

**Institute of Transportation Engineers
Student Chapter Bylaws
California State Polytechnic University Pomona**

Created: February 26, 1974

Revised: May 10, 2004

Revised: May 27, 2008

Revised July 12, 2009

ARTICLE I PREAMBLE

Section 1

PURPOSE: General

The Institute of Transportation Engineers (ITE) Student Chapter exists for the betterment of California State Polytechnic University (CSU) Pomona, Associated Students, Inc. (ASI), as a whole.

Section 2

PURPOSE: Specific

The purpose of this Chapter shall be to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and the Institute; to acquaint students with topics of interest in transportation and traffic engineering through the medium of competent speakers and of Chapter-sponsored trips; to foster the development of professional spirit, to promote common interests among students and to encourage the enhancement and optimization of facilities for transportation and traffic engineering study.

Section 3

NONDISCRIMINATION

The ITE Student Chapter, CSU Pomona, shall not be discriminatory in terms of race, ethnicity, religion, color, age, sex, sexual orientation, national origin, citizenship, gender, physical or mental ability, marital status, financial or social status.

Section 4

OFF-CAMPUS ISSUES

This organization or its members, when taking stands on issues, recognizes and will fulfill its obligations to make clear that it in no way represents the official position of CSU Pomona, or ITE

per Section 5.1 and Section 5.2 of the ITE Student Chapter Charter.

ARTICLE II NAME

The official name of the organization shall be the Institute of Transportation Engineers Student Chapter, California State Polytechnic University Pomona.

ARTICLE III TRUST ACCOUNT

Section 1 MAINTENANCE

This organization, pursuant to its Chapter obligation, shall maintain a trust account with ASI Business Office. Pursuant to the CSU Board of Trustees, the Executive Orders 648 and 731 states that all funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus' Chief Financial Officer, the Vice President of Administration Affairs. Student clubs and organizations are identified as affiliated organizations. The policy further states that any account with a bank or financial institution not approved by the campus' Chief Financial Officer is strictly prohibited.

Section 2 USAGE

All monies of this organization shall be deposited in, and disbursed from, this account following procedures outlined by the ASI business office.

Section 3 DISPERSAL OF FUNDS

Should this organization become inactive by failing to apply for Chapter renewal, the trust account will be held as an inactive account for two (2) academic years. In the event this organization does not become active during the two (2) year period it is hereby declared that any funds remaining in said account are to be transmitted to District 6 ITE Endowment Fund Committee Chair. Please contact the ITE, 1099 14th Street, NW, Suite 300 West, Washington, DC 20005-3438 USA or (202) 289-0222 for current District 6 ITE Endowment Fund

Committee Chair before dispersal of funds. If said organization is no longer functioning at that time, or if its objectives are no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to ITE, 1099 14th Street, NW, Suite 300 West, Washington, DC 20005-3438 USA. If said organization is no longer functioning at that time, or if its objectives are no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to CSU Pomona, American Society of Civil Engineering – Student Chapter. If said organization is no longer functioning at that time, or if its objectives are no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to ASI, CSU Pomona, general fund.

ARTICLE IV MEMBERSHIP

Section 1

CATEGORIES OF MEMBERSHIP

Membership in this organization shall be open to all students who express interest in transportation or/and traffic engineering. Honorary membership may be awarded to individuals as selected by a majority of those present at a regularly scheduled meeting.

Section 2

ELIGIBILITY

Active members must be members of ASI at CSU Pomona. Any student enrolled at CSU Pomona, which meets Section 4.3 shall be eligible for membership in the Chapter, and may become a member of the Chapter upon filing an appropriate application with the Secretary of the Chapter and upon payment of Chapter fees and dues.

Section 3

REQUIREMENTS

All members in good standing must have paid the required dues. Members must constitute a minimum of five CSU students enrolled in at least one class. Up to 20 percent of the organization may be individuals who are not CSU students. Only students enrolled at the CSU campus may vote on issues that come before the organization.

Section 4

SUSPENSION

Any paid member shall have their membership suspended if the member acts with disorderly conduct, gross misdemeanor, or other behaviors unacceptable to the organization. Nomination for suspension shall be voted unanimously by the Executive Board and approved by both a majority of the members present at a regularly scheduled meeting and by the Faculty Advisor following due process.

ARTICLE V

OFFICERS

Section 1

CATEGORIES OF OFFICERS

The elected officers of the ITE Student Chapter shall be President, at least one (1) Vice President, a Secretary and a Treasurer or Secretary – Treasurer, a Fundraising Chair and a Events (Activity) Chair or Fundraising/Events Chair, Engineering Council Representative, or Vice President – Engineering Council Representative, and Webmaster. The elected officers and the Student Chapter Faculty Advisor shall constitute an Executive Board, as required by Section 4.1 of the ITE Student Chapter Charter. These officers shall comprise the Executive Board who will be responsible for all executive decisions.

