

RULES OF POLICY AND PROCEDURE

Current as of October 2007


Article 1. General


1.0 *Marks.* Marks of the Society include, but are not limited to, names, acronyms, emblems, logos, and trademarks of the Society and its Organizational Entities. Such marks are the sole and exclusive property of the Society and may not be altered or used without the Society's permission.

1.0.1 *Official Society Marks.* Official marks of the Society include, but are not limited to, those identified below, which are registered Society marks with the U.S. Patent and Trademark Office.

1.0.1.1 *Name.* The official name of the Society is the American Society of Civil Engineers®.

1.0.1.2 *Acronym.* The official acronym of the Society is ASCE®.

1.0.1.3 *Emblem.* The official emblem of the Society is ®.

1.0.1.4 *Logo.* The official logo of the Society is ®.

1.0.1.5 *Other Society Marks.* The Society also maintains marks for the following: American Academy of Water Resources Engineering (AAWRE); Architectural Engineering Institute (AEI); Building Security Council, Inc. (BSC); Civil Engineering (CE); Civil Engineering Certification, Inc. (CEC); Civil Engineering Forum for Innovation (CEFI); Coasts, Oceans, Ports and Rivers Institute (COPRI); Environmental & Water Resources Institute (EWRI); Excellence in Civil Engineering Education (ExCEED); Geo-Institute (GI); Outstanding Projects and Leaders (OPAL); Report Card on America's Infrastructure; Structural Engineering Institute (SEI); and Transportation and Development Institute (TDI).

1.0.2 *Development and Approval of Marks.* All Society marks, including those of Organizational Entities, shall be developed in accordance with Society policy relative to look and content. Society marks shall be approved by the Society's Executive Committee except that Foundation and Affiliated Entity marks shall be developed and approved in accordance with the entity's governing documents.

1.0.3 *Use.* The Society's marks may only be used for official Society purposes in the manner prescribed by the Society. The Society's marks may not be used in any manner that discredits or tarnishes the Society's reputation or goodwill; is false or misleading; violates any law, regulation or public policy; or misrepresents the relationship between the Society and the user, including any use that might incorrectly be construed as an endorsement, sponsorship or approval by the Society.

1.0.3.1 *Society Use of Marks.* For the Society and its Organizational Entities, examples of permissible uses of Society marks include official: badges, charms, pins, placards, banners, awards, certificates, Society publications and website, reports, stationery, programs, identification cards, and apparel. The design of badges, charms, and pins denoting membership in the Society, as well as the cost to the Society members, of such badges, charms, or pins, shall be determined by the Executive Director. The Society's marks may not be used for personal or business use by members or others on items such as stationery and business cards for either individuals or companies, except as expressly provided herein or as otherwise authorized by the Executive Director.

1.0.3.2 *Member Use of Marks.* A Society member may use the following applicable abbreviation denoting grade of membership in connection with professional work, but must discontinue use in the event of separation from the Society.

President-Emeritus – Pres.YY.ASCE

Distinguished Member – D.M.ASCE

Fellow – F.ASCE

Member – M.ASCE

Associate Member – A.M.ASCE

Student Member – S.M.ASCE

Affiliate Member – Aff.M.ASCE

Members may use the marks of Organizational Entities as defined in the entity's governing documents.

1.0.3.2.1 *Distinguished Member Use of Marks.* A Society Distinguished Member may use the Distinguished Member Emblem on business cards and stationery.

1.0.3.2.2 *Fellow Use of Marks.* A Society Fellow may use the Fellow Emblem on business cards and stationery.

Article 2. Membership

2.0 *Process for Membership.*

2.0.1 *Submission of Application.* An individual must apply for membership or advancement in the Society through the submittal of the appropriate application form.

2.0.1.1 *References.* In some cases, applicants for admission to the Society or advancement from one (1) grade of Society membership to another must submit the names and addresses of individuals who have personal knowledge of the applicant and the applicant's work. Applicants are encouraged to submit references from Society members

whenever possible. If an applicant is unable to provide the required number of references from Society members, the applicant may provide the same number of references from non-Society members who are: 1) licensed engineers or land surveyors, OR 2) Founder Society members, OR 3) members in engineering societies with which the Society has established a relationship. References by non-Society members are not permitted where the reference of a Society member is specifically stated as a requirement.

2.0.2 *Review of Application.* Society staff shall process applications of applicants for admission to membership in the Society who have met the grade requirements specified in the Bylaws.

2.0.2.1 *Membership Application Review Committee.* The Membership Application Review Committee (MARC) shall process applications of applicants for admission to membership in the Society whose qualifications do not exactly meet the stated criteria for admission or advancement to a particular grade of Society membership. The Membership Application Review Committee shall also process all applications for advancement to the grade of Fellow.

2.0.2.2 *Waiver of Criteria.* Applicants who do not specifically meet the criteria for a grade of Society membership may request a waiver from the Membership Application Review Committee. The Membership Application Review Committee maintains guidelines for the waiver of criteria to ensure a measure of consistency in waiver review. Staff may admit an applicant to a reduced grade of membership pending review by the Membership Application Review Committee of advancement to a higher grade.

The Membership Application Review Committee shall have the authority, by majority vote, to grant a waiver for admission or advancement. A waiver of criteria for advancement to Fellow shall only be considered in the case of a Member with acknowledged eminence in some branch of engineering or in the arts and sciences related thereto. A vote to grant a waiver of criteria for advancement to Fellow by the Membership Application Review Committee shall be unanimous. The Criterion that a Fellow be a licensed Professional Engineer or Professional Surveyor, in the United States or in the country in which the Member resides (if such licensure is available), shall not be waived without Executive Committee approval.

2.0.2.3 *Declinations.* Any applicant for admission or advancement referred to the Membership Application Review Committee who shall not be elected or advanced shall be deemed not qualified for admission or advancement and shall be declined. An applicant who has been declined admission or advancement may appeal to the Membership Application Review Committee. A unanimous decision of the Membership Committee is required to overturn the decision of the Membership Application Review Committee. If an applicant is denied admission or advancement on appeal to the Membership Committee, a final appeal to the Executive Committee may be made. A unanimous decision of the Executive Committee is required to overturn the decision of the Membership Committee.

2.0.3 *Notification and Acceptance.* All applicants shall be notified by the Society of a decision relative to the applicant's admission or declination. An applicant's membership in the Society commences upon receipt of the appropriate dues.

2.0.4 *Process for Distinguished Membership.*

2.0.4.1 *Nomination.* Not later than May 1 annually, a solicitation for Distinguished Member nomination shall be sent to the Region Board of Governors, Sections, Branches, Technical Councils and Divisions, Institutes, Foundations, the Board of Direction, and Board of Direction committees. Each nomination shall be proposed by an Organizational Entity. A nomination package shall include a one (1) page summary biography of the nominee; a complete biography of the nominee; a completed nomination form, including a one (1) sentence citation highlighting the reasons why the nominee should be elected and a two-hundred (200) word rationale describing why the nominee is eminent in the civil engineering profession; a minimum of six (6) and maximum of ten (10) letters of endorsement from individuals, at least one (1) of which shall be from an officer in an Organizational Entity. Completed nomination packages shall be transmitted to the Society Awards Committee not later than October 1.

2.0.4.2 *Review.* The Society Awards Committee will review the nominations received and will transmit to all members of the Board of Direction, not later than one (1) month prior to the meeting at which they will be considered by the Board of Direction, the names and biographies of those nominees whom it recommends for election. The Society Awards Committee may make use of a committee of additional experts to be formed and comprised by vote of the Society Awards Committee for the purpose of gaining additional input on nomination. Names of candidates voted on but not elected may be resubmitted by the Society Awards Committee to the Board of Direction for two (2) years, after which their names will be dropped from the roster of candidates unless re-nominated. Names of candidates considered by the Society Awards Committee but not nominated for election will be reconsidered for two (2) years, after which their names will be dropped from the roster of candidates unless re-nominated.

2.0.4.3 *Election.* At least eighty percent (80%) of the members of the Board of Direction must be present for a vote on Distinguished Membership. Voting is by secret ballot, without discussion. The affirmative vote by at least eighty percent (80%) of those voting is required to elect, and three (3) negative ballots shall exclude.

2.0.4.4 *Notification.* A person elected to Distinguished Membership in the Society shall be notified promptly thereof by the Secretary. The election shall be canceled if an acceptance is not received within sixty (60) days after the mailing of such notice.

2.0.4.5 *Presentation.* Awards of Distinguished Membership shall be made during suitable ceremonies at such time and place prescribed by the Executive Committee.

2.1 *Reciprocal Membership Privileges.* The Society may enter into reciprocal membership agreements with other professional societies. Such agreement shall not offer grade reciprocity in any grade higher than Member.

2.1.1 *Founder Societies with Reciprocal Membership.* The Society provides to its fellow Founder Societies, consisting of the American Society of Mechanical Engineers (ASME), the Institute of Electrical and Electronic Engineers (IEEE), the American

Institute of Mining, Metallurgical and Petroleum Engineers, Inc. (AIME), and the American Institute of Chemical Engineers (AIChE), the privilege of reciprocal membership in the Society for their members.

2.1.2 *Reciprocal Privileges for Chief Staff Executive.* The Membership Application Review Committee shall have the authority to admit to appropriate membership grade in the Society, upon presentation of an application but waiving fees and dues and without other established admission procedures, the chief staff executive of any engineering organization approved for this purpose by the Board of Direction, and provided such organization affords the Society reciprocal membership privileges. Waiver of dues for persons so elected shall terminate upon termination of their service as the chief staff executive of their engineering organization, or when the Board of Direction votes to no longer provide reciprocal membership privileges to their engineering organization.

2.1.3 *International Engineering Societies with Reciprocal Membership.* The Society may provide to international engineering societies the privilege of reciprocal membership in the Society for their members. The Canadian Society of Civil Engineers (CSCE), the Institution of Engineers, Australia (IEAust), the Koninklijk Instituut van Ingenieurs (KIVI) and other international engineering societies approved by the Executive Committee are provided this privilege.

2.2 *Membership Requirement for Editorial Positions.* Editors-in-chief, editors, co-editors and associate editors of Society journals shall be members in good standing of ASCE or an Institute. Exceptions to this requirement shall only be made by agreement between the chairs of the Publications and Membership Committees.

Article 3. Separations from Membership, Disciplinary Proceedings

3.0 *Procedures for Professional Conduct Cases.*

3.0.1 *Initiation.* The Executive Committee shall consider proceedings for the discipline of any Society member (a) upon the recommendation of the Committee on Professional Conduct (CPC), or (b) upon the written request of ten (10) or more Society members.

3.0.1.1 *Reference to Committee on Professional Conduct.* Any complaint or other allegation of misconduct or any information indicating possible misconduct shall be referred promptly to the Committee on Professional Conduct by the Secretary of the Society.

3.0.1.2 *Reasonable Expediency.* The Committee on Professional Conduct shall act with reasonable expediency to determine whether or not the charges or evidence constitutes a proper case for its jurisdiction. If Committee on Professional Conduct determines that the case is not a proper one for its consideration, the Secretary shall be instructed to so advise any complainants or petitioners who may have filed charges.

3.0.1.3 *Jurisdiction.* Where the Committee on Professional Conduct may be in doubt as to its jurisdiction, it may request guidance or specific instruction from the Board of Direction, but the Committee on Professional Conduct shall not disclose to the Board of Direction prior to a hearing any evidence with respect to a possible disciplinary proceeding.

3.0.1.4 *Litigation.* It is the general policy of the Committee on Professional Conduct not to take action in professional conduct matters while a court case is underway.

3.0.2 *Committee on Professional Conduct Investigation.* The Committee on Professional Conduct shall conduct such investigation, as it shall deem necessary or appropriate, to ascertain the facts. One (1) or more of the following means of investigation may be employed, but, in any event, discretion shall be practiced to the end that publicity or unnecessary discussion of the case shall be avoided. Investigations may be made by any member or subcommittee of the Committee on Professional Conduct when designated by the Chair, the Secretary or a member of Society staff when designated by the Secretary, an official appointee or committee of a Section or Branch of the Society when designated by the Chair of the Committee on Professional Conduct, or legal counsel of the Society through the office of the Secretary.

Expense of investigation shall be duly budgeted and shall not exceed the amounts appropriated. When considered by the Committee on Professional Conduct to be advisable, it or any representative officially designated by it may interview the complainants and persons against whom charges have been filed, and may obtain written statements.

3.0.3 *Committee on Professional Conduct Recommendation.* Except where the case is required to be considered by the Executive Committee, i.e. upon the written request of ten (10) or more members, the Committee on Professional Conduct shall pursue its investigation until it can reach a firm recommendation as to the disposition of the case as follows:

3.0.3.1 *Table/Dismissal.* When, in the opinion of the Committee on Professional Conduct, the facts do not support the charges or where evidence is inconclusive, the Committee on Professional Conduct may table the matter or may determine that the case be dropped. The principals shall be duly notified when a case is dropped.

3.0.3.2 *Refer for Hearing before Executive Committee.* Where the evidence, in the opinion of the Committee on Professional Conduct, warrants disciplinary action, the Committee on Professional Conduct schedules a hearing with the Executive Committee. In addition, the Committee on Professional Conduct notifies Respondent that upon investigation the Committee on Professional Conduct found that Fundamental Canon(s) (*nos.*) of the Code of Ethics may have been violated, that a hearing before the Executive Committee will take place on (*date*) and that the Respondent is invited to present a defense either in person or in writing at the hearing.

3.0.3.3 *Mandatory Referral to Executive Committee.* Where, upon the written request of ten (10) or more members, the case is required to be considered by the Executive Committee, the Committee on Professional Conduct shall upon completion of its investigation, give notice of the case to the Executive Committee in the general form:

"Charges having been filed (Evidence having been submitted) by (*insert number, being ten (10) or more*) members that a member of the Society has violated the Code of Ethics, the Committee on Professional has conducted its investigation and is prepared to present evidence in the case to the Executive Committee. The member has been

notified of the charges by the Committee on Professional Conduct, and has been invited to present a defense either in person or in writing at a meeting of the Executive Committee.”

3.0.4 *Forfeiture of Membership and Resignation with Prejudice.* Upon its acceptance of the resignation of a member with prejudice or upon the forfeiture of membership with prejudice, as set forth in the Bylaws, the Board of Direction may direct the inclusion of a statement of the circumstances under which the member resigned or forfeited membership in an Official Society Publication. The Board of Direction may also direct notification of the fact of such resignation or forfeiture, and the circumstances under which the membership was terminated, to any other organization of engineers to which such member may belong or may have made application for membership, and to any Board of Registration which shall have licensed such member to practice engineering or to which the member may have made an application for such license.

3.0.4.1 *Form of Notice.* Following is the general form of the notice that may be published announcing the acceptance of such a resignation, or forfeiture of membership, with prejudice:

“On *(date)* the Board of Direction accepted the resignation, with prejudice towards readmission to the Society, of *(name)* of *(place)* in accordance with Article 3 of the Society’s Bylaws. *(Name)* tendered his/her resignation following notification by the Committee on Professional Conduct that it was investigating the possibility that he/she had violated Canon(s) *(nos.)* of the Code of Ethics.”

OR

“On *(date)* *(name)* forfeited his/her membership for nonpayment of dues, with prejudice towards readmission to the Society, following notification by the Committee on Professional Conduct that it was investigating the possibility that he/she had violated Canon(s) *(nos.)* of the Code of Ethics.”

3.0.5 *Notice of Executive Committee Hearing.* Prior to the Executive Committee’s considering any such case, the Society member shall be advised of the charges, shall be notified of the time and place of the meeting of the Executive Committee at which the case is to be considered, and shall be invited to present at such time a defense either in person or in writing.

3.0.5.1 *Form of Notice.* Following is the general form of the notice that shall be issued by registered mail in inviting a member to answer charges of misconduct:

“Information has been received which indicates that you may have violated Canon(s) *(nos.)* of the Code of Ethics. A detailed statement of the charges is enclosed.”

“You are accordingly notified that a hearing on the charges will be held by the Executive Committee at *(location)* on *(date)*. You are invited to present a defense in person or in writing. Please advise if you plan to appear in person.”

3.0.6 *Executive Committee Hearing Procedures and Rules.* The following rules shall govern the conduct of hearings.

3.0.6.1 *Attendance.* Attendance at hearings shall be limited to members of the Executive Committee, or the Board of Direction, in the case of expulsion; members of the Committee on Professional Conduct currently in office or in office when the case originated; the Secretary and designated staff; the complainants; the person or persons against whom charges have been filed; witnesses; and legal counsel. The person or persons against whom charges have been filed may be accompanied by legal counsel and may present witnesses and shall have the right to be present throughout the hearing until the presentation of evidence and closing statements, if any, have been concluded.

3.0.6.2 *Record.* The Secretary shall keep a complete record of proceedings.

3.0.6.3 *Presider.* The hearing may be conducted by the President or, in the case of the absence or disability of the President, by such officer as may properly be designated by the Executive Committee.

3.0.6.4 *Agenda.* In the case of a hearing before the Board of Direction for expulsion, the same agenda shall apply, substituting “Board of Direction” for “Executive Committee.” The agenda for the hearing shall be substantially as follows:

—Statement by the Presiding Officer that the Executive Committee will limit its deliberations and voting to the charges contained in the statement of charges and the evidence presented at the hearing, and briefly describing the manner in which the hearing is to be conducted.

—Opening statement by the Chair or other member of the Committee on Professional Conduct containing a brief summary of the charges and answers, if any, and the recommendations of the Committee, if any, and distribution of copies of the statement of charges and written answers, if any.

—Opening statement, if requested, by person(s) against whom charges have been filed, or by their legal counsel.

—Presentation of evidence by Chair or other member of the Committee on Professional Conduct.

—Presentation of defense.

—Recess for review of evidence by members of the Executive Committee, at which time members of the Executive Committee review the compilation of evidence and develop questions to be asked during the question period.

—The members of the Executive Committee shall have the right to question any witness or member of the Committee on Professional Conduct about the charges.

—At the conclusion of the presentation of evidence, the Executive Committee may hear brief closing statements about the charges and the evidence.

—After the conclusion of the presentation of evidence and the closing statements (if any), the Presiding Officer shall announce that the hearing has been concluded.

—Deliberation and action of the Executive Committee. The Executive Committee then goes into Executive Session to determine what disciplinary action, if any, shall be taken.

3.0.6.5 *Evidence.* Formal rules of evidence shall not apply, but Presiding Officers need not accept any evidence, which, in their opinion, is irrelevant or immaterial to the issues presented by the statement of charges and answers thereto.

3.0.6.6 *Additional Charges.* Whenever, on the hearing of any complaint, evidence shall be presented upon which another charge or other charges against the defendant might be made, the Committee on Professional Conduct may inform the person against whom charges have been filed of such additional charges and may prepare additional recommendations or reports. The Executive Committee, or Board of Direction, as the case may be, may, after reasonable notice to the person against whom charges are made and opportunity to answer, proceed to the consideration of such additional charge or charges and may render such decision upon all such charges as may be justified by the evidence in the case.

3.0.6.7 *Failure to Present Defense.* In the event that no defense is presented either in person or in writing by the defendant, the Executive Committee may proceed with the hearing of the case upon the basis of the statement of charges and other evidence presented at the hearing, but no disciplinary action shall be taken unless the Executive Committee finds the charges to have been sustained.

3.0.6.8 *Confidentiality.* All proceedings, except the action taken by the Executive Committee, or the Board of Direction, as the case may be, shall be confidential but a transcript or other recording of the proceeding may be taken at the discretion of the Secretary and retained in the office of the Secretary.

3.0.7 *Disciplinary Action.* Disciplinary action against a member shall be taken only after the member has been advised of the charges and given opportunity to present a defense in person or in writing. These conditions having been satisfied, the Executive Committee may take action in a duly constituted meeting. All voting shall be by secret ballot. A finding that a charge against a member has been sustained shall require the affirmative vote of a majority of the Executive Committee members present. If the charges are sustained, the Executive Committee may take such disciplinary action, other than expulsion from membership in the Society, as it may deem appropriate. The right of expulsion from membership in the Society is reserved to the Board of Direction and, if the Executive Committee votes to expel a Society member, the matter shall be referred to the Board of Direction for final disposition. Recommendations of expulsion or reinstatement of previously expelled Society members are the only grounds for a case to be considered by the Board of Direction.

In the case of a recommendation for expulsion, which requires a hearing before the Board of Direction, affirmative votes of not less than seventy-five percent (75%) of those members of the Board of Direction present shall be required for expulsion.

3.0.7.1 *Executive Committee Voting Procedures.* The following voting procedures shall be observed in an Executive Committee hearing:

3.0.7.1.1 *Professional Conduct Violation.* First, the Executive Committee shall determine whether each charge is sustained. The vote shall be on the question: "Has the defendant violated?" Separate ballots shall be voted on each article of the Constitution and Bylaws or Canon of the Code of Ethics alleged to have been violated. A majority vote of the members of the Executive Committee present shall prevail.

3.0.7.1.2 *Cleared of Charges.* If a violation of one or more Canons of the Code is not established by majority vote of the Executive Committee, the defendant shall be declared "cleared of all charges" and shall be so notified.

3.0.7.1.3 *Expulsion.* One (1) or more charges having been sustained by affirmative vote of a majority of those present, a ballot shall be taken on the question: "Shall the Executive Committee recommend to the Board of Direction that the defendant be expelled from membership in the Society?"

3.0.7.1.4 *Suspension.* If less than a majority of the Executive Committee members present vote to recommend expulsion, a ballot shall be taken on the question: "Shall the defendant be suspended from membership in the Society?" A majority vote of the members present shall prevail.

3.0.7.1.5 *Term of Suspension.* The vote upon suspension being carried, a ballot shall be taken on the question: "Shall the defendant be suspended from membership for a period of five (5) years?" A majority vote of the members present shall prevail, and successive ballots on suspension terms of four (4), three (3), two (2) and one (1) years shall be taken in that order until majority vote is obtained.

3.0.7.1.6 *Letter of Admonition.* If the ballot upon suspension fails to carry, a vote shall be taken on the question: "Shall the defendant be sent a letter of admonition?" A majority vote of the members present shall prevail.

3.0.7.1.7 *Notification.* In the event that expulsion, suspension or other disciplinary action is voted, the Board of Direction or Executive Committee at its discretion may ballot upon the question: "Shall the membership of the Society be notified of the (penalty) of the defendant?" A majority vote of the members present shall prevail.

3.0.7.2 *Board of Direction Voting Procedures.* The following rules shall be observed in a Board of Direction hearing:

3.0.7.2.1 *Professional Conduct Violation.* First, the Board of Direction shall determine whether each charge is sustained. The vote shall be on the question: "Has the defendant violated ?" Separate ballots shall be voted on each article of the Constitution and Bylaws or Canon of the Code of Ethics alleged to have been violated. A majority vote of the Board of Direction members present shall prevail.

3.0.7.2.2 *Cleared of Charges.* If a violation of one or more Canons of the Code of Ethics is not established by majority vote of the Board of Direction, the defendant shall be declared "cleared of all charges" and shall be so notified.

3.0.7.2.3 *Expulsion.* One or more charges having been sustained by affirmative vote of a majority of those present, a ballot shall be taken on the question: "Shall the defendant be expelled from membership in the Society?" Affirmative votes of seventy-five percent (75%) of those Board of Direction members present are required for expulsion.

3.0.7.2.4 *Suspension.* If less than seventy-five percent (75%) of those Board of Direction members present vote to expel, a ballot shall be taken on the question: "Shall the defendant be suspended from membership in the Society?" A majority vote of the Board of Direction members present shall prevail.

3.0.7.2.5 *Term of Suspension.* The vote upon suspension being carried, a ballot shall be taken on the question: "Shall the defendant be suspended from membership for a period of five years?" A majority vote of the Board of Direction members present shall prevail, and successive ballots on suspension terms of four (4), three (3), two (2) and one (1) years shall be taken in that order until majority vote is obtained.

3.0.7.2.6 *Letter of Admonition.* If the ballot upon suspension fails to carry, a vote shall be taken on the question: "Shall the defendant be sent a letter of admonition?" A majority vote of the Board of Direction members present shall prevail.

3.0.7.2.7 *Notification.* In the event that expulsion, suspension or other disciplinary action is voted, the Board of Direction at its discretion may ballot upon the question: "Shall the membership of the Society be notified of the (penalty) of the defendant?" A majority vote of the Board of Direction members present shall prevail.

3.0.8 *Consent Procedure.* Where evidence of a violation of the Constitution, Bylaws or Code of Ethics exists, the Committee on Professional Conduct may, with the consent of the Society member charged with the violation, submit to the Executive Committee in writing a statement of the facts of the case and a recommended disciplinary action other than expulsion.

3.0.8.1 *Admission/Waiver.* In consenting to the submission of the case to the Executive Committee upon the statement of facts, the Society member is deemed for the purposes of the submission to have admitted the facts as set forth in the statement and to have agreed to accept the recommended disciplinary action. The Society member has also waived the right to be present or to present a defense to the charges at the Executive Committee meeting at which the statement of facts and recommended disciplinary action are considered. The Society member's consent to the submission shall be evidenced by a letter, telegram or other written communication.

3.0.8.2 *Executive Committee Consideration.* The affirmative vote of a majority of the Executive Committee members present shall be required to take any such recommended disciplinary action. If the Executive Committee does not approve the recommended disciplinary action by such vote, the Society member shall be entitled to present a defense to the charges at a subsequent hearing. The statement of facts submitted with the consent of the Society member shall not constitute evidence at the subsequent hearing at which the case is to be considered.

3.0.9 *Execution of Disciplinary Action.*

3.0.9.1 *Expulsion.* The following *registered mail* notice shall be issued by the Secretary, on behalf of the Board of Direction, to the Society member who has been expelled from membership:

"As the result of proceedings conducted in accordance with Article 3 of the Bylaws, this Board of Direction finds that you have acted in violation of Canon(s) (nos.) of the Code of Ethics.

"You are accordingly expelled from membership in the Society and your name has been dropped from its rolls effective (date). It is requested that you return your membership card and Society certificate of membership.

For the Board of Direction

By: (Secretary)"

3.0.9.2 *Suspension.* A Society member who has been suspended under these proceedings shall be given notice by *registered mail* somewhat as follows:

"As the result of proceedings conducted in accordance with Article 3 of the Bylaws, this Executive Committee finds that you have acted in violation of Canon(s) (nos.) of the Code of Ethics.

"Accordingly, your membership in the Society has been suspended for a period of (no.) years, effective (date).

For the Executive Committee of the Board of Direction

By: (Secretary)"

3.0.9.3 *Admonition.* A Society member who is to be admonished shall be sent by *registered mail* a letter appropriate to the circumstances of the case. Such letter shall be drafted by the Secretary for approval by legal counsel and by the Executive Committee. It shall be transmitted for the Executive Committee by the Secretary.

3.0.9.4 *Publication of Actions.*

3.0.9.4.1 *Society Publications.* At the discretion of the Executive Committee and/or the Board of Direction, notice of any disciplinary action may be published in an Official Society Publication. Such notice may include a statement of the circumstances surrounding such disciplinary action. The name of the Society member subjected to disciplinary action may be mentioned in such notice, provided the disciplined individual has first been notified of the disciplinary action and provided such notice is limited to (a) a factual statement of the action of the Executive Committee or Board of Direction and (b) only such facts surrounding the disciplinary action as are set forth in a publicly available judicial or administrative petition, decision, or related document.

