



STUDENT CHAPTER MANUAL



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PREFACE

The first ITE student chapters were organized at the University of Illinois and Yale University in 1947. By mid 2003, the number of student chapters had grown to 124 (see the ITE Web site for a complete and up-to-date listing).

Although the programs and activities of each student chapter vary greatly, the goal of introducing students to the transportation profession and supplementing their classroom and laboratory experiences has been maintained.

The *Student Chapter Manual* is intended to be a procedural guide for student chapter leaders and advisors to assist in the development and management of student chapter activities. ITE district directors and the international headquarters staff are available to assist in any matters relating to student chapter operations and to increase the students' awareness of the transportation profession.

ITE has established designated listservs (discussion groups) for ITE student chapter faculty advisors, student chapter presidents and student members to exchange, share and receive the latest information on a variety of issues related to transportation, education and ITE membership. *(Please be advised that you are required to limit your discussions to professional issues. Posting of messages related to positions available, positions wanted, advertisements, or other promotional material is strictly prohibited.)* If you are interested in joining a listserv or have questions, send your correspondence to website@ite.org.

In addition, ITE headquarters' staff are available to assist you. The following persons are the appropriate contacts:

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I. ITE STUDENT CHAPTER OBJECTIVES

The objectives of the Institute of Transportation Engineers' student chapters, as set forth by the Student Chapter Charter, are to:

- Promote the advancement of transportation and traffic engineering profession by fostering the close association of students with the profession and ITE;
- Acquaint students with topics of interest in transportation and traffic engineering through competent speakers and chapter-sponsored trips;
- Foster the development of professional spirit;
- Promote common interests among students; and
- Encourage the expansion of facilities for transportation and traffic engineering study.

II. CHAPTER ORGANIZATION—ROLES AND RESPONSIBILITIES

1. EXECUTIVE BOARD

The executive board, under the leadership of the president and advice of the student chapter advisor, is responsible for the successful operation of the student chapter. The executive board consists of the elected officers and student chapter advisor in addition to all of the major committee chairpersons.

2. STUDENT CHAPTER ADVISOR

A faculty member, who is an ITE member (at the Associate Member grade or higher), serves as an advisor to the chapter and its student officers, as well as serving as university liaison.

a. The role of the student chapter advisor includes:

- Consulting with chapter leaders to help the chapter's growth and development. The advisor should be available for advice and to help with group motivation;
- Adding to the continuity of the chapter by ensuring that successive officers of the chapter understand their responsibilities, as well as explaining to the officers the policies and regulations of the institution and ITE;
- Serving as the liaison between the chapter, district and ITE Headquarters. All correspondence should be sent to his or her attention as well as to the chapter officers;
- Promoting the professional and academic welfare of ITE student members; and
- Ensuring the student chapter meets requirements to be a sanctioned university organization.

b. Hints on recruiting an advisor:

- Before making a selection, chapter members should consider someone who will have time to devote to the chapter and who will take the role willingly and seriously;
- Make sure that the individual has a clear understanding of your chapter's purpose, what would be required and the time involved; and
- Choose someone with whom you can maintain frequent contact and be comfortable with.

c. How to work with your advisor:

- Meet with your advisor in advance of chapter meetings to go over the agenda and topics to be discussed;
- Be open to suggestions and criticism from your advisor. The advisor's knowledge and background experience will be helpful to achieve solutions and organizational procedures; and
- If an advisor cannot attend your meeting, be sure to meet with him or her afterwards to brief the individual on what transpired.

3. PRESIDENT

Presidents are responsible for the overall management of all chapter affairs. The president's responsibilities include:

