Environmental and Water Resources Institute

Chapter Handbook

Updated Feb. 2021

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The intent of this handbook is to help guide your group to be successful in serving your local members & your community while enjoying the many benefits offered to EWRI Chapters. Your group may have just been formed or may have been in existence for many years as a Technical Group, Student Chapter or other related groups – follow the pages in any order and enjoy the experiences of a new EWRI Chapter.

Quick EWRI-ASCE Contact List

ASCE-EWRI Headquarters	**EWRI Staff**
1801 Alexander Bell Drive Reston, VA 20191-4400 Tel: 703-295-6380 ewri@asce.org	**EWRI Director** – Brian K. Parsons, bparsons@asce.org **EWRI Manager, Member Services** – Jenn Jacyna, jjacyna@asce.org **EWRI Senior Technical Manager** – Barbara Whitten, bwhitten@asce.org **Conference & Member Community Manager –** Erika Haldi, ehaldi@asce.org

The Local Activities Council (LAC) is a council under the purview of the Member Services Executive Committee. Its purpose is to foster and promote local activities in the environmental and water resources areas through the ASCE network. For more information about the structure of EWRI and how it fits with the greater ASCE structure, refer to page 11.

Who to Contact:

Materials to submit an MOU/ Bylaws	EWRI
Updates to Chapter roster or leadership	EWRI & LAC
Starting & maintaining Chapter activities	LAC
Calendar of Events	EWRI
Chapter Awards	LAC
Logo Request	EWRI
Using COLLABORATE	EWRI

Maintaining an Institute Chapter

Success in sustaining an active EWRI Chapter is contingent on the officers and core members taking responsibilities on their planned activities.

What Activities Does Your Chapter Sponsor?

- A monthly or bi-monthly breakfast/lunch/dinner presentation. This can be a 30-45 minute technical presentation from a private or government agency. We've found holding this meeting in conjunction with the existing ASCE organization helps maintain relationships.
- All-day or half-day special activities can be held once or twice a year. This can be a field trip to an on-going or completed project, hands-on software training or a government workshop about newly adopted rules or permitting requirements.
- All-day or two-day annual seminar, which may include technical sessions, panel discussions and presentations by noted speakers. Offer PDH or CEC for attendees to attract licensed professionals.
- Working group meetings to review proposed policies and legislation. We can certainly adopt positions and convey it to our representatives.
- Community Service or Volunteer work.
- Regular networking event after work hours at a local bar/restaurant to socialize and recruit new and young engineers/professionals.

How Do You Go About Arranging Your Activities?

- Start with simple activities such as: monthly or bi-monthly lunch presentation (30-45 minutes long) or community service, perhaps adopting a road to pick-up trash.
- After deciding what activities to promote, ask for a volunteer from committee members to lead the activity. The lead person will work with the core group to identify all the tasks needed for the activity with the help of the core group.
- Always give your group plenty of time in planning these activities. Schedule activities at a time of year that will maximize your attendance and increase the availability of speakers and locations.
- Chapters are encouraged to have events at different times and locations to attract different people.
- Happy hour style meet-ups have also been met with success.
- Chapters are also encouraged to reach out to local agencies and government associations that create regulations to assist with regulation updates from a technical perspective.

TIP: How to succeed in getting seed money for your Chapter from local Branch Section:

In addition to requesting the money from Branch/Section Board Meeting, make sure to attend & request seed money at regular budget meeting.

How Are Activities Financed?

TIP: The Arizona Chapter has been using sponsors to cover the cost associated with meetings.

If the meeting place is free, it is fairly easy to get companies to sponsor meetings and in exchange they tell the group about their company for 1-2

- Depending on the activities you have selected, planned activities may cost a small amount of money, a large amount or nothing at all. The cost of an activity will depend on location, food, and speaker expenses.
- Location may be cost-free from public places such libraries, parks, and public buildings. Most private companies would love to show off their projects for field trips.
- You can approach your local ASCE Branch or Section for a contribution or seed money to start an activity
- Schedule your activity that is does not compete or at the same time with another professional/group event

Guarding against Burnout

You've got a great group planning great activities and then a couple of people move on, or move away or simply get worn out. Your group must provide officer continuity. The lists below are some proven suggestions you can follow:

1. **Have a Generally Accepted Rotation for Officers**
    - Elect or have volunteers to be the Chair, Vice-Chair, Treasurer, and Secretary.
    - Rotation begins where the Vice-Chair will serve as the new Chair, other officers move up and a new individual starts as Secretary or Treasurer. The former Chair should serve as Past-Chair to help with continuity.
2. **Concentrate on Splitting up the Work**
    - Adopting new activities for the Chapter will require a new set of tasks. Assign or ask for a volunteer to chair an activity and obtain member support.
    - An activity chair can break down the tasks and assume all responsibility or assign certain tasks to support members. Spreading the work around helps keep members involved.

TIP: There is always a new member interested to be a committee member. You can start/initiate a "newbee" by assigning one simple task to get him/her involved!

3. **Attract New Members to Planning Committee**
    - Have a regular planning committee meeting such as every month on the second Tuesday or Thursday of the month.
    - Send an open invitation as a reminder to all registered ASCE members through email blast or local ASCE/EWRI newsletter. Check and ask local ASCE Branch/Section for email blast from Constant Contact/free service offered by ASCE to Branches & Sections.

- Serve food such as carry-out pizzas at every planning committee meetings. Find a company that will sponsor your meetings and schedule it during lunch or after work.
- Hold meetings in mixed locations such as offices of government committee members or vendors to add networking in addition to the meeting agenda.
- Always look for people to invite from the Younger Member Groups, Student Chapters, government agencies and other professionals to your planning committee meetings.
- Provide incentives for members such as discount prices, scholarship prices, awards, group discounts and recognitions.
- Chapters can also take advantage of the ASCE Speakers Bureau

Sample Chapter Bylaws

As a new EWRI Chapter, your ASCE Branch or Section may require you to draft and submit approved Bylaws for your Chapter. A sample copy is included on the next page. (Many ASCE Sections and Branches prefer that your group operate under its policies and bylaws.)

Local Institute Chapter Organization

SAMPLE BYLAWS

(1) A Constitution is not required since the Section Constitution would govern.
(2) ***Bylaws are not required for a local Institute Chapter. This sample is provided for those Chapters that wish to prepare Bylaws. Rules or Memorandums of Understanding are alternate governing documents that may also serve the needs of the Chapter.***
(3) Articles I and VIII must not be altered. ***Other Articles may be altered to meet the specific needs of the Local Institute Chapter.***

Article I: Name and Objectives

Section 1. The name of this organization shall be

_____ ***Institute Chapter*** _____ Section ***(Sections or Region)***, American Society of Civil Engineers.

Section 2. The objective of the _____ ***Institute Chapter*** shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers. ***(list the specific objectives of the local Institute Chapter and how affiliation with a National ASCE Institute will bring added products and services to local members)***

Section 3. The actions of the _____ ***Institute Chapter***_____ shall be consistent with the provisions as set forth in the Constitution and Bylaws of the_____ Section.

Article II: Membership

Section 1. ***Membership is open to a***ll members of the American Society of Civil Engineers ***and the respective National Institute organization,*** who subscribe to the **rules** of the____ ***Institute Chapter*** and who have satisfied current dues requirements of the Section(**s)** and _____ ***Institute Chapter. (Refer to ASCE Bylaw 9.6.2.2.1)***

Article III: Dues and Finances

Section 1. *(To be determined by the local Institute Chapter.)*

Article IV: Officers

Section 1. The officers of ***the ____ Institute Chapter*** shall be Chair, Vice Chair, Secretary and***/or*** Treasurer, who with the latest active resident Past-Chair shall constitute a Board of Directors in which the government of the ***____ Institute Chapter*** shall be vested.

Section 2. All officers shall be elected for terms of one year, which terms shall begin at the close of the Annual Meeting and continue until ***the next election.***

Section 3. **Officers must meet ASCE and Institute requirements.**

Section 4. A vacancy in the office of Chair shall be filled by the **Vice Chair**. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 5. The duties of officers shall be those usual for such officers.

Section 6. At meetings of the Board of Directors, three members shall constitute a quorum.

Article V: Nomination and Election of Officers

Section 1. The Nominating Committee shall consist of not less than three members appointed by the Board of Direction.

Section 2. The Nominating Committee shall choose one or more candidates for election to each office.

Section 3. The Secretary shall send a letter ballot ***or email***, containing a list of official nominees and a space for a write-in vote for another candidate for each office, to each member of the _____ ***Institute Chapter*** at least 20 days previous to the Annual Meeting. ***Election may be by ballot or a voice vote at a noticed meeting.***

Article VI: Meetings

Section 1. Meetings shall be held on such date and at such place as the Board of Directors designate.

