

ACT POLICIES AND PROCEDURES

(April 18, 2017)

ARTICLE I. MEMBERSHIP

Section 1. Classifications

1. ACT has four classifications of membership: Organizational, Self-Employed/, Retiree, and Student.
2. The Organizational category is open to public agencies, private businesses, educational institutions, nonprofit organizations, and other enterprises with multiple employees or representatives. All employees or other organizational representatives are entitled to membership privileges for events and subscriptions.
3. The Self-Employed category is open to self-employed professionals who desire membership in ACT, including but not limited to the self-employed, sole proprietorships, and any other individual who does not fit another membership category.
4. The Retiree category is open to any individual that is no longer employed or working within the TDM or related industry.
5. The Student category is open to all full-time students. (Those applying for Student Membership may be asked to submit proof of full-time enrollment).

Section 2. Dues and Privileges

1. All dues are payable to ACT and should be sent to ACT National Headquarters.

Section 3. Dues Renewal

1. Memberships are on a rolling annual basis, starting with the month that the member initially joined the Association.
2. Dues renewal will be sent out at least 3 months ahead of expiration of the membership, with a due date of the last day of the month that the membership initially started.
3. Members not renewing within 3 months of their membership lapsing will be marked as inactive within ACT's membership database.

Section 4. Transfers and Representation

1. Members who joined as individuals may transfer their membership from one location to another at no additional fee by providing proper notice in writing or electronically to ACT National.
2. Members who are part of an organizational membership may not transfer their membership from one organization to another.

3. If a member leaves an organization, that membership is transferable to another person within the organization provided notice is submitted in writing to ACT National.

Section 5. Applications for Membership

1. Applications for membership shall be submitted to ACT National Headquarters on approved forms with payment in full for the first year's membership dues.
2. Applications shall be reviewed by ACT National to ensure that the applicant complies with appropriate classification of membership.
3. If, in the opinion of ACT National, the applicant does not meet the appropriate criteria for membership, the applicant shall be promptly notified and asked to revise the application and to submit the appropriate amount of membership dues.
4. If there is disagreement over the status of the application, the matter shall be referred to the ACT Executive Committee for final resolution.
5. Upon receipt and approval of an application for membership, the applicant shall be promptly notified of acceptance as a member and be provided with a new member packet.
6. New members shall receive communication from the ACT staff with information regarding website login, chapter membership, and council selection.
7. Chapters shall be notified of any new members within the chapter on a quarterly basis.

Section 6. Supporting Organizations

1. The Executive Director is authorized to negotiate with potential organizations for a package of benefits for an annual payment. Such a package may include exhibit space at ACT events, advertising space in ACT publications, sponsorship of ACT events, registrations for ACT events, and Association memberships. The amount contributed for a negotiated package shall be commensurate with the value of the items provided in the package. Any packages negotiated are subject to the approval of the Executive Committee.

Section 7. Membership Database

1. All membership records shall be entered and maintained on a computer database at ACT National Headquarters, or via other appropriate means accessible by ACT staff.
2. The database shall be updated regularly and shall contain all relevant information about the status of each member such as name, title, mailing address, email, telephone number, , chapter and council affiliation, and dues payments, including membership class and renewal date.
3. Any changes in membership status or listings shall be made by the primary contact of each member organization via the online membership database portal.
4. Changes in membership status or listings will be provided to chapters no less than quarterly.

Section 8. Voting

1. All members, whether they are classified as Organizational, Individual, or Student members, are entitled to vote consistent with the privileges afforded to them by their membership level.
2. Voting by proxy is not allowed; electronic ballots are permitted.

Section 9. Rights, Privileges, and Protocol

1. All members are entitled to all rights and privileges as outlined in these Policies and Procedures and as stipulated in the bylaws of the association.
2. No member, while representing ACT, shall be allowed to engage in any program or activity which is in direct conflict with any association sponsored program or which is contrary to the mission or goals of ACT.
3. Any member wishing to file a grievance or complaint with the association must do so in writing to ACT National Headquarters.
4. Any request for items to be placed on the Board of Directors agenda for discussion or resolution must be submitted in writing to ACT National at least 7-10 days in advance of the next regularly scheduled Board of Directors meeting.
5. Any person wishing to present a formal proposal to the Board of Directors must submit the request along with all details concerning the proposal to ACT National at least 7-10 days in advance of the next regularly scheduled Board of Directors meeting. The Board of Directors may choose to schedule the discussion of the proposal at its discretion. Should the Board of Directors choose not to discuss the proposal, they shall respond in writing or electronically to the proposer with their reasons for doing so.
6. All requests requiring board approval shall be responded to following action taken at the Board of Directors meeting.
7. All normal requests for information or publications from ACT National shall be responded to in a timely manner.

Section 10. Code of Ethics

To uphold and advance the honor and dignity of the profession and in keeping with the high standards of ethical conduct, ACT members will:

1. Use professional knowledge and skill for the advancement of public interest.
2. Be honest and impartial in dealing with employers, clients, and the public.
3. Strive to increase the competence and prestige of the profession.
4. If serving on the ACT National Board of Director's individuals will sign a Conflict of Interest Statement.

Section 11. Responsibility to the Public

1. The member must have a special concern for the TDM practices, strategies and services as they affect the environment, employment opportunities and traffic congestion.
2. The member must strive to provide full, clear and accurate information on TDM issues to citizens and governmental decision-makers.
3. The member must strive to maintain and expand full mobility for all persons, recognizing the responsibility to the physically and economically challenged populations.
4. The member must strive for multi-modal land use and transportation planning process to cost-effectively improve and maintain mobility for all. The member must urge the alteration of policies, institutions and decisions, which oppose TDM strategies.
5. The member will not advertise in a false, misleading or deceptive manner.
6. The member will express an opinion on a professional subject only when it is founded on adequate knowledge and honest conviction.

ARTICLE II. BOARD OF DIRECTORS

Section 1. Elections

1. An Elections Committee, to be chaired by the Parliamentarian, will be appointed by the President and approved by the Board, to oversee the process of elections and to ensure that deadlines are met and protocol is observed. The Chair and Committee members cannot be candidates for election to the Board while serving on the Committee.
2. Elections for officers and directors of the association shall be conducted in accordance with the bylaws.
3. "Election" for the purposes of this document is the date that voting is closed on the electronic ballot sent to the membership.
4. All election activities will be completed by October 1st in any calendar year.
5. Notice of elections along with the solicitation of nominations shall be given, either by written mail or electronic means, to the membership no earlier than June 1st.
6. All nominees must meet/comply with the following criteria:
 - a. A fully completed Self-Nomination Form indicating the position of interest must be received at ACT National Headquarters in advance of the election.
 - b. Completion of the Self-Nomination Form by the nominee indicates that he/she is fully aware of the responsibilities of the position and will be able to participate in a manner appropriate to the position, and have the financial resources independent of the Association to do so.
 - c. Be a member on the date their nomination form is received by ACT.