3.0.9.4.2 *Notification of other Organizations.* The Executive Committee and/or Board of Direction shall have discretionary authority to direct notification of any expulsion, suspension or other disciplinary action to any

other organization of engineers to which the disciplined member of the Society may belong or may have made application for membership, and to any Board of Registration which shall have licensed the disciplined Society member to practice engineering or to which the member may have made an application for such a license. Any such notification may include a statement of the circumstances surrounding such disciplinary action.

3.0.10 *Delegation of Disciplinary Proceedings Duties.*

3.0.10.1 *Secretary.* Any act directed by this Article to be performed by the Secretary may be performed by such other person as the President or Secretary may designate or by legal counsel for the Society.

3.0.10.2 *President.* Any act directed by this Article to be performed by the President may be performed by such other person as the Executive Committee or Board may designate.

3.0.10.3 *Member Under Investigation.* Any act directed by this Article to be performed by a person or persons against whom charges have been filed may be performed by their legal counsel.

Article 4. Fees And Dues

4.0 *Payment of Dues.*

4.0.1 *Currency for Payments.* Dues and other payments to the Society are acceptable in U.S. dollars only.

4.0.2 *Dues Notification.* Not later than December 1 each year, the Secretary shall mail to each Society member, at the latest address known to the Society, a statement of the amount of dues for the ensuing dues year.

4.0.3 *Notification of Dues Arrears.* Any Society member whose dues are more than three (3) months in arrears shall be so notified by the Secretary. The Secretary also shall mail a notice to any Society member whose dues become six (6) months in arrears. Additionally, a statement of current indebtedness, if any, shall be included with the Dues Notification for the ensuing dues year.

4.0.4 *Loss of Benefits Resulting from Dues Arrears.* Any Society member whose dues are more than three (3) months in arrears shall lose the right to receive publications normally furnished without charge to Society members in good standing. A Society member whose dues become four (4) months in arrears shall lose the right to vote. Any Society member whose dues become twelve (12) months in arrears shall forfeit connection with the Society provided, however, that the Board of Direction, for cause deemed by it to be sufficient, may extend the time for payment of dues and for the application of these penalties.

4.1 *Dues Indexing.* Annually, the Finance Committee will compute the amount dues would be in the Member Grade if increased to adjust for inflation, in accordance with the Consumer Price Index (CPI). If this adjustment is greater than two dollars and forty-nine cents (\$2.49), the Finance Committee shall submit an amendment to the Board of Direction proposing an increase in dues to the nearest five-dollar (\$5) increment for all grades except Student Member, Distinguished Member and President-Emeritus.

4.2 *Dues Reductions.*

4.2.1 *World Economies and International Affiliate Members.* Upon the recommendation of the International Director and the Executive Director, the Executive Committee may establish lower fees and/or dues for certain World Economies or International Affiliate Members.

4.2.2 *Government Agencies.* Upon the recommendation of the Membership Committee, the Board of Direction may establish group dues for government agencies and their employees.

4.2.3 *Life Members.* Members who achieve the classification of Life Member are exempt from Annual Dues as defined in the Bylaws.

4.2.3.1 *Life Member Service Fee.* Life Members who elect to receive monthly publications shall be subject to a service fee of thirty dollars (\$30) per year unless at least that amount is contributed annually to any of the Society's voluntary funds or the Life Member has paid a one-time fee of three hundred dollars (\$300). Non-payment of the service fee does not affect Society member status.

4.2.4 *Reciprocal Membership Agreements.* Dues reduction may be included as part of a reciprocal membership agreement.

Article 5. Management

5.0 *Board of Direction.*

5.0.1 *Strategic Plan.* The Board of Direction shall prioritize strategic planning issues, adopt action plans to address the issues, include funding for the adopted actions in the annual budgeting process and assess progress on impacting the issues.

5.0.2 *Review of Executive Director.* The Board of Direction shall annually review the Executive Committee's report of the performance of the Society's Executive Director. No evaluation of the Executive Director shall be considered complete until presented to the Board of Direction.

5.0.2.1 *Report of Review.* The Past President, on behalf of the Executive Committee, shall report to the Board of Direction annually at its Spring Meeting the results of the evaluation of the performance of the Executive Director during the prior fiscal year.

5.0.3 *Approval of Policy Documents.* The Board of Direction is presented proposed policy documents periodically. The Board of Direction may reject the proposed policy, remand the proposed policy to the originating entity with direction for further revision, approve the substance of the proposed policy as official policy while returning it for further editorial review, or approve the proposed policy as presented. The Board of Direction has independent authority over the policy process and may approve, revise or rescind any policy document without the recommendation of the Policy Committee.

5.0.4 *Membership Affiliations.* Membership affiliations involving the Society shall be initiated only by action of the Board of Direction. The annual operating budget shall make provision for dues commitments incident to such memberships by specific line item identification.

5.0.5 *Disaster Response Procedures.* The Board of Direction has approved Disaster Response Procedures to allow the Executive Director to respond on behalf of the Society to man-made or natural disasters.

5.0.5.1 *Disaster Response Coordinator.* When a disaster occurs that has major civil engineering implications, the Executive Director may appoint a Disaster Response Coordinator. The Disaster Response Coordinator shall serve as the central information clearing house for all Society-level activities in response to the disaster and shall facilitate the sharing of information among the Society's entities.

5.0.5.2 *Disaster Response Budget Authority.* The Executive Director is authorized to expend up to ten thousand dollars (\$10,000) from the Voluntary Fund in support of unanticipated disaster response by the Society. Expenditures exceeding ten thousand dollars (\$10,000) will require the authorization of the Board of Direction or Executive Committee.

5.0.5.3 *Notification of Use of Disaster Response Procedures.* The Executive Director shall notify the Board of Direction of each use of the Voluntary Fund for the support of unanticipated disaster response.

5.0.6 *Approval of Criteria for At-Large Director Candidates.* The Board of Direction shall annually approve, based on the recommendation of the Executive Committee, criteria for the selection of At-Large Director Candidates.

5.1 *Executive Committee.* The Executive Committee is a Board of Direction Committee that reports to the Board of Direction, derives its authority from the Board of Direction and is accountable to the Board of Direction. The Executive Committee is not an entity independent of the Board of Direction, but rather is charged with exercising executive and management judgment in those areas designated by the Board of Direction, and in keeping the Board of Direction informed of its actions. The Executive Committee may review reports of Board of Direction committees and may provide input or alternate recommendations to the Board of Direction. All actions taken by the Executive Committee shall be in accordance with the policies of the Board of Direction and shall be reported to the Board of Direction at its next meeting. The Board of Direction may choose to take up any topic or revisit any issues under the Executive Committee's purview.

5.1.1 *Executive Committee Limitations of Authority.* In accordance with New York Law, the Executive Committee shall not have the authority to amend or repeal the Bylaws, adopt new Bylaws, fix compensation for Board of Direction members to serve on the Board of Direction or any committee, expel Society members, nor to fill vacancies on the Board of Direction or on any Board of Direction committee.

5.1.2 *General Supervision.* The Executive Committee shall assist the President in fulfilling responsibilities for general supervision of the affairs of the Society and shall have the authority, without urgency or prior Board of Direction approval, to approve the following: awards; membership resignations; fellowships and scholarships; employee compensation and benefits activities; and implementation of Board of Direction policies and activities related to the interests of the Society, including: international exchange of information and publications; communications and cooperation with foreign educational, scientific and professional organizations; and the formation of overseas groups.

5.1.3 *Disciplinary Proceedings.* The Executive Committee shall have the authority to consider and conduct disciplinary proceedings against any member as provided in the Bylaws and shall have final disciplinary authority except in cases involving recommendation of expulsion or reinstatement of members who have been expelled as provided in the Bylaws.

5.1.4 *Declaration of Urgency to Act for the Board of Direction.* Between meetings of the Board of Direction, and upon a finding of urgency, the Executive Committee shall exercise the full powers of the Board of Direction in matters that in the judgment of the Executive Committee must be acted upon before the next regular meeting of the Board of Direction, subject to the Executive Committee Limitations of Authority.

5.1.5 *Performance Review of Executive Director.* The Executive Committee, guided by the goals, objectives, and budget of the Society, shall review annually the performance of the Executive Director. The Executive Committee shall present findings from these reviews in an annual report to the Board of Direction.

5.1.5.1 *Timing of Review.* The review of the Executive Director will be finalized prior to convening the Spring Board of Direction meeting.

5.1.5.2 *Conduct of Review.* The Past President shall chair a meeting of the President and President-elect to prepare the review of the Executive Director. The President-elect shall participate in the meeting as a non-voting observer. This review is based on a prescribed format, which shall minimally include an evaluation of the accomplishments relative to the Strategic Plan. The review shall be presented to the Executive Committee for approval prior to presentation to the Board of Direction. Following presentation to the Executive Committee, the Past President shall forward a signed copy of the written review to the Executive Director and the Society's Director of Human Resources.

5.1.6 *Recommendation of Criteria for At-Large Director Candidates.* The Executive Committee shall annually recommend to the Board of Direction criteria for the selection of At-Large Director candidates.

5.2 *Executive Director.*

5.2.1 *Operations.* The Executive Director has the sole authority for the hiring and termination of all Society employees. The Executive Director shall manage and direct employees of the Society and shall oversee the correspondence of the Society. Under Executive Committee oversight, the Executive Director shall pursue the accomplishment of the Annual Element of the Strategic Plan and submit an annual report of those accomplishments to the Past President.

5.2.1.1 *Deputy Executive Director or Assistant Executive Director(s).* The Executive Director may designate one (1) employee as the Deputy Executive Director and/or one (1) or more employee(s) as the Assistant Executive Director(s).

5.2.2 *Sponsorship.* Management of sponsorship solicitations for certain Society activities, including the Annual Conference and the OPAL Awards Program, shall be the responsibility of the Executive Director.

5.2.3 *Annual Report.* The Executive Director shall make an annual report to the membership and such other reports as may be prescribed by the Board of Direction.

5.2.4 *Fiscal Operations.* The Executive Director shall be responsible for the collection and proper accounting of all monies due the Society and for the transfer of such monies to the appropriate financial accounts of the Society.

The Executive Director shall sign all documents relating to transactions in securities. The Executive Director shall present annually to the Board of Direction a balance sheet of the Society's books, as of the end of the fiscal year, and shall furnish from time to time such other financial statements as may be required.

The Executive Director may expend Society funds as provided in the annual budget and in appropriations from Society reserve funds as approved by the Board of Direction. The Executive Director shall manage funds not needed for current disbursements. No expenditures shall be made from Society reserve funds except upon specific appropriations of the Board of Direction.

The Executive Director shall secure satisfactory surety for the faithful performance of the duties of the directors, Secretary, Deputy Secretary, Assistant Secretaries, Treasurer, Assistant Treasurer and any employee of the Society whom the Executive Director may designate.

5.2.4.1 *Borrowing Authority.* In the event of emergency financial need, and to avoid adverse impact on reserves, the Executive Director is authorized to borrow up to one million dollars (\$1,000,000) on a short-term basis.

5.2.5 *Annual Conference.* The Executive Director shall select the location and dates for the Annual Conference.

5.3 *Region Boards.*

5.3.1 *Guidelines for Region Operations.* Region Boards may adopt guidelines covering any and all aspects of their operations or services. Such documents shall be consistent with and shall not contravene Society governing documents, policies or procedures.

5.3.2 *Geographic Region Boards.*

5.3.2.1 *Geographic Region Board Additional Duties.* The duties of Geographic Region Boards shall include but not be limited to: implementation of the Strategic Plan and participation in the preparation of strategic plans; the planning, organization and implementation of activities and events to develop leadership skills of civil engineers and the civil engineering profession, to advance the technology of the civil engineering profession, to advocate lifelong learning for civil engineers, to promote the public's awareness and appreciation of civil engineers and civil engineering; review At-Large Director nominations; manage the nomination process for Geographic Region Governors; complete and submit an Annual Report; manage the proper use of Geographic Region funds; solicit and coordinate nominations and submissions to Section and Branch awards and nominations for Society-level awards; recommend Society participation in Amicus Curiae briefs; and undertake and promote activities related to legislative advocacy and public policy.

5.3.2.2 *Geographic Region Board Allotment.* A total amount not to exceed nine tenths of one percent (0.9%) of the Society's Membership Dues collected as of September 30 of the preceding fiscal year will be allocated among the Geographic Regions.

5.3.2.2.1 *Allocation of Geographic Region Board Allotment Among Geographic Regions.* The Geographic Region Allotment will be allocated among the Geographic Regions based on whether they are Small, Medium or Large as calculated by population density (total membership divided by the Region's geographic area) multiplied by the required number of visits to the Sections, Branches, and student organizations within the Region. Region 1 and Region 2 are Small and receive six and one third percent (6.6%) of the total Geographic Region Board Allotment; Region 3, Region 4, Region 5, and Region 9 are Medium will and receive ten and one fifth percent (10.2%) of the total Geographic Region Board Allotment, and Region 6, Region 7, Region 8 and Region 10 are Large and receive eleven and one half percent (11.5%) of the total Geographic Region Board Allotment.

5.3.3 *Technical Region Boards.*

5.3.3.1 *Technical Region Board Additional Duties.* The Technical Region Board duties shall include but not be limited to reviewing At-Large Director nominations and oversight of the nomination process for Technical Region Governors.

5.4 *Input to the Board of Direction and Executive Committee.*

5.4.1 *Resolutions.* The Society's Organizational Entities may submit to the Secretary resolutions, which pertain to subjects currently being considered by the Executive Committee or Board of Direction, or which require action of the Executive Committee or Board of Direction.

5.4.1.1 *Tracking of Resolutions.* The Board of Direction shall receive in the agenda for its spring and fall meetings a matrix tracking responses to Resolutions received. The matrix will record the resolution number, adoption date, subject of the resolution, Board action/referral, and subsequent Board of Direction actions. Once the Board of Direction has accepted final action, the resolution may be removed from the matrix.

5.4.1.2 *Action on Resolutions.* The Board of Direction either receives and closes resolutions upon receipt or refers resolutions to an appropriate Region Board or Organizational Entity for their response and recommendation to the Board of Direction.

5.4.2 *Reports.*

5.4.2.1 *Report of Region Boards of Governors.* Region Boards shall prepare annually reports indicating: activities and events sponsored by the Region, including the number of participants and the goals accomplished; progress on tasks supporting the Strategic Plan; an accounting of the finances of the Region; and other items required by the Board of Direction. The Report shall be submitted to the Secretary not later than November 30 following a prescribed format.

5.4.2.2 *Reports of Committees.* All Board of Direction committees are required to provide a written report to the Secretary at least once every fiscal year, on a schedule to be determined by the Secretary. For Board of Direction and constituent special committees, final reports are to be provided in a format specified by the Secretary and shall have the approval of a majority of those committee members voting. Dissenting committee members may submit minority reports either individually or jointly. Committee members who abstain from voting shall be so named in the report.

5.4.2.2.1 *Content of Committee Reports.* Committee reports shall include, at a minimum:

- Responses to Resolutions referred;
- Progress on tasks supporting the Strategic Plan;
- A summary of the matters referred to the committee;
- A list of meetings held since the previous report;
- A summary of how the committee proceeded to accomplish its tasks;
- Recommendations approved by the committee for consideration by the Board of Direction or other Society entity;
- A summary of all critical infrastructure related activities; and
- Any minority reports from those who disagree with the report presented by the Chair.

5.4.2.3 *Reports of Representatives.* Representatives from the Society to committees or boards of other organizations or those formed jointly with other organizations shall submit a report to the Secretary no later than August 1, regardless of whether a meeting was held or not, in a format to be specified by the Secretary. The report should summarize the activities and accomplishments of the committee or board and contain recommendations as to continuing support and participation by the Society.

5.4.2.4 *Late Reports.* Late reports may be received by the Board of Direction or Executive Committee, but action items contained in these reports shall not be acted upon except under urgency rules as described.

5.4.2.5 *Requests for Action.* Board of Direction Committees Task Committees and Region Boards of Governors shall submit Requests for Action by the Board of Direction or Executive Committee in the format specified by the Executive Director. Requests for Board of Direction Action shall be received by the Secretary not later than forty-five (45) days prior to the Board of Direction meeting at which action is requested.

5.4.3 *Public Policy Documents.* Public Policy Documents articulate Society positions to members and the public. The creation of Public Policy Documents lies with Organizational Entities with expertise in the subject area of the Public Policy Document. The Society has three (3) types of Public Policy Documents: Public Policy Statements, Public Policy Position Papers, and Public Policy Resolutions. All Public Policy Documents include a chronology of approval dates by the originating committee(s), the Policy Committee, and the Board of Direction.

5.4.3.1 *Public Policy Statements.* A Public Policy Statement is a broad overview of policy on a topic of continuing concern to the civil engineering profession. The nature of the issue usually is one that will not change materially during a three (3) year period. A Public Policy Statement shall include a clear definition of the policy, an analysis of the issue that led to the development of the Public Policy Statement, and a rationale for involvement of the Society in the issue.

5.4.3.2 *Public Policy Position Papers.* A Public Policy Position Paper is a more specific examination of an issue, may deal with subsets of a broad Public Policy Statement, and is appropriate for a two (2) year period before being reviewed. A Public Policy Position Paper should include the position, the issue analyzed, and the rationale for Society involvement.

5.4.3.3 *Public Policy Resolutions.* A Public Policy Resolution is a short term or interim position of the Society that is intended to respond to an immediate concern or a specific event for a time frame of not longer than one (1) year. A Public Policy Resolution shall include one (1) or more clauses that outline the details of the issue and the reasons for concern of the Society, and one (1) or more "resolved" clauses that state the specific position of the Society on the topic.

5.4.3.4 *Development of Public Policy Documents.* Organizational Entities shall be participants in the public policy development process and endeavor to develop new and revised Public Policy Documents.

5.4.3.5 *Communication of Public Policy Documents.* Once the Board of Direction has approved a Public Policy Document, it shall be formally announced to the membership and made known to the public.

5.4.3.6 *Reassessment of Public Policy Documents.* The Policy Committee assesses Public Policy Statements, Position Papers and Public Policy Resolutions on a three (3) year, two (2) year and one (1) year cycle respectively.

5.4.4 *Distribution of Agendas.* Agendas for Board of Direction meetings shall be distributed by a means or combination of means that ensures each Board of Direction and Region Board member shall receive the document in a timely manner and in compliance with notice requirements. Agendas for Executive Committee meetings shall be distributed by a means or combination of means that ensures each Executive Committee member shall receive the document in a timely manner and in compliance with notice requirements.

5.4.5 *Urgency.* Nothing in the Rules shall be construed as preventing any Region Board of Governors, any committee, any officially appointed person or Organizational Entity, or any member of the Board of Direction from formally presenting any matter to the Board of Direction or Executive Committee for action without compliance with the procedures set forth, provided: the group or individual requesting the action maintains that the matter involves such urgency as to have made compliance with the rules of procedure impossible or impracticable; a brief written statement justifying the urgent nature of the matter shall be submitted to the Board of Direction or Executive Committee; and the matter shall not receive immediate action by the Board of Direction or Executive Committee unless a decision is made by the Board of Direction or Executive Committee that the matter is of such urgency as to require immediate action. A decision of urgency requires three-fourths (3/4) vote of those present and voting.

5.4.6 *Fundraising.* Society representatives soliciting funds for Society-level activities on behalf of the Society should coordinate such activities with the American Society of Civil Engineers Foundation.

5.5 *Financial Management.*

5.5.1 *Financial Philosophy.* The Society strives to accomplish its mission, as stated in its strategic plan, while meeting the financial goals necessary to do so. The Society shall assess its resources and make spending decisions based on available funds, taking into consideration the maintenance of a prudent level of corporate infrastructure and reserves.

The Society derives revenues from membership dues and sales of products and services, including publications, continuing education programs, conferences, advertising and royalties. It is important that the Society develop a balance of revenue sources and seek out new ones, so as not to become too dependent on individual sources. In order to provide funding for programs to meet the Society's goals and objectives, products and services shall be priced, where possible, so their revenue exceeds expense. At times, in meeting the Society's goals and objectives, the Society may produce products and services where the expenses exceed revenues. It is the policy of the Board of Direction that members of the Society be given the best available pricing for products and services.

The Society and its affiliates shall maintain an adequate system of internal accounting controls to ensure that accounting transactions are recorded and reported accurately. The accounting policies, procedures and controls shall be documented in an accounting manual.

5.5.2 *Cash and Investments.* The Society maintains funds for operations and long-term investment. Excess cash shall be invested in short-term, low-risk liquid investments. From time-to-time maturities of operating fund fixed-income securities may be extended up to intermediate-term based on market conditions and the amount of funds available for investment. Earnings from operating funds shall be used as a revenue source to fund operating activities. Long-term investments (funds with five (5) year or greater time horizon) shall be invested with the assistance of an investment management firm and in accordance with an Investment Policy approved by the Board of Direction.

5.5.2.1 *Investment Policy.* The Society's Investment Policy shall specify asset allocations appropriate for a professional society and the type of funds within the Society (e.g., short-term investment fund, long-term investment fund, prizes and awards fund). The Investment Policy shall include the investment objectives, spending parameters and asset allocations for each fund, portfolio return objectives, diversification and rebalancing policies, and reporting requirements. The Investment Policy shall be developed for Board of Direction approval by the Finance Committee in consultation with the investment management firm.

5.5.3 *Restricted Net Assets.* Certain of the Society's assets and net assets are restricted as to use by donors and cannot be used for general operations of the Society. Restricted money shall be held in separate funds and accounted for separately.

5.5.4 *Reserves Management.* The target level of Reserves shall be held to maintain financial stability in the event of unforeseen catastrophic events, economic downturns, uninsured claims, or to provide seed money for important new initiatives. Reserves are not available to fund ongoing Society programs.

If the expendable net assets percentage drops below the target by over five percent (5%), the Finance Committee shall present a plan to the Board of Direction to replenish expendable net assets as part of the annual budget process. If the amount of expendable net assets exceeds the target, the Finance Committee shall consider using a portion of long-term investment earnings to fund operating activities. Once the thirty-five percent (35%) reserve target is attained, then forty percent (40%) of investment earnings shall become available for operations. Once a forty percent (40%) ratio is attained, then sixty percent (60%) of investment earnings shall become available for operations. Care must be taken when allocating these earnings to operations since investment earnings may turn negative in subsequent years, thus reducing the amount available to fund future operations.

5.5.4.1 *Institute Reserves.* Society Institutes are each authorized to have expendable net asset balances (reserves) that are designated for their use. Their target of expendable net assets (reserves) to Institute annual expenses is the same as the overall target for the Society. When an Institute's Reserves exceed fifty percent (50%) of that Institute's fiscal year's actual annual expense, the excess funds shall become part of the Society's Reserves and shall no longer be designated for Institute use.

5.5.5 *Annual Operating Budget.* The Society shall budget its programs and activities consistent with the Strategic Plan and the associated value propositions that the Society delivers on an ongoing basis. The Strategic Plan consists of the vision, mission, and goals; the radar screen of strategic issues; and the approved strategies to address the Board of Direction designated top priority strategic issues. Value propositions are statements that encapsulate the Society's ongoing delivery of value to members, as seen from the member's point of view, giving a finer breakdown of effort than provided by the goals. The Society will strive to coordinate the strategic planning and budget processes so that decisions for strategic budgets (funding strategies that address strategic issues) and the budgeting of annual operating plans (to deliver the value propositions) can be made on a reasonable and timely basis.

The Finance Committee is charged with the responsibility of preparing the Society's annual Operating Budget using Society staff and committees as resources. The Operating Budget shall be presented to the Board of Direction for their review and approval prior to the beginning of the Fiscal Year. Institute budgets, which are prepared by the individual Institutes, shall be presented to the Board of Direction for approval as well.

Each year, the ongoing activities of the Society shall be evaluated by Society staff leadership, operational committees, Program Committee, Finance Committee and the Board of Direction from an operational and financial standpoint to determine whether they should be continued and at what level of expenditure. Proposed new activities shall be evaluated by Society staff leadership, Program Committee, Finance Committee and the Board of Direction to determine their appropriateness from a strategic, operational and financial standpoint. Written information about proposed new activities shall be presented with the request, including a complete description of the activity, impact on members, benefit to the Society, budget data, coordination with the Strategic Plan, and methodology for evaluating success.

The Finance Committee shall present an Operating Budget without a dues increase for consideration of the Board of Direction and may also present an Operating Budget that calls for a dues increase if the proposed annual Operating Budget requires it.

Operating Budgets are guides prepared in advance of the Fiscal Year and therefore are not always a precise plan for revenue and expense. Variances occur regularly for individual budget line items due to the passage of time and evolution of plans. The Executive Director has the responsibility to manage the execution of the Operating Budget within a reasonable framework of variances and within the budgeted total change in net assets. The Finance Committee will receive a monthly budget to actual comparison with a quarterly comparison provided to the Board of Direction that includes descriptions of and reasons for significant variances.

5.5.6 Annual Capital Budget. The Finance Committee is charged with the responsibility of preparing the Society's annual Capital Budget using Society staff as its resource. The Capital Budget shall be presented to the Board of Direction for their review and approval.

The Capital Budget is for the purchase of assets that have an expected useful life in excess of one (1) year and a cost in excess of the Society's capitalization limit. These assets are depreciated (charged as expense) over their estimated useful lives.

5.5.7 Unbudgeted Expenditures. During the budget year, requests may arise for additional funding for existing activities or for funding of a proposed activity. The Executive Committee shall have the authority, without prior Board of Direction approval, to approve additional or new expenditures of up to \$50,000 for individual activities or purchases. The annual aggregate limit of additional and new expenditures approved as above is one percent (1%) of the annual expense budget. The Executive Committee shall report these additional expenditure authorizations to the Board of Direction at its next scheduled meeting.

For additional budget proposals in excess of fifty thousand dollars (\$50,000), the Executive Committee shall submit a written request to the Board of Direction. The Board of Direction may approve the proposed expenditure not earlier than thirty (30) days following the Executive Committee's submission. If the Board of Direction determines by three-fourths (3/4) vote that emergency exists, the thirty (30) day requirement may be waived.

5.5.8 Fundraising. Society representatives soliciting funds for Society-level activities on behalf of the Society should coordinate such activities with the American Society of Civil Engineers Foundation.

Article 6. Officers, Directors and Governors

6.0 President. The President is the chief elected officer of the Society and the chief representative and spokesperson for the Society, working in partnership with the Executive Director. As the chief elected executive, the President chairs the Board of Direction and the Executive Committee, and exercises those executive functions defined by the Society's governing documents. The President represents the Society, domestically and internationally, to members and others, and in this role strives to educate and motivate members and potential members, strengthen the Society, promote Society principles and policies, fulfill Society goals, influence Society future directions, and implement Board of Direction decisions.

