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**Institute of Transportation Engineers**

1627 Eye Street, NW, Suite 600  
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**Steps to Form a New Chapter of the  
Institute of Transportation Engineers**

<b>Step 1</b>	In accordance with the standard Section Charter, prepare a letter to the Section Chairperson <sup>1</sup> requesting that a charter be issued for the proposed Chapter specifying the boundaries. The letter must be signed by at least five ITE voting members residing within the proposed subsection boundaries. In addition to the signatures, please provide names either printed or typed. It is preferable to obtain the signatures of the majority of the members residing within the boundaries of the proposed subsection.
<b>Step 2</b>	Once a charter is granted by the Section <sup>2</sup> , Bylaws must be drafted and sent to the Section for review and approval. The Bylaws must not be in conflict with the Institute's Constitution, District Charter, District Bylaws or Section Bylaws and Charter, or its own Charter. <i>Sample Bylaws are available from the International Headquarters Office.</i>
<b>Step 3</b>	Initiate the activities of the Chapter providing a forum for the exchange of technical information, to advance professional development, to stimulate research, and to develop public awareness.

Enclosures:

Institute of Transportation Engineers Constitution  
Sample Chapter Charter  
Sample Chapter Bylaws

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<sup>1</sup> In the event that the proposed chapter is outside of North America, the request should be addressed to the International Board of Direction at the International Offices in Washington, DC..

<sup>2</sup> In the event that the proposed chapter is outside of North America, the draft bylaws should be sent to the International Board of Direction for review and approval.

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