



Institute of Transportation Engineers

A Community of Transportation Professionals



Elected Leadership Manual

Your Source for Expertise, Knowledge and Ideas

ELECTED LEADERSHIP MANUAL

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INTRODUCTION

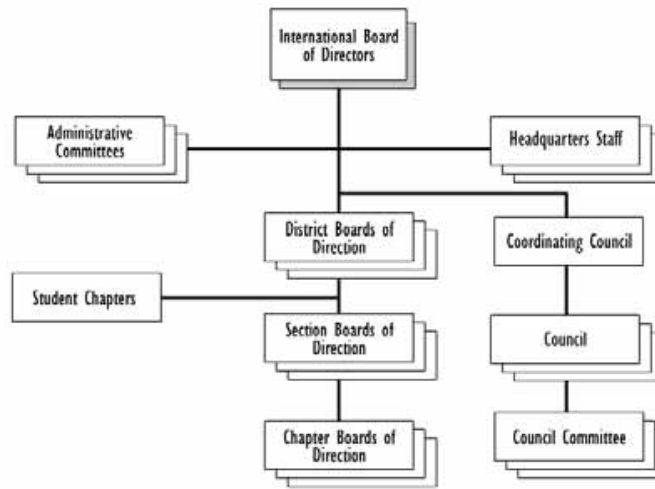
The Institute of Transportation Engineers (ITE) is an international educational and scientific association of transportation professionals who are responsible for meeting mobility and safety needs. Through its products and services, ITE promotes professional development of its members, supports and encourages education, stimulates research, develops public awareness programs and serves as a conduit for the exchange of professional education.

Founded in 1930, ITE serves as your source for expertise, knowledge and ideas through meetings, seminars and publications, and through its network of more than 17,000 members working in more than 90 countries

The *Elected Leadership Manual* is a procedural guide for elected leaders of ITE. It was developed to assist in the management of district, section and chapter activities. The manual outlines the various documents, reports and activities you may come across as leaders, and refers you to services and sources of additional information. Supporting documents for this manual, as well as additional management and leadership resources, can be found in a Web-based Elected Leadership E-library at www.ite.org/elected/index.asp.

I. THE INSTITUTE OF TRANSPORTATION ENGINEERS

To understand your role as an elected leader, it is best to have an understanding of the organizational and governing structure of ITE.



ITE HEADQUARTERS

1627 Eye St., NW, Suite 600, Washington, DC USA 20006; phone: +1 202-785-0060; fax: +1 202-785-0609. Normal office hours are from 8 a.m. to 4:30 p.m. EST.

ITE Headquarters uses an automated telephone system designed to quickly route calls to the appropriate staff member. When first calling headquarters, a computer will automatically answer the telephone. At this point, you may immediately dial "0" to reach our receptionist or dial the extension number of a staff member.

ITE HEADQUARTERS STAFF

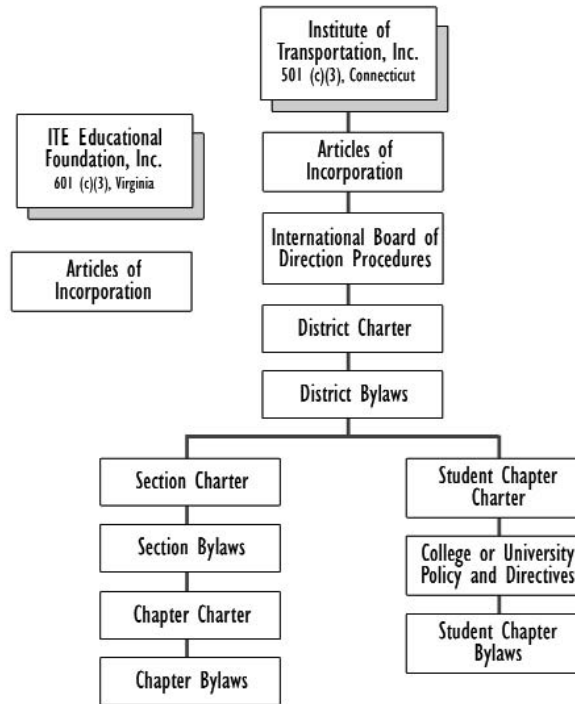
ITE Headquarters staff is organized into divisions representing principal activity areas. A listing of those departments follows. When you call ITE Headquarters, you will receive the fastest service by calling the staff member responsible for the program or subject you wish to discuss. If you are unsure of whom to call, the receptionist (who can be reached by dialing "0") can direct your call. For a listing of staff by service, visit the ITE Website at <http://www.ite.org/membersonly/staffdirectory/index.asp>.

ITE E-NEWSLETTER

ITE produces a monthly E-newsletter distributed to its entire membership. It includes the latest news on publications, continuing education and training offerings, meetings, technical activities and other news of interest from ITE Headquarters. It also provides up-to-date information on current issues, upcoming events or technical news. All districts, sections and chapters are encouraged to provide timely news features for the ITE e-Newsletter. To submit news items, email membership@ite.org.

II. GOVERNING DOCUMENTS

ITE has several documents that govern how staff and chapters conduct business.



