



American Society of Civil Engineers

**SECTION & BRANCH
OPERATIONS
HANDBOOK**



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1.0 PURPOSE

This Handbook has been developed as a supplement to the American Society of Civil Engineers' *Official Register*. It contains information, suggestions and guidance for ASCE Sections and Branches, their officers and members. This Handbook provides useful ideas to improve the service of the Sections and Branches to their membership and provides answers to many questions and problems that arise in Section and Branch operations. In addition, ASCE National Officers, the Committee on Geographic Units, the Executive Director and Geographic Services staff are available to assist in matters concerning the operations of Sections and Branches.

2.0 FOREWORD

To meet the professional and technical needs of members at the local level and to assist them in accomplishing the purposes of the Society, the Board of Direction authorized the formation of Sections.

Branches or other subsidiary organizations may be organized within Sections upon the petition of members of the Society residing in a given area. Petitions must be endorsed by the respective Section and approved by the Region's Board of Governors. Requirements for the formation and operation of Sections and Branches and other subsidiary organizations have been adopted and set forth in the Society's Bylaws and Rules of Policy and Procedure.

As provided in the Constitution of the Society and in practice, the functions of Sections are intended:

- < to achieve closer personal acquaintance and a spirit of cooperation among engineers
- < to confer and to make suggestions with respect to matters of policy both at the local level and upwards through the Society
- < to provide educational activities both of a professional and/or a technical nature
- < to study local engineering problems
- < to encourage members of the Society to prepare or discuss papers involving technical and/or policy areas
- < to cooperate with other Sections and other local engineering societies in matters of common interest
- < to appoint committees to carry out the work of the Society
- < to foster Student activities and cooperate with Student Chapters in the Section's areas
- < and otherwise to assist in attaining the objectives of the Society and in providing service to the members.

Sections and Branches have been formed from time to time and recognized by the Board of Direction, beginning with the San Francisco Section (first an "Association") in 1905. As of 2008, there are 154 Branches and 88 Sections located throughout the United States, and in Panama, Republic of Colombia, Saudi Arabia, Japan, Hong Kong, India, Egypt, Indonesia, Bangladesh, Thailand and the United Arab Emirates. A comprehensive list of Sections and Branches giving the names of current officers and areas allocated to the Sections can be found in the *Official Register* and on the ASCE website, www.asce.org.

Establishment of Sections is regulated by the Constitution (Article 9) and Bylaws (Article 9 Section 9.5.2) of ASCE. The functions of the Sections are regulated by Rules of Policy and Procedure, (Article 9 Section 9.6) established by the Board of Direction.

3.0 AUTHORITY AND RESPONSIBILITY

Authority must accompany responsibility for an organization to be successful. While Sections/Branches have the authority to utilize a member's personal activity in ASCE, they also have the responsibility to develop and direct that energy and enthusiasm.

For example, it is the responsibility of a Section/Branch to hold meetings of its assigned members and it has authority to set up any program of meetings deemed to be in the interest of its members. The Section is responsible for promoting the general welfare of its members and, therefore, has the authority to take such actions that will aid in attaining this objective.

There are limitations on both the authority and responsibility of a Section/Branch. Sections/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/Branch unless there is a cooperative effort on the part of two or more Sections/Branches, and that such activities are within the scope of the objectives of the Society.

Public affairs from the municipal to the state level will generally be left to the Section or Sections interested. A Region or Council of Sections may function in state or interstate problems within its area of jurisdiction.

All national affairs in the range of Society interest, including legislation, will be considered at the national level by the Board of Direction. Sections/Branches or Regions may propose action for consideration by the Board, and submit it through appropriate channels within the Society. Note that Article 9, Section 9.1 of the Bylaws provides that "No organizational entity shall speak for the Society as a whole unless so authorized by the Board of Direction."

The staff of the Headquarters office is available for consultation and guidance when there is doubt regarding the proper handling of a specific situation. Obtain advice and clearance from Headquarters whenever making reference to Society policy to any public agency.

Sections are urged not to act upon registration, legislation or other controversial professional matters without prior consultation with the Sections of other interested professional organizations.

Since the Society is an international organization, its Sections may not affiliate with other organizations or movements of national or international scope without prior approval of the ASCE Board of Direction. Contact the ASCE Executive Director for procedures.

4.0 ORGANIZATION OF SECTIONS/BRANCHES

Successful operation of a Section/Branch depends upon the efficient utilization of member talent and effort.

4.1 Areas of Sections

The concept of Section "areas" was established in 1938, when the whole of the United States was divided into areas under the jurisdiction of the respective Sections. These areas are defined in the yearly *Official Register*. The boundaries

of any Section shall lie entirely within the boundaries of a single Region. Boundaries of Section areas may be changed at any time by the Board of Governors of their Region. Any proposed changes to Sections that impact other Regions shall be referred to the Committee on Geographic Units for recommendation to the Board of Direction. As ASCE expands its membership outside the United States, new Sections may be created after operating as an International Group for at least one year.

Sections should strive for (1) ease of communication, (2) sufficiently large membership, (3) an operative area of similar interests and (4) defined geographical boundaries for leverage in political and legislative items of interest to the profession and the public. If feasible, a Section organization should be based on state boundaries. Fragmentation should be avoided. It is more desirable for ease of communications to have as few Sections as possible.

4.2 Branches

With the expanding membership of ASCE, some geographically large Sections have found it impossible to adequately serve the needs of their widespread membership. In an effort to take the Section to its members, the custom of holding meetings at various population centers evolved. As the organization in each of these centers strengthened, the natural outgrowth was a permanent Branch as a subsidiary organization of the Section with a continuing program of professional activities. The Board of Direction encourages the formation and operation of Branches. To establish a new Branch, a petition supported by the Section must be submitted to their Region's Board of Governors for review and approval.

The operation of a Branch is similar to that of a Section. However, the responsibility for the Branch always lies with the Section and the relationship between the two must be one of mutual understanding regarding this responsibility. Branch officers are often members of the Section Board of Directors.

4.3 Constitution and Bylaws

A Section's constitution and bylaws should be designed to meet the needs of the particular group and areas involved. Branches do not have their own constitutions; as a subsidiary structure, they are governed by the Section Constitution. Branches do have their own bylaws. For guidance in preparing new constitutions or revising old ones, Appendix 2 provides a model constitution.

Following the establishment of a Section and before becoming effective, the Executive Committee must approve any new constitution and bylaws, upon review by the Board of Direction or a Standing Committee designated by the Board of Direction Article 9 Section 9.5.2.3). The approval of amendments to constitutions and bylaws, including operation of Branches and technical groups, is delegated to the Board of Direction or a Standing Committee designated by the Board of Direction. For guidance regarding the correct procedure, contact your Geographic Services staff contact at ASCE Headquarters.

Submit any amendments to constitutions and bylaws in a format that clearly delineates the changes.

For guidance in forming new Sections and Branches, see Appendix 1. Appendix 2 provides a sample set of bylaws for Branches.

4.4 Officers

Elected officers of the Section/Branch establish operating policy and goals for the management of the Section. Officers usually consist of a president, president-elect, vice-president, secretary and treasurer. In some Sections the last two posts are combined, and in many Sections, several other officers are added such as additional vice-presidents and directors. These officers comprise the Board of Directors of the Section/Branch.

4.4.1 Election of Section/Branch Officers

Procedures for electing Section/Branch officers are outlined in Section constitutions. Regardless of the procedure prescribed, interpretation should encourage election of officers who represent the diverse interests of the members in order to maintain the active interest of all members. Nothing destroys member participation faster than the circulation of the idea, warranted or perceived, that officers rotate within a clique.

A simple safeguard of the elective process is a provision in the bylaws for election of a nominating committee in advance of the Section/Branch meeting for election and the opportunity for "nomination by petition." Additionally, the use of a secret ballot, no matter the size of the Section, is good practice.

Prime qualifications for officers are (1) interest in the objectives of the Society and the Section/Branch, (2) the ability to work well with a group and, (3) most importantly, the time to spend on affairs of the Section/Branch while in office. Remember, the welfare of the Section/Branch depends upon selecting a qualified individual.

4.4.2 Officers' Functions

The spark plug of the Section/Branch is the president, but he or she should not be expected to be the whole engine. Specific duties dealing with routine operation should be delegated to other elected officers. The abilities of vice-presidents should be used to good advantage by placing them in charge of important Section activities.

The secretary performs many of the essential functions of the Section/Branch. The secretary normally maintains a file of the Section/Branch's membership, all records and correspondence, prepares and submits reports of Section activities, and notifies members of meetings.

The treasurer receives funds due to the Section/Branch, pays bills, maintains a suitable repository for Section/Branch funds, and prepares regular financial reports.

4.5 Organizational Structure

Officers working alone cannot devote the time or the effort necessary to the operation of an active Section or Branch. Section/Branch officers should have the active support of a number of committees each with a special function. Such committees are divided into groups: standing committees, with a continuing function; and task committees, given a single assignment and discharged when their goals are complete. Appendix 6 provides a guide for forming committees.

Standing committees most commonly appointed are program, membership, hospitality, public information, publications or newsletter, technical activities and professional practice. Committees on nominations, awards and prizes, career guidance, legislative affairs, younger member forum, student affairs, community involvement, and diversity programs are also routinely added.

Task committees undertake discrete projects outside the scope of standing committees or to study matters requiring more specific and detailed attention. For example, a Constitution and Bylaws Committee might be formed for revising these documents.

Refer to Appendix 11 of this handbook entitled "Roles for Officers and Committees" for additional information on committee function, composition and duties.

5.0 MEMBERSHIP IN A SECTION/BRANCH

The status of membership in a Section/Branch is determined by each Section's constitution. However, such membership must be open to all ASCE members who reside or work in the assigned area of the Section. Most Sections determine active membership by the provision: "subscribing to the Section constitution and paying dues." Similarly, most Sections make provisions for non-resident members when an assignment may have taken the member out of the area. In September 2004, ASCE instituted a new member service of tracking and billing members who wish to pay dues to a **second** Section and Branch. If your current Section or one of your Branches bills members that are not assigned to your Section's geographic boundaries, ASCE National will do it for you. Please submit a list of the individuals, their membership ID numbers or mailing address and the name of the Branch within your Section for which they should be billed. Interested members may call 800-548-ASCE or 703-295-6300 or send an email to member@asce.org.

5.1 Assigned/ Subscribing Members

For purposes of record, allocation of members to Sections shall be in accordance with their addresses as recorded in the current records of the Society. Thus, every member is an "assigned member" of that Section, unless the member instructs otherwise. Members may select their Section/Branch membership based on either their business address or home address. Only those assigned members who subscribe to the constitution and bylaws of a Section and pay Section dues or are exempt from paying Section dues may hold office and vote on Section matters. These customarily are termed "subscribing members."

