

**BYLAWS**  
**OF**  
**WESTERN ALLIANCE FOR**  
**QUALITY TRANSPORTATION CONSTRUCTION (WAQTC)**

**ARTICLE ONE**

**NAME, PURPOSE, & BENEFITS**

The name of this organization is the Western Alliance for Quality Transportation Construction (WAQTC). Participation in this organization is voluntary; however, the membership recognizes the advantages of a unified effort leading to significant accomplishments.

WAQTC is focused in three main areas; standardizing test methods (WAQTC, AASHTO, & ASTM), accreditation of sampler / testers through the Transportation Technician Qualification Program (TTQP), and working together on national programs of significance including research, training, and technology deployment.

The organization's purpose is displayed by the following mission statement.

**Provide leadership in the pursuit of continuously improving quality in transportation construction.**

**Through our partnership, we will:**

- **promote an atmosphere of trust, cooperation, and communication between government agencies and the private sector**
- **respond in a unified and consistent manner to identified quality improvement needs and new technologies that impact the products that we provide**
- **provide a forum to promote uniform test standards**
- **provide highly skilled, knowledgeable materials sampling and testing technicians**
- **provide reciprocity for Qualified testing technicians between accredited Agencies**

Agencies with membership in the WAQTC have received large cost savings in the development and maintenance of the TTQP training materials. This cost savings is accomplished through a sharing of personnel, while reducing materials duplication.

Partnering that takes place at both the executive and technical levels supplies each agency with needed data exchanges and valuable feed back of agency program management. In today's environment of doing more with less and with the loss of knowledge through retirement the sharing of technical expertise is critical.

With a limited work force, more requirements have been added to the contracting community. By

having regional programs the contractor has a savings in both time and money when working with multiple agencies.

## **ARTICLE TWO**

### **ORGANIZATIONAL STRUCTURE**

- Executive Committee
  - Contributing Member
    - Accredited Contributing Members
  - Advisory member
  - Guest
- Transportation Qualification Program (TTQP) Committees
  - Qualification Advisory Committee (QAC)
  - Agency Qualification Committee (AQC)

## **ARTICLE THREE**

### **EXECUTIVE COMMITTEE**

Section 1. Structure. This committee is responsible for the mission, objectives, structure, policy decisions, the direction of the WAQTC, and other programs as may be undertaken in the future.

The committee is broken into two distinct membership groups: contributing members, with the subgroup of accredited contributing members; and advisory members. Membership will be comprised of at least one representative from a member organization. All members will have the responsibility of involving themselves in the operation and direction of the organization. Only in areas where consensus cannot be reached and a vote is required will the added burden of voting fall on contributing members.

Agencies that have agreed to follow the standards of the TTQP accreditation program will have the status of Accredited Contributing Membership on the Executive Committee.

Additional members such as suppliers, producers, the construction industry, consultants, academia, or FHWA Division office staff may serve as advisory members.

Section 2. Increase or Decrease in the Committee. A simple majority of the Committee membership may increase or decrease the membership at any meeting of the Committee.

Section 3. Term of Membership. Members may participate on the Committee for whatever period is designated by their Agency, or dictated by job function or business requirements. For the sake of

uniformity and mission accomplishment, it will be expected that only those that can serve for longer than one year will be appointed. When a member leaves the Committee, the member Agency will appoint a replacement, either temporary or permanent, within two weeks.

Section 4. Meetings. The Committee will meet at least once a year at a location as agreed to by a majority of the Committee or required by the business at hand. Other meetings may be held as required to fulfill the mission, administer a task, or at the request of any Committee member. Business may also be conducted through E-mail, conference or video calls, or other such means agreed to by the participant Agencies.

Section 5. Subcommittees. The Committee may appoint subcommittees which will have and exercise such powers that the Committee vests in them to accomplish an assignment. As noted previously, non-Agency parties may be asked to serve on these subcommittees in an advisory capacity. A majority of any such subcommittee may fix the time and place of its meetings and approve any action as the act of the subcommittee, if approved by the Committee to do so. Any subcommittee, appointed by or acting under the Committee, may develop its own general operating rules or procedures as required to accomplish their task as long as they are in harmony with the mission of the WAQTC.

