ITS Rocky Mountain Student Chapter Guide

5th Edition

November, 2009

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INTRODUCTION

Serving the states of Colorado, Idaho, Montana, Utah and Wyoming, the Rocky Mountain Chapter of ITS America strives to provide a forum for broad representation and active participation between private companies, government agencies, academic institutions, other associations and members of the public. The Chapter operates exclusively as a nonprofit organization focused toward improving the surface transportation system throughout the member states via research, development and application of intelligent transportation technologies.

What does that mean to you? As the largest geographical ITS America chapter, ITS Rocky Mountain brings together many different organizations interested in intelligent transportation systems (ITS). Covering approximately 650,000 square miles, members are exposed to a vast array of information and technology difficult to find elsewhere. From rural ITS applications to advanced transit management systems, such exposure results in a type of one-stop shopping.

For students, this can be particularly beneficial. Need to research the operation of a TMC? Want to visit with an expert in road-weather information systems? ITS Rocky Mountain's professional members are ready and willing to assist as they work to improve safety, reduce congestion, enhance mobility, minimize environmental impacts, save energy, and promote economic productivity.

In addition to the Chapter's professional members, ITS Rocky Mountain's administrative staff is available to assist you with all of your membership and chapter questions.

Mailing Address:
ITS Rocky Mountain Chapter
c/o Meetings Northwest, LLC
PO Box 2083
Missoula, MT 59806

Toll Free: 866-633-8110
FAX: 406/273-2494
www.itsrm.org

Student Chapter Operations/Activities
studentinfo@itsrm.org

Membership Benefits/Dues
membership@itsrm.org

Newsletters
newsletter@itsrm.org

Events
admin@meetingsnorthwest.com

Website/List-serve
To be added to the Chapter's list-serve or to provide comments regarding the website, email web@itsrm.org.

STUDENT CHAPTER OBJECTIVES

The purpose or objectives of ITS Rocky Mountain's student chapters are to:

- Promote the advancement and integration of intelligent transportation systems by fostering the close association of students with the greater transportation profession and ITS Rocky Mountain;
- Acquaint students with topics of interest within the intelligent transportation arena;
- Promote common interests among students; and
- Encourage the development and/or enhancement of intelligent transportation systems study.

CHAPTER ORGANIZATION – ROLES AND RESPONSIBILITIES

Governing Board

The governing board consists of the chapter's elected officers (president, vice-president, secretary, and treasurer) and the student chapter advisor as well as any additional committee chairpersons deemed necessary. It is responsible for the successful operation of the student chapter.

Student Chapter Advisor

The student chapter advisor must be a faculty member at the school where the student chapter is located. In addition, the student chapter advisor must be an individual or organizational member of the ITS Rocky Mountain Chapter. [It should be noted that student advisors have their first year's dues waived. During subsequent years, student advisors will be eligible for a $100.00 credit toward annual membership renewal.] In general, the advisor serves as a guide to the chapter and its student officers, as well as serving as university liaison.

1) **The role of the student chapter advisor includes:**
   - Consulting with chapter leaders to help the chapter's growth and development. The advisor should be available for advice and to help with group motivation;
   - Adding to the continuity of the chapter by ensuring that successive officers of the chapter understand their responsibilities, as well as explaining to the officers the policies and regulations of the student chapter and ITS Rocky Mountain;
   - Serving as the liaison between the chapter and ITS Rocky Mountain. All correspondence from ITS Rocky Mountain should be sent to his or her attention as well as to the chapter officers;
   - Promoting the professional and academic welfare of student members; and
   - Ensuring the student chapter meets requirements to be a sanctioned university organization.

2) **Hints on recruiting an advisor:**
   - Before approaching a faculty member, student chapter members should consider someone who will have time to devote to the chapter and who will take the role willingly and seriously;
   - Make sure that the individual has a clear understanding of your chapter's purpose, what will be required and the time involved; and

- Choose someone with whom you can maintain frequent contact and be comfortable with.

3) **How to work with your advisor:**
   - Meet with you advisor in advance of chapter meetings to go over the agenda and topics to be discussed;
   - Be open to suggestions and criticism from your advisor. The advisor's knowledge and experience will be helpful to achieve solutions and meet chapter goals; and
   - If an advisor cannot attend your meeting, be sure to meet with him or her afterwards to brief the individual on what transpired.