5.2 Membership Records

ASCE members often move from one Section to another and, of course, there are always new members to add to the rolls, and dropped members to remove.

The maintenance of accurate membership records by the appropriate Section officer is essential. This process is simple, if the officer closely follows the automatic system set up by Society Headquarters.

Names and addresses of all members, new, reinstated, moved, dropped, resigned or deceased are furnished regularly from Society Headquarters in electronic format. Complete details of this system are shown in Appendix 4. Membership data is available via a File Transfer Protocol (FTP) server. Contact

Geographic Services for assistance at (800)-548-2723, Ext. 6121.

There are only two exceptions that can interfere with this system: (1) failure to notify Headquarters of changes in data (or survivors do not notify about deceased) or (2) the Section Secretary not keeping membership records up-to-date and not notifying Headquarters of all changes.

5.3 Mailing Lists and Labels

ASCE mailing lists and labels of members, produced from Society Headquarters' records, are available only for official ASCE business upon written request. Unauthorized use of the mailing lists by copying, programming on computers, or in any other manner or form is strictly prohibited without the written consent of ASCE.

6.0 COMMITTEES AND SUBSIDIARY ORGANIZATIONS

6.1 Committees

Regardless of the size of a Section/Branch or the geographical distribution of its members, most of its accomplishments can be traced to the work of various committees.

Committee appointments should be carefully made on the basis of interest, capability, and the amount of time a prospective committee member is willing and able to devote to the activity involved. You can assure continuity of committee work by staggering terms, so that all members of a committee do not retire at one time. Under this arrangement, the senior committee member usually serves as chairperson.

6.1.1 Administrative Committees

Administrative committees are necessary organizational tools for effective operation of a Section/Branch. They provide the means for applying concentrated attention to vital Section/Branch functions and afford opportunities for wider participation on the part of individual members in Section/Branch affairs.

Suggested administrative committees:

- Auditing
- Awards and Prizes
- College/University Advisory
- Community Involvement
- Finance
- Government Relations
- History and Heritage
- Membership
- Nominating
- Outreach
- Program
- Publications
- Public Relations

6.1.2 Professional Committees

The national Committee on Professional Practice (CPP) coordinates and

stimulates the functions of committees devoted to professional aspects of member activities.

The national CPP organization is detailed in the *ASCE Official Register*. Additional insight into the character and operations of professional practice can be found in Article 9 Section 9.2.2 of the Bylaws and Article 9 Section 9.2.7 of the Rules of Policy and Procedure in the *Official Register*.

The Society's members have shown interest in many of the areas indicated by the national committees in CPP. Therefore, many Sections have committees that reflect the activities of the national committees.

6.1.3 Technical Committees

Technical Activities Committees are an important component of each Section/Branch because of increasing specialization within the broad profession of civil engineering. Such committees foster and coordinate activities of a technical nature within the Section/Branch with the aim of promoting the technical engineering competence of Section/Branch members.

An effective committee contributes by sponsoring seminars, Section/Branch technical programs, field trips, encouraging the publication of technical papers, and generally stimulating communication within the national Technical Divisions and Councils or Institutes of the Society. The committee should also promote the formation of technical groups. The national Technical Divisions are described and detailed in the *Official Register*. The ASCE Board of Direction encourages these groups as an important part of effective Section/Branch operation. This is particularly true where sufficient numbers of engineers of the same specialty reside in the same area.

6.2 Subsidiary Organizations

6.2.1 Technical Groups

An expanding area of Section/Branch activity has been the formation of technical groups or Institute Chapters within each Section/Branch. Such groups, dealing with a single specialized field of engineering, serve the needs and interests of members whose practice lies within one or more of these major fields.

Active local technical groups and Institute Chapters supplement the work of national technical divisions and councils and the various ASCE Institutes at the local level. Members personally benefit and, at the same time, aid in advancing the Society's objectives. Section or Branch technical groups are often the primary link to ASCE's Institutes: Geo-Technical; Structural Engineering; Environmental and Water Resources; Construction; Coasts, Oceans, Ports and Rivers; Architectural Engineering, and Transportation and Development.

The Board of Directors should coordinate activities of technical groups. Without coordination, the groups may become splinter organizations of the Section/Branch, where they may tend to operate as separate entities. Overcome this problem by requiring that the Board of Directors approve each group's activities at the start of the Section/Branch's fiscal year. It may also be desirable for the Treasurer of a Section/Branch to handle all the financial matters for each of the groups. Sections and Branches offering a number of technical groups, may distribute the responsibility for conducting one or more of the Section/Branch's meetings among each of the groups.

6.2.1.1 How to Form Technical Groups

The following guidelines have been adopted by the Society for the formation and operation of Section/Branch technical groups. An article entitled "How to Form a Technical Group" can be found in Appendix 9.

1. General

Any Section/Branch may establish technical groups in accordance with prescribed procedures.

2. Notification

A. The Section/Branch Secretary will notify Society Headquarters by letter when official action has been taken by the Section/Branch concerning the formation of a technical group.

Such notification shall contain the following information:

- (1) The name of the technical group.
- (2) A brief statement of the technical group's objectives.
- (3) Names and titles of the technical group's officers (chairperson, secretary, etc.)
- (4) A statement indicating the endorsement of the formation of the group by the Section Board of Directors and appropriate revisions to Section/Branch Constitution and Bylaws.
- (5) Any additional information which the Section/Branch may wish to submit to record the formation of the technical group, including the proposed Bylaws for that group.

B. Upon receipt of notification, the Executive Director shall refer the request to the Board of Direction or a Standing Committee designated by the Board of Direction for review and approval.

3. Guidance

Each technical group of a Section/Branch should look to the appropriate technical division or Institute for guidance and liaison.

4. Control

Each technical group would be subject to such rules, regulations, and control as may be established by the Section/Branch for subsidiary groups. Generally the Technical Activities Committee of the Section/Branch would coordinate control and define reporting requirements.

5. Listing

Each technical group, with the names of the chairperson and secretary, is listed under the Section in the Society's *Official Register*.

6. Activities

A. The technical group may hold meetings, conduct continuing education programs, prepare and present technical papers, hold seminars, arrange field trips, prepare "public position" papers, follow local proposed legislation, etc. Activities should afford members at the Section/Branch level an opportunity to present specialized subject material of interest and application to the activities of a single specialized field of engineering or technical division.

B. The Section/Branch newsletter editor should be informed of upcoming meetings and activities of the technical groups in order to stimulate greater member participation in the affairs of the group. Copies should also be sent to the respective Institute staff at Headquarters.

6.2.2 Younger Member Activities

Participation of younger members, in all Section and Branch activities, without regard to grade of membership, is essential to the successful operation of all Sections. Younger members should be encouraged to participate in all phases of Section/Branch activities and should receive strong consideration when electing officers or making committee appointments.

The younger engineer should recognize that many of the activities planned will further one's own professional knowledge, competence, and development. It is the responsibility of the Program Committee to provide an atmosphere of "belonging" for the younger member.

To provide for the professional development of the younger member, the Section/Branch should:

- < Publicize courses leading to EIT and PE licenses.
- < Publicize seminars on technical subjects. For example: Engineering application of computers, soil mechanics, pre-stressed concrete, hydrology, effective writing courses, project and time management
- < Promote well-organized engineering inspection tours with the Program Committee.
- < Promote social activities geared to younger member interest.
- < Use the "buddy system" or "mentor system," i.e., assign an older member to a younger member.
- < Encourage employer support of all ASCE activities.
- < Insert information on courses offered at nearby colleges that may be of interest to younger members in the newsletter
- < Promote interest and participation in civic affairs.
- < Provide speaker forums.

Larger Sections and Branches have established Younger Member Forums or Groups. These bring together the younger element of the Section for discussion of problems of mutual interest and may serve as a training ground for future Section/Branch leaders.

Section officers should encourage Younger Members to express their views and ideas on all matters of Section interest. When the material is national in scope, they should submit their ideas for publication in *CIVIL ENGINEERING* or *ASCE News*. Specific problems relating to the younger engineer should be directed to the Society's national Committee on Younger Members for discussion and recommendation.

7.0 ANNUAL REPORT

The Society's Bylaws (Article 9, Section 9.5.4.4) require the submission of Annual Reports of Section Activities and Finances. **Reports are due at the Society Headquarters not later than November 30th of each year** and cover the Society's twelve-month fiscal year period starting on October 1st of the prior year and ending

September 30th.

The Annual Report should summarize the Section's activities and financial operations during the past fiscal year and include a contact for each:

- < Branch
- < Technical Group
- < Associate/Younger Member Forum
- < Student Chapter
- < other subsidiary groups in the Section

Appendix 5 includes Annual Report forms.

The Annual Report contains two parts:

- < A report of the activities of the Section for the fiscal year
- < A report of financial operations of the Section including all subsidiary organizations for the fiscal year.

This report format will record information helpful to the Board of Direction, Committee on Geographic Units, Headquarters Staff, and other Sections in evaluating Section Affairs. Sections may supplement the requested data with additional information and pictures. If more space is required to adequately describe Section activities, additional pages may be attached.

Receipt of the complete Annual Report is a prerequisite to the payment of the Society's annual allotment to each Section. Annual Reports are also used by Headquarters staff to file consolidated tax returns for all U.S. Sections. **Any U.S. Section failing to submit an Annual Report by the November 30 deadline, must file its own taxes with the IRS.** It is the responsibility of the Section Board of Direction to ensure the timely submission of the report of activities and financial operations. Further, any Section not submitting an annual report by the next year's deadline (within one year of the November 30 deadline) will not be eligible for recovery of the prior year's Section allotment.

In April 2001, the Board of Direction approved changes to the ASCE Rules stating that Sections who fail to submit their Annual Report by March 31 will forfeit 25 percent of their Section allotment. Sections who fail to submit their Annual Report by May 31 will forfeit 50 percent of their Section allotment. Sections who fail to submit their Annual Report by July 31 will forfeit 75 percent of their allotment. Sections who fail to submit their Annual Report by September 30 will forfeit 100 percent of their Section allotment.

8.0 FINANCES

Section finances are generally controlled by the Section Board of Directors and are subject to controls built into Section constitution and bylaws. A good finance program requires sound money management and proper accounting procedures.

8.1 Section Allotments

Activities of Sections are subsidized by allotments from the budget of ASCE. Funds are distributed each year according to a formula established by the Board of Direction. This formula is set forth under Article 9, Section 9.6.2, of the Society's Rules of Policy and Procedure, which are contained in the Official Register. ASCE's Geographic Services Department distributes Section allotments after receipt of the Section Annual Report.

8.2 Responsibility

As Sections are duly constituted and authorized organizational units of the Society, their financial management and operations are of direct concern to the Society's Board of Direction. Receipt of the complete Annual Report at headquarters is a prerequisite for the payment of Society allotted funds to your Section.

