CONSTITUTION OF THE ASSOCIATION OF TRANSPORTATION SAFETY
INFORMATION PROFESSIONALS
Effective 8/17/2015

ARTICLE I – Name, Purpose, Structural & Working Affiliations, and Other Details

Section 1 - Name

The name of this organization shall be the Association of Transportation Safety Information Professionals (ATSIP), hereinafter referred to as the “Association”.

Section 2 - Purpose

The purpose of the Association shall be to:

(a) Advise and assist local, State, and federal governmental bodies and agencies plus appropriate non-governmental groups and organizations in the implementation of programs and activities related to the design, development, and use of traffic records systems.
(These programs and activities include those the Association incorporated into the National Agenda for the Improvement of Highway Safety Information Systems.)

(b) Provide a central point of reference and action to develop, improve, and evaluate traffic records data systems in terms of standards, policies, and applications.

(c) Encourage the use of improved techniques and innovative procedures in the collection, storage, and uses of traffic records data.

(d) Promote interdisciplinary communication and collaboration.

(e) Serve as a forum for members and others to discuss traffic records system programs of the Federal agencies and other organizations.

(f) Sponsor and encourage periodic gatherings or forums for members and non-members alike to discuss a broad spectrum of traffic records systems issues (from collection to uses of data) with particular emphasis on issues affecting local and State governmental organizations.

(g) Encourage and assist in the development of its members to achieve the knowledge and skill in the development of transportation safety information systems that provide the transportation manager with the basis to provide the safety and mobility necessary for the nation’s economic and social well being.

(h) Promote the professional development of members, supporting and encouraging education, stimulating research, developing public awareness and exchanging professional information.
(i) Encourage the development of training courses and the certification of its members that have demonstrated knowledge in these subject areas.

(j) Promote the ethics, leadership, and career growth of its members.

Section 3 – Structural and Working Affiliations

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

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

Section 4 – Location

As necessary or deemed appropriate, the Board may designate a headquarters location or address. That designation may be changed from time to time at the discretion of the Board.

Section 5 - Seal & Logo

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

Section 6 – Regions

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

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

Section 1 – Definition

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

Section 2 – Eligibility for Membership

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

Section 3 – Privileges of Membership

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

Section 4 - Membership Qualifications

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

(b) Member: To be eligible for admission to the grade of Member an applicant shall be actively involved in the design, development, maintenance, and/or operation of transportation safety information systems or in their administration and use.
(c) **Emeritus Member**: To be eligible for admission to the grade of Emeritus, the individual shall be a current or former member of the Association, shall have made significant contributions to both the Association and the profession, and shall no longer be actively involved in transportation safety information systems. As used in this paragraph, the word “Association” refers not only to the current Association but also to its predecessor organizations. Emeritus membership is an honor conferred by the Board on a small number of people. Emeritus members pay no dues, but are considered Voting Members. They are encouraged to participate in the activities of the Association and lend their expertise. Emeritus Members retain the rank and privileges of the membership grade they occupied prior to election to Emeritus status and may alternatively be known as Fellow Emeritus, (full) Member Emeritus, or Associate Emeritus as appropriate.

(d) **Voting Members** are those members whose dues are no more than three (3) months in arrears and who are otherwise in good standing. (Note: “Voting Member” is not a grade of membership but rather a category of membership)

(e) **Affiliate Members** are organizations, not individuals, that support the Association. While Affiliate Member organizations have no direct vote in the Association’s affairs, they are encouraged to participate in the activities of the Association. (Individuals associated with Affiliate Member organizations may be Voting Members if they are so qualified and appropriately approved.)

(f) Admission to membership and transfer to a higher grade shall require the approval of the Board.

(g) The Board may interpret the above requirements and may adopt additional membership requirements not inconsistent with the above requirements.

**Section 5 - Code of Conduct**

(a) **Preamble**: Members of this Association shall advance the dignity and integrity of the Association by keeping with high standards of ethical conduct and will:

- Use professional knowledge and skill for the advancement of the community social and economic welfare,
- Be honest and impartial in dealing with employers, clients, and the public, and
- Strive to increase the competence and prestige of the profession.