President

Presidents are responsible for the overall management of all student chapter affairs. The president's responsibilities include:

1) **Establishing and maintaining contact with the student chapter advisor and the ITS Rocky Mountain administrative office and/or Board of Directors.**
   - Set up a regular meeting time with the student chapter advisor; and
   - Initiate and maintain contact (via meetings, email, phone, etc.) with appropriate ITS Rocky Mountain state senators.

2) **Chairing all chapter governing board meetings.**
   - Solicit agenda items for regular business meetings;
   - Evaluate past projects and discussing future projects before they are turned over to the appropriate committee for further work; and
   - Ensure that minutes are kept and that sufficient copies are made for the student chapter advisor, members of committees, etc.

3) **Chairing all general meetings.**
   - Produce an agenda well in advance so that copies are available to all members and the student chapter advisor.
   - Run a professional meeting following *Robert's Rules of Order* or an equivalent format.

4) **Ensuring that an active communications network is developed between:**
   - *Governing Board.* An internal network between members of the governing board can take the form of regular memos or emails with a wide variety of news items. Possible items that may be appropriate to include: plans and projects, regular meetings – both business and social in nature – and progress reports on various chapter projects. If possible, have at least one member of the governing board directly responsible for the successful outcome of each project and all subsequent communication.
   - *ITS Rocky Mountain state senator(s), and/or ITS Rocky Mountain administrative office.* A good working relationship with the appropriate state senator(s) and/or ITS Rocky Mountain administrative office can help provide a ready source of speakers, industry contacts, etc.
   - *Students and/or Academic Departments.* If the school or department has an advisory committee to the dean or department head, try to get a member from the student chapter on the committee. This representative can do much to promote the chapter's existence and contribute to the academic community.

- *Media.* Use the local media, both on campus and off. Regular articles in the local and campus newspapers, maintaining and updating a student webpage and/or email distribution list, etc. will do much to spread the news of the chapter's activities.

5) **Keeping the chapter active in the community.** Look for opportunities to involve the student chapter in the ITS and campus community. Examples include; help a professor or local government on a project or survey, donate time to a local scout troop (traffic safety, engineering, or technology merit badges), or assist your academic department with freshman seminars and/or orientation. Relationships developed from appropriate chapter activities can result in student internship opportunities, professional training and/or educational activities.

6) **Managing day-to-day chapter activities.**
   - Plan and organize a membership drive. It is suggested that a membership drive take place at the same time each year. For example, during the second week of fall and/or spring semester.
   - Enforce the provisions of the chapter's charter and by-laws (examples given in appendices). [The president is also responsible for seeing that the necessary revisions, inclusions and exclusions are made to these documents as needed and that the necessary actions are taken relative to these changes.]
   - Supervise all chapter activities and committees including naming of all committees and appointing each respective chairperson. President should also be familiar with each of the officers' and committees' responsibilities.
   - Implement a checks and balance system by getting to know each of the officers and chairpersons, including their strengths and weaknesses. Check frequently to be sure that various projects are progressing within the timetable established at onset.

Vice-President

The vice-president shall perform the duties of the president in the absence of that officer and/or at the president's inability or request to perform those duties delegated. Duties for the vice-president might include:

1) **Chairing the program and membership committees;**

2) **Organizing field trips** or special events that involve additional coordination beyond regular programming efforts;

3) **Overseeing publicity** including preparation and distribution of meeting notices, posters and notices to the campus newspaper; and

4) **Monitoring the progress of committees.**

Secretary*

The secretary of a student chapter is the custodian of the chapter records. The duties of this office require organization and neatness. The duties of the secretary include:

1) **Maintaining a complete up-to-date file of chapter records.** These records include membership lists, minutes for all major and minor meetings, attendance records of each regular chapter meeting, complete reports on each activity or project (including names of

participants, date, functions performed, etc.), and copies of correspondence. This information will aid in the preparation of the annual report;

2) **Submitting articles to the ITS Rocky Mountain Quarterly Newsletter.** The secretary should contact the ITS Rocky Mountain administrative office to learn of submittal requirements; and

3) **Conducting all chapter correspondence with other parties.**

Treasurer*

The duties of the treasurer include:

1) **Discharging all financial obligations incurred by the chapter including:**
   - Collecting and depositing all chapter dues and fees;
   - Ensuring payment of chapter bills;
   - Maintaining proper records of all receipts and expenditures, bank account deposits and reconciliation of bank account and payment of accounts; and
   - Mailing dues statements and issuing receipts.

