



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](mailto:cagan@ite.org) or 202-464-6227**



## SAMPLE ITE STUDENT CHAPTER BYLAWS

### ARTICLE I — ANNUAL FEES AND DUES

Sec. 1.1 — Annual dues and special assessments 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 Chapter shall consist of a President, a Vice President, a Secretary, and a Treasurer. The elected officers and the Student Chapter advisor shall constitute an Executive Board, as required by the charter.

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 first regular meeting 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 from the floor by members of the Chapter. 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 shall call 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 his or her 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 Constitution or 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 International Board of Direction of the Institute of Transportation Engineers.

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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)