



## Establishing an ITE Student Chapter

1. Initiate communication with your District Board (contact ITE HQ for current information).
2. Collect and forward to your District Board the following items:
  - Description of your institution's transportation, traffic engineering, planning, and ITS programs; or related course and degree programs
  - A list of five student ITE members who are petitioning to form the student chapter
  - A copy of adopted Bylaws (see attached for a sample chapter Bylaws)
  - A copy of the chapter charter to be filled out by District President/Chair (see attached for a sample chapter charter)
  - The host institution must have on faculty an individual, who is a current member of ITE, or eligible for membership in ITE, to serve as the student chapter faculty advisor.
- The District Board will consider the petition and supporting documents. If the student chapter is approved, the District Board will forward a completed student chapter charter and supporting documents to ITE headquarters for filing.
- Once received at ITE headquarters, the student chapter will be added to the ITE system (membership database and website).
- Chapter officer information should be forwarded to ITE headquarters each year.

### **ITE Headquarters Student Chapter Contact:**

**Jada Johnson, [jjohnson@ite.org](mailto:jjohnson@ite.org)**



## **{School Name} ITE Student Chapter Charter**

### **ARTICLE I – PREAMBLE**

*Section 1.1* – As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as ITE, the {insert name of District} District Board, hereinafter referred to as the District, as recorded in the minutes of its meeting on {insert date}, grants this Charter for the {School Name} Student Chapter of ITE, hereinafter referred to as the Student Chapter.

*Section 1.2* – The Charter shall be effective beginning {insert date} and shall remain in effect, including any amendments, until rescinded by the District.

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

### **ARTICLE II – LOCATION AND PURPOSE**

*Section 2.1* – The location designated as that of this Student Chapter shall be {School Name}.

*Section 2.2* – The purpose of this Student Chapter shall be to promote the advancement of transportation by fostering the close association of students with the transportation profession and ITE.

### **ARTICLE III – MEMBERSHIP**

*Section 3.1* – Any student enrolled at the {School Name} shall be eligible for membership in the Student Chapter and may become a member of the Student Chapter upon filing an appropriate application with ITE and the student chapter.

*Section 3.2* – Any Student Chapter Member in good standing shall be entitled to all the privileges of the Student Chapter including the right to vote for Student Chapter officers.

## ARTICLE IV – GOVERNMENT

*Section 4.1* — The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The Secretary and Treasurer position may be separated and held by different individual members. Officers shall be elected for no more than one academic year and shall be members of ITE.

*Section 4.2* — The Executive Committee shall consist of the elected officers identified in Section 4.1, and the Student Chapter’s Faculty Advisor. In addition, the Student Chapter Professional Liaison may serve as an “ex-officio, non-voting” member of the Executive Committee.

*Section 4.3* — Should any elective office become vacant before the expiration of its term the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election.

*Section 4.4* — A Student Chapter Faculty Advisor shall be appointed annually by the University and with the concurrence of the President of the District. The Student Chapter Faculty Advisor shall be a member of ITE.

*Section 4.5* — In addition to the elected officers and Student Chapter Faculty Advisor, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President for the purpose of coordination between Section activities and each Student Chapter.

## ARTICLE V – RELATION OF STUDENT CHAPTER TO DISTRICT AND ITE

*Section 5.1* — The Student Chapter shall not speak for the District or ITE unless authorized in the particular matter by the District Board or the International Board of Direction (IBOD).

*Section 5.2* — Student Chapters are encouraged to develop relationships with other not-for-profit associations at the same level in which the Student Chapter operates in the development of meetings and educational programs for ITE members. The Student Chapter shall not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

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

*Section 5.4* — The Student Chapter shall submit a written annual report to the District each year. The report shall include a summary of the Student Chapter's activities for the previous (insert calendar or academic or as determined by the District) year.

*Section 5.5* — The Section, District and ITE will not be responsible for debts contracted by the Student Chapter. No dues will be required to be paid by the Student Chapter to ITE or the Section or District.