- a. **Establishing and maintaining contact with the student chapter advisor and ITE section and/or district executive board:**
 - Setting up a regular meeting time with the primary student chapter advisor.
- b. **Chairing all chapter executive board meetings:**
 - Soliciting agenda items for regular business meetings.
 - Evaluating past projects and discussing future projects before they are turned over to the appropriate committee for further work.
 - Ensuring that minutes are kept and that sufficient copies are made for the resident, student chapter advisor, members of the executive boards, and files.
- c. **Chairing all general meetings:**
 - Producing an agenda well in advance, so that copies are available to all members and the student chapter advisor.
 - Running a professional meeting following *Robert's Rules of Order* or an equivalent format.
- d. **Ensuring that an active communications network is developed:**
 - *Internal Network:* An internal network can take the form of regular memos or e-mails with a wide variety of news items: plans and projects; regular meetings, both business and social in nature; and progress reports on various projects that are currently underway or in the planning stages. One way to maintain such contact and feedback is to have at least one member of the executive board directly responsible for the successful outcome of the projects.
 - *External Network:* An external network can be gained by developing a good working relationship with the faculty in the department or school. A good working relationship with the local ITE section and/or chapter can help provide a ready source of experienced and interesting speakers, contacts that can and often do lead to jobs and/or strong personal references.
 - *Local Chapter/Section Network:* One student chapter member should be selected to attend the local ITE's section or chapter executive board meeting when invited, as a representative of the student chapter. This individual should not only be a spokesperson for the student chapter, but should also provide reports to the executive board regularly on items of interest to the board and the general membership.
 - *Student/Department Network:* If the school or department has an advisory committee to the dean or department head, try to get a member from the student chapter on the committee. Such a person can do much to promote the chapter's existence and contribute to the academic community. The advisory committee representative should follow the same guidelines as those set for the ITE section and/or chapter representative.
 - *Media/E-Communication Network:* Use of the local media, both on campus and off. Regular articles in the local and campus newspapers, maintaining and updating a student chapter Web page, maintaining a student chapters e-mail distribution list, spot announcements on the local radio station(s) and community news programs will do much to spread the news of the chapter's activities.
- e. Keeping the chapter active in all fields of community life in which it can perform a useful function. Student internships can provide an invaluable experience both on and off campus. Other activities might include helping a professor or local government on a project or survey. The chapter might also assist a local scout troop in obtaining their traffic safety merit badges.
- f. Planning and organizing a membership drive during the summer that commences no later than the second week of the fall semester and again in the spring semester.
- g. Enforcing the provisions of the chapter's charter and by-laws. The president is also responsible for seeing that the necessary revisions, inclusions and exclusions are made to these documents as needed and that the necessary actions are taken relative to these changes.
- h. Supervising all chapter activities and committees.

- i. Being familiar with each of the officers' and committees' responsibilities.
- j. Naming all committees and appointing chairpersons of each.
- k. Implementing a checks and balance system by getting to know each of the officers and chairpersons, including their strengths and weaknesses. Check frequently to be sure that various projects are progressing within the timetable established at onset.

4. VICE-PRESIDENT

The vice-president shall perform the duties of the president in the absence of that officer and/or at the president's inability or request to perform those duties delegated. Duties for the vice-president might include:

- a. Chairing the program and membership committees;
- b. Organizing field trips or special events that involve additional coordination beyond regular programming efforts;
- c. Overseeing publicity including preparation and distribution of meeting notices, posters and notices to the campus newspaper; and
- d. Monitoring the progress of committees.

5. SECRETARY*

The secretary of a student chapter is the custodian of the chapter records. The duties of this office require organization and neatness. A large and active chapter may wish to divide the work between a recording secretary and a corresponding secretary. The duties of the secretary include:

- a. Maintaining a complete up-to-date file of chapter records. These records include membership lists, minutes for all major and minor meetings, attendance records of each regular chapter meeting, complete reports on each activity or project (including names of participants, date, functions performed, etc.), and copies of correspondence. This information will aid in the preparation of the annual report, maintaining the chapter library and archiving chapter history;
- b. Submitting articles to your section and/or district newsletter and *ITE Journal*. The secretary should contact ITE Headquarters and request an "Information for Authors" instruction sheet for submitting articles to *ITE Journal*; and
- c. Conducting all chapter correspondence with other parties.

6. TREASURER*

The duties of the Treasurer include:

- a. Collecting all chapter dues and fees functions and paying bills;
- b. Discharging all financial obligations incurred by the chapter;
- c. Keeping proper records of all receipts and expenditures, bank account deposits, reconciliation of bank account and payment of accounts;
- d. Mailing dues statements and issuing receipts; collecting and depositing checks received; and forwarding membership and officer rosters to ITE Headquarters;
- e. Maintaining the current list of all members with their status; and
- f. Preparing financial statements annually and for each general meeting.

* One person fills the Secretary and Treasurer position in many chapters. The positions may include these or other activities/responsibilities listed above.