- d. Those seeking Chapter Director positions must have a primary business address located in the chapter area from which he/she is seeking election. In the event that a Chapter Director relocates during their term to an area outside of their Chapter's geographic area they are responsible for notifying the Executive Committee and stepping down from their position.
 - e. A nominee must read, understand, and agree to be bound by the ACT bylaws, policies and procedures, and any other documents put forward in the nomination package.
 - f. Retiree and Student Members are not eligible to run for the National Board of Directors.
7. Nominees must include a Candidate Qualifications statement with their self-nomination form.
- a. Candidate Qualifications statements must be completed in their entirety.
 - b. The Elections Committee and ACT National cannot accept responsibility for the validity or accuracy of the information submitted by the candidates in their Qualifications Statements. The content of the statement is up to the professional discretion of the nominee. Blatant falsehoods contained in a Candidate Qualifications statement are grounds for removal from the Board of Directors pursuant to the By-Laws and Policies and Procedures of the Association.
 - c. Candidate Qualification statements are included with the online ballots and these statements will be posted exactly as they were received from the nominee.
 - d. No additional written campaign statements or materials may be distributed by any candidate.
 - e. Failure to comply with any of the above-specified policies will invalidate a nomination.
 - f. All nominees must provide a signed ACT Conflict of Interest Statement to ACT National in order for their names to be placed on the official election ballot.
8. Nominees will be notified via email after their nomination has been received and accepted. However, candidates are also responsible for checking that all required materials have been received by the ACT National office.
9. Official Ballots, including Candidate Qualifications Statements will be available online and an e-mail notification with voting instructions will be sent to the eligible voting membership. The voting period will be open for no less than 21 days.
- a. Ballots must be submitted online only. (No faxed or mailed ballots are allowed).
 - b. The election process will close at 11:59 pm (EST) on the last day of the election as a control measure.
 - c. Write-in votes are not permitted and will not be counted.

- d. A membership list will be made in advance of the election to provide documentation of those members who were sent ballots.
10. The Elections Committee will audit the process to ensure that all election procedures are followed, verify distribution of ballots, compare the number of returned ballots vs. number of ballots e-mailed, and verify counts and election results.
 11. The Elections Committee will notify winners and losers. (This information must remain confidential with the candidates until publically announced). The official announcement of the ACT Election results will be made by the Executive Director no later than October 1st.
 12. Any questions regarding candidate eligibility, adherence to Candidate Qualifications statement guidelines, and voting procedures will be referred to the Elections Committee for resolution.
 13. ACT has 12 Chapters as outlined below. If so directed by the Executive Committee and/or Board of Directors, the Elections Committee shall review and make recommendations regarding any changes to the number of Chapters and/or Chapter boundaries.

Cascade (WA, OR, AK)

Chesapeake (MD, VA, WV, DC)

Red River (AR, OK, TX)

Mid-Atlantic (DE, NJ, NY, PA, & Fairfield County, CT)

Midwest (IL, IN, IA, KS, MI, MN, MO, OH, WI)

Northern California (Counties of Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Lassen, Mendocino, Lake Sonoma, Napa, Marin, Solano, Contra Costa, Alameda, San Francisco, San Mateo, Santa Cruz, Monterey, Santa Clara, San Benito, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, Inyo, Mono, Tuolumne, Alpine, Calaveras, Amador, Mariposa)

Patriot (MA, CT other than Fairfield County, RI, VT, ME, NH)

Rocky Mountain [RMACT] (CO, UT, NE, NM, , ID, MT, ,)

Sacramento Valley (Counties of Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Sutter, Tehama, Yolo, Yuba)

Southeast [SEACT] (AL, FL, GA, KY, LA, MS, NC, SC, TN, PR)

Southern California (HI, Counties in Southern California: San Luis Obispo, Kern, Santa

Barbara, Ventura, Los Angeles, San Bernardino, Riverside, Orange, San Diego, Imperial)

Valley of the Sun (AZ, NV)

Section 2. Meetings

1. There are generally four regularly scheduled, in-person Board of Directors Meetings held each year. These are generally scheduled for: a time determined by the Board in January, an ACT designated or sponsored event in the spring and Fall, and the ACT National Conference. However, the Board may move the timing and/or location of these meetings in order to meet business issues of the Association.
 - a. The Board of Directors may also, at its discretion, schedule monthly meetings to be conducted via conference call or other viable electronic means of communication that meets the standards for meetings set by the By-Laws. At least four Board conference calls are scheduled each year. Board conference calls are scheduled for the second Monday of each month at 1:00pm (eastern time) and made available on the ACT website.

Dates for Board conference calls may be changed to avoid holidays or ensure necessary attendance for a quorum.

- b. Notice for meetings of the Board of Directors shall also include on the distribution list Chapter Presidents, Council Chairs, and Committee leadership if those leaders are not already members of the Board.
2. Board members are required to attend three out of the four in-person meetings or request absence with an excuse. Attendance may be in-person or via electronic means available for that meeting. Should electronic means of communication consistent with the By-Laws not be available for a Board meeting, a Board member will be automatically excused if they are not in attendance. Board members, who are absent from a Board meeting without being excused, will be sent a warning letter. After two unexcused absences from a Board Meeting, the board member will be brought to the attention of the Executive Committee and may be removed from the Board of Directors.
3. Board members are also required to participate in three of the four scheduled Board conference calls. Board members, who are absent from three Board conference calls without being excused, will be sent a warning. After three unexcused absences from Board conference calls, the board member will be brought to the attention of the Executive Committee and may be removed from the Board of Directors
4. The President shall preside at all Board Meetings.
5. Minutes shall be prepared by staff prior to the next Board meeting, and sent to the Secretary for approval.
6. The Secretary shall approve the minutes.
7. Minutes shall be emailed to all Board Members, Chapter Presidents, and Committee and Council Chairs prior to the next Board meeting.
8. Agendas shall be prepared by the President and National Headquarters staff.
9. Items requested for consideration on the agenda must be received at ACT National Headquarters no less than 10 days in advance of the Board Meeting. The Board may choose to schedule such an item pursuant to the By-Laws.
10. Board packages, including an agenda, reports, and any supporting documentation shall be sent to board members prior to the Board Meeting.
11. All Board Meetings are open, and members in good standing are welcome to attend.
12. An Executive Session of the Board may be called during a Board Meeting, whereby all non-voting members may be asked to leave the room.

Section 3. Voting

1. Voting by Board Members shall be conducted in accordance with the By-laws, and then by any rules passed by the Board. Should there be no standing rules of the Board, Roberts Rules of

Order shall be the parliamentary authority. All questions of validity or procedure shall be ruled on by the Parliamentarian, whose decisions shall be final.

