) Serve as an ex-officio member (without vote) of all committees, except the Nominating
301 Committee.
302

303 (g) Direct preparation of required reports.
304

305 (h) Delegate appropriate duties to other Association officers. Duties delegated to the First
306 Vice President shall be chosen to acquaint that individual with the breadth and depth of
307 Association activities.
308

309 (i) Appoint liaison representatives to other groups and organizations as appropriate with
310 approval of the Board. (The role these individuals play in the other organizations will be
311 determined by those other organizations.)
312

313 (j) If desired, appoint one or more Parliamentarians to provide parliamentary, Constitutional,
314 and related advice primarily to the President but also to the Executive Board and the
315 entire Association. Any person so appointed shall neither acquire nor lose any voting
316 rights by virtue of the appointment but does have speaking rights at Board and
317 Association meetings.
318

319 (k) Assist the Board in filling any mid-year vacancy in the offices of either of the Vice
320 Presidents or the Secretary.
321

322 (l) Assume other responsibilities and duties normally associated with the office of President
323 or as directed by the Board.

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Section 3 – Responsibilities of the First Vice President

- (a) Substitute for the President in the absence of the President.
- (b) Serve as a voting member of the Executive Board.
- (c) With the assistance of others (including the Association’s Treasurer, if the Board appointed one), monitor the finances of the Association.
- (d) Make sure required tax filings and submittals are being made in a timely manner (by the Association’s treasurer, if there is one, or by someone else)
- (e) Perform duties assigned by the President or Board.
- (f) Provide advice to the program chairperson of any major Forum sponsored by the Association during the First Vice President’s term of office.
- (g) Be prepared to ascend to the position of President if asked (particularly in the case of an unexpected vacancy).
- (h) Work with the Parliamentarian in preparing proposed Constitutional amendments for ballot.
- (i) Maintain a chronological history file of all duly approved amendments to the Constitution and appropriately update the Constitution after the passage of any amendment. The Secretary will assist with this task and both officers shall maintain a copy of the up-to-date document.
- (j) Maintain the official copy of the Manual of Executive Board Policies. The Secretary will assist with this task and both officers shall maintain a copy of the up-to-date document.

Section 4 – Responsibilities of the Second Vice President

- (a) Serve as Program Chairperson of any major Forum sponsored by the Association during his or her tenure as Second Vice President and, if there is such a Forum, establish and chair an ad hoc committee to plan, develop and coordinate the program at that Forum.
- (b) Serve as a voting member of the Executive Board.
- (c) Be prepared to ascend to the position of First Vice President if asked.
- (d) Perform other duties as assigned.

Section 5 – Responsibilities of the Secretary

- 370 (a) Oversee and coordinate the maintenance of the Association’s membership records, contact
371 lists, correspondence files, meeting minutes, and related documents. (The Executive Board
372 may enter into some kind of arrangement with one or more persons, groups, and/or
373 organizations to do part or all of this, but the Secretary is charged to make sure the work is
374 being appropriately performed.)
375
- 376 (b) Record and circulate the minutes of all Association and Executive Board meetings.
377
- 378 (c) Assist the President in preparing and appropriately distributing notices and agendas of
379 Executive Board and Association meetings.
380
- 381 (d) Serve as a voting member of the Executive Board.
382
- 383 (e) Assist the First Vice President in keeping both the Manual of Executive Board Policies and
384 the Constitution up-to-date. Both officers shall maintain up-to-date copies of both
385 documents and the Secretary shall be responsible for seeing that an up-to-date copy of the
386 Constitution is available on the Association’s website.
387
- 388 (f) Maintain historical records such as a complete listing of the Association’s Presidents and their
389 years of service, a listing of Forum sites by year, the names of all Emeritus Members and the
390 years in which they were elected, and listings of other awards made by the Association (such as
391 Best Practices and Best Website).
392
- 393 (g) Disseminate information to the Association membership as directed.
394
- 395 (h) Assist the President in the preparation of reports.
396
- 397 (i) Submit such corporate reports that the Association shall be required to make (if it is
398 incorporated) or make sure someone else is submitting those reports.
399
- 400 (j) Oversee all balloting of the entire Association membership including annual elections,
401 balloting on proposed Constitutional amendments, and other ballots of the membership.
402 Insure all Constitutional requirements are met.
403
- 404 (k) Perform other duties as assigned.
405