The financial management and operation of Branches, Associate/Younger Member Forums, Technical Groups and other local committees are a direct responsibility of each Section under which these respective local units have been constituted and authorized.

8.2.1 Income Tax Return

A consolidated Internal Revenue Service Form 990 "Return of Organization Exempt From Income Tax" and Form 990T "Exempt Organization Business Income Tax Return" are filed by National Headquarters for all U.S. Sections. If there is any question concerning the requirement to file, please contact ASCE.

8.2.2 State Income Tax Return

Many state tax agencies also require an exempt non-profit organization Informational Income Tax Return. In addition, state regulations vary considerably with regard to income not related to the purpose of the organization. Treasurers should research their state tax regulations as part of preparing the Annual Report. Each Section is responsible for local and state filings.

8.2.3 Financial Tabulation Report

Each year consolidated financial records of all Sections are tabulated by ASCE and are available to all Sections upon request. A careful study of this report along with a study of the tabulated annual report of activities of other Sections will be of great help to a Section desiring to know how it compares to other Sections offering similar programs.

8.2.4 Section and Branch Audits

Guidelines for Section and Branch audits are attached in Appendix 17. These guidelines were prepared in response to the American Competitiveness and Corporate Accountability Act, often referred to as the Sarbanes-Oxley legislation. The Sarbanes-Oxley legislation was signed into law on July 30, 2002 in an effort to restore public trust in publicly traded corporations following a number of public corporate scandals. While the legislation does not apply to not-for-profit organizations like ASCE, ASCE nevertheless continuously strives voluntarily to enhance its governance and fiduciary practices, consistent with Sarbanes-Oxley legislation principles. Please familiarize yourself with these important guidelines so we can safeguard the Society's Section and Branch resources and manage and protect these assets to serve the best interest of the Society, the profession and our members

8.3 Accounting Systems

The following provides uniform guidance to Sections in the basic essentials which, if applied with flexibility to accommodate local conditions, should result in

sound, practical financial management and accounting procedures. Microsoft Money or Quicken are commonly used software that work well. For purposes of simplicity, uniform reporting, and general correlation with the Society's financial records, the report of financial operations portion of the Section Annual Report shall consist of Form 110-A "Statement of Cash Receipts and Expenditures and Budget Comparisons," Appendix 5 and Form 110-B "Balance Sheet and Balance Sheet Supplements," Appendix 5.

8.3.1 The Cash Basis

The Cash Basis of accounting is recommended for Section use. Under the cash basis, entries are made on the subsidiary ledgers at the time of actual receipt or disbursement of cash. This method eliminates the need for detailed journals, and only requires the use of a Cash Receipt Record, a Cash Disbursement Record and General Ledger to record sufficient information for the preparation of a financial statement of income and expenditures for submission to the Society's Headquarters.

8.3.2 Subsidiary Ledgers

Set up a separate account for each subsidiary ledger and carry the balance to the Cash Receipts Record at the conclusion of each month.

8.3.2.1 The Cash Receipts Record

The Cash Receipts Record is a chronological list of all items of receipts showing the source of funds.

Caption columns to represent the sources of income. As funds are received and deposited in the bank, an entry is made for that date. Deposit all checks in a timely manner. At the end of a reporting period, determined by the Section/Branch board, record the total.

Since it is possible that a lump-sum figure representing dues for two or more members will be entered in the Cash Receipts Record at once, it is recommended that a subsidiary ledger be set up to record each individual payment.

8.3.2.2 The Cash Disbursements Record

Set up a Cash Disbursements Record in a similar manner to the Cash Receipts Record.

Post each entry chronologically and numbered to correspond with the check issued to cover. At the end of a reporting period record the total.

8.3.2.3 General Ledger

Cash Receipts and Disbursements Records should be totaled monthly in your General Ledger and the balances carried forward to the succeeding month. In this manner, the income and expenses for each account are accumulated for the entire year. The monthly totaling of the records will then be useful for reporting to the Section/Branch board. At the end of the fiscal year (September 30) the total should be transferred to the Statement of Income and Expenditures.

8.3.2.4 Bank Reconciliation

Prepare a bank reconciliation at the end of each month. Verify deposits listed on the Cash Receipts Record to the bank statement. Examine each check returned with the bank statement against the Cash Disbursement Record as well as the amount listed on the bank statement.

8.3.3 Balance Sheet

Since the accounting operation is on the cash basis there will be no receivables, no accruals, and no liabilities. The only items that should appear on the Balance Sheet should be Cash, Securities, Fixed Assets, and Trust Funds on the asset side and the Surplus and Reserve for Trust Funds on the credit side.

The Balance Sheet may contain a footnote to show the amount of dues still to be received or for any obligations for services received or purchases made but not as yet paid for this fiscal period then ended. Include a supplement to the Balance Sheet listing all Securities held by the Section on the statement date.

8.3.4 Sections' Subsidiary Organizations Reporting

The Annual Report of financial operations of the Section shall include a consolidation of the financial operations of all subsidiary organizations (Branches, Technical Groups, Forums, Committees, etc.) which have separate treasuries, on a concurrent basis. According to local financial procedures, this reporting may be done in two ways, or by a combination of both:

(1) Itemized receipts, disbursements and assets of subsidiary local organizations may be included integrally with the Section statement of cash receipts and expenditures and budget comparison. This procedure would be preferable where the receipts and disbursements of the respective subsidiary organizations are handled and managed by the Section.

(2) When the receipts and disbursements are handled and managed by the respective local subsidiary organizations, the Section may report total assets and total equity of such units separately on its Balance Sheet. When this procedure is locally adopted, the Section may find it convenient and desirable to have the local subsidiary organizations prepare and submit to it an annual financial report. Forms 110-A and 110-B may be adapted for this purpose.

8.4 National ASCE Collection of Dues

Upon request, ASCE Headquarters will collect Section membership dues as part of the collection of National Dues. You will receive notification each Spring inviting you to have ASCE national collect local dues. Dues are remitted to Sections on a monthly basis.

9.0 ACTIVITIES

A Section or Branch has a responsibility to hold meetings of the members of ASCE in the area allocated to the Section/Branch; and, it has authority to set up any program of meetings deemed to be in the interests of its members.

9.1 Newsletter

Regular reporting of Section/Branch affairs to the members through a local newsletter should be a primary responsibility of Section/Branch leadership. Newsletters are vital for assuring involvement and enthusiasm of active members and for attracting new members. Newsletters need not be expensive. Many Sections and Branches support the cost to produce their newsletter with advertising revenue. *(Note, however, that advertising revenue may be subject to federal Unrelated Business Income Taxes if the revenue exceeds the cost of production).* The Committee on Geographic Units approves up to 4 award recipients yearly to recognize outstanding newsletters. Sample newsletters are available upon request from Society Headquarters.

ASCE recommends that Sections distribute their newsletters to all assigned members. The possible acquisition of new subscribing members more than offsets the cost for mailing. Since the newsletter represents a significant budget item, it is certainly a financial decision that has to be addressed by the local board. Some Sections/Branches send a copy of the newsletter along with the dues notice. Most national officers, national committee members in the Region's neighboring Sections and ASCE Headquarters welcome receiving copies of the newsletter and should be included on your mailing list. Appendix 7 contains tips and recommendations for producing top-quality newsletters.

Occasionally there may be sensitive topics or issues which the editor should check with ASCE Headquarters, due to potential legal ramifications. An example would be Competitive Bidding, where antitrust considerations prohibit ASCE and its Sections from publishing anything which prohibits or limits the submissions of price quotations for engineering services by members, or which implies that the submission of price quotations for engineering services by members is unethical, unprofessional or contrary to any policy of the Society.

9.2 Reports and Publications

Sections/Branches should not consider a newsletter as their only publication opportunity. Other opportunities include a Membership Directory and a Section Yearbook, both of which are looked on as prized accomplishments by Sections that make this an annual practice. Contact ASCE Headquarters for information and assistance in the publishing of Directories and/or Yearbooks.

9.3 Contributions to ASCE Publications

Announcements and reports of Section/Branch meetings and copies of all publications should be forwarded to Society Headquarters, the Society Director, and the Governors within ones Region. This is essential to assure continuous coordination of Section affairs and often saves unnecessary duplication of time and effort. Also, the information received provides potential copy for *ASCE News*, and the *Section Informant*.

Every member of the engineering profession has the obligation and the opportunity to add to the storehouse of engineering knowledge. Presentations and panel discussions before Sections/Branches and contributions to Society

publications are the principal methods of distribution of such knowledge within ASCE. Each Section/Branch should forward to the editors of ASCE publications all manuscripts deemed worthy of publication, whether or not they have been presented before the Section/Branch. Generally, articles of broad interest are published in *CIVIL ENGINEERING*. More technical papers, having to do with one of the specialty fields of the profession, appear in the journals of the various national technical divisions, where they can stimulate debate.

Some Sections appoint a reporter to send all news of merit to ASCE editors. More frequently, the Section secretary assumes this responsibility as a part of his/her regular contact with Society Headquarters. Some of the unique events in Sections and Branches are reported in *ASCE News*. The editors are always searching for Section activities of more than routine interest. Reports of actions that place the profession in a favorable public light are especially welcome. Shorter items reporting activities or trends of general interest to the profession are equally important.

9.4 Public Relations

Every Section and Branch has the obligation and the opportunity to contribute to the public understanding of civil engineering and its greater impact on society. The messages and means of communications will vary from audience to audience.

Presentations and panel discussions at Section or Branch meetings to fellow ASCE members and other engineering groups and contributions of technical articles to Society publications are acceptable methods of communications with this audience.

External Audiences

In addition to your members, it is important that your Section or Branch maintain a relationship with your community, including voters, business leaders and politicians by becoming involved with issues within your community that civil engineers can impact. Your Section or Branch should also keep the community informed of any events or initiatives that you undertake that could potentially affect the community or would be of interest to them. Public Relations is an important component in building these relationships with external audiences as well as your members.

Public Relations include dissemination of adequate information about activities of the Section or Branch to your members and information about your events or issues that are relevant to the general public. This is primarily done through media relations, the act of dealing with the print, television, radio and electronic journalist to publicize your information regarding your event or initiative to the general public. It is also a medium of persuasion in that you are trying to get the public to take action on something, such as getting them to attend Engineer's Week events or to vote in support of increased funding road maintenance.

In order to succeed at placing your story with the media, you must be able to show there is value in your story to the community. Sections and Branches are encouraged to meet with newspaper editors and television news and radio producers to discuss civil engineering issues relevant to current events within the community. Be sure to do your research before setting up such a meeting. Study all media outlets – read the local newspapers, watch the local newscasts and listen to the various radio stations in your market. Eventually you will pick up patterns on what type of story the media in your market choose to cover and the angle. You should also become familiar with the reporters and their regular beats. Determine which reporter is most likely to cover your events or issues and try to

establish contact with them. Do not be offended if they are not available to meet with you. The nature of their business requires them to meet deadlines daily before a story goes to press or airs on evening newscasts.