In addition to the elected officers and Student Chapter Advisor, identified above, it is recommended that a Student Chapter Professional Liaison(s) be appointed by the Section President, and serve as an “ex-officio, non-voting” member of the Chapter Executive Board. This position is appointed on January 1 of each year and approved by the District Board of Direction at the mid-year Board meeting.

Section 2

DUTIES

The President shall preside at all meetings and functions and will coordinate and direct activities in the best interest of the Chapter. The President will appoint all standing committee

Chairpersons, in addition, the President shall appoint such necessary additional committee Chairpersons as directed by the Chapter. The outgoing President shall comply with Section 5.3 of the ITE Student Chapter Charter.

The Vice President shall assist the President and shall assume the duties of the President when the latter has indicated he/she is unable to perform them. The Vice President shall program the Chapter activities for his/her term of office. This duty shall include: all necessary correspondence; procurement of meeting place, materials required (i.e., projector, screen, etc.), refreshments as required; and such other requirements as indicated by the President.

The Secretary shall keep the minutes for each meeting of the Chapter and shall be responsible for the Chapter correspondence as directed by the President, including sending invitations to ITE Student Chapter Faculty Advisors and alumni announcing Chapter meetings. Also, the Secretary shall maintain a current and comprehensive file of all Chapter activities. This shall entail a record of attendance at all Chapter functions and the collection of all publicity and materials that shall be included in the annual report. The secretary shall coordinate the efforts of the outgoing officers in compiling and the submitting of the annual report before April 1, to District 6 ITE per Section 5.4 of the ITE Student Chapter Charter.

The Treasurer shall handle all Chapter funds and will make disbursements as directed by the President. The treasurer shall keep a monthly roll of all members in good standing by class level. The treasurer will submit to the Chapter at least once each month both a written and oral statement of accounts, the oral report to be given during a regularly scheduled meeting.

In the case of a Secretary-Treasurer, he/she will handle the duties listed for both the Secretary and the Treasurer.

The Events (Activities) Chair shall attend all activities assembly meetings and voice the opinion of the Chapter as directed by the members. All idea(s) of event/activities shall be

voted by the Executive Board. The Events (Activity) Chair shall report all transactions affecting the Chapter to the President and shall appoint a responsible person to act as his/her proxy in the event his/her attendance at an activities assembly meeting is impossible.

The Fundraising Chair shall create new/old ideas of fundraising events for the Chapter. All idea(s) of the fundraising event(s) shall be voted by the Executive Board. The Fundraising Chair shall report all transactions affecting the Chapter to the President and shall appoint a responsible person to act as his/her proxy in the event his/her attendance at an activities assembly meeting is impossible.

The Engineering Council Representative shall attend all engineering council meetings and voice the opinion of the Chapter as directed by the members. The engineering council representative shall report all transactions affecting the Chapter to the President and shall appoint a responsible person to act as his/her proxy in the event his/her attendance at an engineering council meeting is impossible.

The Webmaster shall maintain and update the Chapter website as current as possible. The Executive Board shall decide on the design and function of the Chapter website and implemented by the webmaster.

Section 3

ELIGIBILITY

At the time he/she assumes office and during his/her tenure in office, an elected officer must meet all of the eligibility requirements as stated by the University. He/she will sign a statement of eligibility when he/she assumes office, and thereafter he/she will accept the responsibility of monitoring his/her own grades and unit load to meet these requirements each quarter he/she is in office.

ARTICLE VI ELECTIONS

Section 1 NOMINATIONS

A Nominating Committee composed of the outgoing officers and a member from each class level should name at least one nominee for each position. This Committee shall have the outgoing President as the Chairperson. The nominations will be open to the floor at the following regularly scheduled meeting.

Section 2

TIME OF ELECTION

Elections shall be held during the spring quarter of each year, preferably in mid April but before the RSVP for the Engineering Leadership Retreat.

Section 3

PROCEDURE

The officers shall be elected by a simple majority of all members in good standing in a secret ballot.

Section 4

ASSUMPTION OF OFFICE

The new officers shall preside over the last regularly scheduled meeting of the year. Officer terms are one (1) year following the election.

Section 5

VACANCIES

Should any elective office become vacant before the expiration of its term, the remaining officers shall call an election to fill the vacancy if 2/3 of the specified term has expired. If over 1/3 of the term is remaining, a special election shall be held. This election will follow all guidelines set forth in Sections 1 and 3, and the elected officer shall finish his/her term of office. In a case when membership is small, the Executive Board may chose to merge the following position if it is vacant: Secretary and Treasurer to be Secretary – Treasurer; Vice President and Engineering Council Representative to be Vice President – Engineering Council Representative.