ITE CONSTITUTION

The ITE constitution is the governing document of the organization. It sets a framework and directs the International Board of Direction to interpret it and establish procedures. All other governing documents, such as the International Board of Direction procedures, charters and bylaws, must be in conformance with the provisions of the ITE constitution.

INTERNATIONAL BOARD OF DIRECTION PROCEDURES

The International Board of Direction procedures guide ITE in its conduct of business and actions. In general, the procedures provide:

- Details of the provisions of the ITE constitution for the guidance of ITE members in positions of responsibility; and
- Assignment or limitation of duties and responsibilities of districts, sections, chapters, councils, divisions, officers, directors, committees, ITE Headquarters staff and the International Board of Direction.

CHARTERS AND BYLAWS

Districts

The International Board of Direction grants and may withdraw or amend district charters and bylaws. The charter specifies the purposes, boundaries, rights and duties of the district, and may specify other matters that the International Board of Direction deems appropriate. District leaders must also act in accordance with bylaws that each district develops in accordance with the ITE constitution and the district charter. Bylaws, and any amendments there to, are not effective until submitted to ITE headquarters for approval. Each district may create sections and student chapters by issuing a charter in a form as approved by the International Board of Direction. District leaders should refer to their charter and bylaws on all governmental and procedural questions. Copies of district charters and bylaws are kept on file at ITE headquarters.

Sections

The ITE constitution provides for sections to be chartered by the district in which it is located at the written request of at least eight voting members residing in the proposed section area. The section charter specifies the purposes, boundaries, rights and duties of the section, and may specify other matters that the district deems appropriate. Amendments to section charters are submitted to the district board for approval. If approved, the district board shall then petition the International Board of Direction for approval of the proposed amendment. Each section adopts bylaws that must conform to the ITE constitution, the district charter and the section charter. Section bylaws, and any amendments thereto, are not effective until approved by the district. Section leaders should refer to their charter and bylaws on all governmental and procedural questions. Copies of section charters and bylaws are kept on file at ITE headquarters.

Chapters

According to the standard section charter, a section may charter a chapter "to meet specific needs within its boundaries upon written request of at least five members of the section residing in the proposed subsection area." A chapter charter specifies the purposes, boundaries, rights and duties of the chapter, and may specify other matters that the section deems appropriate. The section may rescind a chapter charter by giving notice in writing to the chapter. Each chapter adopts bylaws that must conform to the ITE constitution, district charter, section charter and chapter charter. The bylaws are not effective until approved by the section. Chapter leaders should refer to their charter and bylaws on all governmental and procedural questions. Copies of chapter charters and bylaws are kept on file at ITE headquarters.

Student Chapters

A district may charter a student chapter by using a standard student chapter charter. Modifications to the standard charter may be granted by the International Board of Direction. Each chartered student chapter adopts bylaws, which must be filed with ITE headquarters. The *ITE Student Chapter Manual*, which includes approved student chapter policies and procedures, is located in the Student Leadership E-library at www.ite.org/students/index.asp. The e-library provides tools and guides to assist in the development and management of student chapters.

III. FINANCIAL AND CORPORATE ACCOUNTABILITY

ITE is a corporation registered in the state of Connecticut for which the U.S. Internal Revenue Service has granted not-for-profit status under U.S. Internal Revenue Code § 501(c)(3).

Like International ITE, ITE districts, sections and chapters are voluntary organizations and, regardless of the formality and size of the organization, each has legal status. Organization as a corporation is desirable when the organization is large, formally organized and collects significant amounts of money. Corporations allow for some degree of limitation of liability of the officers (although this is by no means complete). Corporations generally have reporting requirements to the entity of their incorporation (usually the state in which they are incorporated). Smaller entities, such as a chapter with relatively few members, may be organized simply as an unincorporated association.

Regardless of the type of organization, however, there are legal requirements and considerations that exist that the governing body must be aware of. Information about these legal requirements for districts, sections and chapters in the United States may be obtained from state corporation commissions, the local office of the U.S. Internal Revenue Service, or ITE headquarters. Districts, sections and chapters located in countries other than the United States should contact local authorities for information on the organization's required legal forms.

Peter Frenz, Deputy Executive Director and CFO, at ITE headquarters may be consulted to discuss financial questions, including those regarding tax status, dues and scholarship accounts. ITE headquarters personnel have significant experience in the financial area and have resources in the legal and certified accounting areas that can be drawn upon for assistance.

SETTING AND COLLECTING DUES

Districts, sections and chapters may require payment of local dues as a condition of membership. The setting of local dues amounts is the responsibility of the local unit and must be done in conformance with the provisions in the constitution, charter and bylaws. Dues should be reasonable and based on the needs of the organization. The governing body should bear in mind when setting dues amounts that the member will annually be asked to pay international dues and fees, as well as district, section and perhaps chapter dues. ITE headquarters also bills dues for its specialty councils. Elected leaders must remain sensitive to the totality of members' obligations.

