

**INSTITUTE OF TRANSPORTATION ENGINEERS  
<COUNTY or CITY, STATE> CHAPTER BYLAWS**

**ARTICLE I - MEMBERSHIP**

*Section 1.1* - Any Institute member who resides within <COUNTY or CITY, STATE>, and who is in good standing within the <NAME OF SECTION> Section, shall be a Member of the Chapter upon submission of a membership application and the payment of Chapter dues if any. Throughout these Bylaws, the term "Resides" refers to the individual's preferred Institute mailing address, either home or place of business.

*Section 1.2* - Any Institute member may join the Chapter without residing in <COUNTY or CITY, STATE>, by obtaining approval of the Chapter Executive Board and upon payment of Chapter dues.

*Section 1.3* - Persons residing in <COUNTY or CITY, STATE> who fall into one or more of the following classifications may be affiliated with the Chapter as Chapter Affiliates. Persons who:

1. are accumulating experience toward Institute membership, or
2. are students in a post-secondary academic program, or
3. are professionally engaged in related fields, or
4. are in a position to work with and assist transportation and traffic engineers by virtue of official positions or commercial employment

*Section 1.4* - Chapter members who reside in <COUNTY or CITY, STATE> shall be entitled to all of the privileges of the Chapter except that student members may not vote or hold elective office. Chapter members who do not reside within <COUNTY or CITY/STATE> and Chapter Affiliates shall be entitled to all of the privileges of the Chapter, except that they may not hold elective office.

*Section 1.5* - All applications for Chapter Affiliate except by students shall include a description of their relationship with transportation as indicated in Section 1.3. All applications for Chapter Affiliates by a student shall be certified by a faculty member at the school attended by the applicant.

*Section 1.6* - The Chapter Membership Committee shall process applications for Chapter Affiliate, including securing confidential reports from the applicant's references as required. The Chapter Membership Committee shall forward the application, the applicant's experience record and the confidential reports of the references together with its own recommendations to the Chapter Executive Board for final action.

*Section 1.7* - Election of Chapter Affiliates shall be by vote of the Chapter Executive Board. An affirmative vote by a majority of those attending shall be required for election.

**ARTICLE 11 - RESIGNATION AND EXPULSION**

*Section 2.1* - A Chapter Affiliate or Member may resign from the Chapter by written communication to the Chapter Executive

Board. If Chapter dues have been paid, the Board shall accept the resignation in good standing.

*Section 2.2* - Any Chapter Member or Chapter Affiliate whose dues are more than one year in arrears shall be dropped from Chapter membership by the Chapter Executive Board, and the unpaid dues, but not more than the total of two years dues, shall become an obligation to be paid before the delinquent can be restored to good standing in the Chapter.

*Section 2.3* - Any Chapter Member whose Institute membership has been forfeited shall also forfeit membership in the Chapter, and will be reinstated to membership in the Chapter only if reinstated to membership in the Institute. Any Chapter member who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the Chapter Executive Board.

*Section 2.4* - Any Chapter Affiliate who, by reason of any change in occupation or profession, except by retirement, shall cease to be in contact regularly and frequently with transportation or traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Chapter without prejudice.

*Section 2.5* - The Chapter Membership Committee shall periodically review the qualifications of Chapter Affiliates. Upon meeting minimum qualifications for Institute membership the Chapter Affiliate shall be encouraged to apply for such membership.

*Section 2.6* - Any Chapter Member or Affiliate who advertises, uses, or attempts to use identification with the Chapter in any manner whatsoever with intent to derive personal gain therefrom shall forfeit affiliation with the Chapter.

*Section 2.7* - The Chapter Executive Board shall consider the expulsion of any Chapter Affiliate (a) upon information coming to its notice, or (b) upon the written request of five or more members, or (c) upon recommendation of the Chapter Membership Committee that, for the cause set forth, a person identified as a Chapter Affiliate be expelled. The Chapter Executive Board shall thereupon follow the procedure set forth in Article II Section 18 of the Institute Constitution. In the event such a charge is brought against a member of or an Affiliate of the Institute, the Chapter Executive Board shall immediately refer the matter to the Institute Board of Direction.

**ARTICLE III - DUES AND ASSESSMENTS**

*Section 3.1* – There shall be no initiation or entrance fee.

*Section 3.2* - The fiscal year of the Chapter shall be from January 1 to December 31 of the same year. Annual dues, if any, shall be charged on a fiscal year basis and the amount of the annual dues shall be the same for both Chapter members and for Chapter Affiliates. Dues for students may be at a reduced rate determined by the Chapter Executive Board. The Chapter Executive Board shall determine the amount of the annual dues.

*Section 3.3* - Dues notices shall be mailed out at least four weeks in advance of the December Business Meeting, and shall be due at the time of the meeting.

*Section 3.4* – Dues of new Chapter Members and Chapter Affiliates shall be payable upon election. A fifty percent reduction in dues shall be given to those joining during the last six months of the fiscal year.