406 **ARTICLE V – Executive Board**

407 **Section 1 – Role, Powers, and Responsibilities**

- 409 (a) The government of the Association shall be vested in the Executive Board.
410
- 411 (b) The Board has the power to take any action that is in the best interests of the Association
412 and consistent with the provisions of this Constitution, relevant actions of the Association’s
413 membership, and any applicable laws, regulations, or policies taking precedence over this
414
415

416 Constitution. Any legitimate powers not exclusively reserved to the membership of the
417 Association may be exercised by the Board. In the case of conflict between actions of the
418 membership and the Board, the actions of the membership take precedence.
419

- 420 (c) The Board’s powers include but are not limited to the right to incorporate the Association;
421 dissolve that corporation (note that dissolving the corporation does not dissolve the
422 Association—see Article X for dissolving the Association itself); apply for 501(c)(3) tax
423 status; establish and administer certification programs; interpret the qualifications for
424 membership and establish additional requirements; establish liaison relationships with other
425 organizations; hire employees; and enter into contractual commitments with individuals
426 and other organizations for any reasonable purpose including the provision of secretarial
427 services, bookkeeping services, printing costs, commitments necessary for sponsoring
428 forums, and insurance.
429
- 430 (d) The Board shall set the annual activities of the Association and shall establish, if needed,
431 deadlines for selected projects and activities. The Executive Board shall assist the
432 President in carrying out Association activities.
433
- 434 (e) Each year, the Board shall set the date of the Annual Announcement of Election Results at
435 least five (5) months in advance of that date. Preferably the date should be during the third
436 quarter of the calendar year. Ideally the date should be during a face-to-face business
437 meeting of the Association. If that is not possible, it should be set at a face-to-face
438 meeting of the Executive Board. If neither of those is possible, it shall be set at some other
439 Executive Board meeting.
440
- 441 (f) Any policies (such as membership requirements, amount of dues, etc.) adopted by the Board
442 in the performance of these or other actions shall be compiled into a **Manual of Executive
443 Board Policies**. That Manual shall be kept current by the First Vice President in
444 cooperation with the Secretary.
445
- 446 (g) The Board shall oversee the Association’s officers and make sure they are adequately
447 performing their prescribed duties and any other responsibilities they might be assigned. If
448 necessary or deemed desirable, the Board shall instruct an officer of its choice to hire
449 someone or contract for appropriate secretarial services to assist the Secretary.
450
- 451 (h) The Board shall see that the Association’s financial affairs are adequately managed and
452 maintained. To do this, the Board if deemed necessary may instruct an officer of its choice
453 to hire a Treasurer or may enter into an appropriate relationship, agreement, or contract
454 with an individual, group of individuals, or organization or company to perform the duties
455 of Treasurer. The remuneration, if any, shall be determined by the Board which also shall
456 define the tasks to be performed and supervise the performance of those tasks. The
457 Treasurer shall report directly to the First Vice President. The Treasurer shall neither gain
458 nor lose a vote on the Executive Board by virtue of this appointment, but the Treasurer will
459 have speaking rights at Executive Board and Association meetings.
460

- 461 (i) The Board may engage individuals, groups, organizations or companies on either a
462 volunteer or paid basis to assist with the management of the Association and its activities.
463 The Board shall define the tasks to be performed and the remuneration if any.
464
- 465 (j) The Board shall see that a website for the Association is maintained and the Board may
466 recruit individuals to accomplish this or assign the task to an officer of the Association.
467
- 468 (k) The Board has broad power to enter into an “organic” or structural relationship with
469 another body which the Board believes is in the Association’s best interest. See Article I,
470 Section 3(a).
471
- 472 (l) For due cause and after careful deliberation, the Board may remove any officer or any At-
473 Large Member of the Executive Board from office. Such action requires a two-thirds (2/3)
474 vote of the entire then-current voting membership of the Executive Board.
475