Section 2. All business meetings shall be governed by Robert's Rules of Order, Revised, except as provided in ***local Institute rules***.

Article VII: Committees

Section 1. The Chair each year shall appoint committees ***as needed to operate the ____ Institute Chapter.***

Section 2. The President shall appoint such other committees as are from time to time deemed necessary.

Article VIII: Amendments

Section 1. These Bylaws may be amended only by ***a 20 day notice to the Chapter membership and a majority vote of those in attendance at a given meeting or an email ballot.***

Logos

Chapters are not allowed to create their own logos or to alter the logos of ASCE or EWRI. To request a copy of your Chapter logo, or to request a new logo, please contact EWRI (ewri@asce.org). You may also request files of the ASCE logo or EWRI Shield for your Chapter's use.

Chapter Award Nomination Package

(See page 9)

It may be your EWRI Chapter's goal to win this national award given to deserving EWRI Chapters. A sample copy of the nomination package and forms are all included with this package. The due date for nominations is August 31.

The following are the eligibility requirements:

- Group must be established for at least one (1) year.
- Only ASCE Section/Branch Technical Group or EWRI Chapters are eligible to receive this award.
- An ASCE Section/Branch Technical Group or EWRI Chapter may receive this award only once in a five (5) year period; previous winners are ineligible for five (5) years.

Please request a blank copy of the Chapter Award Nomination from Gabrielle Dunkley (gdunkley@asce.org)

ENVIRONMENTAL &
WATER RESOURCES
INSTITUTE

NOTIFICATION OF SELECTION COMMITTEE RECOMMENDATION

(To be completed by an EWRI council award committee only)

Please complete this form for each award and submit it via e-mail to ewri@asce.org .

Important: Do not use this form for ASCE National Awards

If this award has multiple winners, please complete a form for each additional recipient.

1 EWRI Council Name Responsible for the Award (Select one):

Technical Coordination ExCom
- Environmental Council
- Ground Water Council
- Hydraulics & Waterways Council
- Municipal Water Infrastructure Council
- Interdisciplinary Council
- Irrigation & Drainage Council
- Planning & Management Council
- [Standards Council
- UWRRC
- Watershed Council
- Water, Wastewater, & Storm Water Council

Other:_____

Member Services ExCom
- Communications Council
- L Education & Research Council
- [History & Heritage Committee
- [International Council
- Student & New Professionals Council
- Sections & Branch Activities Council
- Lifetime Achievement Awards Subcommittee
- x Local Activities Council

Other
_____

2 Name of Award: Outstanding Institute Chapter Award of the Year

3 Full Name of Award Winner, including credentials (Ph.D., P.E., M. ASCE).

EWRI-East Central Florida Chapter

4 Winner's Address: / phone

5 Winner's ASCE/EWRI Membership Grade:

not applicable

6 Winner's Current Job Title:

7 Citation/Paper Title **(If** Applicable): Please provide the text of an award citation (citations may not be more than 40 words). Literary awards should include title, publication, and publication issue of the paper.

8 Date, place and time of award presentation, if known.

9 Rationale: In 250 words, please describe the nature of the work in relation to this award. The text should be in lay terms as it will be used in publicity about the award winner and as support for approval by the EWRI Awards Committee. *(PLEASE NOTE: IF THIS TEXT IS NOT PROVIDED TO EWRI, PUBLICITY CAN NOT BE PROVIDED FOR THIS AWARD.)*

EWRI Chapter of East of Central Florida is one of the most active ASCE group of professionals in the State of Florida. One of its highlights is the water resource seminar held every spring for the last 33 years since it was established. This year's seminar gross revenue is about $28,000.00 with a net of $7,000.00; and 5-scholarship awards were given. This year's net revenue will be offered to next year's deserving students of engineering schools in the Central Florida area.

EWRI chapter is one of the institutes of the ASCE East Central Branch-Florida Section. The Branch/Chapter is composed of the following counties: Orange, Seminole, Volusia, Osceola, Lake and Sumter. The Chapter is a small group with less than 1,000 EWRI registered members.

EWRI Chapter also serves non-engineering environmental groups and professionals; students and other local/branch institutes through the many events held this year such as:

Provided PDH/CEU at Monthly Luncheons & Special Events: about 424 people attended all activities/except luncheons with 2/3 are engineers from 150 private and SO public agencies. In addition to 5-monthly technical presentations, tour & EWRI Chapter partnering-Sweetwater Wetland at Gainesville, and tour-City of Sanford Aquifer Storage & Recovery were held.

Community Services: Orlando Wetland Festival; Ronald Mc-Donald House; Habitat for Humanity; cash donations - Pulse Nightclub Shooting in Orlando.

Social Networking & Recruitment: free event at Brass Tap bar for YMF & students, environmental organization/St. Johns Riverkeeper partnership luncheon, educational booth at festivals.

Sponsored 5-committee members to the 2016-World Congress at West Palm Beach.

Respectfully submitted by: _____

Council Award Committee Chair (or Representative)

Date:
Your Email Address:
Your Telephone Number:

COLLABORATE

EWRI COLLABORATE is a powerful communication tool that can be used to create a forum with your Chapter members. Using COLLABORATE, you can share files, create discussion threads, and maintain an events calendar. ASCE and EWRI members automatically have access to COLLABORATE, and as an ASCE or EWRI member, you can create a chapter COLLABORATE Community for your Chapter. The members of your Chapter will need to be ASCE **OR** EWRI members to access your community. Please refer to page 13 of the packet to access a COLLABORATE tutorial with more details on using the system.

EWRI- ASCE Member Benefits

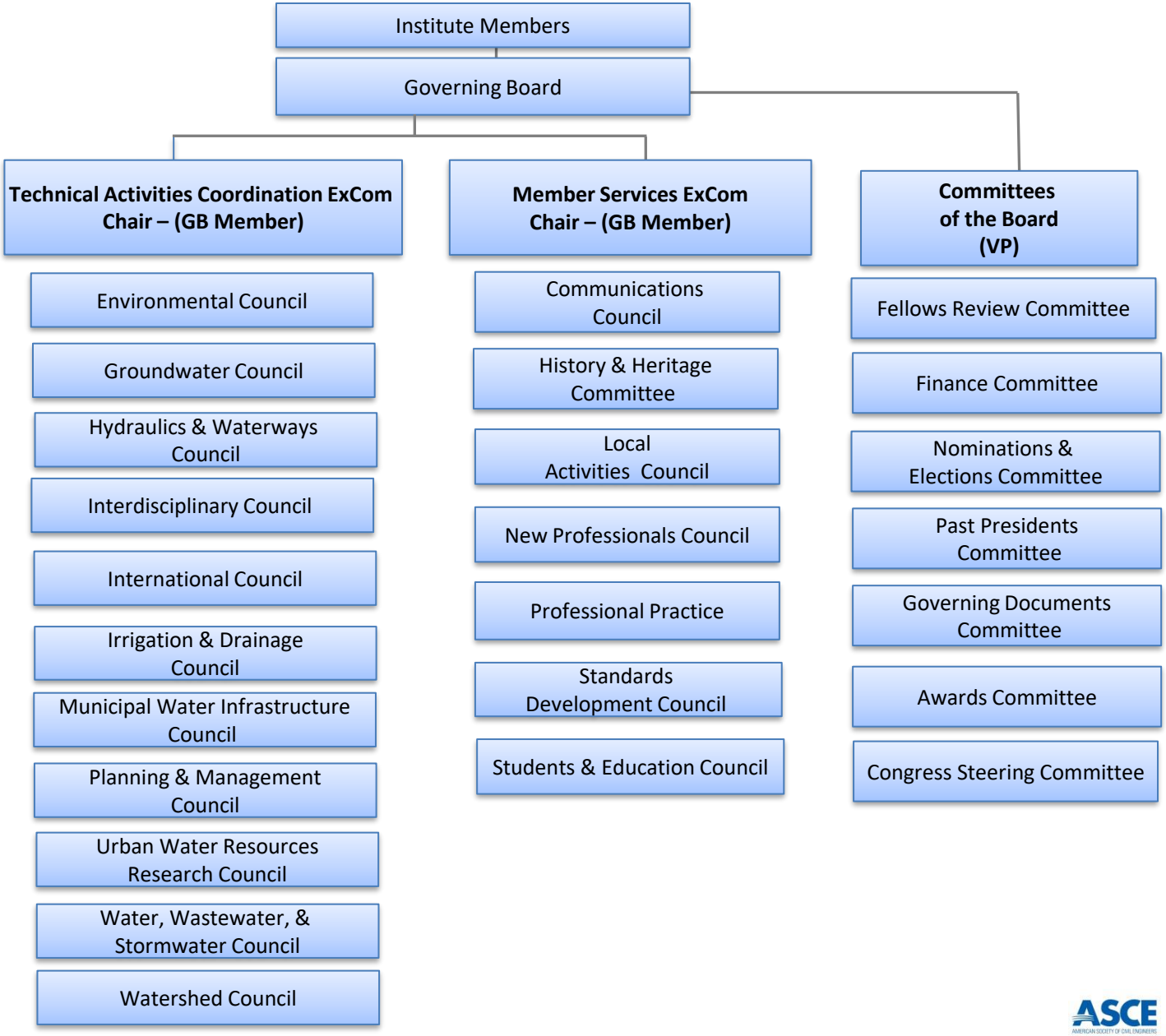
TECHNICAL RESOURCES	**CAREER DEVELOPMENT**
• ASCE's Civil Engineering magazine, and SmartBrief • 5 free PDHs • Institute e-newsletters (monthly EWRI eUpdate & quarterly EWRI *Currents)* • Publications, e-books, and educational resources • Continuing Education	• Volunteer opportunities • Leadership resources • Local Section and Branch meetings • Career connections • Resume resources • Mentoring • Professional certifications
DISCOUNTS • Books and eBooks Save 25% • Journals Save 75% • Pay-per-view Journal Articles and Conference Papers Save 25% • Contract Documents Save 50% • Continuing Education Members save up to 15% • Specialty Conferences Members save up to $200 on registration • Insurance Member exclusive discounts on life and health insurance	**ASCE SUPPORTS YOUR COMMUNITY** Your dues support many efforts ASCE makes to improve communities around the world. Thanks to your dues, ASCE is able to: • Advocate for improved infrastructure • Improve STEM learning opportunities for K-12 students • Provide resources to improve public health, safety, and welfare