What is News?

If you flip the newspaper or channel-surf through the nightly news, it seems as if anything can be considered news these days. However arbitrary as some news items seem, often media professionals will use established criteria to determine if an event, issue or statement is newsworthy.

The following criteria are important when considering whether your event or issue is of interest to the media:

Relevance to the Community: Newspapers and television and radio broadcasts serve as a community's town crier. People look to the news for everything from traffic reports to high school football standings. One of the most frequently asked questions a reporter or editor will ask is whether your issue or event affects the local community. News of a major public works program that will improve roadways and ease congestion will be of great interest to local media and their audience. A Section or Branch dinner where an ASCE dignitary is speaking will have little appeal to the media since it has no impact on the community. Before pitching an event or issue, be sure to ask yourself why it is important for the public to receive your information. If you can't come up with a reason, then perhaps you should not pitch your story.

Timeliness: Is your story idea, event or issue related to a seasonal occurrence? While issues that civil engineers deal with impact the community daily, you will have a better shot of getting coverage if you pitch your story idea (convincing an editor, producer or journalist to cover your event or issue) when it is relevant. Releasing a news release about airport congestion may make more of an impact if released at the start of a busy travel season such as Memorial Day weekend or Thanksgiving. Getting coverage for an engineering career day at the local high school may be more likely during National Engineers Week than during the summer months when there's no school in session.

Human Interest: Stories of perseverance and personal achievement always capture the imagination of the public. Could there be a human interest element to your event or issue? For example, if your Section or Branch is sponsoring a career development program for socio-economically disadvantaged students, then let the students' accomplishments and potential be the focus of your event. Or perhaps there is an interesting story about the person responsible for the latest civil engineering feat in your community. Did he or she rise to the top of the profession despite having to overcome serious adversities? Or will a new public works project change the economic fortunes of a formerly decaying neighborhood? Finding the emotional thread of your event or issue could help you gain visibility for your message.

Newsmaker: Why is it that the mayor gets coverage for throwing out the first ball at the Little League championships but your Section president cannot get attention for testifying before the city council on the need for more lanes on the city's expressway? The media will take an interest in an event if a newsmaker, such as a celebrity, politician, local personality, or even a reporter is involved with the event. When planning a news conference or career day at a local school, invite a local celebrity to participate. Perhaps the mayor can address the audience at National Historical Civil Engineering Landmark dedication. Or perhaps the hometown NFL quarterback holds an undergraduate degree in civil engineering. Ask him to participate in Civil Engineering Career Day at the local high school. By forging relationships with newsmakers, not only will you gain an influential

supporter you will raise the visibility of your organization and profession.

Background Information: Often when there's an issue that is receiving a lot of attention, new organizations are anxious for any background information or related stories to expand its coverage of the topic. If appropriate, offer to provide background in the form of expert opinions, spokespeople, results from past studies or surveys, or your Section or Branch's position on the issue. For example, if the community is engaged over a debate regarding expansion of a major roadway through a residential area, offer ASCE position papers on infrastructure maintenance. Offering your Section or Branch as a source with credible information is a sure way of building a long-lasting relationship with the media.

Controversy: Nothing sells more newspapers or boosts ratings like a controversial topic and most publications and television and radio stations are in the business to profit. Even though chances are that your Section or Branch may never become mired in anything more controversial than the ramifications of a roadway or bridge expansion, know that these types of issues are more likely to be covered by the media than a Section dinner at the Elks Lodge.

Entertainment Value: Because of the gravity of most news stories, it is not unusual for editors or producers to feature some lighted-heart story or "news-of-the-weird." Keep this in mind when pitching an event such as a toothpick bridge building contest. While there usually is an educational message underlying a bridge building contest, the media may find the novelty of building a bridge with toothpicks appealing to its audience. The educational message will get through as well.

Visuals: A strong visual component is especially important to television and print media since they both relay on either film or pictures to help tell their stories. Take this into consideration when planning an event such as a news conference or dedication. A news conference is not always a draw for the media, regardless of the significance of your announcement, especially if your visual is a series of talking heads in front of a podium. Be creative with the props you use or the location you select for your event or news conference. For example, if your Section or Branch is releasing the results of a Regional Infrastructure Report Card, consider holding a news conference at a school that has temporary trailers for classrooms to underscore the problem of overcrowded classrooms or at the intersection of a major traffic artery to illustrate road conditions. Print an oversize report card so that the cameras can view it with ease. These details will not only help in conveying your message, it can make the difference in whether your event gets front page coverage or a two line blurb in the metro section.

ASCE Newsworthy Events and Issues: There are a number of events and issues that have proven to be of interest to the media in various markets across the country. ASCE National recommends the following events and issues as having potential for newsworthiness.

Outstanding Civil Engineering Achievement Award (OCEA): This prestigious award is presented each year to the most outstanding civil engineering project. Often the award is presented to a project that has been widely followed within the community it serves. Because of the community interest in the project and the significance of the award, the potential for media coverage is good. To maximize that potential, be sure to plan a dedication ceremony that is visually strong and features local newsmakers. A project need not win the national OCEA Award to gain news coverage. Announcing a state or regional OCEA designation can be just as effective.

National Historical Civil Engineering Landmark Dedication (NHCEL): Just as with the OCEA, the NHCEL is a unique distinction that your Section or Branch will want to tout to the public. Typically the landmark in question is a beloved and recognized part of the community. As with the OCEA, your Section or Branch should plan a dedication ceremony that is media-friendly.

Engineers Week: This annual observance is an opportunity to celebrate the achievements of civil engineers, educate the public about the profession, and encourage students to consider engineering as a career. There are a number of events that occur yearly during this week that have consistently drawn attention from the media including the Future Cities Competition. Because this observance takes place during the same time each year (during the last week in February) your Section and Branch has enough lead time to plan a newsworthy event that would capture the media's attention in your market. For ideas on activities, visit Engineers Week Website at www.eweek.org.

Excellence in Journalism Award: The Excellence in Journalism Award is a wonderful opportunity to recognize the media for covering issues and projects that raise the profile of civil engineering. It also is an excellent opportunity to build direct relationships with those who cover issues and projects of interest to the Section or Branch. Presenting the award at a news conference will not attract much attention, unless the award is presented at the project site that was the focus of the journalist's article. If there is not a strong visual to accompany the award presentation, then the Section or Branch should work with the journalist's publication to run a story on the award or issue an ad congratulating him or her on having received the honor.

New Public Works Projects and Construction: Public works and new construction projects are usually of great interest to the community, and consequently to the media who will cover every possible angle of such projects from budgetary issues to disruption of traffic. If appropriate, your Section and Branch can offer background material or expert opinion on the project, or use the project to open discussion about an issue or topic.

Infrastructure Maintenance: Since every community relies heavily on its infrastructure for its living standards, the need to maintain roads, bridges, airports and water supplies in good condition is a community issue. ASCE National supports continual infrastructure maintenance and encourages Sections and Branches to educate the public locally about this need. The media is an effective tool in conveying this message since most infrastructure is publicly owned and often involves taxpayers and the local government in funding the upkeep.

Government Involvement in Infrastructure Decisions: Government involvement in infrastructure decisions is becoming a hot topic as more communities are organizing anti-growth or anti-sprawl initiatives and political candidates are running anti-growth platforms. As a result the media has been reporting on this trend. If appropriate, your Section and Branch could offer background and technical information on the anti-growth issue.

Regional Report Card on Infrastructure: The success of “ASCE’s Report Card for America’s Infrastructure” has inspired a number of Sections and Branches to conduct their own. The public buzz that resulted from the Report Card release was generated after ASCE meticulously crafted the release to appeal to the media. A Regional Report Card on Infrastructure has the potential to be an appealing product for the media, provided that the results are packaged so that it attracts their attention. Hold a news conference at a road, bridge, airport or school that exemplifies the findings of the Report Card. Time the release to coincide with a legislative vote on public works funding. For more information on coordinating and releasing a regional report card, please refer to the manual, *Regional Report Cards: A Guide to Grading Your Community’s Infrastructure*.

Professional Achievement of Section or Branch Members: Most newspapers have an “On-the-Move” section that lists job promotions and professional achievements of local leaders. A news release sent to the editor that lists your Section or Branch newly-elected officers or a distinguished achievement of a member is a quick way of gaining recognition for your Section, Branch or member.

Public Relations Coordinator

The Society encourages every Section and Branch to appoint a Public Relations Coordinator to coordinate its public relations efforts. The Public Relations Coordinator is a volunteer position at the Section or Branch level. The ideal candidate should be familiar with the priorities and procedures of the Section or Branch leadership, have some experience working with the local media or public officials, and have experience in working with a committee. Responsibilities include:

- Serving as a liaison between the Section or Branch and the Manager of State Public Relations at National on matters dealing with public and media relations;
- Identifying key public relations opportunities;
- Developing and maintaining an appropriate media list;
- Adapting public relations resources provided by National for use locally or regionally;
- Participating in training opportunities offered by ASCE National including an electronic PR Coordinators Network;
- Writing media advisories, press releases and op-eds as needed; and
- Publicizing event and coordinating news conferences as needed.

For more information on establishing a Section or Branch public relations program, contact the ASCE Communications Department at (703)295-6407.

9.5 Career Guidance

Most successful career guidance programs are a result of a cooperative effort with local groups of other engineering societies. In practice, some variation of the following should work well.

The Section/Branch Committee on Career Guidance should contact the other organizations and make up panels composed of a representative of each organization. All junior high and high schools in the area should be offered a

forum-type visit by one of these panels. School principals and superintendents are usually most cooperative. A proven type of program consists of a five-minute talk by each member of the panel, describing briefly and accurately (not glamorizing) a special field, and a period of questions and answers. It is best if the question and answer period can be adjourned to separate rooms for each panel member with students free to visit any one or all to get answers to specific questions. Display materials and handout literature concerning civil engineering are available on request from ASCE Headquarters.

9.6 Professional Conduct

Every member of ASCE must adhere to the professional standards of the ASCE Code of Ethics and the "Guide to Professional Practice under the Code of Ethics." The Society has had a Code of Ethics since 1914. The Code of Ethics and Guidelines to Practice can be found in the *Official Register*.

Every member of the Society has a professional responsibility to report to the Executive Director alleged violations of the Code of Ethics. The Committee on Professional Conduct (CPC) may direct a formal investigation of an alleged violation of the Code. Charges against a member may be initiated upon the recommendation of the CPC or upon the written request of ten or more members. Only the Executive Committee or Board of Direction can conduct a formal hearing to determine whether a violation has occurred and take disciplinary action.

