

MINUTES

NCITE Executive Board Meeting
 Thursday, October 13th, 2016 - 8:30-10:30 a.m.
 Location: HDR
 Host: Joe Gustafson

Executive Board:	Present	Absent
Joe Gustafson, President	X	
Mike Martinez, Vice President	X	
Scott Poska, Secretary	X	
Jeff Preston, Treasurer	X	
Jacob Folkeringa, Director		X
Ken Levin, Director	X	
Max Moreland, Director	X	
Katie Schmidt, Past President	X	
Guests:		

1. Call Meeting to Order

Joe called the meeting to order at 8:35am.

2. Review Agenda

The agenda items were reviewed. Scott suggested the addition of a discussion about board duties, specifically for Secretary. Joe added it as agenda item 10f.

3. Secretary's Report

Scott presented the September Board Meeting minutes. A few minor typos were identified. Mike motioned to approve as amended. Katie seconded. Motion carried. Scott presented the September Section Meeting minutes. A few minor typos were identified. Katie motioned to approve as amended. Jeff seconded. Motion carried.

4. Treasurer's Report

Jeff presented the September Treasurer's report. Scott motioned to approve, Ken seconded. Motion carried.

5. Leadership ITE Reimbursement Procedure

Joe explained Scott's request for the NCITE reimbursement for the Leadership ITE program. Scott explained that there is a \$3,000 tuition payment that is due next month that he would like to put the NCITE reimbursement towards. Katie suggested that Scott write a quick letter to request the reimbursement and attach the tuition payment form.

6. Fall 2016 NCITE Elections

Mike reported that all positions up for election this fall are being contested, except for Secretary. The Board discussed the proposed Bylaw changes. It was decided that no

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additional Board vote is needed to approve the proposed quorum language since it was already approved by last year's Board.

7. Policy Language Updates

Joe handed out his proposed changes to the Policies regarding the standing and technical committees. The Board reviewed these changes and generally agreed with Joe's revisions. A few general committee responsibilities were moved to the technical committee subsection. The Board also clarified the language about the Communications Group. Katie motioned to approve as amended, Scott seconded. Motion carried. The Board decided to table the proposed update to the Board duties document with the intent to update it later this year and incorporate it into the Policies

8. MWITE Updates

Katie gave a brief MWITE update. The MWITE board fall retreat is scheduled for November 17-18. John Davis will be attending the October section meeting to present the MWITE Traffic Bowl champions plaque to ITSO. Katie reported that the Illinois section has section insurance and the Wisconsin Section does not. The Board discussed the need for insurance and asked Katie to pass along some additional information about the deductible amount, monthly cost, and coverage.

9. Committee Updates

Mike recapped recent committee meetings. The Intersection Traffic Control committee meeting was cancelled for October and will have a joint meeting with the Pedestrian and Bicycle Safety committee in November.

10. Section Meetings

- a. Max gave a quick summary on the September 27th section meeting at Hiway. He noted that there were too many veggie sandwiches ordered.
- b. Jacob reported that the October 17th section meeting at the University of Minnesota is ready to go. It is a joint meeting with ITSO. Nichole Morris from the Center for Transportation Studies will be presenting.
- c. Max gave an update on preparations for the November 10th Annual Meeting. He is finalizing the cost per person, which is looking to be around \$45 each. The tentative schedule is to have a social hour from 5:00 to 5:45, dinner and program from 5:45 to 7:00, and Whirlyball from 7:00 to 10:00. Max will be sending out the registration announcement soon.
- d. The Board decided it would be best to start planning for the January section meeting instead of trying to plan a December meeting. This was done this past year and it worked very well with the Director hand-off in late December.
- e. Scott reported that the 2018 ITE Annual Meeting Local Arrangements Committee held its initial kick-off meeting last month. The LAC is starting to coordinate with ITE International.

11. Review Action Items

The updated list of action items is as follows:

- Board** – Consider section insurance.
- Joe** – remind Kate Miner if archived newsletters have been uploaded to Google Drive.
- Joe** – Update Policies with Board and committee responsibilities.
- Mike** – send Scott & Jeff tax form 990N and upload to Google Drive.

