

Institute of Transportation Engineers (ITE) Constitution

Effective September 17, 2019

Article I – Name

The name of this organization shall be the Institute for Transportation Engineers (ITE).

Article II – Purpose

ITE promotes the advancement of transportation through association with academia, industry, and fellow students. The organization introduces students to transportation topics from various perspectives through ITE sponsored meetings, nurtures the development of professional spirit, and encourages fellowship among association members.

Article III – Membership

A. Eligibility

To be a member of ITE, he/she must be a full-time or part-time undergraduate, graduate, or post-doctoral student in civil engineering, transportation engineering, transportation, community and regional planning, statistics, or transportation logistics.

B. Membership

All eligible prospective members are welcome to join ITE, free of charge

Article IV – ITE Officers and Advisors

A. Advisors

1. Faculty Advisor

One or more advisor(s) from the Department of Civil Engineering, hereafter referred to as CE Department shall:

- a. Be recommended by ITE.
- b. Provide input for ITE matters.
- c. Provide a means of communication between the organization and the University/Civil Engineering Department.

B. ITE Officers

1. The following officers shall constitute ITE:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

2. To be a ITE Officer, he/she must be a full-time or part-time undergraduate, graduate, or post-doctoral student in CE and meet the following requirements:

- a. Have a minimum cumulative grade point average (GPA) as stated below and meet that cumulative GPA in the semester immediately prior to the election, the semester of election and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been

taken for the semester under consideration. If a student was involved in an internship the previous semester, the prior semester to the internship shall take effect.

- b. Be in good standing with the University and enrolled at least half time (six or more credits hours) if an undergraduate student (unless fewer credits are required to graduate in the spring or fall semesters) during the term of office, and at least half time (four or more credit hours) if a graduate student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
3. Statements of compliance
- a. ITE agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).
 - b. ITE agrees to abide by Kansas State University rules and policies as well as State and Federal laws and local ordinances or regulations.
4. Election Process
- a. ITE Officers
 - i. All officer positions will serve a one academic year term with no term limit. All positions must be open in the spring for elections.
 - ii. Newly-elected officers are effective at the conclusion of finals week in the spring semester.
 - iii. Elections shall be held at the second to last ITE meeting of each academic year.
 - iv. Elections shall be run by the President.
 - v. In the event that more than two members want to run for a certain position, a short speech, that need not have been previously written, of why they are qualified shall be required. The candidates must leave the room while the other is giving a speech to prevent an unfair advantage.
 - vi. Voting shall be done by raising hands from members with a "majority wins" scheme. In the event of a tie, a revote will be done after discussion. If a tie cannot be broken with a revote, the existing ITE executive board will collectively break the tie..
 - vii. Removal of Officers
 - 1. Officers or advisers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to

participate in the deliberation of the Executive Committee regarding the charges

2. If an officer or adviser is removed the replacement procedure is the same as the election procedure described in Article IV Section 6. It shall take place at the first meeting following the removal of the previous officer/adviser.

viii. Special Elections

1. A special election will be held in the following cases:

- a. An officer is unable to fulfill responsibilities due to extenuating circumstances including but not limited to co-op work experience, study abroad, illness, time sensitive research commitments, etc.
- b. A cabinet member fails to fulfill his/her responsibilities and is terminated by a majority (three quarters) vote of other officers.

ix. Immediate Past President

1. This position is not required to be filled, but may be at the discretion of the outgoing president
 - a. This position may only be filled by a student that still meets the eligibility requirements of all other officers for ITE.
 - b.

5. Duties of ITE Officers

All ITE officers shall follow the requirements for active membership outlined in Article III. Failure to comply will result in removal from office in accordance with Article IV.

a. General Officer Duties

- i. Meet at regularly scheduled e-board meetings
- ii. Establish objectives for the year and decide if any major trips are to be taken, with the possibility of tabling travel discussions to another meeting.
- iii. Assist with fundraising
- iv. Volunteer for ITE-sponsored events
- v. Review funding requests to purchase large items (over \$100). Funding shall be agreed upon by the officers and approved by the Faculty Advisor, as required.
- vi. Actively promote ITE
- vii. Assist other ITE e-board members as necessary
- viii. Perform their assigned duties to the best of their ability
- ix. Keep up-to-date with all ITE events at section, district, and national levels.

b. President

- i. Coordinate fundraising including brochures, mailings, mailing list, and newsletters.

- ii. Line up speakers for ITE presentations.
 - iii. Send emails to keep ITE members informed.
 - iv. Delegate authority.
 - v. Oversee all ITE sponsored events.
 - vi. Field all calls, emails, and interaction with other organizations, firms, agencies, faculty, etc.
 - vii. Send meeting details to recruitment chair for posting.
 - viii. Ensure all officers are completing their assigned tasks.
 - ix. Ensure an e-board member is present at Engineering Student Council Meetings.
- c. Vice President
- i. Fill in for the President in his/her absence.
 - ii. Assist the President in all appropriate matters.
 - iii. Be in charge of arranging one ITE event per semester.
- d. Treasurer
- i. Assist the President in ordering food for meetings
 - ii. Put together a budget and present to ESC for semester funding
 - iii. Provide President with semesterly report on ITE funds.
 - iv. Coordinate with the CE Department as necessary with all budget matters.
- e. Secretary
- i. Prepare ITE annual student chapter report in the spring semester.
 - ii. Record attendance at all meetings
 - iii. Post meeting summaries after each meeting.
 - iv. Take pictures at all meetings or events.
- f. Immediate Past President
- i. Assist for one semester as the new President and administration transition into their new positions.

Article V – Powers of ITE

- A. Meetings
1. ITE shall meet as specified by the President. The ITE President reserves the right to call meetings as deemed necessary.
 2. A vote on a new business item can be made during this period. Three- fourths of the vote by the attending active members is needed to pass.
 3. The President will introduce the speaker and may give a brief biography if available.
- B. Constitution Review
1. The ITE Constitution will be posted on the website and will be reviewed and amended appropriately in accordance with Article IV.

2. If no amendments are brought to the attention of the Officers, the Officers may approve the Constitution by a three-fourths vote without a petition from the general chapter.
- C. The ITE shall follow all University rules and regulations as well as state and federal laws.
 - D. The established policy of the Board of Regents prohibits discrimination on the basis of age, race, color, religion sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, within the state universities. All fraternal and campus related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).
 - E. The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit."
 - F. The Civil Engineering Department maintains the right to have the final say in all organizational affairs.

Article VI - Amendment

- A. This Constitution may be amended with a three-fourths vote of the attending ITE Officers providing notice is given at a general ITE meeting prior to the Officer vote and by 60% of the ITE active membership through petition.
- B. This constitution shall not be valid until it has been approved.
 1. The Constitution shall be presented to the active members of ITE and voted on at said meeting.
 2. The Constitution shall pass without amendments by a three-fourths vote of the attending ITE officers and by 60% of the active ITE membership present at the time of voting.
- C. If ratified, this constitution shall be effective starting on August 1, 2019, and all previous Constitutions shall become void.