

# The Constitution of the Institute of Transportation Engineers Student Chapter at the University of Central Florida<sup>1</sup>

## **PURPOSE**

The purpose of this organization, the Student Chapter of the Institute of Transportation Engineers at the University of Central Florida, is to promote, stimulate and maintain the spirit of transportation engineering at the University of Central Florida; to secure for the University all the advantages and mutual helpfulness provided by a large national organization; and by the means of electing students to memberships to serve as recognition for their efforts in actively participating in our society.

## **ARTICLE I – ORGANIZATION NAME**

The name of this organization shall be the Institute of Transportation Engineers at the University of Central Florida. The organization shall also refer to itself as UCF ITE Student Chapter.

## **ARTICLE II – REQUIREMENTS OF MEMBERSHIP**

### **Section 1. Membership Statement**

Membership is limited to all students who have paid fees and are enrolled with the University of Central Florida. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference, national origin, marital status, parental status or veteran's status. No hazing or discrimination will be used as a condition of membership in this organization.

### **Section 2. Recruitment and Affiliate Membership**

Recruitment shall take place throughout the year and membership is open at all times. The organization may have affiliate members such as UCF faculty and staff, but at no time shall the UCF student membership fall below seventy-five (75) percent. Honorary and faculty membership may be conferred only upon persons deemed outstanding in service to the organization of the members attending regular meetings.

### **Section 3. Revocation of Membership**

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of eligible members.

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<sup>1</sup> This constitution was last modified on 9/24/2020.

## **ARTICLE III – SELECTION OF OFFICERS**

### **Section 1. Eligibility to Vote and Hold Office**

Active voting membership will be limited to all students who are active members, currently enrolled at the University of Central Florida and in good standing with the University. Faculty and staff may be affiliate members but may not vote or hold office. All officers of the Institute of Transportation Engineers shall possess at least the minimum requirements to serve in a leadership position as stated in the most recent The Golden Rule. These requirements include the following:

1. During fall and spring semesters, be currently enrolled as a student activity fee-paying half-time student (currently defined as at least six (6) credit hours as an undergraduate degree-seeking student or a post-baccalaureate student, or at least five (5) credit hours in a graduate degree-seeking program).
2. Have a minimum overall grade point average of 2.3 for all hours earned while enrolled at UCF.
3. Maintain satisfactory academic progress as defined in the current Undergraduate Catalog and the current Graduate Catalog of UCF, as appropriate.
4. Be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
5. Be free of any holds on university records.

### **Section 2. Nomination Process**

The nomination of officers shall occur at the final meeting held in the Fall Semester. Any eligible member present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered an eligible member.

### **Section 3: Election Process**

The election of officers shall occur at the final meeting held in the Fall Semester. The nominated candidates will be given a chance to address the organization to discuss their qualifications and reasons why they should be elected. Once each candidate has had the opportunity to speak, all eligible members present will have the opportunity to vote by secret ballot. The chapter advisor or the current highest-ranking officer not running for office will tabulate all votes. The chapter advisor or highest-ranking officer not running for office shall announce the officer with a simple majority of votes cast by eligible members. After announcing the new officer, the chapter advisor or highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count, the new officer shall take office immediately. If an eligible member contests the count, the faculty/staff advisor and the highest-ranking officer not running for office will recount all votes. In the event of a tie, the current highest-ranking officer not running for office shall cast the deciding vote.

## ARTICLE IV – OFFICER DUTIES

### **Section 1. President**

- The President shall preside over each regular meeting.
- The President shall be a Financially-Trained officer and can be the accountable officer in all fiscal matters pertaining to the student chapter.
- The President shall see that elections and meetings are scheduled and conducted.
- The President shall have the authority to carry out other duties as needed.

### **Section 2. Vice President**

- The Vice President shall draft the agenda for each regular meeting.
- The Vice President shall act as the liaison between the officers and the standing committees.
- The Vice President shall assist the President in duties as needed.

### **Section 3. Secretary**

- The Secretary shall record the minutes of each regular meeting.
- The Secretary shall draft the Annual Report in accordance with the other officers each year. This report will be submitted to the President for review. The Secretary of the Fall semester must create a draft report for the Spring semester Secretary to finish and submit in accordance with Article IX.

### **Section 4. Treasurer**

- The Treasurer shall collect dues from each member each semester.
- The Treasurer shall be a Financially-Trained officer and can be the accountable officer in all fiscal matters pertaining to the student chapter.
- The Treasurer shall create the budget report at the beginning of each semester.

### **Section 5. Outreach Coordinator**

- The Outreach Coordinator shall oversee all communication platforms, including social media. This includes, but is not limited to, a Webcourse, a Facebook page, and an emailing list.
- The Outreach Coordinator shall regularly communicate with the chapter members about announcements, events, and news.