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- Katie** – document Past President MWITE responsibilities.
- Jeff** –obtain credit card payment Square.
- Mike** – coordinate Life Section/Affiliate members list updates on website with Nick/Jonah.
- Mike** – send election bios to Scott.
- Board** – reivew Board duties and prepare updates/revisions for discussion.
- Katie** – send Board insurance details from the Illinois ITE section.
- Mike** – send Scott 2015 Annual Report documents.

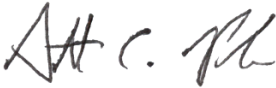
12. Adjourn

Jeff motioned to adjourn at 10:18 and Max seconded the motion. Motion carried unanimously.

13. Next Meeting

Thursday, November 10, 2016, 8:30 a.m. to 10:30 a.m. at Stantec.

Respectfully submitted,



Scott Poska
2016 NCITE Secretary

Date: October 17, 2016

2016 Executive Committee

Joe Gustafson, P.E., PTOE

President
 Washington County
 11660 Myeron Road
 Stillwater, MN 55082
joe.gustafson@co.washington.mn.us

Mike Martinez, P.E.

Vice-President
 HDR, Inc.
 701 Xenia Avenue S, Suite 600
 Minneapolis, MN 55416
michael.martinez@hdrinc.com

Scott Poska, P.E., PTOE

Secretary
 SRF Consulting Group, Inc.
 1 Carlson Parkway N, Suite 150
 Minneapolis, MN 55447
sposka@srfconsulting.com

Jeff Preston, P.E.

Treasurer
 Stantec
 2335 Highway 36 West
 St. Paul, MN 55113
Jeff.Preston@stantec.com

Jacob Folkeringa, P.E.

Director
 SRF Consulting Group, Inc.
 1 Carlson Parkway N, Suite 150
 Minneapolis, MN 55447
jfolkeringa@srfconsulting.com

Ken Levin, P.E.

Director
 Hennepin County Public Works
 1600 Prairie Drive
 Medina, MN 55340
Kenneth.Levin@hennepin.us

Max Moreland, P.E.

Director
 Spack Consulting
 5708 W 36th St.
 St Louis Park, MN 55416
mmoreland@spackconsulting.com

Katie Schmidt, P.E.

Past President
 HDR, Inc.
 701 Xenia Avenue S, Suite 600
 Minneapolis, MN 55416
Katherine.Schmidt@hdrinc.com

Agenda

NCITE Executive Board Meeting
 Thursday, October 13th, 2016 8:30 – 10:30 AM

Location: HDR, Inc
 701 Xenia Ave South, Suite 600, Golden Valley, MN 55416
 Host: Joe Gustafson

1. Call Meeting to Order
2. Review Agenda
3. September 2016 Secretary’s Report Scott
4. September 2016 Treasurer’s Report Jeff
5. Fall 2016 NCITE ElectionsMike/Scott
6. Policy Language Updates
 - a. Committee Responsibilities Joe
 - b. Communications Policies Joe
 - c. Director Transition Meeting / Section Meeting Policies Joe
7. MWITE Updates..... Katie
8. Committee UpdatesMike M
9. Section Meetings
 - a. Review September Section Meeting (Hiway Credit Union)..... Max
 - b. October Section Meeting (U of M / ITSO).....Jake
 - c. Annual meeting (Whirlyball) Joe
 - d. December Section Meeting? (Usually omitted) Joe
 - e. ITE 2018 / MWITE Update Joe
10. Review Action Items..... Scott
11. Adjourn

Next Meeting:

Board Meeting – November 10th, 2016

8:30 – 10:30 AM

Location: Stantec

2335 Highway 36 West, Roseville, MN 55113

Host: Jeff Preston

NCITE SECTION POLICIES

1. SECTION DUES SCHEDULE

(Revised ~~June~~ 2000)

Beginning January 1, 2001, North Central Section annual dues shall be as follows:

Member Type	Annual Dues
Distinguished Members, Life Members, Life Affiliates and Students	None
Section Members	\$16
Section Affiliates	\$21

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2. SECTION AFFILIATE MEMBERSHIP

(Revised June, 2002)

NCITE shall promote membership in ITE, which is accompanied by Section Member designation in NCITE.

Upon receipt of an application to become a Section Affiliate, the Board and Membership Committee shall make the applicant aware of the benefits of ITE membership. If after receiving this information the applicant isn't eligible for ITE membership or their preference is to be a Section Affiliate, the Board shall consider and act on their application. This policy is established based on past practice of this Section, the practice of other Sections and direction from ITE to not exclude applicants who want to be involved at varying levels.