476 **Section 2 – Composition**

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- 478
- 479 (a) The Executive Board shall consist of fourteen (14) voting members and a variable number
480 of additional, non-voting members.
481
- 482 (b) The fourteen voting members shall consist of the four current Association officers
483 (President, First Vice President, Second Vice President, and Secretary), the Association’s
484 Immediate Past President (the most recent former President who is able and willing to
485 assume this position and who is still a Voting Member in good standing), and nine (9) At-
486 Large Members. The four current Association officers shall also serve as the officers of the
487 Board and have full voting and speaking rights on it.
488

489 Unless the members of the Association elected them as voting members of the Executive
490 Board (this would include the Immediate Past President), the following individuals shall
491 serve as the non-voting members of the Executive Board: (1) the Liaison Members, (2)
492 the chairpersons of all committees, (3) the Parliamentarian(s) (if any), (4) the Treasurer
493 (if any), and (5) any other individuals so designated by the Board. Non-voting members
494 have full speaking rights but not the right to make motions, second motions, or vote at
495 Executive Board meetings.

496 **Liaison Members** are encouraged to attend and to participate in the deliberations of the
497 Executive Board (and the Association), but, unless they also hold one of the fourteen
498 voting positions enumerated in Section 2(b) above, they may not make motions, second
499 motions, or vote. There are two categories of Liaison Members. The first consists of those
500 individuals appointed by the President to serve as a link between the Association and some
501 other designated organization. The second consists of those individuals designated by
502 other organizations to be a link with the Association. These individuals do not need to be
503 members of the Association but they are encouraged to join. The Board is not required to
504 “accept” Liaison Members appointed by another organization.
505

506 (c) The term "entire then-current voting membership" refers to the total number of
507 individuals authorized to vote on the Board at any given point in time. This number
508 would normally be fourteen (five officers and nine At-Large members) but might be
509 temporarily less due to death, resignation, removal from office, or other reason other than
510 absence.

511
512 (d) Any Constitutional requirements for a two-thirds vote of the "entire then-current
513 voting membership" may not be suspended but can only be changed by amending the
514 Constitution.

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518 **Section 3 – At-Large Members**

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520 (a) Only Voting Members are eligible to serve as an At-Large Member of the Executive
521 Board. At-Large Members of the Board shall be nominated and elected in accordance with
522 Article VII.

523
524 (b) Tenure restrictions apply. No current voting member of the Board is eligible for election as
525 an At-Large Member of the Board if they have served continuously as a voting member of
526 the Board for each of the preceding five (5) years. In unusual circumstances and upon the
527 recommendation of the Committee on Nominations, the Board may, for all members of a
528 given expiring class [see subsection (e) below], change that restriction to read “No current
529 voting member of the Board is eligible for election as an At-Large Member of the Board if
530 they have served continuously as a voting member of the Board for each of the preceding
531 eight (8) years”. (There is an exception in the case of the current Secretary. That person is
532 eligible to step down as Secretary and immediately be eligible for nomination and election
533 as an At-Large Member of the Board. If that happens, the individual’s years of service as
534 Secretary are totally ignored in subsequently determining whether that individual is eligible
535 for nomination and election for another term as an At-Large Member.)

536
537 (c) If a mid-term vacancy occurs in one of the At-Large Member positions, a replacement to
538 complete the remainder of the term in question shall be nominated and elected in
539 accordance with Article VII. To fill the position in the interim period until the position can
540 be filled in the manner just described, the President, with the approval of the Board, may
541 appoint a duly qualified Voting Member.

542
543 (d) The term of office shall start at the conclusion of the business meeting at which the
544 candidate’s election as an At-Large Member is officially announced (in the Annual
545 Announcement of Election Results). Unless serving the remainder of an uncompleted
546 term, the term of office will expire approximately thirty-six (36) months later (at the
547 conclusion of the business meeting at which the Annual Announcement of Election Results
548 occurs). If an At-Large Member is elected to fulfill the uncompleted term of another
549 person, the term of office will expire at the conclusion of the business meeting at which the
550 term would have expired if there had been no mid-term vacancy.