ARTICLE VII MEETINGS

Section 1

REGULAR MEETINGS

Regular club meetings should be held every other week concurrent with university hours. The announcements of these

meetings shall be posted conspicuously and made public at least forty-eight (48) hours prior to the meeting.

Section 2

SPECIAL MEETINGS

A quorum must be present at all special meetings and only the business for which a special meeting is called may be transacted at the meeting. Special meetings shall be called by the President, Vice President or Secretary at least eight (48) hours prior to the meeting and made public.

ARTICLE VIII QUORUM

Section 1

QUORUM

A quorum shall consist of one-quarter or more of all members in good standing. A quorum shall be necessary at any one meeting for transaction of any club business.

ARTICLE IX COMMITTEES

Section 1

ELIGIBILITY

At the time he/she assumes responsibility for a committee and during his/her term in office, a committee Chairperson must meet all the eligibility requirements as stated by the university.

Section 2

The standing committee will be the Executive Board. Other committees will be appointed as the need arises for them.

ARTICLE X DUES

Section 1

The dues shall be paid on an annual basis. Dues shall be paid at the first meeting of the fall quarter.

Section 2

The amount of the dues for the ITE Student Chapter at CSU Pomona, shall be decided upon by a unanimous vote of the officers before the first regular meeting of the fall quarter. This amount will remain in effect throughout the remainder of the year.

Article XI STUDENT CHAPTER FACULTY ADVISOR

Section 1 ELIGIBILITY

The ITE Student Chapter shall have a Faculty Advisor over 21 years of age who shall be a full-time or part-time member of the faculty, administration, or staff of CSU Pomona. Part-time staff, faculty, and administrators are permitted to advise an organization upon university approval. The Faculty Advisor may not be on leave of absence at any time during his/her term of appointment. Faculty Advisors shall not be employees of auxiliary organizations. The Student Chapter Faculty Advisor shall meet Section 4.7 of the ITE Student Chapter Charter.

Section 2 SELECTION

A Student Chapter Faculty Advisor shall be appointed annually by the ITE District 6 President and approval by the District 6 Board. The Student Chapter Faculty Advisor shall be a member of the Institute of Transportation Engineers and shall hold the grade of Member or higher. After a Faculty Advisor has been appointed by the organization and approved by his/her Department Head, final approval and actual appointment will be made by the Director of the Office of Student Life & Cultural Centers. If the Faculty Advisor is the Department Head, then the immediate supervisor would also need to approve before final appointment is made by the Director of The Office of Student Life & Cultural Centers.

Section 3 DUTIES

The Student Chapter Faculty Advisor's responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined in Office of Student Life & Cultural Center's Advisor's Guide.

ARTICLE XII AMENDMENTS

Section 1 MEANS OF AMENDMENT

Any amendment to these Bylaws shall become effective upon notice of approval by the ITE District 6 Board of Direction. An amendment to these Bylaws shall be approved by a two-thirds (2/3) vote at a regular meeting.

Section 2 APPROVAL

All amendments to these Bylaws shall be filed with Office of Student Life & Cultural Centers, submitted with the Change of Amendment Form, indicated the date and method of adoption. Revisions shall be incorporated into a fully revised copy of the proposed Bylaws. Any amendment(s) which change(s) the purpose or intent of the organization or substantively modify the proposed Bylaws shall be submitted within 90 days for approval by the University before taking effect. The Chapter shall comply with Section 6.1 of the ITE Student Chapter Charter.

Section 3 COMPLIANCE

These Bylaws shall not be in conflict with the ITE Constitution and the Bylaws of the ASI, or with the policies and regulations of the CSU Pomona, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all registered organizations made by the university shall be considered to be immediately enforceable, whether contained in these Bylaws or not. The Chapter Bylaws shall comply with Section 4.4 of the ITE Student Chapter Charter.

APPROVED BY THE DISTRICT 6 BOARD OF DIRECTORS ON JULY 12, 2009



Monica M. Suter, P.E., PTOE
ITE District 6 President



ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as the Institute, the District Board of District 6, as recorded in the minutes of its meeting on June 20, 1990 grants this Charter for the California Polytechnic State University, Pomona Student Chapter of the Institute, hereinafter referred to as the Chapter.

Section 1.2 - The Charter shall be effective beginning in July 12, 2009, and shall remain in effect, including any amendments, until rescinded by the District 6 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 that may be in conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Chapter shall be the California Polytechnic State University, Pomona.

