

Establishing an ITS Rocky Mountain Student Chapter

It is recommended that you contact the ITS Rocky Mountain administrative team at (406) 273-7224 or via email at studentinfo@itsrm.org prior to submitting any of the below information. They are available to answer questions and can provide you with annual reporting forms, membership fee information, the Student Chapter Handbook, sample bylaws, etc.

Where do I begin?

Individuals who wish to initiate a student chapter should collect and forward to the Chapter the following items:

- Description of your university or college's transportation, traffic engineering, and/or ITS programs;
- A list of five (5) students (graduate or undergraduate) who are petitioning to form the student chapter.
- A copy of the adopted bylaws with the proposed student chapter name and date of adoption. (Please note that within the bylaws, student chapters must list their chapter name as *XXX Student Chapter of ITS Rocky Mountain*.)
- Name and contact information for individual(s) who will be serving as faculty advisors. (Your university or college must have on faculty an individual who is a current member of ITS Rocky Mountain to serve as the student chapter faculty advisor. It should be noted that ITS Rocky Mountain members who serve as faculty advisors are eligible for an \$100.00 credit toward the annual membership fee.)

Upon receipt of the above information, the ITS Rocky Mountain Officers or Student Membership Committee will examine the documents and notify the Student Chapter contact and/or designated faculty member of approval/disapproval within 30 days. Upon approval, ITS Rocky Mountain will forward a charter under which the Student Chapter will operate. Information regarding officers (president, vice-president, etc.) should be forwarded to ITS Rocky Mountain as soon as possible following approval of a new student chapter. A \$50.00 annual fee is due within 30 days of Chapter approval.

Individual students who are members of an ITS Rocky Mountain Student Chapter and wish to be listed as members of ITS Rocky Mountain will have their \$25.00 individual annual membership fee waived upon completion and approval of their *Application for Student Membership* form.

Mailing Address:

ITS Rocky Mountain Chapter
c/o Meetings Northwest, LLC
P.O. Box 2083
Missoula, MT 59806-2083
ATTN: Student Chapter Contact

