



A Community of Transportation Professionals

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:

**Colleen Agan, Senior Director Membership,
cagan@ite.org or 202-464-6227**