Section 6. Quorum and Voting. It is the goal of this organization that all decisions are reached by a consensus of the members. At such time that the membership decides that a vote of the membership is appropriate, the following criteria will apply. A majority of the contributing members of the Committee or any subcommittee, acting at a meeting duly assembled, will constitute a quorum for the transaction of business. Each contributing member Agency will have one vote irrespective of the number of members it has on the Committee or any subcommittee, except the FHWA members who will serve as ex officio and will not take part in voting. Only those members on the Executive Committee recognized as Accredited Contributing Members shall have a single vote on all operational matters of the TTQP.

If a member of the Committee, or any subcommittee, cannot be present for a meeting, that Agency may appoint a replacement provided that the replacement has the authority to vote the Agency's position. When less than the total WAQTC Agency membership elects to enter into a project agreement in pursuit of an outcome that supports the mission, only those participating members will have voting rights concerning that particular project. The input of the non-participatory members will be considered in all decisions.

Section 7. Goals and Action Plans. The goals, and associated action plans, of the WAQTC may be altered at any meeting provided that all Agencies have been given the opportunity for input and have been apprised that it is the intent of the Committee to alter these documents at such a meeting.

## **ARTICLE FOUR**

### **OFFICERS**

Section 1. General. Officers of the WAQTC will be elected from the membership of the Committee. There will be no designated term of office, but for consistency and mission accomplishment it is expected that they will serve for a period of not less than one year. Other subcommittees, appointed by the Committee or acting under the Committee, may appoint the number and type of officers as required to accomplish their assigned or designated task. It is agreed that all member Agencies will share equally in these duties.

Section 2. Chairman. The Committee may elect a Chairman. The Chairman may have such additional powers and responsibilities as may from time to time be vested in him/her by the Committee. In general, the Chairman will be responsible for the continued focus on the accomplishment of the mission, retaining participation of all Agencies, and will take the lead in matters of major decision.

Section 3. Coordinator. The Coordinator will be elected from the Committee membership and will be responsible for such actions, as meeting coordination, preparing agendas, the smooth operation of meetings and successful conduction of business, and such other responsibilities as directed by the Chairman.

Section 4. Recorder. The Recorder will be elected from the Committee membership and will be responsible for recording the major points, decisions, and action items during Committee meetings, distributing these to members, and accumulating and maintaining all such notes, or related materials, for future reference.

Section 5. Resignation. Any officer of the Committee may resign at any time provided that two weeks notice is given. A replacement may be elected, or the Chairman may appoint a temporary or permanent replacement.

## **ARTICLE FIVE**

### **ADMINISTRATIVE FUNCTIONS**

Section 1. Administration of Tasks. It is agreed that each member Agency will share in the various administrative duties or committee tasks that are required in the support of the mission of the WAQTC.

Section 2. Funding. The entire membership, or division thereof wishing to participate, may enter into project agreements in support of the mission of the WAQTC. Participation in such projects is voluntary taking into consideration such factors as return on investment. Funding for projects, or other undertakings that support the mission, will be on a basis as agreed to by the member Agencies participating in that project. Business will be conducted through whatever mechanism is most advantageous such as: pooled fund studies, task reimbursement, or other inter-

Agency agreements. The appropriate agreement will be drawn for the task at hand. This document will lay out the reason for the agreement and desired outcome, the projected cost, the amounts that each Agency will contribute and in what form, and the responsibilities and expectations of each party to the agreement.

## **ARTICLE SIX**

### **EMBLEM**

The emblem of the organization will be diamond shaped, bearing the inscription WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION (WAQTC), and having an illustration of mountains bordered by graphical designs. The emblem may be placed on all products that result from the efforts of the WAQTC or that fall under its leadership.

## **ARTICLE SEVEN**

### **CHANGES TO BYLAWS**

These bylaws may be altered, amended, or repealed and new bylaws adopted at any meeting of the Committee. Furthermore, all Agencies must have been made aware of the intended change and given the opportunity to comment or be represented at that meeting.