Currently, all districts charge district dues. They are billed with the annual ITE dues billing; collected by ITE headquarters; and remitted in full to the district, generally three times each year. All sections charge annual dues. Several sections bill and collect dues through ITE headquarters in the same manner as the districts. This service is available to all sections. To have ITE begin collection of Section dues, the section must, in writing, detail the amount of dues being collected and who dues are to be collected from and send to the Membership area prior to September 15th for inclusion in the annual dues billing. Chapters are also permitted to collect dues, however, ITE headquarters does not currently provide dues collection service for chapters.

U.S. TAX AND POSTAL REGULATIONS

There are several general points of the U.S. Internal Revenue Service Regulations relating to voluntary not-for-profit organizations, of which all local officers should be aware. These include the following:

1. International ITE and its sub-units are non-profit organizations and, for tax law purposes, are distinct entities. This means that the local organizations are not part of the tax exemption of the international organization.
2. Existence as a non-profit organization is not conveyed by law; if your organization operates as a non-profit (and follows the rules), it is a non-profit. What the law provides is formal recognition of non-profit status. This allows donors to be sure that their donations to you are tax deductible.
3. Whether or not your organization must file for recognition with the U.S. Internal Revenue Service is determined by the size of your gross receipts. Quite simply, when your gross receipts reach \$5,000 per year, you should file an application for recognition of your tax exemption.
4. When the formal tax exemption has been obtained, you are required to maintain certain records of your organization's activity, but you do not have to file annual tax returns until your gross receipts exceed \$25,000 per year.

There are many additional regulations relating to U.S. tax exemptions. If you fall into the \$5,000 category mentioned above, call Peter Frentz at ITE headquarters to discuss your tax status.

SOLICITATION OF FUNDS

The solicitation of funds by districts, sections and chapters is covered specifically in the International Board of Direction Procedures, Section 17-9. This procedure reads as follows:

- A. International affairs shall be designed to a scale that meets particular needs. The fees for these affairs should be set high enough to cover all costs.
- B. Solicitation of funds for international affairs from members, Consultants Council members, or those eligible for membership is not permissible.
- C. This procedure does not prohibit solicitation of funds from organizations not normally eligible for membership in the Consultant's Council, or its affiliates.
- D. This procedure does not preclude the acceptance of unsolicited contributions from members of or those eligible for membership in the Consultants Council, provided that such contribution is made through, and accepted by, the council.
- E. Districts, sections and divisions should adopt guidelines and procedures consistent with this procedure in supporting international annual meeting functions.

RECORDS AND REPORTING

As officers change, maintaining records becomes a challenge. A majority of districts have established the position of district administrator. This position does not change from year to year. The district administrator maintains all organizational records, bank accounts and other administrative items that must be maintained on a continuing basis.

Organizational records are typically one of three types:

- 1) Governance-organizational documents such as the charter, bylaws, corporate charter, articles of incorporation, tax exemption letter and any other documents that deal with the organization's existence as a particular organizational type;
- 2) Financial-records such as books of account receipts/disbursements, checkbooks, and reconciliation records, the general ledger and associated journals, financial statements and tax returns; and
- 3) General/Administrative-discretionary records and those other items that make up the organization's history such as meeting minutes, membership lists and directories, histories of meeting attendance, etc.

Organizational and financial documents must be well maintained and understood by all new officers. Good financial records also enable you to: 1) file required tax returns and legally required reports easily and efficiently; and 2) demonstrate to your membership that you are using funds consistent with the purpose of the organization. The size of your organization will dictate the type of financial reporting system you must use. Small organizations with little financial activity might choose a simple system consisting only of a ledger book to record receipts and a checkbook. Large districts or sections, which have obtained tax exemptions and are required to file tax returns, must use more elaborate systems and must maintain books in accordance with generally accepted accounting principals. Regardless of the type of system used, all receipts and disbursements must be accounted for. You should also maintain and report the full effect of activities. For example, you should know total receipts and disbursements for your meetings-not just the net income or expense (reporting of gross income and expense is required by U.S. Internal Revenue Service regulations).

IV. ITE POLICIES

For liability reasons, policy positions are specifically dealt with in the ITE constitution and the International Board of Direction procedures. It is important that districts, sections, chapters, elected leaders and members follow these procedures.

An ITE policy is considered to be any published statement, adopted through established procedures, that sets forth a formal ITE position. In general, ITE policies are concerned with a) the proper conduct of the profession of transportation and traffic engineering by its members; and b) any significant transportation or transportation-related issue. Any ITE member, committee, board, council, district, section, or chapter may propose an ITE policy or position statement at any time. The proposal should be forwarded to Aliyah Horton (ahorton@ite.org) at ITE headquarters. ITE's Policy and Legislative Committee will consider each proposal and forward its recommendation to the International Board of Direction. A complete listing of ITE policies can be found at <http://www.ite.org/aboutite/policies.pdf>. District, section and chapter leaders may appoint one person to serve as their representative on the Policy and Legislative Committee. The designated representative's name should be forwarded to Aliyah N. Horton (ahorton@ite.org).

POSITIONS ON LOCAL QUESTIONS

The International Board of Direction's procedures and policies support civic participation. ITE, through its officers or general membership, should refrain from entering the organization into local controversies. This policy should not restrain any individual members from offering their personal opinions in an ethical manner on any questions on which their opinion is sought.

