



Institute of Transportation Engineers

A Community of Transportation Professionals



# Student Chapter Manual

Your Source for Expertise, Knowledge and Ideas

## PREFACE

The first ITE student chapters were organized at the University of Illinois and Yale University in 1947. By 2011, the number has grown to include more than 100 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.

This *Student Chapter Manual* is intended to be a procedural guide for student chapter officers and advisors, and to assist in the development and management of student chapter activities. ITE district directors and the international headquarters staff are available to assist in any matters relating to student chapter operations and to increase the students' awareness of the transportation profession.

ITE Headquarters staff is here to assist you in any way we can. You can direct specific questions to the appropriate staff member listed below.

**Customer Service Associate**

Sallie Dollins, [sdollins@ite.org](mailto:sdollins@ite.org)

**Membership Associate – Data Services**

Jennifer Childs, [jchilds@ite.org](mailto:jchilds@ite.org)

**Marketing and Membership Services Sr. Director**

Christina Gerneski, [cgerneski@ite.org](mailto:cgerneski@ite.org)

**Information Services Manager (Website )**

Zach Pleasant, [zpleasant@ite.org](mailto:zpleasant@ite.org)

**ITE Headquarters**

1627 Eye Street, NW, Suite 600, Washington, D.C. 20006 USA

Ph: +1 202-785-0060 Fax: +1 202-785-0609

[www.ite.org](http://www.ite.org)

## **I. ITE STUDENT CHAPTER OBJECTIVES**

The objectives of the Institute of Transportation Engineers 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; and
- Encourage the expansion of facilities for transportation and traffic engineering study.

## **II. CHAPTER ORGANIZATION—ROLES AND RESPONSIBILITIES**

### **1. 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 of the major committee chairpersons.

### **2. STUDENT CHAPTER FACULTY ADVISOR**

A faculty member, who is an ITE member (at the Member grade or higher), serves as an advisor to the chapter and its student officers, as well as serving as university liaison.

A. 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 his or her attention as well as to the chapter officers;
- Promoting the professional and academic welfare of ITE student members; and
- Ensuring the student chapter meets requirements to be a sanctioned university organization.

B. Hints on recruiting an advisor:

- Before making a selection, 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; and
- Choose someone with whom you are comfortable and can maintain frequent contact.

C. 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 criticism from your advisor. The advisor's knowledge and back ground experience will be helpful to achieve solutions and organizational procedures; and
- If an advisor cannot attend your meeting, be sure to meet with him or her afterwards to brief the individual on what transpired.

### 3. **PRESIDENT**

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

- A. Establishing and maintaining contact with the student chapter faculty advisor and the ITE section and/or district executive board:
  - Setting up a regular meeting time with the primary student chapter faculty advisor.
- B. Chairing all chapter executive board meetings:
  - Soliciting agenda items for regular business meetings.
  - Evaluating past projects and discussing future projects before they are turned over to the appropriate committee for further work.
  - Ensuring that minutes are kept and that sufficient copies are made for the student chapter advisor, members of the executive board, and chapter files.
- C. Chairing all general membership meetings:
  - Running a professional meeting following *Robert's Rules of Order* or an equivalent format.
  - Producing an agenda well in advance, so that copies are available to all members and the student chapter faculty advisor.
- D. Ensuring that an active, functional communication network is developed:
  - *Internal Network:* An internal network can take the form of regular e-mails with a wide variety of news items (i.e. plans and projects; regular meetings, both business and social in nature) and progress reports on various projects that are currently underway or in the planning stages. One way to maintain such contact and feedback is to have at least one member of the executive board directly responsible for the successful outcome of these projects.
  - *External Network:* An external network can be 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, inexperienced speakers and contacts that can, and often do, lead to jobs and strong personal references.
  - *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.
  - *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.

- *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 regular articles in the local and campus newspapers, maintaining and updating a student chapter Web page, maintaining a student chapter e-mail distribution list, spot announcements on the local radio station(s) and community news programs.

E. 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.

F. 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.

G. 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.

H. Supervising all chapter activities and committees.

I. Naming all committees and appointing chairpersons of each.

J. Maintaining familiarity with each of the officers' and committees' responsibilities and activities.

K. Implementing a checks and balance system by getting to know each of the officers and chairpersons, including their strengths and weaknesses. Check frequently to be sure that various projects are progressing within the established timetable.

#### **4. 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 may include, but are not limited to:

- A. Chairing the program and membership committees;
- B. Organizing field trips or special events that involve additional coordination beyond regular programming efforts;
- C. Overseeing publicity including preparation and distribution of meeting notices, posters and notices to the campus newspaper; and
- D. Monitoring the progress of committees.