Section 2.2 - The purpose of this Chapter shall be to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and the Institute; to acquaint students with topics of interest in transportation and traffic engineering through the medium of competent speakers and of Chapter-sponsored trips; to foster the development of professional spirit, to promote common interests among students and to encourage the enhancement and optimization of facilities for transportation and traffic engineering study.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at the California Polytechnic State University, Pomona shall be eligible for membership in the Chapter, and may become a member of the Chapter upon filing an appropriate application with the Secretary of the Chapter and upon payment of Chapter fees and dues.

Section 3.2 - Any Chapter Member in good standing shall be entitled to all the privileges of the Chapter including the right to vote, except voting for or holding elective office which requires the Chapter Member to have membership in the Institute or completion of application for membership as provided in Article IV, Section 4. 1.

Section 3.3 - The regulation of the membership shall be specified in the Bylaws.

ARTICLE IV - GOVERNMENT

Section 4.1 - The government of the Chapter shall be vested in its elected officers, and Student Chapter advisor, who shall constitute an Executive Board, as provided in the Bylaws of the Chapter. The Chapter by-laws may specify such elective officers as the Chapter desires provided that there shall be a President, at least one Vice President, a Secretary and a Treasurer or Secretary Treasurer, each of whom shall be either a member of the Institute or a Chapter Member who has filed an application to become a member.

Section 4.2 - The Executive Board shall consist of the elective officers identified in Section 4.1. In addition, it is recommended that a Student Chapter Professional Liaison(s) serve as "ex-officio, non-voting" member(s) of the Executive Board.

Section 4.3 - The Executive Board of the Chapter shall manage the affairs of the Chapter in conformity with the provisions of this Charter and Bylaws of the Chapter and the policies of the Institute.

Section 4.4 - Bylaws of the Chapter shall provide the manner of nominating and electing officers and shall specify their terms of office.

Section 4.5 - The chapter shall adopt Bylaws to govern appointment of committees, number and times of meetings, assessment of fees and dues, method of amending by-laws and such other matters as the Chapter may desire, provided such Bylaws do not conflict with this Charter, the Constitution of the Institute of Transportation Engineers, the Charter and Bylaws of District 6 ITE or policies of the Institute and its International Board of Direction.

Section 4.6 - Bylaws of the Chapter may be adopted and amended after adoption only if the proposition is submitted in writing to all voting members of the Chapter at least 30 days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative two-thirds vote of those voting, provided that the total number is not less than a majority of the voting membership of the chapter.

Section 4.7 - By-laws of the Chapter shall not take effect until filed with and approved by the District Board and the approved Bylaws filed with the Institute. At any time thereafter, the District Board may annul any part of the Chapter's Bylaws, which it considers to be contrary to the Constitution or to the best interests of the District of the Institute, by giving notice in writing to the elected officers of the Chapter and to the Institute.

Section 4.8 - A Chapter Faculty Advisor shall be approved annually by the Chapter and approved by the District 6 Board. The Student Chapter Advisor shall be a member of the Institute of Transportation Engineers and shall hold the grade of Associate Member or higher.

Section 4.9 - It is recommended that a Chapter Professional Liaison(s) be appointed by the Section President and approved by the District Board for the purpose of coordination between Section activities and each Chapter.

ARTICLE V - RELATION OF CHAPTER TO DISTRICT AND INSTITUTE

Section 5.1 - The Chapter shall not assume to speak for the District or the Institute unless authorized in the particular matter in question by the District Board or the Institute International Board of Direction.

Section 5.2 - The Chapter shall not identify itself with national groups or organizations, but may identify itself with local (campus) groups or organizations.

Section 5.3 - Names and addresses of all elected officers of the Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the District Director and to the Institute Headquarters within 30 days after election.

Section 5.4 - The Chapter shall submit a written annual report to the District Board on April 1st each year. The report shall include a summary of the Chapter's activities for the previous twelve months and a roster of the Chapter's active membership.

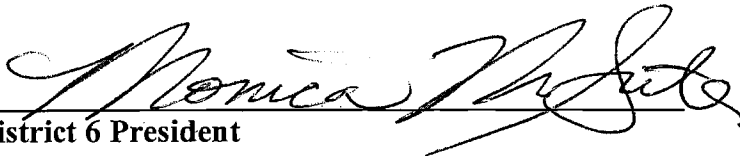
Section 5.5 - The Institute of Transportation Engineers will not be responsible for debts contracted by the Chapter nor will it give financial assistance to the Chapter. No dues or fees will be required to be paid by the Chapter to the Institute or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Chapter's elected officers will be notified in writing by the District 6 Board of Direction of any proposed amendment to this Charter approved by the District 6 Board of Direction so that the Chapter may have an opportunity for a hearing before the District 6 Board of Direction concerning the proposed

amendment. The amendment with or without change shall not become effective until six months after notification.

APPROVED BY THE DISTRICT 6 BOARD OF DIRECTORS ON JULY 12, 2009



ITE District 6 President

7/12/09
Date