



**Steps in Forming a New Section of the
Institute of Transportation Engineers**

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

For more information, please contact:

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

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