2. Voting may take place at regular or special meetings of the Board, Conference Calls, or by email ballot.
3. Conference Call or email ballots require Executive Committee approval.
4. Quorums shall be established as outlined in the bylaws.
5. Voting by proxy is not permitted.

Section 4. Protocol

1. All requests for agenda items shall be referred to the President or Executive Director.
2. An outline of any presentation to be given at a Board Meeting must be submitted in writing in advance of the meeting, and is subject to approval by the President or Executive Director.
3. On any matters concerning a committee or council, the Chair of the committee or council shall be consulted before any action is taken.

Section 5. Conflict of Interest Policy

1. Policy Statement. Each officer and director should avoid both actual and apparent conflicts of interest that would interfere with their ability to discharge their fiduciary responsibilities to Association for Commuter Transportation (“ACT”). ACT encourages officers and directors to follow ethical standards, to be in compliance with all laws, and to avoid any conflict of interest, or appearance of such, including having their titles or affiliation used to publicize personal or company activities, programs, or events (especially those conducted for private profit). This policy is intended to supplement, but not replace, any applicable state laws governing conflicts of interest applicable to nonprofit corporations.
2. Conflict of Interest Defined. The term “conflict of interest” includes, but is not limited to, circumstances where an officer or director, or a member of his or her immediate family (spouse, ancestors, siblings and descendants, as well as any spouse of any ancestor, sibling, or descendant) has, directly or indirectly, through business, investment or family:
 - a. Ownership of any financial or other proprietary interest in any entity supplying (or seeking to supply) goods or services to ACT;
 - b. Receipt of any substantial benefit from a third party on account of that party’s past, present, or future business relationship with ACT;
 - c. Receipt of any substantial financial benefit from a pending decision of ACT; or
 - d. Served as an officer, director or committee member of any competing organization, i.e., any nonprofit or business enterprise whose purposes, products, and/or services compete with those of ACT, or whose interests may or do overlap with the interests of ACT and thus create competing interests with respect to an issue(s).

3. Each Officer and Director shall be required to have on file at ACT National Headquarters a signed form acknowledging that they have read and understand the Conflict of Interest Policy, that they currently have no conflicts to the best of their knowledge, and that they agree to inform the Association President, Executive Director, and Board of Directors of any material changes to that condition when they occur during their term in office. Should an Officer or Director be re-elected, they are required to renew their form by the first Board meeting of their new term.
4. Disclosure of the Existence of a Conflict. If any officer or director of ACT knows, believes, or has reason to know or believe, that a conflict of interest exists with respect to any transaction involving ACT, or any decision of the Board of Directors, or any action taken by an officer, such person shall inform the Board of Directors of the existence of such conflict of interest or potential conflict of interest.
5. Effect of the Existence of a Conflict of Interest. In the event that it is determined that a conflict of interest exists, and the officer or director has made full disclosure of the facts surrounding the conflict, then the Board of Directors shall determine whether the officer or director may fully participate in the deliberations and vote on the proposed transaction. If the officer or director merely discloses the existence of the conflict of interest or potential conflict of interest, yet fails to disclose or is prohibited from disclosing all material facts regarding the conflict, then such officer or director shall be prohibited from participating in any manner or form in the deliberations or decisions regarding the affected transaction.
6. Resignation. No individual who has an actual conflict of interest shall be required to resign his or her position with ACT merely because of the existence of a conflict of interest. However, the remaining members of the Board of Directors may make a fair and full evaluation of all facts pertaining to the conflict of interest to determine its extent. If the remaining members of the Board of Directors make a determination in writing that the nature and extent of the conflict of interest is so substantial and of such a continuing nature that it would be impossible for the director or officer to discharge the duties of his or her office with the requisite degree of loyalty and integrity, then the Board of Directors may require the resignation of the director or officer who is subject to the conflict of interest.
7. Compensation. A voting member of the board of directors, or of any committee whose jurisdiction includes compensation matters, and who receives compensation, directly or indirectly, from ACT for services is precluded from discussing and voting on matters pertaining to that member's compensation or the compensation of a member of that board member's immediate family. However, such a person is not prohibited from providing information to the Board of Directors or any committee regarding compensation of similarly situated persons.

ARTICLE III. EXECUTIVE COMMITTEE

Section 1. Composition

1. The Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer, and Immediate Past President.

The Executive Director and Parliamentarian may also serve in a non-voting capacity on the Executive Committee.

- a. The Executive Director serves at the pleasure of the Board and as outlined by contract or other relevant sections of this document.

- b. The Parliamentarian serves at the pleasure of the Board. This position is nominated by the President subject to the approval of the Board.

Section 2. Duties

1. The Executive Committee shall be responsible for overseeing the overall management of the association, and for handling association business in between meetings of the Board of Directors. The Executive Director, however, remains responsible for the day-to-day operations of the Association.
2. The Executive Committee is responsible for bringing recommendations regarding association policies and procedures, governance of the organization, and other matters to the attention of the Board of Directors.
3. Decisions regarding unbudgeted expenditures over \$5,000 or major issues and policies affecting the association shall be deferred to the Board of Directors.
4. The Board of Directors may, however, delegate, in writing and following action by the Board certain powers, authority, and voting responsibilities to the Executive Committee, unless otherwise prohibited by law or the bylaws of the association.

ARTICLE IV. COMMITTEES AND COUNCILS

Section 1. Formation

1. Committees are formed for the purpose of assisting in the planning, organization, and implementation of association programs and activities.
2. Councils are formed to promote the sharing of information among groups of members and to address areas of concern or interest that represent specific disciplines within the association.
3. The Board establishes new Committees and Councils based on the needs of the organization.
4. Committee and Council chairs and vice chairs shall be appointed by the President and approved by the Board of Directors.
5. The Association President, Vice President, and Executive Director are ex officio, non-voting members of all Committees and Councils.

Section 2. Operational Guidelines

1. Committee and Council reports shall be required at all in-person Board of Directors Meetings and shall be submitted in advance of the meeting.
2. Meetings of Committees and Councils shall be held each year at the National Conference, where a plan of action for the upcoming year should be established. Other meetings may be held in person or by electronic means throughout the year at the discretion of the Committee or Council Chair.

3. An agenda for each meeting shall be prepared by the Committee or Council Chair prior to the meeting.
4. Minutes of the meeting shall be prepared, and copies sent to National Headquarters for posting on the ACT website.
5. Committee and Council Chairs will review their membership lists on a quarterly basis and provide recommended edits to ACT National
6. Where action by a Committee or Council represents a change in policy by the association, Executive Committee or Board approval is required.
7. Annual Budgets and work plan for each committee or council shall be submitted in November for approval at the December Board of Directors meeting.
8. Each Committee and Council shall maintain on file at ACT National Headquarters a form that outlines the purpose of the Committee or Council, the current work plan of the Committee or Council, and the members responsible for implementing that work plan.