- 552 (e) The nine (9) At-Large Member positions shall be divided into three (3) **classes** of three (3)
553 members each. This shall be done in such a manner that, barring any mid-term vacancies,
554 the terms of three (3) and only three (3) At-Large Members shall expire at each year (i.e., at
555 the Annual Announcement of Election Results). If a mid-term vacancy occurs, the
556 replacement to serve the remainder of the vacated term shall be nominated and elected in
557 the “normal” manner as described in Article VII thereby retaining the structure of three (3)
558 classes of three (3) members each.
559
- 560 (f) In the nomination and election of the nine (9) At-Large Members of the Board, one
561 objective shall be to have three (3) At-Large Members from each Region. Ideally there
562 should be one person from each Region in each of the three classes.
563
- 564 (g) Any changes to Section 3 shall require the amendment of this Constitution.
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567 **Section 4 - Meetings**

- 568
- 569 (a) The Executive Board shall hold at least four (4) meetings annually. When reasonably
570 possible, face-to-face meetings should occur at major events such as a major Forum and in
571 conjunction with the January Transportation Research Board Meeting.
572
- 573 (b) The President, at his or her volition or upon the request of four (4) voting members of the
574 Board, shall call additional Executive Board meetings.
575
- 576 (c) Any meeting may be conducted by electronic, videoconference, teleconference means, or
577 similar mode (See Section 5 for optional voting techniques.)
578
- 579 (d) A reasonable effort shall be made to provide all Board members with timely advance notice
580 of all Board meetings. Where possible, that notice shall include a description of the
581 anticipated agenda. Failure to comply with these requirements shall invalidate any votes
582 taken at the meeting.
583
- 584 (e) The First Vice President and/or the Treasurer, if any, shall give a financial report at every
585 meeting.
586
- 587 (f) All meetings are open to all members of the Association. However, by a majority vote of
588 the Board, the Board may go into Executive Session for a portion of a meeting in order to
589 discuss confidential personnel matters, legal matters, negotiating strategy, and similar
590 confidential matters. Executive Sessions are restricted to the voting membership of the
591 Board plus others of the Board’s choice.
592

593 **Section 5 – Voting**

- 594
- 595
- 596 (a) Proxies are not allowed at meetings of the Executive Board.
597

- 598 (b) A simple majority of the entire then-current voting membership of the Board shall
599 constitute a quorum for Board action.
600
- 601 (c) Votes may be taken by letter ballot, electronic mail, or equivalent methods, but are
602 discouraged because they do not allow interaction between the members on the issue in
603 question. However, they are permitted as long as two conditions are met. First, there is an
604 extra burden on those disseminating the ballot to adequately and fairly state both sides of
605 the issue in question. Second, the balloting process shall be structured such that any
606 member wishing to do so shall have adequate and reasonable time after receiving the ballot
607 to contact other members and attempt to influence their votes before they are counted.
608 Proxies are not allowed with this method of voting.
609
- 610 (d) Should any motion or proposal receive the required plurality of the votes cast but, due to
611 some members not voting, receive favorable votes from fewer than forty (40) percent of the
612 entire then-current voting membership of the Board, action on that motion or proposal shall
613 not be considered final. In such an instance, the President shall require that a letter or
614 similar ballot be taken or that the motion be tabled for consideration at the next Board
615 meeting.
616
617
618

619 **ARTICLE VI – Association Powers, Meetings, and Voting Procedures**

620 **Section 1 – Powers**

- 621 (a) The membership of the Association may engage in any activity and take any action that
622 furthers the purpose of the Association as defined in this Constitution and is consistent
623 with applicable laws, policies, and other governing constraints. The Association’s
624 membership has the sole power to elect officers, elect At-Large Members of the Board,
625 modify the qualifications for the position of At-Large Member of the Board (by
626 amending this Constitution), and such other powers as this Constitution may solely
627 reserve to the membership of the Association.
628
- 629 (b) Any legitimate powers not specifically reserved to the Board may be exercised by the
630 membership. In the case of conflict between actions of the membership and the Board,
631 the actions of the membership take precedence.
632
633
634

