

## **Four Steps to Create A New Institute Chapter**

The creation of new Institute Chapters within Sections and Branches is strongly encouraged by ASCE. The initiative for affiliation should come from interested Section/Branch members who are practicing in a technical area represented by an Institute. The following steps constitute a recommended procedure to create a viable and effective Institute Chapter within a Section/Branch that does not have a corresponding Technical Group.

1. Meet with your Section/Branch officers to request their initial approval and assistance in planning for the affiliation. Request guidance from the Section/Branch officers as to whether the Institute should be approached through the Section/Branch governing body or directly by your interested Section/Branch members. Then proceed accordingly.
2. Contact the Director of the Institute you desire to affiliate with to request initial assistance in planning for the affiliation. The request should include the following:
  - a) Name of the Section/Branch
  - b) Names and contact information for the Section/Branch officers and interested Section/Branch members
  - c) 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.)
  - d) Statement of the objectives for future development of the Institute Chapter
3. Prepare a specific proposal to create an Institute Chapter. Send the completed proposal (1) to your Section/Branch officers for their review and approval and (2) to the Institute Director for review and approval by the Institute leadership. The proposal should address:
  - a) Proposed resolution of all issues identified by your Section/Branch officers and by the Institute leadership
  - b) Revisions to your Section/Branch Bylaws or Operating Rules (1) to establish the Institute Chapter and (2) to allow Institute-only members to participate in Institute Chapter activities
  - c) Bylaws or Operating Rules for the Institute Chapter, as needed
4. Upon approval by the Section/Branch officers and by the Institute leadership, notify the Institute Director, the ASCE Geographic Services Director, and the Chair of the ASCE Committee on Geographic Units by letter or email and 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.

## **Four Steps to Convert An Existing Section or Branch Technical Group Into A New Institute Chapter**

The affiliation of Section/Branch Technical Groups with Institutes is strongly encouraged by ASCE. The initiative for affiliation should come from the Technical Group leaders. The following steps constitute a recommended procedure to convert a Technical Group into a viable and effective Institute Chapter.

1. Meet with your Section/Branch officers to request their initial approval and assistance in planning for the affiliation. Request guidance from the Section/Branch officers as to whether the Institute should be approached through the Section/Branch governing body or directly by your Technical Group leaders. Then proceed accordingly.
2. Contact the Director of the Institute you desire to affiliate with to request initial assistance in planning for the affiliation. The request should include the following:
  - a) Name of the Section/Branch
  - b) Names and contact information for the Section/Branch officers and Technical Group leaders
  - c) Estimated total and active membership of the Technical Group
  - d) 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.)
  - e) Summary of the current activities of the Technical Group
  - f) Statement of the objectives for future development of the Institute Chapter
3. Prepare a specific proposal to convert your Technical Group into an Institute Chapter. Send the completed proposal (1) to your Section/Branch officers for their review and approval and (2) to the Institute Director for review and approval by the Institute leadership. The proposal should address:
  - a) Proposed resolution of all issues identified by your Section/Branch officers and by the Institute leadership
  - b) Revisions to your Section/Branch Bylaws or Operating Rules (1) to establish the Institute Chapter in replacement of your Technical Group and (2) to allow Institute-only members to participate in Institute Chapter activities
  - c) Bylaws or Operating Rules for the Institute Chapter, as needed
4. Upon approval by the Section/Branch officers and by the Institute leadership, notify the Institute Director, the ASCE Geographic Services Director, and the Chair of the ASCE Committee on Geographic Units by letter or email and include the names, titles and contact information of the designated Chapter officers. The Section/Branch Technical Group thereafter becomes the \_\_\_\_\_ Institute Chapter of the \_\_\_\_\_ Section/Branch of ASCE.