

---

---

# Institute of Transportation Engineers

## Manitoba Section Charter

---

---

### ARTICLE I - PREAMBLE

#### Section 1.1

As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as the Institute, the District Board of District 7 (Canada), hereinafter referred to as the District, grants this Charter for the Manitoba Section of the Institute, hereinafter referred to as the Section.

#### Section 1.2

This Charter shall be effective immediately upon Institute approval and shall remain in effect, including any amendments, until rescinded by the District.

#### Section 1.3

On the date it becomes effective, this Charter shall supersede any previous Charter or Constitution of a Section enrolling members from the designated area and shall annul any By-Laws of such a Section that may be in conflict with it.

### ARTICLE II - AREA AND PURPOSE

#### Section 2.1

The area designated as that of this Section shall be the whole of the Province of Manitoba. The Section's Student Chapters are the Chapters at the University of Manitoba and Lakehead University (located in the Province of Ontario).

#### Section 2.2

The purpose of this Section shall be to:

1. Advance the objectives of the Institute.
2. Foster a closer association of Institute members.
3. Encourage members to prepare or discuss papers.
4. Prepare suggestions on matters of policy to the Board of Direction of the Institute.
5. Consider local transportation engineering problems.
6. Cooperate with other local engineering groups on matters of common interest.
7. Present the transportation engineering point of view consistent with established Institute Policies.
8. Encourage the introduction of transportation engineering courses in colleges, universities and technical schools in the Section.

### ARTICLE III - MEMBERSHIP

#### Section 3.1

Any Institute Member, Fellow, Honorary Member, Esteemed Colleague, or Institute Affiliate who resides within the Section area, and who is in good standing with the District, is a member of the Section upon payment of the Section dues if any. Designation of Institute membership and Institute affiliation, and payment of Section dues, if any, shall be facilitated by the Institute.

### Section 3.2

Any Institute Member, Fellow, Honorary Member, Esteemed Colleague, or Institute Affiliate may become a member of the Section without residing in the Section area, upon approval of the Section Executive Board and upon payment of the Section dues if any.

### Section 3.3

Members of the Section shall be entitled to the privileges of the Section as specified in the Section By-Laws.

### Section 3.4

Persons residing in the Section area who are ineligible to become Section Members but who fall into one or more of the following classifications may be affiliated with the Section:

1. persons who are accumulating experience toward Institute membership, or
2. persons who are engaged in sub-professional work in the transportation profession, or
3. persons who are students in a post-secondary academic program, or
4. persons who are professionally engaged in related fields, or
5. persons who are in a position to work with and assist transportation and traffic engineers by virtue of official positions or commercial employment.

Students who are members of the Section's Student Chapters may be affiliated with the Section.

### Section 3.5

The Section By-Laws shall establish the privileges extended to all persons who are affiliated with the Section as provided in Section 3.3.

### Section 3.6

The Section By-Laws shall establish the manner in which persons may apply for or be invited into Section membership or affiliation as well as the manner in which such membership or affiliation may be terminated. However, no restrictions on Section membership shall be placed on any voting member of the Institute other than those stated in Section 3.1 and 3.2 as long as they are in good standing with the Institute.

## **ARTICLE IV - GOVERNMENT**

### Section 4.1

The government of the Section shall be vested in its elected officers and directors, who shall constitute an Executive Board. The Section By-Laws shall specify the elected officers, as the Section desires, provided that the Elected Officers shall include a President, at least one Vice-President, a Secretary and a Treasurer or a Secretary-Treasurer, who shall be voting members of the Institute.

### Section 4.2

The Executive Board of the Section shall manage the affairs of the Section in conformity with the provisions of this Charter, the By-Laws of the Section, the Policies of the District, and the Policies of the Institute.

### Section 4.3

The Section shall adopt By-Laws setting forth the structure of the Executive Board and providing the manner of nominating, electing, or appointing elected officers and directors of the Section and shall specify their terms of office.

#### Section 4.4

The Section shall adopt By-Laws to govern appointment of committees, scheduling of meetings, assessment of dues, method of amending By-Laws and such other matters as the Section may desire provided such By-Laws do not conflict with this Charter, the Constitution of the Institute, or Policies of the Institute, its Board of Direction or the District Charter and/or By-Laws.

#### Section 4.5

The By-Laws of the Section may be adopted and amended after adoption, only if the proposition is submitted in writing to all voting members of the Section at least fourteen (14) days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative majority vote. Section By-Laws shall be filed with the District and the Institute within thirty (30) days after adoption or amendment and shall take effect upon being approved and filed with the District.

#### Section 4.6

The Section Executive Board may charter Subsections to meet specific needs within its boundaries upon written request of at least five voting Section members residing in the proposed Subsection area. Subsections shall adopt By-Laws that are not inconsistent with Section By-Laws and the Section Charter or the Subsection Charter. Subsection By-Laws shall be filed with the Section Executive Board, District and the Institute within thirty (30) days of adoption or amendment and shall take effect upon being filed with the Section Executive Board. The Section Executive Board may rescind a Subsection Charter by giving thirty (30) days notice in writing to the Subsection.

#### Section 4.7

At any time the District may annul any part of the Section By-Laws, which it considers to be contrary to the Section Charter, the District Charter, the Constitution of the Institute or the best interests of the District or the Institute, by giving notice in writing to the Section Executive Board and the Institute.

### **ARTICLE V - RELATION OF SECTION TO DISTRICT AND INSTITUTE**

#### Section 5.1

The Section shall not speak for the District or the Institute unless authorized in the particular matter in question by the District or the Board of Direction of the Institute, respectively.

#### Section 5.2

The Section shall not identify itself with national groups or organizations but may identify itself with local or area-wide groups or organizations.

#### Section 5.3

The names and addresses of all Elected Officers and Directors of the Section and the dates on which the terms of each begins and expires shall be reported in writing by the Section Executive Board to the District, the District Director, District Administrator and to the Institute within thirty (30) days after election or appointment.

#### Section 5.4

The Section Executive Board shall submit a written annual report to the District on the schedule set by the District each year. The report shall include a summary of the Section's activities for the previous twelve months.

Section 5.5

The Institute will not be responsible for debts contracted by the Section nor will it give financial assistance to the Section. No dues will be required to be paid by the Section to the Institute or District.

**ARTICLE VI - AMENDMENT OF CHARTER**

Section 6.1

The District Board may amend or rescind this Charter. The Section Executive Board will be notified in writing by the District of any proposed amendment to, or rescission of this Charter so that the Section may have an opportunity for a hearing before the District concerning the proposed amendment or rescission. An amendment, with or without change, shall be submitted by the District to the Board of Direction of the Institute for approval. Rescission or the approved amendment shall become effective on the date determined by the District.

Section 6.2

The Section Executive Board may petition the District to amend this Charter. The District shall meet and act on the petition within six (6) months of its receipt. If the petition is approved, the District shall then petition the Board of Direction of the Institute for approval of the proposed amendment. The Board of Direction of the Institute shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section Executive Board shall become effective upon approval by the Board of Direction of the Institute.

---

SUBSCRIBED FOR THE DISTRICT BOARD OF DISTRICT 7 INSTITUTE OF  
TRANSPORTATION ENGINEERS

\_\_\_\_\_  
District 7 Secretary

\_\_\_\_\_  
Date