(b) **Member Obligations**

Member obligations in keeping with the above preamble shall:

- Be guided in their provision of service by the highest standards of integrity,
- At all time strive to serve the public interest,
- Refrain from all conduct or practice which may discredit the Association,
Not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without their consent,

Not be influenced by conflicting interests,

Uphold the principle that adequate compensation be received for services provided to the transportation safety industry,

Be totally truthful in their efforts to gain employment or advancement,

Not attempt to injure, maliciously or falsely, directly or indirectly, the reputation, prospects, practice or employment of other members of the Association,

Cooperate with one another in extending the effectiveness of transportation safety by the exchange of information and experience with other members of the Association and will provide opportunity for the advancement and development of other members.

Section 6 – Resignation and Reinstatement of Membership

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

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

Section 7 – Inactivation and Restoration of Membership

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

Section 8 – Disciplinary Action

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

(b) Possible disciplinary actions are expulsion, suspension, admonition, or other appropriate penalty. Expulsion requires a three-fourths (3/4) vote of the entire then-current voting membership of the Board while other disciplinary actions require only a two-thirds (2/3) vote of the entire then-current voting membership of the Board. At its discretion, the Board may announce to the membership a disciplinary action taken against one of the members. The disciplined member shall owe dues in the fiscal year in which the action
was taken. At its discretion, the Board may reinstate a disciplined member to good
standing upon the individual paying all outstanding financial obligations and paying dues
for the fiscal year in which reinstatement occurs. A vote to reinstate takes the same
plurality (three-quarters or two-thirds) as was required to discipline the member.

ARTICLE III – Dues & Fees

Section 1 – Dues

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

Section 2 - Fees

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

Section 3 – Non-Payment

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

ARTICLE IV – Officers

Section 1- Qualifications, Nomination, Election, and Term of Office

(a) The elected officers shall be a President, First Vice President, Second Vice President, and
Secretary.

(b) All officers at the time of their election shall be Voting Members of the Association in
good standing. At the time of their election, the President and Vice Presidents shall be
Fellows and the Secretary shall be either a Fellow or a Member. The Board may adopt
additional requirements. To remain in office, these individuals must remain Voting
Members in good standing.
(c) All four elected officers shall be nominated and elected in accordance with Article VII.

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

Section 2 – Responsibilities of the President

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

(b) Focus the Association’s efforts on fulfilling its stated objectives.

(c) Preside at Association meetings.

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

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

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

(g) Direct preparation of required reports.

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

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

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

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

(l) Assume other responsibilities and duties normally associated with the office of President or as directed by the Board.
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
(a) Oversee and coordinate the maintenance of the Association’s membership records, contact lists, correspondence files, meeting minutes, and related documents. (The Executive Board may enter into some kind of arrangement with one or more persons, groups, and/or organizations to do part or all of this, but the Secretary is charged to make sure the work is being appropriately performed.)

(b) Record and circulate the minutes of all Association and Executive Board meetings.

(c) Assist the President in preparing and appropriately distributing notices and agendas of Executive Board and Association meetings.

(d) Serve as a voting member of the Executive Board.

(e) Assist the First Vice President in keeping both the Manual of Executive Board Policies and the Constitution up-to-date. Both officers shall maintain up-to-date copies of both documents and the Secretary shall be responsible for seeing that an up-to-date copy of the Constitution is available on the Association’s website.

(f) Maintain historical records such as a complete listing of the Association’s Presidents and their years of service, a listing of Forum sites by year, the names of all Emeritus Members and the years in which they were elected, and listings of other awards made by the Association (such as Best Practices and Best Website).

(g) Disseminate information to the Association membership as directed.

(h) Assist the President in the preparation of reports.

(i) Submit such corporate reports that the Association shall be required to make (if it is incorporated) or make sure someone else is submitting those reports.

(j) Oversee all balloting of the entire Association membership including annual elections, balloting on proposed Constitutional amendments, and other ballots of the membership. Insure all Constitutional requirements are met.

(k) Perform other duties as assigned.