3. SECTION MEETING RESERVATIONS

(Revised March, 1999)

A member or affiliate that makes a reservation for a Section meeting and does not attend must pay for the meal if the person taking the reservations is not notified a sufficient time in advance (by the posted registration deadline). The Executive Board may, at its discretion, waive this policy for cause on a case-by-case basis. The Section Directors and Treasurer shall administer this policy on a monthly basis and report to the executive board as required.

4. SPEAKER AND DIGNITARY DINNER EXPENSE AT SECTION MEETING

(Revised June, 2002)

The cost of a meal for a speaker at regular Section meetings may be paid out of the Section treasury as a Section expense. Directors are encouraged to recover the cost of the speaker's meal by including it in the cost charged for the meeting. The cost of registration for the Section's Annual Meeting for the District 4 Chair shall be paid out of the Section treasury as a Section expense.

5. REDUCED MEAL PRICES AT SECTION MEETINGS FOR STUDENTS

(Revised January, 1995)

Student members of the Section or one of its Student Chapters who attend a Section meeting will not have to pay the full cost for the meal they select. The cost to the student, at regular meetings, will be five dollars (\$5.00). For the Section Annual Meeting, the cost to the student will be five dollars (\$5.00) less than the regular price for the meeting. In all cases, the balance of the students cost will be paid for from the Section treasury. This policy does not apply to graduate or part-time students if they are employed as a professional or technician more than twenty hours per week during the school year.

6. COMMITTEES, GROUPS, AND APPOINTED POSITIONS

(Revised October 2016)

The Executive Board shall create or discontinue various technical and organizational committees and appointed positions to promote knowledge exchange, communications, and active NCITE participation.

Committee chairs shall be Institute members or Section Affiliates, and shall be responsible for the following tasks for their respective committees, although tasks may be delegated to a committee co-chair or other designee at the discretion of the respective committee chair:

- Manage committee contact lists and committee webpage on the NCITE website
- Manage funds as necessary for committee activities and report any and all committee expenses and income to the NCITE Treasurer at the end of each month.
- Conduct committee meetings, including arranging meeting locations, arranging for meeting content and presenters, properly publicizing meetings in advance on the NCITE website, taking meeting minutes, and posting meeting minutes to the NCITE website in a timely fashion.
- Contribute an article to the NCITE newsletter on a rotating basis when directed
- Provide committee updates to the NCITE Executive Board as directed
- Attend an Executive Board meeting on a rotating basis or as directed

Following is a list of NCITE Committees, groups, and appointed positions. Additional committees, groups, and appointed positions can be created as authorized by the Executive Board.

A. COMMUNICATIONS GROUP POSITIONS

Upon vacancy, the Section Vice President shall recruit, and the Section President shall appoint, the following Communications Group positions, all of whom shall report to the Section Vice President who shall act as the Communications Chair:

Communications Coordinator – The Communications Coordinator shall provide guidance for the Section newsletter to the Newsletter Coordinator, and shall publish and distribute the Section Newsletter. The Communications Coordinator shall also provide guidance for the Section website to the Website Coordinator. The Communications Coordinator shall also be responsible for coordinating advertising and sponsorships through the following activities:

- Solicit employers of NCITE members to advertise with NCITE
- Receive advertising materials from advertisers and distribute to the Newsletter Coordinator, Website Coordinator, and Section directors.
 - Work with the Newsletter coordinator to ensure that advertising materials are current in the Section newsletter.
 - Work with the Website Coordinator to ensure that advertising materials are current on the Section Website.
 - Work with Section Directors to ensure that advertising materials are present at Section meetings.
- Receive and post job postings on the Section website.

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- Invoice advertisers and follow up with the Section Treasurer to ensure that balances are paid.

Membership Coordinator – Upon vacancy, the Section President shall appoint a Membership Coordinator who shall provide information to the Board on membership matters. The Membership Coordinator shall take action on all Section and District membership matters not requiring action by the President or the Executive Board.

Student Outreach Coordinator, – The Student Outreach Coordinator shall educate and expose young people to the field of transportation engineering through outreach activities and scholarship opportunities. Responsibilities include managing the NCITE student scholarship programs, attending student career fair events, participating in the Midwestern District Student Activities Committee, and serving as a liaison for ITE Student Chapter groups to coordinate funding opportunities, participation of such groups in District annual meetings, and their interaction with ITE headquarters.

