

Association of Asphalt Paving Technologists Operations Manual

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I. Purpose and History

The Association of Asphalt Paving Technologists may be said to have first come into being at a meeting of Asphalt Technologists held at Chicago on Thursday, January 17, 1924; which, at the suggestion of a few, was called by Mr. Hugh W. Skidmore, of the Chicago Paving Laboratory, during the week of the American Road Builders' Association's Convention and Road Show, when it was known that a number of Asphalt Technologists would be in Chicago to attend the Show. Mr. Francis P. Smith was Chairman of this first meeting and Mr. Charles A. Mullen acted as Secretary.

During 1923, a number of Technologists had been, by correspondence, exchanging data and opinions; and it was found that the views held were so lacking in coordination, and in some cases they appeared to be in direct opposition, that a clearing house for the technical men of the industry was thought much to be desired. At this January 1924 meeting it was decided to establish such a clearing house; and those present agreed to meet again during the next annual Road Show with as many more Asphalt Technologists as could be induced to attend. (The minutes of this meeting are of interest and are reproduced below).

The 1925 meeting indicated a very keen interest on the part of all the Asphalt Technologists and a Committee was appointed to draft a Constitution and By-Laws for a permanent association, said Committee to report at a similar meeting in 1926.

At the 1926 meeting a Constitution and By-Laws was adopted, and the Association began functioning in its small way, admitting members and collecting dues to defray its limited expenses.

The Technologists, by their Association, hope to be able to render better service to the industry of which they are a part and to maintain a high standard of professional integrity and cooperation within their own ranks and with those in the non-technical branches of the industry.

The government of the Association is vested in the Board of Directors which consists of the President, two Vice-Presidents, the two living past Presidents whose terms of office have most recently expired, and two Directors-at-Large. With the exception of the Secretary-Treasurer, all officers and directors are elected by the members of the Association. The Secretary-Treasurer is appointed by the Board of Directors.

Although not stipulated in the constitution and by-laws, it has been customary for one of the Directors-at-Large to advance to second Vice-President, first Vice-President and finally President, thus assuring continuity and experience in the direction of the organization.

Minutes of First Meeting of the Group which two years later organized as the Association of Asphalt Paving Technologists:

Montreal, January 30, 1924

Meeting: The record of the first special meeting of asphalt paving experts, held during the period of the Chicago Road Show at the Chicago office of The Asphalt Association, 729 Hearst Building on Thursday afternoon, January 27, 1924 at 2:00 pm called by Mr. Skidmore at the suggestion of Mr. Mullen is as follows:

Present: Mr. Francis P. Smith of New York; Mr. Hugh W. Skidmore, Mr. Gene Abson, Mr. Isaac Van Trump, Mr. W.L. Hempelmann, Mr. George W. Craig, of Chicago; Mr. LeRoy M. Law, of New Orleans; Mr. G.M. Shepard, Mr. W.N. Carey, Mr. H.V. Roerich, of St. Paul; Mr. Charles A. Mullen and M.F. Macnaughton, of Montreal

Organization: Mr. Smith was acclaimed chairman and Mr. Mullen secretary; after which the latter, in view of his responsibility as instigator of the meeting, was asked to make the opening statement.

Purpose: The reason for calling this conference, as set forth by Mr. Mullen, was to bring about a joint consideration of the technology of asphalt paving by those who were making a special study of this phase

of the industry; especially in view of the lack of agreement among the specialists themselves; and the unsatisfactory state of the art at the present time, due to new conditions continually arising and new departures continually being found necessary which do not check with the earlier practice.

Discussion: In the discussion which followed, Mr. Smith first took the floor, then Mr. Skidmore, and finally all joined in, each stating his own point of view and some of his experiences. All seemed satisfied that the present status of the asphalt paving industry, in which millions were being spent for material and labor and management, and almost nothing in proportion for investigation as to the proper use of this management and the materials and labor to get the best results, was thoroughly unsatisfactory, and that some extensive and coordinated work was necessary.

Conclusion: Finally Mr. Law summarized the situation by stating it as his opinion that the entire technology of the industry was in need of thorough review and revision, and that research and experimental work should be undertaken to reduce the art of asphalt paving to a more exact science than it is at present.

Committee: Mr. Law suggested that Mr. Smith, Mr. Skidmore and Mr. Mullen be requested to act as a special committee, to get together and prepare a program to be submitted to a second special meeting of asphalt paving experts to be held as soon as the special committee was ready to report and such a meeting could be conveniently arranged. All present assented.

II. Constitution

ARTICLE I:
NAME AND OBJECT:

1. The name of this Association shall be:
THE
ASSOCIATION OF
ASPHALT PAVING TECHNOLOGISTS

2. The objectives of the Association shall be to advance asphalt pavement technology, examples of which include the following:

- a. The production, testing and control of materials used in the construction of asphalt pavements.
- b. The encouragement of communications between persons charged with the technical responsibility for the production, placement, maintenance and rehabilitation of asphalt pavements or the production of materials entering into the construction of such pavements.
- c. To serve as a central point of exchange of ideas related to asphalt technology.
- d. To conduct, encourage and collate research related to the asphalt paving industry.

ARTICLE II:
MEMBERSHIP:

1. Membership in this Association shall be open to persons whose duties are related to asphalt pavement technology.

Membership technical experience shall be defined as professional activity related to the design, analysis, production, construction and performance of asphalt pavements, or the production of materials used in such pavements.

2. Membership in the Association shall consist of four categories: Active, Student, Life and Honorary.

3. Except as specified in Paragraph 4, the requirements for admission shall be:

a. Active Membership

1. A university or college degree in engineering or chemistry or such other academic disciplines as the Board of Directors considers appropriately related to the objectives of the Association, plus a minimum of two years experience in a responsible position connected with the production of materials or equipment used in asphalt paving, in the design and/or construction of asphalt pavements, or in research related to these activities. A graduate degree may be substituted for two years experience providing the graduate work has been in a field related to the objectives of the Association.