*Section 3.5* – A special assessment may be made on a majority vote of the Chapter Executive Board

*Section 3.6* – All conferences and meetings conducted by the Chapter shall be planned on a financially self-supporting basis. Higher registration fees may be charged those attendees who are neither Chapter Members nor Affiliates.

#### **ARTICLE IV – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

*Section 4.1* – Officers of the Chapter shall include: a President, a Vice President, and a Secretary-Treasurer. The Chapter Executive Board shall consist of the officers, and the immediate Past President. All members of the Chapter Executive Board shall reside in the Chapter area. Officers and Directors shall be elected at the Annual Business Meeting to assume office on January 1 of the following year. The terms of officers shall be one year.

*Section 4.2* – A member may occupy the same elective office for more than one term, if re-elected.

*Section 4.3* – 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 the Vice President, the unexpired term shall be filled by the Secretary-Treasurer. In the event of a vacancy occurring in any other elective office, the Chapter Executive Board shall elect a member to fill the unexpired term.

*Section 4.4* – The Nominating Committee shall nominate one or more qualified candidates for each Office. Written 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 September 30.

*Section 4.5* – Not later than October 15 of each year, the Secretary-Treasurer shall send to the members of the Chapter a list of candidates nominated by the Nominating Committee. Additional nominations for an officer may be made by petition, signed by not less than five members. Each petition shall be accompanied by the written consent of the nominee to run for the stated office, and must be received by the Secretary-Treasurer not later than October 31. A member may not be a Candidate for more than one office.

*Section 4.6* – Not later than November 15, the Secretary-Treasurer shall send to all voting members a ballot listing the candidates for Officers. Ballots shall be returned to the Secretary-Treasurer and shall be canvassed at the Annual Meeting by three tellers appointed by the President. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie

vote, the outgoing Chapter Executive Board shall select one of the candidates.

#### **ARTICLE V — MEETINGS**

*Section 5.1*- Regularly meetings of the Chapter shall be held as determined by the Chapter Executive Board. The Chapter Executive Board or President may call a special meeting when conditions justify. No action affecting the Chapter shall be taken at any special meeting, however, unless at least fourteen days written notice concerning the matter has been sent to all members.

*Section 5.2* – The Annual Meeting of the Chapter shall be held during December. A report of the financial conditions of the Chapter shall be made by the Secretary –Treasurer of the Annual Meeting.

#### **ARTICLE VI-GOVERNMENT**

*Section 6.1* – The majority of the Chapter Executive Board shall constitute a quorum.

*Section 6.2* – The President shall preside at meetings of the Chapter and of the Chapter Executive Board. However, when the President is unable to do so, the Vice President shall preside at meetings and discharge the duties of the President.

*Section 6.3* – The President shall be an ex-officio member of all committees, except the Nominating Committee.

*Section 6.4* – The President shall appoint annually a Nominating Committee, composed of three Chapter Members.

*Section 6.5* – The President shall appoint Standing Committees, and such special committees as may be desirable, with the approval of the Chapter Executive Board. Standing Committees shall include but not limited to: Membership and Nominating. Standing Committee Members shall be named no later than March 1.

#### **ARTICLE VII – VOTING AND VOTING ELIGIBILITY**

*Section 7.1* – Voting for Officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the Chapter to the Section or Institute shall be by secret ballot.

*Section 7.2* – When such secret ballot is required ballots shall be sent to voters, accompanied by a blank envelope and an envelope addressed to the Secretary-Treasurer. Those qualified to vote shall indicate their selections on the ballot, seal it in the blank envelope, and insert that envelope. Before ballots are canvassed, the names on the outside of the envelopes shall be checked against a list of eligible voters and the blank envelopes containing ballots cast by eligible voters shall be separated from all others.

*Section 7.3* – Any member whose Chapter dues are in arrears as defined in Article III Section 3.3 shall be ineligible to vote.

## **ARTICLE VIII – AMENDMENTS**

*Section 8.1* – Proposals to amend these Bylaws or to petition amendments to the Charter may be made by resolution of the Chapter Executive Board or by written petition signed by at least five members entitled to vote.

*Section 8.2* – Proposed amendments to these Bylaws shall be submitted by letter to the membership qualified to vote and shall be on the order of business of the next regular meeting occurring not less than thirty days subsequently. Such amendments may be amended by majority vote of those members attending the meeting in any manner pertinent to the original amendment. The amendments, as originally proposed or as amended at this meeting, shall be submitted as prescribed in Article VII, Section 7.2 of these Bylaws within fifteen days of the meeting and canvassed within thirty days following such submission by three tellers appointed by the President.

*Section 8.3* – An affirmative vote of a majority of all ballots cast shall be necessary for the adoption of any amendments to the Bylaws, for petitions to amend the Chapter Charter, and for other matters which affect the relationship of the Chapter to the Section or the Institute.

*Section 8.4* – Amendments to the Bylaws so adopted shall take effect upon being filed with the Section Board.