#### **5. 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 include, but are not limited to:

- A. Maintaining a complete and up-to-date file of chapter records. These records may include membership lists, minutes for all major and minor meetings, attendance records of each regular chapter meeting, complete reports on each activity or project (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;
- B. Submitting articles to your section and/or district newsletter and *ITE Journal* or e-Newsletter. The secretary should contact ITE Headquarters and request an “Information for Authors” instruction sheet for submitting articles to *ITE Journal*; and
- C. Conducting all chapter correspondence with other parties.

## **6. TREASURER\***

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:

- A. Collecting all chapter dues and paying bills;
- B. Discharging all financial obligations incurred by the chapter;
- C. Keeping proper records of all receipts and expenditures, bank account deposits, reconciliation of bank account and payment of accounts;
- D. Mailing dues statements and issuing receipts; collecting and depositing checks received; and forwarding membership and officer rosters to ITE Headquarters;
- E. Maintaining the current list of all members with their status; and
- F. Preparing annual financial statements as well as statements for each general membership meeting.

(\* In many chapters, one person fills the role of both Secretary and Treasurer. The positions may include these or other activities/responsibilities listed above. )

## **7. COMMITTEES**

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 members may be appointed by the executive board or enlisted from the general membership. It is important to seek out members who have a particular interest in the committee’s subject, and urge them to get involved.

Another 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](mailto: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 in order 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 [www.ite.org/membership/index.asp](http://www.ite.org/membership/index.asp).

### **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.

## **8. 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:* i.e. district grants, section grants, membership dues, fundraisers, local school funding, transportation agencies and firms.

*Human Resources:* i.e. local ITE members, ITE faculty members, section faculty members, district board members, ITE Headquarters staff.

### **III. CHAPTER ACTIVITIES**

A strong, well-rounded 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. SAMPLE STUDENT CHAPTER CALENDAR**

##### **June—September**

Organize the Fall program. Arrange for speakers, tours and joint meetings with section/district and other area chapters. Plan fundraising and activities, organize membership drive, and begin publicity preparation. If officers are not on campus, keep them involved through regular correspondence. Advance work is important.

##### **September**

Chapter officer contact information updates should be sent to ITE Headquarters. Finalize committee assignments, membership drive and Fall speakers schedule.

##### **October 1**

Renewing ITE students will be billed directly for the next year's membership dues. ITE currently offers a complimentary first year of student member dues. Direct new student members to apply for membership on ITE's website at [www.ite.org/membership/index.asp](http://www.ite.org/membership/index.asp). New programs, updated awards and scholarship information will be sent from ITE to all chapters during the month of October.

##### **February**

With the new semester and membership drive, direct new student members to apply for membership via ITE's website at [www.ite.org/membership/index.asp](http://www.ite.org/membership/index.asp).

##### **March 31**

Cutoff date for activities to be included in the student chapter annual report.

##### **April 1**

Deadline for submitting the chapter's annual report to District Coordinator for the Student Chapter Award. Deadline for submitting papers to District Coordinator for the Daniel B. Fambro Student Paper Award. Deadline for submitting applications for the Burton Marsh Fellowship Award.

#### **2. MEETINGS**

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 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 technical, career, or business 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 particular 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 equipment for audio/visual aids is available and, if applicable, making overnight room reservations. It is good practice to confirm in writing all arrangements made for a speaker via a letter from the program chair to the speaker at least one week in advance of the meeting. This action serves to eliminate any misunderstandings that may not have surfaced during earlier, informal contacts. The chapter should acknowledge its appreciation to the speaker in a thank you letter following the presentation. If the chapter needs help in identifying speakers for meetings, e-mail [membership@ite.org](mailto:membership@ite.org).

In order to promote leadership and communication skills, the chapter leadership should attempt to have the speaker as its guest for a meal before or after the meeting, if the meeting does not include a meal. Interacting with the speaker, apart from 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 programs of a primarily social nature. Examples of typical social programs would include a get-acquainted party at the beginning of the school year, holiday parties, end-of-school year parties and sports and games.

### **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.

### **4. FIELD TRIPS**

Field trips offer an opportunity for students to meet practicing transportation professionals and see transportation facilities in action.

### **5. SECTION MEETINGS**

Periodically, the student chapter may undertake a joint meeting with the local section or chapter. These meetings are often held in conjunction with other conferences or meetings that are held on the school campus.

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.

### **6. INTERNATIONAL CONFERENCES AND MEETINGS**

Students have a standing invitation to attend the ITE Annual Meeting and Exhibit. They have the opportunity to meet world-renowned transportation professionals and to talk with other students and professionals 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, technical committee meetings and social events scheduled throughout the week. The location and date of future international conferences and meetings can be found in the calendar section of *ITE Journal*, and on the ITE Web site.

Attending meetings can be a financial challenge for students and student chapters. Here are some suggestions for students who wish to attend 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 university, college, 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; and
- Some chapters conduct fundraisers and use the proceeds for chapter travel to a national meeting.