2) **Preparing and maintaining membership, officer and financial lists and reports**.
   - Maintain a current list of all members and their status;
   - Forward applicable membership and officer rosters to the ITS Rocky Mountain administrative office; and
   - Prepare annual financial statements as well as brief financial summaries for each general meeting.

*One person can fill the role of secretary and treasurer. In such instances, the secretary/treasurer will be responsible for all items listed under both the secretary and treasurer titles.

Committees

Committees are the mechanisms through which a chapter may implement its programs and increase membership involvement. Chapter size will dictate the need and scope of committee responsibility.

Committee members may be appointed by the executive board or enlisted from general chapter membership. Seek out members who have a particular interest in the committee's subject.

Another good source of volunteers is the chapter's host of new members. Seek them out and get them involved. Consider having the members complete a sign-up sheet and pass it in after the proposed project has been discussed. It is usually easier to make contacts on an individual basis; however, if the governing board uses the "group" volunteer method, always utilize all of the volunteers or they will soon tire of volunteering.

Determine the function and goal of the committee and steps to be taken to achieve the goal. Relay this information to the potential committee members. Student chapter leaders must never forget the contributions of committee chairpersons, and it is appropriate to frequently recognize their contributions publicly.

Possible committees include:

1) **Program**
   Organizing and carrying out the annual activities of the chapter is the function of this committee. Examples of program elements include: career opportunity panels, technical projects and joint ITS Rocky Mountain student chapter functions. Copies of annual reports provided by other ITS Rocky Mountain student chapters are on file at the ITS Rocky Mountain administrative offices and may provide ideas for meaningful chapter activities.

2) **Publicity**
   To ensure a high membership turnout, it is very important to let others know what the chapter is doing.

3) **Membership**
   The responsibility of organizing and overseeing a membership recruitment program or campaign rests with this committee. Each member of the committee should have a thorough knowledge of membership benefits, chapter programs and ITS Rocky Mountain student member application forms (sample form included in Appendix C) in order to answer questions for prospective members.

4) **Nominating**
   If a nominating committee is used, a slate of candidates is selected in consultation with the advisor. The committee then submits its report and allows nominations to be made from the floor at the time of the election. The candidates must be announced no later than the next-to-last meeting of the academic year. All student chapter officers must be student members of ITS Rocky Mountain in good standing and careful attention should be given to the selection of persons to fill these positions.

Officer continuity is an important consideration. Some chapters may find that the smooth operation of a chapter is enhanced if the vice-president is elected as a sophomore or junior and automatically becomes president in the next academic year. In this way, he or she is better prepared and can begin in a more confident manner.

Resources

To build a strong chapter, the governing board should utilize all available resources. As the chapter plans activities, keep the following sources in mind:

1) **Financial Resources**. ITS Rocky Mountain student chapter grants, membership dues, fundraisers, local school funding, transportation (professional) agencies and firms.

2) **Human Resources**. Local and regional ITS Rocky Mountain professional members, faculty members, ITS Rocky Mountain state senators and administrative staff.

CHAPTER ACTIVITIES

A strong, well-rounded chapter program is designed to attract students and potential student members. A dynamic speaker, a rewarding special project, or an interesting field trip will strengthen the chapter's activities, facilitate networking opportunities and allow students to meet and interact with professionals in the ITS field. The following sample calendar is meant as a guideline only, student chapters should adapt it as required to fit their local needs.

Sample Chapter Calendar

February 1st
Deadline for submitting annual report (see Appendix D) and student chapter dues to the ITS Rocky Mountain administrative office.

April
Deadline for submitting papers for the ITS Rocky Mountain Student Paper Award/Scholarship.

June-September
Organize fall program. Arrange for speakers, tours and joint meetings with other student chapters (examples include ITE or ITS Rocky Mountain). Plan fundraising and social/service activities, organize membership drive, and begin publicity preparation. If officers are not on campus, keep them involved through regular correspondence. Advance work is important.