ARTICLE V – Executive Board

Section 1 – Role, Powers, and Responsibilities

(a) The government of the Association shall be vested in the Executive Board.

(b) The Board has the power to take any action that is in the best interests of the Association and consistent with the provisions of this Constitution, relevant actions of the Association’s membership, and any applicable laws, regulations, or policies taking precedence over this
Constitution. Any legitimate powers not exclusively reserved to the membership of the
Association may be exercised by the Board. In the case of conflict between actions of the
membership and the Board, the actions of the membership take precedence.

(c) The Board’s powers include but are not limited to the right to incorporate the Association;
dissolve that corporation (note that dissolving the corporation does not dissolve the
Association—see Article X for dissolving the Association itself); apply for 501(c)(3) tax
status; establish and administer certification programs; interpret the qualifications for
membership and establish additional requirements; establish liaison relationships with other
organizations; hire employees; and enter into contractual commitments with individuals
and other organizations for any reasonable purpose including the provision of secretarial
services, bookkeeping services, printing costs, commitments necessary for sponsoring
forums, and insurance.

(d) The Board shall set the annual activities of the Association and shall establish, if needed,
deadlines for selected projects and activities. The Executive Board shall assist the
President in carrying out Association activities.

(e) Each year, the Board shall set the date of the Annual Announcement of Election Results at
least five (5) months in advance of that date. Preferably the date should be during the third
quarter of the calendar year. Ideally the date should be during a face-to-face business
meeting of the Association. If that is not possible, it should be set at a face-to-face
meeting of the Executive Board. If neither of those is possible, it shall be set at some other
Executive Board meeting.

(f) Any policies (such as membership requirements, amount of dues, etc.) adopted by the Board
in the performance of these or other actions shall be compiled into a Manual of Executive
Board Policies. That Manual shall be kept current by the First Vice President in
cooperation with the Secretary.

(g) The Board shall oversee the Association’s officers and make sure they are adequately
performing their prescribed duties and any other responsibilities they might be assigned. If
necessary or deemed desirable, the Board shall instruct an officer of its choice to hire
someone or contract for appropriate secretarial services to assist the Secretary.

(h) The Board shall see that the Association’s financial affairs are adequately managed and
maintained. To do this, the Board if deemed necessary may instruct an officer of its choice
to hire a Treasurer or may enter into an appropriate relationship, agreement, or contract
with an individual, group of individuals, or organization or company to perform the duties
of Treasurer. The remuneration, if any, shall be determined by the Board which also shall
define the tasks to be performed and supervise the performance of those tasks. The
Treasurer shall report directly to the First Vice President. The Treasurer shall neither gain
nor lose a vote on the Executive Board by virtue of this appointment, but the Treasurer will
have speaking rights at Executive Board and Association meetings.
(i) The Board may engage individuals, groups, organizations or companies on either a
voluteer or paid basis to assist with the management of the Association and its activities.
The Board shall define the tasks to be performed and the remuneration if any.

(j) The Board shall see that a website for the Association is maintained and the Board may
recruit individuals to accomplish this or assign the task to an officer of the Association.

(k) The Board has broad power to enter into an “organic” or structural relationship with
another body which the Board believes is in the Association’s best interest. See Article I,
Section 3(a).

(l) For due cause and after careful deliberation, the Board may remove any officer or any At-
Large Member of the Executive Board from office. Such action requires a two-thirds (2/3)
vote of the entire then-current voting membership of the Executive Board.

Section 2 – Composition

(a) The Executive Board shall consist of fourteen (14) voting members and a variable number
of additional, non-voting members.

(b) The fourteen voting members shall consist of the four current Association officers
(President, First Vice President, Second Vice President, and Secretary), the Association’s
Immediate Past President (the most recent former President who is able and willing to
assume this position and who is still a Voting Member in good standing), and nine (9) At-
Large Members. The four current Association officers shall also serve as the officers of the
Board and have full voting and speaking rights on it.