## ARTICLE VI – AMENDMENT OF CHARTER

*Section 6.1* – The Student Chapter will be notified in writing by the District of any proposed amendment to or withdrawal of this Charter so that the Student Chapter may have an opportunity for a hearing before the District concerning the proposed amendment or withdrawal. The amendment, with or without change, shall be submitted by the District to the IBOD for approval and shall become effective on the date determined by the District.

*Section 6.2* – The Student Chapter may petition the District to amend this Charter or rescind withdrawal action. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the International Board of Direction for approval of the proposed amendment. The IBOD shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Student Chapter Charter initiated by petition from the Student Chapter shall become effective upon approval by the International Board of Direction.

## ARTICLE VII – ITE NAME AND LOGO USAGE

*Section 7.1* - The Student Chapter may use the name Institute of Transportation Engineers, abbreviated to either ITE or ITE – a Community of Transportation Professionals, as a part of their student chapter name. The Student Chapter is encouraged to incorporate the ITE logo into their student chapter logo and should follow the “Logo Usage Guidelines” that are available at [www.ite.org](http://www.ite.org).

## ARTICLE VIII – COMPLIANCE WITH ITE AND UNIVERSITY POLICIES AND PROCEDURES

*Section 8.1* – The Student Chapter and the Student Chapter membership shall operate in accordance with all ITE Policy and Procedures including the ITE Canon of Ethics and ITE Diversity and Inclusion Policy as well as any (insert university) student and organization policies.

Approved by the Board of the {insert District} of the  
Institute of Transportation Engineers

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District President Signature  
ITE (insert District name) District President

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Date



## Model ITE STUDENT CHAPTER BYLAWS

### ARTICLE I — ANNUAL FEES AND DUES

Sec. 1.1 — Annual dues or fees shall be levied by a two-thirds vote of all Chapter Members.

### ARTICLE II — GOVERNMENT

Sec. 2.1 — The elected officers of the Student Chapter shall (at a minimum) be President, Vice President, and Secretary-Treasurer. The elected officers and the Student Chapter Faculty Advisor shall constitute an Executive Committee.

Sec. 2.2 — The terms of elected officers shall be for not more than one academic year until succeeding officers have been duly elected.

Sec. 2.3 — Newly elected officers shall take office at the start of the next semester following the election.

Sec. 2.4 — Nomination and election shall take place as near as practicable to the end of the spring semester.

Sec. 2.5 — The election procedure shall be as follows: Nominations shall be made by members of the Chapter. Self-nominations are permitted. The election shall be by secret ballot, the ballots to be distributed to and collected from members present at the meeting.

Sec. 2.6 — Should any elective office become vacant before the expiration of its term, the remaining officers may choose to temporarily assign the respective duties of the vacant position among the remaining elected officers or host an election to fill the vacancy.

### ARTICLE III — DUTIES OF THE OFFICERS

Sec. 3.1 — The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent upon such office.

Sec. 3.2 — The Vice President shall assist the President and shall assume the duties of the President when the latter is temporarily unable to discharge the duties of their office.

Sec. 3.3 — The Secretary shall keep a record of all transactions of the Chapter, attend to notification of meetings, conduct all essential correspondence for the Chapter, keep a roll of the members of the Chapter, and submit an annual report to the Institute of Transportation Engineers.

Sec. 3.4 — The Treasurer shall take charge of all funds belonging to the Chapter and shall be prepared to render an account of Chapter funds at each meeting.

#### ARTICLE IV — MEETINGS

Sec. 4.1 — At least three (3) meetings shall be held each semester on a day set by the President as most suitable to Chapter members, speakers, and guests. The President may call a special meeting when necessary.

Sec. 4.2 — A quorum must be present to conduct business, and a quorum shall be one-half of the membership.

Sec. 4.3 — All meetings shall be conducted according to “Robert’s Rules of Order.”

#### ARTICLE V — AMENDMENTS

Sec. 5.1 — Proposals to amend these Bylaws may be made by the officers or by written petition signed by at least four members.

Sec. 5.2 — Any amendment to the Bylaws shall be considered favored by an affirmative vote of two-thirds of the membership and shall become effective upon notice of approval by the District Board of the Institute of Transportation Engineers.