The Section/Branch plays a vital role in maintaining high standards of ethical conduct. First, by holding meetings, seminars, and panels on professionalism and ethics, Sections/Branches help to educate their members in proper ethical conduct. Second, by reporting alleged violations of the Code of Ethics to the Executive Director. Third, by assisting the national Committee on Professional Conduct in conducting investigations to determine the facts in alleged violations of the Code. Special guidelines for Sections appear in Appendix 8 "Role of ASCE Sections in Professional Conduct Investigations."

Because of the confidential nature of professional conduct matters and the potential damage to the reputations of individuals who may be innocent of the charges, Section officers should be extremely careful in these matters. The Executive Director or the Secretary to the national Committee on Professional Conduct at Headquarters should be contacted if questions arise.

9.7 Prizes and Awards

There are two general classifications of member prizes and awards of concern to Sections/Branches. First, there are prizes and awards by the National Society to individual members for outstanding professional and technical achievements. Second, there are prizes sponsored by the Section/Branch, either for its members or for students belonging to chapters in the area. The current ASCE *Official Register* carries full details regarding Society prizes and awards. Sections should encourage and recognize individual achievement.

Sections/Branches sponsor their own contests and awards programs and submit these awards in the national competition. Typical of the prizes sponsored by Sections for awards to students are "outstanding senior" awards which may consist of the payment of the first year dues to ASCE. Awards for papers presented and attendance records are also common. Forward any information on special efforts by Sections to select an outstanding civil engineering achievement for national recognition to the Society Director.

The Committee on Geographic Units (CGU) awards the Outstanding Section and Branch Award to recognize Sections and Branches that have made outstanding contributions to the Society and their community through their programs and activities. Other awards administered by CGU include the Outstanding Section and Branch Web Site Award and the Outstanding Section and Branch Newsletter Award (See Appendix 16 for additional entry information and forms).

9.8 Public Policy Advocacy

ASCE encourages State Councils and Sections/Branches to take a more active role in shaping public policy at the national, state and local levels. As civil engineers, we must be acutely aware of the decisions being made in government that affect the way we carry out our professional duties in service to the public.

It is not unlawful for your Section to lobby and educate public officials about issues affecting civil engineering. However, as a tax-exempt organization {501(c)(3)}, the Internal Revenue Service restricts your organization from devoting more than 5% of its budget to activities attempting to influence legislation; and strictly prohibits participation in any partisan political campaign on behalf of or in opposition to a candidate for public office.

Despite these limitations, we each have an obligation to be involved in government affairs. As Citizen Engineers, we can provide the best technical information and advice to public office holders and thereby, allow them to make informed decisions on issues which impact public welfare.

At the federal level, ASCE members are encouraged to join the ASCE Key Contact Program. This program gives you the opportunity to get involved in the Congressional debate.

ASCE Key Contacts receive Key Alerts, which contain timely information about important civil engineering issues and advice on how to best influence the legislative process. The Key Alert contains all the information necessary for composing a cogent letter to your Member of Congress. For more details about the ASCE Key Contact Program, please contact the Washington Office at govwash@asce.org. Also see Appendix 10 for additional details.

It is ASCE's goal to have a public policy advocacy program established in every State and the District of Columbia. At the state and local levels, State Councils, Sections and Branches are expected to take the lead in public policy involvement activities. Many Sections and State Councils have created a legislative affairs committee to oversee these activities. These activities include: (1) tracking legislation and regulations of importance to civil engineers; (2) arranging and documenting meetings between engineers and legislators; (3) testifying before state and local legislative and regulatory bodies; (4) promoting qualified engineers for appointment to state positions; and (5) building coalitions with other professional engineering and industry organizations.

If your State Council, Section or Branch is interested in starting a state government relations program, please contact the Government Relations Department at govwash@asce.org.

9.9 Endorsements

The constructive contribution of civil engineers to the profession of engineering is often affected by the operation of:

- < Examining and Registration Boards
- < Governmental Departments and Agencies
- < Public Policy-making Commissions and Authorities

Each Section/Branch should have some recognized procedure for endorsing engineers for service to the above when their particular knowledge is in the public interest. A special standing committee for this purpose has proven to be effective.

9.9.1 Endorsements for Non-ASCE Conferences

A Section/Branch may receive requests to endorse non-ASCE conferences. Such endorsements should only be given after careful evaluation.

9.10 Cooperation with Other Organizations

It is ASCE policy to cooperate with other organizations in working toward common objectives, both at the national and local levels. For example, the Society actively participates in activities of American Association of Engineering Societies, Accreditation Board for Engineering and Technology, United Engineering Trustees, Engineering Foundation, Engineering Societies Library and others.

The *Official Register* contains descriptions of the composition and objectives of these organizations and a complete listing of joint activities with a number of others.

9.11 Other Local Organizations

Sections/Branches of ASCE are encouraged to associate and cooperate with local groups of other national organizations in engineering councils or action groups devoted to community and state affairs. Sections/Branches should not, however, incorporate in their constitution or bylaws any provisions for affiliation with other organizations without prior approval of the national Board of Direction. Also, Sections/Branches must not affiliate with any movement or organization that is national in scope since ASCE is national and international in its activities.

10.0 STUDENT AFFAIRS

10.1 Student Chapter, Club & International Student Group Activities

Within the area of nearly every Section/Branch there are one or more Student Chapters, Student Clubs, and/or International Student Groups. Student Chapter and Club members are eligible for membership in the Section (as National Student Members). Efforts on behalf of students are continually encouraged because students are potential members of both the profession and the Society. Common activities include:

- < Joint meetings of Sections with Chapters/Clubs/International Student Groups.
- < Furnishing speakers for Chapter/Club/International Student Group meetings.
- < Assistance with arrangements for field trips.
- < Prizes, awards and scholarships.
- < Assistance with employment opportunities.
- < Advice in registration procedures and the sponsoring of refresher courses for registration exams.

The requirements for establishment of a Student Chapter, Student Club, or International Student Group are outlined in the ASCE Bylaws. All ASCE student organizations operate under the direction of the Educational Activities Department in the National Headquarters. The Student Group Handbook is available from the Educational Activities Department at ASCE Headquarters upon request. Direct specific questions related to ASCE student activities to the Society's National Committee on Student Activities for discussion and recommendation.

10.2 Student Organization Advisory Personnel

Each Student Organization has at least three appointed advisory personnel: a Faculty Advisor and two Practitioner Advisors (formerly called Contact Members). All are appointed by the Section President for three-year terms. Section Presidents usually look to the Department Head for advice in the appointment of the Faculty Advisor. Practitioner Advisors, on the other hand, should be practicing engineers who can offer students a point of contact to both the professional practice of civil engineering and the activities of the Section. It is very important that the Section/Branch seek replacements for Practitioner Advisors when necessary. Such an appointment is a richly rewarding experience.

Sections/Branches should support a Student Activities Committee composed of the Practitioner Advisors, Faculty Advisor, and other interested members, especially recent graduates. The Committee on Geographic Services strongly recommends that Practitioner Advisors and Faculty Advisors to Student Chapters be invited to attend Section board meetings, be considered for "ex-officio" members of the board, and report on the activities of their student organizations.

11.0 COUNCILS

Councils are organized under the ASCE Bylaws Article 9. This chapter provides an overview of Council activities. The Official Register contains a complete listing of Councils.

11.1 Establishment of Councils

As prescribed in Article 9 Section 9.5.1 of the Bylaws, the Executive Committee may authorize the establishment of a Council. Action to create such Councils may be initiated by written requests, endorsed by the Sections concerned. The Committee on Geographic Units reviews the request and recommends action to the Executive Committee.

11.2 Activities of Councils

A Council of Sections promotes the interchange of ideas and information among Sections in a joint meeting of the members or representatives of several Sections in an area. Following are some suggestions for making meetings meaningful:

- < Each Section, in rotation, should serve as host. Appoint a committee of delegates from the participating Sections to begin planning a year ahead for each meeting.
- < A hotel with ample accommodations, acceptable to the members of the Council, ideally near some important engineering project, provides an

excellent meeting location.

- < Professional papers on issues of general interest, excursions and social events are all worthwhile parts of the meeting program. However, Council business is of primary importance.
- < The meeting may provide an opportunity for a good public information program. Consider including press coverage, radio and TV broadcasts and joint sessions with local civic groups.
- < Consider inviting local Student Chapters / Clubs / International Student Groups in the area to participate.
- < Invite ASCE national Officers.

12.0 REGIONS

Regions are developed and organized under the ASCE Bylaws Article 7. There are two kinds of Regions – both based on membership. There is one Technical Region comprised of those who are members of the Institutes, and there are ten Geographic Regions comprised of those in specific geographic areas. Within the Geographic Regions there are nine domestic Regions and one international Region. The Official Register contains a complete listing of Regions.

12.1 Purpose and Objectives of Regions

- < Strengthen the Society by serving as an intermediary governing body that provides support to all entities within the Region and bridges communication between Society and Region entities.
- < Function as a resource to the Sections and support their efforts. Care should be taken that the policies and procedures of the Board of Governors are designed for the benefit of the Sections.
- < Promote Society candidates from within the Region.
- < Participate at Regional Leadership Conferences.
- < Perform the duties as defined in the Society's Bylaws and the additional duties defined in the Society's Rules of Policy and Procedure.
- < Lead Regional activities.
- < Promote media relation opportunities within the Region and foster communication with the public-at-large.
- < Provide leadership in the Region to address local legislative issues.

13.0 NATIONAL ASCE

The Society provides help to Sections and Branches in performing their activities. This chapter outlines the interaction between the National Society and the work of Sections and Branches.

13.1 Board of Direction

The corporate power of the Society is vested in the national Board of Direction, subject to the Constitution of the Society. The Board of Direction provides Bylaws which prescribe regulations for the exercise of the corporate powers vested in it. The Board of Direction makes an annual report to the membership, which includes a financial statement and other matters as may be deemed appropriate. It is an acceptable practice for Sections/Branches to invite National officers to attend their functions. Appendix 3 offers "Considerations for Visiting National Officers" to assist in the planning and preparation of a visit by a national officer.

13.1.1 Geographic Units

Sections are formed to meet the technical and professional needs of members at the local level and to assist them in accomplishing the purposes of the Society. Many Sections have formed Branches to serve members at one or more centers of engineering populations in these areas.

13.1.2 Election of Officers

Procedures for nomination and election of ASCE officers are set forth in the Society's Constitution and Bylaws. These provisions assure representation for all members.

The steps for nominating and electing officers are prescribed in the Society's Bylaws, Article 6.

