

**By-laws for:  
The Wisconsin County Highway Superintendents and  
Foremen Association**

**Preamble**

These by-laws shall supersede all previous by-laws and amendments. Robert's Rules of Order shall govern the proceedings of the organization.

**I. DEFINITION OF WCHSFA**

The WCHSFA is a nonprofit organization created for the benefit of county highway superintendents and foremen.

**II. PURPOSE OF WCHSFA**

A. To promote the exchange of information among WCHSFA members. B. To plan annual conference.  
C. To recognize members for years of service and retirement. D. To promote legislation beneficial to the organization

**III. ORGANIZATIONAL STRUCTURE/OFFICERS**

At the general session on Friday morning the President moves to Past-president, Secretary-Treasurer moves to President, Vice President moves to Secretary-Treasurer. The 2nd Vice President is dropped. The new Vice President shall be a "representative from the new host county .The 2nd Vice President shall be a representative from the co-host county.

**A. President**

**1. Duties**

- a. During the year, preside over meetings and assist new officers wh8;n required.
- b. Inform WCHSFA of legislation impacting members.
- c. Attend "Officer's Dinner" Wednesday night at the conference.
- d. Sign recognition awards
- e. Preside over Thursday evening's activities.
- f. 'Preside at Friday's General Session. After the gavel presentation you have completed your duties.

## B. Secretary/treasurer

### 1. Duties

- a. Pay all remaining bills. Balance treasury report and transfer funds to new Vice President NO LATER THAN JANUARY 1.
- b. Send a copy of the treasurer's report to WISDOT and all WCHSF officers.
- c. Write thank-you letters to all people who had a part in the convention.
- d. Assist Vice President when called upon.
- e. Attend Officer's Dinner Wednesday night at the conference.
- f. Sign awards and help with the passing out of the awards on Thursday evening.
- g. At Fridays General Session, read minutes of previous year's meeting, including Treasurer's report.
- h. Present Gavel and block to out-going president just before General Session adjournment.

## C. Vice President/Conference Coordinator

### 1. Duties

- a. Serve one year term
- b. Coordinate the conference activities for his/her host county along with the 2nd Vice President.
- c. Set a time table for the coming year for conference planning purposes
- d. Set up tentative budget for conference. e. Set registration fees
- f. Confirm conference site
- g. Oversee and assign responsibilities for all conference preparation duties, including spouse activities.
- h. Meet with WIDOT representatives as to the department's role in the conference.
- i. Coordinate with his/her Highway Commissioner to write to the other 71 counties urging their commissioner to send superintendents and foremen to the conference and briefly outline the workshop activities in early August.
- j. As soon as association money is received from newly elected Secretary- Treasurer, deposit it in a non-interest bearing checking account. Have a co-signer on the checking accounts and have checks printed.
- k. Prepare conference program, forward to Coordinator to have State print them. Prepare condensed schedule of events and forward to have the State print them also. Allow plenty of time for the printing process.

- l. Contact and work with WCHSFA-Expo committee, coordinating plans with motel and exhibit set-up personnel.
- m. Attend Wednesday night "Officer's Dinner" at the conference. Prepare and present a check for \$25.00 to each officers and coordinator (5 @ \$25.00) Money to be taken from WCHSF A funds.
- n. Assist with handing out awards and door prizes Thursday evening and Friday, as well as in the exhibit areas.
- o. Take attendance at all workshops.
- p. Arrange for a bar set up (cash bar) at the dance Thursday evening.
- q. Arrange for a band.
- r. Friday morning, General Session, record roll call of meeting. Furnish roll call sheets and assist with taking minutes.
- s. Purchase gavel and block for presentation at the General Session. Coordinator has been purchasing this and will continue to do so if wanted. (Money comes from WCHSFA funds)

#### D. 2nd Vice President

##### 1. Duties

- a. Help coordinate conference with Vice President
- b. Assume Vice President's duties in the event he is unable to fulfill them.
- c. Attend Wednesday night Officer's Dinner" at the conference.

