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:

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