13.2 Committees

Hundreds of committees carry on constructive activities in ASCE as indicated in the *Official Register*. The Board of Direction appoints or delegates committee members to the appropriate umbrella committee, designates the chairs, and outlines the duties of all committees. Committees assist, through investigation and recommendation, the Board of Direction in the responsibility of planning and managing Society programs and business. These committees are outlined in Article 9 of the Bylaws and Article 9 of the Rules of Policy and Procedure in the *Official Register*.

13.2.1 Administrative Committee

Administrative Committees, composed partly of members of the Board of Direction and partly of members from the membership at large, or entirely of members from the membership at large, are appointed by the President with Board approval.

13.2.2 Committee on Professional Practice (CPP)

The Committee on Professional Practice (CPP) is that segment of the Society's structure which coordinates and stimulates the functions of committees devoted to professional aspects of member activities.

13.2.3 Technical Activities Committee (TAC)

The Technical Activities Committee (TAC) supervises technical activities of the Society, including the activities of the technical divisions, technical councils, technical committees, technical meetings and conferences, and the publications

resulting from such activities.

13.2.4 Educational Activities Committee (EdAC)

The Committee coordinates educational activities of the Society. The Committee develops policies, plans, programs and procedures associated with formal civil engineering education. Curriculum and accreditation guidance for technical institutes, technology and programs for college students; guidance for student organizations; and teaching effectiveness with appropriate emphasis on interchange between educators and practitioners, are areas of Committee involvement. The Committee supervises and coordinates EdAC standing committees and divisions, and reviews and develops recommended policies, budgets, and financing plans associated with them. The Committee establishes procedures for creation, appointments and operations of its constituent groups.

13.2.5 Joint Committees

The Board of Direction appoints from its own members or from the membership at large, specially qualified persons to represent the Society on committees formed jointly with other organizations for the purpose of advancing the technical, professional, or economic status of engineers.

13.2.6 Appointments to National Committees

Appointments to Professional and Technical committees recognize individual talents and diversity, both geographically and among fields of occupation. Recommending men and women of exceptional ability or willingness to serve on an appropriate body is a service to the Society. Such names can, and should, be suggested by members at any time. Sections play an important role in nominating members.

13.3 COMMITTEE ON GEOGRAPHIC UNITS (CGU)

The Committee on Geographic Units consists of six Society members, including four members from different Geographic Regions, one member from the Technical Region and a past member of the Board of Direction who shall serve as Chair.

CGU has the following responsibilities:

- < Coordinate activities of the geographic units
- < Foster communications between the Society and the geographic units
- < Recommend to the Board of Direction the authorization of new or re-formed Sections or re-formed Regions
- < Form and dissolve subsidiary geographic organizational entities
- < Plan and executive the multi-regional 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 Presidents and Governors Forum
- < 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
- < Administer the Section and Branch Awards Program

The Committee on Geographic Units sponsors many activities, such as the:

- < Workshops for Section and Branch Leaders
- < Presidents and Governors Forum
- < Outstanding Section and Branch Awards
- < Outstanding Section/Branch Newsletter Awards
- < Outstanding Section/Branch Web site Awards
- < *Section Informant*

Sections should feel free to call upon any member of CGU for advice, or to make suggestions regarding new or improved Section procedures or activities.

13.3.1 SECTION INFORMANT

The Section Informant is a monthly email newsletter to the leaders of ASCE's geographical units. It promotes effective communication and strengthens each geographical unit by announcing actions of the Board of Direction, Society programs, reminders of deadlines and unique successes of the various geographical units. It features brief articles with references to sources for more detailed information. The Geographical Services Department distributes the *Section Informant* to the ASCE Board of Direction; Region Governors; Section and Branch Presidents, Secretaries; Newsletter Editors; Younger Member Group Chairs; and Student Chapter Advisors on the first Wednesday of each month.

13.3.2 Presidents and Governors Forum

The Presidents and Governors Forum is held annually at the Annual Conference for the presidents of Sections and Branches and Region Governors. Section and Branch officers and Region Governors have an opportunity to learn about current plans of the Society and to hear discussions on issues facing the civil engineering profession while meeting their peers from around the world. This get-together provides a unique opportunity for the ASCE leadership to learn of next year's goals and objectives and share ideas and information on better ways to serve the ASCE membership and public communities.

The objectives of the meeting are to:

- Provide an information exchange between National officers and Section and Branch presidents and Region Governors
- Provide a follow-up to the Workshops for Section and Branch Leaders

13.3.3 Workshops for Section and Branch Leaders (WSBL)

One of the best ways to strengthen the program of activities in each Section is the exchange of ideas and methods. To provide for and encourage such exchange, the Committee on Geographic Units sponsors a series of Multi Region Leadership Workshops for Section and Branch Officers called the Workshops for Section and Branch Leaders (WSBL).

The WSBL's expose incoming officers of Sections and Branches to programs and activities of the Society and provide them with the tools and inspiration to be effective leaders. Other benefits include opportunities to

meet Society staff and officers at all levels, to exchange ideas with contemporaries, Younger Members and students, and to be exposed to issues at the national and Regional level.

Every Section and Branch is invited to participate in one of these workshops annually. Attendance at the conferences is authorized for delegates from each Section and Branch. ASCE reimburses for appropriate travel expenses of delegates on a basis established by the Board of Direction.

13.4 Annual National Conferences

ASCE national conferences are held in a selected number of prime convention cities throughout the United States with geographical distribution aimed at facilitating attendance of a significant portion of members. Cities are selected by the Executive Committee upon the recommendation of the Committee on Annual and Specialty Conferences. Presidents of all Sections/Branches or their designated representative should make arrangements to attend the Conference.

14.0 SERVICES, SUPPORT AND COMMUNICATIONS TO SECTIONS

14.1 Headquarters Staff

The Geographic Services Department staff supports the leaders of the Sections and Branches and Regions.

14.2 Publications

Numerous publications help Sections and Branches carry out their work. A current listing of ASCE publications to aid Sections is available on the ASCE Web site at http://www.asce.org/inside/sec_branch.cfm

14.3 Logotype Policy

ASCE's corporate identity standards and provides camera ready reproduction art for Sections/Branches/Student Chapters and Clubs to use on official Society stationery or other productions. (Appendix 12)

14.4 eRoom

In a continuing effort to enhance communications among Section officers, Geographic Services offers an internet-based tool called eRoom. This digital workplace provides users with the ability to upload documents, as well as initiating and participating in discussion groups. For additional information, contact Geographic Services at 800-548-2723, ext. 6255.

14.5 World Wide Web Program

ASCE's World Wide Web program encourages Sections, Branches, and Younger Member Groups to create a local website, and provides access to a server dedicated to hosting those sites. Subscribers to this service are provided 20 MB of space for a one-time fee of \$150.00. Participants in the program receive FTP access to their website account enabling them to post and modify the website at their convenience. Additional information is available in Appendix 15 or by

contacting Geographic Services at 800-548-2723, ext. 6121.

14.6 Recognition Items

Certificates embossed with the ASCE logo are available from Geographic Services for a nominal fee. Customize certificate incorporating a personalized citation may also be purchased. Section and Branch Past President pins are available for a fee as well. Information and an order form may be found in Appendix 14.

15.0 ACTIONS REQUIRED OF SECTIONS

Sections and Branches play an important role in the functioning of the Society. Some of the most important actions required of Sections are outlined in the following paragraphs.

15.1 Annual Reports

Sections are required to file an annual report of their activities and finances by November 30 of each year, reflecting financial performance for the previous fiscal year (Appendix 5).

15.2 Awards and Contests

The honors program of the Society has as its basic objective the advancement of the engineering profession by emphasizing exceptionally meritorious achievement. Traditionally such accomplishments have been in the form of technical papers, although many awards are based on other considerations. The awards are made by the Board of Direction, in the name of the entire Society, on the recommendation of Society agencies designated in each particular case. The requirements for establishing new awards are contained in Rules of Policy and Procedure, Article 10, Section 10.2.

Most of these honors may be bestowed yearly. Details, including eligibility and presentation, appear in the *Official Register*. The ceremony of conferring awards is normally held at the Annual Business Meeting of the Society in the fall. Each Section should have an awards program to honor local achievements and have nominations available and ready for the National honors program. A special committee in the Section/Branch should be charged with the Section's award program.

Several Section and Branch Awards are also sponsored by national including the Outstanding Section and Branch Award, Outstanding Section and Branch Newsletter Award, and Outstanding Section and Branch Web Award. Information on these awards is available at http://www.asce.org/inside/sec_brnch.cfm

15.3 Important Dates

Headquarters staff develops and issues a listing of important dates which require action by the Sections. The *Section Informant* includes a listing of such dates or deadlines every month. (Appendix 13)

15.4 Operations Manual

Each Section should create and maintain an Operations Manual. This publication should contain statements of the organization, duties and responsibilities of officers, committee chairs, committees, and Branch officials, and procedures. The

manual should be organized to show each standing committee under the general heading of the elected officer with whom the committee is to function. An organization chart, general calendar of events, and a copy of the constitution and bylaws could also be included for reference.

15.5 Good Governance Policies

As part of its increased focus on governance practices of nonprofit organizations, the IRS has recently amended the Form 990 annual tax return for nonprofits to include questions concerning the adoption of several "good governance" policies by the reporting organization. While adoption of these policies is not mandatory, the policies are thought to play a valuable role in ensuring that tax-exempt and charitable organizations take good care of the funds entrusted to them by the public, and organizations without such policies may be subject to increased IRS scrutiny in the event any additional "red flags" are identified in the nonprofit's annual tax report.

ASCE has adopted these "good governance" policies at the national level and has asked Section Boards to adopt similar policies at the Section level. The four recommended policies address: 1) conflicts of interest; 2) whistleblower protection; 3) record retention; and 4) joint ventures. A copy of these recommended Section-level policies is included in Appendix 18.

APPENDICES

1. Policy Guide for Formation of Sections and Branches
2. Sample Section Constitution and Subsidiary Bylaws
3. Considerations for a Visiting National Officer
4. Membership Records and the FTP Users Guide
5. Tax Filing Instructions for Sections and Branches
6. A Guide for the Formation and Operation of Committees
7. Newsletter Guide and Newsletter Awards Information
8. Role of ASCE Sections in Professional Conduct Investigations
9. How to Form a Technical Group
10. Key Contact Information
11. Roles of Officers and Committees
12. Logotype Policy
13. Yearly Action Calendar
14. Geographic Services Products Order Form
15. ASCE World Wide Web Program Information
16. Outstanding Section and Branch Award Nomination Form
17. Section and Branch Audit Guidelines
18. Good Governing Documents

A POLICY GUIDE FOR THE FORMATION OF NEW SECTIONS/BRANCHES

Formation of New Sections

Sections are formed in order to promote Society Objectives at the local level. Members are encouraged to actively participate in public affairs of interest and concern to civil engineers. It is important, however, that such activities are limited to the geographical area of the Section, unless there is a cooperative effort on the part of two or more local Sections. It is desirable for a Section to have ease of communications, sufficiently large membership, an operative area of similar interests and defined geographic boundaries. The best form of Section organization is based upon state or country boundaries. Fragmentation should be avoided. For ease of communications, there should be as few Sections as possible.