7. COMMITTEES

Committees are the mechanisms through which a chapter may both implement its programs and increase membership involvement. Chapter size will dictate the need and scope of committee responsibility.

Committee members may be appointed by the executive board or enlisted from general chapter membership. Seek out members who have a particular interest in the committee's subject.

Another good source of volunteers is the chapter's host of new members. Seek them out and get them involved. Consider having the member complete a sign-up sheet and pass it in after the proposed project has been discussed. It is usually easier to make contacts on an individual basis; however, if the executive board uses the "group" volunteer method, always utilize all of the volunteers or they will soon tire of volunteering.

Determine the function and goal of the committee and steps to be taken to achieve the goal. Relay this information to the potential committee members. Student chapter leaders must never forget the contributions of committee chairpersons, and it is appropriate to frequently recognize their contributions publicly.

a. Program

Organizing and carrying out the annual activities of the chapter is the function of this committee. Examples of program elements include: career opportunity panels, technical projects, and joint ITE section-student chapter functions. Copies of annual reports of the ITE Student Chapter Award recipients are on file at ITE Headquarters wherein one may find ideas for meaningful chapter activities.

b. Publicity

To ensure a high membership turnout, it is very important to let others know what the chapter is doing.

c. Membership

The responsibility of organizing and overseeing a membership recruitment program or campaign rests with this committee. Each member of the committee should have a thorough knowledge of membership benefits, chapter programs, and ITE student member application forms in order to answer questions for prospective members. A sample membership drive letter is available in the student chapter e-library.

d. Nominating

If a nominating committee is used, a slate of candidates is selected in consultation with the advisor. The committee then submits its report and allows nominations to be made from the floor at the time of the election. The candidates must be announced no later than the next-to-last meeting of the academic year. All student chapter officers must be student members of ITE in good standing and careful attention should be given to the selection of persons to fill these positions.

Officer continuity is an important consideration. Some chapters find that the smooth operation of a chapter is enhanced if the vice-president is elected as a sophomore or junior and automatically becomes president in the next academic year. In this way, he or she is better prepared and can begin in a more confident manner.

8. RESOURCES

To build a strong Chapter, the Chapters should utilize all available resources. As the chapter plans activities, keep the following sources in mind.

Financial Resources: district grants; section grants; membership dues; fundraisers; local school funding; transportation agencies and firms.

Human Resources: local ITE members; ITE faculty members; section faculty members; district board members; ITE Headquarters Staff.

III. CHAPTER ACTIVITIES

A strong, well-rounded chapter program is designed to attract students and potential student members. A dynamic speaker, a rewarding special project, or an interesting field trip will strengthen the chapter's activities.

1. SAMPLE STUDENT CHAPTER CALENDAR

June—September

Organize fall program. Arrange for speakers, tours and joint meetings with section/district and other chapters. Plan fundraising and activities, organize membership drive, and begin publicity preparation. If officers are not on campus, keep them involved through regular correspondence. Advance work is important.

September

Applications, revisions to *Student Chapter Manual* and other material sent from ITE Headquarters to all student chapters. Finalize committee assignments, membership drive and fall speakers' schedule.

October 1

Send new membership applications to ITE headquarters good through the next year. Remember, renewing ITE students will be billed directly for the next year's membership dues. ITE currently offers a complimentary first year of student member dues.

February

Send membership applications with appropriate dues to ITE headquarters.

March 31

Cutoff date for activities to be included in the student chapter annual report.

April 1

Deadline for submitting annual report to district coordinator for the Student Chapter Award. Deadline for submitting papers to district coordinator for the Daniel B. Fambro Student Paper Award.

2. MEETINGS

Planning a meeting program for the academic year should begin immediately following the election of new officers, regardless of whether programs for the year or just the first two or three meetings are to be arranged. Considerable effort must be devoted to planning varied programs, determining student interests and arranging for speakers. Meetings may be of a technical, career, or business nature. During technical meetings, students can become better acquainted with the transportation engineering profession and more deeply involved with the technical aspects of transportation engineering. Furthermore, technical meetings permit the students to undertake activities and pursue particular topics that supplement education programs.