September
Membership applications (see Appendix C), revisions to *Student Chapter Guide* and other material sent from the ITS Rocky Mountain administrative offices to all student chapters. Student chapters should finalize committee assignments, membership drive initiatives and fall speakers' schedule.

October (first week)
Send new membership applications to ITS Rocky Mountain (applications are good for one year). Remember, as applicable, renewing ITS Rocky Mountain students will be billed directly for the next year's membership dues. [ITS Rocky Mountain individual student dues are waived if the student is a member of a recognized ITS Rocky Mountain student chapter.]

Meetings

Planning a meeting program for the academic year should begin immediately following the election of new officers. Considerable effort must be devoted to planning varied programs, determining student interests and arranging for speakers. Meetings may be of a technical, career, or business nature. During technical meetings, students can become better acquainted with the transportation engineering profession and more deeply involved with the technical aspects of intelligent transportation systems. Furthermore, technical meetings permit the students to undertake activities and pursue particular topics that supplement education programs.

The student chapter should take full responsibility for contacting, inviting and making all necessary arrangements for guest speakers. The arrangements include providing local transportation, ensuring that the necessary equipment for audio/visual aids is available and, if applicable, making overnight room reservations. It is good practice to confirm in writing all arrangements made for a speaker via a letter from the program chair to the speaker at least one week in advance of the meeting. This action serves to eliminate any misunderstandings that may not have surfaced during earlier, informal contacts. The chapter should acknowledge its appreciation to the speaker in a letter following his or her presentation.

In order to promote leadership and communication skills, the chapter leadership should attempt to have the speaker as its guest for an informal reception before or after the meeting. Actively engaging with the speaker, apart from the technical session, provides the leadership and/or membership with an additional opportunity to engage with a practitioner. Networking is critical

for building contacts for potential internships and jobs as well as future career advice and information.

The chapter may also offer programs primarily of a social nature. Typical social programs would be a get-acquainted party or picnic at the beginning of the school year, holiday parties, end-of-school-year parties and sports/games.

Special Projects

The student chapter should consider implementing service projects and fundraising projects that might be used to supplement the chapter meeting schedule. Faculty members, local ITS Rocky Mountain members and state senators are a good source of information.

A brief list of fundraising ideas follows:

- **Raffle –** Sell raffle tickets at a football game or other athletic event. Ask local businesses for prize donations.
- **Outbid Contractor –** Offer to build something needed by the community (sandbox, swing set, etc.) at a cheaper rate. Seek "in-kind" gift of guidance from a local CE company who can manage the team.
- **Direct Mail Campain to Alumni –** Ask the Alumni Office for names and addresses of engineering alumni and engineering companies at which alumni work. Write to them seeking fits to support the Student Chapter.
- **Golf Tournament –** Host a golf tournament. Have course fees donated. Seek sponsors for each hole and have prizes for hole-in-one, longest drive, closest-to-pin, etc. Print signs to acknowledge company's in-kind gifts to the tournament. Charge players an entry fee.
- **Students Volunteer to Work Events –** Students can work at various sporting activities or local businesses. The money that is earned is donated to the student chapter.
- **Sell Used Engineering Books –** At the end of each semester, purchase used engineering books from students and sell them at a lower price than you can buy them for at the campus bookstore.
- **Traffic Data Collection –** Provide service for DOT or other engineering firm, chapter will spend the day working together and donate profits to chapter.
- **Have lunch BBQ –** One day each week have a BBQ on campus in an area that has a lot of student activity. Sell a burger/hotdog with chips and a drink using profits for the chapter.
- **Host a 5K Run –** Host a run with corporate sponsors. Have an entry fee for participants, print T-shirts and have prizes for the top finishers.

Field Trips

Field trips offer an opportunity for students to meet practicing ITS professionals and see transportation facilities.

Regional Meetings

Periodically, the student chapter may undertake a joint meeting with ITS Rocky Mountain professional members via either a local (state) workshop or regional (6-state) conference. The student chapter may also hold joint meetings with other student chapters. A listing of upcoming regional meetings, workshops and conferences can be found online at www.itsrm.org/calendar.htm.