References

ASCE Official Register

Article IX of ASCE Constitution

Article XI of ASCE Bylaws

Article X of ASCE Policy and Procedure

Procedure to Form a New Section

Contact the Committee on Geographic Units and Region Board of Governors concerning the planning and possible establishment of all new Sections.

Applications for a new proposed Section should include, in writing:

- A statement explaining how the proposed new Section will enhance Society objectives in the local area more than the existing representation
- Geographic boundaries by zip code
- Opinions expressed from adjoining and/or affected Sections

Procedure for Upgrading from International Group to Section

As ASCE's membership grows internationally, International Groups are formed to furnish ASCE members living in countries other than the US, Canada, and Mexico with opportunities for group activities related to their profession within their respective countries. A Group is the initial step towards forming a Section of ASCE. International Groups apply to the International Activities Committee for recommendation to its Region Board of Governors to become an International Group. Once successfully operational for a year, the International Group may apply to upgrade to a Section.

This application should include:

- A list of the Group's meetings over the past year, including dates, attendance, topics discussed, and speaker names, if appropriate

- A petition signed by a minimum of twenty current ASCE members (with membership number) and an indication of their desire to upgrade to a Section
- A copy of the proposed Section Constitution and Bylaws
- A list of current and proposed officers
- Method of dues collection when the Group becomes a Section
- Method of disseminating information to the membership

Summary

The main guidelines for the formation of Sections and Branches recommended by the Committee on Geographic Units

- Additional Sections should not be formed, unless under extraordinary circumstances
- A number of Sections within a state area should be urged to consolidate and form one Section with local Branches
- Branches should be formed wherever it is in the best interests of the Society

Formation of New Branches

Branches are created to encourage more active member participation by making Society activities more accessible. Organizing more Branches within a Section is preferred to forming new Sections, in order that area or state-wide coordination of ASCE activities can be continued. The operation of a Branch is similar to that of a Section. The Committee on Geographic Units encourages the formation of Branches where geographical distribution of Section members warrants.

References

ASCE Official Registrar

Article IX of ASCE Constitution

Article XI of ASCE Bylaws

Article X of ASCE Policy and Procedure

Procedure to Form a New Branch

- Petitioners of a new Branch should explain, in writing, how the Branch will enhance Society objectives
- A petition, with a minimum of 15 signatures, of Society members residing in the area should be submitted to the Section and Region Board of Directors for approval.
- A proposed Branch area should contain a minimum of 30 potential members
- A proposed Branch should have distinct boundaries by zip codes stated in the petition or other distinguishable boundaries where zip codes are not customary

Summary

The main guidelines for the formation of Sections and Branches recommended by the Committee on Geographic Units:

- Additional Sections should not be formed, unless under extraordinary circumstances
- A number of Sections within a state area should be urged to consolidate and form one Section with local Branches
- Branches should be formed wherever it is in the best interests of the Society



SAMPLE SECTION CONSTITUTION AND BYLAWS (3/04/08 version)

NOTE:

- (1) *Must not alter Articles 1 and 10.*
- (2) *Numbering of Articles should not be changed, as it mirrors the numbering in the Society governing documents. For guidance and examples on adding content to the various articles, refer to the Society governing documents.*
- (3) *In addition to the Section Constitution and Bylaws, a Section (or a Branch) could have Rules of Policy and Procedure, which would spell out operational details for the organization.*
- (4) *The embedded notes should be removed once the relevant issues are addressed.*

_____ SECTION CONSTITUTION

Article 1: General

1.1 Name. The name of this organization shall be the _____ Section, American Society of Civil Engineers (ASCE) (hereinafter referred to as the _____ Section).

1.2 Objective. The objective of the _____ Section shall be the advancement of the science and profession of engineering, in a manner consistent with the purpose of the American Society of Civil Engineers (hereinafter referred to as the "Society").

Article 2: Area and Membership

2.1 Area. The area of the _____ Section shall be (insert governmental boundaries such as counties or cities).

2.2 Assigned Members. All members of the Society, of all grades, whose addresses of record are within the boundaries of the _____ Section, as defined by the Society, shall be Assigned Members of the _____ Section.

2.3 Subscribing Members. All members of the Society, of all grades, who subscribe to the Constitution and Bylaws of the _____ Section, who have paid the current dues of the Section or who are exempt by Article 4, shall be Subscribing Members of the Section.

2.3.1 Rights of Subscribing Members. Only Subscribing Members who meet the requirements of the Society's governing documents shall be eligible to vote in _____ Section elections, to hold _____ Section office, to serve on _____ Section

committees, or to represent the ____Section officially.

2.3.2 Termination of Rights for Non-payment of Dues. Subscribing membership ceases for any member whose dues are more than _____ months in arrears.

2.4 Institute-only Members. Institute-only Members of a Society Institute may be members of a ____Section or ____Branch Technical Group or local Institute Chapter.

Article 3: Separation from Membership

3.1 Separation from Membership. Upon termination of membership in the Society, a person shall cease to be a member of the _____ Section.

Article 4: Dues

4.1 Annual Dues. Annual dues shall be established by the ____Section Board of Directors and set forth in the Bylaws of the _____ Section.

4.2 Exemption from Dues. Society Life Members and Distinguished Members shall be exempt from payment of dues to the _____ Section.

**NOTE: Life and Distinguished Members are exempt from national Society dues. The Section can choose whether to exempt them from Section dues.*

Article 5: Management

5.1 Board of Directors. The governing body of the _____ Section shall be a Board of Directors. The Board shall be responsible for the supervision, control and direction of the _____Section, and shall manage the affairs of the ____Section in accordance with the provisions of the ____Section's governing documents.

Article 6: Officers and Directors

6.1 Officers. The officers of the ____Section shall be a President, a President-Elect, a Vice President, a Secretary, and a Treasurer.

**NOTE: The officers are a subset of the Board, and may constitute an Executive Committee to manage certain activities of the Board.*

6.2 Directors. There shall be ____ elected Directors and ____ appointed Directors. At least one (1) of the elected Directors shall be a Younger Member.

**NOTE: Officers may also serve as Directors.*

6.3 Board of Directors. The Board of Directors shall consist of the Officers, the elected and appointed Directors, the latest active resident Past-President of the _____Section, and the President or Chairman of each Subsidiary Organization.

**NOTE: Details regarding election, succession and other procedures to be covered in the Bylaws.*

Article 7: Elections

The ___Section shall establish procedures for the annual election of Officers and Directors.

Article 8: Meetings

8.1 Membership Meetings

8.1.1 Annual Meeting. The Annual Meeting of the _____Section shall be held on such date and at such place as the Board of Directors designate.

8.1.2 Other Meetings. Other meetings shall be called at the discretion of the Board of Directors; or by the President upon the written request of at least ten (10) Subscribing Members.

8.1.3 Meeting Notice. Notice of call for a meeting shall be sent to all Subscribing Members not less than _____days in advance of the meeting date.

8.2 Board of Directors Meetings.

8.2.1 Meeting Frequency. The Board of Directors shall hold at least _____ meetings annually.

8.2.2 Meeting Notice. Notice of call for a meeting shall be sent not less than _____ days in advance of the meeting date.

Article 9: Subsidiary Organizations and Committees

9.1 Subsidiary Organizations. Subsidiary organizations may be formed within the _____Section, to facilitate the carrying out of the objectives of the _____Section, to promote interest in the Society and to provide to members of the _____Section a better opportunity for participation in local Society activities, in accordance with the provisions of the Bylaws.

9.1.1 Governing Documents. Subsidiary organizations shall adopt Bylaws consistent with this Constitution and Society governing documents.

9.2 Committees. The _____Section may establish standing or task committees to

carry out the work of the ____ Section.

Article 10: Administrative Provisions

10.1 *Proper Use of Section Resources.* No part of the net earnings of the ____ Section shall inure to the benefit of, or be distributable to its Directors, Officers, or any other private persons, except that the ____ Section shall be authorized and empowered to pay reasonable reimbursements, payments or compensation for services rendered in furtherance of the purposes set forth above.

10.2 *Limitations on Political Activity.* No substantial part of the activities of the ____ Section shall be carrying on propaganda or otherwise attempting to influence legislation, and the ____ Section shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office. The ____ Section shall not carry on any activities prohibited by the provisions Society's governing documents..

10.3 *Conflict of Interest.* A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the ____ Section or the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the ____ Section or the Society. Any interested individual must disclose the existence of any actual or possible conflict of interest and all material facts to the ____ Section entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the ____ Section entity.

10.4 *Distribution of Section Assets.* Upon dissolution of the ____ Section, the assets remaining after the payment of the debts of the ____ Section shall be distributed to such organization or organizations organized and operated exclusively for charitable, educational, literary, religious, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, as the Board of Directors shall determine, and in the absence of such designation they shall be conveyed to the Society.

Article 11: Amendments

11.1. *Amendment of the Constitution.*

11.1.1 *Proposal.* An amendment to this Constitution may be proposed by (one 1) of the following two (2) methods:

11.1.1.1 *Section Board of Directors.* A two-thirds (2/3) vote of the members of the ____ Section Board of Directors present at a duly constituted Board meeting, where a quorum is in attendance, provided that a written notice containing the text of the proposed amendment is published to the membership

at least thirty (30) days in advance of the meeting.

11.1.1.2 *Written Petition.* A Written Petition submitted to the _____Section Secretary, containing the text of the amendment, signed by not less than ___ Subscribing Members of the _____Section.

**NOTE: The number of Subscribing Members signing the petition should reflect a reasonable percentage of Section Subscribing Members.*

11.1.2 *Society Approval.* The proposed amendment shall be reviewed and approved by the Society's Committee on Geographic Units before being voted upon by the Subscribing Members.

11.1.2.1 *Boundary Changes.* If the proposed amendment involves a change in the _____Section boundaries, this change shall be approved by the Geographic Region Board of Governors prior to any consideration of the Constitution amendment.

11.1.3 *Section Approval.* The proposed amendment shall be distributed to the Subscribing Members of the _____Section who shall be given the opportunity to vote. To become effective, the proposed amendment shall receive an affirmative vote of not less than two-thirds (2/3) of the Subscribing Members voting.

_____ SECTION
BYLAWS

Article 1: General

1.1 Use of Name and Marks. The use and publication of the Society and Section name and marks shall be in accordance with the Society's governing documents and official policies.

Article 2: Area and Membership

Not used.