Organizational Structure

TIP: For more in-depth information about how EWRI functions as an institute, and within ASCE, visit the EWRI Governance Page and download the EWRI-ASCE Operational Handbook.

The EWRI Structure is shown on the Organization Chart in Appendix A of the EWRI Operations Handbook and is included on the next page.

Most of the volunteer work within EWRI is accomplished through councils and committees. Standing committees normally report to councils, while task committees generally report to standing committees. However, the Governing Board may initiate Ad Hoc Committees, and Executive Committees (ExComs), and Councils may set task committees and/or Subcommittees for a special limited purpose.



Last updated: 2/4/2021

WELCOME TO

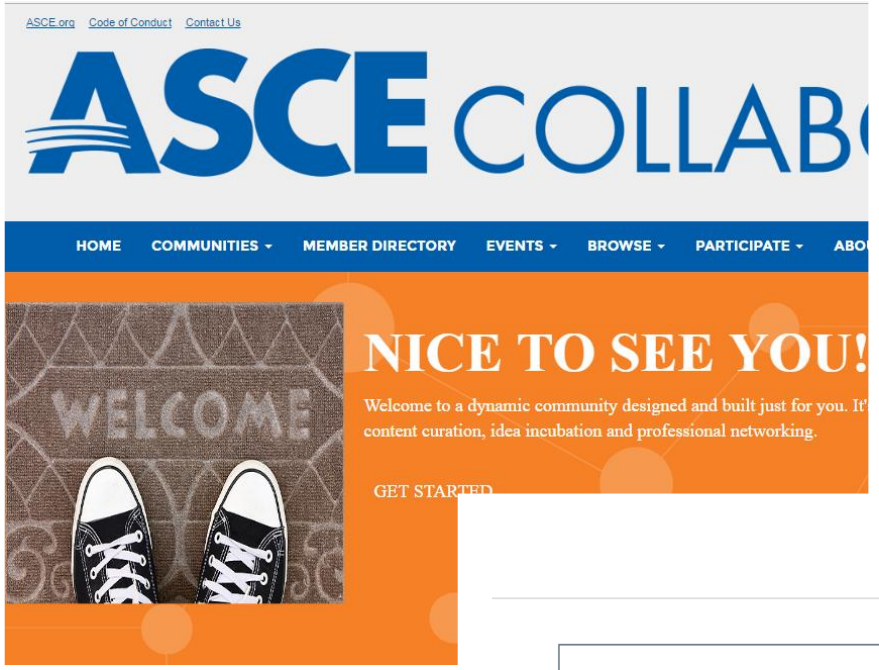
ASCE COLLABORATE

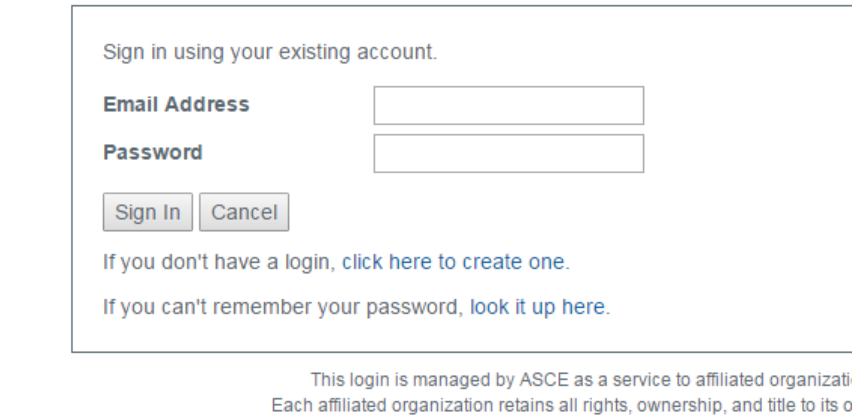
Logging into your account

http://collaborate.asce.org/home

(yay no new username or password to remember!)