## **7. THE ANNUAL REPORT**

Each chapter must submit a written annual report to their respective district board by April 1st. The report is to include a summary of the chapter's activities for the previous 12 months and a roster of the chapter's active membership. This is a requirement of Section 5.4 in the Student Chapter Charter. Refer to the student chapter resources (<http://www.ite.org/students/index.asp>) for the required annual report form.

*The importance of the annual report cannot be overstated.* It is the only way that vital data on the progress of chapters can be collected and recorded in ITE's archives. Most importantly, the annual report serves as a record for the chapter in future years. No exception to submission of the annual report is allowed.

## IV. STUDENT MEMBERSHIP

### 1. INSTITUTE AND CHAPTER DUES

International dues for students are set at \$20.00 per year; however, if a new student member joins their dues are waived for the first year of membership. Students joining between July 1st and December 31st will be considered paid through December 31st of the following year.

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.

### 2. ELIGIBILITY AND ADMISSION OF STUDENTS

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;
- ITE waives the first year dues of any new student member of ITE; and
- 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.

Each student will receive a letter of acceptance, a change of address card and a publication order form. A subscription to *ITE Journal* will become effective upon ITE acceptance of the application.

### 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, he or she 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 his or her best judgment in determining the status of each applicant for student member with respect to this provision of the constitution.

### 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 full member rate. If a graduate student is still pursuing a degree in a transportation field, he or she 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 his or her 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 his or her 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 he or she advances to member grade as soon as he or she is eligible to do so. The student chapter faculty advisor (or department head) is expected to be aware of the employment records accrued by his or her student members.

#### **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.

#### **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.

## **V. OPPORTUNITIES FOR RECOGNITION**

Transportation plays a vital role in the economies of all countries. Yet transportation professionals are currently in short supply. ITE constantly seeks to attract bright and articulate individuals to the transportation engineering profession. Application procedures for the following awards are sent to student chapters every November. All entries are due on April 1. Information can also be found on the ITE website: [www.ite.org/awards/index.asp](http://www.ite.org/awards/index.asp).

### **1. DANIEL B. FAMBRO STUDENT PAPER AWARD**

The purpose of the Daniel B. Fambro Student Paper 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 receives national recognition, a plaque, the possibility of having the paper published in the *ITE Journal* and funding for travel expenses to accept the award.

### **2. ITE STUDENT CHAPTER AWARD**

The purpose of the Student Chapter Award is to encourage student chapters to achieve the objectives set forth by the Student Chapter Charter: “to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and ITE; to acquaint chapter members with topics of interest in transportation and traffic engineering through the medium of addresses by competent speakers, and of chapter-sponsored trips; to foster the development of professional spirit; to promote common interests among chapter members; to encourage the expansion of facilities for transportation and traffic engineering study.” Student chapters are judged at the district level with one winner representing each district for the international competition. The overall student chapter winner receives national recognition, a plaque and traveling expenses for representatives to accept the award at the ITE Annual Meeting and Exhibit.

### **3. 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.

### **4. 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).

### **5. STUDENT NEWS**

The Student News section of the ITE e-newsletter provides ITE’s student chapters with the opportunity to highlight their chapter’s activities and achievements in this monthly electronic publication. Student chapter leaders may submit stories to [membership@ite.org](mailto:membership@ite.org).

## **6. OTHER**

From time to time a competition is initiated to engage the student membership in the creation of a project. Past projects include the creation of a careers brochure and poster for the promotion of ITE's careers video; and data collection to be used in upcoming editions of *Trip Generation* and *Parking Generation* handbooks. Winning chapters have received national recognition and/or monetary rewards.

## VI. STUDENT CHAPTER RESOURCES

A list of student chapter resources is located on the ITE Web site is a service offered by ITE Headquarters to organize information on student programs and services. The resources referenced below can be found on the ITE Web site at [www.ite.org/students/index.asp](http://www.ite.org/students/index.asp) .

### STUDENT MEMBERSHIP INFORMATION

- Benefits and Services/New Student Member Application
- Online Application
- Request for Membership Dues Reduction Form
- ITE Student Chapters(by District)

### 2010 AWARD WINNERS

- 2010 Student Chapter Award – University of Massachusetts-Amherst
- 2010 Daniel B. Fambro Student Paper Award-Chenxi Lu

### STUDENT PROGRAMS

- ITE Awards
- Scholarships
- ITE Collegiate Traffic Bowl
- ITE Annual Meeting and Exhibit

### STUDENT CHAPTER RESOURCES

- Establishing an ITE Student Chapter
- Canon of Ethics
- Student Chapter Advisor Manual
- Manual de Capítulos Estudiantiles de ITE Sample Documents
- Best Practices
- Transportation Outreach and Recruitment Resources
- Speaker request Information

More student chapter resources including the ITE logo, flyer and poster templates and more can be obtained by contacting [membership@ite.org](mailto:membership@ite.org).