**Transportation Student Association (TSA) Constitution**

*Effective January 1, 2013*

**Article I – Name**

The name of this organization shall be the Transportation Student Association (TSA) and is parent organization for the Iowa State University student chapters of the Institute for Transportation Engineers (ITE) and the Intelligent Transportation Society of America (ITS/A).

**Article II – Purpose**

TSA promotes the advancement of transportation through association with academia, industry, and fellow students. The organization introduces students to transportation topics from various perspectives through TSA sponsored meetings, nurtures the development of professional spirit, and encourages fellowship among association members.

**Article III – Membership**

A. Eligibility

To be a member of TSA, s/he must be a full‐time or part‐time undergraduate, graduate, or post‐doctoral student in civil engineering, transportation engineering, transportation, community and regional planning, statistics, or transportation logistics.

B. Membership

All members, with the exception of Faculty Advisors and/or Faculty from the Department of Civil, Construction, and Environmental Engineering, shall pay membership dues which are set at $10 per semester. Dues shall be waved for the first semester of membership.

1. TSA Officers

a. President

b. Vice President

c. Treasurer

d. Secretary

e. Engineering Student Council Representative

f. Social Chair

g. Recruiting Chair

2. Active Members

C. In order to be eligible for TSA funding for off campus activities, such as the ITE and TRB annual meetings, a student must participate in the following:

1. At least half of the speaker meetings held during the previous semester.

2. At least one social event held during the previous semester.

3. At least one outreach event held during the previous semester. Outreach events include, but are not limited to: Clubfest, Middle School Engineering Day, Veishea, and Engineering Day at the Mall.

• TSA can hold students (and their major professor) accountable that if they receive funding, they will fulfill these requirements.

**Article IV – TSA Officers and Advisors**

A. Advisors

1. Faculty Advisor

One or more advisor(s) from the Civil, Construction, and Environmental

Engineering, hereafter referred to as CCEE, Department shall:

a. Be recommended by TSA.

b. Provide input for TSA matters.

c. Provide a means of communication between the organization and the

University Institute for Transportation (InTrans), and the CCEE Department.

2. Institute for Transportation Engineers (ITE) Advisor

One advisor from the CCEE Department shall:

a. Be recommended by TSA.

b. Provide input for TSA matters.

c. Provide a means of communication between the organization and the

Institute for Transportation Engineers (ITE).

3. Intelligent Transportation Society of America (ITS/A) Advisor

a. Be recommended by TSA.

b. Provide input for TSA matters.

c. Provide a means of communication between the organization and the

Intelligent Transportation Society of America (ITS/A).

4. Election Process

a. All advisor positions will be subject to election at the conclusion of each academic year.

b. Elections for the following positions shall be held at the second to last TSA

meeting of each academic year:

i. Faculty Advisor

ii. ITE Advisor

iii. ITS/A Advisor

c. Advisors will be nominated by themselves or an active member and then voted upon by all active members. A majority vote conducted by raising hands is needed for an adviser to be selected.

B. TSA Officers

1. The following officers shall constitute TSA:

a. President

b. Vice President

c. Treasurer

d. Secretary

e. Engineering Student Council Representative

f. Social Chair

g. Recruiting Chair

2. To be a TSA Officer, s/he must be a full‐time or part‐time undergraduate, graduate, or post‐doctoral student in civil engineering, transportation engineering, transportation, community and regional planning, statistics, or transportation logistics and meet the following requirements:

a. Have a minimum cumulative grade point average (GPA) as stated below and meet that cumulative GPA in the semester immediately prior to the election, the semester of election and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half‐time credits) must have been taken for the semester under consideration. If a student was involved in an internship the previous semester, the prior semester to the internship shall take effect.

b. Be in good standing with the University and enrolled at least half time (six or more credits hours) if an undergraduate student (unless fewer credits are required to graduate in the spring or fall semesters) during the term of office, and at least half time (four or more credit hours) if a graduate student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

3. Statements of compliance

a. TSA agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

b. TSA agrees to abide by Iowa State University rules and policies as well as State and Federal laws and local ordinances or regulations.

4. Election Process

a. TSA Officers

i. All officer positions will be subject of election at the conclusion of each academic year.

ii. Officers elected in the spring for the next academic year will handle all organization matters over the summer semesters.

iii. Elections for the following positions shall be held at the second to last TSA meeting of each academic year:

1. President

2. Vice President

3. Treasurer

4. Secretary

5. Engineering Student Council Representative

6. Social Chair

7. Recruiting Chair

iv. Elections shall be run by the President.

v. In the event that more than two members want to run for a certain position, a short speech of why they are qualified shall be required.

vi. Voting shall be done by raising hands and a majority wins scheme.

