

Institute of Transportation Engineers

Student Chapter Charter

ARTICLE I – PREAMBLE

Section 1.1 - We, the members of the ***Institute of Transportation Engineers (ITE)***, University of Illinois at Chicago Student Chapter, do hereby establish this charter in order that our purpose be realized to its fullest extent. ITE Student Chapter at UIC is a student organization comprising of members primarily from the Civil and Materials Engineering Department.

Section 1.2 – The Charter shall be effective beginning in ***May 2019*** and shall remain in effect, including any amendment, until rescinded by the ITE District Board or the Executive Board of ITE Student Chapter at UIC.

Section 1.3 – The 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 – NAME, LOCATION AND PURPOSE

Section 2.1 – The name of the organization will be the ***Institute of Transportation Engineers (ITE)***, University of Illinois at Chicago Student Chapter, henceforth referred to as *ITE Student Chapter at UIC*.

Section 2.2 – The location designated as that of this Chapter shall be the University of Illinois at Chicago.

Section 2.3 – 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 REQUIREMENTS

Section 3.1 – Any student enrolled at the University of Illinois at Chicago 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.

Section 3.2 - It is the policy of the University of Illinois at Chicago to not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Section 3.3 – To be eligible for admission to the grade of student member, an applicant shall be enrolled as a student in a graduate or undergraduate program at the University of Illinois at Chicago.

Section 3.4 – Any Chapter Member in good standing shall be entitled to all the privileges of the Chapter including the right to vote.

Section 3.5 – A member may resign by written communication to the Chapter at its office. Reinstatement of a member who has reassigned shall require approval from the Executive Board.

Section 3.6 – The Executive Board shall consider proceedings looking toward the discipline, which may include expulsion, suspension or admonition, of any member upon:

- a. information coming to its notice; or
- b. the written request of two or more Fellows or Members that, for cause set forth, a member be disciplined. If the circumstances appear to warrant further action, the Board shall advise the accused in writing of the charges and of the date on which the charges will be considered. The accused may present a defense, either in person or in writing, on the date set forth in the letter. The final action of the Board shall be taken at a later meeting. A two-thirds vote of the entire Board shall be required for expulsion, while all other disciplinary action may be by majority vote of the entire Board. The Board shall notify the membership of any action resulting in expulsion, and may notify the membership of any other disciplinary action.

ARTICLE IV – THE EXECUTIVE BOARD

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. The Executive Board shall consist of the following members: The President, Vice President, Treasurer and Secretary (in addition to the Student chapter advisor), each of whom shall be either a member of the Institute of 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 the policies of the Institute.

Section 4.3 The Chapter shall prescribe 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 laws do not conflict with this charter, the constitution of the Institute of Transportation Engineers or policies of the Institute.

Section 4.4 – The 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, providing that the total number is not less than a majority of the voting membership of the chapter.

Section 4.5 – The laws of the Chapter shall not take effect until filed with and approved by the District Board and filed with the Institute. At any time thereafter, the District Board may annul any part of the chapter's laws, which it considers 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 4.6 – The responsibilities of the officer positions shall be as follows:

- a. The President shall preside at all meetings of the ITE Student Chapter at UIC. The President is responsible for overseeing all aspects of the Chapter, organizing and running meetings, and representing the Chapter through interactions with faculty, students, and ITE parent chapters, working professionals, and other societies.
- b. The Vice-President (henceforth called the Vice President) duties shall include working with and supporting the President to maintain the Chapter and overseeing the operations of the ITE Student Chapter at UIC. In the President's absence, the Vice-President will take on the responsibilities of the President.

- c. The Treasurer shall keep the account balance of the Chapter. The Treasurer shall maintain full and complete records of the assets and liabilities of the ITE Student Chapter at UIC, prepare general and event budgets, and manage the receipt and expenditure of funds. The Treasurer shall also prepare and file financial reports as required by University, Federal, State, and local agencies.
- d. The Secretary shall be responsible for keeping all records for the Chapter including meeting minutes, writing an annual technical report on the group's activities, and maintaining a membership list for the Chapter in conjunction with the Webmaster and Faculty/Staff Advisor. The Secretary is also responsible for maintaining the Charter and updating the Charter when amendments are ratified. The Secretary shall be responsible for maintaining and updating the Chapter website in a timely manner (e.g. announcements). The Secretary is also responsible for developing and maintaining the group's social media presence in a responsible and respectable manner. The Secretary shall be responsible for coordinating all academic and professional events planned by the Chapter (e.g. seminars, field trips, professional development workshops). The Secretary is also responsible for coordinating all social events planned by the Chapter (e.g. coffee hours, barbeques, happy hours).

