THE CONSTITUTION OF THE INSTITUTE OF TRANSPORTATION ENGINEERS
UNIVERSITY OF SOUTH FLORIDA STUDENT CHAPTER

1 NAME
The name of this group shall be the Institute of Transportation Engineers (ITE) at the University of South Florida, referred to as the ITE Student Chapter.

2 PURPOSE
The expressed purpose of the ITE Student Chapter is:

a) 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 National Institute of Transportation Engineers;

b) to acquaint chapter Members with topics of interest in transportation and traffic engineering through the medium of addresses and field trips;

c) to foster the development of professional spirit;

d) to promote common interest among Chapter Members; and

e) to encourage the expansion of facilities for transportation and traffic engineering study.

3 MEMBERSHIP QUALIFICATIONS

3.1 Requirements for membership
One hundred (100) per cent of active membership must be USF students (either full-time, part-time or faculty). Associate membership may be granted to non-USF students under special circumstances; these association members shall not be given the rights and privileges of active USF students.

3.2 Length of term for membership
The membership term will be for one full year (12 months).

3.3 Requirements for continued membership
Membership of the ITE Student Chapter remains in force as long as the member is a registered student at USF. Members must are also encouraged to show an active an interest in transportation or traffic engineering, through participation in ITE Student Chapter meetings and/or discussion forums.
3.4 **Specification for removal of members from the group**
Any student serving in any capacity whatsoever with the ITE Student Chapter (either by elected office or by general membership) must comply with the Statutes in the Constitution of the ITE Student Chapter. Any willful and deliberate disregard of any statute provisions shall subject the student to removal from that capacity by proper procedure.

3.5 **Voting rights**
Any ITE Student Chapter member has the right to vote. Affiliate members of the ITE Student Chapter and non-USF Students do not have any voting rights whatsoever.

4 **DUES AND FEES**
There are no dues or fees for membership of the ITE Student Chapter.

5 **QUORUM**
A Quorum will be defined as the physical presence of three of the four elected officers and must include the President of the ITE Student Chapter. Also a Quorum statement that the percentage of regular members that is required to form a quorum to vote on issues relating to the group’s operation or the constitution is 51%.

6 **OFFICER DESCRIPTION**

6.1 **President - powers and responsibilities**

a) The President shall preside over all ITE Student Chapter meetings.

b) The President shall be the Student Accountable Officer in all fiscal matters pertaining to the Student Chapter.

c) The President shall see that all elections and meetings are scheduled and conducted.

d) The President shall have the authority to delegate any ITE Student Chapter members to carry out any specific duties of his/her office for a limited period of time. Such delegation of authority shall be in writing and on the permanent record.

6.2 **Vice-President - powers and responsibilities**

a) The Vice-President shall preside at meetings in the event the President fails to attend the meeting.

b) The Vice-President shall assist the President in the administrative duties of the Student Chapter.
c) The Vice-President shall keep the Constitution of the Student Chapter up-to-date.

d) The Vice-President shall be the Program Chairman/woman.

6.3 Secretary - powers and responsibilities

a) The Secretary shall be responsible for keeping accurate records of all chapter business and all correspondence of the Chapter.

b) The Secretary shall keep the minutes of the meeting and supply Student Government copies of those minutes.

c) The Secretary shall be responsible for assembling information and drafting the annual report for the National ITE.

6.4 Treasurer - powers and responsibilities

a) The Treasurer shall be responsible for preparing the annual budget and in maintaining complete fiscal records.

b) The Treasurer shall be responsible for the distribution of monies and any other financial transactions, and in obtaining the signature of the President on all financial statements requiring signatory or accountable officer.

7 ELECTION OF OFFICERS

7.1 Election Eligibility

a) Members of the ITE Student Chapter shall elect a President, Vice-President, Secretary, and a Treasurer in accordance with the election code defined in section 7.2.

b) Each and every elected officer must be a student member in good standing of the ITE Student chapter.

c) Each and every elected officer will be encouraged to become a member of the ITE national organization, if not already affected.