National Conferences and Meetings

Students have a standing invitation to attend the ITS America Annual Meeting. There, they have the opportunity to meet world-renowned transportation professionals and to talk with other students and professionals from all over the world. Hotel accommodations are available and student registration fees are substantially reduced from those of other attendees. Students are also often invited to submit a paper for presentation as well as encouraged to attend technical meetings, committee meetings and social events scheduled throughout the week. The location and date of future meetings can be found at the *ITS America* website (www.itsa.org).

Attending meetings can be a financial challenge for students and student chapters. In addition to special student registration fee discounts offered by ITS America, ITS Rocky Mountain provides a limited number of travel stipends to students – contact the ITS Rocky Mountain administrative office for details.

Annual Report

Each chapter must submit a written annual report to the ITS Rocky Mountain administrative office by February 1st. The report is to include a summary of the chapter's activities for the previous year (i.e., the report due February 1, 2010 would summarize activities from 2009) and a roster of the chapter's active membership. This is a requirement of Section V, subsection 4 in the Student Chapter Charter. A copy of the annual report form can be found in Appendix D or downloaded via the internet by visiting www.itsrm.org/studentinfo.htm.

The importance of the annual report cannot be overstated. In addition to helping the ITS Rocky Mountain Chapter collect vital data on the progress of student chapters, annual report documents are used to assist us in maintaining our non-profit 501(c)3 status. The annual report also serves as a record for student chapters in future years. In no way are the reports intended to be a burden to the Chapters. If you need assistance in completing your report, please contact the ITS Rocky Mountain administrative office. No exceptions to submission of the annual report are allowed.

STUDENT MEMBERSHIP

Chapter and Individual Dues

Membership dues for full-time undergraduate or graduate students are $25.00 per year. Payment of annual dues must accompany the initial application (see Appendix C) for student membership (this requirement is waived if the student applying is a member of an ITS Rocky Mountain Student Chapter – see below). The ITS Rocky Mountain administrative office will notify each individual of their acceptance as an ITS Rocky Mountain Student Member** after receipt of the membership application. This notice of acceptance will also include a unique membership number that the student will need to provide in order to receive various ITS Rocky Mountain benefits.

It is important to note that the individual membership fee is waived if the student applying for membership is already a member of a ITS Rocky Mountain Student Chapter. Student Chapter dues are $50.00 per year, and are due with the Annual Report.

**Student members do not have voting rights within the greater ITS Rocky Mountain Chapter.

Eligibility and Admission of Students

When submitting an application the student should adhere to the following:

- Dues must accompany the initial membership application unless the student applying is a member of a ITS Rocky Mountain Student Chapter. Thereafter, the ITS Rocky Mountain administrative office will bill the student for annual dues.
- Graduating students, who have received a graduate or undergraduate degree in a ITS-related field (i.e., transportation, electrical, computer, etc.), can maintain their student membership status for up to one year following graduation. After that, the student will be admitted directly to the appropriate Individual [professional] Membership class.

Returning Full-time Students

Any member of ITS Rocky Mountain returning to school either full-time or part-time, regardless of membership class, is not eligible to downgrade to student membership. However, he or she may contact the ITS Rocky Mountain administrative offices regarding the procedure for a temporary dues reduction. The student chapter advisor is expected to exercise his or her best judgment in determining if such a student can be considered a member of any student chapter.

Continuation of Student Membership

Toward the end of each year, bills for annual dues are sent for the next calendar year to all members of ITS Rocky Mountain – including students.

ITS Rocky Mountain student members receive a bill for the next calendar year at the student member rate unless they have graduated in the previous year. At which time they will be billed at the Individual [professional] Membership class. If a graduating student will be pursuing an advanced degree in a ITS-related field, he or she may request that they continue as a student member. Such requests should be made in writing to the ITS Rocky Mountain administrative office.

Termination of Student Membership

Membership services for any member whose dues for the current year are in arrears as of April 30th shall be terminated (ITS Rocky Mountain Chapter Bylaws, Section II, 4b).

STUDENT PROGRAMS AND SERVICES

Intelligent transportation systems are playing an increasingly vital role in the nations transportation system, and hence, the economy. Yet, individuals knowledgeable about ITS are in short supply. ITS Rocky Mountain seeks to attract bright and articulate individuals to the ITS field.