2. In lieu of the requirements of section 3 (a-1) an applicant may offer five years of experience in one or more of the fields of activity defined in section (a-1) including at least three years in a responsible position. Each year in a technical school from which he/she did not obtain a degree may count as one-half year of experience

b. Student Membership

1. A student pursuing graduate work in engineering or chemistry or such other academic disciplines as the Board of Directors considers appropriately related to the objectives of the Association.
2. Student members may apply for the grade of Active member upon fulfilling the requirements of Paragraphs 3 (a-1) and/or 3 (a-2).
4. Any person of special qualifications in the fields of industrial activity, teaching or research may be admitted to Active membership by unanimous action of the Board of Directors.
5. A person of outstanding eminence and of long experience in the practice of asphalt paving technology may be elected to Honorary membership by unanimous approval of the Board of Directors ratified by the membership through letter ballot.
6. Active members of the Association shall be eligible for Life membership after 30 years of continuous membership. Life members are entitled to participate in all activities of the Association and are exempt for paying dues. Proceedings of the Association shall be distributed to Life members upon request to the Secretary.

ARTICLE III:
RIGHTS AND PRIVILEGES:

2. Privileges:

1. Each member shall be entitled to one vote on each matter submitted to membership vote.

- a. Election to office shall be the privilege of Active, Life and Honorary members.
- b. Each member shall receive copies of the Journals of the Association and shall be accorded all other privileges of the Association except as restricted in Paragraph 2 (a) above.

ARTICLE IV:
GOVERNMENT:

1. The government of the Association shall be vested in a Board of Directors, which shall consist of the President, two Vice-Presidents,

the Past Presidents whose terms of office have expired most recently, and two Directors-at-Large.

ARTICLE V:
AMENDMENTS:

1. This Constitution may be amended by affirmative vote by **letter ballot** of two-thirds of those members whose properly executed ballots

are received at the office of the Secretary-Treasurer or by the Secretary-Treasurer in person on or before the day previously announced for canvass of the vote, provided that this total affirmative vote constitutes at least one-third of the membership eligible to vote.

2. The validity of a letter ballot for amending the Constitution shall be contingent upon the fulfillment of the following requirements:

- a. A proposed amendment must be approved by a majority vote of the members *present* at a business meeting of the Association before submission to the members for a letter ballot. To qualify for such action, a proposed amendment must have been circulated to the entire membership at least two months prior to the business meeting at which authorization of the letter ballot is to be considered.
- b. At least two months shall elapse following an authorization for a letter ballot before its distribution so that members have adequate time to consider the proposed amendment(s) and submit comments to the Secretary-Treasurer. All comments shall be distributed to the membership along with the letter ballot. At least two months shall elapse between distribution and canvass of the ballot.
- c. Proper execution of a ballot shall consist of marking the ballot in the appropriate space designated "For", "Opposed" or "Abstaining", and signing the designated return envelope for proof of eligibility to vote.
- d. Amendments may be proposed in writing by the Board of Directors or by petition signed by at least **TEN MEMBERS** of the Association.

By-Laws

ARTICLE I: OFFICERS:

1. The offices of the Association shall be a President, a First Vice-President, a Second Vice-President and a Secretary-Treasurer.

All officers of the Association except the Secretary-Treasurer shall be elected annually by the members of the Association.

2. The President, or in the absence of the President, the First or Second Vice-President, shall preside over all meetings of the Association or of the Board of Directors. In the absence of both, a temporary presiding officer shall be selected from among the members present.

3. The Board of Directors shall establish all committees of the Association, unless it is specifically provided or ordered otherwise at a general meeting of the Association creating such committees.

4. The President shall be a member, ex-officio, of all committees. In the absence of the President, the First or Second Vice-President may serve in place of the President.

5. The Secretary-Treasurer shall be responsible for the following:

- a. Keeping a complete record of all proceedings and correspondence of the Association and of its Board of Directors.
- b. Sending meeting notices to members of the Association or to the Board of Directors as may be required.
- c. Keeping a roll of the members of the Association.
- d. Performing all other duties usually pertaining to the office of Secretary-Treasurer.
- e. Making payments for Association operations as directed by the Board of Directors.
- f. Supervising all accounts as directed and approved by two-thirds majority of the Board of Directors.

ARTICLE II: NOMINATION, ELECTION OF OFFICERS & DIRECTORS, APPOINTMENT OF SECRETARY-TREASURER:

1. The terms of service of the President, First Vice-President, Second Vice-President and two Directors-at-Large shall be one year beginning with the adjournment the Annual Meeting.

2. At the Annual Meeting, or within 90 days thereafter, a Nominating Committee shall be appointed by the Board of Directors and shall consist of five members of the Association who are not members of the Board of Directors. The immediate Past President not serving on the Board of Directors shall be appointed as Chair and Member of the Nominating Committee. The Nominating Committee shall select from the members of the Association one or more candidates for each office and the names of the candidates shall be reported to the Secretary-Treasurer not later than five months prior to the next scheduled Annual Business Meeting. No nominee shall be included in the official list of candidates unless the Nominating Committee has obtained written consent from said nominee. Not later than four months prior to the next scheduled Annual Business Meeting, the Secretary-Treasurer shall send to the

members of the Association a list of the candidates nominated by the Nominating Committee and additional nominations of members for any office may then be made by petition signed by not fewer than five members. Each petition shall be accompanied by the written consent of the nominee to become a candidate for the office for which he/she is nominated and must be received by the Secretary-Treasurer not later than *ninety days* prior to the next scheduled Annual Business Meeting.

3. *Seventy-five days* prior to the next scheduled Annual Business Meeting the Secretary-Treasurer shall submit to all members qualified to vote, a ballot on which appears the names of the candidates for each office. No distinction shall be made between those nominated by the Nominating Committee and those nominated by petition. *The last date for return of ballots to the Secretary-Treasurer 's office for canvassing shall be sixty days prior to the next Annual Meeting, at which time they shall be canvassed by a Committee of Tellers appointed by the President. The Secretary-Treasurer shall act as Secretary to this Committee and shall notify that member receiving the highest number of votes for each office at least thirty days prior to the next scheduled Annual Meeting.* In case of a tie vote the President shall cast the deciding ballot.

4. The Secretary-Treasurer shall be appointed by the Board of Directors for a term of service terminating at the appointment of his successor. The Secretary-Treasurer shall receive such salary and reimbursement for expenses incurred in conducting the affairs of his office as approved by the Board of Directors.