6.0.1 Additional Duties. The President also reviews agendas and minutes of Board of Direction and Executive Committee meetings prior to distribution and works with the Executive Director to determine their content; assists the Executive Director in keeping the Board of Direction, Executive Committee and Region Governors informed on the conditions and operations of the Society; works with the Executive Director in seeing that basic Society policies and programs are planned, formulated, and executed following Board of Direction approval; supports, defends and advocates policies and programs adopted by the Society membership, Board of Direction and Executive Committee; promotes interest and active participation within the Society on the part of the Society membership and communicates activities of the Board of Direction and the Society; with the Executive Director, acts as Society spokesperson to the press, the public, governments, and other organizations to raise awareness of policies, issues and priorities of concern for the Society and profession; recommends Society members as Society nominees for appointment to public office; exercises general supervision over the work and activities of the Board of Direction and Executive Committee; works with the Executive Director to carry out all charges, policies and resolutions of the Board of Direction and Executive Committee; assumes a key role in the orientation and transition of the President-elect to the duties of President; serves on the Civil Engineering Research Foundation Board of Directors and the American Society of Civil Engineers Foundation Board of Directors; represents the Society at meetings with Founder Society Presidents and the American Association of Engineering Societies (AAES) Board of Governors and participates in meetings and conferences with other engineering societies; leads an international delegation to an area of strategic importance to the Society's globalization efforts; delivers an address at the Annual Meeting or other Society meeting during the term of office; signs International Agreements of Cooperation with international engineering societies; and attends all meetings of the Past Presidents' Council, making a report on current Society activities.

6.0.2 *Limits of Authority.* The President must have approval of the Board of Direction when establishing or changing any policy matter and has limited authority to utilize Society resources or expend Society funds with the specific concurrence of the Executive Director, Executive Committee or Board of Direction.

6.0.3 *Relationships to Others.* The President is accountable to the Board of Direction and consults the Executive Director on all matters pertaining to Society policies, programs and finances.

6.0.4 *Knowledge and Experience Required.* The President shall have professional credibility with leadership skills, management experience and significant career accomplishments; should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder; and shall have current knowledge and understanding of the Society's corporate organization.

6.0.5 *Financial Expectations of the President.* The Society reimburses the President on the basis of reasonable, actual expense incurred subject to Society budgetary policies. The Society shall provide reimbursement, on the basis of the actual expense, for the spouse of the President when accompanying the President on official business of the Society.

6.1 *President-elect.* The President-elect position's primary purpose is preparing the office-holder for a term as President.

6.1.1 *Additional Duties.* The President-elect serves as the communications link between the Society and its Regions and Organizational Entities, serves as a member of Society committees designated in the governing documents or as assigned, as a member of the Board of Direction and Executive Committee, and as an ex-officio member of all other Board of Direction committees; represents the Society with other associations, industry groups or other organizations as requested by the President, Executive Committee or Board of Direction; plans and prepares for a term as President, sets goals and develops structure for the upcoming administration; nominates for Board of Direction approval members for service on the Society's Standing Committees for the upcoming term in presidential office; nominates for Executive Committee approval members of the Society to serve during the upcoming term in presidential office on task committees and as liaisons to external organizations; serves of the Civil Engineering Research Foundation Board of Directors and the American Society of Civil Engineers Foundation Board of Directors; presents platform to Past Presidents' Council; deliver an address at the Annual Meeting or other meeting of the Society during the term of office; works with the Executive Director to finalize the agenda for Board of Direction Orientation prior to being inducted as President and chairs Board of Direction Orientation; performs such other duties and assumes such responsibilities as assigned by the President, Executive Committee of Board of Direction; and advocates Society policies.

6.1.2 *Limits of Authority.* The President-elect has limited authority to utilize Society resources or expend Society funds with the specific concurrence of the Executive Director, Executive Committee or Board of Direction; has considerable authority to select and focus on key goals and themes for the upcoming term in the presidential office; and shall conform to the Society's governing documents when making nominations for service on committees and to external organizations.

6.1.3 *Relationships to Others.* The President-elect is accountable to the Board of Direction and works closely with the President so as to fully understand the duties of that office and to ensure a smooth transition.

6.1.4 *Knowledge and Experience Required.* The President-elect shall have professional credibility with leadership skills, management experience and significant career accomplishments; should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder; and shall have current knowledge and understanding of the Society's corporate organization.

6.1.5 *Financial Expectations of the President-elect.* The Society reimburses the President-elect on the basis of actual expense incurred. The Society shall provide reimbursement, on the basis of the reasonable, actual expense incurred subject to Society budgetary policies, for the spouse of the President-elect when accompanying the President-elect on official business of the Society.

6.2 *Past President.* The Past President provides to the Society the experience and knowledge gained while serving as President and serves to assure continuing utilization of experience and knowledge gained while President.

6.2.1 *Additional Duties.* The Past President is a member of Society committees designated in the governing documents or as assigned; serves on the Board of Direction and Executive Committee; serves on the American Society of Civil Engineers Foundation Board; is chair of the Past Presidents' Council; is chair of the Executive Director's Compensation Committee; advocates Society policies; and performs such other duties as may be assigned by the President, Executive Committee or Board of Direction.

6.2.2 *Limits of Authority.* The Past President has decision-making authority as assigned by the Bylaws and delegated by the Board of Direction.

6.2.3 *Relationships to Others.* The Past President is accountable to the Board of Direction and supports and advises the other two (2) Presidential officers.

6.2.4 *Knowledge and Experience Required.* The Past President having served as President, shall possess the same knowledge, experience, and skills required of the President-elect and shall have a more complete knowledge of the Society's history, culture and organization.

6.2.5 *Financial Expectations of the Past President.* The Society reimburses the Past President on the basis of actual expense incurred. The Society shall provide reimbursement, on the basis of the reasonable, actual expense incurred subject to Society budgetary policies, for the spouse of the Past President when accompanying the Past President on official business of the Society.

6.3 *Society Directors.* A Society Director represents the Society's best interests as a member of the Board of Direction. As a member of the Board of Direction, a Society Director helps monitor and steer the Society toward its goals. A Society Director acts as the conduit between Society corporate operations and the Region Boards, Organizational Entities and the constituents.

6.3.1 *Additional Duties.* A Society Director shall also serve on Board of Direction committees, task committees and/or in other roles as assigned; debate and establish Society policy; work with staff, members and the Board of Direction to accomplish and monitor Society goals and objectives; represent the Society at other organizations and functions as assigned; and advocate Society policies.

6.3.1.1 *Region Directors Additional Duties.* A Region Director shall also facilitate two-way communication between the Regions and the Board of Direction; and recommend Region Governors to serve on Society committees.

6.3.1.1.1 *Geographic Region Directors Additional Duties.* A Geographic Region Director shall also provide leadership at Council meetings, Workshop for Section and Branch Leaders and Younger Member Forums; and periodically attend meetings of Councils, Sections, Branches, student organizations, technical and professional groups, and Younger Members and file a report following each. The annual commitment of time for a Geographic Region Director to conduct all duties required is estimated to be in excess of forty-eight (48) days.

6.3.2 *Limits of Authority.* A Society Director has limited authority to utilize Society resources or expend Society funds within established guidelines or with the specific concurrence of the Executive Director, Executive Committee or Board of Direction.

6.3.3 *Relationships to Others.* A Society Director is accountable to the Board of Direction and responsible to the Board of Direction and the members for seeing that Society programs and policies reflect the needs and aspirations of the membership.

6.3.4 *Knowledge and Experience Required.* A Society Director shall have professional credibility with leadership skills, management experience and significant career accomplishments; and should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder.

6.3.5 *Financial Expectations of Society Directors.* The Society generally reimburses a Society Director for reasonable travel expenses in accordance with Society policy. A Society Director bears all other expenses.

The personal expense to a Society Director is estimated to be approximately two thousand dollars (\$2,000) to three thousand dollars (\$3,000) per year. This may vary depending on the boundaries of the Region and the number of units within that Region.

6.4 *Secretary.* The Secretary shall attend all meetings of the Society, of the Board of Direction, and of the Executive Committee, prepare the agendas thereof, record the proceedings thereof, and maintain all corporate documents.

6.4.1 *Additional Duties.* Resolve issues with elections, provide names of Official Nominees to the Society membership; provide a ballot to voting members prior to the Society-level election; receive petitions for Society-level office; receive completed Society-level election ballots; set dates for closing of the Society-level election and for the counting of Society-level election ballots; notify those elected and inform the secretaries of all Sections of such; notify members of dues status; give advance authorization for funding of committee meetings and meetings of the Board of Direction and Executive Committee meetings; notify appointees of committee assignments; furnish membership lists to local units upon request; receive resolutions from Branches, Sections, District & Regional Councils; receive reports from committees and representatives to external organizations; receive actions requests for Board of Direction and Executive Committee meetings; refer complaints to the Committee on Professional Conduct, oversee professional conduct investigations and hearings; keep records of professional conduct proceedings; and issue appropriate notices to members under investigation.

6.4.2 *Limits of Authority.* The Secretary has decision-making authority as assigned by the Bylaws and delegated by the Board of Direction.

6.4.3 *Relationships to Others.* The Secretary is accountable to and serves at the pleasure of the Board of Direction.

6.4.4 *Knowledge and Experience Required.* The Secretary shall be a voting Society member and shall possess knowledge of and commitment to the Society's governing documents, operating procedures, policies, goals and objectives, and parliamentary procedure.

6.5 *Treasurer.* The Treasurer shall provide financial oversight on behalf of the Board of Direction and with staff assistance, oversees preparation and implementation of the Society's operating budget. The Treasurer also provides guidance in establishing the Society's financial goals and objectives.

6.5.1 *Additional Duties.* The Treasurer serves as the financial officer and chair of the Finance Committee; monitors the Society's General Fund and trust funds, including investment transactions and their performance; manages Society budgets with the Finance Committee and assists the Board of Direction in its review of actions related to its financial responsibilities; monitors budget performance; works with the Executive Director and President to ensure appropriate financial reports are made available to the Board of Direction on a timely basis; assists the Executive Director and President in preparing the annual budget and future projections and presenting the budget to the Board of Direction for approval; attends all meetings of the Executive Committee and Board of Direction; and advocates Society policies.

6.5.2 *Limits of Authority.* The Treasurer has limited authority to utilize resources and expend Society funds within established guidelines or with the specific concurrence of the Executive Director, Executive Committee or Board of Direction.

6.5.3 *Relationships to Others.* The Treasurer is accountable to the Board of Direction.

6.5.4 *Knowledge and Experience Required.* The Treasurer shall possess knowledge of and commitment to the Society's governing documents, operating procedures, policies, goals and objectives; shall possess an understanding of corporate accounting; should be knowledgeable of tax codes affecting not-for-profit corporations; and shall be knowledgeable of securities investment and performance expectations.

6.6 *Region Governors.*

6.6.1 *Additional Duties.* Region Governors shall serve on Standing Committees as appointed; provide leadership at Council meetings, Workshops for Section and Branch Leaders, and Younger Member forums; and attend meetings of Councils,

Sections, Branches, student organizations, technical and professional groups and Younger Members and file a report to the Region Board of Governors following each.

6.6.2 *Limits of Authority.* Region Governors have limited authority to utilize resources and expend Region funds within established guidelines or with the specific concurrence of the Region Board of Governors.

6.6.3 *Relationships to Others.* Region Governors are accountable to the Region Board of Governors and responsible to the members to plan, organize, direct, manage, and carry out events to engage and serve members in the Region.

6.6.4 *Knowledge and Experience Required.* Region Governors should have professional credibility with leadership skills, management experience and significant career accomplishments; and should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder. Region Governors shall also have skills in communicating with members and the public, in government relations and advocacy, and in conducting events which will engage and serve members.

6.6.5 *Financial Expectations of Region Governors.* A Region Board may reimburse a Region Governor for reasonable travel expenses in accordance with Society policy. A Region Governor will bear any additional expenses.

6.6.5.1 *Financial Expectations of Geographic Region Governor.* If the Region Board does reimburse a Region Governor for reasonable travel expenses, the personal expense to a Region Governor is estimated to be approximately three hundred dollars (\$300) to one thousand two hundred dollars (\$1,200) per year. This may vary depending on the size of the Region and the number of units within the Region and Society committee appointments.

6.7 *Absences from meetings of the Board of Direction.* In event of absence of an elected director at two (2) consecutive meetings of the Board of Direction or of a Board of Direction committee of which the elected director is a member, the Secretary shall call the matter to the attention of the Board of Direction for possible action in accordance with Bylaws 6.3. In the case of a Region Director no action shall be taken without notice to and the opportunity for input by the Region Board of Governors that the Region Director represents.

6.7.1 *Notification to the Board of Direction of Absences.* The Secretary shall include notice of such absences in the agenda for the subsequent Board of Direction meeting.

6.8 *Installation of Officers, Directors and Governors.* A formal installation shall occur for duly elected or appointed Officers, Directors and Governors to commence their term of office.

Article 7. Regions and Elections

7.0 *Geographic Regions.* A Geographic Region shall be designated as Region “__” (#) of the American Society of Civil Engineers. Region 1 is comprised of the following Sections: Boston Society, Buffalo, Connecticut Society, Ithaca, Maine, Metropolitan, Mohawk-Hudson, New Hampshire, New Jersey, Puerto Rico, Rhode Island, Rochester, Syracuse, Vermont; Region 2 is comprised of the following Sections: Central Pennsylvania, Delaware, Lehigh Valley, Maryland, National Capital, Philadelphia, Pittsburgh; Region 3 is comprised of the following Sections: Akron-Canton, Central Illinois, Central Ohio, Cincinnati, Cleveland, Dayton, Duluth, Illinois, Michigan, Minnesota, North Dakota, Quad-City, Toledo, Wisconsin; Region 4 is comprised of the following Sections: Arkansas, Indiana, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, West Virginia; Region 5 is comprised of the following Sections: Alabama, Florida, Georgia, Louisiana, Mississippi; Region 6 is comprised of the following Sections: New Mexico, Oklahoma, Texas; Region 7 is comprised of the following Sections: Colorado, Iowa, Kansas, Kansas City, Mid-Missouri, Nebraska, South Dakota, St. Louis, Wyoming; Region 8 is comprised of the following Sections: Alaska, Arizona, Columbia, Hawaii, Inland Empire, Montana, Nevada, Oregon, Seattle, Southern Idaho, Tacoma-Olympia, Utah; Region 9 is comprised of the following Sections: Los Angeles, Sacramento, San Diego, San Francisco; and Region 10 is comprised of the remaining geographic territory including Canada and Mexico.

7.1 *Objectives of Society Election Process.* The objective of Society's election process is to provide a fair and impartial framework by which each candidate receives equal opportunity for promotion of the candidate's qualifications for Society-level office to the voting membership.

All activities associated with the Society's elections shall be conducted with due regard for the high character and dignity of the Society and the profession, and shall conform to the standards represented by the Code of Ethics.

The process should respect each member's needs and time. It is the intent of the process to inform the electorate, while also shielding members from unwanted intrusions and limiting expenses for Candidates/Nominees.

The Society's election process encourages qualified Society members to become candidates for Society-level offices, engage members with leadership skills and vision at the time they are willing to serve, and provide adequate information on candidates to the Society's voting membership.

7.2 *Authority Over Election Issues.* The Society manages the entire election process. Election questions and conflicts shall be referred to the Society Secretary for resolution. In the case of violations to stated election procedures, the Society Secretary may refer the violation to the Executive Committee for resolution. A Candidate or Nominee may be declared ineligible for office if the Candidate or Nominee is found to have violated the Society's election process. Organizational Entities who violate the Society's election process may be sanctioned by the Society.

In the event of violation of the Society's Code of Ethics, the violation shall be forwarded to the Committee on Professional Conduct for investigation.

The Society is the official source of information on the Candidates/Nominees and the election process through Official Society Publications and the web site.

7.3 *Notification of Vacancy for Society Offices.* The Society shall publish not later than September 30 in an Official Society Publication a statement of openings in the Society's elected offices for the upcoming year.

7.4 *Definition of Candidate.* A Candidate is a qualified Society member who is pursuing or considering the pursuit of an elected office within the Society.

7.5 *Definition of Nominee.* A Nominee is a Candidate who has received the nomination of a Nominating Committee, or who has submitted a validated petition for nomination to the Society Secretary.

7.6 *Endorsement of Candidates/Nominees by Organizational Entities and Region Boards.* Organizational Entities and Region Boards may endorse Candidates/Nominees for Society-level office. Such Endorsement Action is limited to a factual statement of the official vote of their governing body, and shall not include any supporting rationale. The Endorsement Action shall be conveyed to the Candidate/Nominee by official correspondence from the chair of that Organizational Entity or Region Board. Endorsement of a Candidate/Nominee by an Organizational Entity or Region Board shall not limit that Organizational Entity's or Region Board's participation in future nomination cycles as an endorsement is not a nomination.

7.6.1 *Endorsement Limitations.* No Organizational Entity or Region Board shall endorse more than one (1) individual per office per election cycle.

Organizational Entities or Region Boards which have officially endorsed a Candidate/Nominee may undertake only the following activities on behalf of the endorsed Candidate/Nominee: publication of the Endorsement Action in the Organizational Entity's or Region Board's communication vehicle (i.e., newsletter) and publication of the Endorsement Action on the Organizational Entity's or Region's web site. Any reference to the Society-level election shall include a link to the Society's official election web site.

No endorsements shall be permitted from individuals or non-ASCE organizations.

7.7 *Expectations of Candidates for Society Office.* Prior to acceptance of a nomination, the Society expects a Candidate for office to review the Society's governing documents, consult with the incumbent office holder, and become familiar with the activities of the Society.

Candidates shall inform their supporters of the Society's policies governing appropriate conduct relative to election campaigns.

7.8 *Candidacy for Geographic Region Governor.* Candidates for Geographic Region Governor should review the governing documents of their Region to determine if there any additional nomination requirements for the office of Geographic Region Governor within their Region.

The process for pursuing the office of Geographic Region Governor includes the following steps.

7.8.1 *Candidate for Geographic Region Governor.* Those wishing to pursue the office of Geographic Region Governor shall submit a letter of intent to the Geographic Region Nominating Committee.

7.8.2 *Election Materials for Geographic Region Governor Candidates/Nominees.* Candidates/Nominees for Geographic Region Governor shall provide to the Geographic Region Nominating Committee such information stipulated by the Region's governing documents.

Neither Candidates/Nominees for Geographic Region Governor nor their supporters shall produce campaign literature or promotional materials including but not limited to campaign brochures, signs, web sites, press kits, giveaways, buttons or pins.

7.8.3 *Public Addresses of Candidates/Nominees for Geographic Region Governor.* Candidates/Nominees for Geographic Region Governor shall be permitted to make speeches in support of their candidacy and participate in debates. At all times, Candidates/Nominees shall focus on their background, qualifications, leadership skills, vision and goals for the Society relative to the office they seek. No discussion of any other Candidates/Nominees is permitted.

7.8.3.1 *Attendance at Organizational Entity or Region Meetings.* Any Candidates/Nominees for Geographic Region Governor or their supporters may attend a meeting of an Organizational Entity or Region at any time but shall not address the attendees in support of the Candidates'/Nominees' candidacy unless a formal invitation was issued in accordance with the Society's procedures.

7.8.4 *Pursuit of Geographic Region Nomination for Geographic Region Governor.* Candidates/Nominees for Geographic Region Governor may contact members within the Region to discuss their candidacy. However, to permit review and deliberation, contact with members of the Geographic Region Nominating Committee shall cease at least ten (10) days prior to its meeting.

7.8.5 *Nominee(s) for Geographic Region Governor.* The Geographic Region Nominating Committee shall select an Official Nominee(s) according to defined Region procedures and submit the name(s) of Official Nominee(s) to the Society Secretary not later than March 1. Not later than March 15, the Geographic Region Governor Nominee(s) shall consent to their nomination by submitting to the Society Secretary a written letter of intent to serve with acknowledgement of the duties and responsibilities of the office and intent to comply with those duties and responsibilities.

7.8.5.1 *Petition Nominee(s) for Geographic Region Governor.* A Candidate for Geographic Region Governor by petition shall have unsuccessfully pursued nomination by the Geographic Region Nominating Committee as the Geographic Region Governor. A Candidate for Geographic Region Governor by petition shall declare their intent to pursue office in a written letter with acknowledgement of the duties and responsibilities of the office and intent to comply with those duties and responsibilities. This letter shall be sent to the Society Secretary not later than March 15. All petitions shall be submitted to the Society Secretary not later than May 1. A Petition Nominee shall submit all the election documents required of Official Nominees.

7.8.6 *Election Materials for Geographic Region Governor Nominee.* Once nominated by the Geographic Region Nominating Committee or nominated by petition, the Nominee shall provide to the Society Secretary, in the format stipulated, that information necessary to facilitate a fair and impartial promotion of the Society's elections and those participating in such.

All information shall be provided electronically. Information that shall be provided includes, but is not limited to:

7.8.6.1 *Biographical Statement for Geographic Region Governor Nominee.* All Nominees for Geographic Region Governor shall develop a Biographical Statement which shall not exceed two hundred (200) words. The Biographical Statement contains only a factual recounting of education, work experience and volunteer activities, and conforms to the format specified by the Society Secretary. Content of all Biographical Statements shall be reviewed by the Society Secretary and may be revised. Biographical Statements shall be received by the Society Secretary not later than May 1.

7.8.6.2 *Endorsement List for Geographic Region Governor Nominee.* All Nominees for Geographic Region Governor may submit a list of Organizational Entities and Region Boards who have provided an Official Endorsement for their candidacy. A copy of the Official Endorsement Action shall be forwarded to the Society Secretary with the Endorsement List. The Endorsement List shall be received by the Society Secretary not later than May 1. No additions shall be made to the Endorsement List once it has been submitted.

7.8.6.3 *Photograph for Geographic Region Governor Nominee.* All Nominees for Geographic Region Governor shall submit a professional head shot, in color and of a resolution suitable for publication. The photograph shall be submitted to the Society Secretary not later than May 1.

7.8.6.4 *Nominee Vision Statement for Contested Elections for Geographic Region Governor.* When there are two (2) or more Nominees, whether Official Nominees or Petition Nominees, all Nominees for the office of Geographic Region Governor shall develop a Nominee Vision Statement which shall not exceed two hundred (200) words. The Nominee Vision Statement shall detail the Nominee's vision for the Society and plans for activities during the Nominee's term in office. No discussion of any other Nominee is permitted in the Nominee Vision Statement. Content of all Nominee Vision Statements shall be reviewed by the Society Secretary and may be revised. Nominee Vision Statements shall be received by the Society Secretary not later than May 1.

7.8.6.5 *Society Support for Election for Geographic Region Governor.* The Society shall minimally undertake the following activities relative to supporting and publicizing the Nominees for Geographic Region Governor.

7.8.6.6 *Publication of Election Materials.* The Society shall publish in an Official Society Publication, post on its web site, and make available for publication by Organizational Entities and Regions, the Biographical Statements, Photographs and Nominee Vision Statements, when applicable, of all Official and Petition Nominees for the office of Geographic Region Governor.

7.9 *Candidacy for Region Director.* Candidates for Geographic or Technical Region Director should review the governing documents of their Region to determine if there are any additional nomination requirements for the office of Geographic or Technical Region Governor within their Region.

7.9.1 *Candidacy for Geographic Region Director.* The process for pursuing the office of Geographic Region Director includes the following steps.

7.9.1.1 *Candidate for Geographic Region Director.* Those wishing to pursue the office of Geographic Region Director shall submit a letter of intent to the Geographic Region Nominating Committee.

7.9.1.2 *Election Materials for Geographic Region Director Candidates/Nominees.* Candidates/Nominees for Geographic Region Director shall provide to the Geographic Region Nominating Committee such information stipulated by the Region's governing documents.

Neither Candidates/Nominees for Geographic Region Director nor their supporters shall produce campaign literature or promotional materials including but not limited to campaign brochures, signs, web sites, press kits, giveaways, buttons or pins.

7.9.1.3 *Public Addresses of Candidates/Nominees for Geographic Region Director.* At meetings of Organizational Entities or Regions, Candidates/Nominees for Geographic Region Director shall be permitted to make speeches in support of their candidacy and participate in debates provided all Candidates/Nominees have been invited. At all times, Candidates/Nominees shall focus on their background, qualifications, leadership skills, vision and goals for the Society relative to the office they seek. Candidates/Nominees for Geographic Region Director shall not discuss any other Candidates/Nominees for the office.

7.9.1.3.1 *Attendance at Organizational Entity or Region Meetings.* Any Candidates/Nominees for Geographic Region Director or their supporters may attend a meeting of an Organizational Entity or Region at any time but shall not address the attendees in support of the Candidates'/Nominees' candidacy unless a formal invitation was issued in accordance with the Society's procedures.

7.9.1.4 *Pursuit of Geographic Region Nomination for Geographic Region Director.* Candidates/Nominees for Geographic Region Director may contact members within the Region to discuss their candidacy. However, to permit review and deliberation, contact with members of the Geographic Region Nominating Committee shall cease at least ten (10) days prior to its meeting.

7.9.1.5 *Nominee(s) for Geographic Region Director.* The Geographic Region Nominating Committee shall select an Official Nominee(s) according to defined Region procedures and submit the name(s) of Official Nominee(s) to the Society Secretary not later than March 1. Not later than March 15, the Geographic Region Director Nominee(s) shall consent to their nomination by submitting to the Society Secretary a written letter of intent to serve with acknowledgement of the duties and responsibilities of the office and intent to comply with those duties and responsibilities.

7.9.1.5.1 *Petition Nominee(s) for Geographic Region Director.* A Candidate for Geographic Region Director by petition shall have unsuccessfully pursued nomination by the Geographic Region Nominating Committee as the Geographic Region Director. A Candidate for Geographic Region Director by petition shall declare

their intent to pursue office in a written letter to the Society Secretary with acknowledgement of the duties and responsibilities of the office and intent to comply with those duties and responsibilities. This letter shall be sent to the Society Secretary not later than March 15. A declared Petition Candidate shall submit all the election documents required of Official Nominees. All petitions shall be submitted to the Society Secretary not later than May 1.

7.9.1.6 *Election Materials for Geographic Region Director Nominees.* Once selected by the Geographic Region Nominating Committee or officially declared by petition, the Nominee shall provide to the Society Secretary, in the format stipulated, that information necessary to facilitate a fair and impartial promotion of the Society's elections and those participating in such.

All information shall be provided electronically. Information that shall be provided includes, but is not limited to:

7.9.1.6.1 *Biographical Statement for Geographic Region Director Nominees.* All Nominees for Geographic Region Director shall develop a Biographical Statement which shall not exceed two hundred (200) words. The Biographical Statement contains only a factual recounting of education, work experience and volunteer activities, and conforms to the format specified by the Society Secretary. Content of all Biographical Statements shall be reviewed by the Society Secretary and may be revised. Biographical Statements shall be received by the Society Secretary not later than May 1.

7.9.1.6.2 *Nominee Vision Statement for Geographic Region Director Nominees.* All Nominees for the office of Geographic Region Director shall develop a Nominee Vision Statement which shall not exceed two hundred (200) words. The Nominee Vision Statement shall detail the Nominee's vision for the Society and plans for activities during the Nominee's term in office. No discussion of any other Nominee is permitted in the Nominee Vision Statement. Content of all Nominee Vision Statements shall be reviewed by the Society Secretary and may be revised. Nominee Vision Statements shall be received by the Society Secretary not later than May 1.

7.9.1.6.2.1 *Nominee Vision Statements for Contested Geographic Region Director Nominees.* When there are two (2) or more Nominees, whether Official Nominees or Petition Nominees, all Nominees for the office of Geographic Region Director shall submit to the Society Secretary not later than May 1 an extended Nominee Vision Statement not to exceed four hundred (400) words, as described above.