Student Web Page

Information regarding ITS Rocky Mountain student initiatives as well as sample documents and membership applications can all be found online at www.itsrm.org/studentinfo.htm. From time to time, ITS Rocky Mountain will also use this page to list important dates (scholarship/award deadlines, etc.), opportunities for scholarship and travel, and chapter activities.

Opportunities for Recognition

The ITS Rocky Mountain Chapter offers an annual Student Paper Award and Scholarship. The Award recipient receives a $500 travel award to be used to attend the annual Chapter meeting (conference or workshop) and a $500 scholarship. All winning essays will be published in the ITS Rocky Mountain Newsletter and posted to the Chapter website. Application deadlines are listed online at www.itsrm.org/studentinfo.htm. Additional submittal details are below.

Even-Numbered Years

- Receive transportation, hotel accommodations, complimentary registration and expenses (not to exceed $500) to attend the *ITS Rocky Mountain Conference*.
- Have the opportunity to present the winning essay during the ITS Rocky Mountain Conference.

Odd-Numbered Years

- Receive transportation, hotel accommodations, complimentary registration and expenses (not to exceed $500) to attend the *ITS Rocky Mountain Training/Workshop*.
- Receive an invitation to present the winning essay during the next ITS Rocky Mountain Conference (must pay their own way).

Eligibility

- Must be a student member of ITS Rocky Mountain at the time of submittal.
- Must provide an official transcript from the student's current school.
- Entries shall be limited to one paper per student per year.
- Student must have completed the work that provides the basis for the paper or had significant involvement in a portion or phase of the work that the paper is based on.
- Student must be the primary author.

Paper Topic and Format

- Paper must address an Intelligent Transportation System subject and be no more than fifteen double-spaced, typed pages with one-inch margins.
- A table of contents and complete bibliography (if appropriate) should be included.
- Title page must include: title of the paper, author's name, school, mailing address, phone number(s) and email address.
- The original manuscript plus one copy must be submitted in paper form as well as electronic format (disk or email) to the following address: ITS Rocky Mountain Chapter, c/o Meetings Northwest, LLC, PO Box 2083, Missoula, MT 59806, Attn: Student Paper Award.

Evaluation Criteria

Papers will be judged on their quality of composition, originality and depth of knowledge, and awareness of ITS issues and challenges.

Student Chapters

Colorado
Colorado State University

Idaho
Idaho State University - inactive

Montana
Montana State University

Utah
none at this time

Wyoming
University of Wyoming

APPENDIX A: BYLAWS

Sample BYLAWS OF THE XXX STUDENT CHAPTER OF ITS ROCKY MOUNTAIN

I. ANNUAL FEES AND DUES

Annual dues and special assessments of fees shall be levied by a two-thirds vote of all Chapter Members.

II. GOVERNMENT

The elected officers of the Chapter shall consist of a President, Vice-President, Secretary, and Treasurer. The elected officers and the Student Chapter advisor shall constitute a Governing Board.

1. The terms of elected officers shall be for not more than one academic yea until succeeding officers have been duly elected.
2. Newly elected officers shall take office at the first regular meeting following the election.
3. Nomination and election shall take place as near as possible to the end of the spring semester.
4. The election procedure shall be as follows: Nominations shall be made from the floor by members of the Chapter. The election shall be by secret ballot, the ballots to be distributed to and collected from members present at the meeting.
5. Should any elective office become vacant before the expiration of its term, the remaining officers shall call an election to fill the vacancy.

III. DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent upon such office.
2. The Vice President shall assist the President and shall assume the duties of the President when the latter is temporarily unable to discharge the duties of his or her office.
3. The Secretary shall keep a record of all transactions of the Chapter, attend to notification of meetings, conduct all essential correspondence for the Chapter, keep a roll of the members of the Chapter, and submit an annual report to the ITS Rocky Mountain Chapter.
4. The Treasurer shall take charge of all funds belonging to the Chapter and shall be prepared to render an account of Chapter funds at each meeting.

IV. MEETINGS

At least three (3) meetings shall be held each semester on a day set by the President as most suitable to Chapter members, speakers, and guests. The President may call a special meeting when necessary.