Technology Coordinator – The Technology Coordinator shall be responsible for online meeting arrangements, including computer, projector equipment, web-streaming, networking, and other technology items required to facilitate section meetings and/or committee meetings.

Website Coordinator, – The Website Coordinator shall update the Section website with new content as provided by the Board of Directors and resolve various issues involving scheduling, registration, member lists, and other technical issues that arise with the Section website. The Website Coordinator shall also work with the various Technical Committee chairs to facilitate updates to the Section website with the latest committee information and meeting minutes, and shall work with the Communications Committee Chair to update advertising materials on the Section website.

Newsletter Coordinator, – The Newsletter Coordinator shall assist the Communications Coordinator by assembling the Section newsletter on a quarterly basis, and shall request newsletter content from various contributors including the Section President and Executive Board, the Membership Coordinator, Technical Committee chairs, Student Chapter leaders, advertisers, and others as needed. The Newsletter Coordinator shall provide a draft version of the newsletter to the Communications Coordinator for review and shall address any comments prior to distribution to Section membership. The Section Newsletter is to be published electronically four times per year, approximately every three months.

Minnesota Committee On Uniform Traffic Control Devices Liaison – The Section President shall appoint an NCITE liaison to the Minnesota Committee on Uniform Traffic Control Devices (MCUTCD) as vacancies arise.

B. TECHNICAL COMMITTEES

Technical Committees exist to promote knowledge sharing amongst Section members related to various technical arenas of the transportation engineering profession. Upon vacancy, the Section President shall appoint chairs of the Technical Committees listed below. The Technical Committee chairs shall each be responsible for scheduling and presiding over committee meetings, managing

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The email list should only be used for official NCITE business. Primarily it should be used to inform members of upcoming events and other general news regarding NCITE. It shall never be used for advertisements or other such information that could be considered "junk mail". The Communications Chair shall monitor the use of this list, such that the use is limited to items that are beneficial to the general membership.¶

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This Chairperson shall recruit and recommend to the executive board for approval a newsletter editor(s).

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The costs and practices regarding the placement of product advertising, professional services cards, and job postings in the Newsletter, and on the Website shall be set by the Executive Board and reviewed annually, with the goal of said advertising revenue covering all of the costs of publishing the Newsletter, and Website. Paid advertisers and public agencies within the Section shall be entitled to one free job posting per year. The Communications Chair shall review all advertising policies annually and make recommendations to the Executive Board.¶

Member Email List¶
The NCITE general membership email list (members@nc-ite.org) is a moderated mail list. Only members of the current Executive Board and the Communications Chair may post messages to this list.¶
The email list should only be used for official NCITE business. Primarily it should be used to inform members of upcoming events and other general news regarding NCITE. It shall never be used for advertisements or other such information that could be considered "junk mail". The Communications Chair shall monitor the use of this list, such that the use is limited to items that are beneficial to the general membership.¶

Technology Coordinator¶
The Chairperson shall recruit and recommend to the executive board for approval a technology coordinator. The technology coordinator will be responsible for online meeting arrangements, computer, networking and other technology items required to facilitate section meetings and/or committee meetings.¶

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<#>MEMBERSHIP COMMITTEE¶
Upon vacancy the Section President shall appoint a Membership Chair who shall provide information to the Board on membership matters. The Membership Chair shall take action on all Section and District membership matters not requiring action by the President or the Executive Board.¶

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committee email lists, promoting Committee events via the Section website and email lists, reserving meeting rooms, scheduling meeting presenters and content, taking meeting minutes, and posting committee minutes to the Section website. Technical Committee chairs shall provide articles to the Section newsletter on a rotating basis as directed the Communications Chair. Committee meetings may allow for remote participation via telephone or internet, at the discretion of the Committee chair and in cooperation with the Technology Coordinator. Technical Committee chairs may, at their discretion, appoint assistant positions and delegate various responsibilities for the committee.