ARTICLE III:
MEMBERSHIP, ADMISSION, EXPULSION:

1. The qualifications for membership are defined in Article II of the Constitution.

3. Each candidate for membership shall give a concise account of his/her professional experience and training in such form as directed by the Board of Directors.

4. The election of members shall be by ballot of the Board of Directors. A majority vote of the Board of Directors shall be necessary to elect. Board of Director Ballots not returned within 30 days shall be considered as invalid.

5. A rejected applicant shall not be reconsidered for membership until at least one year after the date of his/her previous rejection.

6. If in a written and signed communication addressed to the Board of Directors an Association member is charged with conduct detrimental to the objectives or interests of the Association, or in violation of its Constitution and By-Laws, the Board of Directors shall consider the matter. If the Board decides to take action, the Secretary-Treasurer shall send a copy of the charges to the accused member, who shall be given 30 days to reply, whereupon the Board shall take such action as it deems appropriate.

7. If the Board of Directors, after a fair and impartial hearing shall be satisfied of the truth of the charges, it may request the offending member to resign.

8. Should he/she decline to resign upon such request, the member shall be suspended or expelled by the Board of Directors.

ARTICLE IV:
ENTRANCE FEES & ANNUAL DUES:

1. The entrance fee shall be set by the Board of

Directors and ratified by the membership at the Annual Meeting.

2. The annual dues shall be set by the Board of Directors and ratified by the membership at the Annual Meeting.

3. The annual dues shall be payable in advance no later than January 31 of the year of membership.

4. Election to membership of any candidate is contingent upon payment of both entrance fee and dues for the current year within thirty days of being so notified by the Secretary-Treasurer.

5. A member neglecting to pay dues or obligations of any kind for a period of one year after they are due, provided that he/she is in receipt of written notice thereof, shall forfeit rights to membership. If after such notice dues or obligations are not paid within sixty days, the member may be, at the discretion of the Board of Directors, dropped from the roll of membership.

6. The Board of Directors is further empowered to act in any special cases which may arise relating to dues and entrance fees.

7. Honorary members shall not be required to pay an entrance fee or annual dues.

ARTICLE V:
MEETINGS OF THE ASSOCIATION

1. The Annual Meeting of the Association for the canvassing of ballots for the election of officers and the transaction of the general

business of the Association, shall be held at such time as the Board of Directors shall deem advisable. The Secretary-Treasurer shall notify each member in writing of the time and place at least thirty days in advance of the meeting.

2. Special meetings of the Association may be called at any time by the President, or in the absence of the President, by the First or Second Vice-President or by the Secretary-Treasurer upon written request of a majority of the Board of Directors or upon the written request of not less than five percent of the members of the Association.

3. Thirty days notice of any special meeting must be given in writing to Association . The notice must state the objectives of the meeting. No other business shall be transacted thereat.

4. Twenty percent of the members shall constitute a quorum at meetings of the Association.

ARTICLE VI:
MEETINGS OF THE BOARD

1. Regular meetings of the Board of Directors shall be held at the time of the Annual Meeting of the Association and/or at the discretion of the Board..

1. All meetings of the Association and of its Board of Directors shall be conducted in accordance with Roberts Rules of Order.

ARTICLE VII:
RULES OF ORDER

ARTICLE VIII:
AMENDMENTS:

members voting at any regular or special meeting of the Association, provided notice of such amendments and the nature thereof shall have been given to the members of the Association at least one month prior to the date of the meeting at which said amendments are to be presented for consideration.

1. These By-Laws may be amended by the affirmative vote of a majority of the

2. Members not present at such meeting may vote by letter addressed to the Secretary-Treasurer.

ARTICLE IX:
CHARTER MEMBERS

1. The following named persons are charter members of the Association

- | | |
|-----------------------|------------------------|
| *Walter C. Adams | Montreal Canada |
| *Gene Abson | Chicago, Illinois |
| *Charles M. Baskin | Montreal Canada |
| *William P. Bentley | Dallas, Texas |
| *George W. Craig | Chicago, Illinois |
| *John A. Dailey | Chicago, Illinois |
| *Roy M. Green | Lincoln, Nebraska |
| *Robert M. Heine | Chicago, Illinois |
| *Walter L. Hempelmann | Chicago, Illinois |
| *Prevost Hubbard | New York, New York |
| *LeRoy M. Law | New Orleans, Louisiana |
| *Moray F. MacNaughton | Montreal Canada |
| *Charles A. Mullen | Montreal Canada |
| *Gershon L. Oliensis | Madison, Illinois |
| *Victor H. Roehrich | St. Paul, Minnesota |
| *Hugh W. Skidmore | Chicago, Illinois |
| *Francis P. Smith | New York, New York |
| *Mark R. Thompson | St. Louis, Missouri |
| *Isaac VanTrump | Chicago, Illinois |
| *Deceased | |

III. Staff

A. Secretary-Treasurer

1. *Responsibilities* The Secretary-Treasurer serves at the pleasure of the Board of Directors and is responsible for the business operations of the Association. The following is a list of the Secretary-Treasurer's duties:
 - Submitting to the Board of Directors timely financial statements and budgets
 - Setting the preliminary agenda for the Board of Directors' meetings
 - Timely notification to membership of ballots and/or Constitution and By-Law changes as required by the Constitution/By-Laws
 - Editing of Journal
 - Timely processing of membership applications
 - Incorporating Policies and Procedures as noted in this Manual in a timely and efficient manner.
2. *Capabilities* The Secretary-Treasurer should be an Association member who is willing and able to carry out the responsibilities and be able to attend all Board of Directors' meetings and annual meetings.
3. *Compensation* The Secretary-Treasurer is paid \$/per member as of the membership roles on December 31st. The amount per member is set by the Board of Directors. The Secretary-Treasurer's expenses to attend Board of Directors and annual meetings are paid by the Association.

B. Administrative Secretary

1. *Responsibilities* The Administrative Secretary serves at the pleasure of the Secretary-Treasurer and is responsible for assisting with the administrative and financial operation of the Association.
2. *Capabilities* The Administrative Secretary must be conversant with usual office skills, including computer skills such as e-mail, wordprocessing and spreadsheets.
3. *Compensation* The Administrative Secretary is compensated either at a regular wage plus benefits or as a secretarial service at a per hour cost without benefits. The Administrative Secretary's compensation is set by the Board of Directors. The Administrative Secretary's expenses to attend Board of Directors and annual meetings are paid by the Association.

