

Transportation Student Association (TSA) Constitution
Effective September 8, 2008

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

The purpose of the Transportation Student Association is to promote the advancement of transportation profession through association with academia, industry, and fellow students. It also serves as a way to introduce transportation topics through TSA sponsored mediums, nurture the development of professional spirit, and encourage 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, 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 \$15 per year.
 - 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

Article IV – TSA Officers and Advisors

- A. Faculty Advisor
One or more advisor(s) from the Civil, Construction, and Environmental engineering, hereafter known as CCEE, Department shall:
 - 1. Be recommended by TSA
 - 2. Provide input for TSA matters
 - 3. Provide a means between the organization and University /Center for Transportation Research and Education (CTRE), and the CCEE Department
- B. Institute for Transportation Engineers (ITE) Advisor
One from the Civil, Construction, and Environmental engineering, hereafter known as CCEE, Department shall:
 - 1. Be recommended by TSA
 - 2. Provide input for TSA matters
 - 3. Provide a means between the organization and the Institute for Transportation Engineers (ITE)
- C. Intelligent Transportation Society of America (ITS/A) Advisor
One from the Civil, Construction, and Environmental engineering, hereafter known as CCEE, Department shall:
 - 1. Be recommended by TSA
 - 2. Provide input for TSA matters
 - 3. Provide a means between the organization and the Institute for Transportation Engineers (ITE)
- D. 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 student in civil engineering, transportation engineering, transportation, community and regional planning, or logistics enrolled at Iowa State University and meet the following requirements:
- a. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum 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 and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level 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. Election Process
- a. TSA Officers
 - i. All officer positions will be subject to election at the conclusions of each academic semester.
 - ii. Fall elected officers will handle all organization matters over the summer semesters
 - iii. Elections for the following positions shall be held at the last TSA meeting of each academic semester.
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Engineering Council Representative
 - 6. Social Chair
 - iv. Elections shall be run by the president
 - v. In the event that more than two (2) members want to run for a certain position, a short speech of why they are qualified shall be required.
 - vi. Voting shall be done with hand raising and a majority wins scheme. Candidates for officer positions shall leave the room while voting takes place.
 - vii. 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 responsibilities and is terminated by a majority (three quarters) vote of other officers.
4. Duties of TSA Officer Members
- All TSA officers shall follow the requirements for active membership outlined in Article III. Failure to do so 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 each other
 - iv. Communicate will all officers and active members

- v. Review funding request from members to travel or purchase large items (over \$100). Funding shall be agreed on by the officers and approved by the Faculty Advisor
- b. President
 - i. In charge of fundraising including: brochures, mailings, mail list, 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 and interaction with other organizations, firms, agencies, faculty, etc.
 - vii. Update flyers for all meetings and send recruitment chair for posting
 - viii. Keep attendance at all meetings
 - ix. Ensure all officers are completing their assigned task
- c. Vice President
 - i. Help president by assisting with day to day operations
 - ii. Be available to field questions from organization members, sponsors, or 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. Collect money from memberships, fundraising, soda can sales, etc.
 - iii. Have vouchers, intramural forms, p-card on hand
 - iv. Keep account summaries up to date
 - v. Provide president with monthly report on TSA funds
 - vi. 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. Keep web page updated with upcoming events
 - ii. Meeting schedule updated and posted
 - iii. Meeting summaries posted on the webpage after each meeting
 - iv. Take pictures at all meetings or events.
- f. E-Council Representative
 - i. Attend all Engineering Student Council meetings
 - ii. Keep TSA officers informed of all undergraduate 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 both Town Engineering, College of Design, and CTRE
 - ii. Update bulletin board in Town Engineering 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
 - a. TSA shall meet bi-weekly unless specified by the president
 - i. Conducted by the President
 - ii. Food shall be served at 6:00PM with the speaker beginning at 6:30PM
 - iii. Attendance will be taken by the secretary
 - iv. Officers will report new business to the organization
 - v. Faculty advisors will report new business to the organization
 - vi. A vote on a new business item can be made during this period. Three-fourth (3/4) by the attending members are needed to pass.
 - vii. The President will introduce the speaker and may give a brief bio if available
- C. Constitution Review
 - a. The Transportation Student Association Constitution will be posted on the website and will be reviewed, amended appropriately in accordance with Article IV
 - b. If no amendments are brought to the attention of the Officers, the Officers may approve the Constitution by a three-fourths (3/4) vote without a petition from the general chapter.
- D. The Transportation Student Association shall follow all University rules and regulations.
- E. Iowa State University and TSA does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Article VI – Amendment

- A. This constitution may be amended with a three-fourths(3/4) vote of the attending TSA Officers providing notice be given at a general TSA meeting prior to the officer vote and by 60% of the TSA active membership though petition.
- B. This constitution shall not be valid until it has been approved:
 - a. The constitution shall be presented to the active members of TSA and tabled for at least one meeting
 - b. The constitution shall pass without amendments by a three-fourths (3/4) 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 the date of the September 8, 2008 and all previous constitutions shall become void.