1. A quorum must be present to conduct business. A quorum shall be defined as one-half of the membership.
2. All meetings shall be conducted according to “Robert’s Rules of Order”.

V. AMENDMENTS

Proposals to amend these Bylaws may be made by the officers or by written petition signed by at least four members.

1. Any amendment to the Constitution or Bylaws shall be considered favored by an affirmative vote of two-thirds of the membership, and shall become effective upon notice of approval by the ITS Rocky Mountain Officers or Student Membership Committee.

Adopted by majority vote of members, XX, XXX, 2010.

APPENDIX B: CHARTER

ITS Rocky Mountain Chapter
Student Chapter Charter

I. PREAMBLE

2. As authorized by the Bylaws of the Rocky Mountain Chapter of ITS America (hereafter referred to as ITS Rocky Mountain), the Board of Directors, as recorded in the minutes of its meeting on XXXX, XX, 2010, grants this Charter for XXXXX Student Chapter of ITS Rocky Mountain, hereafter referred to as the Chapter.
3. The Charter shall be effective beginning on XXXX, XX, 2010, and shall remain in effect, including any amendments, until rescinded by the Board of Directors.
4. This Charter shall, on the date it becomes effective, supersede any previous charter of an ITS Chapter enrolling members from the designated area and shall annul any bylaws of such a Chapter which may be in conflict with it.

II. LOCATION AND PURPOSE

1. The location designated as that of this chapter shall be (school, city).
2. The purpose of this chapter shall be to promote the advancement and integration of intelligent transportation systems by fostering the close association of students with the greater transportation profession and ITS Rocky Mountain; to acquaint students with topics of interest within the intelligent transportation arena; to promote common interests among students; and to encourage the development and/or enhancement of intelligent transportation systems study.

III. MEMBERSHIP

1. Any student enrolled at (school name) 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.
2. Any Chapter member in good standing shall be entitled to all the privileges of the Chapter including the right to vote, except as provided in Section IV.
3. The regulation of the membership shall be specified in the bylaws.

IV. GOVERNMENT

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 bylaws 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 ITS Rocky Mountain or a Chapter member who has filed an application to become a ITS Rocky Mountain member.
2. 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 ITS Rocky Mountain.

3. Bylaws of the Chapter shall provide the manner of nominating and electing officers and shall specify their terms of office.
4. The Chapter shall adopt bylaws to govern appointment of committees, number of times of meetings, assessment of fees and dues, method of amending bylaws and such other matters as the Chapter my desire, provided such bylaws do not conflict with this Charter, the Bylaws of ITS Rocky Mountain or policies set forth by its Board of Directors.
5. 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.
6. Bylaws of the Chapter shall not take effect until filed with and approved by ITS Rocky Mountain. At any time thereafter, the ITS Rocky Mountain Board of Directors may annul any part of the Chapter's bylaws, which it considers to be contrary to the ITS Rocky Mountain bylaws or to the best interests of ITS Rocky Mountain, by giving notice in writing to the elected officers of the Chapter.
7. ITS Rocky Mountain shall appoint a Chapter Faculty Advisor annually. The Student Chapter Advisor shall be a member of ITS Rocky Mountain.

V. RELATION OF CHAPTER TO ITS ROCKY MOUNTAIN

1. The Chapter shall not assume to speak for ITS Rocky Mountain unless authorized in the particular matter in question by the Board of Directors of ITS Rocky Mountain.
2. The Chapter shall not identify itself with national groups or organizations, but may identify itself with local (campus) groups or organizations.
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 ITS Rocky Mountain within 30 days after election.
4. The Chapter shall submit a written annual report to ITS Rocky Mountain on February 1st of each year. The report shall include a summary of the Chapter's activities for the previous year and a roster of the Chapter's active membership.
5. ITS Rocky Mountain will not be responsible for debts contracted by the Chapter. An annual Chapter fee of $50.00 will be due on February 1st of each year.

VI. AMENDMENT OF CHARTER

1. The Chapter's elected officers will be notified in writing by ITS Rocky Mountain of any proposed amendment to this Charter approved by the ITS Rocky Mountain Board of Directors so that the Chapter may have an opportunity to provide feedback before the Board of Directors concerning the proposed amendment.