This is your email and password for ASCE Account

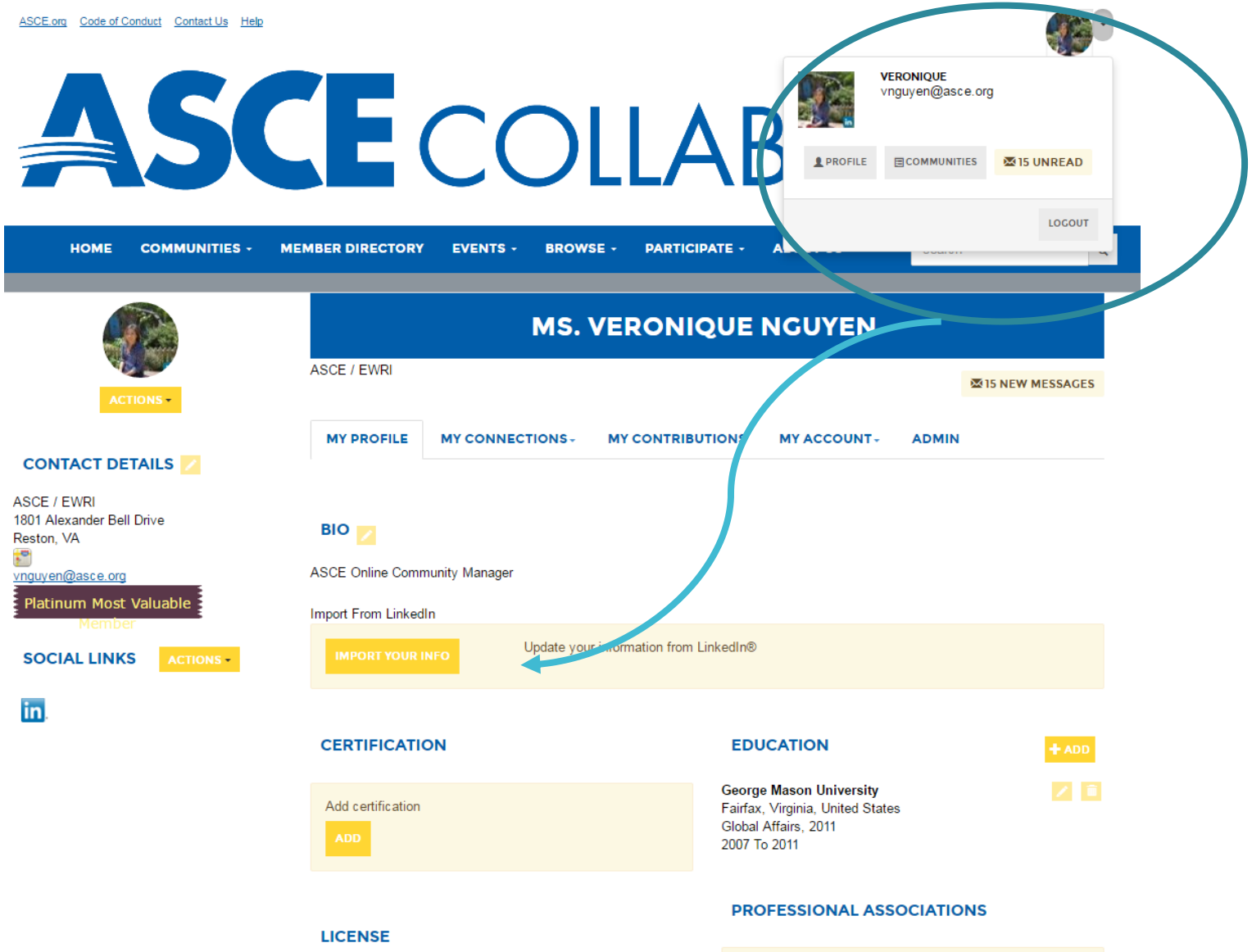




CREATE OR UPDATE YOUR PROFILE

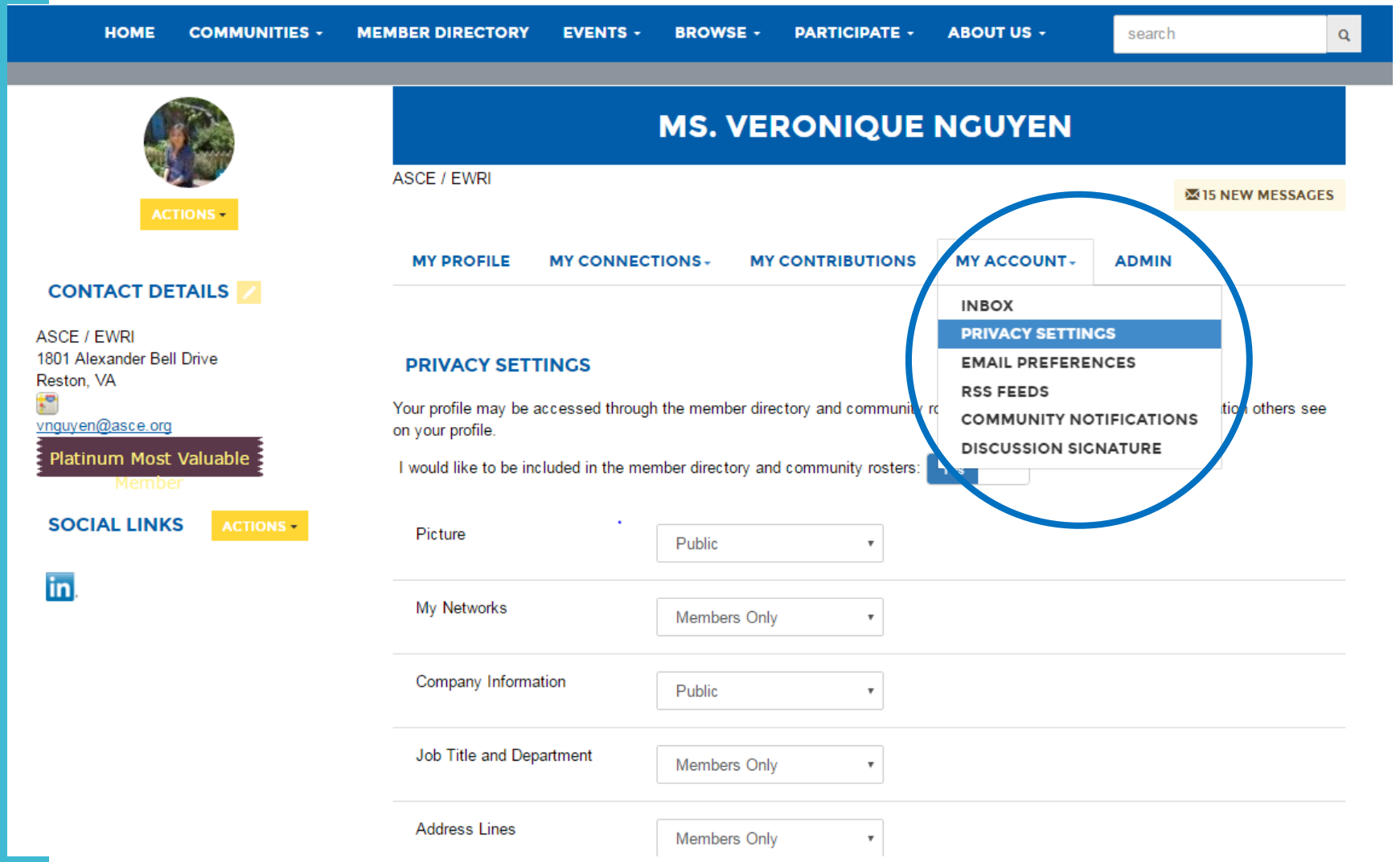
- profile option 1- enter in manually OR import from LinkedIn

- don't forget your picture! Studies show that your profile will be perceived as less "trustworthy" without a photo



PRIVACY

- control who sees your information **under Privacy Settings**



EMAIL NOTIFICATIONS

- Everyone wants the least amount of emails, right? Control how often you'd like to be notified by activity on ASCE Collaborate under **Community Notifications**

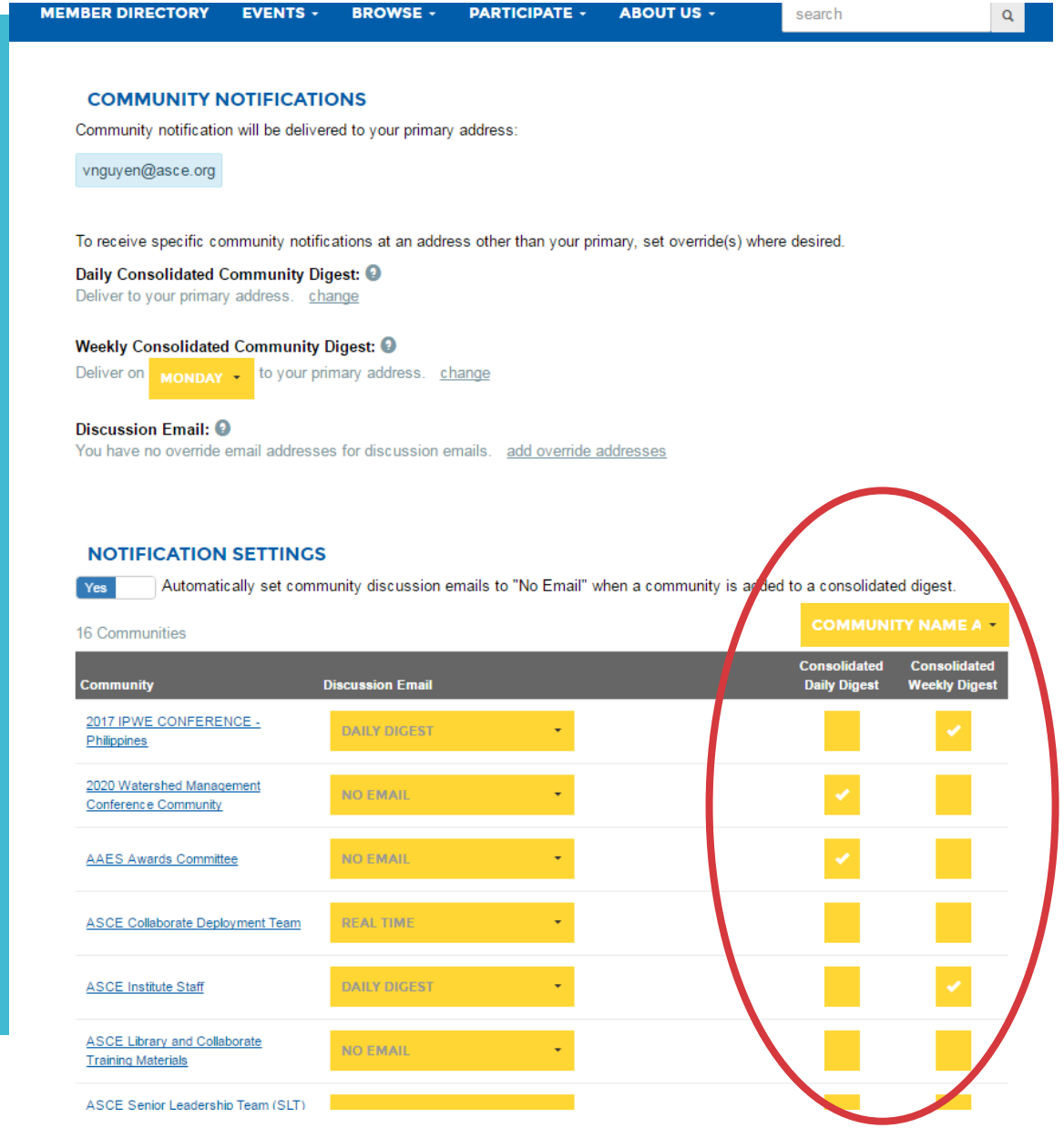
- You can still say up to date with your communities & receive fewer notifications by **consolidating** your digest (you will receive 1 email with activities from all your communities)

