



Establishing an ITE Student Chapter - Quick Start Guide

1. Initiate communication with your District Board (contact ITE HQ for current information. Contact information listed below).
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 (or prospective members) who are petitioning to form the Student Chapter
 - A copy of proposed Student Chapter Bylaws (see Attachment A for a sample of Chapter Bylaws)
 - A copy of the proposed Student Chapter Charter to be filled out by District President/Chair (see Attachment B 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.
3. 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.
4. Once received at ITE headquarters, the Student Chapter will be added to the ITE system (membership database and website).
5. Chapter officer information should be forwarded to ITE headquarters each year.

ITE Headquarters Student Chapter Contact:

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ATTACHMENTS

Attachment A: Example Student Bylaws

Attachment B: Example Student Charter

Attachment C: Example Data Collection Request for Proposals

CHAPTER 1: STUDENT CHAPTER MANUAL

1.1 What is ITE?

The Institute of Transportation Engineers (ITE) is an international membership association of transportation professionals who work to improve mobility and safety for all transportation system users and help build smart and livable communities. Through its products and services, ITE promotes professional development and career advancement for its members, supports and encourages education, identifies necessary research, develops technical resources including standards and recommended practices, develops public awareness programs, and serves as a conduit for the exchange of professional information.

Founded in 1930, ITE is a community of transportation professionals including transportation engineers, transportation planners, consultants, educators, technologists, and researchers. Providing meetings, seminars, publications, and a network of nearly 16,000 members working in more than 75 countries, ITE is your source for expertise, knowledge, and ideas.

Vision Statement: To be the transportation organization of choice.

Mission Statement: To provide the global community of transportation professionals with the knowledge, practices, skills, and connections to serve the needs of their communities and help shape the future of the profession and transportation in the societal context.

The first ITE student chapters were organized at the University of Illinois and Yale University in 1947. By 2020, the number has grown to include more than 150 chartered Student Chapters across the globe. Although the programs and activities of each Student Chapter vary greatly, the goals of introducing students to the transportation profession and supplementing their classroom and laboratory experience are shared by each chapter.

“I realized how important networking within ITE really was during my college years. I have met so many people who attend meetings year after year. When I was nearing the end of my graduate program, the job search process was less stressful due to the ITE network that I had built, and I was fortunate to have multiple options available for post-graduation employment.”

– Christina Dube, current ITE member, former Student Chapter President UMass-Amherst.

1.2 ITE Student Chapter Objectives

The objectives of the ITE Student Chapters, as set forth by the Student Chapter Charter, are to:

- Promote the advancement of the transportation and traffic engineering profession by fostering the close association of students with the profession and ITE
- Acquaint students with topics of interest in transportation and traffic engineering through competent speakers and chapter-sponsored activities
- Foster the development of professional spirit
- Promote common interests among students
- Encourage the expansion of facilities for transportation and traffic engineering study

1.3 Chapter Organization—Roles and Responsibilities

The following sections outline the roles and responsibilities of the Faculty Advisor, Executive Board, and Committees.

1.3.1 Student Chapter Faculty Advisor

A faculty member (who is an active ITE member) serves as an advisor to the chapter and its student officers, as well as serving as university liaison. Additional details can be found in [Chapter 3: Faculty Advisor Manual](#).

The role of the Student Chapter Faculty Advisor includes:

- Consulting with student officers to help the chapter's growth and development - the advisor should be available for advice and to help with group motivation
- Adding to the continuity of the chapter by ensuring that successive officers of the chapter understand their responsibilities, as well as explaining to the officers the policies and regulations of the institution and ITE
- Serving as the liaison between the Student Chapter, District, and ITE Headquarters - all correspondence should be sent to their attention as well as to the chapter officers
- Promoting the professional and academic welfare of ITE student members
- Ensuring the Student Chapter meets requirements to be a sanctioned university organization

Hints on recruiting an advisor:

- Before selecting an advisor, student members should consider someone who will have time to devote to the chapter and who will take the role willingly and seriously.
- Make sure that the individual has a clear understanding of your chapter's purpose, what would be required, and the time involved.
- Choose someone with whom you are comfortable and can maintain frequent contact.

How to work with your advisor:

- Meet with your advisor in advance of chapter meetings to go over the agenda and topics to be discussed.
- Be open to suggestions and constructive criticism from your advisor. The advisor's knowledge and background experience will be helpful to achieve solutions and organizational procedures.
- If your advisor cannot attend your meeting, be sure to brief them on what transpired.



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1.3.2 Student Chapter Executive Board

The Executive Board, under the leadership of the President and guidance of the Student Chapter Faculty Advisor, is responsible for the successful operation of the Student Chapter. The Executive Board consists of the elected officers and Student Chapter Faculty Advisor in addition to all major committee chairpersons.

1.3.2.1 President

Student Chapter Presidents are responsible for the overall management of all chapter affairs. The President's responsibilities are detailed in [Chapter 2: Student Chapter Officer Handbook](#).

1.3.2.2 Vice-President

The Vice-President shall perform the duties of the President in the absence of that officer and/or at the President's inability or request to perform those duties delegated. Duties of the Vice-President are detailed in [Chapter 2: Student Chapter Officer Handbook](#).

1.3.2.3 Secretary

The Secretary of a Student Chapter is the custodian of the chapter records. A successful candidate for this office should possess skills in organization and a great attention to detail. A large and active chapter may wish to divide the work between a Recording Secretary and a Corresponding Secretary. The duties of the Secretary are detailed in [Chapter 2: Student Chapter Officer Handbook](#).

1.3.2.4 Treasurer

The Treasurer is responsible for managing the financial and accounting duties of the Student Chapter. The duties of the Treasurer are detailed in [Chapter 2: Student Chapter Officer Handbook](#).

1.3.2.5 Committees & Committee Chairpersons

Committees are the mechanisms through which a chapter may implement its programs and increase its membership involvement. Chapter size will dictate the need and scope of committee responsibility. Committee chairpersons and members may be appointed by the Executive Board or enlisted from the general membership. It is important to seek out members who have an interest in the committee's subject and urge them to get involved.

A good source of volunteers is the chapter's new members. Consider having the members complete a sign-up sheet and submit it to the Executive Board for program and committee recruitment.

Initially, it is important to identify and determine the function and goal of the committee. This information should be clearly understood by potential committee members. Be mindful of the contributions of committee chairpersons, and it is appropriate to frequently recognize their contributions publicly.

Specific areas to be addressed by committees are detailed in [Chapter 2: Student Chapter Officer Handbook](#).

1.3.3 Resources

To build a strong Student Chapter, the officers should utilize all available resources. As the chapter plans activities, it is important to keep the following resources in mind:

- **Financial Resources:** District grants, Section grants, membership dues, fundraisers, local school funding, transportation agencies and firms
- **Technical Resources:** local ITE members, ITE faculty members, district board members, ITE Headquarters staff



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1.4 Student Chapter Activities

A strong, well-rounded Student Chapter program is designed to attract students and potential student members. A dynamic speaker, a rewarding special project, or an interesting field trip will strengthen the Chapter's activities.

1.4.1 Universal Student Chapter Calendar

The Universal Student Chapter Calendar for a standard fall and spring semester is presented in this section, as well as included on the ITE Headquarters virtual calendar: (link below).

<https://www.ite.org/events-meetings/ite-calendar/>

The Student Chapter should also coordinate to send reminders for deadlines and chapter events through their social media platforms.

Summer Break (June through September)

Organize fall program for speakers and events

Organize joint meetings with section/district and other area chapters

Coordinate with Student Chapter Liaison

September

Hold Student Chapter officer elections

September 30 Deadlines

Provide the following information to ITE Headquarters:

- Chapter officer assignments
- Committee assignments
- Membership drive
- Fall event schedule

Winter Break (December through January)

Organize spring program for speakers and events

Organize joint meetings with section/district and other area chapters

Coordinate with Student Chapter Liaison

January 31 Deadlines

Provide the following information to ITE Headquarters:

- Membership drive
- Spring event schedule

March 1 Deadlines

Submit Annual Student Chapter Report to District Coordinator (March 31 cutoff date for student activities in the Student Chapter Report)

Submit Fambro Student Paper Award submissions to District Award Coordinator

Submit Student Chapter Award submissions to the District Award Coordinator

Submit Student Chapter Momentum Award submissions to the District Award Coordinator

1.4.2 Student Chapter Meetings

Planning a meeting program for the academic year should begin after the conclusion of the spring semester and progress through the election of new officers in September, regardless of whether programs for the entire year or just the first few meetings are to be arranged. Considerable effort must be devoted to planning a variety of programs, determining student interests, and arranging for speakers. General membership meetings can focus on educational, technical, career, or business/networking topics.

During technical meetings, students can become better acquainted with the transportation engineering profession and more deeply involved with the technical aspects of transportation engineering.

Furthermore, technical meetings permit the students to undertake activities and pursue topics that supplement education programs.

The Student Chapter should take full responsibility for contacting, inviting, and making all necessary arrangements for guest speakers. The arrangements include providing local transportation, ensuring that the necessary audio/visual equipment is available and, if applicable, making overnight room reservations. It is good practice to confirm in writing all arrangements made for a speaker via email from the program chair to the speaker at least one week in advance of the meeting. The chapter should acknowledge its appreciation to the speaker in a thank you letter following the presentation. If your Chapter needs help in identifying speakers for meetings, the officers can reach out to your Student Chapter Liaison, contact your local ITE District or Section representative, or e-mail membership@ite.org.

To promote leadership and communication skills, Chapter leadership should attempt to have the speaker as its guest for a meal or coffee before or after the meeting, if the meeting does not include a meal. Interacting with the speaker outside the technical session provides the leadership and/or the membership with an additional opportunity to engage with a practitioner. Networking is critical for building contacts for potential internships, jobs, and future career information.

The Chapter may also offer social or networking events. Examples of typical social programs would include a kickoff party at the beginning of the school year, holiday parties, end-of-school year parties, and sports and/or games.