1. Pedestrian & Traffic Safety – The Pedestrian & Traffic Safety Committee exists as a forum for members to discuss strategies, technologies, research, and professional experience with regard to safety of non-motorized users of the transportation network.
2. Planning Methods & Applications – The Planning Methods & Applications Committee exists to discuss and promote knowledge of regional traffic forecasting, demographic trends, and the interaction of land use with transportation engineering.
3. Intersection Traffic Control – The Intersection Traffic Control Committee exists as a forum for members to discuss roundabout traffic control features, traffic signal technology and operations, pedestrian and bicycle safety as it relates to intersection control, and to provide technical guidance to the Executive Board for providing policy input.
4. Intelligent Transportation Systems (ITS) – The ITS Technical Committee is a joint committee, organized and sponsored by both NCITE and ITS-MN that provides a forum for participants to address technical issues related to ITS technologies and to share lessons learned.
5. Geometric Design – The Geometric Design Committee provides a platform for the discussion and understanding of roadway design standards and practices and the implementation of various geometric design elements in projects and their impacts on safety, operation, and usability. The Committee also explores the evolution of geometric design standards and guidelines by FHWA, AASHTO, and state-level guidance within the NCITE geographic region.
6. Simulation and Capacity – The Simulation and Capacity (“SimCap”) Committee provides a forum for traffic engineering professionals to share experiences, inspire innovative ideas, and advocate best practices with respect to traffic capacity analysis and traffic simulation modeling.

C. OTHER NCITE COMMITTEES AND GROUPS

The Section President shall appoint a Chair for each of the following Committees and Groups as vacancies arise.

1. Professional Development – The professional development committee shall, at the direction of the Executive Board, develop and host training events of interest to NCITE members.

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2. Younger Member Committee – The purpose of the Younger Member Committee (YMC) of NCITE is to connect young professionals in the diverse field of transportation and create opportunities to build relationships and grow professionally. These opportunities are provided through social and educational events held throughout the year. This committee additionally seeks to fulfill the following goals:

- Promote engagement in the NCITE mentorship program, which aims to assist younger members as they progress through their careers.
- Connect with university students and build relationships with individuals who are potential future members of NCITE.
- Promote engagement in the NCITE Technical Committees to encourage professional development and provide opportunities for younger members to share their ideas.
- Coordinate with the NCITE Membership Committee to promote membership in NCITE and track YMC membership.

For the purposes of this committee, a younger member is defined as an individual that is 35 years old or younger. The YMC Chair shall submit monthly financial statements to NCITE Treasurer, and shall attend the annual Director Transition Meeting and the January Executive Board meeting.

3. Traffic Operations and Maintenance Discussion Group – The Traffic Operations and Maintenance Discussion Group provides a forum for traffic operations field personnel to discuss field procedures and products related to traffic signs, signals, and markings and to share lessons learned in the maintenance and application thereof.

7. NCITE AWARDS

(Revised August, 2016)

A. SCHOLARSHIPS

The Chair of the Student Activities Committee shall make recommendations to the Executive Board about whom to award section scholarships. The Board shall award up to four (4) scholarships annually for a minimum of \$500 each. The four scholarships shall be awarded on the basis of academic performance, career goals, ITE involvement, and related accomplishments or experience. The scholarships shall be awarded to undergraduate students enrolled full-time in a transportation engineering curriculum at a college or university within the NCITE geographic region, and shall be applied for by the students themselves. Up to two of these scholarships may be reserved for such students who have worked as an intern in the transportation engineering field within the NCITE geographic region within the previous 12 months, and such applications shall require a letter of recommendation from the applicant's manager or supervisor of such internship.

B. PAST PRESIDENTS AWARD

This award shall be given annually to an individual who has made outstanding contributions to NCITE, ITE and/or through achievements in the transportation/traffic engineering profession. In August the President shall call for nominations for the Past Presidents Award.

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Pedestrian & Traffic Safety ¶

Planning Methods & Applications ¶

Intersection Traffic Control¶

Intelligent Transportation Systems (ITS)¶

Geometric Design¶

Simulation and Capacity (SimCap)¶

Younger Member Committee¶

Traffic Operations and Maintenance Discussion Group¶

<#-MINNESOTA COMMITTEE ON UNIFORM TRAFFIC

CONTROL DEVICES LIAISON¶

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In addition to the Committees, the Section President shall

appoint a Chair for the following group as vacancies arise:¶

<#->Traffic Operations and Maintenance Discussion Group¶

The Section President shall appoint an NCITE liaison to the

following committee as vacancies arise:¶

Minnesota Committee on Uniform Traffic Control Devices

(MCUTCD) as vacancies arise.¶

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The President shall appoint a review committee of no less than three (3) Past Presidents to recommend a winner for this award. The President shall present a plaque to the winner at the Annual Meeting.