The student chapter should take full responsibility for contacting, inviting and making all necessary arrangements for guest speakers. The arrangements include providing local transportation, ensuring that the necessary equipment for audio/visual aids is available and, if applicable, making overnight room reservations. It is good practice to confirm in writing all arrangements made for a speaker via a letter from the program chair to the speaker at least one week in advance of the meeting. This action serves to eliminate any misunderstandings that may not have surfaced during earlier, informal contacts. The chapter should acknowledge its appreciation to the speaker in a letter following his or her presentation.

In order to promote leadership and communication skills, the chapter leadership should attempt to have the speaker as its guest for a meal before or after the meeting, if the meeting does not include a meal. Actively engaging with the speaker, apart from the technical session, provides the leadership and/or the membership with an additional opportunity to engage with a practitioner. Networking is critical for building contacts for potential internships and jobs and future career advice and information.

The chapter may also offer programs primarily of a social nature. Typical social programs would be a get-acquainted party or picnic at the beginning of the school year, holiday parties, end-of-school-year parties and sports and games.

3. SPECIAL PROJECTS

The student chapter should consider implementing service projects and fundraising projects that might be used to supplement the chapter meeting schedule. Faculty members, local ITE members and ITE section officers are a good source of information.

4. FIELD TRIPS

Field trips offer an opportunity for students to meet practicing transportation professionals and see transportation facilities.

5. SECTION MEETINGS

Periodically, the student chapter may undertake a joint meeting with the local section or chapter. These meetings are often held in conjunction with other conferences or meetings that are held on the school campus.

Some sections and chapters also have student-day programs at which student chapters are guests of the section or chapter at one of the regular programs. Sections have sponsored field trips for students that culminate with an evening section meeting.

6. INTERNATIONAL CONFERENCES AND MEETINGS

Students have a standing invitation to attend the ITE Annual Meeting and Exhibit. They have the opportunity to meet world-renowned transportation professionals and to talk with other students and professionals from all over the world. Hotel accommodations are available and student registration fees are substantially reduced from those of other attendees. Students are encouraged to attend technical meetings, technical committee meetings and social events scheduled throughout the week. The location and date of future international conferences and meetings can be found in the calendar section of *ITE Journal*, and on the ITE Web site.

Attending meetings can be a financial challenge for students and student chapters. Here are some suggestions for finding the funds to attend international meetings:

- Conduct sponsored research or project meetings in conjunction with ITE meetings. Often, project travel funds can then be used for ITE meeting attendance;
- Many ITE districts, sections and/or chapters offer financial assistance for student travel to the ITE Annual Meeting and Exhibit. Become involved with ITE at the local level and learn more about these opportunities;
- Universities often have travel funds available for graduate students who will participate in meetings or conferences. Most require an application process 3 to 6 months before the meeting date. Funds may come from the university, college, or department sources. Check with your university for these types of programs;
- Check with the department chair to see if there are funds available to undergraduate students; and
- Some chapters conduct fundraisers and use the proceeds for chapter travel to a national meeting.

7. THE ANNUAL REPORT

Each chapter must submit a written annual report to their respective district board by April 1st. The report is to include a summary of the chapter's activities for the previous 12 months and a roster of the chapter's active membership. This is a requirement of Section 5.4 in the Student Chapter Charter. Refer to the student chapter e-library for the required annual report form.

The importance of the annual report cannot be overstated. It is the only way that vital data on the progress of chapters can be collected and recorded in ITE's archives. And, probably most important, the annual report serves as a record for the chapter in future years. No exception to submission of the annual report can be allowed.

IV. STUDENT MEMBERSHIP

1. INTERNATIONAL AND CHAPTER DUES

International dues for students are set at \$10.00 per year. Payment of annual dues must accompany the application for student membership at all times. Students joining between July 1st and December 31st will be considered paid through December 31st of the following year.

Chapter dues are governed by the chapter bylaws, which in turn may specify that the amount be set by vote of the chapter members. A small sample of student chapters suggests that \$10.00 per year is a typical amount.

2. ELIGIBILITY AND ADMISSION OF STUDENTS

When submitting an application the student should adhere to the following rule on dues:

- Dues must accompany the application at ALL times. Applications with payment received on July 1st or later will be considered paid through December 31st of the following year;
- ITE waives the first year dues of any new student member of ITE; and
- Graduate students, who have a graduate or undergraduate degree in a transportation-related field from an accredited school and more than one year of work experience, applying and paying for new ITE student membership, will be admitted directly to Associate Member status.