Candidates for officer positions shall leave the room while voting takes place.

vii. Removal of Officers

1. Officers or advisers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges

2. If an officer or adviser is removed the replacement procedure is the same as the election procedure described in Article IV Section 6. It shall take place at the first meeting following the removal of the previous officer/adviser.

viii. Special Elections

1. A special election will be held in the following cases:

a. An officer is unable to fulfill responsibilities due to extenuating circumstances including but not limited to co‐op work experience, study abroad, illness, time sensitive research commitments, etc.

b. A cabinet member fails to fulfill his/her responsibilities and is terminated by a majority (three quarters) vote of other officers.

5. Duties of TSA Officers

All TSA officers shall follow the requirements for active membership outlined in Article III. Failure to comply will result in removal from office in accordance with Article IV.

a. General Officer Duties

i. Call companies regarding fundraising.

ii. Volunteer for all events.

iii. Assist other officers.

iv. Communicate with all officers and active members

v. Review funding requests from members to travel or purchase large items (over $100). Funding shall be agreed upon by the officers and approved by the Faculty Advisor.

b. President

i. Coordinate fundraising including brochures, mailings, mailing list, and newsletters.

ii. Line up speakers for bi‐weekly meetings.

iii. Send emails to keep TSA members informed.

iv. Delegate authority.

v. Oversee all TSA sponsored events.

vi. Field all calls, emails, and interaction with other organizations, firms, agencies, faculty, etc.

vii. Send meeting details to recruitment chair for posting.

viii. Ensure all officers are completing their assigned tasks.

ix. Play the role of the risk management officer. In this role, he or she shall

a) Recommend risk management policies or procedures to TSA

b) Submit documentation to ISU’s Risk Management Office

c) To ensure that Risk Mgt. procedures are implemented at all of the orgs. events

c. Vice President

i. Help President by assisting with day to day operations.

ii. Be available to field questions from organization members, sponsors, or the University.

iii. Keep up to date with all ITE and ITS/A events at section, district, and national levels.

iv. Send in ITE membership forms for all new members.

v. Prepare ITE annual student chapter report in the spring semester.

d. Treasurer

i. In charge of membership forms.

ii. Provide membership roster details to the Secretary.

iii. Collect money from memberships and fundraising.

iv. Have vouchers, intramural forms, and p‐card on hand.

v. Keep account summaries up to date.

vi. Provide President with monthly report on TSA funds.

vii. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus

Organizations Accounting Office). All funds must be deposited within

24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

e. Secretary

i. Record attendance at all meetings.

ii. Maintain transa@iastate.edu distribution list with members and advisors.

iii. Keep web page updated with upcoming events.

iv. Keep meeting schedule updated and posted on website.

v. Meeting summaries posted on the webpage after each meeting.

vi. Take pictures at all meetings or events.

f. Engineering Student Council Representative

i. Attend all Engineering Student Council (ESC) meetings.

ii. Keep TSA officers informed of all undergraduate ESC events.

iii. Vote on issues in the best interest of TSA.

iv. Organize and run Engineering Clubfest.

v. Coordinate philanthropy/social service events.

vi. Write and help present ECS funding proposal and summary reports.

g. Social Chair

i. Organize and run social activities.

ii. Request funding for social activities.

iii. Organize a community service project.

iv. Inform all TSA members of organized events.

h. Recruitment Chair

i. Post flyers for all meetings at least one week in advance at Town Engineering Building, College of Design, and InTrans.

ii. Update bulletin board in Town Engineering Building stair well.

iii. Update TSA brochure each fall.

iv. Attend transportation related classes and recruit students.

1. Notify instructor before class.

2. Notify potential students of meeting time and location at least one week prior to TSA meeting.

**Article V – Powers of TSA**

A. The TSA President reserves the right to call meetings as deemed necessary.

B. Meetings

1. TSA shall meet bi‐weekly unless specified by the President

a. Meetings are conducted by the President.

b. Food shall be served at 6:00 pm with the speaker beginning at 6:30 pm.

c. Attendance will be taken by the secretary.

d. Officers will report new business to the organization.

e. Faculty advisors will report new business to the organization.

f. A vote on a new business item can be made during this period. Three‐ fourths of the vote by the attending members is needed to pass.

g. The President will introduce the speaker and may give a brief biography if available.

C. Constitution Review

1. The Transportation Student Association Constitution will be posted on the website and will be reviewed and amended appropriately in accordance with Article IV.

2. If no amendments are brought to the attention of the Officers, the Officers may approve the Constitution by a three‐fourths vote without a petition from the general chapter.

D. The Transportation Student Association shall follow all University rules and regulations as well as state and federal laws.

E. Iowa State University and TSA do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

**Article VI – Amendment**

A. This Constitution may be amended with a three‐fourths vote of the attending TSA Officers providing notice is given at a general TSA meeting prior to the Officer vote and by 60% of the TSA active membership through petition.

B. This constitution shall not be valid until it has been approved.

1. The Constitution shall be presented to the active members of TSA and tabled for at least one meeting.

2. The Constitution shall pass without amendments by a three‐fourths vote of the

attending TSA officers and by 60% of the active TSA membership present at the time of voting.

C. If ratified, this constitution shall be effective starting on January 1, 2013, and all previous

Constitutions shall become void.