

Marquette University

Institute of Transportation Engineers-Marquette University Student Chapter Constitution

Preamble

The Constitution shall be the guiding document for the Institute of Transportation Engineers Student Chapter, an official organization of Marquette University and a student chapter of the National Institute of Transportation Engineers.

Article I: Name

The name of this organization shall be The Institute of Transportation Engineers-Marquette University Student Chapter, hereafter referred to as the Organization.

Article II: Purpose

The purpose of this organization shall be to promote interest in transportation and traffic engineering by fostering the close association of students with the national organization and the profession in general; to acquaint student members with topics of interest by competent speakers, and chapter sponsored trips; to foster the development of the professional spirit and skills of the field within students; and to encourage the expansion of the facilities at Marquette for transportation and traffic engineering study.

Article III: Membership

- Section 1: Regular membership shall be open to any full time or co-oping Marquette University undergraduate engineering student.
- Section 2: Associate membership shall be open to any part time student, graduate student, professional student, faculty member, staff member, or administrator at Marquette University.
- Section 3: Non-discrimination clause. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, sexual orientation, religion, veteran's status, sex, national origin, or disability in its selection of members, educational programs, or activities
- Section 4: Dues. Members of the organization shall be required to pay dues to the student organization. Annual dues are set by the membership present at the final meeting of the spring semester for the following year. Members shall also be encouraged to join the national organization, which also requires a membership fee; however those dues will not benefit the student chapter.

Article IV: Officers

- Section 1: Officers of the organization shall be as follows: President, Vice-President, Treasurer, and Secretary.
- Section 2: Election of officers. Election of the President, Vice-President, and Treasurer shall be held in the two weeks prior to the week before finals of each spring semester. Election of the Secretary shall be held in the first three weeks of the fall semester. Only members of the Organization are eligible to hold office and vote in elections. Officers are elected by majority vote of quorum of current Organization members including graduating seniors.
- Section 3: Officers shall take office immediately upon being elected and shall serve for a period of one year.
- Section 4: Officers shall not be on academic or University probation at the time of their elections and throughout their terms of office.
- Section 5: The President shall not be on a co-op work term while acting as president.
- Section 6: Duties of Officers.
- A. The President is responsible for conducting organization business.
 - B. Checks must be co-signed by the Treasurer and by either the President or Vice-President.
 - C. The officer responsible for conducting meetings is the President.
 - D. The President shall be responsible for scheduling meetings, planning and executing elections, and being the organizations contact person.
 - E. The Vice-President shall be responsible for maintaining membership lists, advertising for events, and completing the annual summary.
 - F. The Treasurer shall be responsible for collecting dues, maintaining the organization bank account, and reimbursing members when necessary.
 - G. The Secretary shall be responsible for keeping meeting minutes, attending weekly engineering student council meetings and taking notes, as well as keeping and completing forms for the office of student development.
 - H. The executive council shall be jointly in charge of setting up tables at any of the following events: O-Fest, College of Engineering open houses, other special events.

Article V: Removal of Officers

- Section 1: Officers failing to fulfill the given responsibilities and duties may be removed by the regular members of the organization.

Section 2: The removal of an officer requires a 2/3 vote of a quorum following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to vote.

Article VI: Replacement of an Officer

Section 1: In the case where the presidential office is vacant, the vice-president shall immediately fill the position.

Section 2: In the case where the offices of vice-president, treasurer, or secretary are vacant, the president shall call a meeting to vote a new member into that position immediately.

Section 3: In the case that the vice-president, treasurer, or secretary is a co-op student for a semester and unable to be an active officer, the president shall appoint an interim officer into that position.

Article VII: Meetings

Section 1: A regularly scheduled general meeting shall be held at least two times per semester. The officers may call additional meetings when the need arises.

Section 2: A quorum shall consist of 40% of the regular members.

Section 3: A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers, setting of dues, and any other major decisions affecting the organization.

Section 4: Parliamentary Authority. Roberts Rules of Order, Newly Revised.

Section 5: No meeting shall be held during the week of or preceding finals.

Article VIII: Committees

Section 1: The officers of the organization shall have the authority to create any committees standing or special, that will further the purpose of the organization.

Section 2: Selection of committee members and leaders shall be to the discretion of the executive officers.

Article IX: Affiliation

Section 1: This organization shall be affiliated with the Institute of Transportation Engineers and shall abide by its constitution and by-laws in all cases where there is not conflict between their constitution and by-laws and this constitution and/or the

rules, regulations, or policies of Marquette University. In instances of conflict, this constitution and/or rules, regulations, or policies of Marquette University shall take precedence over the constitution or by-laws of the National Institute of Transportation Engineers.

Article X: Amendments

- Section 1: All amendments to this constitution require notice of one week prior to being discussed and voted upon.
- Section 2: All amendments require a 2/3 vote of quorum for adoption.
- Section 3: Amendments become effective only after approval of both the Office of Student Development and Student Senate of the Marquette University Student Government (MUSG).