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**Institute of Transportation Engineers  
STUDENT CHAPTER CHARTER**

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**ARTICLE I - PREAMBLE**

**Section 1.1** - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as the Institute, the District Board of District \_\_\_\_\_, as recorded in the minutes of its meeting on (mm/dd/yyyy), \_\_\_\_\_, grants this Charter for the (Chapter Name) \_\_\_\_\_ Student Chapter of the Institute, hereinafter referred to as the Chapter.

**Section 1.2** - The Charter shall be effective beginning in (mm/dd/yyyy), \_\_\_\_\_, and shall remain in effect, including any amendments, until rescinded by the District Board.

**Section 1.3** - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Chapter enrolling members from the designated area and shall annul any by-laws of such a Chapter which may be in conflict with it.

**ARTICLE II - LOCATION AND PURPOSE**

**Section 2.1** - The location designated as that of this Chapter shall be the (Location).

**Section 2.2** - The purpose of this Chapter shall be to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and the Institute; to acquaint students with topics of interest in transportation and traffic engineering through the medium of competent speakers and of Chapter-sponsored trips; to foster the development of professional spirit, to promote common interests among students and to encourage the enhancement and optimization of facilities for transportation and traffic engineering study.

**ARTICLE III - MEMBERSHIP**

**Section 3.1** - Any student enrolled at the (Chapter Name) shall be eligible for membership in the Chapter, and may become a member of the Chapter upon filing an appropriate application with the Secretary of the Chapter and upon payment of Chapter fees and dues.

**Section 3.2** - Any Chapter Member in good standing shall be entitled to all the privileges of the Chapter including the right to vote, except as provided in Article IV, Section 4. 1.

**Section 3.3** - The regulation of the membership shall be specified in the by-laws.

**ARTICLE IV - GOVERNMENT**

**Section 4.1** - The government of the Chapter shall be vested in its elected officers, and Student Chapter advisor, who shall constitute an Executive Board, as provided in the by-laws of the Chapter. The Chapter by-laws may specify such elective officers as the Chapter desires provided that there shall be a President, at least one Vice President, a Secretary and a Treasurer or Secretary Treasurer, each of whom shall be either a member of the Institute or a Chapter Member who has filed an application to become a member.

**Section 4.2** - The Executive Board of the Chapter shall manage the affairs of the Chapter in conformity with the provisions of this Charter and bylaws of the Chapter and the policies of the Institute.

**Section 4.3** - By-laws of the Chapter shall provide the manner of nominating and electing officers and shall specify their terms of office.

**Section 4.4** - The chapter shall adopt by-laws to govern appointment of committees, number and times of meetings, assessment of fees and dues, method of amending by-laws and such other matters as the Chapter may desire, provided such by-laws do not conflict with this Charter, the Constitution of the Institute of Transportation Engineers or policies of the Institute and its International Board of Direction.

**Section 4.5** - By-laws of the Chapter may be adopted and amended after adoption only if the proposition is submitted in writing to all voting members of the Chapter at least 30 days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative two-thirds vote of those voting, provided that the total number is not less than a majority of the voting membership of the chapter.

**Section 4.6** - By-laws of the Chapter shall not take effect until filed with and approved by the District Board and the approved bylaws filed with the Institute. At any time thereafter, the District Board may annul any part of the Chapter's by-laws, which it considers to be contrary to the Constitution or to the best interests of the District of the Institute, by giving notice in writing to the elected officers of the Chapter and to the Institute.

**Section 4.7** - A Chapter Faculty Advisor shall be appointed annually by the District Board. The Student Chapter Advisor shall be a member of the Institute of Transportation Engineers and shall hold the grade of Associate Member or higher.

#### **ARTICLE V - RELATION OF CHAPTER TO DISTRICT AND INSTITUTE**

**Section 5.1** - The Chapter shall not assume to speak for the District or the Institute unless authorized in the particular matter in question by the District Board or the Institute International Board of Direction.

**Section 5.2** - The Chapter shall not identify itself with national groups or organizations, but may identify itself with local (campus) groups or organizations.

**Section 5.3** - Names and addresses of all elected officers of the Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the District Director and to the Institute Headquarters within 30 days after election.

**Section 5.4** - The Chapter shall submit a written annual report to the District Board on April 1st each year. The report shall include a summary of the Chapter's activities for the previous twelve months and a roster of the Chapter's active membership.

**Section 5.5** - The Institute of Transportation Engineers will not be responsible for debts contracted by the Chapter or will it give financial assistance to the Chapter. No dues or fees will be required to be paid by the Chapter to the Institute or District.

#### **ARTICLE VI - AMENDMENT OF CHARTER**

**Section 6.1** - The Chapter's elected officers will be notified in writing by the District Board of Direction of any proposed amendment to this Charter approved by the Institute International Board of Direction so that the Chapter may have an opportunity for a hearing before the International Board of Direction concerning the proposed amendment. The amendment with or without change shall not become effective until six months after notification.

SUBSCRIBED FOR THE BOARD OF DIRECTION OF DISTRICT \_\_\_\_\_  
INSTITUTE OF TRANSPORTATION ENGINEERS

\_\_\_\_\_  
District \_\_\_\_\_ President

Date \_\_\_\_\_  
(mm/dd/yyyy)