1.4.3 Special Projects

The Student Chapter should consider implementing service projects and fundraising projects that might be used to supplement the chapter meeting schedule. Faculty members, local ITE members and ITE Section officers are a good source of information. Examples of service projects and fundraising projects include park cleanups, outreach to local K-12 schools, volunteering with non-profit organizations such as Habitat for Humanity and ASPCA and hosting a food or clothing drive. Service project opportunities can be found through your local municipality or volunteer organizations; additional examples can also be found in [Chapter 3: Faculty Advisor Manual](#).

1.4.4 Field Trips

Field trips offer an opportunity for students to meet practicing transportation professionals and see transportation facilities in action. Examples of field trips include project site tours, office visits, and transportation management center (TMC) tours. To arrange field trips, the Student Chapter officers should contact their local politicians, municipal agencies, Student Chapter Liaison, and local engineering or construction firms.

1.4.5 Section Meetings

Periodically, the Student Chapter may undertake a joint meeting with the local Section. These meetings may be held in conjunction with other conferences or meetings that are held on the school campus. The

Student Chapter should also stay up to date on local Section and District meetings via their mailing list and/or the Student Chapter Liaison and attend these meetings when possible. These meetings offer an opportunity for students to network with professionals.

Some Sections and Chapters also have student-day programs at which Student Chapters are guests of the Section or Chapter at one of the regular programs. Sections have sponsored field trips for students that culminate with an evening section meeting.

1.4.6 ITE Annual Meeting

Students have a standing invitation to attend the ITE Annual Meeting and Exhibit where they can meet world-renowned transportation professionals and other students from all over the world. Hotel accommodations are available and student registration fees are substantially reduced from those of other attendees. Students are encouraged to attend technical meetings, committee meetings, and social events scheduled throughout the week. The location and date of future ITE Annual Meetings can be found in the calendar section of ITE Journal, and on the ITE website.

Attending meetings can be a financial challenge for students and Student Chapters. Here are some suggestions for students who wish to attend ITE International meetings:

- Conduct sponsored research or project meetings in conjunction with ITE meetings. Often, project travel funds can then be used for ITE meeting attendance.
- Many ITE districts, sections and/or chapters offer financial assistance for student travel to the ITE Annual Meeting and Exhibit. Become involved with ITE at the local level and learn more about these opportunities.
- Universities often have travel funds available for graduate students who will participate in meetings or conferences. Most require an application process 3 to 6 months before the meeting date. Funds may come from the institution or department sources. Check with your university to learn if these types of programs are available.
- Check with the department chair to see if there are funds available to undergraduate students.
- Some chapters conduct fundraisers and use the proceeds for chapter travel to a national meeting.

1.4.7 Chapter Annual Report

Each chapter must submit a Student Chapter annual report to their respective district board by March 1st. The report is to include a summary of the chapter's activities for the previous 12 months, through March 31 of the submission year, and a roster of the chapter's active membership. This is a requirement of Section 5.4 in the Student Chapter Charter. Guidance on the Student Chapter annual report can be found in [Section 3.4.3: Annual Student Chapter Report](#) within this document and at the ITE Student website.

1.5 Student Membership

1.5.1 Institute and Chapter Dues

International dues for students are \$30 for graduate students and complimentary for undergraduate students. Students joining between July 1st and December 31st will be considered paid through December 31st of the following year. Student Chapter dues are governed by the chapter bylaws, which in turn may specify that the amount be set by vote of the general membership. A small sample of Student Chapters suggests that \$10.00 per year is a typical amount for chapter dues.

1.5.2 Eligibility and Admission of Students

New student members should be directed to apply for membership via ITE's website at www.ite.org/membership/. When submitting an application, the student should adhere to the following rules on dues:

- Dues must accompany the application at ALL times. Applications with payment received on July 1st or later will be considered paid through December 31st of the following year
- Graduate students, who have an undergraduate degree or are pursuing a graduate degree in a transportation-related field, including but not limited to engineering, planning, communications, and technology, from an accredited school and more than one year of work experience, applying and paying for new ITE student membership, will be admitted directly to Member status.

A subscription to ITE Journal will become effective upon ITE acceptance of the application.

1.5.3 Returning Full-Time Students

Any member of ITE returning to school either full-time or part-time, regardless of membership level, is not eligible to downgrade to Student Membership. However, they may contact the Membership Department at ITE Headquarters regarding the procedure for a temporary dues reduction. The Student Chapter Faculty Advisor is expected to exercise their best judgment in determining the status of each applicant for student member with respect to this provision of the constitution.

1.5.4 Continuation of Student Membership

Near the end of each calendar year, invoices for annual dues are sent for the next calendar year to all members of ITE. ITE Student Members receive a bill for the next calendar year at the student member rate and graduate associate members receive a bill for the next calendar year at the member rate. If a graduate student is still pursuing a degree in a transportation field, they may apply for reduction of International dues to the current student member rate by completing a "Request for Membership Dues Reduction" form and attaching the required documentation, along with payment, to the invoice (this form is available on the ITE Web site). A student is eligible to continue their student membership for the next calendar year if, after December 31, the individual: (1) will continue to be enrolled as a full-time student in a transportation or traffic engineering, planning, or intelligent transportation systems engineering program of recognized standing, (2) will be a member of a Student Chapter of ITE at their school (if a chapter exists), and (3) is not eligible for another grade of membership in ITE. Upon graduation, students must transfer to associate member.

The Student Chapter Faculty Advisor must determine whether these conditions for continuation are met. In the event there is no Student Chapter, the certification must be approved by the head of the department offering the transportation or traffic engineering program of study. Any student who is a university graduate is eligible for another grade of membership in ITE and should apply for the appropriate grade.

It is important to ITE and to the professional development of the student member that they advance to member grade as soon as they are eligible to do so. The Student Chapter Faculty Advisor (or department head) is expected to be aware of the employment records accrued by their student members.

1.5.5 Transfer to Member

A student member who does not meet all the conditions for continuation in that grade after December 31st may transfer to member grade by completing the "Transfer to Member" application upon graduation. The requirement of one year of experience for membership is waived in cases of direct transfer from student membership.

Easy transfer to member is one of the benefits of student membership, and is an incentive for the student seriously interested in traffic or transportation engineering, planning, or intelligent transportation systems engineering to become a student member of ITE, as well as a Student Chapter member.

1.5.6 Termination of Student Membership

Membership benefits for any student member whose dues for the current year are in arrears as of March 31st shall be terminated.

1.6 Opportunities for Recognition

ITE constantly seeks to attract bright and articulate individuals to the transportation profession and recognize those who excel in the transportation field. All entries are due on March 1. Information can also be found on the ITE website: <https://www.ite.org/professional-and-career-development/awards/>.

1.6.1 Daniel B. Fambro Student Paper Award

The Daniel B. Fambro Student Paper Award awarded annually for a significant paper prepared by a student member of ITE. The award honors the work of Daniel B. Fambro, who was a professor at Texas A&M University and an associate research engineer at the Texas A&M Transportation Institute and passed away in 1999. In naming the award in Dan's honor, ITE recognizes his exemplary service to ITE and his dedication to his students and the profession. The purpose of the award is to encourage student members of ITE to conduct and report on independent, original research and investigation of transportation engineering subjects and to provide a means for recognizing outstanding accomplishment in this area. Papers are judged at the District level with one winner representing each District for the International competition. The overall winner is recognized at the ITE International Annual Meeting and Exposition Awards Lunch and may be considered for publication in the ITE Journal. Additionally, the winner will receive a travel reimbursement of up to \$1,000 to attend the meeting as well as one free Annual Meeting registration. Paper topic and format can be found within ITE's Annual Awards Brochure.

1.6.2 ITE Student Chapter Award

The purpose of the Student Chapter Award is to encourage Student Chapters to participate in activities that are in alignment with the purpose and objectives of ITE. The award is judged on chapter administration, event program, leadership development, K-12 STEM outreach, application of technical knowledge, recruitment, diversity and inclusion, and professional development. Student Chapters are judged at the District level with one winner representing each District for the International competition. The overall Student Chapter winner is recognized at the ITE Annual Meeting and Exposition Awards Luncheon and in the *ITE Journal*. Additionally, the Student Chapter will receive a travel reimbursement of up to \$1,000 to attend the meeting as well as one free Annual Meeting registration. Detailed information on submission requirements can be found within ITE's Annual Awards Brochure.

1.6.3 ITE Student Chapter Momentum Award

The purpose of the Student Chapter Momentum Award is to recognize a Student Chapter that has experienced the greatest momentum or improvement in the last year. The award submission should include detailed information on specific improvements or special efforts implemented by the Student Chapter leadership that have resulted in positive change for the Chapter and the membership, showing off how leadership has applied good ideas to bring success to the Chapter. Student Chapters are judged at the District level with one winner representing each District for the International competition. The overall Student Chapter winner is recognized at the ITE Annual Meeting and Exposition Awards Luncheon and in the *ITE Journal*. Additionally, the Student Chapter will receive a travel reimbursement of up to \$1,000 to attend the meeting as well as one free Annual Meeting registration. Detailed information on submission requirements can be found within ITE's Annual Awards Brochure.

1.6.4 Fellowships for Graduate Study in Transportation

ITE has established several fellowship and scholarship awards for graduate study in transportation. These fellowships provide financial aid for qualified students to pursue graduate degrees in transportation in a variety of programs. More information on fellowship and scholarship awards can be found at the ITE Legacy Program site: <https://www.ite.org/membership/ite-legacy-program/>

1.6.5 Traffic Bowl ITE

Collegiate Traffic Bowl is a competition amongst ITE Student Chapters, similar to TV game shows such as the College Bowl or Jeopardy, but with transportation planning and engineering topics for the clues, questions, and answers. The top teams representing ITE Districts compete at the ITE Annual Meeting and Exhibit for a grand prize of \$2000 (US).

1.6.6 Student Chapter Resources

A list of Student Chapter resources is located on the ITE website at ite.org/membership/students/



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CHAPTER 2: *STUDENT CHAPTER OFFICER HANDBOOK*

2.1 Student Chapter Executive Board

The Executive Board, under the leadership of the President and guidance of the Student Chapter Faculty Advisor, is responsible for the successful operation of the Student Chapter. The Executive Board consists of the elected officers and Student Chapter Faculty Advisor in addition to all major committee chairpersons.

2.1.1 President

Goal: Oversee club activities.

