



(Insert Name of Chapter)

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as "ITE", [Insert Name of Section], hereinafter referred to as the "Section", as recorded in the minutes of the Section Board meeting on {INSERT DATE}, and as approved by the International Board of Direction of ITE, hereinafter referred to as the "IBOD" as recorded in the minutes of its meeting on {INSERT DATE}, grants this Charter for the {Name of Chapter} Chapter of ITE, hereinafter referred to as the "Chapter."

Section 1.2 - This Charter shall be effective beginning {INSERT DATE}, and shall remain in effect, including any amendments, until rescinded by the Section Board.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Chapter enrolling members from the designated area and shall annul any bylaws of such a Chapter which may be in conflict with it.

ARTICLE II - AREA AND PURPOSE

Section 2.1 - The area designated as that of this Chapter shall be the {INSERT AREA}, or as the area shall be established from time to time by the Section Board, or as the area shall be established from time to time as an outcome of amendments to the area designated as the Section by the IBOD.

Section 2.2 - To assist in advancing the purposes shown below, this Chapter shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The purpose of this Chapter shall be to:

- Serve as an extension of an ITE Section at a local level;
- 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.

Section 2.3 - This Chapter is considered a branch of the Section and will not have its own assets or banking, etc.

Section 2.4 - The Section will establish the appropriate guidelines for managing the chapter in their procedures manual.

ARTICLE III - MEMBERSHIP

Section 3.1 - ITE members of any grade who, according to ITE records, are located within the area designated for the Chapter, can be a member of the Chapter.

Section 3.2 - The Chapter shall not charge annual dues.

Section 3.3 – A Chapter member whose ITE membership has been forfeited shall also forfeit membership in the Chapter. Any Chapter member who is placed on inactive status by ITE shall also be placed on inactive status by the Chapter Board. Members will be reinstated to membership in the Chapter only if reinstated to membership in ITE.

ARTICLE IV - GOVERNMENT

Section 4.1 – Upon the adoption of this Charter, the existing Section Board that established the Chapter shall select a Chapter Representative to serve as liaison between the Section and Chapter.

Section 4.2 – The Chapter members may choose to adopt bylaws that set forth the governance and administration of the Chapter in accordance with this Charter.

Section 4.3 – The Chapter members shall manage the affairs of the Chapter in conformity with the provisions of this Charter, the policies and procedures of the Section, actions of the Section Board, the Constitution and policies of ITE, and the actions of the IBOD.

ARTICLE V - RELATION OF CHAPTER TO SECTION AND ITE

Section 5.1 - The Chapter shall not speak for the Section or ITE unless authorized in the particular matter by the Section Board, District Board, or the IBOD, respectively. The Chapter may speak for itself on matters pertinent to its geographical area.

Section 5.2 - Chapters are encouraged to develop relationships with other not for profit associations at the same level in which the Chapter operates in the development of meetings and educational programs for ITE members. The Chapter should not enter into any formal partnerships or agreements, with either national or international organizations, without consent from the ITE International Executive Director.

Section 5.3 - The Section, District, and ITE will not be responsible for debts contracted by the Chapter. No dues will be required to be paid by the Chapter to ITE or the Section.

Section 5.4 – The Chapter shall submit a written annual report to the Section Board each year. The report shall include a summary of the Chapter’s activities for the previous year.

ARTICLE VII - AMENDMENT OF CHARTER

Section 7.1 – The Chapter will be notified in writing by the Section Board of any proposed amendment to, or withdrawal of, this Charter so that the Chapter may have an opportunity for a hearing before the Section Board concerning the proposed amendment or withdrawal. The amendment with or without change shall be submitted by the Section Board to the District Board, then to the IBOD for approval and shall become effective on the date determined by the Section Board.

Section 7.2 - The Chapter may petition the Section Board to amend this Charter or rescind withdrawal action. The Section Board shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the Section Board shall then petition the IBOD for approval of the proposed amendment. The District Board, then the IBOD shall act on this petition in the same manner as provided for amending the Section Charter. Amendments to the Chapter Charter initiated by petition from the Chapter shall become effective upon approval by the Section Board, then by the District Board, then by the IBOD.

Subscribed for the Section Board of {Section Name} Section of the
Institute of Transportation Engineers

{Section President's signature}
ITE {Section Name} Section President

{Date}