### **Section 6. Event Coordinator**

- The Event Coordinator shall plan and schedule all events for the chapter. This includes, but is not limited to, acquiring room reservations, finding speakers, and ordering refreshments (as needed).

- The Event Coordinator shall work with the advisor to find guest speakers for meetings and other events.
- The Event Coordinator shall plan social events beyond the regular meetings with the assistance of the other officers. These social events can be located both on- or off-campus.

### **Section 7. Undergraduate Coordinator**

- The Undergraduate Coordinator shall actively recruit new undergraduate members to join the chapter.
- The Undergraduate Coordinator shall act as a liaison between the undergraduate and graduate students.
- The Undergraduate Coordinator shall be a current undergraduate student. If the Undergraduate Coordinator graduates or becomes a graduate student during their term, a special election will occur in accordance with Article V, Section 3.

## **ARTICLE V – OFFICER VACANCIES**

### **Section 1. Removal of Officers**

Any officer may be removed from office upon a two-thirds majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

### **Section 2. Resignation**

Officers who no longer wish to serve on the board must submit their resignation to the President/Faculty advisor at least two (2) weeks in advance. Prior to the officer's final day, they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

### **Section 3. Filling Vacant Officer Positions**

In the event an officer is removed, resigns, or graduates prior to the next officer election, the nomination and election process will take place at the next scheduled meeting. The newly elected officer shall serve as an interim officer until the annual election scheduled in the final meeting of the Fall semester. At that point, they or another member can nominate the interim officer for the position, in accordance with Article III.

## **ARTICLE VI – FINANCES**

### **Section 1. Membership Dues**

Membership dues shall be ten (10) dollars per semester. Membership dues will be collected at the first meeting of the Fall and Spring semester. No membership dues will be collected during

Summer terms. All members, including officers and affiliate members, are required to pay membership dues. New members and returning members must pay their dues by the second regular meeting of the semester to avoid forfeiting their club membership. Only the UCF faculty/staff advisor shall be exempt from membership dues. Membership dues can be collectively waived for a semester if decided upon by the officers and chapter advisor for good reason.

## **Section 2. Spending Organizational Money**

For the protection of the organization and its officers, it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, and Faculty/Staff Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

## **Section 3. Officer Transition**

It shall be the responsibility of all account signers to change contact information as well as assisting in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

## **Section 4: Special Assessments**

Special assessments may be levied upon members only by a two-thirds vote of the members present at any regular meeting.

## **Section 5: Dissolution of Organization**

If the organization ceases to exist, any funds remaining in the organization's account shall be donated to the parent organization "Institute of Transportation Engineers".

## **ARTICLE VII – MEETINGS**

There will be at least one regular meeting of the chapter each month during the Fall and Spring semesters. Meetings will not occur during the Summer semester. Special meetings may be called by the President with a minimum of 48 hours advanced notice. Meetings will be conducted regularly, unless waived by a majority present or other outstanding circumstances such as natural disasters, university closures, etc. The president shall preside over all meetings.

## **ARTICLE VIII – ADVISOR**

### **Section 1. Nomination and Role**

The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current UCF faculty or staff member.

### **Section 2. Removal and Replacement of Advisor**

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a two-thirds majority vote of eligible members, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

## **ARTICLE IX – ANNUAL REPORT**

The student chapter annual report must be submitted to ITE Headquarters by the Executive Board at UCF no later than March of each year. The annual report shall consist of organizational activities, financial status, new officers, and new member applications. The Secretary will draft the annual report and submit it to the President for review. The Secretary of the Fall semester must create a draft report for the Spring semester Secretary to finish and submit to ITE Headquarters.

## **ARTICLE X – PUBLICATIONS**

All publications of the organization must comply with the Golden Rule "Advertising and Signs" section, Student Organization Guidelines "Advertising" section, and the University Identity and Standards Manual. All publications must be approved by the Secretary and President prior to duplication and distribution.

## **ARTICLE XI – EXTERNAL AFFILIATIONS**

The ITE student chapter is affiliated to the national governing body of Institute of Transportation Engineers. The national governing body of ITE provides guidelines for forming student chapters and they shall be followed.

## **ARTICLE XII – AMENDMENTS**

The articles of this constitution may be amended, revised, or altered in whole or in part. Amendments to the constitution must be proposed in writing to the President at least 48 hours prior to a scheduled meeting. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The

amendment must then be voted on during the same meeting. The amendment shall not take effect until approved by a two-thirds majority vote of eligible members of the organization.

#### **ARTICLE XII – BY-LAWS**

Additional by-laws may be adopted at any meeting by a two-thirds vote of the eligible members.