IV. Membership

A. Types/Requirements

1. *Active* A university or college degree in engineering or chemistry or such other academic disciplines as the Board of Directors considers appropriately related to the objectives of the Association; plus a minimum of three years' experience in a responsible position connected with the production of materials or equipment used in asphalt paving, in the design and/or construction of asphalt pavements or in research related to these activities. In lieu of these requirements, ten years' experience in one or more of the fields of activity defined above, including at least three years in a responsible position. Each year in a technical school may be counted as one-half year of experience.
2. *Junior* The requirements are the same as for Associate. However, a Junior member must be under 30 years of age. The Association office reclassifies Junior members to Associate members upon reaching age 30.
3. *Life* Any member is eligible to become a life member after 30 consecutive years of paying dues. Life members are exempt from dues but continue to receive the Journal.

Junior members may not hold office in the Association. All persons seeking membership must have at least one member as sponsor.

B. Application Process

Upon receiving an application properly filled out, the office sends a letter to the applicant and letters to sponsors. Upon receipt of letters of sponsorship, the office sends copies of these letters and application along with a ballot to the Board of Directors. By previous policy action established by the Board of Directors, ballots that are not returned within 30 days are considered affirmative. This is to eliminate undue delay in handling letter ballots in case one or several of the Directors were absent from their office for a prolonged time, and not to relieve them of the responsibility of returning the ballots within the 30 days if they receive the applications and have the opportunity to review them. Unanimous consent by letter ballot means that any one Director, if he questions or desires further information on the applicant, may return his ballot with either a rejection or hold indicated with the reasons thereon stated. In such cases, the office will endeavor to obtain whatever additional information is necessary and place the application on the agenda for the consideration of the whole Board at their next meeting. Upon acceptance by the Board of Directors, the office sends a letter to the applicant with a dues statement enclosed. Upon payment of the dues and entrance fee, the applicant becomes a member.

C. Resignation

Upon notification of a member's wish to resign, the office places that member's file on the agenda for the next Board of Directors meeting. The Board of Directors accepts the resignation in good standing either as of that year or as of the previous year if that year's dues are unpaid. A member who has resigned may request reinstatement without going

through the application process. A reinstated member can pay the required dues for the non-member years towards the 30-year life membership.

D. Deceased

Upon notification of a member's death, the office places that member's file on the agenda for the next Board of Directors meeting. At the Annual Meeting the names of all member's deceased since the last meeting are read aloud and a moment of silence is observed in their memory.

E. Delinquent

Dues are payable on January 1 of each year. A member is considered delinquent if dues are still owing as of June 30. A past due statement is sent to each member whose dues are owing after June 30. By previous policy of the Board of Directors, if a member's dues are still unpaid by June 30 of the following year, that member is dropped from membership. At the Annual Meeting Board Meeting the office provides the Board of Directors with a list of all members who are slated to be dropped for delinquency.

F. Honorary

1. *Selection* Nominees must have been a member of the Association for at least 15 years and shall have attended at least 2/3 of the meetings. A nominee should have been a prime author of at least 10 published technical papers concerning paving technology. Nominees for Honorary Membership must be proposed in writing by another member of the Association.

- a. Procedure The documentation provided should include the following:
- Personal data
 - A carefully worded statement about the specific achievements of the nominee.
 - Specific information and examples of the nominee's qualifications.
 - Professional biographical data.
 - Publications authored.

Election to Honorary Membership requires:

- Unanimous approval of the Board of Directors by secret ballot.
- Ratification by membership by letter ballot.

The number of Honorary Members shall be left to the discretion of the Board of Directors. Honorary Member nominations are considered at the Fall Board Meeting. If a nomination(s) is accepted, letter ballots are mailed to the general membership in the October mailing.

- b. Award Plaque and Certificate If ratified by the general membership, the Honorary Member is presented with a special plaque and Certificate prepared by the Secretary-Treasurer.
- c. Presentation is made at the Annual Banquet. A photograph of the Honorary Member along with remarks made at presentation are published in the Journal.

V. Presentation and Publication of Papers

A. Solicitation of Papers

1. *Call for Papers* By previous policy of the Board of Directors the Association no longer has a Paper Solicitation Committee. A general Call for Papers is sent out to the membership by the office as early as possible in April. The Board of Directors requires a full draft of a paper and submission date is no later than July 1.
2. *Instruction to Authors* Appendix C. The Instruction to Authors is published in the Journal and sent to any author upon request.
3. *Paper Offers*
 - a. Distribution A copy of every submitted paper is sent to each Board member for their evaluation. Copies of all papers submitted up to the Board Fall Meeting date are sent to each Board member and it is the Board's decision whether or not to accept a late-submitted paper.
 - b. Rating The office provides each Board member with a rating sheet listing all submitted papers by classification and providing for the following numeric rating system:
 - (1) Absolutely should be presented
 - (2) Should be presented
 - (3) Probably should be presented
 - (4) May be presented
 - (5) Could be presented with changes
 - (6) Should **not** be presented
 - (7) Should **not** even consider presenting

B. Selection of Papers for Presentation-Fall Board Meeting

1. *Composite Ratings by Board of Directors* Each paper is given a numeric weight based on the sum of each Board Member's rating. Papers are selected on the basis of their numeric weight.
2. *Setup of Technical Sessions*
 - a. Government Engineers' Forum The Government Engineers' Forum is usually scheduled for Sunday from 2:00 to 5:00 pm. The Second Vice-President presides and provides a summary of the Forum at the Meeting on Monday morning. The Second Vice-President decides the topics to be covered.
 - b. Workshop Session The Workshop Session is usually scheduled for Monday morning after the Annual Meeting. Papers for this session have been chosen from submitted papers or have been solicited. The Workshop Session papers are published in the Journal at the discretion of the Board of Directors. The Second Vice President chairs this session.
 - c. Symposium The topic for the Symposium Session is chosen at the Annual Meeting Board Meeting for the following year's Technical Sessions. The Symposium can be either one or two sessions. The papers

for the Symposium are solicited and published in the Journal at the discretion of the Board of Directors.

d. Technical Sessions Three or four technical sessions are established depending on whether the Symposium is one or two sessions. Four papers are chosen for presentation at each Session and a fifth can be chosen "by title only".