C. YOUNG TRANSPORTATION PROFESSIONAL OF THE YEAR AWARD

This award shall be given annually to an individual who is 35 years old or younger, and who is making outstanding contributions to NCITE, ITE and/or through achievements in the transportation/traffic engineering profession. In August the President shall call for nominations for the Young Transportation Professional of the Year Award.

The President shall appoint a review committee of no less than three (3) Past Presidents to recommend a winner for this award. The President shall present a plaque to the winner at the Annual Meeting.

8. TRAVEL AND REGISTRATION REIMBURSEMENT FOR ITE AND MWITE EVENTS
(Revised September 2016)

Recognizing the benefits to the Section of having its President attend the ITE Annual Meeting and of having its President, Past President, and elected representative to the Midwestern Board attend the Midwestern District Annual Meeting, it is the policy of the North Central Section to offer limited financial assistance as follows.

Upon receipt of a written request, the Treasurer is authorized to pay expenses in the amount requested on behalf of: the Section President and Section Past President or, if either is unable to attend, the Section Vice President to attend the Midwestern District Annual Meeting; the elected Midwestern Board representative to attend the Midwestern District Annual Meeting; and the Section President or Section Past President or Section Vice President to attend the ITE Annual Meeting. The total amount paid shall not exceed \$750 for the ITE Annual Meeting and \$500 per attendee (up to three attendees) for the Midwestern District Annual Meeting.

It is the intention of this policy that the President, Past President and Vice President make appropriate effort to assure the attendance of one such Board Member at the ITE Annual Meeting and two such Board Members and the elected Midwestern Board representative at the Midwestern District Annual Meeting. It is also the intention of this policy that an attendee's employer should make a similar contribution to his/her attendance.

The award recipient of the Young Transportation Professional of the Year Award shall likewise, within 12 months of receiving said Award, be eligible for up to \$650 in expense reimbursement for travel and registration expenses to attend either the Midwestern District Annual Meeting or ITE Annual Meeting. Upon receipt of a written request and all necessary receipts or other documentation from the award winner, the Treasurer is authorized to pay reimbursement of such expenses in the amount requested up to a maximum of \$650.

NCITE student chapters from universities located within the NCITE geographic region who wish to attend a Midwestern District or ITE Traffic Bowl competition shall be eligible for up to \$750 in travel and registration reimbursement per school. Upon receipt of a written request and all necessary receipts or other documentation from the group, the Treasurer is authorized to pay reimbursement of such expenses in the amount requested up to a maximum of \$750 per school.

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9. ADMINISTRATION OF NCITE DISTINGUISHED MEMBER, LIFE MEMBER, AND LIFE AFFILIATE DESIGNATIONS

(Revised March, 2013)

In 1988, three new NCITE membership classifications were created: Distinguished Member, Section Life Member and Section Life Affiliate. Administration of these membership categories shall be in accordance with this policy, the NCITE and District 4 Charters and Bylaws, and Institute (ITE) Bylaws. See also Sections 1.7, 1.8, 1.9, 5.5, and 5.6 of the NCITE Bylaws.

A. DISTINGUISHED MEMBER

1. Distinguished Member is an honorary designation available only to members of the Section and it is intended to be the Section equivalent of the Institute's "Honorary Member." Distinguished Members shall be elected by the Executive Board and any Board member may nominate a Section member for election. No member may apply or shall ask to be elected a Distinguished Member. The Board shall annually consider electing Distinguished Members at the first regular Board meeting held after September 1, and shall not vote on extending an invitation(s) prior to that meeting. Members shall not be informed that they are under consideration, and the minutes of Executive Board meetings shall not list the name of any member discussed in this context unless, and until, the Board votes to extend him or her an invitation. The name of any member nominated, but not voted an invitation, shall not be recorded in meeting minutes or announced to the membership. A future Board may not rescind the election of a Distinguished Member, and the term "Past Distinguished Member" shall be used to refer to those who resign from the Section or after death. Past Distinguished Members shall not be counted towards the numerical limitation imposed by Bylaws Section 1.7.
2. The Executive Board shall have wide latitude in its deliberations when electing Distinguished Members. There are no specific requirements other than being a member of the Institute and Section Member (Affiliates are not eligible for this designation), but the Board shall strongly consider the variety and extent of his or her participation in North Central Section activities as well as the member's professional reputation. As a general guideline, candidates should normally be at least fifty (50) years of age and have been a Section member for at least twelve (12) years. Examples of active participation in the Section are as follows:
 - Having served as a Section and District officer
 - Active participation in Section committees
 - Active participation in preparing for and hosting District 4 annual conferences
 - Having volunteered for special projects or tasks