- option for daily and weekly

UNDER MY PROFILE >

MY ACCOUNT>

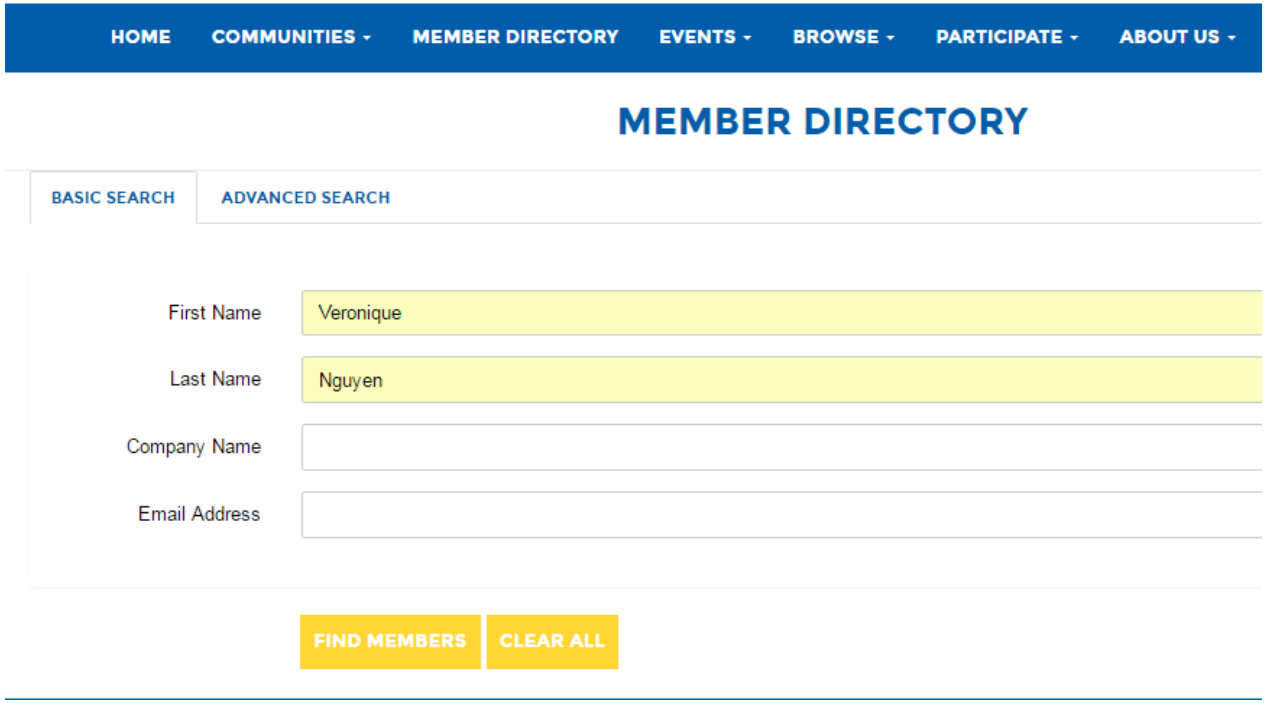
COMMUNITY NOTIFICATIONS

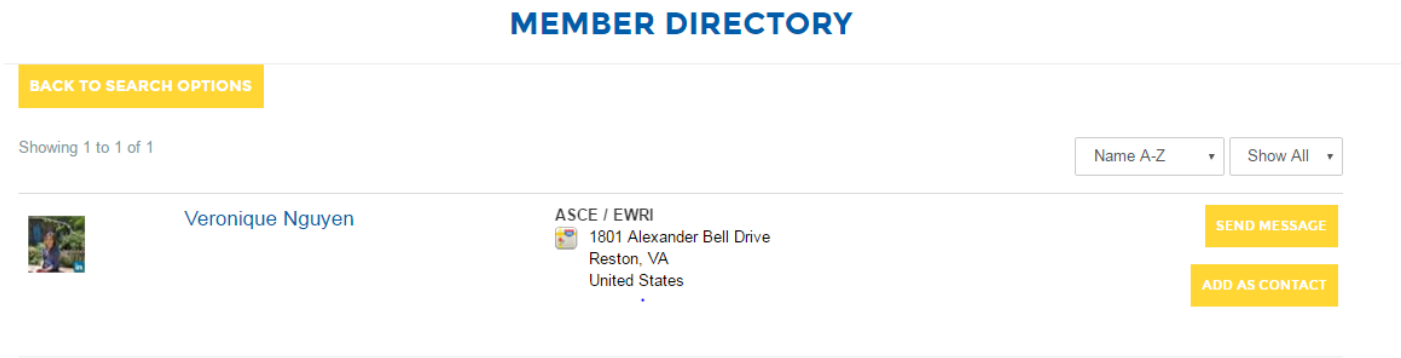


DIRECTORY

Find members/ colleagues and "Add as Contact"