Duties:

- Manage Activities and People
- Vision and Image (establish goals)
- Conduct General Meetings, Planning, and Constitution Meetings
- Resource management
- Main internal point of contact for the club
- Maintain connection with ITE at the Section/District level
- Meet with and work with Faculty Advisor
- Compile annual report
- Ensure connectivity with ITE Headquarters for chapter guidance and growth
- Ensure longevity of the chapter by utilizing resources available and ensuring continuing leadership

Student Chapter Presidents are responsible for the overall management of all chapter affairs. The President's responsibilities may include, but are not limited to:

- 1) Establishing and maintaining contact with the Student Chapter Faculty Advisor and the ITE section and/or District Executive Board
- 2) Setting up a regular meeting time with the primary Student Chapter Faculty Advisor
- 3) Chairing all Chapter Executive Board meetings and general membership meetings
- 4) Ensuring that minutes are kept and that sufficient copies are made for the Student Chapter advisor, members of the Executive Board, and chapter files.
- 5) Soliciting agenda items for regular business meetings; producing and distributing agenda well in advance, so that copies are available to all members and the Student Chapter Faculty Advisor.
- 6) Ensuring that an active, functional communication network is developed:
 - a) Internal Network: Regular e-mails with a wide variety of news items (plans and projects; regular meetings, both business and social in nature) and progress reports on various projects that are planned or underway
 - b) External Network: Established by developing a good working relationship with the faculty in the department or school. A good working relationship with the local ITE section and/or chapter can help provide excellent resources, experienced speakers, and contacts that can lead to jobs and personal references.
 - c) Local Chapter/Section Network: One Student Chapter member should be selected to attend the local ITE's section or Chapter Executive Board meeting when invited, as a representative of the Student Chapter. This individual should not only be a spokesperson for the Student Chapter but

should also provide reports to the Executive Board regularly on items of interest to the board and the general membership.

- d) Student/Department Network: If the school or department has an advisory committee to the dean or department head, efforts should be made to place a member from the Student Chapter on this committee. This representative can do a lot to promote the chapter's existence and contribution to the academic community. The advisory committee representative should follow the same guidelines as those set for the ITE section and/or chapter representative.
 - e) Media/E-Communication Network: Use of the local media, both on- and off-campus, can enhance the presence of the Student Chapter. Increasing awareness of the Student Chapter can be achieved through articles in the local and campus newspapers, maintaining and updating a Student Chapter website, and maintaining a Student Chapter e-mail distribution list. Align with existing public sector agency Public Involvement Officers (PIO) or existing Public Information Division staff at local engineering firms for free/earned media opportunities.
- 7) Keeping the chapter active in all fields of community life in which the chapter can perform a useful function. Student internships can provide an invaluable experience both on and off campus. Other activities might include helping a professor or local government on a project. The chapter might also assist a local scout troop in obtaining their traffic safety merit badges.
 - 8) Planning and organizing a membership drive during the summer. The drive should commence no later than the second week of the fall semester, along with a second drive during the spring semester.
 - 9) Enforcing the provisions of the chapter's charter and by-laws. The President is also responsible for seeing that the necessary revisions, inclusions, and exclusions are made to these documents as needed, and that the necessary actions are taken relative to those changes.
 - 10) Supervising all chapter activities and committees.
 - 11) Coordinating with other officers and/or general membership in appointing or hosting elections for chairpersons of each committee.

2.1.2 Vice-President

Goal: Facilitate member access to external development opportunities.

Duties:

- Coordinate travel to conferences (TRB, SLS, etc.) and meetings (ITE Chapter/District/Section)
- Manage travel reimbursements
- Form student competition teams (Traffic bowl, Micromobility Challenge, etc.)
- Apply for chapter awards
- Find and disseminate new chapter opportunities
- Assist Professional Development Chair with professional development event coordination

The Vice-President shall perform the duties of the president in the absence of that officer and/or at the president's inability or request to perform those duties delegated. Duties of the Vice-President may include, but are not limited to:

- 1) Chairing the program and membership committees
- 2) Organizing field trips or special events that involve additional coordination beyond regular programming efforts

- 3) Overseeing publicity including preparation and distribution of meeting notices, posters, and notices to the campus newspaper
- 4) Monitoring the progress of committees

2.1.3 Secretary

Goal: Provide for club longevity.

Duties:

- Membership management (listservs, internal documentation)
- Membership Drive
- Club advertising and outreach to grow membership
 - Classroom presentations
 - Manage info booth at engineering events
- Track attendance
- Host (1) social event per term (in coordination with Social Chair, if position is filled)
- Assist with term newsletters and annual report
- Manage club swag

The Secretary of a Student Chapter is the custodian of the chapter records. A successful candidate for this office should possess skills in organization and a great attention to detail. A large and active chapter may wish to divide the work between a Recording Secretary and a Corresponding Secretary. The duties of the Secretary include, but are not limited to:

- 1) Maintaining a complete and up-to-date file of chapter records. These records may include membership lists, meeting minutes, chapter meeting attendance records, activity and project reports (including names of participants, date, functions performed, etc.), and copies of correspondence. This information will aid in the preparation of the annual report, maintaining the chapter library and archiving chapter history.
- 2) Submitting articles to your section and/or district newsletter and ITE Journal or eNewsletter. The Secretary should contact ITE Headquarters and request an "Information for Authors" instruction sheet for submitting articles to ITE Journal
- 3) Conducting all chapter correspondence with other parties

2.1.4 Treasurer

Goal: Ensure financial health of the Chapter.

The Treasurer is responsible for managing the financial and accounting duties of the Student Chapter. The duties of the Treasurer may include, but are not limited to:

- 1) Collecting all Chapter dues
- 2) Budgeting for the financial longevity of the Chapter (provide monthly updates to Chapter)
- 3) Discharging all financial obligations incurred by the Chapter (paying bills)
- 4) Keeping proper records of all receipts and expenditures, bank account deposits, reconciliation of bank account and payment of accounts

- 5) Mailing dues statements and issuing receipts; collecting and depositing checks received; and forwarding membership and officer rosters to ITE Headquarters
- 6) Maintaining the current list of all members with their status
- 7) Preparing annual financial statements as well as statements for each general membership meeting
- 8) Attending relevant student council meetings
- 9) Applying for funding annually
- 10) Fundraising

2.2 Committees & Non-Executive Positions

Committees are the mechanisms through which a chapter may implement its programs and increase its membership involvement. Committees can also serve as development opportunities for future officers of the Chapter. Chapter size will dictate the need and scope of committee responsibility.

Committee members may be appointed by the Executive Board or enlisted from the general membership. It is important to seek out members who have an interest in the committee's subject and urge them to get involved.

A good source of volunteers is the Chapter's new members. Consider having the members complete a sign-up sheet and submit it to the Executive Board after the proposed project has been discussed.

Initially, it is important to identify and determine the function and goal of the committee. This information should be clearly understood by potential committee members. Be mindful of the contributions of committee chairpersons, and it is appropriate to frequently recognize their contributions publicly.

Specific areas to be addressed by committees include:

- **Program:** The function of this committee is to organize and carry out the annual activities of the chapter. Examples of program elements include career opportunity panels, technical projects, and joint ITE Section-Student Chapter functions. ITE has established a process to facilitate Student Chapters' efforts in identifying speakers for meetings and events. For more information, email membership@ite.org.
- **Publicity:** It is very important to let others know what the chapter is doing. This will not only affect potential members and encourage them to get involved, but it also informs the university and the greater community of the activities of the chapter. Many chapters put advertising in campus publications and utilize student organization fairs at the beginning of each semester to familiarize students with the ITE chapter.
- **Membership:** The responsibility of organizing and overseeing a membership recruitment program rests with this committee. Each member of the committee should have a thorough knowledge of membership benefits, chapter programs and ITE student member application forms to answer questions for prospective members. A sample membership drive letter is available in the Student Chapter e-library on the ITE Web site. Once you have students interested in joining the Chapter, direct them to apply via the ITE website.
- **Nominating:** If a nominating committee is used, a slate of candidates is selected in consultation with the Faculty Advisor. The committee then submits its report and allows nominations to be made from the floor at the time of the election. The candidates must be announced no later than the next-to-last meeting of the academic semester or year. All Student Chapter officers must be student members of ITE, in good standing. Careful attention should be given to the selection of persons to fill these positions.

2.2.1 Media Relations Chair

Goal: Maintain an active online presence.

Duties:

- 1) Document chapter events (photograph/video)
- 2) Update website and blog
- 3) Run social media pages (Facebook, LinkedIn, Twitter, Instagram, etc.)
- 4) Term newsletters

2.2.2 Professional Development Chair

Goal: Provide members with professional development activities.

Duties:

- 1) Plan alumni networking events
- 2) Plan field trips and technical tours
- 3) Plan speaker meetings

2.2.3 Community Service Chair

Goal: Strengthen ITE's connections with the broader community by managing community data collection, engineering, and/or service projects.

Duties:

- 1) Prepare proposals for data collection/engineering projects
- 2) Serve as a liaison between ITE and local stakeholders
- 3) Organize trainings on data collection methods/engineering practices
- 4) Facilitating volunteer opportunities in the community (Adopt-A-Highway, etc.)
- 5) K-12 STEM outreach

2.2.4 Social Chair

Goal: Build camaraderie by engaging Student Chapter members in non-technical social activities.

Duty:

- 1) Plan and coordinate all aspects of Chapter social events (i.e., Chapter lunches/dinners, holiday parties, fielding a sports team).

CHAPTER 3: *FACULTY ADVISOR MANUAL*

3.1 Faculty Advisor Role and Responsibilities

The Student Chapter Faculty Advisor supports Student Chapter growth and development, adds to the continuity of the Chapter by ensuring successful transition of successive leadership, provides a liaison between the Chapter, the District and ITE International Headquarters, and promotes the professional and academic welfare of ITE Student Chapter members.

