



# TRANSPORTATION & DEVELOPMENT INSTITUTE

## Proposal Form for T&DI Local Chapter

**PROPOSAL FOR** \_\_\_\_ (name of city/state) \_\_\_\_ **CHAPTER of ASCE T&DI**

Please note:

- Maintaining an active T&DI Local Chapter is contingent on the officers and core members taking responsibilities on their planned activities.
- A signed Memorandum of Understanding between the ASCE Section/Branch and T&DI must be signed upon approval of this proposal.

### **Proposed Goals of the** \_\_\_\_ (name of city/state) \_\_\_\_ **Chapter of ASCE T&DI**

State the interest and goals for the Chapter. Include any supporting information such as history of Transportation & Development local involvement with ASCE, ASCE Section/Branch, and/or T&DI. This section should also include a list of proposed chapter activities such as speaker presentations, Chapter meetings, local technical tours, community involvement, and social gatherings.

Recommended: Create a mission or charge statement to be used in recruiting members and retaining the purpose of the Chapter.

### **Chapter Development, Officers, and Constitution**

The \_\_\_\_ (name of city/state) \_\_\_\_ Chapter of ASCE T&DI would be initiated after this proposal is approved by the T&DI Board of Governors, the T&DI Chapter Council Chair, and the \_\_\_\_ (name of city/state) \_\_\_\_ ASCE Section/Branch (if applicable).

The \_\_\_\_ (name of city/state) \_\_\_\_ Chapter of ASCE T&DI would be responsible for establishing bylaws if required by the local section/branch.

The Chapter will consist of the following leadership (the following is provided as an example):

- Board (Example: Chair, Vice Chair, Treasurer, Secretary, Past Chair)
  - Term limits
  - Commitment expectation (total number of years served on Board)
- Communications Chair (emails, newsletter, social media, communication to T&DI HQ and T&DI Chapter Council Chair)
- Events Coordinator
- Scholarship/Awards Coordinator (if applicable)

Budget: Working with the local Section/Branch, a budget should be created.

### **Partnerships/Opportunities with other local groups**

In addition to the connection with other ASCE local chapters, consider whether the \_\_\_\_ (name of city/state) \_\_\_\_ Chapter of ASCE T&DI could work with other local groups such as state or local DOTs, Universities, research groups, etc. This is not a necessary step, but will help the Chapter to establish a core local support. If there is an anticipated coordination with another local group, describe it here.

1801 Alexander Bell Drive, Reston, VA 20191-4382

[www.asce.org/tdi](http://www.asce.org/tdi)



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**Representatives of the \_\_\_\_\_(name of city/state)\_\_\_\_\_ Chapter of ASCE T&DI**

List the initial proposed membership of this Chapter.

**List of Charter Members**

<b>First and Last Name</b> (*indicate if member will serve in leadership, including role)	<b>Title, Organization</b>	<b>Email</b>

**T&DI Points of Contact:**

Matt Kirby, T&DI Student and Local Chapter Council Chair ([Matt.Kirby@mbakerintl.com](mailto:Matt.Kirby@mbakerintl.com))

Muhammad Amer, Director, T&DI ([mamer@asce.org](mailto:mamer@asce.org))