PUBLIC STATEMENTS

ITE districts, sections, and chapters are encouraged to become professionally involved in local transportation issues and policies, particularly in matters that can affect the continuation and upgrading of professional transportation engineering in local governmental jurisdictions. The International Board of Direction has adopted procedures governing the issuance of policy, resolutions and position statements by units of ITE.

LEGISLATIVE AND REGULATORY INPUT

Within certain specified limits, ITE and its units may offer the expertise and experience of its members in the formulation of legislation, government regulations and administrative directives in the field of transportation. Input can be provided through the review of drafts, submission of written and oral comments and testimony, and conferences between government personnel and members of ITE. As a tax-exempt association, ITE and its units must comply with certain legal limitations on these activities. These limitations should not be taken lightly. ITE's tax-exempt status prohibits the use of a "substantial portion" of its resources to influence legislation. In addition, ITE cannot become involved in activities or provide resources to assist any candidates for public office. For further information, contact Aliyah N. Horton, Professional Development and Government Affairs Senior Director, or Peter Frenz at ITE headquarters.

COMMERCIAL ENDORSEMENTS

ITE does not endorse or imply endorsement of any commercial organization or of its products, plans, and/or programs. This policy applies to ITE officials, staff and all units of ITE, including its councils, districts, sections and chapters. ITE will not publish an advertisement that states or clearly implies endorsement of a commercial product or of its manufacturer on the part of a named ITE member, educational or research institution, professional group/organization or government agency, without the express approval of the indicated endorser.

V. MEMBERSHIP

The membership activities of each district, section and chapter are crucial to maintain the long-term viability of local entities and ITE as a whole. The establishment of a strong membership infrastructure and implementation of membership activities demonstrate that elected leaders are focused on providing services that meet the needs of the members of their respective regions. To accomplish this you should:

- Create a membership chair and committee to manage administrative tasks and membership recruitment, retention and reactivation program activities;
- Establish membership growth and retention goals; and
- Develop a one-page flyer or brochure highlighting the benefits of joining your individual district, section, or chapter to be distributed at meetings and/or mailed with membership applications.

RECRUITMENT-PROSPECTIVE MEMBERS

Each ITE district, section and chapter should seek to define who, within their boundaries, is a prospective member. Building prospect lists will assist in efforts to attract new members. Prospective members include:

- Colleagues (private sector, state and local government agencies, university professors);
- Employees (young professionals and those in need of professional development);
- "Rising Stars" in your organization;
- Soon-to-graduate university students;
- Non-member meeting attendees;
- Retirees; and
- Affiliates.

As the outreach mechanisms are developed, consider the needs of the prospective member and how these needs can be met by ITE. Suggested actions include:

- Develop a relationship with your prospective member. Talk about why you joined ITE and what you consider to be the professional and personal benefits of ITE membership.
- Deliver ITE's message. Share copies of ITE publications (such as local newsletters, ITE Journal, council newsletters) with your prospective member and talk about ITE's other benefits, including technical products, professional development opportunities, networking opportunities and technical conferences and annual meetings.
- Make it easy for the prospective member to join. Have a membership application available and offer to mail it for the person.
- Offer open invitations to meetings or issue invitations to meetings when a high-profile speaker is presenting.
- Develop a list of organizations (public/private) along with key contacts (champion) for each one. Reach out to those champions to push the ITE membership cause.
- Encourage members to bring a non-member to a meeting, by conducting a "Bring a Member Raffle." Place cards of each sponsor in a bowl. Pick a card at the end of the event. The winner and guest(s) win back the fee paid for the member and guest(s) to attend the meeting.
- Set up a section or chapter booth at district meetings.
- Establish special group rates for government agencies.
- Distribute copies of newsletters and meeting announcements to prospects to familiarize them with the benefits of membership.

LIAISON TO STUDENTS

Transportation engineering students are the future of the profession and ITE. Internationally and locally, recent focused efforts on student chapters, scholarships and awards have helped to increase the number and quality of students enrolling in transportation engineering. It is important that districts and sections designate a member to be a liaison to the student chapters within their area. Please notify ITE headquarters of your liaison.

Soon-to-be graduates of local universities are prime prospects for ITE membership. To encourage transition from student to full membership, be proactive:

- Hold chapter meetings at university sites;

- Provide ITE technical presentations to students;
- Waive registration for student members to participate in chapter meetings;
- Include students in annual meeting programs;
- Have local elected leadership attend student chapter meetings; and
- Institute career guidance programs.

REACTIVATION AND RETENTION

Contact with past members is a productive outreach activity. Each summer, a list of members who have not paid their current year dues is provided to section presidents. ITE encourages sections to divide the list among several volunteers to telephone each person on the list and encourage them to continue their membership by paying their dues. You may also find persons who work closely with the former member to do the outreach. Reinstatement of past members requires only a telephone call or letter to ITE headquarters indicating that the party wishes to reinstate his/her membership.

FOLLOW-UP ACTIVITIES

For all retention, recruitment and reactivation activities, follow-up is the key to success:

- Use a spreadsheet to manage contacts.
- Monitor follow-up activities and report changes of address, avocation, and/or dissatisfaction with services provided by ITE. Results should be forwarded to Sallie Dollins, Customer Relations (sdollins@ite.org).
- Share successful retention, recruitment and reactivation campaign results by emailing membership@ite.org so that your success stories can be added to ITE's Elected Leadership Listserv and/or E-library.