7.2 Election and Voting Procedure

a) The Chapter shall advertise the availability of all position in accordance with the rule set forth by Student Government.

b) All students seeking offer position must attend the election meeting.

c) Qualifications shall be explained at the meeting.

d) Any run-off election will be held at a special run-off election meeting held one week from the election meeting.

e) All candidates shall be in good academic standing with the University.
f) All candidates shall be currently enrolled in nine (9) or more credit hours.
g) Officers shall be elected by majority vote of the Student Chapter members present at the election meeting.
h) Voting shall be done by secret ballot.

7.3 Term of Office
Term of office is from May 1 to April 30 (the following year).

7.4 Premature resignation of officers
a) In the event the President resigns or is unable to perform the powers and duties of the office, the Vice-President shall become the President.
b) In the event the office of Vice-President, Treasurer, or Secretary becomes vacant for any reasons, the President shall nominate and, with the advice and consent of the organization, appoint a new Vice-President, Treasurer, or Secretary.

8 REMOVAL OF OFFICERS
a) Any officer may be removed from office by two-thirds (66 percent) vote of the Student members at any meeting that has a quorum of at least one half (50 percent) of the ITE Student Chapter membership.
b) An officer shall be removed if the office fails to attend more than 3 organizational meetings without communicating in advance, except in the case of an emergency.

9 ADVISORS:
The advisor is chosen by the leadership. The minimum duties for the advisor to fulfill include:
a) The advisor should be the member of ITE.
b) The advisor should attend the officer transition meeting in each fiscal year.
c) The advisor should know the academic, social or any activities organized by ITE Student Chapter.

10 MEETINGS
a) The officer transition meeting must take place no later than 2 weeks following the election of new officers.
b) Meetings shall be held at least once (1) per bi-week during the regular academic year. During the summer semester meetings shall be held at least once (1) every month.
c) All meetings shall be held on the USF campus during regular school hours.
d) The ITE Student Chapter meetings are open to all student (graduate and undergraduate) members.
e) A special meeting may be called by the President if seven (7) days public notice is given.
f) All special or more frequent meetings will be notified to the members via emails.
g) If necessarily, the ITE will hold a meeting to declare more specific information.

11 RULES OF ORDER
Meetings shall be conducted under the rules set by the latest edition of Robert’s Rules of Parliamentary Procedure.

12 AMENDMENT OF CONSTITUTION
Amendments to this Constitution shall be enacted according to the following procedure:
a) The officer transition meeting must be held no later than 2 weeks following the election of new officers.
b) Seven (7) days public notice shall be provided to the organization’s membership to announce a meeting that will include a vote on a proposed amendment to the Constitution.
c) The provisions of this Constitution of the ITE Student chapter may be amended by a two-thirds (66 percent) majority vote of the Chapter.
d) Any amendment must be presented one meeting prior to voting on the amendment.
e) All amendments must be presented before the Student Organization Advisory Board.

13 HAZING
This organization prohibits its members, both individually and collectively, from committing any acts of hazing as defined herein:

“hazing” means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with this organization. Such term shall include, but not be limited to, any brutality or a physical natures, such a whipping, beating, branding, forced calisthenics, exposure to the elements, forced food consumption, consumption of liquor, drugs, or other substances, or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which would result in extreme
embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. For the purpose of this section, any activity as described above which the initiation or admission into, or affiliation with, this organization is directly or indirectly condition shall be presumed to be “forced activity,” the willingness of an individual to participate in such activity notwithstanding.

14 ORGANIZATIONAL AGREEMENT
Organization agrees to abide by FL State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Office of Student Organizations policies as outlined in the Student Handbook, to check the organization’s mailbox regularly, to communicate via email upon request and to update the organization’s records (Officer Listings Form) whenever there is a change.

(No affiliation statement is contained in the constitution.)