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

Liaison Members are encouraged to attend and to participate in the deliberations of the
Executive Board (and the Association), but, unless they also hold one of the fourteen
voting positions enumerated in Section 2(b) above, they may not make motions, second
motions, or vote. There are two categories of Liaison Members. The first consists of those
individuals appointed by the President to serve as a link between the Association and some
other designated organization. The second consists of those individuals designated by
other organizations to be a link with the Association. These individuals do not need to be
members of the Association but they are encouraged to join. The Board is not required to
“accept” Liaison Members appointed by another organization.
(c) The term "entire then-current voting membership" refers to the total number of individuals authorized to vote on the Board at any given point in time. This number would normally be fourteen (five officers and nine At-Large members) but might be temporarily less due to death, resignation, removal from office, or other reason other than absence.

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

Section 3 – At-Large Members

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

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

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

(d) The term of office shall start at the conclusion of the business meeting at which the candidate’s election as an At-Large Member is officially announced (in the Annual Announcement of Election Results). Unless serving the remainder of an uncompleted term, the term of office will expire approximately thirty-six (36) months later (at the conclusion of the business meeting at which the Annual Announcement of Election Results occurs). If an At-Large Member is elected to fulfill the uncompleted term of another person, the term of office will expire at the conclusion of the business meeting at which the term would have expired if there had been no mid-term vacancy.
(e) The nine (9) At-Large Member positions shall be divided into three (3) classes of three (3) members each. This shall be done in such a manner that, barring any mid-term vacancies, the terms of three (3) and only three (3) At-Large Members shall expire at each year (i.e., at the Annual Announcement of Election Results). If a mid-term vacancy occurs, the replacement to serve the remainder of the vacated term shall be nominated and elected in the “normal” manner as described in Article VII thereby retaining the structure of three (3) classes of three (3) members each.

(f) In the nomination and election of the nine (9) At-Large Members of the Board, one objective shall be to have three (3) At-Large Members from each Region. Ideally there should be one person from each Region in each of the three classes.

(g) Any changes to Section 3 shall require the amendment of this Constitution.

Section 4 - Meetings

(a) The Executive Board shall hold at least four (4) meetings annually. When reasonably possible, face-to-face meetings should occur at major events such as a major Forum and in conjunction with the January Transportation Research Board Meeting.

(b) The President, at his or her volition or upon the request of four (4) voting members of the Board, shall call additional Executive Board meetings.

(c) Any meeting may be conducted by electronic, videoconference, teleconference means, or similar mode (See Section 5 for optional voting techniques.)

(d) A reasonable effort shall be made to provide all Board members with timely advance notice of all Board meetings. Where possible, that notice shall include a description of the anticipated agenda. Failure to comply with these requirements shall invalidate any votes taken at the meeting.

(e) The First Vice President and/or the Treasurer, if any, shall give a financial report at every meeting.

(f) All meetings are open to all members of the Association. However, by a majority vote of the Board, the Board may go into Executive Session for a portion of a meeting in order to discuss confidential personnel matters, legal matters, negotiating strategy, and similar confidential matters. Executive Sessions are restricted to the voting membership of the Board plus others of the Board’s choice.

Section 5 – Voting

(a) Proxies are not allowed at meetings of the Executive Board.
(b) A simple majority of the entire then-current voting membership of the Board shall constitute a quorum for Board action.

(c) Votes may be taken by letter ballot, electronic mail, or equivalent methods, but are discouraged because they do not allow interaction between the members on the issue in question. However, they are permitted as long as two conditions are met. First, there is an extra burden on those disseminating the ballot to adequately and fairly state both sides of the issue in question. Second, the balloting process shall be structured such that any member wishing to do so shall have adequate and reasonable time after receiving the ballot to contact other members and attempt to influence their votes before they are counted. Proxies are not allowed with this method of voting.

(d) Should any motion or proposal receive the required plurality of the votes cast but, due to some members not voting, receive favorable votes from fewer than forty (40) percent of the entire then-current voting membership of the Board, action on that motion or proposal shall not be considered final. In such an instance, the President shall require that a letter or similar ballot be taken or that the motion be tabled for consideration at the next Board meeting.

