



Guidelines for ITE Chapters

An ITE Chapter has the same basic mission and purpose as a Section but operates as an extension of the parent Section to encourage closer collaboration on a more convenient local level and to promote learning and leadership opportunities for ITE members.

Typically, a Chapter will form in areas of a Section that are geographically distant from the location of the majority of the Section member population;

Chapters shall:

- Support the overall goals and objectives of ITE.
- Support Section activities and coordinate with the Section in carrying out the Chapter mission and purpose;
- Foster closer association of ITE members;
- Encourage members to share knowledge.
- Consider local transportation issues.
- Collaborate with other local transportation professionals on matters of common interest.
- Present points of view consistent with established ITE policies.
- Support and mentor students and student chapters within the Chapter.

While the authority to establish a new Chapter rests with the Section, in general, Sections should be supportive of members who seek to establish new Chapters for the purposes of providing members with opportunities to more closely associate.

Over time, if the number of members and level of activity grow to sufficient size, a Chapter may become a new Section. When a Chapter attains 100 professional voting members consideration should be given to creating a new Section.

An ITE Section that establishes a Chapter will select a member of the Chapter to serve as Chapter Representative on the Section Board (the Chapter Representative can be selected by the Chapter membership or appointed by the Section President) and establish a procedure around how that person is selected and any term limits. This individual must be a member of the Chapter and will serve as the liaison between the Chapter and Section. The Chapter Representative will be a member of the Section Board.

The roles and responsibilities of that person will be agreed upon by the Section and Chapter, including the establishment of any financial processes/reimbursement/with the Section.

The Chapter does not have to establish bylaws for the Chapter, but may choose to do so, in which case their bylaws must comply with the Chapter model bylaws which are an edited version of Section bylaws. Deciding to establish bylaws should be looked at carefully because it does require establishing more rules around how the Chapter can operate and having persons in elected offices. A Chapter may choose to operate less formally early on and implement more formal structures – bylaws, officers, etc. – as it grows in membership.

An ITE Section that establishes a Chapter will need to define how they financially support the Chapter as the Section mission states they are financially responsible for Chapters.

- ITE Chapters can not collect dues or apply special assessments to their members
- ITE Chapters may charge event fees with member and non-member differential pricing.
- ITE Chapters seeking sponsorships should coordinate efforts with their parent Section so as not to be in competition with each other or unduly burden potential sponsors.
- The Chapter will run all their financials through the Section. The Section will establish the guidelines for how that process works