

# **BYLAWS**

of the

## **Road Profile Users' Group**

### **ARTICLE I: Name and Location**

#### **SECTION 1. Name.**

The name of this organization shall be the Road Profile Users' Group (RPUG).

#### **SECTION 2. Location.**

The offices and the principal place of business for RPUG shall be the National Center for Pavement Preservation, 2857 Jolly Road, Okemos, Michigan 48864.

### **ARTICLE II: Vision, Mission, and Objectives**

#### **SECTION 1. Vision Statement.**

RPUG is a source for knowledge and information on functional characteristics of traveled surfaces for public agencies, contractors, consultants, academia, and other relevant industries.

#### **SECTION 2. Mission Statement.**

RPUG provides a forum for the dissemination of knowledge concerning the collection, analysis, and application of information relating to functional characteristics of traveled surfaces.

#### **SECTION 3. Objectives:**

- Exchange ideas and information in an informal setting annually.
- Provide training in the areas of concentration.
- Provide a forum for the practitioners of the measurement systems.
- Provide a forum for the engineering service providers, contractors, vendors, and customers.
- Provide a forum for discussion of research.
- Focus on the latest initiatives in the group's areas of interest.
- Create and maintain a network of personal and professional relationships.

### **ARTICLE III: Membership**

## SECTION 1. Membership Eligibility.

Membership is open to representatives of public agencies or any organization active or interested in the functional characteristics of traveled surfaces.

The general membership consists of all individuals who have attended at least one Annual Meeting including the current meeting in the past three years.

## SECTION 2. Voting Rights.

All members in attendance will be allowed voting rights at the Annual Meeting.

# **ARTICLE IV: Steering Committee**

## SECTION 1. Committee Structure.

The Steering Committee of RPUG shall consist of a Chair, Vice-Chair, Secretary/Treasurer, and fifteen additional voting members representing the following categories:

Public Agency Members – four members from participating public agencies (state, local, provincial).

International Members – one member from participating representatives of non-North American entities.

Industry/Contractor Association Members - two members from participating industry associations.

Academic Members - two members from participating colleges and universities.

Vendor/Commercial Members - two members from participating representatives of equipment/service vendors and other commercial entities.

Emeritus Members – up to three from past Steering Committee Members nominated by the Awards Task Group for continued distinguished service to the organization over an extended period and approved by two thirds vote of the Steering Committee.

At-Large Representatives –four members from the general membership of RPUG One of the At-Large Representatives shall be the immediate past Chair of the Steering Committee unless the immediate past Chair is filling a position in one of the other categories above.

Unless occupying a position in one of the categories above, the following Ex-Officio members may participate in all discussions of the Steering Committee as non-voting members.

- A representative of the Federal Highway Administration
- A representative of the National Center for Pavement Preservation.
- A representative of the organization hosting the next annual meeting
- Honorary Members – up to four past Steering Committee Members that wish to remain active in a supportive role to the mission of the organization

When an appointed member is not present at a Steering Committee meeting, a designated alternate for each member position may serve on the Steering Committee as a voting member by written proxy of the absent member for that meeting.

## SECTION 2. Authority of the Steering Committee.

The governing body of this organization shall be the Steering Committee. The Steering Committee is authorized to act on behalf of RPUG for the conduct of all business matters of interest to RPUG, and to take action on items of common interest to the membership between Annual Meetings.

The Steering Committee shall develop and approve agendas for the Annual Meetings, which meet the objectives of the organization as listed in Article II Section 3 of these By-Laws, and shall secure the facilities and speakers required for the Annual Meeting.

The Steering Committee may appoint Task Groups at its discretion for the development of programs, tasks, and activities which support the objectives of the organization (See SECTION 7). The actions and activities of appointed Task Groups are subject to prior approval by the Steering Committee.  
The Steering Committee and its individual members shall actively pursue the objectives of this organization.

## SECTION 3. Duties of Officers and Other Members.

The Chair of the Steering Committee will preside over meetings of the Steering Committee and the Annual Meeting.

The Vice-Chair of the Steering Committee will preside over meetings in the absence of the Chair, and shall work cooperatively with the Chair of the Steering Committee and any Task Group Chairs to develop the draft meeting agendas for approval by the Steering Committee.

The Secretary/Treasurer of the Steering Committee will review minutes produced by the appointed meeting recording secretary prior to their submittal to the Steering Committee.

The Secretary/Treasurer will also review financial reports for RPUG maintained by the National Center for Pavement Preservation and make recommendations to the Steering Committee concerning the finances of the organization. The Secretary/Treasurer will provide a financial report at each Steering Committee meeting.

The past year's Steering Committee Chair will serve as the chair for the Task Group on Nominations. This task group will also include the two Ex-officio members representing the FHWA and NCPP.

The Steering Committee will maintain a strategic direction for RPUG and provide oversight and guidance for specific items approved by the general membership for further action.

#### SECTION 4. Terms of Service for Steering Committee Members and Officers.

Officers shall be selected from the voting members of the Steering Committee. Officers of the Steering Committee shall serve a three-year progressive term. The order of progression will be from Secretary/Treasurer to Vice-Chair and from Vice-Chair to Chair. Each office is limited to a one-year term. A public agency representative shall occupy the chair position at least every other year.

After completing his or her term as chair, the past year's chair shall serve a minimum of one additional term on the Steering Committee.

Officers of the Steering Committee shall serve a three-year term (maximum) as an officer. Otherwise, there shall be no term limits for members of the Steering Committee.

