

Establishing an ITE Student Chapter

- Initiate communication with your District Board (Contact ITE HQ for current information).
- Collect and forward to your District Board the following items:
 - Description of your institution's transportation, traffic engineering, planning and ITS programs;
 - A list five student ITE members who are petitioning to form the student chapter;
 - A copy of adopted-by-laws (see student chapter e-library for a sample chapter by-laws);
 - A copy of the chapter charter to be filled out by the District President/Chair (see student chapter e-library 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 at the Associate Member level or higher, to serve as the student chapter faculty advisor. For those faculty members who are not current members of ITE, a voucher program exists that can be used toward first year dues, publication orders or registration fees to ITE conferences.
- The District Board will consider the petition and supporting documents. If the student chapter is approved, the District Board will forward a completed student chapter charter and supporting documents to ITE headquarters for filing.
- Once received at ITE headquarters, the student chapter will be added to the ITE system (membership database and Website), the advisor will be added to the Faculty Advisor Listserv, and the student chapter president will be added to the Student Leaders Listserv. Important information about upcoming programs, events, contests, etc is sent via the listservs. A certificate recognizing the chapter's chartering will be forwarded to the chapter faculty advisor.
- Chapter officer information should be forwarded to ITE headquarters each year.

Student Chapter Contact:

Heather L. Talbert
Outreach Associate
Institute of Transportation Engineers
1099 14th St., NW, Suite 300 West
Washington, D.C. 20005-3438
+1 202-289-0222 ext. 138 (phone) +1 202-289-7722 (fax)
htalbert@ite.org (email)

