



Institute of Transportation Engineers

SAMPLE STUDENT CHAPTER BYLAWS

ARTICLE I — ANNUAL FEES AND DUES

Sec. 1.1 — Annual dues and special assessments or fees shall be levied by a two-thirds vote of all Chapter Members.

ARTICLE II — GOVERNMENT

Sec. 2.1 — The elected officers of the Chapter shall consist of a President, a Vice President, a Secretary, and a Treasurer. The elected officers and the Student Chapter advisor shall constitute an Executive Board, as required by the charter.

Sec. 2.2 — The terms of elected officers shall be for not more than one academic year until succeeding officers have been duly elected.

Sec. 2.3 — Newly elected officers shall take office at the first regular meeting following the election.

Sec. 2.4 — Nomination and election shall take place as near as practicable to the end of the spring semester.

Sec. 2.5 — The election procedure shall be as follows: Nominations shall be made from the floor by members of the Chapter. The election shall be by secret ballot, the ballots to be distributed to and collected from members present at the meeting.

Sec. 2.6 — Should any elective office become vacant before the expiration of its term, the remaining officers shall call an election to fill the vacancy.

ARTICLE III — DUTIES OF THE OFFICERS

Sec. 3.1 — The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent upon such office.

Sec. 3.2 — The Vice President shall assist the President and shall assume the duties of the President when the latter is temporarily unable to discharge the duties of his or her office.

Sec. 3.3 — The Secretary shall keep a record of all transactions of the Chapter, attend to notification of meetings, conduct all essential correspondence for the Chapter, keep a roll of the members of the Chapter, and submit an annual report to the Institute of Transportation Engineers.

Sec. 3.4 — The Treasurer shall take charge of all funds belonging to the Chapter and shall be prepared to render an account of Chapter funds at each meeting.

ARTICLE IV — MEETINGS

Sec. 4.1 — At least three (3) meetings shall be held each semester on a day set by the President as most suitable to Chapter members, speakers, and guests. The President may call a special meeting when necessary.

Sec. 4.2 — A quorum must be present to conduct business, and a quorum shall be one-half of the membership.

Sec. 4.3 — All meetings shall be conducted according to “Robert’s Rules of Order.”

ARTICLE V — AMENDMENTS

Sec. 5.1 — Proposals to amend these Bylaws may be made by the officers or by written petition signed by at least four members.

Sec. 5.2 — Any amendment to the Constitution or Bylaws shall be considered favored by an affirmative vote of two-thirds of the membership, and shall become effective upon notice of approval by the International Board of Direction of the Institute of Transportation Engineers.