Section 3. Committee Descriptions

1. There are three types of committees: Standing committees, ad-hoc committees, and subcommittees. Each has a specific purpose or function.
2. Standing Committees are chartered on an ongoing basis. Current standing committees include:
 - a. The Membership Committee coordinates membership recruitment and retention campaigns, reviews classifications of membership and dues structure, and new Chapter development.
 - b. The National Conference Committee oversees the program and logistics for the Annual Conference in close cooperation with ACT National Headquarters. Sub-committees of the National Conference Committee may include but are not limited to: Program Committee, Awards Committee, Sponsorship Committee, Host Committee, Partnerships Committee, and Communications Committee.
 - c. The Marketing & Communications Committee oversees production of press releases, publications, and other regular information exchanges for the public and with complimentary organizations. Works on developing campaigns to promote the organization to the general public to promote ACT.
 - d. The Election Committee oversees the election process and ensures compliance with the bylaws, and makes recommendations on bylaws and Chapter changes as necessary.
 - e. The Professional Development Committee is responsible for managing the Professional Development sessions at the International Conference, overseeing a certification program, and providing guidance to other periodic learning opportunities. The Committee may also explore other types of educational opportunities and/or ways to make more classes available to larger numbers of members.

- f. The Public Policy Committee is responsible for developing and promoting the public policy agenda of the Association, including advocacy efforts at the national level. This Committee has special representation requirements, as outlined in the following special section.
3. Ad-Hoc Committees are established on an as needed basis to handle a specific task. When that task is completed, the committee is normally dissolved.
4. Sub-Committees are formed for the purpose of handling specific items which fall under the purview of either standing or ad-hoc committees.

Section 4. Special Requirements for the Public Policy Committee

1. Membership

- a. Voting membership of the Committee is made up of 1 member from each Chapter and 1 representative from each active Council. The Chapter President collaboratively selects this representative with the concurrence of the Association President and the approval of the Association Board of Directors. The leadership of this Committee is selected from among the members of the Committee, but should include at least one sitting member of the Board of Directors. Attendance and participation in the meetings of this Committee is open to the membership, but actions of this committee requiring a vote are limited to those voting members approved by the Board of Directors.
- b. Each member of the Committee sits for a 2 year term, without limits on the number of terms a member may serve. Members representing each Chapter are to be approved in odd numbered years, while Members representing each Council are to be approved in even numbered years. Should a vacancy arise, the same selection process for the Committee membership is to be followed to fill the vacancy for the remainder of the term.
- c. The Committee may, from time to time, create task forces to deal with a specific issue. The Committee Chair may select the Task Force Chair from among the general membership with the concurrence of the Association President. Task Force Chairs become ex-officio, non-voting members of the Council for the length of their service.
- d. Announcements of meetings will be sent via email to those who have expressed an interest in the public policy activities of the Association through 1) requests to the Committee Chair, Association President, or Executive Director; 2) their listing of “Public Policy” as an interest in their membership profile, or 3) attendance at in-person Committee meetings.
- e. Meeting dates will be posted on the ACT website.

2. Responsibilities

- a. The Committee is responsible for implementing the public policy agenda of the Association, in coordination with the Association’s advocacy contractor(s). The agenda should include the high priority federal legislative, administrative, or regulatory issues for the industry, along with the desired results to resolve those issues.

- b. The Committee is responsible for recommending on the Association’s endorsement or opposition to specific federal legislative or regulatory actions. The Executive Committee will be informed of these recommendations as necessary, either through the participation of the Committee Chair, or through a written report (memorandum or email). Should the Executive Committee object to a Committee position, such objection will be brought to the full Board of Directors at the first reasonable opportunity (including a special meeting of the Board) for the Board to vote on the position approved by the Committee.
 - c. The Committee is responsible for approving the actions and communications offered by any of the Task Forces created by the Committee.
 - d. The Committee is responsible for the presentation of at least 1 session for the membership at the annual conference that gives an overview of the activities of the past year and an outline of the intended activities of the Committee for the next year. Such presentation should be jointly conducted by the Association’s advocacy contractor(s) whenever feasible and the Chair of the Public Policy Committee.
3. Procedure
- a. The Committee may take official action with a quorum of 50% plus 1 of the approved voting members in attendance. Vacant positions do not count towards the calculation of a quorum requirement.
 - b. Voting by proxy is not permitted.
4. Committee Leadership – The leadership for the Committee will include a chair, vice-chair, and secretary with the following responsibilities.
- a. Chair
 - i. Develop an annual work plan for the coming
 - ii. Work plan is to be submitted to Board of Directors via the Secretary according to the schedule established by the Board.
 - iii. Notify the Board of Directors of all votes taken by the Committee
 - b. Vice Chair
 - i. In the absence of the Chair or in the event of his or her inability to act, the Vice Chair shall perform the duties of the Chair.
 - ii. Each quarter, write and submit an E-Newsletter article (minimum 100 words) about Committee activities
 - c. Secretary
 - i. To be appointed by the Committee Chair
 - ii. Send via email notifications, reminders and agendas for upcoming Committee calls or meetings.
 - iii. Take minutes of meetings and submit written minutes to Committee members and the Board of Directors.
 - iv. Record all votes and actions taken by the Committee

Section 5. Councils

1. Councils are designed to target significant concerns in the TDM field, within specific interest groups and disciplines. ACT Councils include:
 - a. UNIVERSITY COUNCIL
 - b. TRANSPORTATION MANAGEMENT ASSOCIATION (TMA) COUNCIL
 - c. TELEWORK COUNCIL
 - d. VANPOOL COUNCIL
 - e. EMPLOYER COUNCIL
 - f. SUSTAINABLE REAL ESTATE & DEVELOPMENT COUNCIL
2. Creation of New Councils
 - a. A member or group of members interested in establishing a new council should –
 - i. Petition Board of Directors with a show of commitment in form of workplan,
 - ii. Named leadership, and
 - iii. Names of ten additional members who wish to participate in new council.
3. Council Leadership – The leadership for each council will include a chair, vice-chair, board of directors liaison, and secretary with the following responsibilities.
 - a. Chair
 - i. Develop an annual work plan for the coming year in conjunction with suggestions solicited from council members at annual meeting and/or 4th quarter conference call. Required elements would include:
 1. Develop at least one Council-topic session for annual conference, solicit speakers and coordinate with conference committee chair
 2. Establish dates for quarterly conference calls or meetings of council members. Public Policy Committee conference calls or meetings are monthly.
 3. Participate in Council Leadership conference calls (2x per year) and Council Leadership Meeting at annual conference.
 4. Suggested elements to consider would include:
 - a. Hosting or organizing a netconference
 - b. Providing expertise for a professional development course at annual conference
 - ii. Work plan is to be submitted to Board of Directors via the Secretary according to the timeline established by the Board.
 - iii. Establish budget only if necessary and only with Board approval.
 - b. Vice Chair