Each student will receive a letter of acceptance, a change of address card and a publication order form. A subscription to *ITE Journal* will become effective upon acceptance of the applicant.

3. RETURNING FULL-TIME STUDENTS

Any member of ITE returning to school either full-time or part-time, regardless of membership level, is not eligible to downgrade to Student membership. However, he or she may contact the Membership Department at ITE Headquarters regarding the procedure for a temporary dues reduction. The student chapter advisor is expected to exercise his or her best judgment in determining the status of each applicant for student member with respect to this provision of the constitution.

4. CONTINUATION OF STUDENT MEMBERSHIP

Toward the end of each year, annual dues bills are sent for the next calendar year to all members of ITE.

ITE student members receive a bill for the next calendar year at the student member rate and graduate associate members receive a bill for the next calendar year at the full associate member rate. If a graduate student is still pursuing a degree in a transportation field, he or she may apply for reduction of international dues to the current student member rate by completing a "Request for Membership Dues Reduction" form and attaching the required documentation, along with payment, to the invoice (form available on student e-library).

A student is eligible to continue his or her student membership for the next calendar year if, after December 31, the individual (1) will continue to be enrolled as a full-time student in a transportation or traffic engineering, planning, or intelligent transportation systems engineering program of recognized standing, (2) will be a member of a student chapter of ITE at his or her school (if a chapter exists), and (3) is not eligible for another grade of membership in ITE. Upon graduation, students must transfer to associate member.

The student chapter advisor must determine whether these conditions for continuation are met. (In the event there is no student chapter, the certification must be approved by the head of the department offering the transportation or traffic engineering program of study.) Any student who is a university graduate is eligible for another grade of membership in ITE and should apply for the appropriate grade.

It is important to ITE and to the professional development of the Student Member that he or she advances to associate member as soon as he or she is eligible to do so. The student chapter advisor (or department head) is expected to be aware of the employment records accrued by his or her student members.

5. TRANSFER TO ASSOCIATE MEMBER

A student member who does not meet all the conditions for continuation in that grade after December 31st may transfer to associate member by completing the "Transfer to Associate" application upon graduation. The requirement of one year of experience for associate membership is waived in cases of direct transfer from student membership.

Easy transfer to associate member is one of the benefits of student membership, and is an incentive for the student seriously interested in traffic or transportation engineering, planning, or intelligent transportation systems engineering to become a student member of ITE, as well as a student chapter member.

6. TERMINATION OF STUDENT MEMBERSHIP

Membership services for any member whose dues for the current year are in arrears as of March 31st shall be terminated.

V. OPPORTUNITIES FOR RECOGNITION

Transportation plays a vital role in the economies of all countries. Yet transportation professionals are currently in short supply. ITE constantly seeks to attract bright and articulate individuals to the transportation engineering profession.

1. DANIEL B. FAMBRO STUDENT PAPER AWARD

The purpose of the Daniel B. Fambro Student Paper Award is to encourage student members of ITE to conduct and report on independent, original research and investigation of transportation engineering subjects and to provide a means for recognizing outstanding accomplishment in this area. The winner receives national recognition, a plaque, the possibility of having the paper published in *ITE Journal* and funding for travel expenses to accept the award.

2. ITE STUDENT CHAPTER AWARD

The purpose of the Student Chapter Award is to encourage student chapters to achieve the objectives set forth by the Student Chapter Charter: "to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and ITE; to acquaint chapter members with topics of interest in transportation and traffic engineering through the medium of addresses by competent speakers, and of chapter-sponsored trips; to foster the development of professional spirit; to promote common interests among chapter members; to encourage the expansion of facilities for transportation and traffic engineering study." The winning student chapter receives national recognition, a plaque and traveling expenses for representatives to accept the award at the ITE Annual Meeting and Exhibit.

3. FELLOWSHIPS FOR GRADUATE STUDY IN TRANSPORTATION

ITE has established several fellowship and scholarship awards for graduate study in transportation. These fellowships provide financial aid for qualified students to pursue graduate degrees in transportation in a variety of study programs. ITE, the districts, sections and chapters all provide these awards.