#### SECTION 5. Steering Committee Membership and Officer Selection.

New Steering Committee members and candidates for the office of Secretary/Treasurer shall be identified by the Task Group on Nominations. They shall nominate candidates to maintain a committee membership of at least 15 voting members.

The Task Group on Nominations will meet annually and otherwise as needed.

- Candidates for secretary/treasurer will be selected from among the voting members of the Steering Committee who are not presently serving as officers. (Note in selecting nominations for secretary/treasurer that a public agency representative must occupy the chair position at least every other year.)
- Candidates for other positions will be selected to fill any relevant vacancy in a representative member group (as identified in Section 1 of this article) created by any cause including a member servicing as an officer.

The Chair of the Task Group on Nominations will present the slate of proposed Steering Committee members and Officers for approval by the general membership at the Annual Meeting of RPUG.

## SECTION 6. Vacancies and Removal of Officers.

The Steering Committee shall fill by a special election of the Steering Committee, the vacancy of any officers for the balance of the term of office. The Steering Committee may, at its discretion, by a two thirds vote of all voting members, remove any Officer or committee member from their office with cause.

The Steering Committee may fill vacancies on the Steering Committee occurring between annual meetings under the following circumstances:

1. Nomination by the Nominations Task Group
2. The vacancy occurs more than 3 months before the next annual meeting
3. Concurrence of two thirds of the Steering Committee in attendance.

## SECTION 7. Standing Task Groups.

In addition to the Task Group on Nomination, the Steering Committee shall be served by six additional standing task groups. All task groups will be chaired by a Steering Committee member, but the remaining group members need not be members of the Steering Committee. The five additional standing task groups are: Task Group A – Sponsorship and Industry Participation, Task Group B – Administration and Finance, Task Group C – Meeting Program Development, Task Group D – Recognition and Awards, Task Group E – Diversity, Inclusion and Participation, and Task Group F – RPUG History.

Task Group B shall include the Secretary/Treasurer and the NCPP representative.

## **ARTICLE V: Meetings**

### SECTION 1. Annual Meeting.

The date and location of the Annual Meeting shall be set by the Steering Committee. The purpose of the meeting shall include presentation of formal reports of task groups, election of officers, filling of vacancies on the Steering Committee, and acting on all business brought forth before the meeting.

The Steering Committee will develop the Annual Meeting agenda and distribute it at least 60 days prior to the meeting.

The host agency/organization shall provide one additional attendee (as requested by Secretary/Treasurer) for assistance with general meeting logistics. When no clear host organization exists, the NCPP shall provide for said assistance at cost to RPUG.

## SECTION 2. Other Meetings.

Other meetings of the members of RPUG and Task Groups shall be at the discretion of the Steering Committee. The purpose of these meetings shall include acting on business items brought forth at the Annual Meeting.

## SECTION 3. Notice of Meetings.

Written notice of the Annual Meeting shall be transmitted by mail or electronically to the last known address of each member at least 120 days before the date of meeting. Notice of other meetings shall be at the discretion of the Steering Committee or pertinent Task Group.

## SECTION 4. Quorum.

A majority of Officers and voting members who are present in person or via conference call shall constitute a quorum at any meeting of the Steering Committee. RPUG business items raised during the annual meeting requiring a vote of the entire membership at a later date shall be conducted via e-mail by the Vice-Chair within 60 days following the Annual Meeting.

# **ARTICLE VI: Amendments to Bylaws**

## SECTION 1. Amendment Process.

These Bylaws may be amended or repealed by a simple majority vote of the members present at an annual business meeting. Amendments may be proposed by the Steering Committee on their own initiative, or upon petition of any one-third of the general membership. The Steering Committee will not present proposed amendments for consideration, which create personal liability for the members of RPUG.

# **ARTICLE VII: Fiscal Matters**

## SECTION 1. Fiscal Year.

The fiscal year of RPUG shall begin on October 1 and run through September 30 of the following year.

## SECTION 2. Revenues.

Registration fees, exhibitor fees, and other funds received for purposes consistent with RPUG programs, operations and functions will be managed by the National Center for Pavement Preservation and dispersed for the operation and programs of RPUG.

### SECTION 3. Expenditures.

Funds will be managed and administered by the National Center for Pavement Preservation and expenditures shall only be for the purposes related to RPUG goals, and shall support the programs, functions and operation of RPUG. The National Center for Pavement Preservation shall be accountable to the Steering Committee in these matters.

### SECTION 4. Budgets.

A preliminary budget, reflecting a proposed work program for the implementation of RPUG goals, shall be submitted by the National Center for Pavement Preservation to the Treasurer for presentation and approval at the annual business meeting. The Treasurer and Steering Committee shall review the annual budget and work program prior to the annual business meeting.

The RPUG budget shall have a positive net worth targeted at approximately \$50,000 at the completion of each fiscal year. The target value may be modified to meet the needs of the organization on the proposal of the Task Group on Administration and Finance and the vote of two thirds of the Steering Committee. The reserve shall be maintained by setting conference fees appropriately to the conference expenses.

### SECTION 5. Audit.

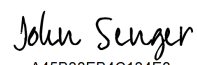
The RPUG account managed by the National Center for Pavement Preservation shall be subject to audit under the procedures of Michigan State University.

### Ratification:

These By-Laws have been adopted by a vote of the members present at the RPUG meeting held in Saratoga Springs, NY on April 27, 2022.

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Scott Mathison, Chair of RPUG

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Steve Hale, Vice-Chair of RPUG

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John Senger  
Treasurer/Secretary of RPUG