3.1.1 Faculty Advisor Requirements and Tasks

The Student Chapter Faculty Advisor must be an ITE member, in good standing, and must be willing to actively participate by committing time and priority to this role. At a minimum, you should be willing to perform the following tasks as Student Chapter Faculty Advisor:

- 1) Familiarize yourself with the resources available through ITE so you can direct students to these resources. Learn not only where information can be found, but also where you can publicize information about your institution's accomplishments.
- 2) Actively recruit quality leaders at both the undergraduate and graduate levels. Student leaders often distinguish themselves in traditional academic environments; encourage these students to get involved with ITE. One benefit to undergraduate involvement is that students typically remain involved in leadership activities for more than one year and assume greater responsibilities, lending continuity to the Chapter's program.
- 3) Set up a group email that includes yourself and the student officers so that all leaders are well informed of activities, progress, and any issues that may arise. Even though many of the discussions may not require your direct input, this is a relatively simple way of staying informed.
- 4) Support member recruitment activities. At the start of every quarter or semester, allow Student Chapter officers to make promotional announcements in your classroom and other transportation-related classes to encourage ITE membership. Echo the students' message with your own enthusiasm and experiences with the organization.
- 5) Assist with on-site technical presentations by suggesting possible topics and contacts the students can pursue.
- 6) Support students' participation in technical projects by offering to provide technical oversight as needed.
- 7) Help the students identify sources of in-house institutional support for activities. When appropriate, you may be the better person to request the funding assistance.
- 8) As appropriate, co-author presentations or publications for ITE forums with student members. These may include reports of preliminary findings of a sponsored project, or results of a non-sponsored project.
- 9) Actively support the outstanding efforts of your student officers and members. Usually requiring a simple letter of nomination, the recognition of an individual student, a group of students or the chapter benefits not only them but promotes your institution positively as well.
- 10) Submit highlights of your chapter's activities and achievement for the monthly Student News section of the ITE e-Newsletter to membership@ite.org.

3.1.2 Supporting Resources

Several resources are available to assist you in serving as Student Chapter Faculty Advisor. Many of these resources are also intended for use by Student Chapter officers to encourage a full, professional, and balanced program of activities.

ITE will launch a **LinkedIn Page** through which all Student Chapters and Student Members can communicate and coordinate with one another as well as with ITE Chapters, Sections, Districts, and ITE International.

The **ITE Students website** provides several online resources to support Chapter operations and achievement. Additional student chapter resources including the ITE logo, flyer, and poster templates and more can be obtained by e-mailing membership@ite.org.

3.2 Student Chapter Governance

Well-established guidelines and expectations exist related to ITE Student Chapter organization. Minimum requirements and recommended practices direct the formation of a new Chapter, the Chapter leadership structure, and the officer election process. While still meeting the minimum expectations in each of these areas, many Student Chapters have successfully modified or supplemented these processes by including additional non-traditional leadership positions or undertaking non-traditional approaches to the election process.

3.2.1 Forming a New Chapter

The ITE Student Chapter Manual provides general guidelines for establishing a new ITE Student Chapter. In brief, institutions wishing to form a Chapter must provide:

- 1) Description of your institution's transportation, traffic engineering, planning, and ITS programs or related course and degree programs
- 2) A roster of at least five students, ITE members (or prospective members), who are petitioning to form the Student Chapter
- 3) A copy of proposed Student Chapter Bylaws (see Attachment A for a sample of Chapter Bylaws)
- 4) A copy of the proposed Student Chapter Charter to be filled out by District President/Chair (see Attachment B for a sample chapter charter)
- 5) 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.

Advisor Role:

- 1) Direct students to the appropriate ITE resources and facilitate completion of all the necessary steps to establish a new Student Chapter, including:
 - a) Guidelines for Establishing an ITE Student Chapter
 - b) Sample Charters and Bylaws to assist students in developing their own documents
 - c) Appropriate staff at local Districts and International Headquarters to obtain mandatory information, approval, etc.
- 2) Be available to respond to any questions that students may have throughout the development process and be prepared to review and approve the final Student Chapter establishment proposal package prior to submittal.

3.2.2 The Election Process

Elections for both traditional and nontraditional leadership positions are typically held in the fall for the current academic year, or in the spring for the subsequent academic year. Historically, the voting process has been conducted in-person as part of a general membership meeting. Some universities have begun conducting their leadership elections through email, greatly increasing the number of members participating in the voting process. Newly elected Student Chapter Officers are required to provide their contact information and elected position to ITE Headquarters.

3.2.2.1 Executive Positions

President: Establishes and maintains contact with Faculty Advisor, chairs business and general meetings, ensures active internal and external communications, involves Chapter in community life, plans and organizes membership drives, enforces Chapter's Charter and Bylaws, supervises Chapter activities and committees, names any committees and appoints chairs.

Vice President: Chairs any program and membership committees, organizes field trips or special events, oversees publicity and monitors committee progress.

Secretary: Maintains Chapter records, maintains, and updates Chapter library, submits articles to ITE Journal, prepares Annual Report and conducts Chapter correspondence.

Treasurer: Collects Chapter dues, discharges financial obligations incurred by the Chapter, keeps financial records, maintains current list of members and their status, and prepares financial statement annually.

3.2.2.2 Non-Executive Positions

Some Student Chapters across the nation have created supplemental leadership positions beyond the traditional President, Vice President, Secretary, and Treasurer. These nontraditional leadership positions are beneficial because they: (1) allow Student Chapters to maintain a high level of activity without unduly burdening the traditional four student officer roles and (2) more actively involve additional members of the Chapter, providing ownership over some aspect of Chapter activities. This expanded leadership structure requires a greater level of coordination and consensus-building among the leadership to ensure common Chapter goals and direction. Specific duties and responsibilities for the following positions are outlined in [Chapter 2: Student Chapter Officer Handbook](#).

Media Relations Chair

Goal: Maintain an active online presence.

Professional Development Chair

Goal: Provide members with professional development activities.

Community Service Chair

Goal: Strengthen ITE's connections with the broader community by managing community data collection, engineering, and/or service projects.

Social Chair

Goal: Plans and coordinates all aspects of Chapter social events (i.e., Chapter lunches or dinners, holiday parties, fielding a sports team).

Advisor Role:

- Take an active approach in recruiting qualified candidates to compete for ITE student leadership positions.
- Refer to the ITE Student Chapter Manual to ensure that the election process is carried out correctly.
- Ensure that all contact information for the newly elected officers is sent to ITE Headquarters.

3.2.2.3 Working with Student Officers

Regular communication and interaction with the Student Chapter Officers is important to demonstrate your interest in the Chapter's success. Depending on the activity level, the frequency of Student Officer meetings may be weekly or monthly.

For regular events, such as Chapter meetings or on-site technical presentations meet with your Officers in advance to go over the agenda and the topics to be discussed. If you cannot attend the meetings, at least meet with the Chapter President afterwards to be briefed on what transpired. For activities that require more significant planning and preparation, monitor current progress, and assign next steps during each regular Officer meeting. In all cases, be open to suggestions from your Officers to give them ownership of the activities they are undertaking.



PHOTO COURTESY ITE

3.3 Student Chapter Promotion

Student Chapter promotion involves efforts to recruit new members (membership eligibility and continuation requirements are described below) and mechanisms to involve existing members.

3.3.1 Membership Guidelines

Eligibility and conditions for student membership are described below.

3.3.1.1 Eligibility and Admission of Students

Membership in ITE is complimentary for undergraduate students and \$30 per year for full time graduate students. Dues must always accompany the application. Applications with payment received on July 1st or later will be considered paid through December 31st of the following year.

Graduate students (who have a graduate or undergraduate degree in a transportation related field from an accredited school and more than one year of work experience) applying and paying for new ITE student membership will be admitted directly to Member status. A subscription to ITE Journal will become effective upon acceptance of the applicant.

3.3.1.2 Continuation of Student Membership

Annual dues bills are sent near the close of each calendar year to all members of ITE. A student is eligible to continue their student membership for the next calendar year if, after December 31st, the individual:

- (1) will continue to be enrolled as a full-time student in a transportation or traffic engineering, planning, or intelligent transportation systems engineering program of recognized standing
- (2) will be a member of an ITE Student Chapter at their school (if a Chapter exists)
- (3) is not eligible for another grade of membership in ITE

The Student Chapter Faculty Advisor must determine whether these conditions for continuation are met. In the event there is no Student Chapter, the certification must be approved by the Head of the Department offering the transportation or traffic engineering program of study.

Any student who is a university graduate is eligible for another grade of membership in ITE and should apply for the appropriate grade. Note: It is important to ITE and to the professional development of the student member that they apply to become a Member as soon as they are eligible to do so. The Student Chapter Faculty Advisor (or Department Head) is expected to be aware of the employment records accrued by their student members.

Advisor Role:

- Familiarize yourself with the membership guidelines and ensure that eligibility requirements are met.
- Encourage graduating students to upgrade their membership grade with ITE to Member status, upon graduation.

3.3.2 Member Recruitment

Member recruitment for Student Chapters should focus on both undergraduate and graduate students. Involving undergraduate students in the ITE Student Chapter often leads to the pursuit of graduate school, transportation-related internships, and Chapter leadership positions.

The presence of an active American Society of Civil Engineers (ASCE) Student Chapter should not preclude undergraduate or graduate student recruitment; many students are members of both ASCE and ITE. Each organization offers minimal student membership dues and enough unique activities that dually benefit students. Joint activities between both student groups, including participation in pre-college recruitment activities or hosting technical presentations of common interest, encourage a cooperative, rather than competitive, relationship.

Traditional promotion activities include announcements in transportation-related classes, posted or distributed informational fliers and informal one-on-one discussions with students, each describing ITE activities. In addition, participation in University recruitment events such as annual career fairs, engineering open houses or new student orientation activities provide a broad audience for Student Chapter member recruitment. These traditional means are still effective and should be integrated into any Student Chapter member recruitment effort. The ITE video that goes along with this Handbook can be utilized in the classroom or at recruitment events to introduce transportation engineering as a career option.

Advisor Role:

- Encourage Student Officers to set membership recruitment goals.
- Allow Student Officers to promote ITE in the classroom, particularly in the introductory transportation courses. Also urge your colleagues within the department or other relevant departments to do the same.
- Reiterate the benefits of joining ITE. An endorsement from a faculty member is often influential in a student's decision to get involved.

3.3.3 Member Involvement

It is important to integrate new ITE student members into the overall Student Chapter membership (i.e., add them to mailing lists, invite them to upcoming events, etc.) so that they immediately recognize the benefits of joining.