7.9.1.6.3 *Endorsement List for Geographic Region Director Nominees.* All Nominees for Geographic Region Director may submit a list of Organizational Entities and Region Boards who have provided an Official Endorsement for their candidacy. A copy of the Official Endorsement Action shall be forwarded to the Society Secretary with the Endorsement List. The Endorsement List shall be received by the Society Secretary not later than May 1. No additions shall be made to the Endorsement List once it has been submitted.

7.9.1.6.4 *Photograph for Geographic Region Director Nominees.* All Nominees for Geographic Region Director shall submit a professional head shot, in color and of a resolution suitable for publication. The photograph shall be submitted to the Society Secretary not later than May 1.

7.9.1.7 *Society Support for Election for Geographic Region Director.* The Society shall minimally undertake the following activities relative to supporting and publicizing the Nominees for Geographic Region Director.

7.9.1.7.1 *Publication of Election Materials.* The Society shall publish in an Official Society Publication, post on its web site, and make available for publication by Organizational Entities and Regions, the Biographical Statements, Photographs and Nominee Vision Statements, when applicable, of all Official and Petition Nominees for the office of Geographic Region Director.

7.9.2 *Candidacy for Technical Region Director.* The process for pursuing the office of Technical Region Director includes the following steps.

7.9.2.1 *Indication of Intent to Pursue Candidacy for Technical Region Director.* Those wishing to pursue the office of Technical Region Director shall, by November 1, either (1) submit a letter of intent to the chair of the Candidate's Primary Institute's Governing Board or (2) obtain a letter of nomination from an Organizational Entity and submit the letter to the Candidate's Primary Institute.

7.9.2.2 *Institute Nominee(s) for Technical Region Director.* The Institute Governing Boards may select an Institute Nominee according to defined Region procedures and submit the name of the Institute Nominee to the Chair of the Technical Region Nominating Committee not later than December 1.

7.9.2.2.1 *Petition for Technical Region Nomination for Technical Region Director.* A Candidate who wishes to petition for nomination by the Technical Region Nominating Committee for Technical Region Director shall first pursue nomination by their Primary Institute.

If unsuccessful in securing the nomination of their Primary Institute, the Candidate shall inform the chair of the Technical Region Nominating Committee of their intent to pursue nomination by petition not later than December 1.

Petitions shall be submitted to the chair of the Technical Region Nominating Committee not later than January 1.

7.9.2.3 *Election Materials for Technical Region Director Candidates/Nominees.* Candidates/Nominees for Technical Region Director shall provide to the Technical Region Nominating Committee such information stipulated by the Region's governing documents not later than January 1.

Neither Candidates/Nominees for Technical Region Director nor their supporters shall produce campaign literature or promotional materials including but not limited to campaign brochures, signs, web sites, press kits, giveaways, buttons or pins.

7.9.2.4 *Public Addresses of Candidates/Nominees for Technical Region Director.* Candidates/Nominees for Technical Region Director shall be permitted to make speeches in support of their candidacy and participate in debates. At all times, Candidates/Nominees shall focus on their background, qualifications, leadership skills, vision and goals for the Society relative to the office they seek. No discussion of any other Candidates/Nominees is permitted.

7.9.2.4.1 *Attendance at Organizational Entity or Region Meetings.* Candidates/Nominees for Technical Region Director or their supporters may attend a meeting of an Organizational Entity or Region at any time but shall not address the attendees in support of the Candidates'/Nominees' candidacy unless a formal invitation was issued in accordance with the Society's procedures.

7.9.2.5 *Pursuit of Technical Region Nomination for Technical Region Director.* Candidates/Nominees for Technical Region Director may contact members within the Region to discuss their candidacy. However, to permit review and deliberation, contact with members of the Technical Region Nominating Committee shall cease at least ten (10) days prior to its meeting.

7.9.2.6 *Nominee(s) for Technical Region Director.* The Technical Region Nominating Committee shall select an Official Nominee(s) according to defined Region procedures and submit the name(s) of Official Nominee(s) to the Society Secretary not later than March 1. Not later than March 15, the Technical Region Director Nominee(s) shall consent to their nomination by submitting to the Society Secretary a written letter of intent to serve with acknowledgement of the duties and responsibilities of the office and intent to comply with those duties and responsibilities.

7.9.2.6.1 *Petition Nominee(s) for Technical Region Director.* A Candidate for Technical Region Director by petition shall have unsuccessfully pursued nomination by the Technical Region Nomination Committee as the Technical Region Director. A Candidate for Technical Region Director by petition shall declare their intent to pursue office in a letter to the Society Secretary with acknowledgement of the duties and responsibilities of the office and intent to comply with those duties and responsibilities. This letter shall be sent to the Society Secretary not later than March 15. A declared Petition Candidate shall submit all the election documents required of Official Nominees. All petitions shall be submitted to the Society Secretary not later than May 1.

7.9.2.7 *Election Materials for Technical Region Director Nominees.* Once selected by the Technical Region Nominating Committee or officially declared by petition, the Nominee shall provide to the Society Secretary, in the format stipulated, that information necessary to facilitate a fair and impartial promotion of the Society's elections and those participating in such.

All information shall be provided electronically. Information that shall be provided includes, but is not limited to:

7.9.2.7.1 *Biographical Statement for Technical Region Director Nominees.* All Nominees for Technical Region Director shall develop a Biographical Statement which shall not exceed two hundred (200) words. The Biographical Statement contains only a factual recounting of education, work experience and volunteer activities, and conforms to the format specified by the Society Secretary. Content of all Biographical Statements shall be reviewed by the Society Secretary and may be revised. Biographical Statements shall be received by the Society Secretary not later than May 1.

7.9.2.7.2 *Nominee Vision Statement for Technical Region Director Nominees.* All Nominees for the office of Technical Region Director shall develop a Nominee Vision Statement which shall not exceed two hundred (200) words. The Nominee Vision Statement shall detail the Nominee's vision for the Society and plans for activities during the Nominee's term in office. No discussion of any other Nominee is permitted in the Nominee Vision Statement. Content of all Nominee Vision Statements shall be reviewed by the Society Secretary and may be revised. Nominee Vision Statements shall be received by the Society Secretary not later than May 1.

7.9.2.7.2.1 *Contested Election for Technical Region Director.* When there are two (2) or more Nominees, whether Official Nominees or Petition Nominees, all Nominees for the office of Technical Region Director, the following exceptions to the required election materials shall apply:

7.9.2.7.2.2 *Nominee Vision Statement for Contested Technical Region Director Nominees.* All Nominees for the Technical Region Director shall submit to the Society Secretary not later than May 1 a Nominee Vision Statement not to exceed four hundred (400) words, as described above.

7.9.2.7.2.3 *Response to Question(s).* All Nominees for the Technical Region Director shall submit a written response to a question(s) developed by the Technical Region Nominating Committee. Responses from each Nominee shall not exceed one hundred (100) words per question and shall be submitted to the Society Secretary not later than May 1.

7.9.2.7.3 *Endorsement List for Technical Region Director Nominees.* All Nominees for Technical Region Director may submit a list of Organizational Entities and Region Boards who have provided an Official Endorsement for their candidacy. A copy of the Official Endorsement Action shall be forwarded to the Society Secretary with the Endorsement List. The Endorsement List shall be received by the Society Secretary not later than May 1. No additions shall be made to the Endorsement List once it has been submitted.

7.9.2.7.4 *Photograph for Technical Region Director Nominees.* All Nominees for Technical Region Director shall submit a professional head shot, in color and of a resolution suitable for publication. The photograph shall be submitted to the Society Secretary not later than May 1.

7.9.2.8 *Society Support for Election for Technical Region Director.* The Society shall minimally undertake the following activities relative to supporting and publicizing the Nominees for Technical Region Director.

7.9.2.8.1 *Publication of Election Materials.* The Society shall publish in an Official Society Publication, post on its web site, and make available for publication by Organizational Entities and Regions, the Biographical Statements, Photographs, Nominee Vision Statements and, when applicable, responses to questions developed by the Technical Region Nominating Committee, from all Official and Petition Nominees for the office of Technical Region Director.

7.10 *Candidacy for At-Large Director.* The process for pursuing the office of At-Large Director includes the following steps.

7.10.1 *Candidate for At-Large Director.* Those wishing to pursue the office of At-Large Director shall pursue nomination for the office through Standing Board Committees or through the Board of Direction Nominating Committee At-Large Subcommittee.

7.10.2 *Member Contact.* A Nominee for At-Large Director may contact members to discuss their candidacy. However, to permit review and deliberation, contact with members of the Region Nominating Committee and Board of Direction Nominating Committee shall cease at least ten (10) days prior to their meeting.

7.10.3 *Election Materials for At-Large Director Nominees.* Following the meeting of the Board of Direction Nominating Committee At-Large Subcommittee, the Secretary shall notify the up to five (5) Nominees for At-Large Director. Not later than December 15, the At-Large Nominees shall consent to their nomination by submitting to the Society Secretary a written letter of intent to serve with acknowledgement of the duties and responsibilities of the office and intent to comply with those duties and responsibilities.

7.10.3.1 *Biographical Statement for At-Large Director Nominees.* All Nominees for At-Large Director shall develop a Biographical Statement which shall not exceed two hundred (200) words. The Biographical Statement contains only a factual recounting of education, work experience and volunteer activities, and conforms to the format specified by the Society Secretary. Content of all Biographical Statements shall be reviewed by the Society Secretary and may be revised. Biographical Statements shall be received by the Society Secretary not later than December 15.

7.10.3.2 *Vision Statement for At-Large Director Nominees.* Each Nominee for At-Large Director shall develop a Nominee Vision Statement which shall not exceed four hundred (400) words. The Nominee Vision Statement shall detail the Nominee's vision for the Society and plans for activities during the Nominee's term in office. Content of all Nominee Vision Statements shall be reviewed by the Society Secretary and may be revised. Nominee Vision Statements shall be received by the Society Secretary not later than December 15.

7.10.3.3 *Photograph for At-Large Director Nominees.* Each Nominee for At-Large Director shall submit a professional head shot, in color and of a resolution suitable for publication. The photograph shall be submitted to the Society Secretary not later than December 15.

7.10.4 *Additional Election Materials for At-Large Director Nominees.* Neither Nominees for At-Large Director nor their supporters shall produce campaign literature or promotion materials including but not limited to campaign brochures, signs, web sites, press kits, giveaways, buttons or pins.

7.10.5 *Society Support for Election for At-Large Director.* The Society shall minimally undertake the following activities relative to supporting and publicizing the Nominee for At-Large Director.

7.10.5.1 *Publication of Election Materials.* The Society shall publish in an Official Society Publication, post on its web site and make available for publication by Organizational Entities and Regions, the Biographical Statement, Vision Statement, and Photograph of the Official Nominee for the office of At-Large Director.

7.11 *Candidacy for President-elect.* The process for pursuing the office of President-elect includes the following steps.

7.11.1 *Determination of Nomination Route.* Those wishing to pursue the office of President-elect shall determine whether to pursue nomination through the Technical Region Nominating Committee or through a Geographic Region Nominating Committee.

7.11.1.1 *Candidate for President-elect through Geographic Region Nominating Committee.*

7.11.1.1.1 *Indication of Intent to Pursue Candidacy for President-elect.* Those wishing to pursue the office of President-elect shall submit a letter of intent to one (1) eligible Geographic Region Nominating Committee or (2) obtain a letter of nomination from an Organizational Entity for the office of President-elect.

7.11.1.1.2 *Geographic Region Nominating Committee Election Materials for President-elect Candidates/Nominees.* Candidates/Nominees for President-elect shall provide to the Geographic Region Nominating Committee such information stipulated by the Geographic Region's governing documents.

Neither Candidates/Nominees for President-elect nor their supporters shall produce campaign literature or promotional materials including but not limited to campaign brochures, signs, web sites, press kits, giveaways, buttons or pins.

7.11.1.1.3 *Public Addresses of Candidates/Nominees for President-elect.* Candidates/Nominees for President-elect shall be permitted to make speeches in support of their candidacy and participate in debates. At all times, Candidates/Nominees shall focus on their background, qualifications, leadership skills, vision and goals for the Society relative to the office they seek. No discussion of any other Candidates/Nominees is permitted.

7.11.1.1.3.1 *Attendance at Organizational Entity or Region Meetings.* Any Candidates/Nominees for President-elect or their supporters may attend a meeting of an Organizational Entity or Region at any time but shall not address the attendees in support of the Candidates'/Nominees' candidacy unless a formal invitation was issued in accordance with the Society's procedures.

7.11.1.1.4 *Pursuit of Geographic Region Nomination for President-elect.* A Candidate for President-elect may contact members within the Geographic Region to discuss their candidacy. However, to permit review and deliberation, contact with members of the Geographic Region Nominating Committee shall cease at least ten (10) days prior to its meeting.

7.11.1.2 *Candidate for President-elect through Technical Region Nominating Committee.*

7.11.1.2.1 *Indication of Intent to Pursue Candidacy for President-elect.* Those wishing to pursue the office of President-elect through the Technical Region shall either (1) submit a letter of intent to the chair of the Candidate's Primary Institute's Governing Board or (2) obtain a letter of nomination from an Organizational Entity and submit the letter to the Candidate's Primary Institute.

7.11.1.2.2 *Technical Region Nominating Committee Election Materials for President-elect Candidates/Nominees.* Candidates/Nominees for President-elect shall provide to the Technical Region Nominating Committee such information stipulated by the Region's governing documents.

Neither Candidates/Nominees for President-elect nor their supporters shall produce campaign literature or promotional materials including but not limited to campaign brochures, signs, web sites, press kits, giveaways, buttons or pins.

7.11.1.2.3 *Public Addresses of Candidates/Nominees for President-elect.* Candidates/Nominees for President-elect shall be permitted to make speeches in support of their candidacy and participate in debates. At all times, Candidates/Nominees shall focus on their background, qualifications, leadership skills, vision and goals for the Society relative to the office they seek. No discussion of any other Candidates/Nominees is permitted.

7.11.1.2.3.1 *Attendance at Organizational Entity or Region Meetings.* Any Candidates/Nominees for President-elect or their supporters may attend a meeting of an Organizational Entity or Region at any time but shall not address the attendees in support of the Candidates'/Nominees' candidacy unless a formal invitation was issued in accordance with the Society's procedures.

7.11.1.2.4 *Pursuit of Technical Region Nomination for President-elect.* A Candidate for President-elect may contact members within the Technical Region to discuss their candidacy. However, to permit review and deliberation, contact with members of the Technical Region Nominating Committee shall cease at least ten (10) days prior to its meeting.

7.11.1.2.4.1 *Petition for Technical Region Nomination for President-elect.* A Candidate who wishes to petition for nomination by the Technical Region Nominating Committee for President-elect shall first pursue nomination by their Primary Institute.

If unsuccessful in securing the nomination of their Primary Institute, the Candidate shall inform the chair of the Technical Region Nominating Committee of their intent to pursue nomination by petition not later than December 1.

Petitions shall be submitted to the chair of the Technical Region Nominating Committee not later than January 1.

7.11.2 *Pursuit of Society Nomination for President-elect.* Only Candidates who have been considered for nomination by a Geographic or Technical Region Nominating Committee may pursue Society Nomination for President-elect.

There is no potential for petition nomination once a Nominee has been considered by the Board of Direction Nominating Committee.

A Region Nominee for President-elect may contact members within the Society to discuss their candidacy.

7.11.2.1 *Pursuit of Nomination for President-elect by Region Nominees.* Region Nominees shall determine whether to pursue nomination through the Board of Direction Nominating Committee or by petition directly to the election ballot. A Region Nominee for President-elect shall not select both options for inclusion on the ballot and shall notify the Secretary not later than March 15 of their selection for pursuing nomination.

7.11.2.1.1 *Petition by Region Nominees for Inclusion on the Election Ballot.* A Region Nominee who determines to seek inclusion on the election ballot by petition and forgoes consideration by the Board of Direction Nominating Committee shall submit the required number of signatures to the Society Secretary not later than May 1.

7.11.2.2 *Pursuit of Nomination for President-elect by Region Candidates.* A Region Candidate who wishes to petition for nomination by the Board Nominating Committee for President-elect shall first pursue nomination by their Geographic or Technical Region Nominating Committee.

If unsuccessful in securing the nomination of their Geographic or Technical Region Nominating Committee, the Candidate shall inform the Society Secretary of their intent to pursue nomination by petition not later than March 15.

Petitions shall be submitted to the Society Secretary not later than April 1.

7.11.2.3 *Disclosure of Nominee Intent to Pursue Inclusion on Election Ballot.* The Society Secretary shall not disclose to Nominees for President-elect the manner in which other Nominees intend to pursue inclusion on the election ballot.

7.11.2.4 *No Contact with Board Nominating Committee.* To permit review and deliberation, contact with members of the Board of Direction Nominating Committee shall not be permitted within ten (10) days of its meeting.

7.11.3 *Election Materials for President-elect Nominees.* Once selected by the Board of Direction Nominating Committee or officially declared by petition, the Nominee shall provide to the Society Secretary, in the format stipulated, that information necessary to facilitate a fair and impartial promotion of the Society's elections and those participating in such.

All information shall be provided electronically. Information that shall be provided includes, but is not limited to:

7.11.3.1 *Biographical Statements for President-elect Nominees.* All Nominees for President-elect shall develop a Biographical Statement which shall not exceed four hundred (400) words. The Biographical Statement contains only a factual recounting of education, work experience and volunteer activities, and conforms to the format specified by the Society Secretary. Content of all Biographical Statements shall be reviewed by the Society Secretary and may be revised. Biographical Statements shall be received by the Society Secretary not later than May 1.

7.11.3.2 *Nominee Vision Statement for President-elect Nominees.* All Nominees for President-elect shall develop a Nominee Vision Statement which shall not exceed four hundred (400) words. The Nominee Vision Statement shall detail the Nominee's vision for the Society and plans for activities during the Nominee's term in office. No discussion of any other Nominee is permitted in the Nominee Vision Statement. Content of all Nominee Vision Statements shall be reviewed by the Society Secretary and may be revised. Nominee Vision Statements shall be received by the Society Secretary not later than May 1.

7.11.3.2.1 *Contested Election Interview.* When there are two (2) or more Nominees, whether Official Nominees or Petition Nominees, all Nominees for President-elect shall participate in an interview conducted by the Editor-in-Chief of *ASCE News*. The interview shall focus on topics of importance to the Society during the current election cycle as determined by the Editor-in-Chief of *ASCE News*.

7.11.3.3 *Endorsement List for President-elect Nominees.* All Nominees for President-elect may submit a list of Organizational Entities and Region Boards who have provided an Official Endorsement for their candidacy. A copy of the Official Endorsement Action shall be forwarded to the Society Secretary with the Endorsement List. The Endorsement List shall be received by the Society Secretary not later than May 1. No additions shall be made to the Endorsement List once it has been submitted.

7.11.3.4 *Photograph for President-elect Nominees.* All Nominees for President-elect shall submit a professional head shot, in color and of a resolution suitable for publication. The photograph shall be submitted to the Society Secretary not later than May 1.

7.11.4 *Society Support for Election for President-elect.* The Society shall minimally undertake the following activities relative to supporting and publicizing the Nominees for President-elect.

7.11.4.1 *Publication of Election Materials.* The Society shall publish in an Official Society Publication, post on its web site and make available for publication by Organizational Entities and Regions, the Biographical Statement, Photograph, Nominee Vision Statement and interview, of all Official and Petition Nominees for the office of President-elect.

7.12 *Activities of Organizational Entities or Regions Relative to Society-level Elections.*

7.12.1 *Invitation of Candidates/Nominees for Elected Office.* An Organizational Entity or Region may extend a formal written invitation to Candidates/Nominees for an elected office provided the same invitation is extended to all Candidates/Nominees for the same office. Invitations shall be extended not later than thirty (30) days prior to the event and every effort shall be made to accommodate the schedules of all Candidates/Nominees.

7.12.2 *Reimbursement of Travel Expenses.* The Organizational Entity or Region shall reimburse travel expenses, per the Society's reimbursement policy, for all Candidates/Nominees for an elected office who accept an invitation from the Organizational Entity or Region to attend its event.

7.12.3 *Provision of Membership Information.* The Organizational Entity or Region shall not provide membership lists of address records or e-mail addresses to individuals for direct mailings or broadcast e-mail messages relative to a Society election.

7.12.4 *Promotional Materials.* The Organizational Entity or Region shall not produce campaign literature or promotional materials including but not limited to campaign brochures, signs, web sites, press kits, giveaways, buttons or pins for any Candidate/Nominee for an elected Society office.

7.12.5 *Publication of Information.* The Organizational Entity or Region may publish information on Candidates/Nominees that is obtained from the Society Secretary provided the Organizational Entity or Region publishes the same information for all Candidates/Nominees for the same office. The Organizational Entity or Region may publish its Endorsement Action on their web site and newsletters.

7.12.6 *Promote Participation.* The Organizational Entity or Region may promote the Society-level election, including the election web site, deadline and other election details, in its publications and web site.

7.13 *Nomination Requirements for At-Large Director.*

7.13.1 *Review of Criteria for At-Large Director Candidates.* The Standing Board of Direction Committees shall receive Board of Direction approved criteria for the review of At-Large Director candidates not later than October 1 of the year prior to that in which the vacancy will be filled. Using these criteria, the Standing Board of Direction Committees shall determine nominations for submission to the Secretary not later than November 1.

7.13.2 *Dissemination of At-Large Director Candidate Pool.* Not later than January 1, the Secretary shall distribute to each Region Board of Governors the pool of candidates for At-Large Director and the Board of Direction approved criteria.

7.13.3 *Receipt of Region Input on At-Large Director Candidate Pool.* The Region Boards of Governors shall return their input on the At-Large Director Candidate Pool to the Secretary not later than March 1.

7.14 *Election Ballot.* The election ballot shall include the name(s) of the nominees for Society-level and regional office. In Society elections, proxy voting is allowed to the extent that members may authorize the Secretary to cast their electronic proxy ballot for designated nominees.

7.14.1 *Representation of Nominees on Ballot.* When there is more than one (1) Official or Petition Nominee for an office, the name of the Official or Petition Nominee which comes first in alphabetical order shall appear first on the election ballot and this method of determining position shall be noted on the ballot. Additionally, Petition Nominee(s) for all offices shall be distinguished from the Official Nominee(s) by some convenient notation.

7.14.2 *Instructions for Balloting.* Ballot processes shall ensure anonymity. Voter signature and member number must be returned with the ballot. Directions for voting shall be issued with the ballots.

7.14.3 *Distribution of ballot.* For all voting members of the Society in good standing on May 15, the current year's election ballot and instructions for voting shall be sent to the Address of Record not later than June 15.

7.14.4 *Tallying of the Ballots.*

7.14.4.1 *Deadline for Receipt of Ballots.* The polls for the election ballot shall be closed at the close of business on August 14 and the ballots shall be counted on August 15, except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so that the close of balloting and the counting of ballots shall fall on business days, and provided further that election ballots shall be counted not later than August 17.

7.14.4.2 *Count by Tellers' Committee.* The ballots shall be counted under the supervision of no fewer than three (3) tellers who shall be appointed by the President. These tellers comprise the Tellers' Committee. No count or listing of votes cast in any Society election shall be permitted until after the polls have been closed and then only by the Tellers' Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board of Direction from the persons so tied.

7.14.4.2.1 *Counting of Votes in Offices Where There are Multiple Vacancies.* When multiple vacancies for Governor exist within a specific Region, the individuals with the largest number of valid votes for that office shall be declared elected.

7.14.4.3 *Rejection of Ballots.* Ballots incorrectly prepared shall be rejected. Ballots that violate any of the other published instructions for balloting may be rejected. The ruling of the Tellers' Committee relative to the rejection of ballots is subject only to appeal by the Board of Direction.

7.14.4.4 *Rejection of Vote.* Write-in votes are not accepted. If a write-in vote is contained on a ballot, it does not invalidate the ballot; however, the vote for that office will not be tabulated.

7.14.4.5 *Notification of Nominees.* Immediately following the counting of the final ballots, the Secretary shall notify the individuals who have been elected and shall secure from each person so elected acceptance of election.

7.14.4.6 *Disqualification Due to Relocation.* If a Society member who has been nominated or elected to office shall thereafter change residence to a Geographic Region other than the Geographic Region from which the Society member was nominated or elected, the following change in status as a nominee or as an elected director or governor shall be mandatory because of such change of residence: if the relocating Society member has been nominated and not yet elected, the relocating Society member shall be ineligible for the office for which the relocating Society member has been nominated and if the relocating Society member has been elected, the office shall be made vacant because of such change in residence.

7.15 *Announcement of Election Results.* The Secretary shall announce immediately to the secretaries of all Sections and Region Boards of Governors the names of the directors and governors elected. A general announcement also shall be published in an Official Society Publication.

Article 8. Meetings

8.0 *Conflict with Business Meetings.* No Society-related business or activities shall be scheduled to be conducted coincident with the time of the Annual Membership Meeting of the Society, with any General Business Meeting, or any Special Business Meeting.

8.1 *Content of Business Meetings.* Unless otherwise provided by the Board of Direction, the items of business at Business Meetings shall include:

—At the Annual Membership Meeting, a report of the Executive Director for the year ending September 30 which shall include a financial report, announcements by the Secretary, a report on canvass of ballot for Officers, Society Directors and Region Governors, installation of new Officers and Society Directors, and other items as deemed necessary by the Board of Direction.

—At General Business Meetings, minutes, announcements and reports by the Secretary, and new business.

8.2 *Committee Meetings.* The frequency of committee meetings depends on the workload and tasks to be accomplished and on committee budgets. Emphasis should be placed on phone, fax, e-mail, mail communications, teleconferences or other alternatives wherever appropriate.

8.2.1 *Calling a Committee Meeting.* Committee meetings may be called by the chair or at the request of a majority of the committee.

8.2.2 *Notice of a Committee Meeting.* Ample advance notice of committee meetings shall be given to all committee members. The Executive Director shall be given advance notification of all committee meetings.

8.2.3 *Funding of a Committee Meeting.* The Executive Director must give advance authorization for any committee expenditures in excess of those funds budgeted for a committee.

8.3 *Reimbursement for Society Meetings.* These procedures apply to reimbursement for all approved Society travel. If travel cost is to be reimbursed by the Society, the following authorization procedure is required.

8.3.1 *Request for Reimbursement Authorization.* A request for authorization shall be submitted to the headquarters of the Society at least thirty (30) days prior to the proposed date for the meeting. The request shall contain a statement demonstrating the need for the meeting, and the following information: the agenda, stating purposes of the meeting; the date, time and location of the meeting; and the persons expected to attend, identifying those requesting full or partial reimbursement of travel cost.

8.3.2 *Minimum Cost Location.* The location of the meeting shall be selected to assure minimum expense to the Society, including transportation and other expenses, and, to the extent compatible therewith, minimum travel time for participants. In general, a minimum cost location will be a location central to those attending the meeting. However, a meeting may be authorized to be held at a non-central location if the request provides that the total cost for a meeting in the location selected will not exceed the cost for a meeting of the same meeting at a minimum cost location. Meetings should be scheduled to take advantage of lower cost airfare alternatives that may be available on weekends or selected weekdays.