ITE headquarters maintains an extensive computer database of members, past members and prospective members, which are available as printouts or labels free of charge for official uses. Should prospect lists be developed locally, we encourage you to send them to ITE headquarters for inclusion in the database. From time to time we do mailings to these lists to acquaint prospective members with meetings, publications and other programs of ITE.

LOCAL SECTION AFFILIATES

Section affiliates are usually those people who are not eligible for International ITE membership. The section charter states that section affiliates are:

- Not eligible to be voting members of ITE, but are accumulating experience toward ITE membership;
- In sub-professional work in transportation or traffic engineering;
- Students in a recognized engineering school;
- Professionally engaged in related fields; or
- In a position to work with and assist transportation or traffic engineers by virtue of official positions or commercial employment.

The section bylaws establish the manner for application for section membership or affiliation, as well as the manner in which membership or affiliation may be terminated. Usually, section affiliates are clearly identified as such, not as members of the section. The right to vote or hold elective office is specified in each section bylaws. Please refer to your charter and bylaws for the requirements for reporting local section affiliates. Section affiliates should be encouraged to apply for International ITE membership when they meet the minimum qualifications. ITE's Affiliate Member grade provides an opportunity for most persons working in the transportation field, who are not eligible for another membership grade, to join ITE International.

The International Board of Direction urges each section to encourage local section affiliates to subscribe to *ITE Journal*. This should be on an individual basis, conducted directly with the Publications Department of ITE headquarters at the section affiliate rate. Contact Jennifer Childs, Membership Associate (jchilds@ite.org) for this service.

AFFILIATED GOVERNMENT AGENCY MEMBERSHIP

ITE has an Affiliated Government Agency Membership, which provides a method by which government agencies, with five or more members can join the organization at a reduced rate. Non-members are reviewed and receive the appropriate membership grade based on level, experience and education, as compared with the membership requirements set forth in the constitution. The affiliating agency receives a discount on the dues of its individual members. The agency also receives ITE scrip (varying amounts of \$10 discount coupons) redeemable toward meeting

registrations and publications purchases. ITE scrip is provided to affiliated governmental agency members as a way to encourage broader participation in local and international meetings. Districts and sections should accept ITE scrip as payment for meetings and other designated activities. To redeem ITE scrip, send the scrip to Peter Frenz at ITE headquarters. It will be redeemed at 90 percent face value. In addition, each individual covered by the agency membership receives one free membership in an ITE specialty council. Brochures are available for affiliated governmental agency membership from ITE headquarters.

VI. NEWSLETTERS

Local newsletters are a major communication tool used to: highlight administrative issues; present technical articles; announce meetings; provide an open forum for local boards and members; and generate enthusiasm for the local unit. They may also be used as a membership recruitment tool to: create interest with prospective members; welcome new members; and distribute at meetings. Corporate sponsorship or advertising can make local newsletters self-supporting. ITE's Marketing and Communications Division is available to advise you on enhancing your newsletter editorially and visually. Mailing labels for newsletters are available from ITE headquarters, upon request.

ITE headquarters distributes a monthly e-newsletter to its members. The overall theme of the ITE e-newsletter is knowledge sharing and partnerships within ITE, focusing on section, chapter and student work. Specifically, any short, time-sensitive and newsworthy information should be sent to ITE for inclusion in the e-newsletter. The deadlines for submissions for the ITE e-newsletter are the 20th of each month. The due dates will stay the same from year to year. ITE headquarters also assists in the editing and distribution of council e-newsletters. Council newsletters are distributed on a quarterly basis.

Each year, ITE headquarters sponsors a Newsletter Award (see International Recognition).

NEWSLETTER COPYRIGHTS

Copyright is a form of protection provided by law to the authors of either published or unpublished original works, including written text, cartoons, graphics, photographs, music and art. A work is protected from the time the work is created to 50 years after the author's death. The owner of the copyright holds the exclusive right to reproduce the copyrighted work; to prepare derivative works based on the copyrighted work; and to distribute copies of the copyrighted work to the public. A work is protected by copyright even if the copyright notice does not accompany it. It is a violation of U.S. Copyright law to reprint from other sources without permission. It is always best to secure the permission of the author, artist and/or publication from which you plan to reprint before reprinting or excerpting material. Please be sure that your newsletter does not violate the copyright law, as the penalties can be as high as \$100,000. Any information from an outside source submitted for the ITE e-newsletter or council newsletters must have proper copyright submission.

ITE Journal authors are asked to transfer copyright to ITE, which gives ITE permission to not only publish the article in *ITE Journal*, but also to use it in a future work. (The authors retain rights to use the article in any future works of their own). Not all authors agree to transfer such rights; some transfer limited rights, others allow one-time use only. Contact ITE headquarters before reprinting material from the *ITE Journal*. Before reprinting any cartoon or article in a district, section, chapter or council newsletter, you should always request permission from the copyright owner. Be as specific as possible in your request: include the title of your newsletter; the publisher (your district, section or chapter); the fact that the newsletter is published for the educational benefit of its members; the intended distribution of the copyrighted work; whether it will be published online; and the number of copies that will be printed and distributed. You should always get the permission in writing. For more information on copyright law, contact the U.S. Copyright Office at +1 202-707-3000, or ITE headquarters.