Many Student Chapters use electronic means to communicate with and motivate their membership. Emails, newsletters, social networking sites (i.e. Facebook, Instagram, Twitter, etc.), and LinkedIn are useful engagement tools for a Student Chapter. Emails and social media posts can alert or remind members of upcoming activities, events, or opportunities and facilitate discussion forums for transportation-related topics.

Adequate notification of events and activities does not always result in high levels of Student Chapter member participation. A more assertive approach is to make participation in a particularly desirable event

(i.e., attending the Transportation Research Board's Annual Meeting or participating in an out-of-state field trip) dependent upon member attendance and participation throughout the year. For example, a student member that attended each technical presentation and volunteered for Adopt-A-Highway would be selected to participate in the out-of-state field trip over a student member that had not participated in any other events. The Student Chapter Secretary is responsible for tracking member attendance and participation.

Advisor Role:

- Encourage frequent communication between Student Officers and general membership.
- Encourage the use of assertive member participation models by Student Officers.



PHOTO COURTESY ITE

3.4 Student Chapter Planning

3.4.1 Annual Activities Planning

Planning a meeting program for the academic year should begin immediately following the election of new Officers, regardless of whether programs for the year or just the first two or three meetings of the forthcoming academic year are to be arranged. Student Officers that remain on campus during the summer (June to September) can utilize this time to plan upcoming activities for the fall semester.

Advisor Role:

- Encourage Student Officers to set activity goals for the coming year, including a wide range of activity types (i.e., technical activities, public service, social events) to meet the diverse interests of the general membership.

3.4.2 Fundraising

Fundraising is an integral part of any Student Chapter's level of activity and subsequent success. As such, it requires focused attention early in the academic year and careful monitoring throughout the year. Sources of funding generally include the following:

3.4.2.1 Dues

Student Chapter dues - typically \$20 or less - can generate significant funds to support annual activities.

3.4.2.2 University Support

University-level governance councils may provide annual funds to student organization. Departments or Colleges may offer annual or one-time monetary support for an activity or event. Supporting Chapters, Sections, and Districts of ITE may offer scholarships, awards, or student travel support.

3.4.2.3 General Donations

The professional community may offer general support by donating funds or resources (supplies, refreshments, etc.) if made aware of what the needs are.

3.4.2.4 Merchandise Sales

Student Chapter merchandise ideas include t-shirts, sweatshirts, hats, mugs, stickers, and notebooks; permission to use university and/or the ITE logo may be required.

3.4.2.5 Fundraising Events

Golf tournaments, garage sales, etc.; golf courses may offer significant green fee discounts; golf equipment manufacturers, local restaurants, businesses may donate prizes.

3.4.2.6 Technical Activities or Services

Perform project data collection or analysis activities in exchange for a monetary donation or help with conference logistics and activities in exchange for travel or conference registration expenses.

3.4.2.7 Endowments

Allows annual funds to be made available through interest earnings on capital funds; to initiate an endowment fund, concurrence from your university/college department may be required.

Advisor Role:

- Encourage Student Officers to plan fundraising activities concurrently with the program they have planned for the year. Student Officers can review the Best Practices for Running a Student Chapter document for fundraising ideas.
- Pursue Department or College funding sources, including the establishment of an endowment fund if desired, on behalf of the Student Officers.
- Direct Student Officers to potential ITE and professional community resources.

- Confirm that proposed merchandise sales are appropriate (i.e., no offensive t-shirt logos) and that appropriate permission has been granted for logo use. Contact the ITE Publications Division for ITE logo use permission.
- Urge your professional colleagues to contribute matching donations.

3.4.3 Annual Student Chapter Report

Each Student Chapter must submit an Annual Report to their respective District Board and ITE Headquarters by March 1st, per Section 5.4, Student Chapter Charter. The report is to include a summary of the Chapter's activities for the previous 12 months, through March 31 of the submission year, and a roster of the Chapter's active membership. Annual reports should include information on the following items:

- Chapter organization including the list of elected leadership
- Activities throughout the year including technical presentations, field trips, public service activities, promotion of transportation as a career
- Fundraising
- Information on Student Chapter participation and collaboration with ITE and/or the local Chapter/Section/District throughout the year

The importance of the Student Chapter Annual Report cannot be overstated. Submission of this report allows ITE, at the District and International level, to collect and monitor vital data on Student Chapter formation, growth, activity level, and other parameters. In addition, this report is used to identify Student Chapters exhibiting outstanding performance each year; exemplary Chapters are recognized with the Outstanding Student Chapter Award at ITE's Annual Meeting. The ITE Awards Brochure provides a detailed list of the award judging criteria for Student Chapter awards.

Advisor Role:

- Make sure that all Student Officers are aware of the reporting requirement during planning for the year.
- Remind Officers of the reporting deadline of March 1st and confirm with them the on-time submittal of the Chapter's Annual Report.

3.5 Student Chapter Activities

3.5.1 Technical Activities

Technical activities, categorized as on-site technical presentations, field trips and project involvement, should comprise much of a Student Chapter's annual program.

3.5.1.1 On-site Presentations

On-site presentations may be of a technical, career, and/or business nature. During technical meetings, students become better acquainted with the transportation profession and more deeply involved with the technical aspects of the field. Technical meetings permit the students to undertake activities and pursue topics that supplement educational programs. Potential presenters can include local transportation professionals, non-local transportation professionals (usually at no cost if combined with employee recruitment activities) or ITE Chapter, Section, District, or International leadership. Invitations to District and International leaders should be extended early to allow for some flexibility in scheduling.

ITE has established a process to facilitate Student Chapters' efforts in identifying speakers for meetings and events. To take advantage of this, the chapter needs to send the following information to membership@ite.org: Chapter contact (name, email, phone number), name of Student Chapter, District, date/location of event or meeting, and what the topic of the event or meeting will be. ITE staff will forward the information to appropriate ITE members and instruct them to work directly with the Student Chapter to make all arrangements.

The Student Chapter should take full responsibility for inviting and making all necessary arrangements for guest speakers. Arrangements can include providing local transportation, ensuring that the necessary equipment for audio/visual aids is available and, if applicable, making overnight room reservations.

Advisor Role:

- Recommend and advise Officers on potential projects, discussion topics and presenters.
- As necessary, assist Officers in securing meeting space and audio/visual equipment for events.

3.5.1.2 Field Trips

Field trips offer an opportunity for students to meet practicing transportation professionals and see transportation facilities in action. Field trips can vary dramatically in duration, level of effort, and cost.

Local

May consume only a few hours in the afternoon, are relatively easy to plan by contacting the local facility manager and may be attended using personal transportation.

Non-local

May require one or more overnight stays, adding to both the level of planning effort required and the cost of the field trip.

Conjunctive

May be planned in conjunction with other activities or events such as regional or national conferences (i.e., visiting Turner-Fairbanks Highway Research Center in McLean, Virginia while attending the Transportation Research Board's Annual Meeting (TRB) in Washington, D.C.).

Advisor Role:

- Recommend potential trips and facilities for Student Officers to pursue.
- Ensure that all rules and regulations set by the University regarding field trips are followed and enforced.

3.5.1.3 Project Involvement

Student participation in on- or off-campus technical projects provides an excellent opportunity for hands-on experience and, oftentimes, an opportunity to raise funds for the Student Chapter. Student Chapters commonly participate in traffic volume and speed, pedestrian, parking occupancy, seatbelt usage, signage, and other studies. Some initial marketing is required to make on- or off-campus entities aware of the services the Chapter can offer. In all cases, appropriate training and safety measures must be instituted to maximize professionalism and to minimize risk to Student Chapter members. See Attachment C for an example Request for Proposal for a District Level Data Collection Project.

Advisor Role:

- Recommend potential projects to Student Officers.
- Publicize the Chapter's availability and interest in participating in technical projects among your professional peers.
- Define appropriate Student Chapter technical services, keeping in mind the potential overlap with practicing engineering consulting services.
- Ensure that proper training and safety measures are in place whenever students are involved.

3.5.1.4 Technical Competitions

Student members should actively participate in technical activities and compete for awards at the Chapter, Section, District, and International levels. Student technical paper awards are offered through ITE Headquarters and by many of the Sections and Districts each year. Most of these competitions provide a monetary award to the winning student.

Advisor Role:

- Encourage Student Officers and general membership to participate in technical competitions.
- If students are successful, publicize the achievement among Department, College/University media and in appropriate professional forums.

3.5.2 Public Service

Public service activities most commonly involve pre-college (elementary through high school) education efforts or community service activities.

3.5.2.1 Pre-College Education

ITE STEM Resources

ITE has developed a variety of activities and presentations catered to specific age groups from preschool through high school. The K-12 activities and presentations/templates are available in the Technical Resources section of ITE's website (ite.org).

ITE also operates a K-12 STEM Competition, designed to promote, encourage, and celebrate STEM-related activities among ITE members. Student Chapters should coordinate with their Advisor and reach out to their local Chapter or Section and/or ITE International about participation.

Expanding Your Horizons

National program designed to interest junior high school girls in math and science related careers.

MATHCOUNTS

National coaching and competition program that promotes mathematical achievement by middle school students.

3.5.2.2 Community Service

The following are examples of community service opportunities available to Student Chapters.

National Bike/Walk to Work Day

To instill use and raise awareness of alternative transportation modes at all ages.

Adopt-A-Highway Program

Departments of Transportation in each state operate a statewide highway litter pick-up program.

Boy and Girl Scouts of America

Teaching engineering fundamentals to local scouts, assisting with the Engineering Merit Badge.

Non-transportation Events

Food and clothing drives, fun runs, and other events to raise funds for community programs are rewarding to participate in.

Advisor Role:

- Direct Student Officers to K-12 or community resources for participation

- Review proposed activity for appropriateness (i.e., for pre-college education events, ensure that the proposed activity is age-appropriate, sufficiently challenging, professional and will spark interest in the transportation engineering profession)

3.5.3 Social Events

Social events play an important role in bringing the Student Chapter membership together by developing long-term friendships and rewarding Student Chapter members for their volunteer efforts throughout the year. Social events often include:

- informal gatherings such as kickoff, holiday, and graduation parties
- informal (e.g. bowling or skating) or formal (e.g., soccer, softball, hockey, or other intramural teams) sporting events
- non-technical competitions (e.g. ITE Student Chapter logo or t-shirt design competition, transportation-related photo scavenger hunt)

Advisor Role: Offer to host kickoff, holiday, or graduation parties. Invite professional colleagues in addition to Student Chapter members.