635 **Section 2 – Meetings**

- 636 (a) A business meeting of the Association’s entire membership shall be scheduled in
637 conjunction with all major events (such as the International Forum on Traffic Records
638 Systems) sponsored by the Association. If in keeping with the provisions of Article VII,
639 one of the agenda items would be the Annual Announcement of Election Results. Other
640 agenda items would include a report on the Association’s activities and provision for
641 members to raise whatever questions they might have of the Association’s officers and
642 Executive Board.
643
644

- 645 (b) To maximize equity of access to all Association events, the Board shall make a
646 reasonable effort to rotate these business meetings (and hence any International Forums
647 and other sponsored events) among the Association's three Regions.
648
- 649 (c) Additional meetings of the Association shall be called upon: (1) the request of the
650 President with the approval of the Board or (2) the request of nine (9) voting members of
651 the Board or (3) the request of at least twenty (20) percent of the Association's Voting
652 Members in good standing.
653
- 654 (d) With the approval of the Board, any meeting may be conducted by electronic,
655 videoconference, or teleconference means.
656
- 657 (e) Meeting notices shall be sent to all Voting Members at least sixty (60) days prior to the
658 meeting dates. (If the meeting is in conjunction with some event sponsored by the
659 Association, this requirement is fulfilled if the meeting is specifically listed in any
660 mailing publicizing the associated event.)
661

662 **Section 3 – Voting**

- 663
- 664 (a) Proxies are permitted.
665
- 666
- 667 (b) At any meeting of this Association, twenty (20) percent of the total number of Voting
668 Members in good standing shall constitute a quorum for Association action.
669
- 670 (c) With the approval of the Board, the membership of the Association may be polled by a
671 letter or electronic ballot as long as the Board is comfortable with the integrity of the
672 process used and the validity of the ballots received. Ballots must be distributed at least
673 four weeks before the deadline for submission of ballots. Submitted ballots must comply
674 with all requirements and instructions to be counted. Approval by ballots taken in this
675 manner on issues other than amending this Constitution shall require an affirmative vote
676 by a majority of the votes received as long as the total number of votes received is at least
677 twenty (20) percent of the total number of Voting Members in good standing.
678
- 679 (d) For votes taken by electronic ballot, there is an extra burden on those disseminating the
680 ballot to adequately and fairly state both sides of the issue in question. Second, the
681 balloting process shall be structured such that any member wishing to do so shall have
682 adequate and reasonable time after receiving the ballot to contact other members and
683 attempt to influence their votes before they are counted.
684
- 685 (e) Votes to amend the Articles of Incorporation shall be taken in accordance with the
686 requirements of the Articles.
687

688 **ARTICLE VII – Nominations and Elections**

691 **Section 1 – Normal Process**

- 692
- 693 (a) The Nominating Committee shall nominate one or more persons for each of the four
694 elected officer positions (President, First Vice President, Second Vice President, and
695 Secretary), for each of the three (3) slots in the new class of At-Large Members of the
696 Executive Board, and for the remainder of the uncompleted term of each vacancy, if any,
697 in an At-Large Member position on the Executive Board. The complete list of nominees
698 shall be widely announced to all the Voting Members of the Association at least four
699 months prior to the date set by the Executive Board for the Annual Announcement of
700 Election Results.
- 701
- 702 (b) Following that announcement, a full six weeks shall be allowed during which additional
703 individuals may be nominated by petition. Each petition shall clearly identify the
704 individual being nominated and the specific position for which they are being nominated.
705 For each person nominated as an At-Large Member of the Board, the petition shall state
706 the class to which the person is being nominated. Persons nominated by petition may be
707 from any Region. Each person must fully meet all of the Constitutional requirements for
708 the positions to which they are being nominated. For a petition for nomination to be
709 valid, at least ten (10) current Voting Members in good standing must sign.
- 710
- 711 (c) After the eligibility of any names submitted by petition has been verified, a written ballot
712 shall be sent to each and every Voting Member in good standing at least four weeks prior
713 to the first deadline for submission of the ballot. The ballot may list a given person's
714 name as a candidate for both an officer's position and an At-Large position but not as a
715 candidate for two different At-Large positions (in two different classes).
- 716
- 717 (d) Ballots may be distributed by letter or, if the Board approves, by some electronic means.
718 The method chosen must be designed such to insure the integrity of the voting process
719 and the validity of the resulting vote.
- 720
- 721 (e) The ballot must state the deadline for submission. Different modes of submission may be
722 offered (e.g., fax, mail, in person). If more than one mode of submission is offered,
723 different submittal deadlines may be specified for each mode.
- 724
- 725 (f) Ballots meeting Constitutional requirements, filled out in accordance with the
726 instructions, and received by the deadline will be counted and the results announced at
727 the subsequent Annual Announcement of Election Results. No nominations may be
728 made from the floor
- 729
- 730 (g) There is no minimum number of ballots required to be cast. For each elected officer
731 position, the candidate receiving the most votes shall be declared elected.
- 732
- 733 (h) Each class of At-Large Member positions shall be treated as a separate pool of positions,
734 and the candidates within that pool with the largest numbers of votes regardless of the
735 Region in which they reside shall be declared elected. For example, if there are three
736 open positions in a class, the three candidates in that class with the largest numbers of