8.3.2.1 *Exception to Minimum Cost Location.* Minimum cost location will not apply when the meeting is held at a Society-level conference, including the Annual Conference, a Society Specialty Conference, a Board of Direction Committee Week, or other major meeting of the Society; or at policy committees meetings in Washington, DC.; or at Society headquarters.

8.3.3 *Availability of Funds.* Reimbursement authorization for attendance at meetings shall be subject to the availability of budgeted funds. The Chair is responsible for informing eligible members of the funds available prior to any authorized travel.

8.3.4 *Requirement to Submit Report Prior to Reimbursement.* Reimbursement of expenses may be withheld until the Secretary receives the required report or minutes.

8.3.5 *Reimbursement for Attendance at Board of Direction Meetings.* Reimbursement may be authorized by the Secretary for attendance at Board of Direction or Executive Committee meetings by the chairs of standing Board of Direction committees, those special committees presenting a report, and nominees included on an official Society ballot between the time the ballot is distributed and the time the nominee is duly elected. Nominees for President-elect may receive reimbursement for attendance at Board of Direction or Executive Committee meetings following May 1 of the year of election.

8.3.5.1 *Reimbursement for Attendance at Board of Direction Nominating Committee Meetings.* Nominees for President-elect shall be available for interview by the Board of Direction Nominating Committee and reimbursement is authorized for attendance.

8.4 *Travel and Reimbursement Policy.* For authorized travel, costs incurred may be reimbursed, subject to specified conditions. All requests for reimbursement shall be made on standard forms provided by the Society. Requests for reimbursement must be submitted to Society staff not later than sixty (60) days after the associated meeting or activity, and must be accompanied by original ticket stubs or receipts. When original receipts are not available, copies of original receipts or a suitable explanation for their absence must be provided to support the request for reimbursement. Reimbursement requests received later than sixty (60) days after the associated meeting or activity may be reimbursed at the discretion of the Executive Director. Reimbursement requests received later than one hundred twenty (120) days after the associated meeting or activity will not be reimbursed unless an exception is authorized by the Executive Committee.

8.4.1 *Transportation.* The cost of transportation may be reimbursed in the actual amount expended for air, ship, or train travel, but not in excess of the applicable portion of a fourteen (14) day advance purchase, round-trip, coach airfare ticket for the most direct route. With pre-approval, exceptions may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of the traveler. Exceptions may also be made when special circumstances result in higher transportation costs.

Reimbursement for costs incurred in use of private vehicles, or other alternate transportation mode, shall not exceed the applicable portion of a fourteen (14) day advance purchase, round trip, coach airfare ticket for the most direct route. With pre-approval, allowances may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations others than the primary residence of the traveler. Exceptions may also be made when special circumstances result in higher transportation costs. Mileage reimbursement for use of private vehicles shall not exceed the IRS allowable rate.

8.4.2 *Other Expenses.* Except for major transportation costs, expenses incurred during attendance at authorized meetings, including lodging and local transportation to and from airports and depots, may be reimbursed on the basis of actual expense, not to exceed one hundred dollars (\$100) per authorized room night if overnight lodging is utilized, or twenty-five dollars (\$25.00) per authorized meeting day if overnight lodging is not utilized, plus an amount not to exceed twenty dollars (\$20.00) per trip for miscellaneous travel expenses. In addition to the room night(s) authorized for a meeting, one (1) additional room night of expense, not to exceed one hundred dollars (\$100), may be requested if the resulting savings in airfare is equal to or greater than one hundred dollars (\$100). Expenses are not payable for time in transit to or from the meeting, or for time between meetings.

8.4.3 *Reimbursement Conditions and Exceptions.*

8.4.3.1 *Reimbursement for Presidential Officers, Presidential Spouses, Executive Committee Members, Treasurer and Society Staff.* For Presidential Officers, Presidential Spouses, members of the Executive Committee, the Treasurer and Society Staff, Other Expenses are reimbursed on the basis of reasonable, actual expense within established budgetary limits.

8.4.3.2 *Reimbursement from Another Source.* When all or part of a travel expense is covered from another source, the request to the Society shall signify either that no reimbursement is requested, or that only part, as stipulated, is requested.

8.4.3.3 *Unclaimed Funds.* If any member authorized for travel reimbursement to a meeting does not claim all or part of the funds available for that member, those unclaimed funds cannot be redistributed to another committee member authorized to attend the meeting.

8.4.3.4 *Liaison/Representative Reimbursement.* While Society funds are not normally available to cover expenses incurred in these appointments, Society representatives to liaison committees and other external organizations that are eligible for reimbursement will be reimbursed for authorized meeting expenses only after submittal of a written report concerning each meeting within thirty (30) days of such meeting. Generally, expenses are not paid for official Society travel by special delegates or representatives to external organizations. The Executive Committee shall approve in advance any funds to be used in exception to this policy.

8.4.3.5 *International Travel.* Members of the Society residing outside the U.S. may be reimbursed for authorized travel to the U.S. from a point outside the U.S. not to exceed the average cost of travel of the U.S. resident members of the committee.

The President and Executive Director, or their designees, and their spouses are authorized to travel outside North America via business class or its equivalent.

8.4.3.6 *Local Travel.* Travel costs, including transportation and other expenses, may not be reimbursed for trips totaling less than one hundred (100) miles round trip.

8.4.3.7 *No Authorization Required.* Travel is approved for members of the Board of Direction for expenses connected with attendance at meetings of the Board of Direction, Multi-Region Leadership Conferences, and applicable Nominating Committees, and for members of its Executive Committee for expenses connected with attendance at meetings of the Executive Committee.

8.4.3.8 *Board Committee Week and Annual Conference Attendance for Board of Direction Members.* Expenses incurred by a member of the Board of Direction may be reimbursed for attendance at Board of Direction Committee Week and at the Annual Conference of the Society, including meetings of the Board of Direction and meetings of any committees of which the director is a member, from the day of the first committee meeting attended through the last meeting attended, including all intervening days. Transportation costs only are reimbursable when the Board of Direction director has no specific meeting assignments.

8.4.3.9 *Travel Within Domestic Geographic Regions.* Travel expenses incurred by Domestic Geographic Region Directors under their own initiative, on Society business and in their official capacity, are authorized provided such travel occurs in their own Regions unless otherwise approved by the Executive Committee.

8.4.3.10 *Travel by Technical Region Director.* Travel expenses incurred by Technical Region Directors under their own initiative, on Society business and in their official capacity, are authorized provided such travel occurs domestically in their own Region unless otherwise approved by the Executive Director. Attendance at international meetings must be authorized by the Executive Committee in advance.

8.4.3.11 *Travel by International Geographic Region Director.* Travel on the International Director's own initiative within the International Geographic Region is reimbursable in an amount to be determined by the Executive Committee. Such reimbursement for the International Geographic Region Director's travel shall not exceed more than one hundred fifty percent (150%) of the average travel reimbursement of all Geographic Region Directors in the most recently completed fiscal year. Reimbursement of travel costs for trips beyond these limits is subject to prior approval by the Executive Committee.

Travel cost reimbursement for expenses connected with attendance at meetings of the Board of Direction and at meetings of any Board of Direction committees of which the International Geographic Region Director is a member shall be authorized regardless of the place of residence of the International Geographic Region Director.

8.4.3.12 *Reimbursement for Travel to the Workshop for Section and Branch Leaders.* Reimbursement for delegate travel to the Workshop for Section and Branch Leaders may be capped at a specific dollar amount. The Committee on Geographic Units will make an annual determination on the amount of reimbursement. The amount of available reimbursement will be communicated to attendees in advance of the Workshop.

Article 9. Committees, Institutes, Academies, Geographic Units, Foundations, Affiliated and Other Organizational Entities

9.0 Committee Membership.

9.0.1 *Ex officio members.* The President and President-elect shall be ex officio members of all Board of Direction committees and all Executive Committee constituent committees with the exception of the Audit Committee and the Society Awards Committee. Other ex officio members are identified in committee descriptions herein. Ex officio members shall receive all rights of membership but are not obligated to be present at committee meetings and shall therefore not be counted in the quorum of the meeting unless they are present.

9.0.2 *Number of members.* The number of members on committees is primarily a function of committee responsibilities. Most committees will consist of three (3) to seven (7) members, excluding ex officio members.

9.0.2.1 *Corresponding Members.* Corresponding members may be added to a committee by the President or President-elect during the appointment process, or by the committee itself, from individuals who have expressed an interest in the committee's work. A Corresponding Member is not granted the right to participate in committee votes, receive reimbursement for expenses, but may attend the committee's meeting and shall receive all correspondence of the committee such as meeting agendas and minutes. Often committee vacancies are filled by Corresponding Members.

9.0.3 *Length of Service.* All committee members, chairs and other Officers, Society Directors and Region Governors serve an annual term that begins and ends at the conclusion of the Society's Annual Meeting and for time periods specifically stated in their appointment documents. With the exception of ex officio members, committee members will normally serve terms of three (3) or four (4) years. Continuous appointments for an individual beyond six (6) years on a given committee should normally not be considered. To the extent practicable, new appointments should be planned so about the same number of members begin each year to maximize experience and foster continuity on the committee. If at the time a committee member's term expires a replacement has not been approved by the Board of Direction, the outgoing committee member shall continue to serve until a replacement is appointed.

9.0.4 *Committee Officers.* Unless otherwise identified in their Organization, each Board of Direction committee shall have a chair appointed by the President or President-elect. The chair of a committee shall preside at all committee meetings, shall charge constituent committees unless otherwise directed, and shall be an ex officio of all constituent committees of the committee, unless named a member. The chair may, with the approval of the committee, designate a vice chair from the membership of the committee. The vice chair shall be authorized to chair the committee in the absence of the chair. The secretary of a committee may be appointed from the committee or be a staff member.

9.1 *Committee Administration.* The purpose of all Board of Direction committees is to assist the Board of Direction in the responsibility of planning and managing Society programs and business.

Appointment to Committees. The Board of Direction shall appoint members to Board of Direction committees. The President or President-elect has the task of recommending members and chairs to serve on Board of Direction committees and Executive Committee constituent committees, recommending members to fill vacancies on Board of Direction committees and Executive Committee constituent committees, and making recommendations for other special representative or liaison appointments. During the appointment process, the President or President-elect shall solicit the input of the current chair of each Board of Direction committee and Executive Committee constituent committees regarding appointments to that committee.

In appointing members to committees, consideration should be given to the appointment of Region Governors, the appointee's experience and professional competence in the area of the committee's charge and interest in, and willingness to contribute to, the committee's work; as well as the committee's composition in terms of representation from different geographic locations, practice areas experience bases, and diverse groups. Consideration shall be given to the inclusion of international members on all committees. Region Directors serving on the Executive Committee should not be appointed to additional committees unless it is specifically stated in the committee organization.

9.1.1 *Review of Committee Effectiveness.* It shall be the responsibility of the Board of Direction and all standing Board of Direction committees to review periodically their activities and the activities of their constituent committees to determine progress in the accomplishment of the committee's charge; to review their written policies and procedures for currency; to identify effective committee and constituent committee members, and to recommend replacement of committee and constituent committee members who are ineffective or are reaching the end of their term.

9.1.2 *Committee Budget and Expenditures.* Committees become involved at least twice in the budget development process: (a) providing early input to the Finance Committee at the start of the budget cycle, and (b) anticipating the final approved budget to prepare a funding plan for the Committee's activities during the coming year. Requests for additions to the Society's budget after its approval by the Board of Direction must be made to the Executive Committee.

Excluding staff, no committee members shall receive monetary compensation for service on a committee. Miscellaneous expenses for items other than stationery, postage, and long distance telephone calls shall not be honored by the Society unless such expenditures were given prior approval by the committee chair. Also, extraordinary expenses, such as equipment purchase, fees, and travel expenses of special employees or consultants, included in a committee budget, shall be approved in advance by the committee chair.

9.1.2.1 *Supplementary Assistance.* On occasion, committee members engage supplementary assistance independently for work by non-members of their committee. Funds of the Society shall not be expended to reimburse personnel for service rendered under the direction of members of committees of the Society, unless such service has been requested in advance, approved in advance by the appropriate standing Board of Direction committee, and funds provided in advance, for such specific payment, by action of the Executive Committee.

9.1.3 *Property and Records.* The chair shall be responsible for the return of a committee's tangible property and records and all records relating to any intangible property and work product of the committee, to the Society when discharged, or when requested by the Board of Direction. Such materials, and any tangible and intangible property including work product prepared by or on behalf of the committee, are solely the property of the Society.

9.2 *Standing Board Committees.* In addition to the Executive Committee, the following are standing Board of Direction committees:

9.2.1 *Audit Committee.*

Organization. The Audit Committee (AC) shall consist of seven (7) Society members including three (3) members of who are current Society Directors. Audit Committee members shall normally serve three (3) year staggered terms with the exception of Society Directors who serve one (1) year terms. Members of the Audit Committee shall be financially literate. Preference shall be given to Regional Governors with strong financial qualifications for two (2) of the remaining positions. Executive Committee members and Finance Committee members may not serve on the Audit Committee. The Chair of the Audit Committee shall be a member in the final year of their term on the Audit Committee and shall be selected by the Audit Committee. A signed Conflict of Interest statement shall be required from all members of this Committee.

Responsibilities. The Audit Committee shall develop, implement, and maintain sound audit procedures for the Society in accordance with Generally Accepted Accounting Practices, and with legal requirements to which the Society is bound. The Audit Committee shall recommend to the Board of Direction selection of the independent firm to serve as auditor, meet with the auditor prior to commencement of the audit and periodically during the audit to oversee the scope and progress of the audit,

review the audited financial statements, review the auditor's management letter, establish procedures for the confidential receipts and treatment of complaints regarding accounting and auditing matters, and make recommendations on these matters to the Board of Direction. The Audit Committee shall examine and consider other matters relative to the financial control and auditing of the Society as directed by the Board of Direction or Executive Committee.

9.2.2 *Codes and Standards Committee.*

Organization. The Codes and Standards Committee (CSC) shall consist of a maximum of twelve (12) Society members, with representation from each of the Institutes' and Technical Activities Committee's Standards Councils, preferably with proportional representation based upon the number of Standards Committees existing and active within the Standards Councils. Two (2) members shall be Geographic Region Governors at the time of their appointment. Members shall preferably have prior experience as a chair or an ASCE standards committee or another ANSI-accredited standards developing organization Members shall normally serve three (3) year staggered terms and may serve a second term after the first term has expired.

Responsibilities. The Codes and Standards Committee shall ensure the Society maintains a leadership role in civil engineering-related codes and standards, oversees and manages ASCE's codes and standards development activities, maintains the American National Standards Institute accreditation, and enforces the Rules for Standards Committees. The Committee shall also provide guidance on building coalitions where, relative to codes and standards, in is appropriate to further the Society's goals, assist in developing policies, and promoting the development of ASCE

9.2.3 *Committee on Annual and Specialty Conferences.*

Organization. The Committee on Annual and Specialty Conferences (CASC) shall consist of at least seven (7) members including two (2) Region Governors and at least one (1) Younger Member. Members shall normally serve one (1) year terms but may be reappointed. Prior service in positions of conference leadership is highly desirable.

Responsibilities. The Committee on Annual and Specialty Conferences' primary focus is to provide policy oversight for all conferences and to build strategic alliances with each of the Institutes, with the other subdivisions of the Society, and with related organizations.

The Committee on Annual and Specialty Conferences monitors and evaluates the performance of all Annual and Specialty Conferences for conformance to Society objectives and financial policy.

The Committee on Annual and Specialty Conferences makes recommendations to the Executive Committee regarding possible changes in the format of Annual and Specialty Conferences so as to better serve Society members.

9.2.4 *Committee on Critical Infrastructure (CCI).*

Organization. The Committee on Critical Infrastructure (CCI) shall consist of a maximum of twelve (12) Society members, including four (4) representatives from the Technical Region and two (2) members who are Geographic Region Governors at the time of appointment. Members shall normally serve three (3) year staggered terms with the Chair normally serving two (2) years as Chair and one (1) year as immediate past chair. Members shall be selected on the basis of an interest in, as well as a knowledge and understanding of issues related to critical infrastructure protection. Representation should include members from those Organizational Entities whose constituencies are primary stakeholders in critical infrastructure. Consideration shall also be given to representatives from governmental entities, and professional, technical, and educational activities. Members shall also be representative of the private, public, and academia sectors.

Responsibilities. The Committee on Critical Infrastructure will provide vision, guidance, and direction on all activities related to homeland security and multi-hazard protection of critical infrastructure, including planning, preparedness, and response. In addition to ensuring that the Society maintains its proactive leadership role in these key national issues, CCI will also provide guidance to build coalitions that undertake activities in critical infrastructure, and will assist in identifying sources of and securing necessary resources related to critical infrastructure.

9.2.5 *Committee on Diversity and Women in Civil Engineering.*

Organization. The Committee on Diversity and Women in Civil Engineering (CDWCE) shall consist of no more than thirteen (13) Society members with as near as possible an equal gender mix and who mirror today's diverse society. Members shall be selected on the basis of an interest in, as well as a knowledge and understanding of the issues related to diversity and women in the engineering profession. Members shall include three (3) members who are Region Governors at the time of appointment. One (1) member shall be a Younger Member. At least six (6) Geographic Regions shall be represented. Members shall normally serve three (3) year staggered terms. Other factors to be considered are the issues of diversity identified in the ASCE Policy Statement 417, *Achieving Diversity and Equity*. Members shall also be representatives of the private, public and academia sectors.

Responsibilities. The Committee on Diversity and Women in Civil Engineering shall be responsible for providing the Society with leadership in all matters of diversity within the civil engineering community; shall promulgate and implement programs designed to encourage equitable opportunity for full participation of all people within the civil engineering profession and shall take the initiative to work/partner with other Board of Direction committees and with other affiliated organizations to maximize effectiveness and minimize duplication of efforts related to the scope of the Committee's work which encompasses the issues of diversity.

9.2.6 *Committee on Geographic Units.*

Organization. The Committee on Geographic Units (CGU) shall consist of six (6) Society members, including four (4) members from different Geographic Regions, one (1) member from the Technical Region, and a past member of the Board of Direction who shall serve as Chair. Members shall normally serve three (3) year terms.

Responsibilities. The Committee on Geographic Units shall coordinate the activities of the geographic units; foster communications between the Society and the geographic units; recommend to the Board of Direction changes to Geographic

Units that impact multiple Regions and changes to Region Boundaries and composition; plan and execute the Multi-Region Leadership Conferences; recommend to the Executive Committee the dates, locations and Regions to be included in each of the Multi-Region Leadership Conferences; plan and execute the Council of Presidents' meeting and Leadership Breakfast; act as a forum for exchange of best practices among the Regions; develop and maintain interactions between Institutes and geographic units; develop and maintain appropriate operational handbooks; and administer the Region, Section and Branch awards programs.

9.2.7 *Committee on Government Affairs.*

Organization. The Committee on Government Affairs (CGA) shall consist of eight (8) Society members who are interested and knowledgeable about government affairs and who represent broad technical and geographic interests of the Society, including at least four (4) serving or past Region Governors or past Society Directors, a member of CPP, of EdAC, and a member of an Institute Board of Governors. Members shall normally serve three (3) year staggered terms.

Responsibilities. The Committee on Government Affairs shall coordinate government affairs activities of national and state significance to members of the civil engineering profession and work with other allied organizations on public policy matters of mutual interest. The Committee on Government Affairs shall develop an annual Society legislative agenda, and strategies and priorities for accomplishing Board of Direction-approved policies, and shall propose action on nationally significant issues related to civil engineering when required by pending legislative and executive branch action.

The Committee on Government Affairs shall nominate appointments of civil engineers to fill federal positions. These nominations shall be submitted over the President's signature.

The Committee on Government Affairs shall oversee and coordinate the activities of Society joint committee and intersociety liaisons that deal primarily with government affairs issues.

The Committee on Government Affairs shall draft policies for the Board of Direction on crosscutting issues and on issues not already included in the charge of a policy committee. The Committee on Government Affairs shall develop government relations expertise within the Board of Direction and the Society's top leadership.

9.2.8 *Committee on Professional Practice.*

Organization. The Committee on Professional Practice (CPP) shall consist of thirteen (13) Society members, including six (6) members who are Geographic Region Governors at the time of appointment and an additional two (2) members who will represent the Technical Region. Members shall normally serve staggered three (3) years terms with the Chair normally serving two (2) years as chair and one (1) year as past chair. Members shall be chosen to ensure representation of various constituencies such as government engineers, international Society members, senior engineers, representatives of small business, younger Society members, minority engineers, women engineers, etc.

Responsibilities. The Committee on Professional Practice shall provide vision, leadership and direction to the Society and its members, regarding professional and ethical issues affecting practicing civil engineers. The Committee on Professional Practice shall encourage, guide and promote the professional development of civil engineers including skill development to improve the practice of civil engineering; licensure of all eligible Society members, and appropriate professional and business behavior. It will enhance the image of civil engineers through providing leadership on issues of importance to the profession and recognizing and rewarding excellence. The Committee shall also periodically review the Society's Code of Ethics and recommend to the Board of Direction any changes deemed necessary. The Committee, in conjunction with the ASCE Board, will establish goals for itself and its constituent committees, provide leadership to its constituent committees, and monitor their performance in achieving the Committee's purpose.

9.2.9 *Committee on Younger Members.*

Organization. The Committee on Younger Members (CYM) shall consist of five (5) members, all of whom are Younger Members at the time of appointment. Each member shall normally serve a four (4) year term with no more than two (2) new members being appointed in any given year. One (1) member shall be selected by the Committee to serve as Chair. The Chair shall have served at least one (1) year on the Committee on Younger Members and shall serve as Past Chair for one (1) year. A minimum of four (4) Geographic Regions shall be represented on the Committee.

Responsibilities. The Committee on Younger Members shall provide for the full professional development of Younger Members and increase their participation in all levels of the Society by identifying issues of interest; facilitating the development of positions/responses to such issues; developing, implementing and reviewing programs which focus on the resolution of these issues; and fostering interaction with Sections, Branches and Younger Member Councils by correspondence and the effective use of Corresponding Members.

The Committee on Younger Members shall provide input to the Executive Committee which has the authority to create and disband Councils of multiple Younger Member groups.

The Committee on Younger Members shall, on a continuing basis, seek to develop professional program sessions on subjects related to the charge of the Committee for presentation at Society meetings and articles related to the same charge for consideration for inclusion in Society publications.

9.2.10 *Committee on the Academic Prerequisites for Professional Practice.*

Organization. The Committee on the Academic Prerequisites for Professional Practice (CAP³) shall consist of a minimum of nine (9) members, including two (2) members who are Region Governors at the time of appointment. Members shall serve one (1) year terms and may be reappointed. The Chair shall serve a two (2) year term and may be reappointed. Members shall represent a cross-section of the Society's educational and professional interests particularly in the areas of curriculum development, accreditation, licensing, and specialty certification.

Responsibilities. The Committee on the Academic Prerequisites for Professional Practice shall develop, organize, and execute a detailed plan for the full realization of ASCE Policy Statement 465, Academic Prerequisites for Licensure and Professional

Practice. The Committee's activities shall be organized to occur in a concurrent, integrated, and coordinated manner across the broad areas of civil engineering body of knowledge, curriculum development, accreditation, and licensing.

9.2.11 *Communications Committee.*

Organization. The Communications Committee (CCOM) shall consist of at least eight (8) members including two (2) members who are Region Governors at the time of appointment. Communications Committee members shall have demonstrated an awareness and acuity in public relations and communications matters, including both the intra-Society and external aspects. Members shall normally serve three (3) year staggered terms.

Responsibilities. The Communications Committee shall develop programs and provide guidance to improve information exchange among the various units of the Society and the Society membership, as well as to increase understanding and appreciation of civil engineering among Society members and the general public, both domestically and internationally; be alert to situations where the Society might take positions on public issues; and continuously assess the effectiveness of, and advise and provide feedback to, the Society units.

The Communications Committee shall also review budgets for all communications programs, including suggestions as to funding sources.

The Communications Committee shall constitute a standing constituent committee to administer the Outstanding Civil Engineering Achievement (OCEA) awards program, a standing constituent committee for pre-college outreach, and other standing and special committees as it deems necessary.

9.2.12 *Educational Activities Committee.*

Organization. The Educational Activities Committee (EdAC) shall consist of ten (10) Society members, including a chair, the immediate past chair, a Society delegate to the Accreditation Board for Engineering and Technology (ABET), a representative from the Civil Engineering Division of the American Society for Engineering Education (ASEE), the chair of the Department Heads Council Executive Committee (DHCEC), and two (2) members who are Region Governors at the time of appointment. Members shall represent a diverse cross-section of the Society's educational interests, including the areas of curriculum development and accreditation of engineering and engineering technology programs. The Committee shall include at least four (4) educators and four (4) practitioners.

Responsibilities. The Educational Activities Committee's area of responsibilities shall include all matters internal and external to the Society that affect civil engineering education, from primary grades through the formal education process.

The Committee shall oversee and institute policies, programs, and procedures to enhance civil engineering education, including accreditation of engineering and technology programs; guidance for primary, secondary and college students; student and faculty focused programs; and interaction between educators and practitioners.

The Committee shall maintain a liaison role with all other Society Divisions and Institutes in order to ensure coordinated educational activities.

The Committee shall recommend to the Executive Committee the establishment of Student Organizations.

Membership on all constituent committees shall include both educators and practitioners.

9.2.13 *Finance Committee.*

Organization. The Finance Committee (FC) consists of seven (7) members, including four (4) Society Directors with two (2) in their first year of Board of Direction service, two (2) in their second year of Board of Direction service one (1) Region Governor, and the Treasurer and Assistant Treasurer. Members should have substantial financial and/or investment management experience. All members shall be familiar with the programs and activities of the Society and act in concert with the Society's financial philosophy.

Responsibilities. The Finance Committee is accountable for the financial management of the Society. The Finance Committee advises the Executive Committee on all aspects of financial planning and management in concert with Society plans and objectives, and Board of Direction policies. The financial management responsibilities of the Finance Committee include: Financial Resource Planning and Development, Budget Development and Monitoring, and Investment Management.

9.2.13.1 *Financial Resource Planning and Development.*

The Finance Committee, under the oversight of the Executive Committee, shall work with the Society's current strategic plan and the programs therein to identify and/or develop income sources to fund Society activities and programs. The Finance Committee work should address the funding of both onetime and continuing programs and/or activities and consider all financial implications thereof, such as staff and other support requirements, tax consequences, future funding, potential income, etc.

Inherent in the breadth of activities under the purview of the Finance Committee are the theme of central financial coordination and the financial viability of the Society. The Finance Committee's role is to consider, formulate, and recommend financial policy to the Board of Direction. The Finance Committee's oversight responsibilities include the review of affiliate organizations' operating budgets and performance, the strengthening of internal controls in the financial environment and implementation of the strategies necessary to enhance the revenue stream and the control of annual operating expenditures. At the same time the Finance Committee must recommend funding for Board of Direction approved programs and activities.

9.2.13.2 *Budget Development and Monitoring.*

The Finance Committee, with the assistance of the Executive Director, shall be responsible for the preparation of the annual budget of the Society, and for a concise and consistent format and content for the Treasurer's presentation of the annual budget to the Board of Direction for review and approval.