#### E. Succession of Officers

##### 1. Progressions

- a. At Friday's meeting the President-elect becomes the resident for the balance of the year through Friday's meeting the following year.. .

##### 2. Officer Vacancy or absence

- a. During an officer vacancy or absence the association would call back the previous officer in that position at the same per diem as present officer.

### IV. WIsDOT

A. The Department shall support the Wisconsin County Highway Superintendent's and Foreman's Association (WCHSFA) annual meeting. The purpose of this conference shall be two-fold.

- 1. To promote the exchange of information among (WCHSFA) members through informal discussion and formal information presentation and conference workshops.

2. To recognize members for years of service and retirement.

#### B. Annual Awards

1. Years of Service Awards -The Department will prepare annual certificate awards for Association members with 25, 30, 35, 40 and 45 years of service with a County Highway Department when requested by the WCHSFA. This shall be a Department award at the annual meeting, complemented with a years of service pin.

2. Retirement Awards -The Department will prepare annual certificate awards for Association members who retire during the current year when requested by the WCHSFA. This shall be an Association award prepared by the Department for signature by the WCHSFA's officers.

#### C. Printed Materials

1. Address Lists: The department will update existing address list computer files using information received from the WCHSFA.

2. Pre-registration Materials: The Department will prepare or update existing computer files to create pre-registration, annual meeting announcements, and may assist with other materials as requested by the WCHSFA.

3. Annual Meeting Materials: The Department shall update the annual meeting book computer files using information received from the WCHSFA and print the book as requested by the Association. Other annual meeting materials may be prepared and printed by the Department (i.e. programs etc.)

4. Two months before the conference send out all the housing and registration forms, along with a condensed activity form, .. pre-pre-registered drawing cards which make them eligible for the pre-pre-registered drawing if they pre-register before the deadline.

5. Host county and WisDOT will prepare cover for banquet booklet, condensed activity form and program and program cover.

#### D. Program Planning Assistance

1. The Bureau of Highway Operations will assist in arrangements for speakers and presentations at the informational workshops. The WCHSFA officers shall have final approval authority of all speakers. All speakers shall be exempt from any costs of attending the conference. Minimal travel costs and speaking fees may be paid from the conference revenues.

2. A Bureau of Highway Operations representative will be available to participate in the awards ceremony.

3. The Bureau of Highway Operations should be provided with copies of any committee minutes to be informed and assure others that a quality program will be offered.

#### E. Special Provisions

**Machinery and Technology Exhibition:** The Department recognizes that the exhibition is planned by a consultant contractor as part of the annual meeting at no cost to the WCHSFA. All costs of the exhibition are covered by charging an exhibit rental fee.

**Documentation:** Following the convention, the WCHSFA shall notify the Bureau of Highway operations of the first planning meeting for the following years convention. Annually, on or about April 1 of each year, the WCHSFA committee should also hold a meeting with the State to coordinate mailings and workshop activities.

### **V. ANNUAL CONFERENCE**

Conference shall be held once a year during the early fall season, over a period agreed upon by the WCHSFA and the State.

#### A. Planning/Set-up

##### 1. Host Approval

a. The WCHSFA president shall notify the County Highway Commissioner in writing that his or her county has been selected to host the annual conference. This letter shall be an absolute guarantee that the WCHSFA will not change this award. The host county must provide a similar chairman.

b. The conference chairman shall select a co-host county

##### 2. Host commitment

a. The convention industry is concerned with the cancellation of any conference; however the greatest concern is the transfer of a conference from one facility to another after an agreement has been made. Thorough planning and budgeting are required to help on avoiding the need to move a conference.

b. When a host county has completed its planning and. has confidence in the budgeting and planning the county should enter into an agreement or contract with the host hotel that includes a guarantee from the hotel for lodging. This agreement should be made roughly two-three years before the conference is to commence.

##### 3. Conference program and budget approval

a. The host county shall request that the WCHSFA President place the conference program and budget on the agenda of a meeting of the officers. Conference bills are to be paid by the host county; and any profit is to be forwarded to the WCHSFA Secretary-Treasurer. Any debts from the conference shall be paid the Secretary Treasure upon proof of loss.

b. .The host county shall submit a final report which outlines financial transactions and data on attendance and lodging to the Secretary-Treasurer.