- i. Each quarter, write and submit an E-Newsletter article (minimum 100 words) about Council activities or report on Council discussion at last conference call or meeting.
 - ii. In April of each year, Vice Chair will cross-reference on-line membership directory and update list of Council members for submittal to Board of Directors via Secretary.
 - iii. Solicit participation of non-members via expressed interest section of Membership Directory. Encourage participation of non-members in conference calls and/or meetings via special invitation, in hopes of growing membership in Council.
 - c. Board of Directors Liaison
 - i. The person serving in this position must be a member of the board of directors and is appointed by the board. They may also serve as the council chair or vice chair.
 - ii. The board of directors liaison will participate in monthly board conference calls and provide a report on council activities at all in-person board meetings.
 - d. Secretary
 - i. Send via email notifications, reminders and agendas for upcoming conference calls or meetings of Council.
 - ii. Take minutes of conference calls and/or meetings and submit written minutes to Board of Directors via Secretary within thirty days of conference call or meeting.
 - e. Public Policy Committee Liaison
 - i. In conjunction with Council Chair, solicit input on Council-specific legislative proposals at Council meeting held in conjunction with annual conference for submittal to Public Policy Committee prior to November 1st of each year.
 - ii. Participate in monthly conference calls and/or meetings of the Public Policy Committee. Report to topical Council on discussions and activities of Public Policy Committee relevant to topical Council.
- 4. Council Activity – Each council is responsible for:
 - a. A completed form outlining the workplan, timelines, and parties responsible for completing the plan approved by the ACT Board of Directors and retained at ACT National Headquarters.
 - b. Meetings of the Council at least twice annually, with one of those meetings occurring at the International Conference. Actions of these meetings should be supplied in writing to the Executive Director and Executive Committee.
 - c. Reports to the board of directors by the council’s board of directors liaison for each in-person meeting outlining the activities and progress towards completing the workplan on the part of the Council.

- d. Submit member updates, Council news, or other items for ACT publications.
- e. Submit a topic for one session at the International Conference and, if necessary, recruit speakers for that session.
- f. Submit issues for action on legislative or regulatory issues to the Public Policy Committee.

ARTICLE V. ACT NATIONAL HEADQUARTERS

Section 1. Headquarters Office

The ACT National Headquarters office shall provide personnel, office space and facilities to help plan and carry out ACT programs and activities in an efficient and professional manner.

Section 2. Executive Director

1. The Executive Director shall have direct supervision of all activities undertaken by the association. Working in close cooperation with the leadership of ACT, the Executive Director will:
 - a. Have final staff responsibility for all programs, personnel and facilities at ACT National Headquarters.
 - b. Delegate specific responsibilities to other staff members, monitor performance, and ensure that ACT policies and directives are followed.
 - c. Attend the ACT National Conference and report to the membership on ACT programs and progress.
 - d. Attend all ACT Board of Directors meetings and ensure that minutes are provided.
 - e. Oversee ACT financial operations, membership programs, conference and meeting coordination, publications development, government relations activities, chapter development, membership surveys, and liaison with other organizations.
2. The Executive Director shall submit an update on financial and membership operations to the Board of Directors, Chapter Presidents, and Committee and Council Chairs at each in-person meeting of the Board of Directors.
3. The Executive Director shall report directly to the President and/or Executive Committee on matters affecting the association between meetings of the Board.
4. The Executive Director shall be responsible for assisting the Treasurer in the preparation of the proposed annual budget and preparation of monthly and quarterly financial statements.
5. The Executive Director shall be authorized to sign ACT checks or authorize purchases in amounts not to exceed \$5,000.00. Approval to sign checks or authorize purchases greater than \$5,000.00 can be received via email authorization by the ACT President.

6. The Executive Director shall work closely with the Officers, Board of Directors, Committee and Council Chairs, Chapter Presidents, and members to provide efficient and responsive management of the association.

Section 3. Membership Services

1. The ACT staff shall be responsible for:
 - a. Maintaining a complete membership database.
 - b. Update membership listings.
 - c. Maintain accurate listings of the membership, committee members, officers, and directors.
 - d. Develop and coordinate lists of prospective members and, in cooperation with designated ACT officials, engage in membership recruitment campaigns.
 - e. Communicate benefits of membership and respond positively to member needs.
 - f. Process membership inquiries and enroll new members as approved.
2. ACT staff shall review each new application for membership to ensure that proper membership criteria is followed.

Section 4. Financial Services

1. The ACT management firm or staff shall be responsible for:
 - a. Computing and processing all billings for dues and other amounts.
 - b. Collecting dues and other receivables, keeping accurate records of such amounts, and depositing all funds in the ACT bank account.
 - c. Processing checks for payment of all bills for authorized expenditures.
 - d. Maintaining ACT's books of account and submitting them to a CPA for an annual audit. The books will be open at all times for inspection by designated ACT representatives.
 - e. Submit financial statements to the ACT Board of Directors on a monthly basis or as otherwise proscribed.
 - f. Prepare the annual budget proposal in cooperation with the Executive Director and designated ACT officials to be presented at the fall Board of Directors meeting.

Section 5. Publications

1. A Membership Directory shall be published or accessible to members through the ACT web site.

2. Other Publications and Brochures shall be edited, written, compiled, prepared, and published on an as needed basis under the direction of the ACT leadership and other designated Committee or Council Chairs.

Section 6. Board of Directors and Executive Committee Meetings

1. ACT staff shall provide
 - a. Notices of Board of Directors Meetings shall be sent to all Board Members, Chapter Presidents, and Committee and Council Chairs at least 14 days in advance of the meeting.
 - b. Agendas for all Board and Executive Committee meetings shall be prepared in cooperation with the President, and distributed to all Board Members.
 - c. Minutes of all Board and Executive Committee meetings shall be prepared and distributed to all Board Members.
 - d. Arrangements for space and facilities shall be arranged for ACT Board of Directors Meetings.

Section 7. National Conference

1. ACT staff shall:
 - a. Work closely with the ACT National Conference Committee on all aspects of the program and meeting logistics.
 - b. In cooperation with the Committee, conduct site inspections, negotiate rates and contracts, and make recommendations on hotel facilities.
 - c. Prepare a Conference Budget, monitor income and expenditures and prepare a post-conference revenue/expense analysis.
 - d. Develop guidelines and time frames for accomplishing tasks associated with the Conference, i.e., promotional mailings, programs, registration deadlines, etc.
 - e. Work with the National Conference Committee to outline the Conference Program and arrange for speakers.
 - f. Make arrangements with the selected hotel for proper meeting space, rooming block, menus, audio visual needs, special equipment, and other details.
 - g. Arrange social functions including banquets, tours, sporting events, and other desired activities.
 - h. Promote the ACT National Conference through articles, press releases, and special mailings.
 - i. Arrange for audio and/or video taping of Conference Sessions as directed.

