

INSTITUTE OF TRANSPORTATION ENGINEERS AT BERKELEY

Date Prepared: 3/19/12

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Date Approved (Center for Student Leadership staff): / /

Approved by (Center for Student Leadership staff): _____

ARTICLE I – Name

Section 1.1 – The name of this organization shall be the Institute of Transportation Engineers at Berkeley.

Section 1.2 – Other accepted names of this organization shall be Cal ITE, ITE, the Institute of Transportation Engineers, and format variants of the two listed.

ARTICLE II – Purpose

Section 2.1 – The purpose of this ITE student chapter shall be to promote the advancement of transportation engineering by fostering the close association of students with the transportation engineering profession and the Institute; to acquaint students with topics of interest in transportation through speakers and chapter-sponsored trips; and to promote common interests among students.

ARTICLE III – Membership

Section 3.1 – Only currently registered students, faculty, and staff may be active members in the Chapter and may become a member of the Chapter upon filing an appropriate application with the Secretary of the Chapter.

Section 3.2 – Only active members shall be entitled to all the privileges of the Chapter, including the right to vote, hold office, and receive priority notification of and access to chapter activities.

Section 3.3 – We will not have according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

ARTICLE IV – Officers and Responsibilities

Section 4.1 – The elected officers of the Chapter shall consist of a President, a Vice President, a Secretary, External and Internal Liaisons, and a Treasurer. The President, Vice President, Secretary, Liaisons, Treasurer, and the Student Chapter advisor shall constitute an Executive Board. At its discretion, the Executive Committee may appoint an active member to the Executive Board with the title of Board Member. The President shall serve as the primary signatory.

Section 4.2 – The order of command if the Chapter President is incapacitated is: Vice President, Secretary, Treasurer, External Liaison, Internal Liaison.

Section 4.3 – The terms of elected officers shall be for one academic semester, with the exceptions of President and Vice President, which are one academic year. Members may hold only one executive office at a time.

Section 4.4 – The President, with all diligent speed and effort, is responsible for delivering all that which is the Purpose of the Chapter. As such, duties shall be the following: presiding over events and Executive Board meetings; officiating agendas and activity calendars; assuming accountability for

the actions of the Chapter; and providing for the continuation and general betterment of the Chapter. The President shall directly oversee the elected positions of Vice President, Secretary, and External Liaison.

Section 4.5 – The Vice President, with all diligent speed and effort, is responsible for assisting the President in delivering all that which is the Purpose of the Chapter. As such, duties shall include, but are not limited to: representing the Chapter to financial sources within and outside the university; and supporting the President in operating the organization and ensuring the fulfillment of duties by the Executive Board. The Vice President shall directly oversee the elected positions of Internal Liaison and Treasurer.

Section 4.6 – The Secretary, with all diligent speed and effort, is responsible for general administrative obligations. As such, duties shall include, but are not limited to: ensuring the completion of Executive Board meeting minutes and project reports; overseeing data collection projects; and reminding officers of important upcoming deadlines.

Section 4.7 – The External Liaison, with all diligent speed and effort, is responsible for cultivating relationships with organizations and individuals outside the Chapter that are not managed by the Vice President. As such, duties shall include, but are not limited to: contacting guests and hosts of Chapter events; and assisting the Internal Liaison in the distribution of promotional and advertisement material.

Section 4.8 – The Internal Liaison, with all diligent speed and effort, is responsible for maintaining healthy communication between the Executive Committee and the membership within the Chapter. As such, duties shall include, but are not limited to: promoting events and activities amongst the membership; leading discussions with the membership for feedback and ideas; moderating and updating the Chapter’s website; and assisting the External Liaison in the distribution of promotional and advertisement material.

Section 4.9 – The Treasurer, with all diligent speed and effort, is responsible for managing the financial assets and liabilities of the Chapter. As such, duties shall include, but are not limited to: supervising the budget; administering reimbursements; reconciling cash; and assisting the Vice President in other financial obligations.

Section 4.10 – If the situation arises that any of the positions listed above are vacant, the Executive Board may at its discretion distribute the respective responsibilities amongst the remaining Executive Board members.

ARTICLE V – Elections

Section 5.1 – Nominations and elections of Executive Board members for the following semester shall take place as near as practicable to the middle of the current semester.

Section 5.2 – A quorum, defined as the non-officer active membership in attendance that is larger in number than the Executive Board, must participate in voting for an election to be valid. In the event a quorum is not reached after all practical efforts have been made, the Executive Committee may designate interim officers

Section 5.3 – The election procedure shall be as follows: A call for nominations shall be made two weeks prior to the election. Active members of the Chapter shall be provided with a list of candidates and candidate statements one week before voting. The election shall be by secret ballot, the ballots to be distributed to members present at the meeting and/or electronically, as decided by the Executive Board. If no candidate receives at least “50 percent plus one” for an office, a second vote shall be immediately held between the two candidates with the greatest number of votes.

Section 5.4 – Newly elected officers shall take office at the last regular meeting of the semester in which they are elected.

Section 5.5 – Each outgoing officer is responsible for the training of his/her successor. This training includes a review of duties, current plans, Chapter resources, and forms.

Section 5.6 – Should any elected office become vacant before the expiration of its term, the Executive Board shall have the power to appoint interim officers to fill the position until the next election.

Section 5.7 – A Chapter officer may be removed from office by a two-thirds [2/3] affirmative vote of the active members at any meeting where a quorum as defined in Section 5.2 is present.

ARTICLE VI – Meetings

Section 6.1 – The organization shall at a minimum hold a general member meeting once a semester on a date most suitable to Chapter members, speakers, and guests. A target of at least one general meeting per month shall be pursued. The Executive Board shall meet on a weekly basis to discuss organization affairs.

Section 6.2 – The President may call a special meeting when necessary. Special meetings shall be announced to the active membership at least one week prior to the meeting date.

Section 6.3 – A quorum, as defined in Section 5.2 must be present to conduct business including, but not limited too, officer elections and the discussion of constitutional amendments. In the event that a quorum is not present, action taken at that meeting must be ratified at the next regular business meeting.

ARTICLE VII – Constitutional Amendments

Section 7.1 – Proposals to amend the Constitution or Bylaws may be made by the officers or by written petition signed by at least three members.

Section 7.2 – The specific wording of the proposed amendment(s) shall be available to members for at least one week prior to voting by the Chapter. The final vote for the proposed amendment(s) may only be held in the presence of a quorum as defined in Section 5.2.

Section 7.3 – Any amendment to the Constitution or Bylaws shall be considered favored by an affirmative vote of two-thirds [2/3] of the membership, and shall become effective upon notice of approval by the International Board of Direction of the Institute of Transportation Engineers.

Section 7.4 – All amendments, additions or deletions must be filed with the LEAD Center in 102 Hearst Gym.

ARTICLE VIII – Dissolution

Section 8.1 – Proposals for dissolution may be made by the officers or by written petition signed by at least three members.

Section 8.2 – Dissolution shall be decided by an affirmative vote of two-thirds [2/3] of the membership at any meeting where a quorum as defined in Section 5.2 is present.

Section 8.3 – All unspent ASUC funds shall remain the property of ASUC, all Graduate Assembly funds shall remain the property of the Graduate Assembly. Remaining privately-obtained funds may be donated to another nonprofit organization with prior approval of the ASUC Senate Finance Committee.