3.6 Professional Involvement

It is important for Student Chapters to be actively involved with the Chapter, Section, District, and International levels of ITE and the broader professional community to encourage job placement and enhancement of technical expertise. The Student Chapter Advisor serves an important liaison role between the students and professional community. In addition, the Student Chapter Advisor should work with the Section or District to establish a professional Student Liaison. This professional will act as a conduit between the professional ITE community and the student chapter and advisor. A sample Student Chapter Liaison Duties Document is located in Attachment D.

3.6.1 Transportation Job Placement

Many Student Chapters compile resumes for students looking for both part-time employment (internships) while in school and full-time employment upon graduation. Student Chapters can also work with employers on a one-on-one basis to schedule and promote on-campus student interview opportunities. Advisors are often the first point of contact for outside employers.

Advisor Role:

- Coordinate with Student Officers and outside employers to provide job placement opportunities for students.
- Counsel students who are seeking permanent employment about negotiating continued ITE involvement as part of their initial employment contract (i.e., annual ITE membership dues payment by employer, one employer-sponsored trip to an ITE conference each year, etc.)

3.6.2 Meeting/Conference Attendance

Whenever possible, Student Chapter members should plan to attend Chapter, Section, District, and International conferences to gain technical expertise and network with professionals. This typically requires an effective fundraising effort early in the year to support travel expenses, particularly for District and International conference attendance; however, ITE offers substantially reduced student registration fees. Concurrently, Student Chapter Officers should develop a plan for selecting which students are eligible to attend if funding is constrained. This selection process may be based on whether the student is presenting a technical paper at the conference, the level of participation in ITE activities up to the event or a lottery-style drawing.

In addition to regular meeting and conference programs, ITE is striving to incorporate more student-focused events that allow students from different universities to mingle and establish relationships. These events include a Student Chapter Advisor and Officers meeting and student reception during the Transportation Research Board Annual Meeting and reduced student ticket prices to Matson Luncheon.

Advisor Role:

- Encourage and arrange a periodic or rotational on-campus meeting for ITE Chapters or Sections to allow greater student participation.
- Facilitate introductions at meetings and conferences between students and professional

colleagues.

- Encourage students to attend student-focused ITE events.

3.6.3 Recognition Opportunities

ITE constantly seeks to attract bright and articulate individuals to the transportation profession and recognize those who excel in the transportation field. All entries are due on March 1. Information can also be found on the ITE website: <https://www.ite.org/professional-and-career-development/awards/>.

3.6.3.1 ITE Student Chapter Award

The purpose of the Student Chapter Award is to encourage Student Chapters to participate in activities that are in alignment with the purpose and objectives of ITE. The award is judged on chapter administration, event program, leadership development, K-12 STEM outreach, application of technical knowledge, recruitment, diversity and inclusion, and professional development. Student Chapters are judged at the District level with one winner representing each District for the International competition. The overall Student Chapter winner is recognized at the ITE Annual Meeting and Exposition Awards Luncheon and in the *ITE Journal*. Additionally, the Student Chapter will receive a travel reimbursement of up to \$1,000 to attend the meeting as well as one free Annual Meeting registration.

3.6.3.2 Daniel B. Fambro Student Paper Award

The Daniel B. Fambro Student Paper Award awarded annually for a significant paper prepared by a student member of ITE. The award honors the work of Daniel B. Fambro, who was a professor at Texas A&M University and an associate research engineer at the Texas A&M Transportation Institute and passed away in 1999. In naming the award in Dan's honor, ITE recognizes his exemplary service to ITE and his dedication to his students and the profession. The purpose of the award is to encourage student members of ITE to conduct and report on independent, original research and investigation of transportation engineering subjects and to provide a means for recognizing outstanding accomplishment in this area. Papers are judged at the District level with one winner representing each District for the International competition. The overall winner is recognized at the ITE International Annual Meeting and Exposition Awards Lunch and may be considered for publication in the *ITE Journal*. Additionally, the winner will receive a travel reimbursement of up to \$1,000 to attend the meeting as well as one free Annual Meeting registration.

3.6.3.3 Fellowships for Graduate Study in Transportation

Provide financial aid for qualified students to pursue graduate degrees in transportation in a variety of study programs; ITE Districts, Sections and Chapters all provide these awards.

3.6.3.4 Transportation Education Council Innovation in Education Award

The ITE Transportation Education Council recognizes an individual, university department, or organization/learning institution that has implemented an innovative technique or program to attract, develop, and/or retain transportation professionals.

These opportunities require initial and ongoing marketing to gain sufficient student involvement. Highlighting these opportunities at the onset of the academic year and setting concurrent Chapter and individual member goals for achievement can be an effective motivator.

In addition, actively promoting the resulting individual student member and overall Chapter accomplishments will lead to a more supportive, dedicated, and participatory Chapter. At regular Student Chapter meetings, via email and in electronic newsletters, accomplishments related to student presentations, publications and awards should be announced. Student Chapter Officers should also work with Chapter, Section, District, and International leaders to allow for student recognition in professional ITE forums. Student Chapter Officers or the Advisor can select student members for Outstanding Contribution, Most Inspirational, Best Attendance, or other awards.

Advisor Role:

- Encourage student members to actively participate in events and compete for awards at the Chapter, Section, District, and International levels.
- If successful, publicize the student's achievement among Department, College, and/or University media and in appropriate professional forums.

Attachment A: Example Student Bylaws

INSTITUTE OF TRANSPORTATION ENGINEERS

SAMPLE BYLAWS

ARTICLE I – MEMBERSHIP

Section 1.01: Any Institute member of any grade who qualifies under Article 3 of the Section Charter shall be eligible to be a member of the Section.

Section 1.02: Fellows, Members and Associate Members shall be eligible to hold any elective office and to vote. Other grades shall enjoy all the privileges of membership, except the right to vote and to hold elective office.

ARTICLE II - RESIGNATION AND EXPULSION

Section 2.01: Any Institute member whose Institute membership has been forfeited shall also forfeit membership in the Section. Any member of the Institute who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the Section Board of Direction. Any member subject to expulsion or suspension by the Institute Board of Direction will be reinstated in the Section only if reinstated to membership in the Institute.

Section 2.02: In the event charges are brought against a member of the Institute, the Section Board of Direction shall immediately refer the matter to the District Board of Direction for handling as provided in Article II, Section 17 of the Institute Constitution.

ARTICLE III - FEES, DUES AND ASSESSMENTS

Section 3.01: Any modification of dues shall be initiated by resolution of the Section Board of Direction or by written petition of the membership, as provided in Article X. Resolution or petition of annual dues change are enacted following a vote of the membership in which the majority of ballots cast by eligible voters is in the affirmative. Following an affirmative vote to increase dues, the Section Board of Direction shall execute the dues change through a written order. Special assessments may be made by the same procedures described in Article X of these Bylaws for amending these bylaws.

Section 3.02: Annual dues shall be collected in accord with Section Board of Direction Policy. Section 3.03: Fees shall be payable upon election to membership.

Section 3.04: Any member whose dues are more than three months in arrears shall not have the right to vote and shall not receive publications. Members whose dues become one year in arrears shall have their membership terminated. The Section Board of Direction, however, may for cause extend the time for payment and for the application of these penalties.

ARTICLE IV - OFFICERS AND BOARD OF DIRECTION

Section 4.01: The elective offices of the Section shall include: A President, a Vice-President, a Secretary-Treasurer. Officers shall be elected at the last meeting of the fiscal year, which is July 1 to June 30. The President, Vice-President and Secretary-Treasurer will assume office at the first meeting following their election.

Section 4.02: The terms of the President, Vice-President and Secretary-Treasurer shall be for one year. No officer shall occupy the same elective office for more than two consecutive terms.

Section 4.03: The Section Board of Direction shall consist of elective officers and the living Past President whose term has most recently expired and who is still resident of the Section. The Section representatives to District Committees shall be ex-officio members without vote.

Section 4.04: In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice- President. In the event of a vacancy occurring in the office of Vice-President or Secretary-Treasurer, the Section Board of Direction shall elect a member to fill the unexpired term.

ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

Section 5.01: A Nominating Committee shall nominate one or more qualified candidates for each office. The consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary-Treasurer not later than 10 days prior to the business meeting immediately preceding the final business meeting of the year.

Section 5.02: Additional nominations for any office may be made by motion from the floor at the business meeting immediately preceding the final business meeting of the year. No member may be a candidate for more than one office.

Section 5.03: The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the new Board of Direction at its first meeting shall choose between the candidates.

Section 5.04: The Section President will serve as the Section Representative to the District Annual Meeting. If the Section President is unable to attend the representative will be determined by the Board.

ARTICLE VI - GOVERNMENT

Section 6.01: The government of the Section shall be vested in its Board of Direction.

Section 6.02: The Section Board of Directors shall establish policies for the operation of the Section in conformity with the provisions of the Institute Constitution, the District Charter and the Section Charter.

Section 6.03: The Section Board of Direction shall meet at the call of the President providing the President has given at least 5 calendar days advance notice to the Board membership.

Section 6.04: The President shall preside at meetings of the Section and of the Board of Direction. In the absence of the President, the Vice-President shall preside at meetings. A majority of the Board and forty percent of the membership at Section meetings shall constitute a quorum.

Section 6.05: The Section Board of Direction shall act upon all proposals received from its Committees, or the membership assembled at the Section meetings on matters intended as policies, standards or recommendations of the Section. Approval by the Section Board shall be required before Section policies, standards or recommendations shall be official statements.

Section 6.06: The President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.07: Within 30 days after the first of January of each year the President shall appoint a Nominating Committee composed of three members who are not officers except for the Chair who will be the most immediate living Past President of the Section still residing in the Section.

Section 6.08: The President shall appoint the Chair of such special committees as may be desirable and members to appropriate District Committees.