- j. Compile papers of selected speaker's presentations and arrange for printing of Conference Proceedings as directed.
- k. Process meeting registrations and track attendance.
- l. Respond promptly and politely to inquiries about registration, conference program, hotel accommodations, etc.
- m. Ensure that adequate on-site staff are provided at the National Conference to oversee the smooth operation of registration, coordination with the hotel on all related meeting logistics and off-property functions.
- n. Provide coverage of the Conference and publish articles relating to the meeting in a post-conference issue of TDM Review.

Section 7. Clerical and Production Services

- 1. Support staff shall provide the following clerical services:
 - a. Handle all correspondence efficiently and promptly.
 - b. Handle all telephone inquiries courteously; referring such inquiries to the proper people when necessary.
 - c. Maintain files.
 - d. Process all forms and documents pertinent to ACT operations.
 - e. Keep accurate record books of minutes from Board of Directors and Executive Committee Meetings.
 - f. Type, transcribe, or otherwise prepare for reproduction all materials so designated.
 - g. Maintain and update ACT Web site.
- 2. Production Services shall include assignments mutually agreed upon, to include the following:
 - a. Arrange for printing of ACT stationery, envelopes, forms, and other materials.
 - b. Arrange for printing of TDM Review, and other publications.
 - c. Reproduce minutes, documents, reports, articles, surveys, etc., either by offset printing or photocopying.
 - d. Prepare materials for mailing.
 - e. Make sure that all mailings and shipments are directed or authorized by ACT.
 - f. Keep stocks of necessary materials on hand and maintain accurate records of same.

ARTICLE VI. PUBLICATIONS

Section 1. TDM Review

1. TDM Review is published by ACT National Headquarters on a schedule determined by the Board of Directors.
2. Editorial Board
 - a. The content of TDM Review is controlled and reviewed by an Editorial Board. The Chairperson of the Editorial Board shall serve as Editor of the magazine.
 - b. An individual shall be appointed by the Board of Directors to serve as Editor of TDM Review who shall be responsible for editing, layout, design and production of the publication. The Editor shall also be responsible for coordinating activities of the Editorial Board, managing the schedule of the publication, and coordinating activities of publication advertisers.
 - c. All materials submitted for publication in TDM Review, whether solicited or unsolicited must receive the approval of the Editorial Board.
 - d. The ACT Executive Director shall serve as a member of the Editorial Board.
3. Publication Schedule & Deadlines
 - a. TDM Review is published on a schedule determined by the Board of Directors based in part on the availability of financial resources.
 - b. The Editorial Committee shall establish deadlines for submission of article, artwork and advertising.
4. Submissions
 - a. ACT Chapters, Committees, and Councils shall be provided space within each issue of TDM Review for updates regarding their activities. Notices to Chapters, Committees and Councils shall be forwarded by the Managing Editor regarding submissions at least 14 days prior to the copy deadline of each issue
 - b. Unsolicited submissions shall not be returned to their sender, nor guaranteed publication in TDM Review.
 - c. ACT reserves the copyrights to any articles first printed within TDM Review. Such articles may not be reproduced in any fashion without the prior, written consent of the Editorial Review committee.

Section 2. Membership Directory

An ACT Membership Directory shall be made available online for member access. Other directory publications may be made available as necessary.

Section 3. Membership Brochure

1. An ACT Membership Brochure shall be published on an as needed basis to include pertinent information on: categories of membership, dues structure, and benefits of membership.
2. Membership brochures shall be provided to Chapters and Directors (at no cost) for the purpose of recruiting new members.

ARTICLE VII. NATIONAL CONFERENCE

Section 1. Site Selection

1. The Board of Directors shall select conference locations based on the recommendations of ACT National staff, organizational goals, and geographic equity for travel. If necessary, an ad hoc committee chaired by the Treasurer will be formed to provide input on the selection.
2. The ability to travel to a location city by multiple means, the connectivity of the hotel location to local transit options, and the availability of local members to assist with local event planning are all criteria that the Board will apply when choosing conference locations and properties.
3. To the extent possible, the Board shall select sites more than two years out to allow for pre-planning on the part of the membership. Prior to formal site selection, ACT national will brief local chapter leadership.

Section 2. Conference Committee

1. The Board shall appoint a National Conference Chair. In the absence of an appointed chair, the President shall Chair the National Conference Committee.
2. The ACT Executive Committee shall appoint an ACT National Awards Committee Chair.
3. The Chapter in which the conference site sits coordinate with the Executive Director, ACT National Staff, and the Conference Committee on events and amenities around the international conference. To the extent that there are local programs or services that should be highlighted during the conference, the Chapter is also encouraged to recommend those activities to the Conference Committee for inclusion in the conference program.
4. Membership in this Committee is explicitly open to any member in good standing who wishes to volunteer their time and talents.
5. ACT National Staff, with the support of the Committee, remains responsible for all logistics and overall organization of the Conference.

Section 3. Registration Fees

1. Registration fees shall be established by the ACT Board of Directors within the parameters of the conference budget.
2. Registration fees shall be set to reflect both member and non-member rates, as well as spouse/companion rates. The non-member fees shall be significantly higher than the member rate (by a minimum of at least \$100).

- a. The spouse/companion rate shall apply only to non-professionals who do not attend the conference sessions.
 - b. Member registration fees are for Organizational and Individual members of ACT. All individuals covered by an Organizational or Individual membership of any type are eligible to receive the member registration rate.
3. Additional fees may be established separately from the conference registration fee to cover special sessions, such as off-property lectures, interactive tours, sporting events, tours, dinners, etc.
4. Special registration fees may be established for "one-day" only registrants, subject to approval by the ACT Board of Directors. One-day registration fees are only for those who will attend a single day of the conference; not register for each day separately.
5. All conference registrations must be paid in full prior to the conference or paid on-site at the conference registration desk.
6. Registration fees shall also be designed to reflect discount incentives for early pre-paid registrations, and penalties for fees paid after the conference registration deadline.
7. ACT will accept purchase orders for conference registrations and invoice accordingly, however, payment must be received by established deadline dates to receive reduced fees.
8. A cancellation clause should be published on all registration materials, establishing a fee for cancellations and noting a date after which no refunds will be given for cancellation of conference registrations. Registrants may, however, designate a substitute to attend the conference.