## B. Registration

1. Responsible for registration and pre-registration set-up, including the recording of attendance and money. Officers and spouses/guests do not pay registration fees or meal ticket fees. Deposit money in the Association checking account.
2. Set up conference envelopes containing:
  - a. Door prize ticket for each registered person (receipt end goes in drawing box)
  - b. Banquet booklet
  - c. Prepare meal tickets
  - d. Name badges for each person registered
  - e. Registration form for their receipt f. Conference activity schedule g. Brochures of area
3. Label the outside of the envelope with their name and county. Boxes of registration envelopes should be in county order for ease in locating.
4. Have about \$200.00 cash for making change for people registering on-site.
5. A copy of registration and receipts will be needed for the officers' approval after the conference.

## C. General Agenda -Suggested Times

Wednesday:

- 4-6 pm Equipment Showing
- 6-8 pm Registration -envelope pick-up only
- 8 pm. Dinner for officers, spouses and guests

Thursday:

- 7:30 am Vendors~ meeting
- 8am -noon Equipment display 8-11 am Pre-registration
- 11:30 am Luncheon for officers, conference speakers, spouses/guests
- 12:30 pm Spouses/guests & retirees activities

1-4 pm Workshops 4:30-6 pm Social hour  
7 pm Awards banquet 8:30 pm Dance

Friday:

8-9 am General Session

9: 15-10 am Annual association business meeting, Spouses/guests & retirees activities

10-11:15 am Breakfast/Brunch/lunch

#### D. Recognition Banquet

1. Awards/presentations
2. Head table arrangements
  - a. President and spouses/guests, center
  - b. Secretary-Treasurer and spouse/guest
  - c. Vice President and spouse/guest
  - d. 2nd Vice President and spouse/guest
  - e. Chief Operations Director (presents awards)

#### E. Prizes

1. Pre-registration door Prize (Purchased with WCHSFA money): there will be a \$50.00 member and a \$50.00 spouses/guest pre-registration drawing. Officers and spouses/guest and Coordinator are not eligible for drawing. This is the first prize drawn at the banquets.
2. Grand Door Prize (purchased from the WCHSFA-Expo fund.): . Purchase door prize from the Expo account. Depending upon expenses, around \$1500:00 is spent on prizes including the grand door prize given away at the Thursday evening banquet.
3. Wednesday equipment showing is to promote vendor exposure. Refreshments and door prizes may be provided. .
4. Prizes are to be divided between social hour and spouses/guests' activities Friday morning.

## V. VENDOR EXPO

A. Host county will type EXPO Contract and all registration forms, and mail to vendors. Vendors who exhibited the previous year have preference Invite vendors that you and co-host county do business with.  
Advertise in Western Meetings.

## **AMENDMENTS**

These by-laws may be altered, amended, or replaced with new by-laws if adopted by members at any annual or special meeting of members, or by 2/3 majority of officers present.

These by-laws of the WCHSF A adopted by membership 9/26/97.

President \_\_\_\_\_

Vice President \_\_\_\_\_

2nd Vice President \_\_\_\_\_

Secretary/Treasurer \_\_\_\_\_

## ADDENDUM

The following are expenses that can and should come from the WCHSFA treasury.

Banquet and luncheon  
Orchestra for Thursday evening dance  
Postage  
Printing  
Paper and envelope supplies  
Gavel and block  
Officer's reimbursement at \$25.00 each  
Spouses/guests entertainmant, buses, ect.  
\$250.00 for door prizes if there are not enough prizes to be purchased through booth rentals  
Two \$50.00 pre-registration door prizes  
Administration expenses name badges

Revenues:

Registration fees  
Banquet and luncheon fees  
Donation from host and co-host's county

We are NOT A T AX EXEMPT organization. We are considered a non- profit organization.  
We should try to keep \$2,500 -\$2,800 in the WCHSFA treasury.