VII. LOCAL TECHNICAL ACTIVITIES

Besides networking with colleagues, technical activities to stimulate professional growth are probably the most important benefit to ITE members. There is a council for most of the transportation disciplines. Council activities are coordinated through the ITE Coordinating Council, which is responsible for conducting the technical activities of ITE. The councils define issues, create and disseminate technical material and reports describing research findings, equipment standards, practices and emerging techniques. The results of these activities are published in *ITE Journal*, informational reports, recommended practices, equipment standards, or other technical publications of the ITE.

At the local level, sections may organize to conduct their own technical activities. These activities may address a problem that affects one particular area. Sections may establish local committees to carry out these activities, which typically involves research projects and other investigations of traffic and transportation subjects. In addition, sections may volunteer to form a committee to carry out a technical activity under the auspices of one of the ITE councils.

ITE offers numerous resources to assist in the delivery of technical presentations at local meetings. These materials include PowerPoint presentations with speaker notes and video presentations, which may be downloaded for free or purchased from ITE. The materials can be accessed via the Elected Leadership E-library. These presentations may serve to meet the continuing education requirements of your P.E., P.Eng. and PTOE members. For additional information contact Aliyah N. Horton, ahorton@ite.org, at ITE Headquarters.

MEETINGS

Most charters and bylaws specify the number of meetings required per year, the time frame for the annual business meeting and specifications for call meetings. Advance notice of meetings should be provided to members as early as possible via e-mails, fliers, brochures, meeting announcements and newsletter notices. ITE headquarters maintains a schedule of district and section meetings, some of which are published in *ITE Journal*. A full listing is available on the ITE Web site at www.ite.org/sites/events.asp. This service is a benefit for local members, as well as for business travelers. ITE headquarters includes a meeting announcement form in each monthly membership report, which is mailed to the Section Secretary/Treasurer. For your meeting announcement to be included in *ITE Journal*, the form must be received no later than 2 months prior to *ITE Journal's* publication date.

Mailing labels for local members are available free-of-charge to districts, sections and chapters for official uses such as meeting announcements, ballots and newsletters. Email Jennifer Childs at jchilds@ite.org to order labels. Please allow 2 weeks for delivery. ITE can also provide marketing materials to district, section and chapter meetings that describe ITE membership benefits and services. The materials can be placed on a table in the registration area at your meeting so interested members can get the information they need. The materials include membership applications, informational flyers for ITE publications, certification program brochures, *ITE Journal* information, etc. To order these materials, please e-mail membership@ite.org.

PROGRAMS AND SPEAKERS

The quality of the speakers making presentations at your meetings will significantly impact the success of your meetings, as well as on the image that is presented to current and prospective members. Email membership@ite.org at ITE headquarters if you need assistance in identifying an appropriate speaker.

GUIDELINES FOR ISSUING PROFESSIONAL DEVELOPMENT HOURS

The following outlines ITE guidelines for assisting District, Sections and Chapters to provide professional development hours (PDH) for participation in local technical meetings and conferences. **This service is provided for ITE programs only.**

1. Chapter must designate one contact person to work with ITE staff.
2. Two weeks prior to the start of the conference the following materials must be electronically submitted to ITE staff:
 1. Spreadsheet of meeting program
 2. Short bios (1 paragraph) for each session presenter

3. Upon receipt of program and presenter bios ITE will:
 1. Review technical program and determine qualifications for PDH
 2. Design a Professional Development Tracking Form and provide it in PDF format for the chapter contact to duplicate

4. At the meeting the Chapter will:
 1. Include Professional Development Tracking Forms in registration packet
 2. Provide a receptacle for collecting the completed forms (attendees and presenters may submit forms for credit) at meeting and serve as contact for receipt of forms. *Note: The tracking forms require P.E. numbers and/or ITE member numbers. Sometimes participants do not have this information on hand and request to submit forms at a later date. A chapter contact should be designated to receive these forms up to two weeks after the meeting.*
 3. All tracking forms received at the conference/meeting and submitted by the deadline should be compiled and mailed in one package to ITE headquarters. ITE will not accept forms submitted by individuals

5. Upon receipt of the tracking forms, ITE will:
 1. Issue invoice to chapter at \$5.00 per form. *The fee covers the administrative and reporting costs of providing the service and maintaining the professional development files.*
 2. Record professional development credits earned by attendees and presenters
 3. Mail certificates of completion to all who return forms
 4. Submit training report to Florida Board of Professional Engineers, if applicable.

If you have questions about the above process contact Eunice Chege (echege@ite.org).