Section 4. Additional Guidelines

1. Registrations

- a. There are no reduced registration fees for persons who are not attending every conference session or activity (i.e., they cannot deduct a dollar amount from their registration fee because they are not going to a breakfast, luncheon, etc.).
- b. Special considerations on reduced registrations for press/media representatives may be given, or other accommodations allowed, at the discretion of the Executive Director in consultation with the President.
- c. All requests for complimentary registrations shall be submitted in writing to the ACT Executive Director for approval and may also be subject to approval by the ACT National Executive Committee.

2. Speaker Fees/Reimbursements/Registration Fees

- a. ACT members speaking at the conference are not eligible for complimentary registration or reimbursement of travel expenses.

- b. Requests from speakers who are not members for travel/expense reimbursements must be approved by the ACT Executive Director.
- c. Invited guest speakers, keynoters, or celebrities may be paid a speaker's fee or honorarium, and reimbursed for travel expenses, providing such expenses are approved by the ACT Board of Directors and included in the conference budget.
- d. Non-member speakers and/or invited speakers shall be invited to attend the meal function (breakfast or lunch) closest to their session. Speakers who wish to attend all or part of the conference shall be required to register, unless approval has been granted to waive or reduce their registration fee.

3. Auxiliary Meetings

- a. Requests from members, exhibitors, and non-members to hold meetings in conjunction with the national conference must be submitted at least 90 days in advance of the conference and are subject to approval by the National Conference Committee and the ACT Board of Directors. Such meetings may not be scheduled during any conference session or planned event.
- b. If approval is granted to hold such a meeting, hospitality, etc., arrangements shall be made directly with the hotel by the requester. ACT National shall not incur any expenses associated with room rental charges, AV, or food and beverage expenses for auxiliary meetings.

Section 5. Profit Sharing Revenue

At the discretion of the ACT Board of Directors, the Chapter in whose geographic area that the conference is held may be offered a share of conference profits. The Board should consider such an action based on extraordinary involvement on the part of the local chapter in recruiting speakers, sponsors, exhibitors, and other participation that leads to a professionally and financially successful conference.

ARTICLE VIII. CHAPTERS

Section 1. Function

- 1. While serving a variety of purposes, the primary function of a chapter is to meet the needs and concerns of its members on a regional or local basis.
- 2. Chapters must function as an extension of the national organization and, therefore, are subject to many of the same guidelines for operating as ACT National.
- 3. The mission and goals of a chapter must be compatible with those of ACT National.

Section 2. Formation

- 1. The formation of a chapter begins with a stated goal, purpose, or mission to which at least 25 members in good standing who operate within the boundaries of the chapter agree. If such a formation would result in the remaining Chapter having less than 25 members, the ACT Vice

President and Executive Director, prior to moving the issue to the Board for a decision, shall facilitate a Chapter meeting to determine the issues leading to such a request and allowing for the Vice President to make a recommendation to the Board regarding this petition for new formation.

2. This, along with other information concerning the chapter, should be submitted in writing to ACT National in a formal request to form a chapter.
3. Such information should include the following:
 - a. Names, addresses and telephone numbers of all chapter members.
 - b. Proposed chapter bylaws that include proposed chapter boundaries and name of chapter.
 - c. Signed copy of Chapter Agreement Form with ACT National.
 - d. List of Officers and Directors.
4. The Chapter in which the proposed Chapter would be formed from shall be solicited to respond with their concurrence or objections in writing to the ACT Board.
5. Any request to form a chapter must be approved by the ACT Board of Directors upon review of all materials submitted by the proposed chapter.

Section 3. Corporate Status and Reporting

1. Each chapter with annual revenue exceeding \$50,000 must be incorporated as a non-profit 501(c)(6) organization.
2. Chapters are eligible to be included in the ACT group exemption. In order acknowledged as a Chapter to be processed under the group exemption, chapters must maintain the following with ACT National Headquarters:
 - a. A copy of the chapter bylaws
 - b. Chapter mission statement
 - c. Year-end financial statement for the previous year
 - d. Current financial statement
 - e. Proposed operating budget
 - f. List of Officers and Directors
 - g. Chapter goals and activities statement for the year
3. The group filing application is only done once a year by ACT. Chapters must be included in the filing and must submit all required documents to ACT National on a designated date. Additional requirements imposed by the IRS or other applicable authority may apply as well. The Executive Director will communicate with Chapters regarding those requirements and necessary filing deadlines as needed.
4. Each Chapter that is included in the group exemption is required to file a version of Form 990 with the IRS. A copy of the return should be sent to ACT National.
5. Each Chapter is responsible for filing any local or state tax and corporation fees by the designated deadline and sending a copy of the forms to the National Headquarters.

6. Each chapter shall maintain an elected Board of Directors and/or Officers in accordance with the chapter bylaws. At a minimum, the officers shall include designations for a president, vice president, secretary, and treasurer. Chapter Directors and Officers shall be held to the same standards of conduct, including signed conflict of interest statements, as National Directors and Officers.
7. The default point of contact for Chapter correspondence and telephone calls shall be the Chapter President. Should a Chapter wish to have a different point of contact, they must send that request to the Executive Director and ACT President, along with an explanation of their rationale for this change.
8. ACT shall maintain a current professional liability policy for its national and chapter officers and directors, consistent with industry and policy guidelines. ACT cannot maintain professional liability policies for Chapters that are separately incorporated. Should a Chapter that is separately incorporated wish to provide for this coverage, it must do so out of Chapter revenues.
9. ACT National shall be responsible for the payment of fees in order to maintain liability insurance for the chapter. ACT National shall not be responsible for event liability for any Chapter events, unless such liability coverage is contained in policies held by ACT National for national events.

Section 4. Financial

1. All chapters must establish a bank account for the chapter with a financial institution, or alternatively designate that its finances are to be held by ACT National for their use.
2. Each chapter shall maintain accurate financial records of the organization that should include a cash receipts and disbursements journal, accounts receivable and payable, and monthly bank statements. Copies of bank statements shall be provided to ACT National Headquarters on a quarterly basis.
3. Any dues payments, or any portion of dues payments, received directly from members of the Association shall not be deposited in the Chapter's account but shall be forwarded immediately to ACT National Headquarters.
4. Each chapter is responsible for preparing an annual operating budget and shall submit a copy of the budget to ACT National in November for approval at the December Board of Directors meeting.
5. All financial information is subject to examination by ACT National, including submission of bank statements and standard financial report forms.
6. In the planning of programs and activities, all chapters should plan to realize a surplus of funds as a result of sponsoring and administering such activity.
7. Chapters are required to submit quarterly financial statements to ACT National.. These reports are due within thirty days after the end of the quarter (i.e., January - March statements are due at ACT National by April 30th, etc.). Chapters who do not comply with the reporting requirements may have chapter dues withheld until they come into compliance. Chapters who do not come

into compliance for a 12 month period are subject to a Board decision to dissolve a Chapter for lack of activity.