Section 6.09: The membership may, by petition to the Section Board of Direction, initiate a vote to determine if any officer shall be deposed from office. When the question involves the President, Vice-President, or Secretary-Treasurer the petitioners must include at least 40 percent of the eligible voters.

Within 30 days after receipt of the petition by the Section Board of Direction, the following question shall be submitted to each member eligible to vote for the office in question for vote by secret ballot: Shall (Name) be deposed from the office of (Office) ? Should the affirmative carry a majority and if at least 50 percent of the eligible voters cast ballots, the office shall be declared vacant and the vacancy filled in the manner prescribed in Article IV, Section 4.04.

Section 6.10: The membership may, by petition to the Section Board of Direction, initiate a vote to determine if any action of the Section Board or by the membership at a business meeting shall be rescinded. The petitioners must include at least 40 percent of the eligible voters.

Upon receipt of such petition by the Section Board of Direction, the petitioned action shall be suspended and within 30 days the following question shall be submitted to each eligible voter for vote by secret ballot: Should the following action of the Section Board of Direction be upheld: ? Should the negative carry a majority and if at least 50 percent of the eligible voters cast ballots, the petitioned action shall be rescinded; otherwise, the suspension shall be lifted.

Section 6.11: Conduct of business and Board of Direction meetings shall be as contained in the current edition of Roberts Rules of Order Newly Revised.

ARTICLE VII - SECTION MEETINGS

Section 7.01: Regular meetings of the Section shall be held as determined by the Section membership. The Section Board of Direction may call a special Section meeting when conditions justify. No action affecting the Section shall be undertaken at any special Section meeting, however, unless written notice concerning the matter has been mailed to all members at least fourteen days in advance of the meeting.

Section 7.02: The annual Business meeting of the Section shall normally be held in May. A written report of the financial condition of the Section shall be made by the Secretary-Treasurer at this Annual Business Meeting. Committee reports and reports by the president may be made at any meeting.

ARTICLE VIII - VOTING AND VOTING ELIGIBILITY

Section 8.01: Voting for officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the Section to the Institute or District shall be by either secret ballot or electronic ballot. The Board of Direction shall select the voting method at the time that nominations or amendments are discussed by the Board.

Section 8.02: When such a secret ballot is required and selected by the Board, ballots shall be sent to qualified voters, accompanied by a blank envelope and an envelope addressed to the Secretary-Treasurer. Voters shall indicate their selections on the ballot, seal it in the blank envelope, and insert that envelope in the one addressed to the Secretary- Treasurer. The voter shall affix the voter's signature across the back of the addressed envelope. Before the ballots are canvassed, the names on the outside of the envelope shall be checked against a list of eligible voters and only the ballots cast by eligible voters shall be canvassed.

Section 8.03: When electronic balloting is selected by the Board, the ballots shall be delivered electronically (by a method recognized as secure by generally-accepted industry standards). The voting member will use their voting credentials and password to cast their vote electronically. The Secretary-Treasurer and the Vice President will have access to the final e- vote tally and will report the official results as required at the final business meeting of the year.

ARTICLE IX - ADMINISTRATION

Section 9.01: The Section shall be administered as specified in Article V of the Section Charter.

ARTICLE X - AMENDMENTS

Section 10.01: Proposals to amend these Bylaws or to petition amendments to the Charter may be made by resolution of the Section Board of Direction or by written petition signed by at least twenty-five percent of the voting members.

Section 10.02: Proposed amendments to these Bylaws shall be submitted to the eligible voters in accordance with Article VIII of these Bylaws. Approval of any amendment is subject to the provisions of Sections 4.5 and 4.7 of Article IV of the Section Charter.

ARTICLE XI – ESTABLISHMENT OF CHAPTERS

Section 11.01 - Subject to securing any necessary approval from the District and/or Institute, a Chapter Charter may be issued by the Executive Board at its discretion upon the written request of at least five (5) qualified voters residing in the area corresponding to the proposed Chapter. Proposed Chapter Bylaws shall be included with the written request. For sufficient reason and subject to any necessary approval by the District and/or the Institute, the Executive Board may rescind and/or amend Chapter Charters.

Section 11.02 - Unless disapproved by the qualified voters attending the previous Annual Business Meeting, the Executive Board may, in some equitable manner, disburse to each.

Attachment B: Example Student Charter



Institute of Transportation Engineers 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 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)

Attachment C: Example Data Collection Request for Proposals

Background

The **District Name** Board of Directors has approved up to \$2,000 to be awarded to the student chapters (\$1,000 each for up to two chapters) to collect trip generation and parking data. It is recommended that the student chapters incorporate this data collection fund effort into their current transportation course work where possible, as a lab assignment or mini-capstone analysis project.

The 2020 RFP will focus on trip generation and parking demand for unique land uses. Some of the suggested land uses are shown below. Data is being requested for these particular land uses because of the limited availability of current data, and need for current and reliable data for the profession. Throughout this document, any references to “trip generation” means “person trip generation”.

- Farmer’s Market
- Small office buildings (less than 25,000 square feet gross floor area)
- Multiplex theaters
- Transit-oriented developments or mixed-use centers
- Coffee shops with drive-through service
- Schools (elementary, middle, high, private, with and without sports fields)
- Gas station with combinations of fast food/mini-mart/car wash or circumstances where the gas station is secondary (grocery store with gas station, discount warehouse with gas station, 7-11 with gas station)
- Sports parks (with soccer, baseball fields)
- Mini-warehouses
- Resorts (ski, hotel, other)
- Mega sporting goods stores (Sports Authority, Dick’s, Cabelas, REI, Joe’s, Bass Pro Shops)
- Other underrepresented land uses, as proposed by the student chapter

Alternatively, a student chapter may propose to collect vehicle speed data on private roads in accordance with procedures described in ITE’s *Manual of Transportation Engineering Studies*, rather than collecting trip or pass-by trip data. Speed data from sites open to public travel (private not public streets) may be collected in parking facilities for different circulation road types such as entry driveways, ring roads, circulatory roads, building frontage roads and/or parking aisles. Should a student chapter choose to do this type of study, the student chapter must include a detailed scope of work demonstrating how the effort will total approximately 80 person-hours of work.

The student chapters will have the option to forgo collecting trip, parking, queuing and speed data and instead collect pass-by trip data in accordance with methodologies set forth in ITE’s *Trip Generation, Tenth Edition*. The proposal must focus on person trips - motor vehicle plus persons in vehicles, bicycle, truck, walk, transit. The proposal must clearly describe the approach to this effort, including how the work will entail approximately 80 person-hours of effort. The proposal must identify key references that support the methodology being used.

Purpose of Data Collection Fund

- To generate relevant technical data in the **District Name** States for transportation engineers and planners.
- To facilitate ITE Student Chapter activity and student mentoring by transportation professionals.
- To focus real world selection process and on practical, day-to-day, minor research in transportation engineering and planning.
- To focus on the collection of basic data. **The activities shall not involve development of standards, manuals or recommendations. While this collected data may be used by others to pursue these efforts, the purpose of this program is only collection and presentation of data** and the desire to help generate additional research interest in these areas through initial data collection.
- To provide funds to student chapters that may be used to offset travel costs for students to attend ITE meetings, which help them to better understand the transportation profession by meeting a wide range of working members.

Requested Scope of Services

The **District Name** requests that pragmatic, empirical transportation engineering data be collected and summarized. This effort should be undertaken in and by groups within the **District Name (List States)**. Data collection efforts should be scaled to those that would require about 80 person-hours. Data collection activities will consist of the following tasks:

Trip/Parking Generation Study

- Trip generation counts of land uses underrepresented in ITE's *Trip Generation* (go to <http://library.ite.org/pub/e278c427-2354-d714-5104-02d600087399> for the three-page data forms), and
- Parking generation counts of the same land use (For Excel Form, click <https://www.ite.org/pub/5DF357CA-E689-FB44-EFAA-512CDA91B913>)
- Your proposal should define in the scope of services the specific location(s) of your data collection effort and days and hours of the day that you intend to conduct counts of trip generation and parking. The minimum requirements shall include three observations of the 7 AM to 6 PM period for trip counts and three observations of 12 consecutive hours of parking occupancy. If breaks will be scheduled, the proposals should specify when.
- It is desirable to use the three observation periods to count three separate sites of the same land use type, but three days at the same site is also acceptable.
- Trip counts should provide a separate tally of trucks, bicycles, pedestrians and passengers in vehicles, in addition to the count of total motor vehicles, as deemed appropriate (note motor vehicles are passenger cars, trucks and motorcycles).
- Where possible, parking occupancy counts should provide a separate tally of bicycle parking.
- Permission should be requested from the manager of the survey site to count parking and trip generation. Your mentor can help with this coordination. The data collected will not be published with names or locations to preserve confidentiality (if requested) and the data will be provided to the manager upon completion (if requested). Your proposal should state if you have already approved clearance to count the proposed site(s).

- Obtain the site size information (building area in gross square footage, number of screens, number of dwelling units, number of students/staff/faculty) and number of parking spaces for the survey site. This should be stated in your proposal. Your mentor should assist you in determination of the independent variable to develop a trip generation rate and parking generation rate.
- Your mentor can also assist you with the need to determine occupancy of the land use. Fully occupied sites are desirable; however, if for example you are counting a site such as a condominium complex of 100 dwelling units and only 75 are occupied, this occupancy data must be provided on the data forms.
- Trip and parking generation data shall be summarized on the following forms:
<http://library.ite.org/pub/e278c427-2354-d714-5104-02d600087399>
<https://www.ite.org/pub/5DF357CA-E689-FB44-EFAA-512CDA91B913>)

Vehicle Speed Study on Site Roadways Open to Public Travel

- Vehicle speed surveys on site roadways open to public travel should follow FHWA’s 2012 informational report available at https://safety.fhwa.dot.gov/speedmgt/ref_mats/fhwasa12004/fhwasa12004.pdf
- Identify sites with roadway-like facilities (at shopping centers, office parks, big box retail,...)
- Speed data may be collected for different circulation road types such as entry driveways, ring roads, circulatory roads, building frontage roads and/or parking aisles
- Provide 85th percentile speeds, average speed, standard deviation and % traveling over common levels (ie. 20, 25, 30 mph).