4. OTHER

From time to time a competition is initiated to engage the student membership in the creation of a project. Recent projects were the creation of a careers brochure and poster for the promotion of ITE's careers video. The winning chapters received national recognition and a monetary reward.

VI. STUDENT PROGRAMS AND SERVICES E-LIBRARY

The E-library is an effort by ITE headquarters to consolidate information on the organization's student programs and services. The resources referenced below can be found on the ITE Web site at www.ite.org/students/index.asp.

1. STUDENT MEMBERSHIP INFORMATION

- Benefits and Services/New Student Member Application
- Request for Membership Dues Reduction Form

2. STUDENT CHAPTER GOVERNANCE

- Starting an ITE Chapter
- Canon of Ethics
- Student Chapter Manual
- Sample Student Chapter Charter
- Sample Student Chapter Bylaws
- Student Chapter Annual Report Form
- Sample Membership Drive Letter

3. AWARDS

- Student Chapter Award
- Daniel B. Fambro Student Paper Award
- Fellowships and Scholarships

4. STUDENT PROGRAMS

- ITE Annual Meeting and Exhibit
- TRB Meeting
- Listserv Information (faculty advisors, student leaders and student members)

ITE STUDENT CHAPTERS

District 1

New Jersey Institute of Technology
Northeastern University
Polytechnic University
Rensselaer Polytechnic Institute
University of Connecticut (inactive)
University of Massachusetts-Amherst
University of Massachusetts-Lowell

District 2

Drexel University
Morgan State University (inactive)
Pennsylvania State University
University of Delaware
University of Maryland
University of Pennsylvania
University of Pittsburgh (inactive)
Villanova University

District 3

Michigan State University
Michigan Technological University
Ohio State University
Purdue University
University of Akron
University of Cincinnati
University of Dayton
Wayne State University
West Virginia University

District 4

Iowa State University
Marquette University
North Dakota State University
Northwestern University
Oklahoma State University
South Dakota State University
University of Arkansas
University of Illinois-Chicago
University of Illinois-Urbana/Champaign
University of Kansas
University of Minnesota
University of Missouri-Columbia
University of Missouri-Rolla
University of Nebraska-Lincoln
University of Oklahoma
University of Wisconsin-Madison
University of Wisconsin-Milwaukee
University of Wisconsin-Platteville
Washington University

District 5

Auburn University
Clemson University
Georgia Institute of Technology
Louisiana State University
Louisiana Tech University
Mississippi State University
North Carolina A&T State University
North Carolina State University
Southern Polytech State University
Tennessee Technological University
University of Alabama
University of Kentucky-Lexington
University of Louisville (inactive)
University of Memphis
University of Mississippi
University of North Carolina-Charlotte
University of South Carolina (inactive)
University of Tennessee-Knoxville
University of Virginia
Vanderbilt University
Virginia Polytechnic Institute & State University

District 6

Arizona State University
Boise State University
Brigham Young University
California Poly. State University-San Luis Obispo
California State Poly. Univ.-Pomona
California State Univ.-LA
California State University-Chico
California State University-Long Beach
California State University-Sacramento
Montana State University
Oregon Institute of Technology
Oregon State University
Portland State University
San Diego State University
San Jose State University
Santa Clara University
University of Alaska-Anchorage
University of Arizona
University of California-Berkeley
University of California-Davis
University of California-Irvine
University of Colorado-Denver
University of Hawaii-Manoa
University of Idaho
University of Nevada-Las Vegas

University of New Mexico
University of Utah
University of Washington
University of Wyoming
Utah State University
Washington State University

District 7

Carleton University
Mohawk College
Queen's University
Ryerson Polytechnic University
University of Alberta (inactive)
University of British Columbia
University of Calgary
University of Manitoba
University of Toronto
University of Waterloo

Outside U.S. and Canada

Instituto Tecnológico y de Estudios
Superiores Monterrey
Monash University
Universidad Autónoma de Nuevo León
Universidad de Buenos Aires
Universidad de Córdoba
Universitat Politècnica de Catalunya
University of Queensland

District 9

Texas A&M University
Texas Southern University
University of Texas-Austin
University of Texas-Arlington
University of Texas-El Paso

District 10

Florida International University
Florida State University/ Florida
A&M University
University of Central Florida
University of Florida-Gainesville
University of Mayaguez Puerto Rico
University of Miami
University of South Florida