8. All chapters shall maintain a surplus of at least \$500 at all times.
9. Any chapter may, at its discretion, request assistance from ACT National with respect to financial operations.

Section 5. Chapter Dues and Chapter Dues Share

1. Any dues that are directed to a Chapter, whether through a separate assessment or as a component of the national membership, are payable at the same time as an application or renewal of membership in the National association.
2. The Board may, at its discretion, determine the component of overall Association revenues that are to be provided to Chapters. The Board may choose, but is not required, to base this amount upon membership in a Chapter. The Board shall provide sufficient funds to each Chapter to enable required Board approved work plan activities to occur.
3. Retiree and Student member dues do not count towards annual chapter share calculations.

Section 6. Chapter Board of Directors Meetings

1. The chapter Board of Directors shall hold a minimum of two Board of Directors meetings annually.
2. An agenda for each board meeting shall be prepared by the chapter President which shall include as a minimum:
 - a. Roll Call
 - b. Call to Order
 - c. Reading of the minutes from the last Board of Directors meeting
 - d. Membership Report
 - e. Financial Report
 - f. Committee Reports
 - g. Chapter Programs
 - h. Date and location of next meeting
 - i. Adjournment
3. Minutes from each meeting shall be prepared by the chapter Secretary or in the absence of such person, another officer of the organization.
4. Minutes shall be prepared and sent to all members of the Chapter Board of Directors within 45 days of the meeting, and a copy sent to ACT National Headquarters.

Section 7. Chapter Membership Meetings

1. Meetings of the chapter membership shall be held at least twice annually and may be conducted in person, via web conference, or phone. Chapters will be provided a meeting room and a time at the National Conference to meet in person.

- a. If possible, a technical program should be arranged in connection with the membership meeting.
2. Membership meetings shall be held at such times and locations so as to provide easy access to all chapter members.

Section 8. Chapter Newsletter

1. A chapter newsletter shall be prepared and sent to all chapter members on a quarterly basis at minimum.
2. The newsletter should contain information about chapter programs and activities, news about chapter members, as well as regional and national news.
3. Advertisers can be sought to help offset the cost of producing the newsletter. Chapters should coordinate with ACT National if they intend to provide space for advertising.
4. Copies of the newsletter should be sent to other ACT chapter presidents, National Board of Directors and to ACT National Headquarters.

Section 9. Chapter Membership

1. Each chapter shall maintain a copy of the ACT membership list of chapter members. Any changes known by the Chapter that are not reflected in ACT's membership rolls should be communicated to the Executive Director as soon as possible.
2. All chapters must enforce ACT National policy concerning paid and unpaid members.
3. Upon notice from ACT National that members will be dropped for nonpayment of dues, the chapter will be asked to make additional efforts to reach out to non-renewing members to solicit their renewal or reasons for not renewing.
4. The chapter shall make every effort to recruit new members and to encourage membership renewals.
5. The chapter may conduct prospective membership mailings or programs on its own or in connection with ACT National. The chapter should contact ACT National for specific details concerning each program.
6. Whenever possible, names of prospective members should be sent to ACT National for follow up.
7. Mailing lists for members and prospective members may be obtained free of charge upon request from ACT National. However, ACT National staff maintains the rights to direct the timing of any mass mailings in order to prevent conflicts with events of other Chapters or ACT National events.
8. The responsibility of all postage costs for mailings to members and prospective members shall be borne by the chapter.
9. Membership brochures and copies of TDM Review can be obtained free of charge from ACT National for prospective member mailings.

10. Every effort should be made to encourage membership participation in chapter programs and activities.

Section 10. Chapter Committees and Councils

1. Chapters have the option to appoint both standing and Ad-Hoc committee and council chairpersons who may also serve as members of ACT National Committees and Councils at the discretion of the National Committee and Council chairpersons.
2. Programs and activities undertaken by chapter committee and council chairs shall be communicated with ACT National Committee and Council chairpersons.

Section 11. Chapter and National Agreements

1. All chapters shall abide by all contracts and agreements with ACT National.
2. All chapters shall adopt and follow all prescribed forms and guidelines for reporting information to ACT National.
3. A chapter may, at its discretion, negotiate special terms and conditions regarding its relationship with ACT National through a memo of understanding.

Section 12. Chapter Leadership Workshops

1. All chapter members who serve in leadership positions are encouraged to participate in ACT Leadership Workshops.
2. Leadership Workshops are held in conjunction with ACT National Board of Directors meetings and conferences, as deemed necessary by the ACT Board of Directors.

Section 13. Chapter Programs

1. Chapters shall conduct at least two chapter programs annually which may be held in conjunction with membership meetings. These programs can be conducted in person, via netconference, or by some other means. Netconferences or other learning opportunities provided by ACT National that are hosted by the Chapter count towards meeting this requirement.
2. At any chapter function requiring registration fees, there shall be a member and non-member cost. Chapters may host free events as well.
3. Chapters may co-sponsor an event with ACT National in which case all duties and responsibilities of each party shall be clearly defined during the planning process.

ARTICLE IX. GOVERNMENT RELATIONS

1. The government relations staff shall work in cooperation with the ACT Board of Directors, the Executive Director, and the Public Policy Committee Chair. Should this staff be an independent contractor and not a part of the paid staff of ACT, it is expected that the consultant will provide the following services for ACT:

- a. Advocate policy and funding positions to ACT's membership concerning implementation of the transportation authorization bill and other federal legislation.
- b. Submit monthly reports of ongoing advocacy activities to the ACT Executive Committee.
- c. Provide on-going federal legislation and policy input and guidance to the ACT membership.
- d. Write and publish timely legislative alerts to ACT membership as necessary.
- e. Provide updates for publication in the TDM Review or other publications as requested.
- f. Provide copies of legislation and federal regulations to ACT National staff for distribution to membership as requested.
- g. Provide guidance and assistance to the Public Policy Committee (via the Chairperson) and its subcommittees.
- h. Provide guidance and assistance to ACT National staff on formulation of public policy sessions at the ACT national conference and other programs. Help identify speakers and coordinate Washington based participation. The consultant will attend the national conference of ACT.
- i. Participate in ACT Board of Directors meetings to address key topics when requested.
- j. Coordinate and arrange ACT participation at Congressional hearings on topics affecting the commuter transportation industry.
- k. Draft language or positions as necessary on key issues and solicit ACT opinion and recommendations.

ARTICLE X. GOVERNING DOCUMENTS

Section 1. The operation and governance of the association shall be in compliance with the following documents:

1. Bylaws (National and Chapter)
2. ACT Policies and Procedures
3. Resolutions of the Board
4. Memorandums of Understanding or Agreement
5. Mission Statements

Section 2. These policies and procedures may be amended or updated by the ACT Board of Directors at any time.