3. *Session Chairmen* The Session Chairmen are chosen from the Board members excepting the President. It is their responsibility to compile the reviewer comments and send them to the respective authors for changes. They also review the final 'camera-ready' copy submitted by the author by preprint deadline to determine if that paper should be accepted for publication.

4. *Reviewers* Five reviewers are chosen from among the membership for each paper. A list of previous reviewers has been developed to help facilitate this process. At the conclusion of the Fall Board Meeting, the office sends a copy of the paper along with a review form to each reviewer.

5. *Preprints* 'Camera-ready' copies must be in the office by December 1 so that paperback preprints can be completed in time to be mailed to pre-registrants. The costs of the preprints is incorporated in the annual meeting registration fee.

C. Selection of Papers for Publication

1. *Summary of Reviews* The reviews are sent to the Session Chairman who then determines the changes the author(s) should make and informs them of the reviews.

2. *Procedure* After the review procedure and notification to author(s), determination is made if the paper is to be published in the Journal.

a. Session Chairman The Session Chairman makes this determination of the papers in that session.

b. Board of Directors The decision of the Session Chairman is then ratified by the Board of Directors.

VI. Journal

A. Publication

1. *Bids* Directly after the Annual Meeting the office solicits bids from various publishers for the Journal. Upon receipt of these bids the Secretary-Treasurer makes his recommendation to the Board. This recommendation is based not only on cost factors but also on the publisher's ability to deliver a quality product.
2. *Order* The number of copies ordered is based on previous year's history. The Secretary-Treasurer makes this history known to the Board of Directors who then make the decision on the amount of the order.

B. Manuscripts of Papers

1. *Editing*
 - a. Manuscript. The Secretary-Treasurer edits all manuscripts for typographical, grammatical and content errors and these corrections are done by the typographer.
 - b. Figures/Tables In editing the manuscript, it is necessary to check that all references to figures and tables in the text correspond to the figures and tables.
2. *Discussions*
 - a. Recording All discussions at the Annual Meeting are recorded and transcribed by the office. This should be completed no later than May 15.
 - b. Editing Each discussor is sent their portion of the transcription for editing with the date it should be returned to the office. Each author is given the complete transcript of the discussions relating to their paper for editing and the opportunity to add an Author's Closure.
 - c. Prepared Discussions Anyone who offers a prepared discussion is asked to supply the office with a hard copy of the discussion and/or a computer disk. The author is sent a copy of the prepared discussion for comments.
3. *Proofreading* This is only necessary when the typography has been done without using the author(s)' computer disk.

C. Organization

1. *Table of Contents* The organizational structure of the Journal is as follows:
 - Title Page
 - List of all Volumes that have been published/Copyright page
 - List of W.J. Emmons award winners
 - List of Honorary Members
 - Photograph of Board of Directors and guests from that Annual Meeting
 - Photograph of that year's Honorary Member, if any, and Honorary Member's remarks

- Obituary, if necessary
- Table of Contents
- Technical Sessions
- Workshop Session
- Symposium Session
- Suggestions to Authors
- Instruction to Authors
- List of Officers and Members
- AAPT Constitution and By-Laws
- Application for Membership
- Index of Authors and Discussors

2. *Index of Authors and Discussors* When the page numbers are known, the office makes an alphabetical list of all authors and discussors with the page numbers that their papers and/or discussion remarks may be found.

3. *Five-year Index* An index of the previous five years publications is included in Volumes 54, 59, 64, etc. This index is by subject and author. The subjects are:

- Asphalt Properties
- Aggregates
- Soils and Soils Stabilization
- Stability and Failure Mode Testing
- Pavement Mix Design
- Structure Design and Pavement Performance Evaluation
- Pavement Construction
- Asphalt Emulsion
- Recycling, Rehabilitation and Pavement Management
- Effect of Additives on Asphalt Properties
- Miscellaneous

An index by both subject and author from 1980 forward is kept current by the office.

D. Sale of Journal

1. *Pricing Schedule* By previous Board of Directors policy there are no sale prices of any of the remaining Journals. Journals are sold at the prices established at publication.
2. *Distribution* All previously published Journals are sold based on orders sent to the office.
 - a. Members in good standing All members whose dues are current receive a copy of the Journal mailed directly from the publisher.
 - b. Ordered copies All standing orders and pre-ordered copies are mailed directly from the publisher. The office sends invoices separately.
3. *Inventory* The office keeps an inventory showing balance as of the last physical inventory, amount sold, balance on hand, cost per book, sale price per book. The inventory is not listed on the balance sheet since the Journal is budgeted as an expense.

VII. The Annual Meeting and Technical Sessions

A. Sites

1. *Annual Meeting and Technical Session Requirements* The hotel selected must be able to accommodate a meeting room, set classroom style, for 350. Banquet facilities for 400, accommodations for 275 rooms, and enough meeting rooms to accommodate the Engineers Forum, Presidents' Breakfast, Authors' Luncheon and Spouses' continental breakfasts.
2. *Selection of Potential Sites (Criteria)* Meeting sites are chosen approximately three years ahead in order to ensure the hotel space for the chosen meeting dates. At the Fall Board Meeting three or four cities are chosen as possible sites for the meeting three years from the next (e.g. 2003 Fall Board Meeting chose sites for 2006 Annual Meeting). The office solicits proposals from hotels in these cities and presents these proposals to the Board at their next meeting.
3. *Final Selection Procedure* From this information the Board selects one of these cities to be the meeting site. The hotel is then chosen based on a site visit and/or quality of proposal.

B. Registration

1. *Policy* The Annual Meeting and Technical Sessions are open to all who wish to attend both members and non-members. Non-members are particularly encouraged to attend as this is often a way to attract new members. Membership applications are available at the meeting.
2. *Fees* The fees are set by the Board of Directors at the Fall Board Meeting for the following Annual Meeting. The fees are set based on the income/ expense report from the previous meeting. Attendance fees include a banquet ticket and a set of preprints. Fees for additional preprints or banquet tickets are also set at that time. By previous Board policy refunds are not given to those who do not wish a set of preprints or a banquet ticket. However, those who have been invited to be guests of the Association at the banquet are charged fees less the banquet ticket price. By previous Board policy the President of CTAA is an invited guest of the Association at the Annual Meeting and Technical Sessions. Spouses' registration fees include a banquet ticket.
 - a. Pre-registration To encourage attendees to pre-register, the fees at the Meeting are set \$30 higher both for member and non-member fees. Cut-off dates are established by the Secretary-Treasurer for pre-registration and refunds.
3. *Procedure* The Administrative Secretary is responsible for pre-registration and the registration table at the meeting. This person is also responsible for a list of attendees and a spouses' list which are made available on Tuesday afternoon. It has been past policy that the newly elected Directors-at-Large help at the registration desk, as needed, during the meeting.