SUBSCRIBED FOR THE BOARD OF DIRECTORS OF
ITS ROCKY MOUNTAIN

_____

ITS Rocky Mountain President

Date _____

APPENDIX C: MEMBERSHIP FORM

ITS Rocky Mountain Chapter - Application for STUDENT Membership

Please complete all sections.

SECTION I: Membership Class (select one)

☐ **Student** – *Open to full-time university students. Students do not have voting rights.*

Circle one: Graduate Student Undergraduate Student Expected date of graduation: _____

Member of Student Chapter? ☐ YES ☐ NO

If **yes**, please list the name of your chapter here: _____
As a member of a student chapter, your membership dues are waived. Continue to Section II.

If **no**, your dues are $25.00. Please fill out Section II and mail this form, along with payment, to the address on the following page.

☐ **Student Chapter** – *This is for new student chapters only.*

Chapter dues are $50.00. Please fill out Section II and mail this form, along with payment, to the address below.

University/College: _____

Please provide the name of your Chapter Advisor as well as the names of current officers (President, Vice-President, Secretary and Treasurer):

Chapter Advisor: (must be member of ITS Rocky Mountain)

_____
NAME

_____
TITLE

_____
UNIVERSITY/COLLEGE

_____
ADDRESS

_____
CITY, STATE, ZIP

_____
PHONE

_____
FAX

_____
EMAIL

President:

_____
NAME

_____
EMAIL

Vice-President:

_____
NAME

_____
EMAIL

Secretary:

_____
NAME

_____
EMAIL

Treasurer:

_____
NAME

_____
EMAIL

SECTION II: Contact Information – enter the contact information for the person applying for an individual student membership or the primary mailing address for a student chapter membership.

NAME	TITLE
ORGANIZATION	PHONE
ADDRESS	FAX
SUB-ADDRESS	EMAIL
CITY, STATE, ZIP	

Mail this application and payment (made payable to ITS Rocky Mountain) to:

ITS Rocky Mountain Chapter
c/o Meetings Northwest, LLC
P.O. Box 2083
Missoula, MT 59806

Have a question or need additional information?
Phone: (406) 273-7224
Fax: (406) 273-2494
Email: studentinfo@itsrm.org

APPENDIX D: ANNUAL REPORT

ITS Rocky Mountain Chapter
Annual Report of Student Chapter Activities

From _____, 20__ to _____, 20__

Student Chapter at: _____

This report form contains the minimum information that must be submitted by each Student Chapter to ITS Rocky Mountain each year (Student Chapter Charter, Section V.4). You may wish to use this form – filling in the blanks and adding attachments as appropriate – or, if it is more convenient, submit the same information in a format similar to this form.

1. Student Chapter Officers

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other (please specify): _____

2. Student Chapter Membership

Number of Student Chapter members: _____

Number of Student eligible to be a Student member of ITS Rocky Mountain: _____

Number of faculty members who are ITS Rocky Mountain members: _____

3. Information on ITS/Transportation Engineering Enrollment

Number of undergraduate students in your academic department/college: _____

Full time:_____ Part time: _____

Does your curriculum allow an undergraduate student to major or minor in ITS or Transportation?

ITS: Transportation:

❒ YES ❒ NO ❒ YES ❒ NO

If "Yes", give number of ITS/Transportation majors _____and minors _____. Specify if ITS or Transportation.

Number of graduate students in ITS/Transportation. Full time:_____ Part time: _____

4. Summary of Student Chapter Activities

Attach a summary listing which includes the date and identify the type of each significant Student Chapter activity (i.e., business meeting, technical meeting, field trip, project, joint meeting with ITE Chapter or Section, social event, etc.) during the reporting period.

5. Roster of Student Chapter Members

Please attach an alphabetized listing of the Student Chapter membership. For each person, indicate the degree for which they are enrolled and expected graduation date.

6. Submittal Information

Report submitted by:

Name: _____

Phone: _____

Email: _____

Date:_____

Contents approved by:

_____
(Faculty Advisor)

Please submit report to:

ITS Rocky Mountain Chapter
Attn: Vice President (see ITS Rocky Mountain website for name)
c/o Meetings Northwest, LLC
P.O. Box 2083
Missoula, MT 59806