VIII. COMMUNICATION WITH ITE HEADQUARTERS

OFFICER UPDATES

ITE headquarters frequently sends information to local elected leaders-announcements, policy statements, technical information-and receives information in return-membership information, technical activities. Because of the importance of many mailings, most charters state that the names and addresses of all elected officers and the dates on which their terms begin and expire should be reported in writing to the section board, district board, district director(s) and ITE headquarters within 30 days after election. Quarterly, ITE headquarters seeks confirmation of the officers for the following database categories: president/chair, vice-president/vice-chair, secretary, treasurer and immediate past president/chairperson. In addition to elected officers, ITE headquarters maintains a list appointed leaders in the following categories: Newsletter Editor, Technical Chair, Membership Chair, Student Chapter Chair, Career Guidance Chair, Student Chapter Advisor and Legislative Representative. This information is used to populate ITE's membership database.

ANNUAL REPORTS

ITE encourages all districts, sections and chapters to send copies of their annual report to ITE headquarters. Reference your charter for submitting reports. Many of ITE's awards require that annual reports be submitted by districts, sections and student chapters.

MEMBERSHIP REPORTS

ITE headquarters mails various membership reports to section secretaries. Monthly mailings include:

- A meeting form, to update *ITE Journal's* calendar and Web meetings calendar;
- A monthly change log indicating ITE members whose records have changed during the course of the previous month, including changes to address and membership grade; and
- An admissions report indicating all new ITE members residing in the section who joined ITE in the preceding month.

Quarterly mailings include:

- A print-out listing of all ITE members residing in the section;
- A printout from the ITE headquarters meetings database which lists the information on file; and
- Elected leadership update form.

Special section reports, produced to your specification, are available free of charge for your use. These reports may include information such as membership prospects, delinquent members and academicians in your area. To order reports, please email membership@ite.org at ITE headquarters.

MEMBER SERVICES ON THE WEB/ELECTED LEADERSHIP E-LIBRARY

An Elected Leadership E-library was established to give elected leaders quick access to governance documents and other resources. It is updated on a regular basis with new information. The E-library is an effort to consolidate information about our programs and services for elected leaders. The resources referenced below can be found on the ITE Web site at www.ite.org/elected/index.asp.

1. Directory

- Elected Leadership Directory

2. Reference Documents

- Executive Digest
- ITE e-Newsletter
- Chapter Best Practices Report
- Retention, Recruitment, Reactivation Best Practices Report
- Elected Leadership Manual
- Western District Student and Faculty Initiatives Committee: Action Plan Evaluation
- District Administrator Survey Results
- Name Badge Templates

3. Governance Documents

- International
 - Constitution
 - Policies of ITE
 - Canon of Ethics
 - Prospective International VP Candidates Information Packet
- District
 - Sample Oath of Office
 - Sample District Charter
 - District Annual Report Form
- Section
 - Forming a New Section
 - Sample Section Charter
 - Section Annual Report Form
- Chapter
 - Forming a New Chapter
 - Sample Petition to Charter a Chapter
 - Sample Chapter Bylaws
 - MOVITE Section: 10 Reasons to Form an ITE Chapter

4. Technical Presentation Materials for Local Meetings

- ITE SAFETEA-LU Overview – presentation (Members Only)
- Strategies to Reduce Traffic Congestion – Video-CD
- Professional Development Program Courses on CD-Rom

5. Membership and Marketing Materials

- List of Marketing Materials
- General Marketing Brochure
- Membership Advantage Program
- ITE Councils
- Agency Membership
- Membership Brochure

6. Continuing Education and Training

- List of Available Web Seminars
- Training Opportunities Clearinghouse
- ITE Guidelines for Accrediting District, Section, Chapter Technical Programs

7. Awards

- All ITE and Council Award Descriptions and Application Guidelines
- Winning Section Activities Award Application
- All Section Activities Award District Winners

8. Government Affairs

- Government Affairs Information

9. Student Chapter Information

- Student Chapter Manual
- Student Chapter Manual – Spanish version
- Establishing a Student Chapter
- Western District Student Chapter Best Practices Report

PUBLICATIONS AND LOGO MERCHANDISE

Publications catalogs are available at ITE headquarters. Logo items are available for speaker or past officer gifts. Publication and logo merchandise orders may be placed by telephone, mail, or fax. Please be sure to identify yourself as an ITE member so that you may take advantage of member discounts. All orders must be prepaid-MasterCard, Visa and American Express are accepted. Award certificates, plaques and banners can be ordered through ITE headquarters at cost, plus shipping.

ANNUAL MEETING INFORMATION

ITE Annual Meeting advertisements, newsletters, brochures and logos are available for insertion in local publications.

IX. INTERNATIONAL RECOGNITION

A number of districts, sections and chapters have established scholarship programs. ITE headquarters is available to help with scholarship program funds management up to and including the maintenance of bank accounts and the disbursement of award funds. Contact Peter Frentz (pfrentz@ite.org) for more information.

Districts, sections and chapters are urged to encourage students to apply for ITE international scholarships and fellowships. ITE headquarters' staff produces a brochure that describes international fellowships and scholarships. Districts and sections are contacted annually to determine if their programs should be included in the brochure. In addition, there are awards that are presented to district, sections, or chapters that require local input in the judging process. For more detailed information about ITE fellowships, scholarships and awards, go to www.ite.org/awards/index.asp.

