



**TRANSPORTATION
& DEVELOPMENT
INSTITUTE**

INTERESTED IN CREATING A T&DI CHAPTER IN YOUR AREA?

FOLLOW THESE STEPS:

1. Meet with your Section/Branch officers.
 - Request their initial approval and assistance in planning.
 - Request guidance from the Section/Branch officers about how to approach the Institute director.
2. Contact the Institute director to request initial assistance in planning for the affiliation. The request should include the following:
 - Name of the Section/Branch
 - Names and contact information for the Section/Branch officers and interested Section/Branch members
 - Potential membership of the Institute Chapter and plans for soliciting member participation (Ask the Institute Director for the names of Institute members, both Institute-only members and ASCE members, residing within your Section/Branch area.)
 - Statement of the objectives for the future development of the Institute Chapter
3. Prepare a specific proposal to create an Institute Chapter. The proposal should address:
 - A proposed resolution of all issues identified by your Section/Branch officers and by the Institute leadership
 - Revisions to your Section/Branch Bylaws or Operating Rules
 - to establish the Institute Chapter and
 - to allow Institute-only members to participate in Institute Chapter activities

- Bylaws or Operating Rules for the Institute Chapter as needed
- Send the completed proposal
 - to your Section/Branch officers for their review and approval
 - to the Institute director for review and approval by the Institute leadership.
- 4. Upon approval by the Section/Branch officers and by the Institute leadership, notify the Institute director and the ASCE Geographic Services director by letter or email.
 - Include the names, titles and contact information of the designated Chapter officers.

The new organization thereafter becomes the _____ Institute Chapter of the _____ Section/Branch of ASCE.

Contact T&DI staff with any questions: tanddi@asce.org