Section 4.7 – The terms of elected officers shall be for not more than one academic year until succeeding officers have been duly elected.

Section 4.8 - All members of the Executive Board must be from the ITE Student Chapter at UIC general membership. Additionally, active participation in all Executive/Committee Meetings and activities sponsored by the ITE Student Chapter at UIC is required. All members shall notify the Vice-President of any excused absences in advance of the meeting/activity.

ARTICLE V – ELECTIONS

Section 5.1 – The election procedure shall be as follows: Nominations shall be made from the floor by members of the Chapter. The election shall be by secret ballot, the ballots to be distributed to and collected from members present at the meeting.

Section 5.2 – Nomination and election shall take place as near as practicable to the end of the spring semester.

Section 5.3 – Newly elected officers shall take office at the first regular meeting following the election.

Section 5.4 – Should any elective office become vacant before the expiration of its term, the remaining officers shall call an election to fill the vacancy.

Section 5.5 - The membership of the ITE Student Chapter at UIC must be notified of an election (and of any changes to the election date) at least one week prior to the election date. Announcement of the elections shall be via e-mail with voting instructions and instructions for nomination and self-nomination

Section 5.6 - Any Executive Board member of ITE Student Chapter at UIC in violation of the Organization's purpose or constitution may be removed from office by the following process:

- a. A written request by at least three Executive Board members of the ITE Student Chapter at UIC, along with notification to the member of the request asking them to be present at the next meeting and prepared to speak.
- b. A two-thirds (2/3) majority vote of all Executive Board members of the ITE Student Chapter at UIC is necessary to remove the officer.

ARTICLE VI – MEETINGS

Section 6.1 – At least three (3) meetings shall be held each semester on a day set by the President as most suitable to Chapter members, speakers, and guests. The President may call a special meeting when necessary.

Section 6.2 – A quorum must be present to conduct business, and a quorum shall be one-half of the membership.

Section 6.3 – All meetings shall be conducted according to “Robert’s Rules of Order.”

ARTICLE VII – ADVISOR

Section 7.1 - The Executive Board shall be responsible for finding a Faculty or Staff member from the Civil and Materials Engineering Department who is willing to serve as the Chapter's Faculty/Staff Advisor

Section 7.2 - The role and duties of the Faculty/Staff Advisor shall include providing counsel to the members of the Executive Board as well as the ITE Student Chapter at UIC as a whole.

Section 7.3 – 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 VIII – COMMITTEES

Section 8.1 - The Board may authorize other committees and professional activity groups as deemed necessary. The chairpersons shall be appointed by the President with the approval of the Board. The Board may establish professional activity groups when so petitioned, to be composed of members having professional activities or interests in common, for the purpose of exchanging views, developing technical and educational programs and conducting research regarding common problems and programs. Such groups shall operate under rules of procedure approved by the Board.

ARTICLE IX – DUES

Section 9.1 – The Chapter does not collect any dues from its members

Section 9.2 – ITE Student Chapter at UIC will submit proposals to obtain finances from the departmental funding sources for individual events and parent organizations.

ARTICLE X – HANDLING OF FUNDS

Section 10.1 - The on-campus Chicago Organization Fund (COF) account of the ITE Student Chapter at UIC will be managed ONLY by Treasurer, President and Vice-President.

Section 10.2 - The registration form allows the President, Vice President, and Treasurer to authorize or sign documents concerning funds.

Section 10.3 – All funds raised on campus MUST be deposited into the organization’s on-campus Chicago Organization Fund (COF) account. The president and treasurer are the only two officers who may access the COF account.

ARTICLE XI – RELATION OF CHAPTER TO DISTRICT AND INSTITUTE

Section 11.1 – 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 11.2 – The Chapter shall not identify with national groups or organizations, but may identify itself with local (campus) groups or organizations.

Section 11.3 – 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 11.4 – 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 11.5 – 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 XII – AMENDMENTS AND REVISIONS

Section 12.1 – 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.

Section 12.2 – Proposals to amend this Chapter may be made by the officers or by written petition signed by at least four members.

Section 12.3 – Any amendment to the Charter shall be considered favored by an affirmative vote of two-thirds of the membership, and shall become effective upon notice of approval by the International Board of Direction of the Institute of Transportation Engineers.

Section 12.4 - The president is responsible for initiating the creation and distribution of the new/changed document. **The Campus Programs staff should receive a copy of the revised document.**

ITE Student Chapter at UIC

May 2019