Wisconsin County Highway Superintendent's and Foreman's Association

BUDGET WORK SHEET FOR ANNUAL CONFERENCE

Year \_\_\_\_\_  
 County \_\_\_\_\_

Item	Number	Unit Price	Total Amountt	Notes
Insurance Tickets Name Tags Two Door Prizes M&W Postage (Lump Sum) Printing, Com Let. Vendor, Mun-Inv. Printing (State Programs) Paper & Env. Supplies, Com Let, Vendor, Mun-Inv. Officers Reimbursement Gavel and Block Registration Expenses (Expo) Wed. Night Officer's Banquet Banquet Thursday Evening Breakfast Buffet Ladies' Speaker (Lump Sum) Bus for Spouses Bus for Spouses Morning Coffee, Juice				

**REGISTRATION FORM**

WISCONSIN COUNTY HIGHWAY SUPERINTENDENTS' AND FOREMEN'S ASSOCIATION  
CONFERENCE September 24-26, 1997

Dane County Expo Center and Sheraton Madison Hotel of Madison, WI

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**PRE-REGISTRATION DEADLINE, SEPTEMBER 1, 1997**

NAME MEMBER  
SPOUSE/GUEST NAME RETIRED MEMBER  
ADDRESS COUNTY  
TELEPHONE NUMBER

**REGISTRATION FEES**

PLEASE COMPLETE APPROPRIATE LINES

PLEASE MAKE CHECK PAYABLE TO:

MEMBER \$18.00 \$ \_\_\_\_\_

WCHSFA

RETIRED MEMBER NO CHARGE \_\_\_\_\_

AND MAIL ALONG WITH THIS FORM TO:

PANELIST/GUEST NO CHARGE \_\_\_\_\_

PAUL ZIEHLI

SPOUSE/GUEST \$7.00 \_\_\_\_\_

WCHSFA CONFERENCE COORDINATOR

BANQUET (each) \$15.00 \_\_\_\_\_

DANE COUNTY HIGHWAY DEPARTMENT BANQUET

(retired) \$9.00 \_\_\_\_\_

2302 FISH HATCHERY ROAD BREAKFAST BUFFET

\$14.00 \_\_\_\_\_

@ MADISON, WI 53513-2495 **TOTAL TOTAL** »>.>}>}»-}>}>}>}> \$

THOSE PRE-REGISTERING MAY PICK UP THEIR REGISTRATION ENVELOPE AT THE EXPO CENTER REGISTRATION AREA.6N WEDNESDAY EVENING, SEPTEMBER 24, 1997 FROM 6:00 TO 8:00 P .M., OR DURING THE ON-SITE REGISTRATION THURSDAY MORNING, SEPTEMBER 25, 1997, FROM 8:30 TO 11:00 A.M.

MEMBERS, RETIRED MEMBERS, AND THEIR SPOUSES OR GUESTS PRE-REGISTERING NO LATER THAN SEPTEMBER 1,1997, WILL BE ELIGIBLE TO WIN ONE OF TWO \$50.00 CASH PRIZES IN A SPECIAL DRAWING.

VISIT THE EQUIPMENT AND PRODUCT DISPLAY!!!

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PLEASE INDICATE HOW MANY WILL BE ATTENDING YOUR CHOICE FOR THE LADIES/RETIREES ACTIVITIES:

\_\_\_\_\_ TOUR OF OLBRICH BOTANICAL GARDENS

\_\_\_\_\_ SHOPPING TRIP TO EAST TOWNE MALL

WI County Highway Superintendent's & Foreman's Association Sheraton Madison Hotel  
September 24 -26, 1997

Reservation Form

1. Accommodations are arranged on a first come/first serve basis. The convention block is available until **MONDAY, AUGUST 25, 1997**.
2. All rooms **MUST BE GUARANTEED** with a one night deposit (room & tax) or by credit card. Rooms may be canceled without penalty (first night's room" & tax) until 4:00pm the scheduled day of arrival. Check-in time is 3:00pm. Check-out time is 12:00 noon.
3. Convention reservations will be accepted by the form **ONLY**. You will receive written confirmation from the Hotel. The Hotel has 150 rooms set aside for the convention. Overflow rooms are available.
4. Sales tax is 13.5% (5.5% State, 8% City). To be tax exempt, you must provide proof of exemption **PRIOR TO** or **AT CHECK IN**
5. Purchases orders for room reservations are accepted and **MUST BE** received by August 25,1997.
6. The room rate is \$52.00 single occupancy, \$62.00 double occupancy, plus tax. Up to 4 adults may occupy a room.