Member Directory > Search > Find Members >

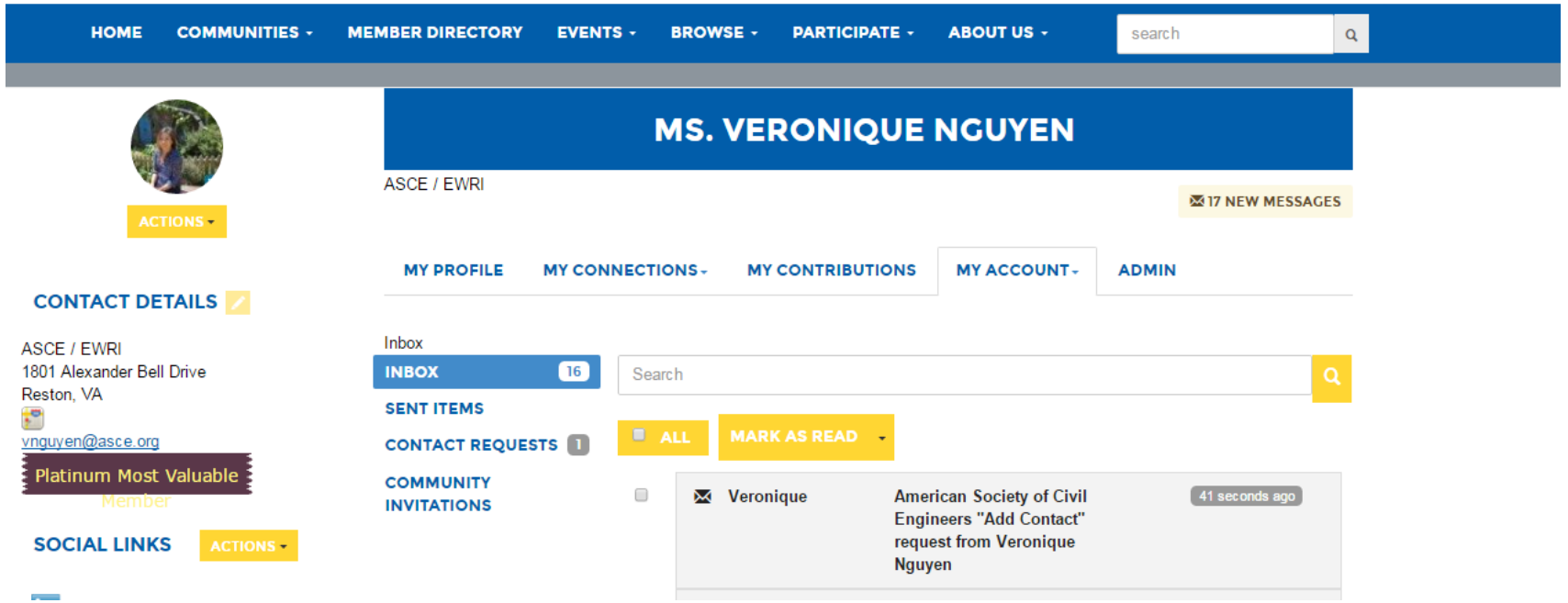




How to Accept Requests

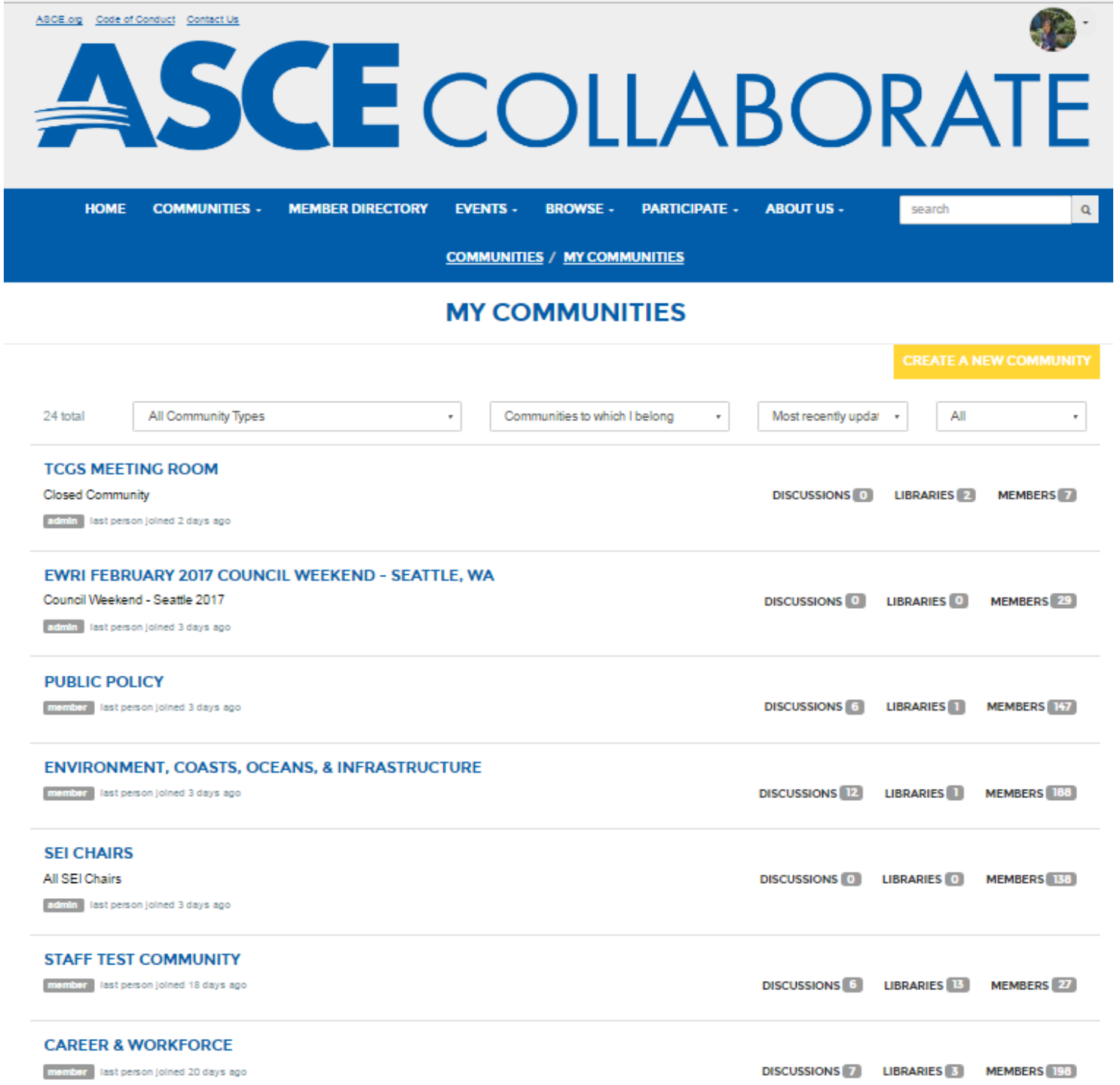
Profile>Unread Messages> Contact Requests