ITE NEWSLETTER AWARD

The purpose of the ITE Newsletter award is to recognize the district or section that, during a calendar year, produces the best series of newsletters. Communication of meaningful technical and organizational information to the membership is a major responsibility of ITE districts and sections.

SECTION ACTIVITIES AWARD

The purpose of the ITE Section Activities Award is to encourage and promote active involvement by ITE sections in activities promoting the purpose and objectives of the organization and to recognize the overall quality of section activities. These activities may be either technical or non-technical in nature.

FELLOWSHIPS FOR GRADUATE STUDY IN TRANSPORTATION

ITE has established several fellowship and scholarship awards for graduate study in transportation. These fellowships provide financial aid for qualified students to pursue graduate degrees in transportation in a variety of study programs. ITE, the districts, sections and chapters all provide these awards.

ITE STUDENT CHAPTER AWARD

The purpose of the Student Chapter Award is to encourage student chapters to achieve the objectives set forth by the Student Chapter Charter:

“To promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and ITE; to acquaint chapter members with topics of interest in transportation and traffic engineering through the medium of addresses by competent speakers, and of chapter-sponsored trips; to foster the development of professional spirit; to promote common interests among chapter members; and to encourage the expansion of facilities for transportation and traffic engineering study.”

DANIEL B. FAMBRO STUDENT PAPER AWARD

The purpose of the Daniel B. Fambro Student Paper Award is to encourage student members of ITE to conduct and report on independent, original research and investigation of transportation engineering subjects and to provide a means for recognizing outstanding accomplishment in this area.

OTHER INTERNATIONAL RECOGNITIONS

Innovative Intermodal Solutions for Urban Transportation Paper Award, in Memory of Daniel W. Hoyt (in conjunction with the Transit Council)

The award has two purposes: to encourage reporting of activities and programs that have been effective in addressing urban transportation needs through the development of innovative, practical and balanced intermodal solutions; and to publicize the role of transportation professionals in achieving innovative solutions to urban transportation needs.

Past Presidents' Award for Merit in Transportation

Past Presidents' Award is intended to encourage the conduct and reporting of independent and original research and to provide a means for recognizing outstanding accomplishments by young engineers in the field of transportation engineering.

Transportation Achievement Award

Transportation Achievement Award is awarded annually for excellence in the advancement of transportation to meet human needs by entities concerned with transportation such as governmental agencies, legislative bodies, consulting firms, industry and other private sector organizations. The Transportation Consultants Council has endowed this award.

Young Consultants Award

The Young Consultants Award, sponsored by and funded by ITE's Transportation Consultants Council, recognizes achievement in transportation consulting by younger employees of member firms of the Transportation Consultants Council. The award is bestowed annually for a paper reporting on transportation consulting activities; the paper does not have to report upon a total project, but can cover the portion of the project for which the writer was responsible.

APPENDIX I – SAMPLE OATH OF OFFICE



Institute of Transportation Engineers

Sample Oath of Office

In accepting the office to which you have been elected in the Institute of Transportation Engineers, will you discharge to the best of your ability all the duties of that office? *(I will)*

Will you uphold the professional standing, honor and dignity of the Institute at all times by example and precept? *(I will)*

Will you be governed by the Institute's Constitution and by the policies, rules and procedures established by the Board of Direction?
(I will)

And will you work diligently and faithfully for the advancement and betterment of the Institute and its members? *(I will)*

It is my pleasure to declare you installed into the respective offices to which you have been elected.

Will all Institute members please stand and respond to the following statement.

Having chosen these officers as your leaders for the coming year, will you carry out your obligation to support and assist them in achieving the Institute goals? *(I will)*

Please show your support by joining me in a round of applause for the new officers.

APPENDIX II – FORMING A NEW CHAPTER



Institute of Transportation Engineers

Steps to Form a New Chapter of the Institute of Transportation Engineers

Step 1: In accordance with the standard Section Charter, prepare a letter to the Section Chairperson¹ requesting that a charter be issued for the proposed Chapter specifying the boundaries. The letter must be signed by at least five ITE voting members residing within the proposed subsection boundaries. In addition to the signatures, please provide names either printed or typed. It is preferable to obtain the signatures of the majority of the members residing within the boundaries of the proposed subsection.

Step 2: Once a charter is granted by the Section², Bylaws must be drafted and sent to the Section for review and approval. The Bylaws must not be in conflict with the Institute's Constitution, District Charter, District Bylaws or Section Bylaws and Charter, or its own Charter. *Sample Bylaws are available from the International Headquarters Office.*

Step 3: Initiate the activities of the Chapter providing a forum for the exchange of technical information, to advance professional development, to stimulate research, and to develop public awareness.

¹ In the event that the proposed chapter is outside of North America, the request should be addressed to the International Board of Direction at the International Offices in Washington, DC..

² In the event that the proposed chapter is outside of North America, the draft bylaws should be sent to the International Board of Direction for review and approval.

APPENDIX III: ESTABLISHING AN ITE STUDENT CHAPTER

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:

Institute of Transportation Engineers
Membership Department
1627 Eye Street, NW, Suite 600
Washington, D.C. 20006
+1 202-785-0060 (tel) +1 202-785-0609 (fax)
membership@ite.org