- a. Pre-registration Registration packets are made available at the meeting for all who have pre-registered to minimize the time they need to spend registering.
- b. Schedule at Meeting The registration table is open from 4:00 pm to 7:00 pm on Sunday and 8:00 am to 3:00 pm Monday through Wednesday. A telephone is provided and it is the responsibility of the Administrative Secretary to see that there is someone at the registration table at these times. The registration table is also used as the message center.

C. Finances

- 1. *Income* It is the responsibility of the Administrative Secretary to see that the income from the Annual Meeting is tracked in such a manner so as to easily determine the breakdown of this income.
 - a. Fees Although a set fee is charged, this fee is broken down to meeting fee, banquet, preprints and spouses.
 - b. Sponsorship Sponsorship income is kept separately by name of sponsor. Sponsors are listed in the program (all those known at time of printing) and special signs and/or PowerPoint presentation are made and displayed throughout the Annual Meeting, Technical Sessions and activities associated with the meeting. It has been found effective for the Board of Directors to raise the sponsorship monies. A list of potential sponsors is prepared for the Fall Meeting with each Board member responsible for contacting a potential sponsor.
- 2. *Expenses* It is the responsibility of the Administrative Secretary to see that the expenses of the Annual Meeting are tracked in the following manner:
 - a. Past Presidents' Breakfast
 - b. Authors' Luncheon
 - c. Spouses' Activities These expenses include tours, continental breakfast and gift.
 - d. Banquet These expenses include the social hour, meal and entertainment.
 - e. Sunday Social Hour
 - f. Administrative Secretary's Expenses
 - g. Secretary-Treasurer's Expenses
 - h. President's Expenses
 - i. Other Expenses These expenses include audio/visual, programs, registration desk, sponsorship signs, attendance lists and any other expenses.
 - j. Preprints This expense includes the cost of printing and the postage for mailing.

D. Schedule of Events

- 1. *Government Engineers' Forum* This is held Sunday 2:00 to 5:00 pm. Usually chaired by the Second Vice President
- 2. *Sunday Evening Reception*; held on Sunday from 5:30 to 7:00 pm. Hors d'oeuvres are offered and there is an open bar (hosted or cash depending on the level of sponsorship).

3. *Annual Meeting*; scheduled on Monday 8:45 to 10:00 am. Chaired by the President.
4. *Workshop Session*; scheduled on Monday morning after Annual Meeting. It has traditionally been for more practical topics.
5. *Technical Sessions and Symposium*; held on Monday afternoon, Tuesday and Wednesday.
6. *Authors' Luncheon*; scheduled on Monday 12:00 to 1:30 and usually attended by approximately 50 persons.
7. *Past Presidents' Breakfast*; scheduled on Tuesday or Wednesday 7:30 to 9:00 and usually attended by approximately 25 persons. It is hosted by the immediate Past President and sponsored by the Association.
8. *Banquet*; Tuesday from 6:00 to 9:00 PM.
 - a. Reception A social hour is held from 6:00 to 7:00. The bar can be hosted or cash depending on the level of sponsorship.
 - b. Menu The menu is chosen by the President in consultation with the Secretary-Treasurer and/or Administrative Secretary. In the past a choice of two entrees has been offered.
 - c. Entertainment The entertainment is chosen by the Local Arrangements committee and is usually from the area.
 - d. Agenda At 7:00 PM all those being seated at the head table (two or three tiers as necessary) line up in seating order and walk in file to the head table thereby officially starting the banquet. The head table is made up of the Board of Directors and their spouses; the Secretary-Treasurer and spouse; newly elected Honorary Member (if any) and spouse; new Award of Recognition recipient(s), if any, and spouse(s); Local Arrangements Committee and spouse(s); new life membership members and spouses; and the CTAA President (or representative) and spouse. At the beginning of the program it is traditional for the President to introduce the following:
 - Head Table
 - Past Presidents
 - Life Members
 - Honorary Members
 - Foreign attendees by country
9. *Spouses' Activities* These have been part of the Annual Meeting and Technical Sessions for many years and are subsidized by the sponsorship monies.
 - a. Hospitality Room A Continental breakfast for Monday, Tuesday and Wednesday is arranged.
 - b. Tours These are planned by the Local Arrangements Committee and/or office.
 - c. Memento A gift (something representative of the area) is chosen by the Local Arrangements committee. Any extras are sold at the registration table for cost.

E. Local Arrangements Committee

A Local Arrangement Committee is formed from members living near the meeting site. It has proven effective in the past for the Secretary-Treasurer to ask one member to be the Chairperson of the Committee giving that member the list of other members in the vicinity and have him choose the rest of the Committee. The Local Arrangements Committee is primarily responsible for:

- Arranging for photographer
- Arranging for local celebrity to give Welcoming Address at the Annual Meeting
- Arranging for local entertainment for the Banquet
- Helping to arrange local tours for Spouses' Activities
- Choosing spouses' gift
- Contacting potential local sponsors

F. Preprints

1. *Format* A preprint CD will be prepared including all papers to be presented
2. *Distribution* The preprint CDs will be mailed to pre-registrants and the remainder are sent to the hotel to distribute at the meeting.

G. Photo Album

The photo album is the responsibility of the Second Vice-President. One or more of the Board members takes pictures at the Annual Meeting and it is the Second Vice President's responsibility to choose among these photographs which are to go into the journal CD as a permanent record of that year's Annual Meeting.

VIII. Board of Directors

A. Definition

The makeup of the Board of Directors who govern the Association is defined in the Constitution (Article IV) and the By-Laws (Article I and II).