The Finance Committee shall advise the Executive Committee on all aspects of budget management and control, and, in cooperation with other components of the Society as appropriate, provide information on the relationship of the budget to the Society's Purposes, Objective, Vision, Mission and Goals.

The Finance Committee shall monitor expenditures and income against budgeted amounts, and shall report its findings to the Executive Committee and the Board of Direction in a regular and timely fashion.

9.2.13.3 *Investment Management.*

The Finance Committee shall oversee funds that are made available for investment by the Board of Direction. The Finance Committee is responsible for selecting and monitoring the results of the investment management firm and developing investment policy with consultation from the investment management firm. The Finance Committee shall obtain approval from the Board of Direction on selection of an investment management firm. The Finance Committee may constitute an investment sub-committee to assist in accomplishing its charge.

9.2.14 *Governing Documents Committee.*

Organization. The Governing Documents Committee (GDC) shall consist of four (4) previous Board of Direction members with expertise in governance and parliamentary procedure. Members shall normally serve three (3) year staggered terms.

Responsibilities. The Governing Documents Committee shall provide oversight for proposed amendments to the Society's governing documents and provide counsel to the Board of Direction on issues related to the governing documents; and, as directed, review amendments to the governing documents of Organizational Entities.

9.2.15 *History and Heritage Committee.*

Organization. The History and Heritage Committee (HHC) shall consist of at least three (3) members, selected on the basis of knowledge of and interest in the history and heritage of civil engineering. Special consideration should be given to allowing longer than normal terms for highly motivated and productive members.

Responsibilities. The History and Heritage Committee shall originate and conduct programs relating to the history and heritage of the profession, and shall promote local and Society-level programs to create public and member understanding of civil engineering. Program areas include identification of landmarks, preparation of audiovisual materials, oral histories, books, and sessions at conferences.

9.2.16 *International Activities Committee.*

Organization. The International Activities Committee (IAC) shall consist of at least five (5) members. One (1) member shall be the Region 10 Director. Members shall normally serve staggered three (3) year terms.

Responsibilities. The International Activities Committee shall consider policies and activities related to the international interests of the Society, including: exchange of information and publications; communications and cooperation with foreign educational, scientific and professional organizations; and provision of effective services to foreign members.

9.2.17 *Membership Committee.*

Organization. The Membership Committee (MC) shall consist of at least eight (8) members, including the chair of the Membership Application Review Committee, two (2) Section membership chairs or recruiters, two (2) Institute membership chairs or recruiters, one (1) Younger Member, and two (2) members who are Geographic Region Governors at the time of their appointment. Members shall normally serve three (3) year staggered terms.

Responsibilities. The Membership Committee shall plan, organize and advise staff on programs to increase Society membership by attracting new members and retaining existing members. The Committee also considers recommendations from the Membership Application Review Committee relative to grade requirements and new member grades. Additionally, the Committee advises staff on potential member benefits and affinity programs.

9.2.18 *Past Presidents Council.*

Organization. The Past Presidents Council (PPC) shall consist of all available past Presidents of the Society and be chaired by the Past President of the Society. The quorum for the Past Presidents Council is twenty-five percent (25%) of the Council's membership.

Responsibilities. The Past Presidents Council will serve in an advisory capacity to the Board of Direction and Executive Committee.

9.2.19 *Policy Review Committee.*

Organization. The Policy Review Committee (PRC) shall consist of eight (8) members including four (4) Society Directors, two (2) past Society Directors, and two (2) members who are Region Governors at the time of appointment.

Responsibilities. The Policy Review Committee shall review proposed policies for Board of Direction approval and identify issues that require a Board of Direction policy.

9.2.20 *Program Committee.*

Organization. The Program Committee (PC) shall consist of seven (7) members including four (4) Society Directors with two (2) in their first year of Board of Direction service and two (2) in their second year of Board of Direction service, two (2) past Society Directors one of whom shall chair, and one (1) member who is a Region Governor at the time of appointment.

Responsibilities. The Program Committee shall evaluate Society existing and proposed programs and activities, and recommend modifications to the Board of Direction as appropriate.

9.2.21 *Publications Committee.*

Organization. The Publications Committee (PUBS) shall consist of five (5) Society members including a representative from the Technical Region, a member who is a Geographic Region Governor at the time of appointment, and a member recommended by the Technical Activities Committee. Members shall represent a cross-section of the Society's publication interests.

Responsibilities. The Publications Committee shall develop general policies for conducting the publications program of the Society for Board of Direction approval and shall develop, for Executive Committee approval, rules and regulations for Society publications, including those for papers submitted for publication. The Publications Committee shall have oversight of all publications activities and the authority to accept or decline any paper.

9.2.22 *Society Awards Committee.*

Organization. The Society Awards Committee (SAC) shall consist of the immediate and available five (5) past Presidents and be chaired by the senior past President on the Committee.

Responsibilities. The Society Awards Committee shall be responsible for considering nominations for Distinguished Membership; encouraging, soliciting and making nominations of members for awards, prizes and honors presented by other organizations of interest to the Society and its members; reviewing and suggesting action on outside sources of awards of interest to members and recommending members for service on medals and awards committees of external organizations; coordinating the honors and awards program; recommending solicitation programs for new awards which are proposed to be made in the name of the Society; and recommending for Executive Committee approval the recipients of the OPAL Award and for Board of Direction approval the recipients of the Norman, Croes, Wellington, and ASCE State of the Art of Civil Engineering prizes.

9.2.23 *Strategic Planning Committee.*

Organization. The Strategic Planning Committee (SPC) shall consist of ten (10) members including the President-elect; three (3) Region Directors with one (1) in the first year of Board of Direction service, one (1) in the second year of Board of Direction service, and one (1) in the third year of Board of Direction service who shall chair; and one (1) past Society Director. The Committee shall be comprised to represent a broad mix of Society experiences and practice settings.

Responsibilities. The Strategic Planning Committee (SPC) shall assist the Board of Direction in directing and overseeing the ongoing strategic planning-related activities of the Society. The Strategic Planning Committee shall assist in the management of all aspects of the ongoing strategic planning process, including, but not limited to, ongoing environmental scanning; strategic issue analysis; issue "radar screen" maintenance; Board strategic agenda development; strategy development and progress reporting; alignment of all relevant Society stakeholders in the planning process; alignment of the planning and the budget process; periodic assessment of the vision, mission, and goals; and periodic assessment and continuous improvement of the planning process itself so that the Society remains effective and adaptable in serving the members and the profession.

9.2.24 *Technical Activities Committee.*

Organization. The Technical Activities Committee (TAC) shall consist of at least ten (10) members, including a past Society Director; three (3) members who are Region Governors at the time of appointment; and one (1) member representing the Technical Region. Members shall normally serve three (3) year staggered terms.

Responsibilities. The Technical Activities Committee shall coordinate and supervise all technical activities of the Society, except those specifically assigned to Institutes or Academies. These activities include the activities of the standards councils, technical divisions, technical councils, technical committees, and technical meetings and conferences and the publications resulting from such activities. The Technical Activities Committee shall review and make recommendations to the Board of Direction regarding such activities and establish procedures for creation, appointments, and operations of its constituent committees.

9.3 *Standing Executive Committee Constituent Committees.* The Executive Committee has a standing Committee on Professional Conduct and may create other standing and special committees it deems necessary to assist in the performance of its duties.

9.3.1 *Committee on Professional Conduct.*

Organization. The Committee on Professional Conduct (CPC) shall consist of at least four (4) members, all of whom shall be past Society Directors, with representation from no less than four (4) different Geographic Regions. Preference shall be given to all Professional Engineers or Professional Surveyors in the United States or the country in which they reside (if such licensure is available). Members shall normally serve staggered three (3) year terms.

Responsibilities. The Committee on Professional Conduct shall investigate charges of misconduct against members of the Society as provided in Article 3.

9.4 *Institutes.* Institutes are discipline-oriented, semi-autonomous organizations that operate with their own Bylaws under the direction of their own boards, but remain a part of the Society's corporate structure. All policies and activities of the Institutes shall be consistent with and subject to the Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics.

9.4.1 *Institute Purpose.* Institutes are focused on specific areas of specialization within the civil engineering profession and provide their members with a full range of educational, professional and technical programs, activities, products and services. Institutes lead in the development and dissemination of new and evolving technology within their specialty areas of civil engineering. A board directs each Institute in much the same manner as the Board of Direction directs the Society. The majority of Institute Board members are elected by the Institute members, but some Institute Board members shall be appointed by the Board of Direction.

9.4.2 *Institute Organization.* Each Institute has the authority to establish its own internal organizational structure, which may include committees, executive committees, task committees, divisions, and councils that it considers necessary and appropriate for the efficient and cost-effective operation of its activities.

9.4.3 *Institute Funding from Dues.* Not earlier than January 1 and not later than March 31, seven and one quarter percent (7.25%) of the annual Member grade dues for the preceding Dues Year shall be provided to each Institute on the basis of their Society dues-paying membership as of September 30 of the preceding Fiscal Year. Additionally, Base Funding for each Institute shall be provided in an amount of three hundred and thirty-three (333) times the annual Member grade dues for the preceding Dues Year.

9.4.3.1 *Classification of Institute-Only Members.* For the purposes of calculating the Institute Funding from Dues, Institute-Only Members who pay a dues rate equivalent to the Society dues rate shall be classified as Affiliate Members.

9.4.4 *Institute Funding on Start-Up.* Recognizing that on start-up, Institutes may require additional income as they grow their revenue sources, the Society shall provide an additional amount equal to the amount of the Institute Base Funding, fifty percent (50%) to be provided in the Institute's first (1st) year of operation, thirty-three percent (33%) in the second (2nd) year of operation, and seventeen percent (17%) in the third (3rd) year of operation.

9.4.5 *Institute Business Plans.* Institutes are required to have three (3) year business plans and to update these annually.

9.4.6 *Institute Chapters.* Institute Chapters are subsidiary units of Institutes operating cooperatively within a Section, across multiple Sections, or within a region or state.

9.5 *Operational Institutes.*

9.5.1 *Architectural Engineering Institute.* The object of the Architectural Engineering Institute (AEI) is to advance the state-of-the-art and state-of-the practice of the world-wide building industry by facilitating effective and timely technology transfer; to integrate the technical and professional activities of all individuals engaged in the building industry; to provide a multi-disciplinary forum for building industry professionals to examine technical, educational, scientific and professional issues of common interest; and to promote the objectives of the Society.

9.5.2 *Coasts, Oceans, Ports and Rivers Institute.* The vision of the Coasts, Oceans, Ports and Rivers Institute (COPRI) is to serve as a multi-disciplinary and international leader in improving knowledge, education, developments and the practice of civil engineering and other disciplines in the coastal, ocean, port, waterways, riverine, and wetlands environment for the benefit of society in the United States and other countries.

9.5.3 *Construction Institute.* The objective of the Construction Institute (CI) is to provide its members state-of-the-art information about construction practices through publications, conferences, presentations at Society-level and regional meetings and through cooperative agreements with other construction organizations; educational and training opportunities; and opportunities for effective communications between individuals and organizations in the construction industry both in the United States and internationally.

9.5.4 *Environmental and Water Resources Institute.* The objective of the Environmental and Water Resources Institute (EWRI) is to provide for the technical, educational and professional needs of its members, and to serve the public in the use, conservation and protection of natural resources and in the enhancement of human well-being by advancing the knowledge and improving the practice of engineering and the related sciences; lending expertise to the development of public policy; and partnering with government, industrial, educational, and other organizations. The Environmental and Water Resources Institute will strive to be the leader for integrating technical expertise and public policy into the planning, design, construction, operation, management, and regulation of environmentally sound and sustainable infrastructure involving air, land and water resources. The Environmental and Water Resources Institute will commit to a diverse and empowered membership, excellence in products and services, collaborative partnerships and innovative programs.

9.5.5 *Geo-Institute.* The object of the Geo-Institute (GI) is to integrate the talents and perspectives of individual geo-professionals to advance the state-of-the-art and the state-of-the-practice of the geo-industry, and provide leadership on educational, professional, and public policy issues. The scope of Geo-Institute is to encompass all aspects of theory, design, practice, and application relating to geo-science and geo-engineering.

9.5.6 *Structural Engineering Institute.* The object of the Structural Engineering Institute (SEI) is to serve and promote the worldwide structural engineering profession and related industries; to embrace and support the Society, individual members and structural industry organizations; to advance the practice of structural engineering and provide a forum for research, education, design, testing, manufacturing, construction and operations in the structural engineering profession; and to develop and implement programs and activities to enhance technology transfer, business practices and professional activities, the advancement of the structural engineering profession, and provide a means for coordination and communication with local programs.

9.5.7 *Transportation and Development Institute.* The vision of the Transportation and Development Institute (T&DI) is the Institute will be the recognized leader for the advocacy of livable communities by promoting environmentally sensitive transportation and land development. The Transportation and Development Institute's mission is to promote the interdependence of transportation, land development, and the environment, while uniting the disciplines of planning, design, construction, operation, maintenance, and research in support of sustainable development. By providing a multidisciplinary focus for professional communication, education and collaboration, the Institute will enhance the professional knowledge and skills of its members so that they may improve the quality of life. The Institute will bring together engineers, planners, industry representatives, citizen groups, developers, public officials and others dedicated to improving transportation and fostering appropriate development decisions at the local, regional, state, national and international levels.

9.6 *Geographic Units.* The business of the Society's geographic units is considered to be Society business.

9.6.1 *Types of Section and Branch Members.* Membership in a Section or Branch shall be available to all Society members who reside or work in the assigned area of the Section or Branch.

9.6.1.1 *Assigned Section Member.* All members whose Address of Record lies within the boundaries of an approved Section shall be assigned to that Section and termed an Assigned Section Member of that Section.

9.6.1.2 *Subscribing Section Member.* All members who subscribe to the Constitution and Bylaws of a Section and who have paid Section dues or are exempt from the payment of Section dues shall be termed a Subscribing Section Member.

9.6.1.2.1 *Rights of Subscribing Section Member.* Only Subscribing Section Members shall be eligible to vote in Section elections, hold Section office, serve on Section committees, or to represent the Section officially.

9.6.2 *Section Allotment Formula.* An amount not to exceed seven percent (7%) of the Society's Membership Dues collected as of September 30 of the preceding fiscal year will be allocated to Sections based on their Assigned Section Members less Student Members.

9.6.3 *Section Subsidiary Organizations.* Any Section, with the approval of the appropriate Region Board of Governors, may establish Branches to facilitate the carrying out of the objectives of the Section and to provide all members of the Section a better opportunity for mutual acquaintance and greater participation in Section activities. Any Section may establish technical groups. Any Section may establish a group of Younger Members.

All such subsidiary organizations of a Section shall be subject to the control of the Section of which they are a part. Subject to Section control, and to Bylaws and Rules of Policy and Procedure of the Society, subsidiary organizations of a Section may perform any of the functions proper to the Section.

9.6.4 *Section and Branch Responsibilities.* It is the responsibility of a Section or Branch to hold meetings of its members and it has authority to set up any program of meetings deemed to be in the interest of its members. The Section or Branch is responsible for promoting the general welfare of its members.

Sections and Branches shall annually review and audit their accounts in accordance with prescribed procedures.

Sections and Branches are encouraged to actively participate in public affairs impacting the civil engineering community. It is important, however, to limit such activities to the geographical area of the Section or Branch.

As the Society is an international organization, the Sections and Branches shall not affiliate with other organizations or movements of national or international scope without prior approval of the Society's Board of Direction.

9.6.4.1 *Section and Branch Officer Installation.* An installation procedure for Section and Branch officers is encouraged. Installation shall be performed by a current or former Society office holder. The senior office holder in attendance shall conduct the installation.

9.6.5 *Section and Branch Position and Policy Statements.* Sections and Branches shall endeavor to develop and propose new and revised position papers on public policy issues of concern to engineers. On issues of national concern, such positions become policy of the Society only after their adoption by the Board of Direction. On issues of concern only to a Section's or Branch's geographic area, such positions may be taken by the Section or Branch and shall be identified as the position of the Section or Branch in all written and oral statements. Sections and Branches shall endeavor to communicate directly to appropriate officials and the public the adopted Society policy statements. Any amplification, interpretation, or application of Society policy statements should identify its source as distinguished from Society policy.

9.6.6 *Multi-Region Leadership Conferences.* The Committee on Geographic Units shall recommend annually to the Executive Committee the dates, locations and Regions to be included for each of the Multi-Region Leadership Conferences for the ensuing year.

9.6.6.1 *Workshops for Section and Branch Leaders.* In order to provide opportunities for the interchange of ideas among officers of the Society and delegates of various Sections, Workshops for Section and Branch Leaders (WSBLs) may be held. Each participating Branch and each Section with Branches may nominate for attendance one (1) delegate without regard to Society membership grade. Each participating Section without Branches may nominate for attendance two (2) delegates, at least one (1) of whom is encouraged to be an Associate Member not over thirty-five (35) years old.

9.6.6.2 *Workshops for Student Chapter Leaders.* As a component of the Multi-Region Leadership Conferences, the Educational Activities Committee conducts annual Workshops for Student Chapter Leaders (WSCLs) to provide the basis for the interchange of ideas, methods, and procedures that have contributed to Student Organization activities.

9.6.6.3 *Younger Member Council Meetings.* As a component of the Multi-Region Leadership Conferences, the Younger Member Councils may conduct annual meetings to provide the basis for the interchange of ideas, methods, and procedures.

9.6.7 *Student Organization Advisors.* The appointment of Faculty and Practitioner Advisors shall be by the respective Section in which the Student Organization is located. The term for Faculty and Practitioner Advisors is three (3) years, commencing on July 1 of the year of appointment.

9.6.7.1 *Faculty Advisor.* Duties of the Faculty Advisor should include, but are not limited to: acting as liaison between students and the Society; stimulating interest in the profession; providing counseling to individual members of the student organization; providing guidance on the operation of the student organization; counseling student officers in developing programs that supplement classroom studies; guiding the preparation of and review the annual report; and providing continuity for the student organization. Additionally, the Faculty Advisor is expected to attend the Workshop for Student Chapter Leaders as well as the student regional conferences.

9.6.7.2 *Practitioner Advisor.* Duties of the Practitioner Advisor will vary with the needs of the particular Student Organization. The duties may include, but are not limited to: periodic attendance at meetings of the Student Organization; and meetings with student officers to plan joint activities with other practitioners in order to supplement

academic studies. Practitioner Advisors will be invited to attend the Workshop for Student Chapter Leaders and the student regional conferences.

9.6.8 *Student Organization Dues.* The annual dues of each Student Organization, payable to the Society, shall be twenty-five dollars (\$25.00). Payment of such dues shall entitle the Student Organization to certain benefits as prescribed by the Board of Direction. The annual dues shall apply to the year beginning January 1 and shall be due on the preceding March 1.

9.6.9 *Student Organization Procedures.* Each Student Organization shall establish its own rules of procedure and shall conform to the regulations of the Society. Each Student Organization shall control the occurrence and character of its meetings, but the Society may aid in promoting the success and value of Student Organizations by frequent consultations and advice as well as, upon request, by arranging for speakers whose addresses will supplement the class work or other professional interests of the members. Student Organizations are encouraged to communicate directly with the appropriate Section.

9.6.10 *Student Organization Probationary Status.* A Student Organization may be placed on probationary status by the Committee on Student Activities when the Student Organization is not performing satisfactorily in all respects or in the best interest of the Society. While a Student Organization is on probationary status, it shall not be eligible for any awards, including the Robert Ridgway Student Chapter Award.

9.6.11 *Student Organization Awards.* The Educational Activities Committee, not later than May 1 each year, shall recommend to the President a number of Student Organizations to receive certificates of commendation for outstanding activities. The number of Student Organizations to receive certificates of commendation shall not exceed five percent (5%) of the total number of Student Organizations. The recommendations shall be accepted without referral to the Board of Direction or Executive Committee, and the President shall be empowered to sign the letters on behalf of the Board of Direction.

9.6.12 *Naming of Geographic Units.* Geographic Units shall be designated only by appropriate geographic names and in the prescribed format.

9.6.12.1 *Naming of Groupings of Sections.* A grouping of Sections shall be designated as the _____ Council.

9.6.12.2 *Naming of Sections.* A Section shall be known as the _____ Section.

9.6.12.3 *Naming of Branches.* A Branch shall be known as the _____ Branch of the _____ Section.

9.6.12.4 *Naming of Younger Member Groups.* A Region, Section or Branch Younger Member group shall be known as the _____ Younger Member Group.

9.6.12.5 *Naming of Technical Groups of Sections.* A Section technical group shall be known as the _____ Section _____ Group.

9.6.12.6 *Naming of Student Chapters.* The name of a Student Chapter shall include the name of the educational institution at which the particular Student Chapter is situated.

9.6.12.7 *Naming of International Student Groups.* The name of an International Student Group shall include the name of the educational institution at which the particular International Student Group is situated.

9.6.12.8 *Naming of Student Organizations Groups.* A group of Student Organizations shall be known as the _____ Student Conference.

9.6.13 *Guidelines and Handbooks of Organizational Entities.* The Society's Organizational Entities may adopt guidelines or handbooks covering any and all aspects of their operations or services. Such documents shall be consistent with and shall not contravene Society governing documents, policies or procedures.

Article 10. Administrative Provisions

10.0 Legal Matters.

10.0.1 *Legal Counsel.* Legal Counsel may be appointed by the Executive Committee.

10.0.2 *Amicus Curiae Briefs.* The Society may participate in an Amicus Curiae (friend of the court) Briefs upon recommendation of the Executive Director and approval of the Executive Committee. When considering participation in an Amicus Curiae Brief, the Society shall consider the following criteria: the case must be of major importance to the general area of civil engineering or to the Society, the Society's participation in the brief must not pose an undue financial burden on the Society, and the anticipated benefits of filing the brief must be weighed against the costs. Consideration should be given to the likely attorneys' fees, printing costs, and other expenses associated with filing the brief, as well as financial participation of other societies. The Society should consult with other professional societies most directly affected by the case.

10.1 *Address Records.* The Address Records held by the Society are intended for use solely for Society business. The Executive Director is authorized to utilize Address Records when, in the Executive Director's judgment, the interests of the Society will be served, or when the Executive Committee authorizes a special use.

10.1.1 *Provision of Address Records to Region Boards and Organizational Entities.* Region Boards and Organizational Entities shall have the right to periodically receive membership lists from current address records pertaining to the Organizational Entity. The use of such lists shall be for Society business and shall not include selling, giving, or bartering the list.

10.2 *Society Awards.* A Society Award is an award that a) serves to advance the science and profession of engineering in support of the Society's Purpose and Objective AND b) for which recipients shall be approved by either the Board of Direction or Executive Committee AND c) for which the Society has all supporting funds and rights of administration.

10.2.1 *Criteria for Society Awards.* The criteria for a Society Award shall include the following: a) the purpose of the Society Award AND b) membership or non-membership in the Society as a restriction AND c) the criteria for selection of the recipient AND d) the composition and selection process of the nominating committee AND e) any time limitations on the accomplishment

of the achievement being recognized AND f) a provision to allow for non-award in any cycle and g) the maximum number of recipients allowed per cycle AND h) definition of the award's cycle AND i) definition of the nomination materials required AND j) if applicable, enable the provision of an honorarium AND k) definition of the plaque or other symbol of the Society Award if such an item is to be provided to the recipient AND l) if applicable, enable the provision that the Society Award may be given to the same individual more than one (1) time AND m) if applicable, enable if more than one (1) individual may be selected for a joint effort.

10.2.2 *Nomination for Society Awards.* To be considered for nomination, all nomination packets submitted for Society Awards shall a) include all nomination materials required in the individual Society Award rules AND b) include a completed Society nomination form AND c) be received on or before the date specified in the Society Award criteria.

10.2.3 *Funding of Society Awards.* A Society Award may be established by funds received from individuals, business, industrial organizations, or by a Society grant. Such funds shall carry an obligation on the part of the donor to support the Purposes and Objective of the Society without advocating or seeming to advocate commercial interests.

10.2.3.1 *Direct Costs of Society Awards.* Direct costs are borne by the individual award funds. Direct costs of an award are the initial and ongoing costs of the plaque or other symbol of the Society Award, honorarium, shipping the award to the award site or to the recipient if an in-person presentation is not possible, printing of the recipients booklet, printing of the nomination booklet, production of the award ceremonies, and the expense paid to the investment advisor who manages the portfolio of endowed awards.

10.2.3.2 *Administrative Charges of Society Awards Program.* The administrative charges of the awards program are the costs of soliciting nominations, reviewing nominations for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, writing of press releases, and organizing luncheons and receptions for the recipients. Administrative charges are paid from the Society's annual operating budget.

10.2.3.3 *Endowment of Society Awards.* There are minimum endowments required for Society Awards, whether named or unnamed. An additional sum is required at start-up to cover direct costs associated with the award. The Society Awards Committee shall annually evaluate the minimum requirements relative to the previous year's Consumer Price Index and may make adjustments to ensure the long-term viability of the Society Awards.

10.2.3.4 *Minimum Funding to Confer Award.* Awards may only be conferred if 1) the principle balance meets the required endowment and 2) the Award has sufficient additional funds to pay all Direct Costs. A waiver may be provided by the Society Awards Committee if special circumstances apply, but no honoraria shall be provided. No honoraria shall be given if doing so would reduce the funds available for direct costs to below one thousand dollars (\$1,000).

10.2.4 *New Society Awards.* To establish a new Society Award, a proposal outlining the proposed purpose, identity of possible donors and a detailed estimation of the finances shall be presented to the Secretary.

10.2.4.1 *Number of Society Awards.* At the time a proposal is received to establish a new Society Award, a determination shall be made of the total number of Society Awards and new Society Award proposals in process. The proposal shall be denied if its acceptance would result in the total number of Society Awards exceeding one (1) award per one thousand, five hundred (1,500) Society members.

10.2.4.2 *Naming of Society Awards.* To name a Society Award after an individual, such individual shall be judged by the Society Awards Committee to have or have had eminent professional status, shall have been a Society member in any grade for at least twenty-five (25) years, and shall be either retired from the actual practice of engineering or shall be deceased.

10.2.4.3 *Process for Proposal of New Society Award.* The Society Awards Committee shall receive proposals for new Society Awards from the Secretary and initiate contact with the Award organizing group. The Award organizing group shall assemble the necessary funds and then present proof of the funds, a final proposal and a complete set of administrative rules to the Secretary for transmission to the Society Awards Committee within two (2) years of initial submission. A request for a one (1) year extension may be made to the Society Awards Committee, which has the right to deny such request.

10.2.4.4 *Acceptance of Proposal of New Society Award.* The Society Awards Committee forwards the proposal for the new Society Award to the Executive Committee with its recommendation for action. No Society Award is established until the funds are received by the Society from the Award organizing group. If funds are not received by the Society within one year of conditional approval of the new Society Award by the Executive Committee, the approval shall be revoked.

10.2.5 *Rules of Society Awards.* Beginning ten (10) years after the establishment of a Society Award, changes and modifications may be made to its official rules by the Executive Committee with the advice of the Society Awards Committee, whether or not the original donors are available for consultation.