ARTICLE VI – Association Powers, Meetings, and Voting Procedures

Section 1 – Powers

(a) The membership of the Association may engage in any activity and take any action that furthers the purpose of the Association as defined in this Constitution and is consistent with applicable laws, policies, and other governing constraints. The Association’s membership has the sole power to elect officers, elect At-Large Members of the Board, modify the qualifications for the position of At-Large Member of the Board (by amending this Constitution), and such other powers as this Constitution may solely reserve to the membership of the Association.

(b) Any legitimate powers not specifically reserved to the Board may be exercised by the membership. In the case of conflict between actions of the membership and the Board, the actions of the membership take precedence.

Section 2 – Meetings

(a) A business meeting of the Association’s entire membership shall be scheduled in conjunction with all major events (such as the International Forum on Traffic Records Systems) sponsored by the Association. If in keeping with the provisions of Article VII, one of the agenda items would be the Annual Announcement of Election Results. Other agenda items would include a report on the Association’s activities and provision for members to raise whatever questions they might have of the Association’s officers and Executive Board.
(b) To maximize equity of access to all Association events, the Board shall make a reasonable effort to rotate these business meetings (and hence any International Forums and other sponsored events) among the Association’s three Regions.

c) Additional meetings of the Association shall be called upon: (1) the request of the President with the approval of the Board or (2) the request of nine (9) voting members of the Board or (3) the request of at least twenty (20) percent of the Association’s Voting Members in good standing.

(d) With the approval of the Board, any meeting may be conducted by electronic, videoconference, or teleconference means.

e) Meeting notices shall be sent to all Voting Members at least sixty (60) days prior to the meeting dates. (If the meeting is in conjunction with some event sponsored by the Association, this requirement is fulfilled if the meeting is specifically listed in any mailing publicizing the associated event.)

Section 3 – Voting

(a) Proxies are permitted.

(b) At any meeting of this Association, twenty (20) percent of the total number of Voting Members in good standing shall constitute a quorum for Association action.

(c) With the approval of the Board, the membership of the Association may be polled by a letter or electronic ballot as long as the Board is comfortable with the integrity of the process used and the validity of the ballots received. Ballots must be distributed at least four weeks before the deadline for submission of ballots. Submitted ballots must comply with all requirements and instructions to be counted. Approval by ballots taken in this manner on issues other than amending this Constitution shall require an affirmative vote by a majority of the votes received as long as the total number of votes received is at least twenty (20) percent of the total number of Voting Members in good standing.

(d) For votes taken by electronic ballot, there is an extra burden on those disseminating the ballot to adequately and fairly state both sides of the issue in question. Second, the balloting process shall be structured such that any member wishing to do so shall have adequate and reasonable time after receiving the ballot to contact other members and attempt to influence their votes before they are counted.

(e) Votes to amend the Articles of Incorporation shall be taken in accordance with the requirements of the Articles.

ARTICLE VII – Nominations and Elections
Section 1 – Normal Process

(a) The Nominating Committee shall nominate one or more persons for each of the four elected officer positions (President, First Vice President, Second Vice President, and Secretary), for each of the three (3) slots in the new class of At-Large Members of the Executive Board, and for the remainder of the uncompleted term of each vacancy, if any, in an At-Large Member position on the Executive Board. The complete list of nominees shall be widely announced to all the Voting Members of the Association at least four months prior to the date set by the Executive Board for the Annual Announcement of Election Results.

(b) Following that announcement, a full six weeks shall be allowed during which additional individuals may be nominated by petition. Each petition shall clearly identify the individual being nominated and the specific position for which they are being nominated. For each person nominated as an At-Large Member of the Board, the petition shall state the class to which the person is being nominated. Persons nominated by petition may be from any Region. Each person must fully meet all of the Constitutional requirements for the positions to which they are being nominated. For a petition for nomination to be valid, at least ten (10) current Voting Members in good standing must sign.

(c) After the eligibility of any names submitted by petition has been verified, a written ballot shall be sent to each and every Voting Member in good standing at least four weeks prior to the first deadline for submission of the ballot. The ballot may list a given person’s name as a candidate for both an officer’s position and an At-Large position but not as a candidate for two different At-Large positions (in two different classes).