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**Return this form with a guarantee and/or a purchase Order to:**

**Sheraton Madison Hotel**

**706 John Nolen Drive**

**Madison, WI 53713**

**608.251.2300 fax 608-251-1189**

**Please indicate the number of rooms & check the type preferred. Room types are based on availability:**

- |   |                                  |                                     |                                   |
|---|----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Room(s) with 2 Double Beds | <input type="checkbox"/> Smoking | <input type="checkbox"/> Nonsmoking | <input type="checkbox"/> Disabled |
| <input type="checkbox"/> Room(s) with 2 Double Beds | <input type="checkbox"/> Smoking | <input type="checkbox"/> Nonsmoking | <input type="checkbox"/> Disabled |

Arrival Date:

Departure Date:

Confirmation is to be sent to:

Name: \_\_\_\_\_ County: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

*56th Annual Meeting*  
PROGRAM OF EVENTS

Wednesday Evening, September 24, 1997

Dane County Exhibition Hall

4:00- 8:00 " Equipment Display

6:00- 8:00 Pre-Registration (envelope pick-up only)

Thursday Morning, September 25, 1997

Dane County Exhibition Hall

8:00- NOON Equipment Display

8:30- 11:00 Pre-Registration/On-site Registration

Thursday Afternoon

12:30- 3:30 Ladies and Retirees Activities

Shopping East Towne Mall

Tour Olbrich Gardens

Concurrent Workshops

1:00 - 1:45 Mendota 1 – Project Selection for Cold In place Recycling

Moderator: Tom Lorfield, WIDOT

Speaker: Dan Schacht, Maintenance Engineer

Ramsey County – St. Paul, MN

1:00 - 1:45 Mendota 2 – Diesel Engine Maintenance

Moderator: Dennis Nant, WIDOT, District 1

Speaker: Dave Biegel, Program Director

Madison Area Technical College (MATC) – Madison, WI

1:45 - 2:00 Break -Coffee and Soft Drinks

2:00 - 4:00 Mendota 1 "& 2 -*Hazardous Material Awareness for Public Employees*

Moderator: Tom Lorfeld, DOT Speaker: Dave Peterson

Americhem Safety -Janesville, WI

4:30 - 6:00 Exposition and Social -"Must Be Present to Win"

**Thursday Evening**

Sheraton Inn

7:00 Annual Awards Banquet

Invocation

Presentation of Awards: Tom Lorfeld, WisDOT

8:30 - 12:30 Music and Dancing

Music by: "Classic Country Band"

Friday Morning, September 26, 1997

Sheraton Inn

8:30- 9:45 Ladies and Retirees Activities .

Speaker: Mary McBride, Author and Humorist

Drawing - "Must Be Present to win"

7:00 -8:00 Coffee, Juice, Rolls

8:00- 9:00 General Session

Moderator: President Osgood, La Crosse County

Presentation of Colors by: Duppler Smith

American Legion Post 460, Belleville, WI

Welcome: John Norwell, Commissioner

Dane County Highway and Transportation

Speaker: David Vieth, Director Bureau of Highway Operations, WIDOT

9:15 – 10:00 Annual Association Business Meeting

- Approve Minutes of 1996 Business Meeting
- Financial Report
- Roll Call Counties
- Selection of Future Sites

1998 – Walworth

1999 –

2000 -

- Election of Officers
- Old Business
- Presentation of Gavel
- By Laws
- Open Discussion
- Adjournment

10:15–11:15 Breakfast Buffet