B. Duties

The primary duties of the Board of Directors are as follows:

- Choose papers, paper reviewers, and session chairmen for Annual Meeting and Technical Sessions
- Appoint Award Committee members
- Appoint Nominating Committee members
- Choose Annual Meeting sites
- Elect Honorary Members
- Choose Award of Recognition recipients
- Oversee Association financial matters
- Set meeting registration fees, Journal price and propose dues increase to general membership.

The traditional duties of the incoming Second Vice-President and incoming Directors-at-large are as follows:

- The incoming Second Vice-President is responsible for taking all candid photos at the meeting for the photo album. He/she is then responsible for the photo album for the coming year. The Second Vice-President is also responsible for the next Government Engineers' Forum and Workshop including chairing those sessions.
- The incoming Directors-at-Large are asked to attend the Board Meeting (although they do not have a vote) and to help with registration during the meeting.

C. Election

1. *Nominating Committee* By previous Board policy the Chairman of the Nominating Committee is the Past President leaving the Board. The Board then chooses additional members to also serve. The Nominating Committee must get acceptance from the First Vice-President to run for President; from the Second Vice-President to run for First Vice-President; from the Directors-at-Large to run for Second Vice-President; and from at least five members to run for Directors-at-Large. It is the responsibility of the Nominating Committee Chairman to submit a report to the Board prior to the Fall Board Meeting listing the slate of candidates for the ballot. The Nominating Committee Chairman must also provide the office with a short biography of the candidates running for Directors-at-Large.
2. *Distribution of Ballots* A ballot listing all candidates is sent to the general membership in the December mailing with a return date no later than 30 days

before the next Annual Meeting. It has been the policy to invite the two newly elected Directors-at-Large to the Annual Meeting Board Meeting although they do not have voting privileges.

3. *Canvas of Ballots* It has been usual for the Secretary-Treasurer to choose the Ballot Tellers since it is more convenient if they are in the vicinity of the office. The following are the regulations governing the canvas of ballot:
 - Do not count the President's ballot unless there is a tie.
 - Do not count a ballot if more than two Directors-at-Large are indicated.
 - Do not count a ballot if more than one Second Vice-President is indicated.
4. *Notification of Nominees* All nominees should be notified as soon as possible after the Canvas of Ballots. The newly elected Directors-at-Large need to be notified in order to make arrangements to attend the Board of Directors meeting.

D. Meetings

1. *Purpose* The Board of Directors meet to conduct the matters of the Association and to perform those duties as set down in VIII.A.
2. *Schedule* The Board of Directors meets twice a year; the Saturday before the Annual Meeting at the meeting site hotel and again in the fall. At the Annual Meeting Board Meeting a Fall Board Meeting site and date are chosen. These are chosen based on the availability of all Board members to attend. The Board is required to meet at least twice per year but may meet more often as necessary.
3. *Agenda* Any Board member may ask for an item to be placed on the upcoming meeting agenda. The Secretary-Treasurer is responsible for seeing that the agenda (with attachments) is sent to the Board members at least 30 days before the meeting. Typical agendas are included in the Appendix.

IX. Awards

A. Best Paper at Annual Meeting (Walter J. Emmons Award)

1. *History* The following is a history of the Walter J. Emmons Award for the best paper presented at the Annual Meeting and Technical Sessions.

Board Meeting December 1-2, 1943; Director-elect Zapata suggested that a prize be offered for the best paper presented at a Technical Session. He was authorized to see what he could do in obtaining support for such a project. Mr. Zapata carried out the project quite some distance and did secure promises of financial support. Pressing activities of the wartime period side-tracked it and it was not carried out.

Board Meeting February 13, 1949; Accepted \$25 given by anonymous member to be awarded to author of the best paper presented at the 1949 meeting and to be known as Victor Nicholson Award. Money returned to donor in 1950 when recipient could not accept it due to company rules.

Board Meeting February 14, 1949 and Annual Meeting February 15, 1949; Board recommended submission to letter ballot the following action on Annual Awards: Letter ballot reported at Annual Meeting February 6, 1950, passed 141 to 7, "An Annual Award shall be given for the best paper presented at each Annual Meeting. The Award shall be made at the discretion of the Board of Directors of the Association and shall be in such form as they choose to designate."

Board Meeting February 5, 1950; Resolution, "There shall be established the Association of Asphalt Paving Technologists Award for the best paper presented at each Annual Meeting. The Award shall be made in the form of a suitably inscribed certificate. The Board shall act as the Committee vested with the duty of making the selection.

Resolution: Resolved that this Award shall not preclude the possibility that future awards may be made at the discretion of the Board, and that the Board may accept from donors such sums as they may offer to establish future awards in the field of the Association's activities.

2. *Selection*

- a. Committee Although originally the Board acted as the award committee, by subsequent Board policy an Awards Committee was established to consist of six members to serve for three years. Ideally the Committee is arranged so that each year there are two members serving their third year, two their second and two their first. One of the two members serving their third year is asked to act as Committee Chairman. The Board chooses two members to be asked to serve on the Committee and two alternates to be asked if necessary. Occasionally one of the existing Award Committee members is unable to continue serving (one reason being that member is an author/co-author of a paper being considered) and in that event one of the alternates is asked to serve. The Award Committee is chosen by the Board at the Fall Board Meeting and the

Committee Chairman submits the report to the Board prior to the next Fall Board Meeting.

- b. Procedure The procedure for appraising papers and reaching agreement on the final section for the AAPT Annual Award consists of the following steps in order:
 - i. Initial Perusal Scan all papers and place them in one of the following categories:
 - Category A. Apparently meeting the basic requirements of the award with respect to subject matter and its presentation.
 - Category B. Less impressive, or the Award Committee member is uncertain of the paper's merit because of its specialized subject matter.
 - Category C. Unworthy of further consideration.
 - ii. Initial Study Rating of all A and B papers employing the attached "Criteria for Evaluation of Papers for the Annual Award".
 - iii. Initial Comparison Each member of the Award Committee circulates the results of his/her own ratings to the other committee members. All papers unanimously falling into the C category are discarded from further consideration.
 - iv. Review Each member of the Award Committee reviews and reappraises all papers given A or B rating by all or a majority of the other committee members.
 - v. Consultation Following this review, members will consult with each other, discuss most meritorious papers, and present arguments in favor of their individual choices.
 - vi. Final Poll After consultation, an attempt will be made to reach agreement on a final choice. If this fails, further appraisal and consultation will continue until a final poll results in selecting of the paper for the Annual Award.
 - c. Notification The winners are notified by the Secretary-Treasurer and informed that they will be honored at the next Annual Meeting.
2. Award The winners of this award are mentioned in the program and are honored at the Annual Meeting. Their names are added to the list of winners published in the Journal.
 - a. Plate(s) The Secretary-Treasurer arranges for plates to be made for all authors and co-authors of the winning paper.
 - b. Certificate(s) The Secretary-Treasurer arranges for certificates to be made for all authors and co-authors of the winning paper.