(d) Ballots may be distributed by letter or, if the Board approves, by some electronic means. The method chosen must be designed such to insure the integrity of the voting process and the validity of the resulting vote.

(e) The ballot must state the deadline for submission. Different modes of submission may be offered (e.g., fax, mail, in person). If more than one mode of submission is offered, different submittal deadlines may be specified for each mode.

(f) Ballots meeting Constitutional requirements, filled out in accordance with the instructions, and received by the deadline will be counted and the results announced at the subsequent Annual Announcement of Election Results. No nominations may be made from the floor.

(g) There is no minimum number of ballots required to be cast. For each elected officer position, the candidate receiving the most votes shall be declared elected.

(h) Each class of At-Large Member positions shall be treated as a separate pool of positions, and the candidates within that pool with the largest numbers of votes regardless of the Region in which they reside shall be declared elected. For example, if there are three open positions in a class, the three candidates in that class with the largest numbers of
votes shall be elected. If there are vacancies in a given At-Large class, those vacancies in that class shall be treated as a separate pool.

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

Section 2 – Special Circumstances

(a) If at the time of the Annual Announcement of Election Results there is not at least one candidate for a given position who was duly submitted for ballot in accordance with section 1(c) who is able and willing to serve and if the Announcement is made at a business meeting of the Association, then the nomination and election process for that position shall occur at that business meeting if a quorum is present. Nominations shall be accepted both from the Nominating Committee and from any Voting Member present at the meeting. The qualified candidate receiving the most votes shall be declared elected.

(b) If the Annual Announcement of Election Results did not occur at a business meeting of the Association or if a quorum is not present at that meeting, the members of the outgoing Executive Board shall nominate and elect some eligible person to each vacant position. The Executive Board may establish its own internal procedures for this nomination and election process.

ARTICLE VIII – Committees

Section 1 – Categories

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

Section 2 – Permanent Committees

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

Section 3 – Standard-Setting Committees
Standard-Setting Committees are committees that are tasked with developing or maintaining a standard such as ANSI D-16. A Standard-Setting Committee may be created by the Board in accepting the delegation of a Standard-Setting activity to the Association. A Standard-Setting Committee shall continue to exist as long as the standard setting activity is delegated to the Association.

**Section 4 – Ad Hoc Committees**

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

**Section 5 – Committee Chairpersons and Members**

(a) Committee chairpersons and Members of committees should be Voting Members of the Association.

(b) With the exception of the Standard-Setting, Nominating, and Forum Program Planning Committees, the President shall appoint the members and chairpersons of all committees. All appointments shall be promptly reported to the Board.

(c) The chairperson of a Standard-Setting Committee shall be appointed by the Board. The members of a Standard-Setting Committee shall be appointed by the committee chairperson with the approval of the Board. The Second Vice President shall serve as chairperson of the Forum Program Planning Committee and shall appoint the members of the committee. The chairperson and members of the Nominating Committee shall be selected as stated in Section 6 of this Article.

(d) All committee chairpersons and all committee members appointed by the President or the Board shall serve one-year terms but may be reappointed to additional one-year terms.

**Section 6 - Nominating Committee**

(a) The Immediate Past President of the Association shall serve as chairperson of the Nominating Committee. If the Immediate Past President is unable or unwilling to serve, the current President shall appoint another Voting Member of the Association holding the grade of Fellow to serve as Committee Chairperson. The Committee Chairperson shall then appoint three additional Voting Members of the Association, one from each Region, with the approval of the Board. The Nominating Committee shall present a slate of nominees for the annual election of President, First Vice President, Second Vice President, Secretary and At-Large Members of the Executive Board.
Members of the Nominating Committee shall serve one-year terms but may be reappointed by the Committee Chairperson.

**ARTICLE IX – Parliamentary Authority**

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

**ARTICLE X – Dissolution of the Association**

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

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

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

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

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

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

**Section 4 – Residual Assets**

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

**ARTICLE XI - Amendments**
Section 1 – Proposals to Amend this Constitution

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

Section 2 – Voting

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

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