737 votes shall be elected. If there are vacancies in a given At-Large class, those vacancies in
738 that class shall be treated as a separate pool.

- 739
- 740 (i) If a given person is elected as an officer but is either serving in a continuing capacity as
741 an At-Large member or was also apparently elected as a new At-Large member, that
742 person will be declared elected to the officer's position and not to the At-Large position.
743 If there was another person on that ballot receiving votes for that class of At-Large
744 members, that person shall be declared elected to the At-Large position. If there was no
745 such person, then that At-Large position will be declared vacant.

746

747

748

749 **Section 2 – Special Circumstances**

- 750
- 751 (a) If at the time of the Annual Announcement of Election Results there is not at least one
752 candidate for a given position who was duly submitted for ballot in accordance with
753 section 1(c) who is able and willing to serve and if the Announcement is made at a
754 business meeting of the Association, then the nomination and election process for that
755 position shall occur at that business meeting if a quorum is present. Nominations shall be
756 accepted both from the Nominating Committee and from any Voting Member present at
757 the meeting. The qualified candidate receiving the most votes shall be declared elected.
758
- 759 (b) If the Annual Announcement of Election Results did not occur at a business meeting of
760 the Association or if a quorum is not present at that meeting, the members of the outgoing
761 Executive Board shall nominate and elect some eligible person to each vacant position.
762 The Executive Board may establish its own internal procedures for this nomination and
763 election process.

764

765

766 **ARTICLE VIII – Committees**

767

768 **Section 1 – Categories**

769

770 There are three categories of committees: Permanent Committees, Standard-Setting Committees,
771 and Ad Hoc Committees.

772

773 **Section 2 – Permanent Committees**

774

775 Permanent Committees are committees whose assigned tasks are ongoing and which are
776 expected to continue indefinitely. Permanent Committees can only be created or dissolved by
777 amending this Constitution. The Permanent Committees are: (1) Membership (2) Outreach and
778 (3) Strategic Planning. The Membership and Outreach committees may be combined if the
779 Board sees fit.

780

781 **Section 3 – Standard-Setting Committees**

783 Standard-Setting Committees are committees that are tasked with developing or maintaining a
784 standard such as ANSI D-16. A Standard-Setting Committee may be created by the Board in
785 accepting the delegation of a Standard-Setting activity to the Association. A Standard-Setting
786 Committee shall continue to exist as long as the standard setting activity is delegated to the
787 Association.
788

789 **Section 4 – Ad Hoc Committees**

790
791 Ad Hoc Committees are those committees assigned tasks which should be completed in a
792 reasonable period of time at which point the committee will be dissolved. All committees not
793 designated as Permanent or Standard-Setting Committees are by definition Ad Hoc Committees.
794 This includes the individual Forum Site Selection Committees and the annual Nominating
795 Committees. Ad Hoc Committees may be created and dissolved by the President with the
796 approval of the Board. The progress of each Ad Hoc committee shall be reviewed annually by
797 the Board and the committee dissolved if its task has been completed.
798