3. As soon as practical after the Board votes to extend an invitation, the President shall issue the written invitation and request a written response. Written acceptance shall constitute election. The names of persons who are elected Distinguished Members shall be announced to the general membership for the first time at the next Annual Meeting, when they will be honored and presented with an engraved plaque in accordance with NCITE Policy paragraph 9. C.(1). The names of newly-elected Distinguished Members may be listed on the Annual Meeting notice mailed in advance.

B. SECTION LIFE MEMBER AND LIFE AFFILIATE

Any Member or Section Affiliate who satisfies the criteria specified in Bylaws Section 5.5 may request, in writing, that the Executive Board designate him or her to be a Life Member or Life Affiliate, respectively. The Board may grant Life membership status at any regular meeting and such action should be announced at the next Section meeting. Persons who received Life membership status at any time during the year shall be recognized and presented a certificate at the Annual Meeting in accordance with NCITE Policy paragraph 9.C.(l).

C. GENERAL PROVISIONS

1. An engraved plaque shall be presented to those persons elected Distinguished Members, and a framed certificate to those designated Life Members or Life Affiliates, in a ceremony at the next Annual Meeting. The President shall extend a personal invitation to the Annual Meeting to these persons.
2. Section annual dues shall be waived beginning with the year following the year in which the Distinguished Member or Life membership designation is received.
3. The Section Membership Chair shall maintain an up-to-date roster of Distinguished Members, Life Members and Life Affiliates and their mailing preference. All Distinguished Members shall be recognized with a listing in the first section of the NCITE Annual Report, in addition to their regular listing in the alphabetical membership roster. Past Distinguished Members shall only be listed in the first section of the Annual Report.
4. Distinguished Members, Life Members and Life Affiliates shall be entitled to all of the rights and privileges of their respective Section membership classification prior to receiving this designation. They are expected, and should be encouraged, to continue active participation and leadership in Section activities. These individuals will continue to receive all regular Section mailings as long as they continue active participation in NCITE events. In instances where attendance at Section meetings is poor, the Executive Board may direct the Secretary to send those persons a form letter in December, which permits them to go on "inactive" status; in that case, they will no longer receive regular mailings on an annual or ongoing basis.

10. DUES COLLECTION

(Revised, September, 2011)

The Section dues collection policy is as follows:

- Fall – ITE sends next year’s dues notices to all members.
- January – NCITE Treasurer sends current year’s dues notices to all Section Affiliates.
- Spring/Summer – ITE sends reminder notices to members as necessary. NCITE Treasurer sends reminder notices to Section Affiliates as necessary.
- October – One additional current year’s dues reminder will be sent to members and affiliates who have still not paid. Unpaid members are ineligible to vote in Section elections.

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(Revised March, 2013)¶¶

Persons who are neither Section members nor Section Affiliates may, upon written request, be placed on the mailing list and receive Section meeting notices and Newsletters by vote of the Executive Board and payment of an annual fee equal to the annual dues for Section Affiliates. ¶

11. COMMUNICATIONS POLICIES

(Revised October, 2016)

A. MEMBERSHIP EMAIL LIST

The NCITE general membership email list (members@nc-ite.org) is a moderated mail list. Only members of the current Executive Board and the Communications Coordinator may post messages to this list.

The email list should only be used for official NCITE business. Primarily it should be used to inform members of upcoming events and other general news regarding NCITE. It shall never be used for advertisements or other such information that could be considered “junk mail”. The Communications Coordinator shall monitor the use of this list, such that the use is limited to items that are beneficial to the general membership.

Persons who are neither Section members nor Section Affiliates may, upon written request, be placed on the mailing list and receive Section meeting notices and Newsletters by vote of the Executive Board and payment of an annual fee equal to the annual dues for Section Affiliates.