10.2.6 *Presentation of Society Awards.* Society Awards should be presented in person by the President or the President's designee whenever possible. The time and place of such presentation shall be determined by the Secretary who may delegate this authority on an award-by-award basis. Potential presentation venues include the Annual Conference, a regional or specialty conference, or a meeting of an Organizational Entity.

10.2.7 *Review of Society Awards Program.* The Executive Committee shall, at least once every three (3) years, review the operating rules of Society Awards and determine if any Society Awards should be eliminated, combined with another award, or awarded on a different cycle.

10.2.8 *Awards of Region Boards of Governors and Organizational Entities.* Region Boards of Governors and Organizational Entities may support and administer awards within their area and without Board of Direction, Executive Committee or Society

Awards Committee action in making the award. The rules of the awards of the Region Boards of Governors and Organizational Entities shall, however, conform to Society policy.

10.3 *Approved Society Awards.* The following are the approved Society Awards:

10.3.1 *Arid Lands Hydraulic Engineering Award.* This award was instituted in 1986.

Purpose: The purpose of this award is to contribute to the understanding and development of new technology in river basins.

Criteria: The award is given without regard to Society membership. It is given on the basis of a paper or other noteworthy original contribution in hydraulics, hydrology (including climatology), planning, irrigation and drainage, hydroelectric power development, or navigation especially applicable to arid or semi-arid climates. Theoretical research should include discussion and recommendations as to how the research can be applied to planning, design, construction, or operation and maintenance of water resource projects or programs.

Selection: The recipient of the Arid Lands Hydraulic Engineering Award is nominated by the Environmental and Water Resources Institute Board of Governors for approval of the Executive Committee.

10.3.2 *ASCE Excellence in Journalism Award.* This award was established in 1994.

Purpose: The award is to encourage reporters to cover engineering fairly, accurately and positively.

Criteria: This award is given to a reporter or reporters whose news coverage enhances public understanding of civil engineering. It is judged on how well they fairly cover all sides of the civil engineering project or issue; accurately describe the civil engineering project or issue; effectively explain how the project or outcome of the issue benefits the community or region; clearly show the civil engineer's role; include the most knowledgeable civil engineering experts; and advance public knowledge and understanding of civil engineer's issues and profession.

Selection: The award is nominated by the Communications Committee for approval of the Executive Committee.

10.3.3 *ASCE Presidents' Award.* This award was established in 1976.

Purpose: The purpose of the award was to commemorate the nation's first President, who was a civil engineer and land surveyor.

Criteria: The award is made to a Society member who has given distinguished service to the member's country. The recipient may be of any nationality.

Selection: The award is nominated by the Past Presidents Council and approved by the Executive Committee.

10.3.4 *ASCE President's Medal.* This award was established in 1986.

Purpose: The award's purpose is to recognize the accomplishments and contributions of eminent engineers to the profession, the Society or the public.

Criteria: The award may be presented to no more than two (2) individuals per year.

Selection: The award shall be conferred at the initiative of the President with the concurrence of the Executive Committee, who may consider recommendations from any source.

10.3.5 *ASCE State-of-the-Art of Civil Engineering Award.* This prize was established in 1966.

Purpose: The award is for the purpose of scholarly review, evaluation, and documentation of the scientific and technical information needed by the profession.

Criteria: Each technical division of the Society shall nominate one (1) of its state-of-the-art papers by an individual, individuals, or committee in special areas of interest served by the division for judging on a Society-wide basis. These papers shall be published in any Society publication.

Selection: The nominated papers shall be reviewed by the Society Awards Committee, which shall recommend to the Board of Direction the recipient(s) of the award.

10.3.6 *Harland Bartholomew Award.* This award was established in 1968.

Purpose: The purpose of this award is to recognize a person who has made special contributions to the enhancement of the role of the civil engineer in urban planning and development.

Criteria: This award is restricted to Fellows, Members, and Associate Members of the Society. The award is made to the person judged worthy of special commendation for contributions to the enhancement of the role of the civil engineer in urban planning and development. The contribution may be in the form of a paper published by the Society or in the form of personal efforts and achievements toward that goal.

Selection: The nomination of the recipient of the award is the responsibility of the Executive Committee of the Urban Planning and Development Division of the Society subject to ratification by the Executive Committee.

10.3.7 *Stephen D. Bechtel, Jr. Energy Award.* This award was established in April 1992.

Purpose: The purpose of this award is to recognize outstanding achievements in the energy field by a civil engineer.

Criteria: The award is made to a member of the Society who has made a definite contribution to the advancement of the energy field in research, planning, design or construction. The contribution may have been made in the form of papers or other written presentations, or through outstanding performance or specific noteworthy actions that have served to advance the art, science and technology of the energy field.

Selection: The Executive Committee of the Energy Division recommends the recipient to the Executive Committee for approval.

10.3.8 *Stephen D. Bechtel Pipeline Engineering Award.* This award was established in 1970.

Purpose: The purpose of this award was to recognize outstanding achievements in pipeline engineering.

Criteria: The award is made to a member of the Society who has made a definite contribution to the advancement of pipeline engineering, either in research, planning, design, or construction. This contribution may be made either in the form of papers or other forms of written presentations, or through outstanding performance or specific and noteworthy actions, which have served to advance the art, science, and technology of pipeline engineering.

Selection: The Executive Committee of the Pipeline Division shall recommend the recipient to the Executive Committee for approval.

10.3.9 *John O. Bickel Award.* This award was established in 1986.

Purpose: The purpose of the award is to recognize the best original article or paper published concerning the design and/or construction of a rail or vehicular tunnel.

Criteria: All authors, members and non-members alike, of papers are eligible. The award is for the best original article or paper published concerning the design and/or construction of a rail or vehicular tunnel. Articles or papers must be published in the twelve (12) months ending with June of the year preceding the year of award.

Selection: The recipient(s) of the John O. Bickel Award is nominated by the Construction Institute and approved by the Executive Committee.

10.3.10 *Maurice A. Biot Medal.* This Medal was instituted in 2002.

Purpose: This medal was established to recognize the lifetime achievement of Dr. Maurice A. Biot.

Criteria: This medal is awarded to an individual who has made outstanding research contributions to the mechanics of porous materials and will ordinarily be granted for cumulative distinguished contributions. The medal is given without regard for society membership or nationality. No individual shall receive the medal more than once.

Selection: The award committee consists of the Engineering Mechanics Division Advisory Board and be chaired by the Chair of the EMD Advisory Board. At the discretion of the Board, one or more outside experts in the above-stated field may be consulted.

10.3.11 *H. Bolton Seed Medal.* This award was established in 1993.

Purpose: The purpose of this award is to recognize outstanding contributions to teaching, research, and/or practice in geotechnical engineering.

Criteria: Eligible candidates for the medal should be members of the Society, or of a member society of the International Society of Soil Mechanics and Geotechnical Engineering (ISSMGE). The recipient will be chosen without regard for nationality.

Selection: The selection of the medal recipient will be made by the Executive Committee based on a recommendation from the Geo-Institute Board of Governors and the USNS Secretary, from a list of three (3) nominees to be provided by the Awards Committee of Geo-Institute.

10.3.12 *CAN-AM Civil Engineering Amity Award.* This award was established in 1972.

Purpose: The purpose of this award is to give recognition to those civil engineers who have made outstanding and unusual contributions toward the advancement of professional relationships between the civil engineers of the United State of America and Canada.

Criteria: This award is made to a member of the Society or the Canadian Society of Civil Engineers for either a specific instance that has had continuing benefit in understanding and good will, or a career of exemplary professional activity that has contributed to the amity of the United States of America and Canada.

Selection: The Technical Council on Cold Regions shall nominate potential recipients for Executive Committee approval.

10.3.13 *Arthur Casagrande Professional Development Award.*

Purpose: The purpose of this award is to provide professional development opportunities for outstanding Younger Member practitioners, researchers, and teachers of geotechnical engineering.

Criteria: This award is given in recognition of outstanding accomplishments as evidenced by completed works, reports, or papers in the field of geotechnical engineering. It is intended to further the professional development of an outstanding practitioner, researcher, or teacher of geotechnical engineering. Candidates cannot have reached their thirty-fifth (35th) birthday by December 31 of the calendar year nominated.

Selection: The Geo-Institute Board of Governors will select a nominee from nominations made annually by members of the Institute for approval by the Executive Committee.

10.3.14 *Jack E. Cermak Medal.* This Medal was instituted in 2000.

Purpose: The medal was established to recognize the lifetime achievements in wind engineering and industrial aerodynamics of Dr. Jack E. Cermak.

Criteria: The medal is awarded for cumulative distinguished contributions to research and/or practice in wind engineering. In exceptional cases, it may be awarded for a single contribution of outstanding merit. The award is made to a single individual, unless a nomination is based on work which was a joint effort of a substantial duration. In such cases, multiple medals will be tendered only if the balance then available in the award fund is adequate for this purpose. The medal is conferred without regard for society membership or nationality. No individual shall receive the medal more than once. During the year following receipt of the Medal, the recipient will be invited to deliver the Jack E. Cermak Lecture on a topic within the designated subject area of the award, to be presented at a Society-level meeting, conference, congress, or convention.

Selection: The award committee consists of the Engineering Mechanics Division Advisory Board and three members appointed by the Board of Governors of the Structural Engineering Institute. It is chaired by the chair of the Engineering Mechanics Division Advisory Board.

10.3.15 *Ven Te Chow Award.* This award was established in 1995.

Purpose: The purpose of this award is to recognize lifetime achievement in the field of hydrologic engineering.

Criteria: The award is presented to individuals whose careers in the field of hydrologic engineering have been distinguished by exceptional achievement and significant contribution in research, education, or practice. The award is given without regard for society membership or nationality.

Selection: The Environmental and Water Resources Institute's Board of Governors will provide a nominee for approval by the Executive Committee.

10.3.16 *Civil Engineering History and Heritage Award.* This award was established in 1966.

Purpose: The purpose of this award is to recognize those persons who through their writing, research or other efforts have made outstanding contributions toward a better knowledge of, or appreciation of, the history and heritage of civil engineering.

Criteria: The award is made to recognize the recipients' contribution toward a better knowledge of or appreciation of the history and heritage of civil engineering. It is not restricted to members of the Society.

Selection: The History and Heritage Committee shall recommend the recipient for approval by the Executive Committee.

10.3.17 *Civil Government Award.* This award was established in 1963.

Purpose: The purpose of this award is to recognize those members of the engineering profession who have rendered meritorious service in elective or appointive positions in government.

Criteria: This award is made to those members (except Distinguished Members) of the Society who have contributed substantially to the status of the engineering profession by meritorious public service in elective or appointive positions in civil government. In the selection of the recipients, primary consideration shall be given to public service that does not require the qualifications of an engineer. The award is intended to recognize service by engineers in such capacities as: mayor, city manager, city councilman, municipal department head, county or special authority official, state governor, member of legislature, state department head, member of congress, cabinet member, federal department administrator, or U.S. President. The nominees must be licensed professional engineers. This award is given without regard for nationality of the recipient.

Selection: The award is nominated by the Committee on Professional Practice for approval by the Executive Committee.

10.3.18 *Collingwood Prize.* This prize was established in 1894.

Purpose: The prize is awarded to the author or authors of a paper describing an engineering work with which the author(s) have been directly connected; or recording investigations contributing to engineering knowledge to which the author(s) have contributed some essential part; and containing a rational digest of results.

Criteria: This prize is restricted to members of the Society who were thirty-five (35) years of age or less at the time the paper was submitted in its final form. Any mathematical treatment must show immediate adaptability to professional practice. Accuracy of language and excellence of style are factors in the award. Papers published by the Society during the twelve (12) month period ending with June of the year preceding the year of award are eligible.

Selection: The Committee on Younger Members provides nominations for approval by the Executive Committee.

10.3.19 *Computing in Civil Engineering Award.* This award was established in 1995.

Purpose: The purpose of this award is to recognize outstanding achievement and contribution in the use of computers in the practice of civil engineering.

Criteria: This award is made to a member of the Society who has made an outstanding contribution to the application of computers to the practice of civil engineering. Computer-related contributions in any technical discipline or professional context are eligible for this award without restriction.

Selection: The award is nominated by the Executive Committee of the Technical Council on Computer Practices for approval by the Executive Committee.

10.3.20 *Construction Management Award.* This award was established in 1973.

Purpose: This award is given annually to a member of the Construction Institute who has made outstanding contributions to the field of construction management as a practitioner, educator, or in research, either in the form of a written presentation, scholarly work or notable performance.

Criteria: The recipient shall have been a member of the Construction Institute for a minimum of five (5) years and shall have made significant contributions to the body of knowledge or the practice of construction management, or performed outstanding service while managing a significant construction project.

Selection: The recipient of the award shall be nominated by the Construction Institute's Board of Governors for approval by the Executive Committee.

10.3.21 *J. James R. Croes Medal.* This award was established in 1912.

Purpose: The Medal and certificate are awarded to the author, or authors, of such paper as may be judged worthy of the award and be next in order of merit to the paper to which the Norman Medal is awarded; or, if the Norman Medal is not awarded, then to the author, or authors, of a paper, if any, which is judged worthy of the award of this prize for its merit as a contribution to engineering science.

Criteria: This award is restricted to members of the Society.

Selection: The recipient(s) of the J. James R. Croes is nominated by Society members in any grade, reviewed by the Society Awards Committee, which recommends the recipient(s) to the Board of Direction.

10.3.22 *Charles Martin Duke Lifeline Earthquake Engineering Award.* This award was established in 1990.

Purpose: The purpose of this award is to honor Charles Martin Duke for his pioneering contributions in lifeline earthquake engineering.

Criteria: This award is made to an individual who has made a definite contribution to the advancement of lifeline earthquake engineering. Contributions may be made either in the form of papers or other written presentations, or through outstanding performances or specific and noteworthy actions, which have served to advance the art, science and technology of lifeline earthquake engineering.

Selection: The three (3) immediate past chairs of the Executive Committee of the Technical Council on Lifeline Earthquake Engineering shall recommend nominees for formal action by the Executive Committee.

10.3.23 *Hans Albert Einstein Award.* This award was established in 1988.

Purpose: This award was established to honor Hans Albert Einstein for his outstanding contributions to the engineering profession and his advancements in the areas of erosion control, sedimentation and alluvial waterways.

Criteria: The award is made to a member of the Society who has made a significant contribution to the engineering profession in the areas of erosion control, sedimentation and/or waterway development either in teaching, research, planning, design, or management. Contributions can be made either in the form of papers or through notable performances which have served to advance engineering in these areas.

Selection: Award recipients are selected by an Awards Committee subject to the approval of the Executive Committee.

10.3.24 *Ethics in Professional Practice Award.* This award was established in 2005.

Purpose: This award was established to promote and recognize civil engineering leadership in professional practice and ethics.

Criteria: The award is made to a licensed engineer for a specific accomplishment in organizing, promoting or supporting ethics education or professional practice events, publications or organizations, or for a lifetime dedication to strong ethics and professional practice standards that serve as a role model for other engineers.

Selection: Award recipients are selected by a committee of representatives from the Society and from ASFE subject to the approval of the Executive Committee.

10.3.25 *Simon W. Freese Environmental Engineering Award and Lecture.* This award and lectureship was established in 1975.

Purpose: This award was endowed by the firm of Freese & Nichols to honor Simon Wilke Freese.

Criteria: The Executive Director upon the recommendation of the Environmental and Water Resources Institute will invite a distinguished person to prepare for publication and deliver the Simon W. Freese Environmental Engineering Lecture at an appropriate meeting of the Society. The lecturer will be selected without restrictions as to the Society membership or nationality.

Selection: This award and lecturer is subject to the approval of the Executive Committee.

10.3.26 *Alfred M. Freudenthal Medal.* This medal was established in 1975.

Purpose: This medal was established to recognize an individual who has demonstrated distinguished achievement in safety and reliability studies applicable to any branch of civil engineering.

Criteria: The award is presented to an individual in recognition of distinguished achievement in safety and reliability studies applicable to any branch of civil engineering. Age, nationality, and Society membership shall not be considerations in making the award.

Selection: This award is normally made every two (2) years. The Award Committee shall consist of the members of the Advisory Board of the Engineering Mechanics Division, whose duty shall be to recommend nominees for formal action by the Executive Committee.

10.3.27 *Edmund Friedman Professional Recognition Award.* This award was established in 1960.

Purpose: This award was established to recognize the importance of professional attainment in the advancement of "the science and profession of engineering," as defined by the Constitution of the Society.

Criteria: This recognition is awarded to a Society member (except for an Distinguished Member) who is judged to have contributed substantially to the status of the engineering profession by: exemplary professional conduct in a specific outstanding instance; an established reputation for professional service; objective and lasting achievement in improving the conditions under which professional engineers serve in public and private practice; significant contribution toward improvement of employment conditions among civil engineers; significant contribution toward improving the professional aspects of civil engineering education; professional guidance of qualified young persons who would seek civil engineering as a career; and professional development of young civil engineers in the formative stages of their careers; or, other evidence of merit which in the judgment of the award committee shall have advanced the Society's professional objectives.

Selection: The Committee on Professional Practice shall recommend a nominee for Executive Committee approval.

10.3.28 *Edmund Friedman Young Engineer Award for Professional Achievement.* This award was established in 1972.

Purpose: The purpose of this award is to recognize the professional contributions of younger members of the Society.

Criteria: This recognition is awarded to Younger Members who are judged to have attained significant professional achievement, by the degree to which the candidates have shown: service to the advancement of the profession; evidence of technical competence, high character and integrity; leadership in the development of younger member attitudes towards the profession; contributions to public service outside of their professional career; and other evidence of merit, which in the judgment of the award committee, shall have advanced the Society's objectives.

Selection: The Committee on Younger Members submits its recommendations to the Executive Committee for approval. No more than five (5) recipients will be named in any year.

10.3.29 *Samuel Arnold Greeley Award.* This award was established in 1968.

Purpose: The award is made to the author(s) of the paper that make the most valuable contribution to the environmental engineering profession.

Criteria: All original papers dealing with the design, construction, operation or financing of water supply, pollution control, storm drainage or solid waste collection and disposal facilities published by the Society in the twelve (12) month period ending with June of the year preceding the year of award are eligible. An individual author must be a Society member engaged as a principal or employee in the private practice of environmental engineering. In the case of two (2) authors, one (1) must be a Society member engaged as principal or employee in the private practice of environmental engineering. If there are more than two (2) authors, a majority of the authors must be Society members engaged as principals or employees in the private practice of environmental engineering.

Selection: A nominee is selected by the Environmental and Water Resources Institute for approval by the Executive Committee.

10.3.30 *Ernest E. Howard Award.* This award was instituted in 1954.

Purpose: This award was instituted and endowed by Mrs. Howard in honor of her husband, Ernest E. Howard, Past President.

Criteria: The award is made to a Society member who has made a definite contribution to the advancement of structural engineering, either in research, planning, design or construction, including methods and materials, these contributions being made either in the form of a paper or other written presentation, or through notable performance or specific actions, which have served to advance structural engineering.

Selection: The recipient of this award shall be made by the Committee on the Ernest E. Howard Award subject to approval of the Executive Committee.

10.3.31 *Shortridge Hardesty Award.* The award was instituted in 1987.

Purpose: This award is made annually to an individual (or individuals if recommended) who contribute substantially in applying fundamental results of research to solution of practical engineering problems in the field of structural stability.

Criteria: The award shall be based on either a paper published or upon any other effective contribution in the form of personal efforts and achievements. The recipient must be an individual or individuals holding any grade of Society membership.

Selection: The Structural Engineering Institute will nominate for Executive Committee approval.

10.3.32 *Rudolph Hering Medal.* This medal was instituted in 1924.

Purpose: The medal was instituted and endowed in honor of Rudolph Hering, past Vice President of the Society.

Criteria: The medal is awarded to the author, or authors, of the paper, which contains the most valuable contribution to the increase of knowledge in, and to the advancement of, the environmental branch of the engineering profession. All original papers authored or co-authored by Society members dealing with water works, sewerage works, drainage, refuse collection and disposal, or any branch of environmental engineering which are presented to the Society, in finished form, whether presented to the Environmental and Water Resources Institute or otherwise, are open to the award, provided that such papers have not been previously contributed or published elsewhere. Papers published by the Society in the twelve (12) month period ending with June of the year preceding the year of award are eligible.

Selection: The Award Committee shall consist of three (3) members of the Environmental and Water Resources Institute, which shall nominate for Executive Committee approval.

10.3.33 *Karl Emil Hilgard Hydraulic Prize.* This award was established in 1939.

Purpose: The award is given to the author, or authors, of that paper which is judged to be of superior merit, dealing with a problem of flowing water, either in theory or practice.

Criteria: Preferably, the award is given to a paper that is not otherwise recognized by receiving another Society prize. The value of the paper is judged both on the basis of the subject matter and the method of presentation.

Selection: The Environmental and Water Resources Institute annually considers the possibilities for the Hilgard prize, whether or not it is to be awarded that year, and makes recommendation to the Executive Committee.

10.3.34 *Julian Hinds Award.* This award was established in 1974.

Purpose: The award was endowed in recognition of the outstanding professional contributions of Julian Hinds.

Criteria: Only an individual holding any grade of Society membership is eligible for the award. In the case of papers written by more than one (1) person, at least one (1) author must be a Society member. The award is to be made to the author(s) of that paper which is judged to be the most meritorious contribution to the field of water resources development such as multi-purpose water projects for irrigation, flood control, municipal and industrial water, hydroelectric power or any combination thereof. The award can also be made to an individual for notable performance, long years of distinguished service, or specific actions that have served to advance engineering in the field of planning, development, and management of water resources.

Selection: The Environmental and Water Resources Institute shall recommend a recipient or recipients to the Executive Committee for approval.

10.3.35 *Phillip R. Hoffman Award.* This award was established in 1987.

Purpose: The purpose of this memorial award is to encourage others to concern themselves with the field of design and development of hydroelectric generation-pumped storage.

Criteria: This award may be made annually to an engineer who has made a definite contribution to the field of hydroelectric generation-pumped storage. The contribution can be in the form of a published paper or performance in the field.

Selection: The Executive Committee of the Energy Division shall recommend the recipient to the Executive Committee for approval.

10.3.36 *Wesley W. Horner Award.* This award was established in 1968.

Purpose: The award is made to the author(s) of the paper that makes the most valuable contribution to the environmental engineering profession, with preference given to those authors who are in the private practice of engineering.

Criteria: All papers dealing with hydrology, urban drainage, or sewerage that are published by the Society in the twelve (12) month period ending with June of the preceding year of the award are eligible.

Selection: The Environmental and Water Resources Institute shall nominate for Executive Committee approval.

10.3.37 *Walter L. Huber Civil Engineering Research Prizes.* This award was established in 1946.

Purpose: This award was created to stimulate research in civil engineering.

Criteria: Research Prizes are awarded to members of the Society in any grade for notable achievements in research related to civil engineering. Preference shall be given to members under forty (40) years of age who can be expected to continue fruitful careers in research.

Selection: The Technical Activities Committee shall review, or delegate review of, the Division or Council endorsed nominations and make recommendations to the Executive Committee.

10.3.38 *Hydraulic Structures Medal.* This award was established in 1983.

Purpose: The medal was intended to award an individual or individuals for significant contributions to the advancement of the art and science of hydraulic engineering as applied to hydraulic structures.

Criteria: The award will be given without restrictions as to Society membership or nationality. It is made to an individual or individuals for significant contributions to the advancement of the art and science of hydraulic engineering as applied to hydraulic structures. The contribution may be in the form of a paper published in the Society's technical journals, innovative application of hydraulic principles, individual achievements, or distinguished or meritorious service.

Selection: The Environmental and Water Resources Institute shall make their recommendation of the winner to the Executive Committee by February 15th of each year.

10.3.39 *Innovation in Civil Engineering Award.* This award was established in 1981.

Purpose: This award is given to a member of the Society in recognition of creativity in the form of innovative concepts in structural framing members or arrangements, fabrication and erection procedures, construction techniques, and repair and maintenance measures.

Criteria: The award shall be limited to innovations developed or implemented in the six (6) year period preceding the date of the award. The key criteria shall be the degree of innovation exemplified in developing a concept or basic idea for creating an entity or performing a task as distinguished from the subsequently needed analysis and design, routine procedures of execution, or publication of a technical paper.

Selection: The recipient shall be nominated to the Board of Direction by a committee selected by the Technical Activities Committee. The committee shall include representation from the Construction Institute. The cash portion of the prize awarded is subject to the approval of the Executive Committee.

10.3.40 *International Coastal Engineering Award.* This award was established in 1977.

Purpose: The purpose of this award is to provide international recognition for outstanding leadership and development in the field of coastal engineering.

Criteria: This award is made annually to an individual who has made a significant contribution to the advancement of coastal engineering in the manner of engineering design, teaching, professional leadership, construction, research, planning, or a combination thereof. The recipient is chosen from the international community of coastal engineers, without restriction as to nationality or Society membership.

Selection: The Coasts, Oceans, Ports and Rivers Institute's Board of Governors shall nominate the recipient of the award for approval by the Executive Committee.

10.3.41 *Martin S. Kapp Foundation Engineering Award.* This award was established in 1973.

Purpose: This award is to honor an individual on the basis of the best example of innovative or outstanding design or construction of foundations, earthworks, retaining structures, or underground construction.

Criteria: Emphasis shall be placed on constructed works where serious difficulties were overcome or where substantial economies were achieved. The example shall have been described in published form available to the entire engineering community. The award is not restricted to members of the Society.

Selection: The recipient of this award is approved by the Geo-Institute and subject to the approval of the Executive Committee.

10.3.42 *James Laurie Prize*. This award was established in 1912.

Purpose: The purpose of this prize is to award an individual who has made contributions to the advancement of transportation engineering.

Criteria: This award is made to a member of the Society who has made a definite contribution to the advancement of transportation engineering, either in research, planning, design, or construction, these contributions being made either in the form of papers or other written presentations, or through notable performance or specific actions which have served to advance transportation engineering.

Selection: Representatives from the Transportation and Development Institute shall comprise the judging committee, and shall recommend the recipient, if any, to the Executive Committee for final action.

10.3.43 *Walter LeFevre Award*. The award was established in 2007.

Purpose: The purpose of the award is to promote licensure, ethics and professionalism.

Criteria: Evaluation of nominees is made on basis of the percent of graduates in a particular Academic Year who took the FE while enrolled in the program, the percent of graduates who passed the exam while enrolled in the program, the percent of eligible faculty who are licensed in a U.S. jurisdiction, and a subjective evaluation of a narrative detailing the extent of the curricula devoted to licensure, ethics and professionalism and activities undertaken by the Department to promote these topics to include improvement from previous Academic Years.

Selection: The Committee on Curricula and Accreditation shall recommend to the Executive Committee the recipient of the award.

10.3.44 *T. Y. Lin Award*. The award was established in 1968.

Purpose: The purpose of this award is to encourage the preparation of meaningful papers in the field of pre-stressed concrete.

Criteria: All papers written or co-authored by members of the Society that deal with pre-stressed concrete and which are published in the twelve (12) month period ending with June of the year preceding the year of the award are eligible. Preference will be given to papers written by Younger Members.

Selection: The Structural Engineering Institute selects the recipient of this award each year subject to the approval of the Executive Committee.

10.3.45 *Frank M. Masters Transportation Engineering Award*. This award was established in 1975.

Purpose: This award is made on the basis of the best example of innovative or noteworthy planning, design, or construction of transportation facilities.