799 **Section 5 – Committee Chairpersons and Members**

- 800
801 (a) Committee chairpersons and Members of committees should be Voting Members of the
802 Association.
803
804 (b) With the exception of the Standard-Setting, Nominating, and Forum Program Planning
805 Committees, the President shall appoint the members and chairpersons of all committees.
806 All appointments shall be promptly reported to the Board.
807
808 (c) The chairperson of a Standard-Setting Committee shall be appointed by the Board. The
809 members of a Standard-Setting Committee shall be appointed by the committee
810 chairperson with the approval of the Board. The Second Vice President shall serve as
811 chairperson of the Forum Program Planning Committee and shall appoint the members of
812 the committee. The chairperson and members of the Nominating Committee shall be
813 selected as stated in Section 6 of this Article.
814
815 (d) All committee chairpersons and all committee members appointed by the President or the
816 Board shall serve one-year terms but may be reappointed to additional one-year terms.
817

818 **Section 6 - Nominating Committee**

- 819
820 (a) The Immediate Past President of the Association shall serve as chairperson of the
821 Nominating Committee. If the Immediate Past President is unable or unwilling to serve,
822 the current President shall appoint another Voting Member of the Association holding the
823 grade of Fellow to serve as Committee Chairperson. The Committee Chairperson shall
824 then appoint three additional Voting Members of the Association, one from each Region,
825 with the approval of the Board. The Nominating Committee shall present a slate of
826 nominees for the annual election of President, First Vice President, Second Vice
827 President, Secretary and At-Large Members of the Executive Board.
828

829 (b) Members of the Nominating Committee shall serve one-year terms but may be
830 reappointed by the Committee Chairperson.
831

832
833
834 **ARTICLE IX – Parliamentary Authority**
835

836 Robert's Rules of Order Newly Revised, or any authorized subsequent revision thereof, shall
837 govern the Association in all cases to which they are applicable and in which they are not
838 inconsistent with this Constitution or other legal documents taking precedence.
839

840
841 **ARTICLE X – Dissolution of the Association**
842

843 **Section 1 – Power to Dissolve the Association**
844

845 The power to dissolve the Association itself (as contrasted to the power to simply dissolve any
846 corporate entity created by the Association) is vested in the membership of the Association. It
847 may be accomplished either by a vote at an Association business meeting or by written or
848 electronic ballot as provided in Article VI Section 3. In the case a quorum cannot be obtained,
849 the Executive Board may dissolve the Association in a vote well publicized in advance to the
850 entire membership of the Association.
851

852 **Section 2 – Proposals to Dissolve the Association**
853

854 If ten(10) Voting Members in good standing petition the Executive Board to poll the Association
855 Membership on the issue of dissolving the Association, the Board shall order that such a ballot
856 be distributed in accordance with the provisions of Article VI Section 3. By a majority vote of
857 its own membership, the Board may also order such a ballot on its own.
858

859 **Section 3 – Voting to Dissolve the Association**
860

861 Votes to dissolve the Association shall be taken in accordance with Article VI, section 3 of this
862 Constitution. Regardless of the method of voting, an affirmative vote of two-thirds (2/3) of all
863 ballots cast shall be necessary for the dissolution of the Association.
864

865 **Section 4 – Residual Assets**
866

867 Upon dissolution, any assets of the Association shall be distributed in accordance with any
868 applicable state or federal law or tax regulations. All outstanding obligations shall be paid to the
869 maximum extent possible. After all obligations have been paid, any remaining, unobligated
870 assets shall be distributed as specified in the articles of incorporation.
871

872 **ARTICLE XI - Amendments**
873

874 **Section 1 – Proposals to Amend this Constitution**

875
876 Proposals to amend this Constitution may be made by a majority vote of the Board or by petition
877 signed by at least ten (10) Voting Members in good standing.

878
879 **Section 2 – Voting**

880
881 Votes shall be taken in accordance with Article VI, Section 3 of this Constitution. Regardless of
882 the method of voting, an affirmative vote of two-thirds (2/3) of all ballots cast shall be necessary
883 for the adoption of any amendment to this Constitution.

884
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886
887
888 2001/2002 original document (creating ATSIP as a wing of National Safety Council
889 1/17/07 amendment
890 6/8/09 total re-statement (severing connection to National Safety Council)
891 10/20/12 amended by vote of the membership
892 8/17/2015 amended by vote of the membership