B. ADVERTISING AND JOB POSTINGS

The costs and practices regarding the placement of product advertising, professional services cards, and job postings in the Newsletter, and on the Website shall be set by the Executive Board and reviewed annually, with the goal of said advertising revenue covering all of the costs of publishing the Newsletter, and Website. Paid advertisers and public agencies within the Section shall be entitled to one free job posting per year. The Communications Coordinator shall review all advertising policies annually and make recommendations to the Executive Board.

C. ANNOUNCEMENT OF OUTSIDE ORGANIZATION CONFERENCES OR EVENTS

NCITE periodically receives requests from other professional organizations to announce their upcoming conferences or training through email distribution and website postings.

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While NCITE is supportive of these other organizations and their activities NCITE must also be cognizant of the potential over use of its email list particularly in relation to activities not sponsored by NCITE.

I. CRITERIA FOR ANNOUNCEMENTS

To be considered for announcement by NCITE through any of the types described below, the conference, training or other activity not sponsored by NCITE must be of interest to a significant portion of our membership and must also meet one of the following criteria:

1. The conference / training is a special or higher profile meeting for the group (annual, district or national meeting as opposed to a monthly or quarterly meeting).
2. NCITE is sponsoring or participating in the meeting (special language referencing our sponsorship should be used in the announcement)

II. TYPES OF ANNOUNCEMENTS

NCITE Newsletter (INCITER)

NCITE regularly publishes four quarterly newsletters (INCITER) within a calendar year. The INCITER is typically published in January, April, July, and October of each year. NCITE will work to include an "Upcoming Training / Conferences" section within each INCITER. Activities not sponsored by NCITE may be included per the criteria listed above.

Email Distribution

Due to concerns regarding the overuse of the NCITE email list it has been determined that the email list should not be used to directly notify (as an individual email) NCITE members of activities not sponsored by NCITE

However as a benefit to our membership the Professional Development Committee will work to send out quarterly emails listing "Upcoming Professional Development Opportunities". These emails should be sent out at approximately the midpoint between publications of the INCITER. Activities not sponsored by NCITE may be included per the criteria listed above.

Website Posting

NCITE will work to maintain and keep up to date an "Upcoming Professional Development Opportunities" on the website. Activities not sponsored by NCITE may be posted on the website per the criteria listed above.

12. DOCUMENT RETENTION

(December, 2010)

This policy outlines NCITE's practice on how long and by which method to retain documents generated by the organization. The policy recognizes that the organization does not produce correspondence significant enough for permanent retention and that it is not logistically practical for the organization to maintain permanent paper records. This policy was developed to meet as closely as practical the guidelines published by the National Council of Nonprofit Associations, 2004.

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A. TYPES OF DOCUMENTS

NCITE's two basic methods for retaining documents are:

Hard Copy. Documents to be retained in hard copy form should be compiled on a calendar year basis and placed in a single three-ring binder clearly labeled with the year and the information included. This binder should be stored with the rest of the NCITE archives for the duration noted. Documents to be retained for a specific duration should be marked with a "destruction date" and sorted accordingly with the rest of the NCITE archives.

Electronic. Documents to be retained in electronic form should be saved in a commonly used format (PDF, Microsoft Word, etc.), and organized in a logical "directory tree" format by calendar year. Each year, the new electronic documents should be combined with all previous years documents and saved to electronic media (CD, DVD, etc.) Two copies of the storage media should be produced: One copy should be given to the incoming Vice-President and one copy to the incoming Secretary.

B. RETENTION DURATIONS

Type of Document	Retention Format	Duration
Year End Audit Report	Electronic	Permanent
Year End Treasurer Report	Electronic	Permanent
Tax Returns / Worksheets	Electronic	Permanent
Check Duplicates	Hard Copy	7 years
Invoices & Receipts	Hard Copy	7 years
Bank statements	Hard Copy	7 years
Event Income/Expense Records	Electronic or Hard Copy	7 years
Monthly Treasurer Reports	Electronic or Hard Copy	7 years
Banking record (Quicken or other)	Electronic	7 years
Bylaws	Electronic	Permanent
Charter	Electronic	Permanent
Policies	Electronic	Permanent
Official Correspondence	Electronic	7 years
Board Meeting Minutes	Electronic	7 years
Section Meeting Minutes	Electronic	7 years
Annual Reports	Electronic	Permanent
Newsletters	Electronic	7 years