Pass-By Trip Study

- Conduct survey of pass-by trips as a land use type according to the methodologies outlined in ITE Trip Generation, 10th Edition

Grant Schedule

The following schedule shows the required deadlines for submission of materials. Proposers shall specify a schedule in their proposals that will accommodate their individual end-of-semester schedule while students are in school, avoiding complications in coordination associated with the departure of student participants at the end of the school year.

RFP Issued:January 13, 2020

Proposals Due:..... February 14, 2020

Selection of Grant Awards:February 28, 2020

Student Chapters Collect Data:.....As shown in the proposal

Student Chapters Submit Draft Report, Summary Table, and Data Forms:As shown in the proposal

Committee Completes Review of Draft Report and Data:.....Within three weeks of submittal

Student Chapters Submit Final Report, Summary Table, and Data Forms:Within two weeks of receiving Committee

feedback – must be before

school is out for

	summer (or explained in <u>proposal</u>)
<u>Uploading data to the ITE’s online data submittal portal</u>	<u>Within 2 weeks from the</u>
<u>acceptance of the</u>	<u>Final Report</u>
District Payment to Student Chapters	Within 2 weeks of
completion of <u>all</u> tasks	Identified above

Proposals shall be sent **by the student chapter’s mentor** to SYMC Chair, Student and Younger Member Committee Chair via email (SYMC Chair Email) in .pdf format by Time (Time Zone) on Day, Month Date, Year.

Requirements of this RFP

Grants of \$1,000 each will be considered for a data collection task that requires approximately 80 hours of effort. Only one grant will be given to any submitting group, as the District Name intends to spread the data collection fund to as many student chapters as possible. Each proposal shall be **no more than two pages** in length on 8.5” x 11” paper with a minimum 10-point font, and shall include the following:

1. **Data Collection Proposal Scope:** This section will summarize the data initiative to be undertaken. The proposal must include a summary of the specific data that is being collected and how the data will be obtained. Discussion of seasonal issues or variations associated with the selected data collection effort should be addressed. Since the process is defined in the RFP, attention to how your team will collect what data is important.
2. **Mentoring:** This section will identify the student chapter’s mentor for the project. The mentor will provide oversight, assistance, quality control and mentoring to students with the data collection effort. ***Additionally, all deliverables shall come through the mentor to the District Student and Younger Member Committee Chair.*** While involving an active or retired ITE member as a mentor is preferred (higher scoring), it is not mandatory. In this section, proposers must also identify the chapter’s faculty advisor.
3. **Schedule:** A schedule for the project must include specific dates for each of the underlined milestones listed in the “Grant Schedule” section above in this RFP. All work shall be completed on or before June 1, 2020.
4. **Level of Effort:** A brief summary of the level of effort anticipated in terms of number of hours and people. State how the data effort would be coordinated with transportation course work and how property outreach will be done.
5. **Project Management:** State the name, address, phone number, and email address of the following persons:
 - student coordinator
 - mentor
 - faculty member supporting the effort

The student coordinator will need to remain in contact with the ITE District Name for coordination until August 1, 2020 and will need to send updates to the review committee regarding his/her address, phone number, and email address if changes occur during this time.

6. **Agreement to Hold Harmless:** It is required to state agreement to the hold harmless clause in this RFP.

A cover letter may be submitted in front of the proposal. The cover letter shall not exceed one page and does not count as part of the two-page limit noted above. A title sheet does count towards the two-page limit.

The guidelines above were developed to minimize student chapter effort in submitting a proposal for a grant. Questions or clarifications should be directed to Chris Sobie (christopher.sobie@gmail.com) or David Bassett (dbassett@avenueconsultants.com).

Proposal Evaluation

Proposals will be evaluated in the following manner:

1. **Pass/Fail Criteria:**

- Proposal sent by the Mentor and received by the submission deadline (If the students sent the Proposal to the mentor prior to the deadline and the mentor failed to submit by 5:00pm on 1/31/20, the proposal will be rejected).
- Must not exceed two-page limit (for the page limit, a cover letter does not count, a title sheet does)
- States all three project management personnel with addresses, phone numbers, and email addresses
- Agrees to hold harmless agreement
- Schedule meets required deadlines
- Proposer must be from ITE's **District Name**, effective January 1, Year

All of the above criteria must be met in order for the proposal to be evaluated further and considered for the grant award.

2. **Scope of Services (40 points)**

Scoring will be based upon the relevance/need/uniqueness of the data being collected to practicing transportation engineers and how well the methodology of data collection is outlined, including identification of key references. Clarity in what modes and persons are being counted is important, along with references to methods of data collection. ***Proposers should review the Requested Scope of Services section of this RFP in preparing this section.***

3. **Mentoring/Project Management (25 points)**

Scoring will be based upon inclusion of professional and faculty members in the proposal and the demonstration of teamwork. Please include how you propose to complete a review process of quality control. This section should also describe how the grant money would be used. Proposals that involve multiple ITE student chapters, use funds for travel to ITE meetings, and/or use funds for student recruitment will be given highest scores.

In this section of the proposal, students shall provide their work schedule including specific dates for each of the underlined milestones listed in the “Grant Schedule” section above in this RFP.

It should be noted that the District is requiring that all project deliverables, including the proposal, must be sent to the Student and Younger Member Committee by the student chapter’s mentor. In addition, the chapter must upload the data to the data submission portal by ITE Headquarters.

Other questions and correspondence may come directly from the students and/or faculty.

4. Effort/Resources (35 points)

Scoring will be based upon how the effort matches within the anticipated level of services (approximately 80 person hours per \$1,000). Proposals that most clearly demonstrate how the data collection effort is integrated into transportation course work (through lab exercises, mini-capstone course projects or homework) or ITE Student Chapter activities are encouraged and will be given the highest number of points. Points will be deducted for student chapters participating in the data collection fund program the previous year who failed to provide the required deliverables or meet scheduled deadlines.

Any Student Chapter that received a grant award in a prior year and failed to complete the project will receive a 15 point deduction for the following two years.

Evaluation Committee and Selection

Proposals will be reviewed and scored by the following individuals. None of these individuals may be used as mentors.

- Chris Sobie, Lee Engineering
- David Bassett, Avenue Consultants
- Danielle Scharf, Sanderson Stewart

The highest scoring proposals will be awarded grants, up to the total combined maximum of \$2,000. If less than two proposals are received or if the evaluation committee finds that some proposals are not in the best interest of the **District Name**, fewer than \$2,000 in grants may be awarded. **The District strongly recommends use of these funds for the Student Chapter’s ITE related activities and attendance at the District’s **Year** Annual Meeting in **City, State**.**

Tips for a Successful Project

- Review prior year proposals and reports at the Western ITE web site <http://westernite.org/students-education/data-collection-fund/>
- Select sites for which you can clearly separate out the trips for the intended land use. Do the homework to sort out where the trips (vehicle, person, bike, transit) access the site. Be sure to isolate trips specific to the use you are studying. In the case of mixed-use – be sure to document each land use and all the trips associated with the mixed use site.

- Get the size of the land use in readily available terms such as gross square feet of building area, number of employees, number of seats, number of fueling positions, number of rooms, number of students + number of staff, number of playing fields, number of screens, etc.
- Identify each driveway to the site and make sure that the trips at the driveways where the counts will be made are NOT compromised by through trips not associated with the use or trips destined to other uses.
- Get property owner agreement to conduct the counts.
- Count sites when trips would likely be at their peak – count other times for comparison. For example, retail peaks commonly on weekends but counting 4-6PM weekdays is when typical street peak times occur. Assess the land use for these patterns before you count.
- In urban areas, counting pedestrians, bicycles, transit as well as vehicles is complex, and would involve surveys beyond simple vehicle counts – sites need to be “ground reviewed” before the counts are done to make sure you are capturing all the trips. For example, garages and parking lots in these cases only represent a portion of the vehicle trips, as guest/visitor/customer trips can park on-street or in other lots) – another reason to get owner support of the count.
- Get the *ITE Trip Generation* rate and *Parking Generation* rates for your use at the outset to guide you as you analyze the data and to know if you are on track.
- Make sure to look at the monthly, weekly, and hourly variation data from *Parking Generation* to guide peak times for surveys and results.
- Have your mentor review your report prior to final submittal.

Deliverables

The required deliverables from this grant project are listed below. Samples of prior deliverables are available on the Western District ITE web site. ***Remember, all deliverables shall be submitted to the Student and Younger Member Committee Chair (Chris Sobie / christopher.sobie@gmail.com) Committee Chair by the student chapter’s mentor (not the Advisor or students).***

- A DRAFT report (single file in .pdf format) and data (presented in an Excel spreadsheet table) submitted for review by the evaluation committee. Suggested report length is 5 to 10 pages including any tables, photos and charts, excluding data forms (examples are on the Western ITE web site). The report must have a summary tables. For example highlighting the key trip and parking generation findings and including a comparison to the data from the ITE publications *Trip Generation* and *Parking Generation* (most recent editions). Where applicable, the report should include an attempt to explain variabilities between the data collected by the students and the published data. This makes the report more valuable to other users.
- Responses to comments from the evaluation committee on the draft data, summary tables and report.
- A FINAL report and data (presented in an Excel spreadsheet table) incorporating comments from the evaluation committee.
- Collected data must be uploaded to the new trip generation data submission portal created by ITE.

Required Hold Harmless and Copyright Transfer

As the ITE **District Name** is a small non-profit group, it is important that it is held harmless from any liability or negligence associated with the efforts of this proposal and project. Successful proposers will

own their data and summary work. The ITE **District Name** will only request a copyright transfer to allow publication and/or republication of information but will not own the data nor be responsible for the conduct or collection of data. Therefore it is required that the proposer include the following statement – exactly as worded below -- in their proposals.

“The <name of group> holds harmless and indemnifies the ITE **District Name** from any and all liability associated with the conduct and completion of this proposal, data collection and associated activity.”

Second, successful proposers will be required to sign the Copyright Transfer that allows the ITE **District Name** to publish the data collection report and data completed as part of this effort. The proposer will own the data and have all rights to their work, but by signing the transfer they are giving the ITE **District Name** the ability to publish this information. This form is not required to be submitted with the proposal, but will be required if and when the student chapter is selected.