B. Award of Recognition (Directors' Award)

1. History In 1972 the Board of Directors spontaneously decided to honor Mr. William Campen for his contributions at the AAPT Technical Sessions. Over the years he had attended many meetings and offered many discussions to clarify various presentations. Also, he had never been on the Board of Directors. Mr. Campen was very ill and the Board wished to honor him for his work.

A resolution was prepared to be read at the Annual Meeting and the Banquet. In subsequent years awards were made to Charles Parker and E.T. Hignell in 1973 and 1974.

After the untimely death of Mr. John Goshorn from Columbus, Ohio a memorial was given in his honor. This money was used to set up the Directors' Fund which is used to pay for plaques presented to recipients of the Award of Recognition since 1975. The fund has been increased using money from the sale of preprints before they were provided with registration. Some money has also been donated from the general funds. The list of Award recipients is included in the Appendix.

2. *Selection* The Board of Directors at the Fall Board Meeting chooses one or more members to be recipients of the Board of Directors Award of Recognition.
 - a. Procedure The following guidelines are used (not all have to be met)
 - A long time member who has not received other recognition or honor by AAPT.
 - A member for 20 years or longer.
 - Substantial attendance at meetings.
 - Has served on various AAPT Committees or performed other assignments.
 - Participated in floor discussions at technical sessions extensively.
 - Has presented technical papers at AAPT meetings.
 - Enjoys wide respect among the AAPT membership.
 - b. Notification The winner(s) are notified by the Secretary-Treasurer and informed that they will be honored at the next Annual Meeting banquet.
3. *Award Plaque* The Secretary-Treasurer arranges for an award plaque(s) to be made.
4. *Presentation* The award plaque is presented to the winner(s) by the President of the Association at the annual meeting banquet.

C. Scholarships

1. *History* In March 1988 the Association received a contribution from Chicago Testing Laboratory in the amount of \$15,000 to establish a scholarship fund in memory of Ward K. Parr. These funds were put into a Certificate of Deposit and a savings account was started for the interest earned. It was intended to give scholarships from the interest. The membership was also encouraged to make contributions to this scholarship fund from their dues statement. The Association later received a contribution from James A. Scherocman in the amount of \$100 to establish an AAPT scholarship fund. Subsequently, \$10,000 from general funds was put into a Certificate of Deposit for this AAPT scholarship fund and a savings account was started for the interest earned and contributions.

In March 1989 a committee made up of the three immediate past presidents was set up by the Board to administer the funds. This committee was Charles Potts, Richard Smith and Byron Ruth. Past President Richard Root was also included.

At the February 1990 Board meeting Past President Potts presented the Board with a proposed review procedure for consideration.

In February 1992 a new committee made up of the two past presidents Lawrence Santucci and James Scherocman and current president Gale Page was set up to review the procedure from the previous committee and set up criteria for selection. This was done at the September 1992 Board Meeting and the resultant scholarship application form can be found in Appendix F.9.

Two \$1,500 scholarships were awarded in 1993 (one to be considered 1992) and one per year has been awarded thereafter.

2. *Selection* The scholarship application form is sent out in the general December mailing. Applications received by May 1 are sent to the Board of Directors for their consideration. Board members have until July 1 to send their ratings to the office. These ratings are a simple 1, 2, 3, 4, 5, etc. with 1 being the preferred. The applicant with the lowest rating is the recipient of the award and is notified by July 15.
3. *Criteria* The following should be used in making the selection:
 - a. Involved in a study appropriate to asphalt and/or asphalt mix related.
 - b. Commitment to pursuing a career in the asphalt technology area.
 - c. Extra curricular activities.
 - d. Academic achievements.
 - e. Financial need.

X. Finances

A. Budget

1. *Proposed* It is the responsibility of the Secretary-Treasurer to present the Board with a proposed budget for the following year at the Fall Board Meeting. By previous policy of the Board of Directors the Association is attempting to accumulate a reserve equivalent to a one-year budget for stability. The budget should reflect this increase in savings. The Board uses the budget in determining dues increase and setting Annual Meeting registration fees.
2. *Approval Procedure* After discussion of the budget and/or modifications, the Board votes to approve. The budget is reviewed at the next Board meeting.

B. Income Statement/Balance Sheet

1. *Format* The format as shown in Appendix F is that which has been approved by the Board.
2. *Policies* The office under the direction of the Secretary-Treasurer must maintain a bookkeeping system sufficient to provide the Board of Directors with semi-annual income statements and balance sheets. An outside accounting firm is retained to file the Association income tax and to provide year end statements.

C. Dedicated Funds

1. *Emmons* This fund was established to provide funds for the costs of the plaques given to the winners of the Walter J. Emmons Award.
2. *Directors* This fund was established to provide funds for the costs of the plaques given to the recipients of the Directors Award of Recognition.
3. *Scholarship Funds* There are two scholarship funds established: Ward K. Parr and AAPT Scholarship fund. The interest on these funds is used to provide annual scholarships.

D. Fixed Assets

1. *Furniture/Computer Hardware/Computer Software* Any item with a cost of more than \$300 is an asset item. The office under the direction of the Secretary-Treasurer is responsible for keeping a depreciation table of all asset items.

2. *Depreciation Policy* The Association uses the standard 60 month depreciation schedule on all items.

E. Facilities

1. *Office* The Secretary-Treasurer is responsible for establishing an office sufficient for the carrying out of the Association business. This can be either at a University or elsewhere.
 - a. Rent The budget shall reflect this expenditure.
 - b. Communications The Secretary-Treasurer is responsible for providing a telephone system sufficient for Association business.
 - c. Copies/Fax The Secretary-Treasurer is responsible for the office having the use of a copier and fax or placing these items on the agenda for purchase.