Or you will receive an email notification based on your profile setting



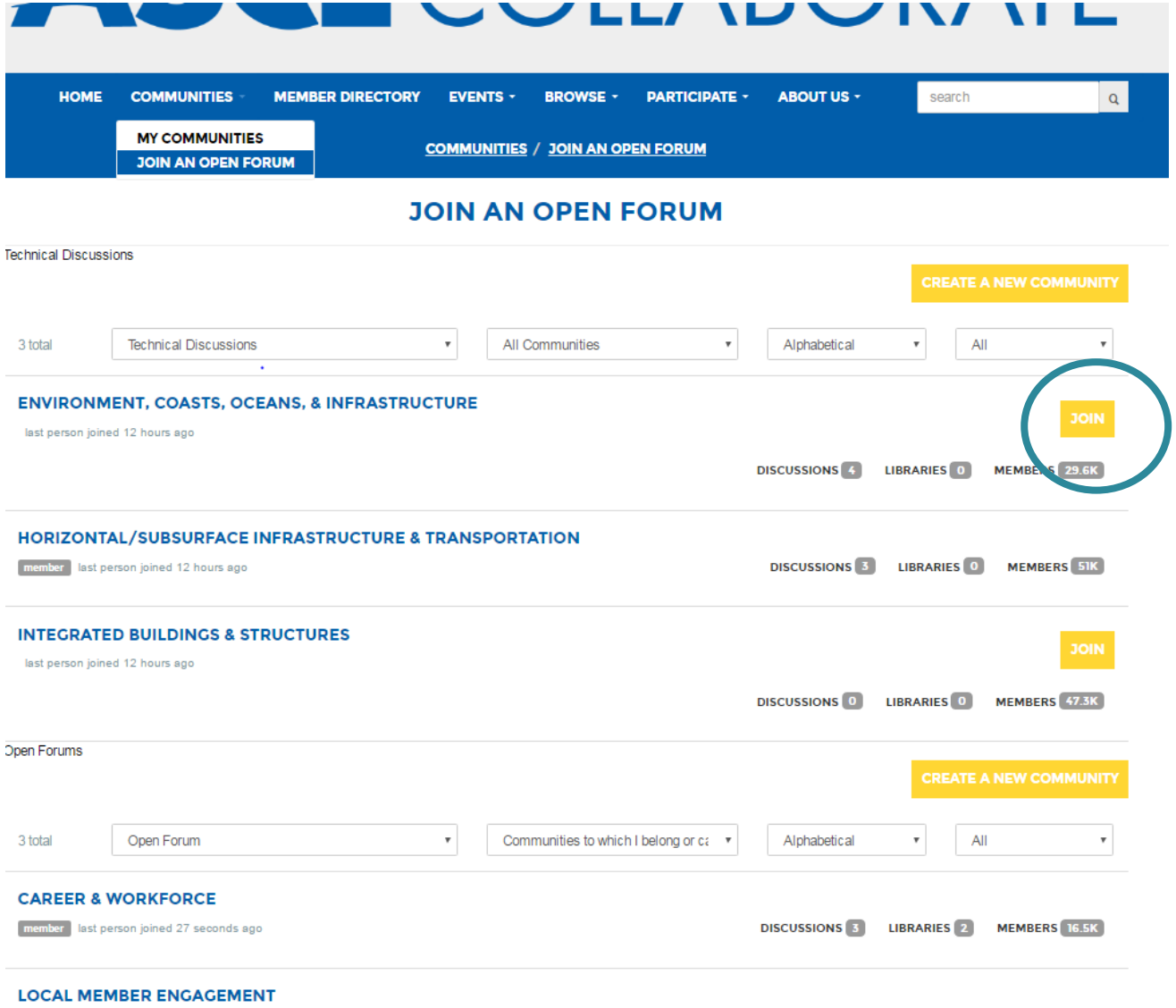
Your Communities

-Communities tab
- My Communities



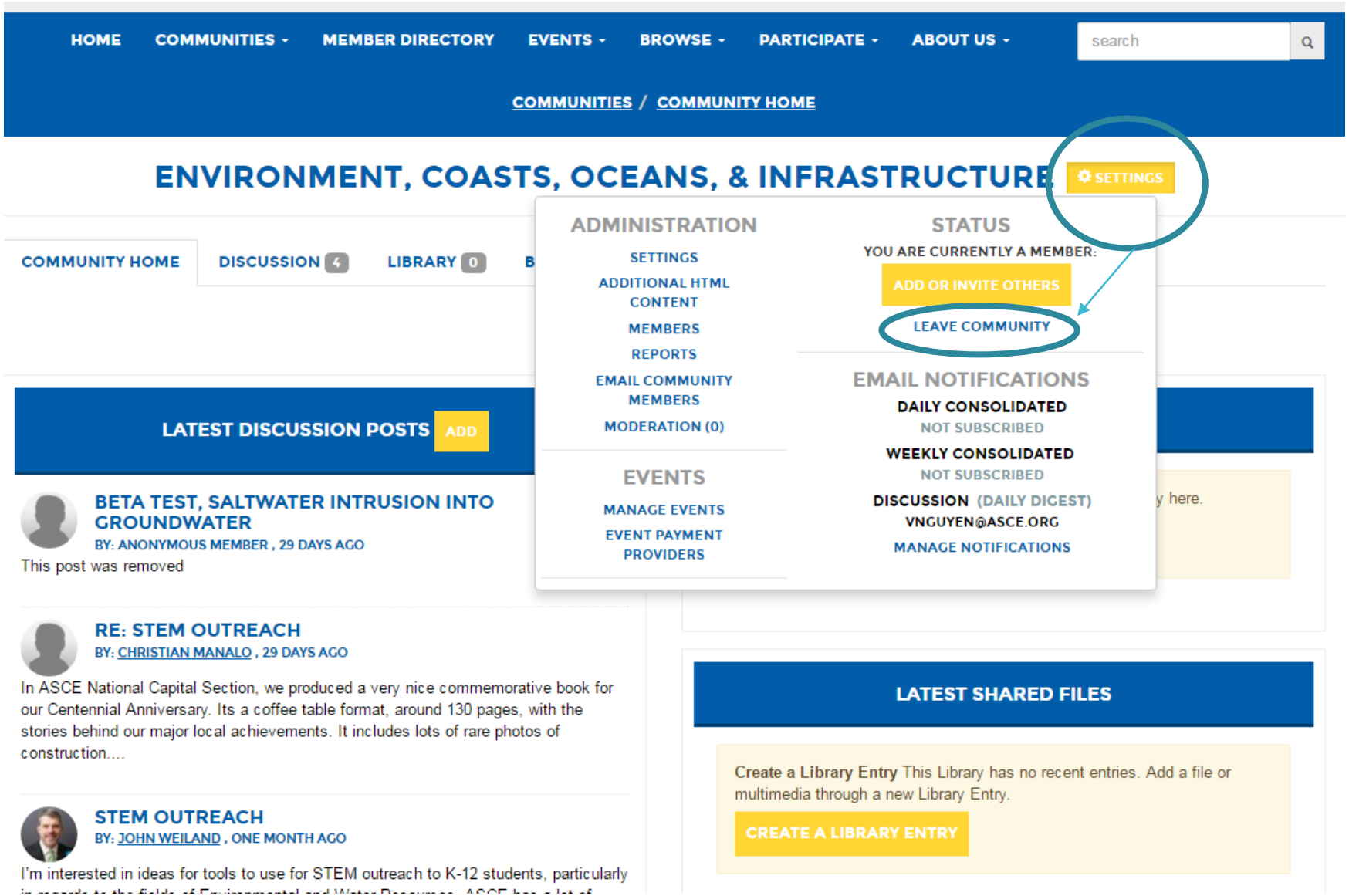
Join an Open Forum

Communities >Join An open Forum > JOIN



Leave a Community

My Communities > Choose community you want to leave>Settings> Leave Community

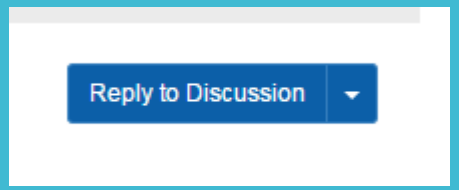


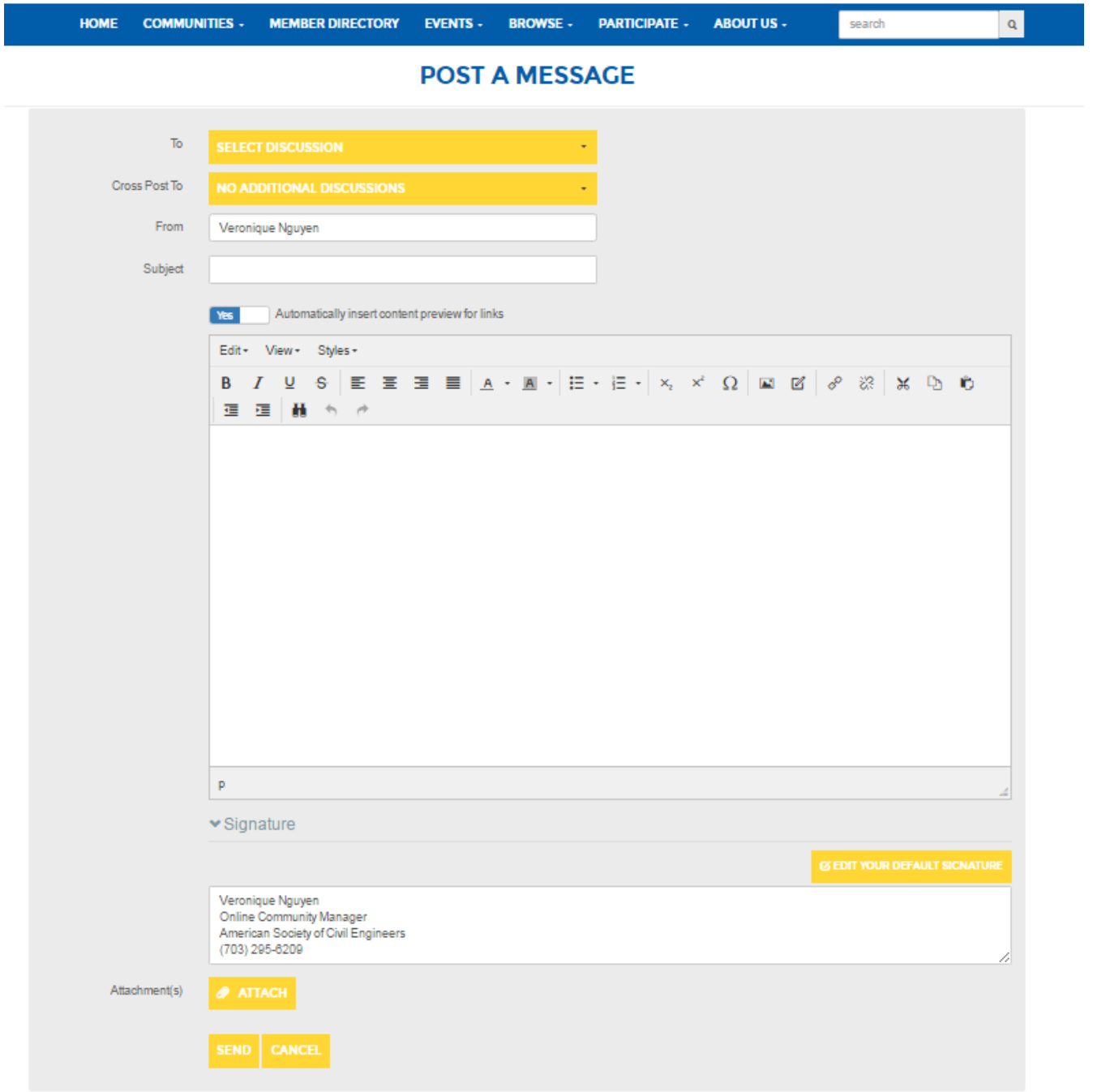
Start Discussions about Relevant Society of Open Forum Topics

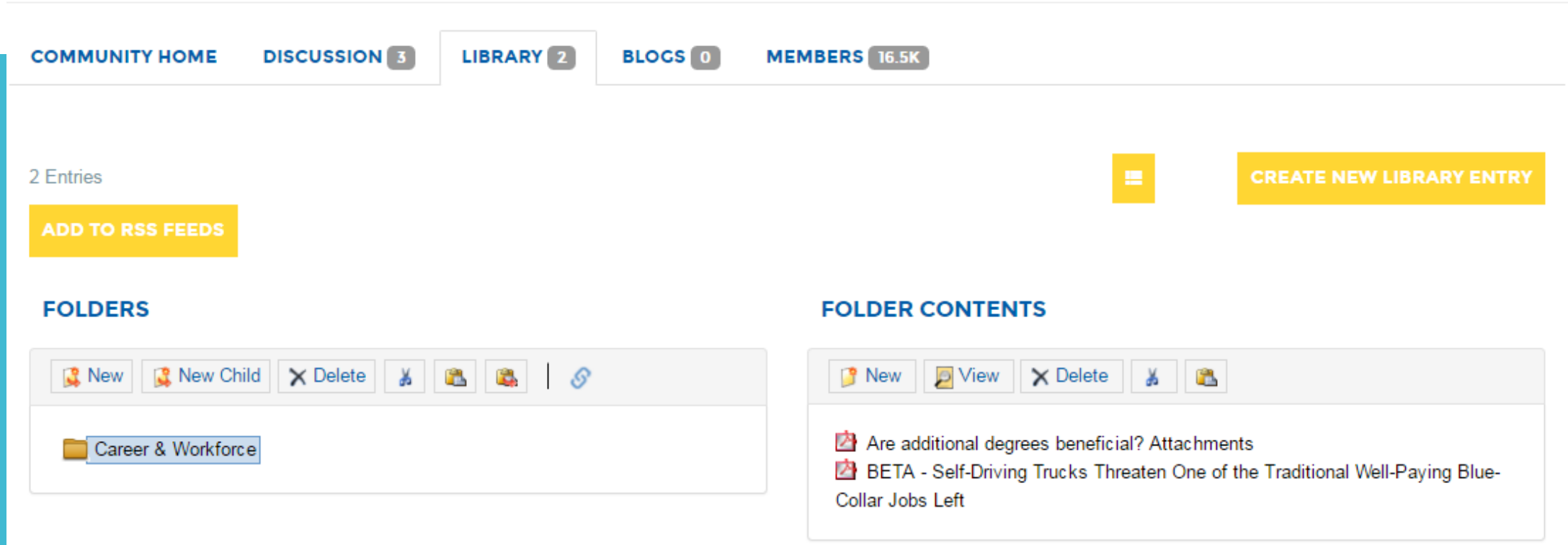
Home > Latest Discussions > MORE > POST A NEW MESSAGE