Criteria: The example shall have been described in published form available to the entire engineering community. Not more than one award is made each year unless the achievement upon which the award is based is considered to be the contribution of more than one person, such as joint authorship of a paper. In such cases, duplicate or multiple prizes will be awarded. No one shall receive the honor, or any portion thereof, more than once.

Selection: The recipient of the award will be nominated for Board of Direction approval by the *Transportation and Development Institute*.

10.3.46 *Daniel W. Mead Prizes*. This award was established in 1939.

Purpose: This prize is awarded on the basis of papers on professional ethics.

Criteria: Younger Members and members of the Society's Student Organizations who are in good standing at the time their papers are submitted are eligible for the respective contests. To be eligible, Younger Members shall have reached thirty-five (35) years of age or less on February 1 in the year of the award.

Selection: Younger Member papers shall be judged by the Committee on Younger Members. The Educational Activities Committee shall review the Student Member papers. The nominations shall be presented to the Executive Committee for final action in July.

10.3.47 *Thomas A. Middlebrooks Award*. This award was established in 1955.

Purpose: This award honors the author of a special paper published on geotechnical engineering.

Criteria: This award is not restricted to members of the Society. It is made to the author(s), of a paper published by the Society during the twelve (12) month period ending with June of the year preceding the year of award, which shall be judged worthy of special commendation for its merit as a contribution to geotechnical engineering. The papers which receive the Norman Medal and the Croes Medal shall not be eligible for consideration for this award.

Selection: Nomination of the recipient is the responsibility of the Geo-Institute subject to the approval of the Executive Committee.

10.3.48 *John G. Moffatt–Frank E. Nichol Harbor and Coastal Engineering Award*. This award was established in 1977.

Purpose: This award is designed to recognize new ideas and concepts that can be efficiently implemented to expand the engineering or construction techniques available for harbor and coastal projects.

Criteria: The award is made to a member of the Society who has made a definite contribution in the fields of harbor and coastal engineering. This contribution may have been made either in the form of written presentations or notable performance.

Selection: Nomination for Executive Committee approval shall be made by a panel of three (3) judges appointed by the Coasts, Oceans, Ports and Rivers Institute.

10.3.49 *Moisseiff Award*. This award was established in 1947.

Purpose: This award honors the author of an important paper published by the Society dealing with the broad field of structural design, including applied mechanics as well as the theoretical analysis, or constructive improvement, of engineering structures such as bridges and frames, of any structural material.

Criteria: All authors, whether members or nonmembers, are eligible to receive the prize.

Selection: The selection of the recipient of the award is the responsibility of the Structural Engineering Institute subject to the approval of the Executive Committee.

10.3.50 *Nathan M. Newmark Medal.* The award was established in 1975.

Purpose: This award was established by the Engineering Mechanics and Structural Divisions to honor Nathan M. Newmark, Hon.M.ASCE, for outstanding contributions in structural engineering and mechanics.

Criteria: The award is made to a member of the Society, through contributions in structural mechanics, has helped substantially to strengthen the scientific base of structural engineering, these contributions having been made in the form of papers or other written presentations. The field of structural mechanics should be interpreted broadly and should include continuum mechanics related to structural and geotechnical engineering.

Selection: Award recipients are nominated for Executive Committee approval, by a committee composed of the three (3) most recently retired chairs of the Executive Committee of the Engineering Mechanics Division and the three (3) most recently retired presidents of the Structural Engineering Institute. The chair of the Award Committee alternates annually between the representatives of the two groups.

10.3.51 *Norman Medal.* This award was established in 1872.

Purpose: The medal and certificate are awarded to the author, or authors, of a paper, which shall be judged worthy of special commendation for its merit as a contribution to engineering science.

Criteria: This award is restricted to members of the Society. All original papers are open to the award, provided that such papers have not been previously contributed in whole or in part to any other association, and have not appeared in print prior to their publication by the society. Papers written jointly by members and nonmembers are not eligible.

Selection: The recipient of the Norman Medal is nominated by Society members in any grade, reviewed by the Society Awards Committee, which recommends the recipient(s) to the Board of Direction.

10.3.52 *John I. Parcel–Leif J. Sverdrup Civil Engineering Management Award.* This award was established in 1976.

Purpose: The purpose of this award is to encourage effective leadership and management skills in the civil engineering profession.

Criteria: The award is made to a member of the Society who has made a definite contribution in the field of civil engineering management, evidencing high character and professional integrity and regional, national or international professional reputation. This contribution may have been made either in the form of written presentations or notable performance.

Selection: The award is nominated by the Committee on Professional Practice for approval by the Executive Committee.

10.3.53 *Ralph B. Peck Award.* This award was established in 1999.

Purpose: This award is presented for outstanding contributions to the geotechnical engineering profession through the publication of a thoughtful, carefully researched case history or histories, or the publication of recommended practices or design methodologies based on the evaluation of case histories.

Criteria: This award is given without regard for Society membership or nationality. The award recipient or recipients will be invited to deliver the Peck Lecture describing the lessons learned from the relevant case history or histories.

Selection: The selection of the award recipient will be made by the Geo-Institute from a list of three (3) nominees to be provided by the Awards Committee of the Geo-Institute. Nominations will be considered from any society with members engaged in the practice of geotechnical engineering.

10.3.54 *Peurifoy Construction Research Award.* This award was established in 1984.

Purpose: The purpose of this award is to recognize individuals who have made outstanding contributions to the advancement of construction engineering through research and development of new technology, principles or practices.

Criteria: This award is made to a member of ASCE or the Construction Institute who has made an outstanding contribution to the advancement of construction engineering through research and development of new technology, principles or practices.

Selection: The Construction Institute may recommend a nominee for Executive Committee approval.

10.3.55 *Harold R. Peyton Award for Cold Regions Engineering.* This award was established in 1988.

Purpose: This award was established to stimulate awareness and interest in the challenges of cold regions engineering.

Criteria: This award is made to a member of the Society who has made outstanding contributions to cold regions engineering or to a basic understanding of cold environments, including dissemination of knowledge of cold climate technology through publishing innovative technical or research papers.

Selection: The Technical Council on Cold Regions Engineering will nominate a recipient of the award for action by the Executive Committee.

10.3.56 *Raymond C. Reese Research Prize.* This award was established in 1970.

Purpose: This award was established to recognize outstanding contributions to the application of structural engineering research.

Criteria: This award is presented to the author or authors of a paper published by the Society in the twelve-month period ending with June of the year preceding the year of the award that describes a notable achievement in research related to structural engineering and which indicates how the research can be used. The paper should include the results of research, and, in particular, should indicate and recommend how the research can be applied to design.

Selection: The eligible papers will be reviewed by the Structural Engineering Institute, which shall recommend the nominee or nominees for Executive Committee approval.

10.3.57 *Rickey Medal.* This award was established in 1947.

Purpose: The medal is given to a Society member for achievement in the general field of hydroelectric engineering, including any of its branches.

Criteria: The medal is given for an achievement in hydroelectric engineering.

Selection: The Executive Committee of the Energy Division recommends the recipient to the Executive Committee for ratification.

10.3.58 *Robert Ridgway Student Chapter Award.* This award was established in 1965.

Purpose: This award was instituted to promote excellence among the Student Chapters.

Criteria: The award is made annually to the single most outstanding Student Chapter.

Selection: The Committee on Student Activities shall recommend a nominee to the Executive Committee on the basis of the judging of the Certificates of Commendation that are presented each year.

10.3.59 *Roebing Award.* This award was established in 1987.

Purpose: This award is to recognize and honor an individual who has made an outstanding contribution toward the advancement of Construction Engineering.

Criteria: This award is given to a member of ASCE or the Construction Institute. The recipient of the award may be invited to deliver a "Roebing Lecture" at an appropriate meeting of the Society.

Selection: The Construction Institute shall recommend a nominee for Executive Committee approval.

10.3.60 *Hunter Rouse Hydraulic Engineering Award.* This award was originally established as a lectureship in 1979.

Purpose: The award recognizes outstanding contributions to hydraulics and waterways.

Criteria: The recipient shall be selected without restrictions as to Society membership or nationality.

Selection: The Environmental and Water Resources Institute shall recommend the recipient for approval by the Executive Committee.

10.3.61 *Thomas Fitch Rowland Prize.* This award was established in 1884.

Purpose: This award is intended to honor authors whose papers describe, in detail, accomplished works of construction or which are valuable contributions to construction management and construction engineering.

Criteria: This award is not restricted to members of the Society. Only papers published by the Society in the twelve-month period ending with June of the year preceding the year of award are eligible.

Selection: The recipient will be nominated by the Construction Institute for approval by the Executive Committee.

10.3.62 *Robert H. Scanlan Medal.* This Medal was instituted in 2002.

Purpose: The purpose of the medal is to commemorate Professor Robert H. Scanlan's lifetime achievements in the field of engineering mechanics.

Criteria: The medal is awarded to an individual in recognition of distinguished achievement in engineering mechanics based upon scholarly contributions to both theory and practice. The areas of achievement will generally be structural mechanics, wind engineering, and aerodynamics. The award is limited to one individual, without regard for society membership or nationality.

Selection: The award committee consists of the Engineering Mechanics Division (EMD) Advisory Board. It will be chaired by the chair of the EMD Advisory Board.

10.3.63 *Wilbur S. Smith Award.* This award was established in 1984.

Purpose: This award is intended to honor the person who, during the fiscal year preceding the year of the award, shall be judged worthy of special commendation for his or her contribution to the enhancement of the role of the civil engineer in highway engineering.

Criteria: This award is restricted to Fellows, Members and Associate Members of the Society.

Selection: The nomination of the recipient of the award is the responsibility of the Transportation and Development Institute subject to approval by the Executive Committee.

10.3.64 *J. C. Stevens Award.* This award was established in 1943.

Purpose: This award is to honor one who has submitted the best published discussion in the field of hydraulics.

Criteria: Only a person holding some grade of membership in the Society is eligible for the award. The prize is given to the one adjudged to have submitted the best discussion in the field of hydraulics (including fluid mechanics and hydrology) published by the Society during the twelve (12) month period ending with June of the year preceding the year of award.

Selection: Nomination of the recipient of the award is the responsibility of the Environmental and Water Resources Institute, with approval by the Executive Committee.

10.3.65 *Surveying and Mapping Award*. This award was established in 1969.

Purpose: This award honors the individual who has made a definite contribution during the year to the advancement of surveying and mapping either in teaching, writing, research, planning, design, construction, or management.

Criteria: The award is made annually. These individual contributions are made in the form of papers or other written presentations, or in some instances through notable performance, long years of service, or specific actions which have served to advance surveying and mapping.

Selection: The Technical Activities Committee shall make a recommendation to the Executive Committee.

10.3.66 *Karl Terzaghi Award*. This award was established in 1960.

Purpose: This award gives honor to an author of outstanding contributions to knowledge in the fields of soil mechanics, subsurface and earthwork engineering, and subsurface and earthwork construction.

Criteria: This award is given without restrictions as to Society membership or nationality. Contributions which have been published by the Society shall be cited as the principal basis for the Award.

Selection: Award recipients are nominated for Board of Direction approval by the Geo-Institute.

10.3.67 *Karl Terzaghi Lecture*. This lectureship was established in 1960.

Purpose: This lectureship was established to fund honoraria and certificates.

Criteria: At about yearly intervals, a distinguished engineer to deliver a "Terzaghi Lecture" at an appropriate meeting of the Society.

Selection: The recipient is nominated by the Geo-Institute for Executive Committee approval.

10.3.68 *Royce J. Tipton Award*. This award was established in 1964.

Purpose: This award is to recognize contributions to the advancement of irrigation and drainage engineering.

Criteria: The award is made to a member of the Society who has made a definite contribution to the advancement of irrigation and drainage engineering either in teaching, research, planning, design, construction, or management, these contributions being made either in the form of papers or other written presentations, or through notable performance, long years of service, or specific actions which have served to advance the science of irrigation and drainage engineering. The recipient will present a lecture at an appropriate meeting of the Society.

Selection: The Environmental and Water Resources Institute shall make a recommendation to the Executive Committee for the selection of the winner of the award.

10.3.69 *Francis C. Turner Lecture*. This lectureship was established in 1988.

Purpose: The purpose is to invite a distinguished professional to deliver a "Francis C. Turner Lecture" at an appropriate meeting of the Society.

Criteria: The selection will be based on the nominee's contributions to the advancement of the knowledge and practice of transportation engineering. The recipient need not be a member of the Society.

Selection: The selection will be made from nominations received by the Transportation and Development Institute.

10.3.70 *Theodore von Karman Medal*. This award was established in 1960.

Purpose: This award is to honor an individual in recognition of distinguished achievement in engineering mechanics, applicable to any branch of civil engineering.

Criteria: Age, nationality, and Society membership shall not be a consideration in making the award.

Selection: The Award Committee shall consist of the members of the Advisory Board of the Engineering Mechanics Division whose duty shall be to recommend nominees for formal action by the Board of Direction.

10.3.71 *Arthur M. Wellington Prize*. This award was established in 1921.

Purpose: This award may be presented annually for papers on transportation on land, on the water, in the air, or on foundations and closely related subjects, not including contributions in the form of reports and manuals.

Criteria: This award is not restricted to members of the Society.

Selection: The nominated papers are reviewed by the Society Awards Committee, which recommends the recipients(s) to the Board of Direction.

10.3.72 *George Winter Award*. This award was established in 1990.

Purpose: The purpose is to recognize the achievements of an active structural engineering researcher, educator or practitioner who best typifies the late Dr. George Winter's humanistic approach to his profession: i.e., an equal concern for matters technical and social, for art as well as science, for soul as well as intellect.

Criteria: The award shall be made to any individual without regard to Society membership. The recipient shall be a structural engineer, who has consistently worked at advancing the state-of-the-art of the profession through the practical application of design and/or research studies. This individual must have demonstrated a commitment to the social or artistic needs of the community through work performed in an area not directly related to engineering or science.

Selection: The Structural Engineering Institute shall recommend the recipient, if any, to the Executive Committee for final action.

10.3.73 *William H. Wisely American Civil Engineer Award*. This award was established in 1983.

Purpose: The award's purpose is to recognize individuals or groups who have exhibited continuing efforts to better the history, tradition, developments and technical and professional activities of the Society.

Criteria: The recipient or recipients shall be members of the Society.

Selection: The Executive Committee invites nominations from the members, Region Boards, Sections, Branches and other components of the Society and provides a recommendation for approval by the Board of Direction.

10.3.74 *Younger Member Group Award.* This award was established in 1985.

Purpose: The purpose of the award is to promote excellence among the Younger Member groups.

Criteria: This award is made to the most outstanding large and small Younger Member Forums. Nomination documents should list professional, technical, social and special activities sponsored by the Younger Member Forum for the preceding year. Application should be made to the Executive Director of the Society by February 1 of the year of the award.

Selection: The Committee on Younger Members shall recommend to the Executive Committee the winners of the award and those groups receiving Certificates of Commendation.

10.4 *Approved Special Society Recognitions.* The following are the approved Special Society Recognitions:

10.4.1 *Historic Civil Engineering Landmark Program.* This program was established in 1966.

Purpose: The purpose of this program is to recognize with a plaque a significant achievement in civil engineering history and to bring such recognition to the attention of the profession and the public.

Criteria: To be named a Historic Civil Engineering Landmark, a project of at least fifty (50) years of age must either: 1) have greatly advanced the state of the art of civil engineering; 2) be a unique or outstanding example of its genre; or 3) have had an important impact on the development of at least the region in which it is located.

Selection: A civil engineering project is nominated by an Organizational Entity or related engineering society and evaluated by the History and Heritage Committee for its outstanding historic civil engineering significance. The History and Heritage Committee recommends projects for Board of Direction approval.

10.4.2 *Outstanding Civil Engineering Achievement.* This award was established in 1960.

Purpose: The purpose of this award is to annually recognize an exemplary civil engineering project as an "Outstanding Civil Engineering Achievement." It honors the project that best illustrates superior civil engineering skills and represents a significant contribution to civil engineering progress and society. Honoring an overall project rather than an individual, the award recognizes the contributions of many engineers.

Criteria: Any civil engineering or construction project is eligible. The general criteria are: contribution to the well-being of people and communities; resourcefulness in planning and solving design challenges; pioneering in use of materials and methods; innovations in construction; impact on physical environment; and beneficial as well as adverse effects of the project including aesthetic value. Specific criteria may be approved by the Board of Direction and reviewed at a minimum of three (3) year intervals by a constituent committee of the Society Awards Committee. The constituent committee shall have three (3) members including a member appointed by the chair of the Society Awards Committee, a member appointed by the chair of the Communications Committee, and the editor of *Civil Engineering* magazine who shall convene the committee.

Selection: Judging is by a volunteer jury, approved by the Board of Direction. The Jury shall be comprised of the Past President, one (1) additional member of the Society Awards Committee who shall chair the Jury and who shall be recommended by the chair of the Society Awards Committee, two (2) members recommended by the Technical Region Board of Governors, and three (3) members recommended by the Committee on Communications to represent the press. The Editor-in-Chief of *Civil Engineering* magazine will serve as the non-voting Secretary of the Jury. The Jury shall recommend a list of finalists and the OCEA recipient to the Executive Committee for approval. The Executive Committee shall approve the recommendations of the Jury or, in the case of extraordinary circumstances, the Executive Committee shall refer the recommendations back to the Jury for further deliberation.

10.4.3 *Outstanding Projects and Leaders (OPAL) Program.* This award was established in 1999.

Purpose: This award is to recognize and honor outstanding civil engineering leaders whose lifetime accomplishments and achievements have made significant differences in design, construction, public works, education, or management.

Criteria: The awards are given to model civil engineers who have demonstrated outstanding lifetime achievement, leadership, and a long-term commitment to excellence in the categories of design, construction, public works, education, and management. The awards are not restricted to members of the Society. Members who have been inducted to the office of President-elect shall not be eligible to receive this award.

Selection: The Society Awards Committee will review the nominations and nominate one (1) recipient in each of the five (5) categories for Executive Committee approval.

10.5 *Fellowships and Scholarships.* Statement of policy for new Society-level scholarship and fellowship endowments:

10.5.1 *Naming of Fellowships and Scholarships.* To name a fellowship or scholarship after a person, such person shall be judged by the Educational Activities Committee to have or have had a reputable association with the engineering or construction communities.

10.5.2 *Funding of Fellowships and Scholarships.* The proposed fellowship or scholarship may be established by funds received from individuals, business, or industrial organizations, or by a Society grant. Such funds must carry an obligation on the part of the donor to support the Society's Purposes and Objective without advocating or seeming to advocate commercial interests.

10.5.2.1 *Endowment of Scholarships.* The minimum endowment to establish any new Scholarship bearing the name of an individual shall be fifty thousand dollars (\$50,000). All capital sums must have a stipulation that a part of the annual income may be used for administration, in perpetuity.

10.5.3 *Approval of New Fellowships and Scholarships.* The Executive Committee, with the advice of the Educational Activities Committee, shall approve all new fellowships or scholarships proposed to be administered by the Society.

10.5.3.1 *Revision to Fellowship or Scholarship Purpose.* Should the purpose for which a named fellowship or scholarship no longer exist, the Executive Committee shall establish a revised purpose for use of the income from the endowment with the advice of the Educational Activities Committee and, if available, the original donor.

10.5.4 *Rules of Fellowships and Scholarships.* Beginning ten (10) years after the establishment of a named fellowship or scholarship, changes and modifications may be made to its official rules by the Executive Committee with the advice of the Educational Activities Committee, whether or not the original donors are available for consultation.

10.6 *Approved Society Fellowships and Scholarships.* The following are the approved Society Fellowships and Scholarships:

10.6.1 *O. H. Ammann Research Fellowship in Structural Engineering.* This fellowship was established in 1963.

Purpose: The fellowship is for the purpose of encouraging the creation of knowledge in the field of structural design and construction.

Criteria: All members or applicants for membership are eligible. The fellowship is awarded on the basis of transcripts of scholastic records, evidence the applicant has the ability to conceive and explore original ideas in the field of structural engineering, and a description of the proposed research and its objectives.

Selection: The recipient(s) of the O.H. Ammann Research Fellowship in Structural Engineering shall be nominated by the Structural Engineering Institute and approved by the Society's Executive Committee.

10.6.2 *ASCE Construction Engineering Scholarship.* This scholarship was established in 1978.

Purpose: The scholarship is for a paper that treats any topic relating to accomplished works of construction, construction methodology, construction management, construction engineering, or other topics related to construction.

Criteria: All Society Student Chapters may select up to three (3) entries from their membership. Papers that have previously been published in copyrighted publications are not eligible for consideration.

Selection: The recipient(s) of the Construction Engineering Scholarship shall be nominated by the Construction Institute and approved by the Board of Direction.

10.6.3 *Trent R. Dames and William W. Moore Fellowship.* This fellowship was established in 1990.

Purpose: The fellowship is for the purpose of advancing the science and profession of engineering and to enhance the overall welfare of mankind.

Criteria: Applicants must be practicing engineers or earth scientists, professors or graduate students. Membership in the Society is not a requirement for the award.

Selection: The recipient(s) of the Trent R. Dames and William W. Moore Fellowship shall be nominated by the Educational Activities Committee and approved by the Executive Committee.

10.6.4 *Eugene C. Figg, Jr. Civil Engineering Scholarship.* This scholarship was established in 2004.

Purpose: The scholarship is for the purpose of encouraging the creation of bridges as art.

Criteria: Applicants must be Student Members to be eligible.

Selection: The recipient(s) of the Eugene C. Figg, Jr. Civil Engineering Scholarship shall be nominated by the Educational Activities Committee and approved by the Executive Committee.

10.6.5 *Freeman Fellowship.* This fellowship was established in 1924.

Purpose: The fellowship is for the purpose of discovery of new and accurate data useful in engineering with an emphasis on hydraulic science and art.

Criteria: All members are eligible.

Selection: The recipient(s) of the Freeman Fellowship shall be nominated by the Educational Activities Committee and approved by the Executive Committee.

10.6.6 *J. Waldo Smith Hydraulic Fellowship.* This fellowship was established in 1938.

Purpose: The fellowship is for the purpose of promoting research in the field of experimental hydraulics.

Criteria: All members enrolled in a formal graduate program are eligible.

Selection: The recipient(s) of the J. Waldo Smith Hydraulic Fellowship shall be nominated by the Educational Activities Committee and approved by the Executive Committee.

10.6.7 *Samuel Fletcher Tapman Scholarship.* This scholarship was established in 1961.

Purpose: The scholarship is for the continuation of formal undergraduate education in a recognized educational institution.

Criteria: A Student Member may apply for this scholarship and shall be a member in good standing at the time of application and award. No more than one (1) application shall be submitted from the membership of any one (1) Student Chapter.

Selection: The recipient(s) of the Samuel Fletcher Tapman Scholarship shall be nominated by the Educational Activities Committee and approved by the Executive Committee.

10.6.8 *B. Charles Tiney Scholarship.* This scholarship was established in 1980.

Purpose: The scholarship is for tuition assistance to needy and deserving college students who are studying in the field of engineering.

Criteria: A Student Member who is in good standing may apply for this scholarship.

Selection: The recipient(s) of the B. Charles Tiney Scholarship shall be nominated by the Educational Activities Committee and approved by the Executive Committee.

10.6.9 *Arthur S. Tuttle Scholarship.* This scholarship was established in 1983.

Purpose: The scholarship is for the purpose of encouraging graduate education in civil engineering.

Criteria: All members are eligible.

Selection: The recipient(s) of the Arthur S. Tuttle Scholarship shall be nominated by the Educational Activities Committee and approved by the Executive Committee.

10.7 *Joint Activities with Other Organizations.* The Society and/or its Organizational Entities may appoint representation to committees or boards of other organizations, and sponsor or endorse activities of other organizations or individuals that are consistent with the goals and purposes of the Society and which are deemed to have value for the Society's membership.

10.7.1 *Liaisons to Other Organizations.* Appointments of Society members may be made to represent the Society on committees or boards of other organizations or those formed jointly with other organizations for the purpose of advancing the technical, professional, or economic status of engineers. The Society appointee shall furnish reports to the Society administrative unit supervising the principal subject area of the joint committee. Such report shall be submitted not more than thirty (30) days following each event attended on behalf of the Society and should summarize the activities and accomplishments of the other organization and contain recommendations as to continuing support and participation by the Society.

Appointments of delegates and representatives to represent the Society at conferences and meetings, or on committees or boards of other organizations and those formed jointly with other organizations, shall be selected from members of the Society, as deemed appropriate by the Board of Direction.

10.7.2 *Process to Initiate Joint Activities.* Requests for Society sponsorship or endorsement of local events shall be made in writing to the appropriate Organizational Entity. Requests for Society sponsorship or endorsement of regional, national or international events shall be made in writing to the Secretary. Approvals granting Society sponsorship or endorsement must describe the extent or conditions of the Society participation. Each approval shall be for a single event. For all events, the approving Society entity shall request a "Hold Harmless" agreement as a pre-condition to ASCE involvement.

When determining approval or disapproval of a request for sponsorship, consideration shall be given to the nature and reputation of the requesting organization, applicability of the material to the civil engineering professions, possible conflicts with other Society events, and the quality of program and presenters.

10.8 *Provision of Society Member Benefits Through Affinity Programs.* The Society may offer Affinity Programs to the members. The purpose of Affinity Programs is to meet the wants and needs of Society members. Periodic Society member feedback shall be solicited to monitor the wants and needs and the levels of service provided.

10.8.1 *Criteria for Affinity Programs.* Affinity Programs offered to Society members shall meet the following criteria:

—Affinity Programs shall provide products and/or services affecting the well-being of the Society's membership and be high quality, not available to those who are not Society members or available at a cost savings due to membership in the Society.

—The Society shall enter into a contractual arrangement with the vendors/suppliers of Affinity Programs the Society offers. The contract shall: include provisions relative to the monitoring and review of programs, operations, compensation and fees; state that costs to Society members at least match the lowest cost at which the product is offered; include provisions that the vendor/supplier will match documented competitor costs or total value; and provide controls for the Society if contract terms are not met.

—Endorsement of durable goods/hardware products shall be noncommittal and nonexclusive to a single product or dealer if more than one (1) source may be available.

—Suitable product guarantees and/or service shall be available to all Society members.

—The Affinity Program benefit shall be a true benefit offering reduced cost, quality, and convenience to the Society member.

—The Society shall have no marketing obligation and shall be mindful of the Society's members' welfare and privacy by controlling access to lists of Society member addresses and providing means to prevent unwanted, excessive or unsuitable advertising or marketing activities by vendors/suppliers.

—Financial benefits to the So

ciety for the provision of Affinity Programs shall be considered once other criteria are satisfied. Such benefits may consist of royalties, fees, rebates, funding or other legal and lawful payments made to the Society by vendor/suppliers through any such Affinity Program. Financial benefit to the Society shall not, in and of itself, be a criterion for endorsement of an Affinity Program but shall be considered an acceptable enhancement to an Affinity Program, which meets other criteria.

—Products/services, which do not meet the criteria of an Affinity Program, may be advertised to Society members without endorsement through the Society's normal paid advertising channels.

Article 11. Amendments

The Rules of Policy and Procedure may be amended by the Board of Direction as provided in the Bylaws.