OR Reply to a existing post

Click on Post >





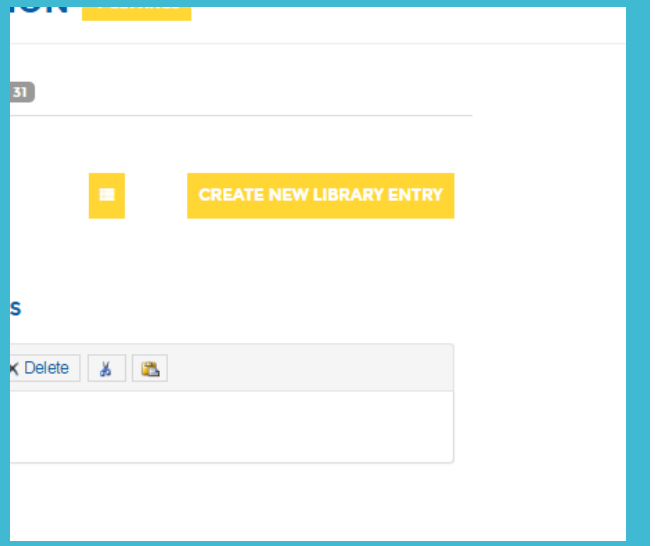


View Library Documents

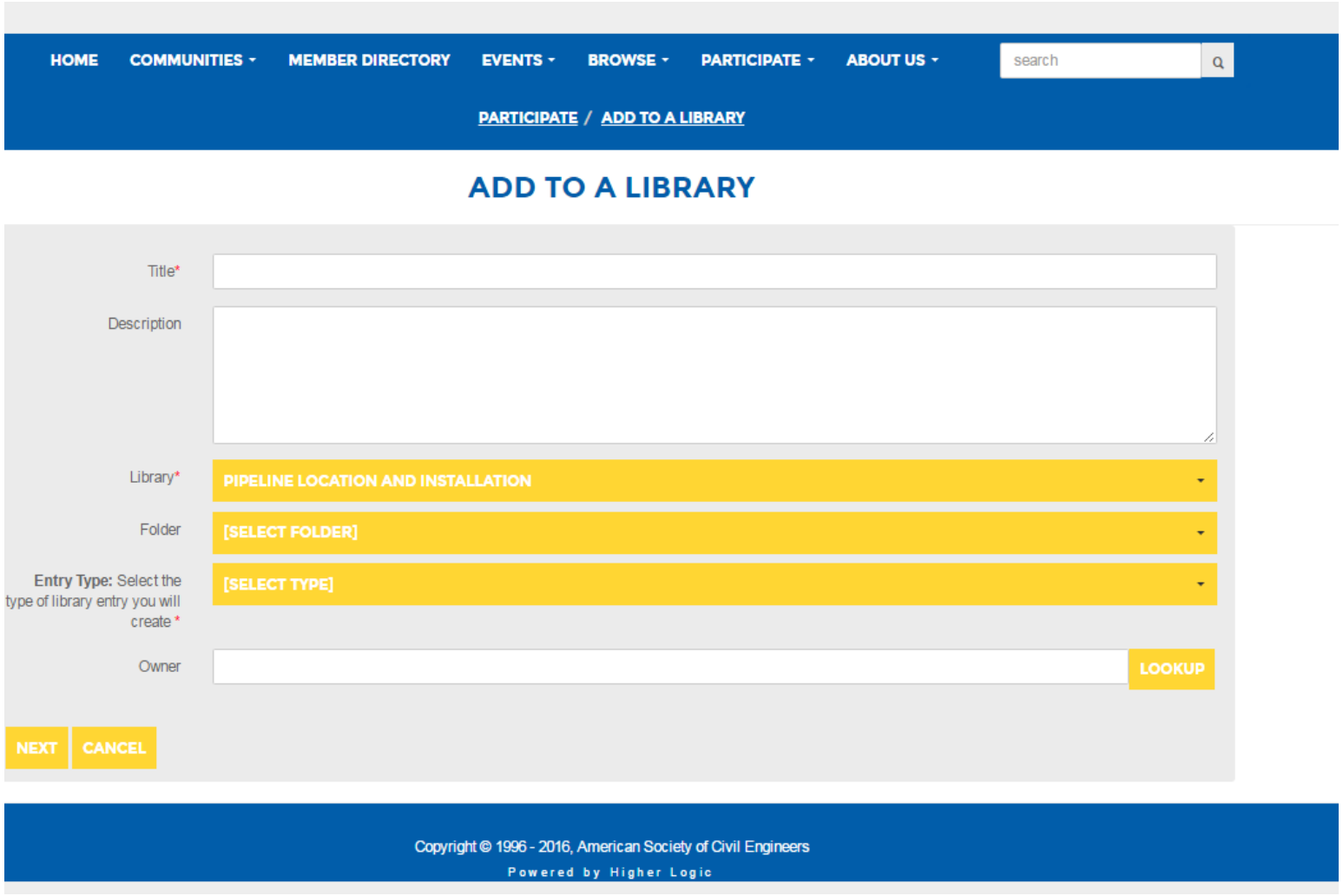
Library

click on Library Tab in your community, then View Folder Contents

Share useful resources within community groups



Create New Library Entry
Add Title & Description
Next > Choose the file you want to upload and FINISH



Every environmental engineer needs access to the technical, educational, and professional information in his or her practice area to succeed.

As an ASCE member, joining EWRI is **FREE**.*

Discover more benefits at
www.ASCE.org/EWRI

To join or renew: www.ASCE.org/EWRI • ewri@asce.org
(800) 548-ASCE (2723) • (703) 295-6300

The Environmental & Water Resources Institute of ASCE
1801 Alexander Bell Drive
Reston, VA 20191

ASCE
AMERICAN SOCIETY OF CIVIL ENGINEERS

THE ENVIRONMENTAL & WATER RESOURCES INSTITUTE

The knowledge and the opportunities to advance the practice of environmental engineering at every stage of your career.

www.ASCE.org/EWRI

Your specialty is advancing water resources and environmental solutions to achieve a sustainable future.

Providing you with the knowledge to do it is ours.

ASCE members can join EWRI for **FREE**,* as part of your ASCE membership. By becoming part of EWRI's member community, you'll excel thanks to timely technical literature, professional advocacy updates affecting your specialty, leadership and education opportunities to grow at every career stage, and more!

Here are just a few of the benefits you get as a member of EWRI:

- Networking opportunities with a diverse population that combines technical expertise with practice/academic perspectives and includes engineers as well as non-engineering professionals.
- Opportunities to join EWRI technical and task committees and shape the profession's future.
- Remain current in the profession through ASCE/EWRI-sponsored online databases, such as the Stormwater Best Management Practices (BMP) Database, the Joint EWRI-AFS Fish Passage Reference Database, and ASCE/EWRI publications.

- Influence domestic and international water resource and environmental policy through EWRI's affiliation with ASCE's Government Relations, the World Water Council, and U.S. Water Partnership.
- Participate in EWRI's new lineup of online seminars at a discounted rate.
- Meet the next generation of environmental engineers at EWRI's student competitions and challenges that exhibit the knowledge and research of our profession's future.

** One may also join EWRI as an Institute-only member or join multiple Institutes. See dues pricing at www.ASCE.org/dues.*

Discover more ways EWRI adds to your career advantage at www.ASCE.org/EWRI.

EWRI AND YOUR CAREER ADVANTAGE

Your EWRI membership grants you access to the resources you need to enhance your expertise in the areas of developing environmentally sound and sustainable infrastructure at every career stage.

EARLY CAREER

- Enroll in the ASCE P.E. Exam Review course to help you earn your first important career milestone through expert-led webinars; you can also download recordings on-demand for no additional cost.
- Join your local EWRI chapter or local technical committee or group to build your professional network.

MID-CAREER

- Drive the industry and your career forward by joining any one of EWRI's 100+ technical and administrative committees.
- Show your expertise to clients and colleagues by earning certifications from allied organizations, such as the American Academy of Water Resources Engineers (AAWRE) and the American Academy of Environmental Engineers (AAEE).

LATER CAREER

- Stand and be recognized for your accomplishments with EWRI honors and awards.
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