Article 3: Separation from Membership

Not used.

Article 4: Dues

4.1 Annual Dues. The Annual Dues for members of the _____ Section shall be _____ dollars payable in U.S. currency in advance of October 1st.*

**NOTE: Insert January 1st if dues collected by the Society.*

Article 5: Management

5.1 Duties of the Board of Directors. Duties of the ___Section Board of Directors shall include management of the _____Section, responsibility for the budget and financial resources, strategic planning, providing leadership, overseeing the various activities within the _____Section and its subsidiary organizations, communicating with the Region, and facilitating the election process for Officers and Directors of the ___Section and its subsidiary organizations. The Board of Directors shall have control of property of the ___Section.

5.2 Annual Report. The Board of Directors shall oversee the preparation of the Annual Report which shall be submitted to the Society in accordance with published requirements.

Article 6: Officers and Directors

6.1 Officers. The Officers of the ___Section shall be elected by the Subscribing Members, with the exception of the President. The President-Elect shall automatically succeed to the office of President at the close of the Annual Meeting.

**NOTE: Section should also define appointment process.*

6.2 Terms. The term of office for each officer shall be one year. Terms shall begin

at the close of the Annual Meeting and continue until their successors are elected and assume their offices.

6.3 Vacancies. A vacancy in the office of President shall be filled by the President-elect. A vacancy in the office of President-elect shall be filled by the Vice-President. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

6.4 Limitation on Terms. No member shall serve in one elected office other than that of Secretary and/or Treasurer for more than two (2) successive elected terms.

6.5 Reimbursement. Officers and Directors do not receive compensation for their services, but may be reimbursed for authorized expenses.

Article 7: Elections

7.1 Nominating Committee. The Nominating Committee shall choose one (1) or more candidates for election to each office prescribed by the Constitution, except the office of President, and obtain the consent of nominees to serve if elected. In addition, candidates may be nominated by written petition containing _____ signatures of Subscribing Members. The Nominating Committee shall publish notice of open positions to the Section membership and set the date by which nominations must be received.

7.2 Ballots. The Secretary shall send a ballot containing the list of all nominees, petition nominees, and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the Section at least twenty (20) days prior to the Annual Meeting.

7.2.1 Tallying the Ballots. Ballots returned to the Secretary up to the time of counting shall be opened and counted at, or immediately prior to, the Annual Meeting by three tellers appointed by the President. For each office the candidate receiving the highest number of votes cast shall be declared elected.

Article 8: Meetings

8.1 Membership Meetings

8.1.1 Frequency of Other Meetings. In addition to the Annual Meeting, at least ____ meetings shall be held each year at regular intervals.

8.1.2 Quorum at Section Meeting. _____ Subscribing Members shall constitute a quorum for transacting business at a meeting of the ____ Section.

8.2 Quorum at Board of Directors Meeting. A majority of the members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

8.3 Parliamentary Authority. All business meetings of the ___ Section and subsidiary organizations and meetings of the Board of Directors shall be governed by *Robert's Rules of Order, Newly Revised*, except where these rules are not applicable or are inconsistent with the Constitution and Bylaws of the ___ Section or the Society's governing documents.

Article 9: Subsidiary Organizations and Committees

9.1 Subsidiary Organizations.

9.1.1 Types of Subsidiary Organizations. Subsidiary organizations may be, but are not limited to, Branches, Younger Member Forums/Groups, Technical Groups, and local Institute Chapters. Names of subsidiary organizations shall be as set forth in the Society's governing documents.

9.1.2 Formation. Formation of subsidiary organizations shall be subject to the approval of the _____ Section Board of Directors and such other requirements as may be established by the Society. Formation of Branches shall also be subject to the approval of the Region Board of Governors. Bylaws of subsidiary organizations shall be approved by the Section Board before becoming effective.

9.1.3 Branches. Branches of the Section may be created. Procedures for creating a Branch shall be as follows:

9.1.3.1 Proposal. A new Branch may be proposed by submission of a written proposal to the Section Board of Directors with the name, objective, officers, and brief comments on how the new Branch will be of advantage to members in the area.

9.1.3.2 Petition. The written proposal, along with a petition containing a minimum of fifteen (15) signatures of Subscribing Members residing in the area shall be submitted to the Section Board of Directors for approval.

9.1.3.3 Membership. A proposed Branch area shall contain a minimum potential of thirty (30) members of the Society.

9.1.3.4 Boundaries. A proposed Branch must have distinct boundaries by Zip Codes stated in the petition.

9.1.3.5 Region Approval. Upon ___ Section Board of Directors' approval, the proposal and petition shall be submitted to the Region Board of Governors for review and final approval.

9.1.4 Technical Groups. Technical Groups or local Institute Chapters shall be created in accordance with the following requirements:

9.1.4.1 Proposal. A new Technical Group or local Institute Chapter shall be proposed by submission of a written proposal to the ___ Section Board of Directors with the name, objectives, officers, and brief comments on how the new Technical Group or local Institute Chapter will be of advantage to members in the area.

9.1.4.2 Membership. Not less than _____ Subscribing Members of the ___Section may form a Technical Group or Institute Chapter.

9.1.4.3 Approval. Approval must be obtained from the ___Section Board of Directors to activate the Technical Group or Institute Chapter. Approval shall be obtained from the appropriate Institute to activate the Institute Chapter.

9.1.5 Other Subsidiary Organizations. Other Subsidiary Organizations may be formed by the Section Board of Directors.

9.1.6. Annual Budget. Each Subsidiary Organization shall submit an annual budget and financial statement to the ___ Section Board of Directors for approval.

9.1.7 Annual Report. Each Subsidiary Organization President or Chair shall submit an annual written report to the ___ Section Board of Directors on the activities and programs of the organization. This Annual Report, including a financial statement, shall be suitable for incorporation into the ___ Section's Annual Report.

9.1.8 Level of Activity. Each Subsidiary Organization shall hold a minimum of ___ events per year. Any Subsidiary Organization that does not maintain the minimum activity level for two (2) successive years, or does not have _____ Subscribing Members on its rolls for two (2) successive years, shall be automatically disbanded. Assets of a disbanded Subsidiary Organization shall be assumed by the _____ Section.

9.2 Standing Committees. The ___ Section shall have a Nominating Committee.

**NOTE: You may include a list of additional Standing Committees such as Audit, Finance, Program, Membership, Public Relations, Government Affairs, Continuing Education, Student Activities, Educational Outreach, History and Heritage, Technical Activities, etc.*

**NOTE: Name only those committees that will be operating on a regular basis. The Board may establish Task Committees when special needs arise, as stipulated below.*

9.2.1. Nominating Committee. The Nominating Committee shall consist of not less than three (3) members including the three (3) most recent active Past-Presidents of the ___ Section who are willing to serve, plus other duly selected members, appointed by the ___ Section Board of Directors.

9.2.2 _____ Committee. The _____ Committee shall consist of _____

**NOTE: Define the membership and function of each standing Committee, with a new paragraph for each Committee.*

9.2.3 Terms of Standing Committee Members. Unless otherwise specified, the members of committees shall be appointed by the Section President at the beginning of the ___ Section President's term, and shall serve a one (1) year term.

9.3. Task Committees. The President may appoint task committees as deemed necessary. The terms of Task Committee members shall end at the end of the term of the President.

Article 10: Administrative Provisions

Not used.

Article 11: Amendments

11.1 Process. These Bylaws may be amended only by the following procedure:

11.1.1 Proposal. An amendment to these Bylaws may be proposed by any member of the Board of Directors, or by a written petition submitted to the Section Secretary, containing the text of the amendment, signed by not less than ten (10) Subscribing Members of the Section.

11.1.2 Approval. The proposed Bylaws amendment(s) shall be approved by not less than a majority of the Board of Directors and submitted to the Society's Committee on Geographic Units for review and approval.

11.1.2 Notice and Adoption. Upon approval by the Committee on Geographic Units, the proposed Bylaws amendment(s) may be adopted by a two-thirds (2/3) vote of the ___ Section Board of Directors present at a duly constituted Board meeting, where a quorum is in attendance, provided that a written notice containing the text of the proposed amendment(s) is published to the Section membership at least thirty (30) days in advance of the meeting.

**NOTE: The proposed amendment is first approved by the Board for submission to the Society, and is then adopted by the Board after Society review and membership notice is completed.*

**NOTE: Amendment of the Bylaws should be less stringent than amendment of the Constitution.*



Branch (or Subsidiary Organization) SAMPLE BYLAWS

NOTE:

- (1) A Branch Constitution is not required since the Section Constitution governs.
- (2) For a subsidiary organization, substitute the name of the organization in place of "_____Branch" throughout, as appropriate, and modify or delete any inappropriate sections.
- (3) Articles 1 and 10 must not be altered.
- (4) Numbering of Articles should not be changed.

_____ BRANCH BYLAWS

Article 1: General

1.1 Name. The name of this organization shall be the _____ Branch, of the _____ Section, American Society of Civil Engineers (ASCE) (hereinafter referred to as the _____ Branch).

1.2 Objective. The objective of the _____ Branch shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers. (hereinafter referred to as the "Society").

1.3 Authority. The actions of the _____ Branch shall be consistent with the provisions as set forth in the Constitution and Bylaws of the _____ Section.

Article 2: Area and Membership

2.1 Area. The area of the _____ Branch shall be (insert governmental boundaries).

2.2 Assigned Members. All members of the Society of all grades, whose addresses of record are within the boundaries of the _____ Branch, as defined by the Society, shall be Assigned Members of the _____ Branch.

2.3 Subscribing Members. All members of the Society of all grades, who subscribe to the Bylaws of the _____ Branch, and who have paid the current

dues of the Branch, shall be Subscribing Members of the Branch.

2.3.1 Rights of Subscribing Members. Only Subscribing Members of the Branch shall be eligible for election to ___ Branch office, or to vote in ___ Branch elections.

Article 3: Separation from Membership

3.1 Separation from Membership. Members who cease to be members of the ___ Section, for any reason, shall cease to be members of the ___ Branch.

Article 4: Dues

4.1 Branch Dues. The annual dues for members of the ___ Branch shall be ___ dollars payable in U.S currency by ___.

**NOTE: If the dues are collected by the Society, insert Jan 1. If the dues are collected by the Section, use the same date indicated in the Section Bylaws.*

Article 5: Management

5.1 Board of Directors. The governing body of the ___ Branch shall be a Board of Directors. The Board shall be responsible for the supervision, control and direction of the ___ Branch, and shall manage the affairs of the ___ Branch in accordance with the provisions of the ___ Branch's governing documents, subject to the control of the Section.

5.2 Budget. The ___ Branch activities shall be based on a budget proposed by the ___ Branch Board of Directors and approved by the ___ Section Board of Directors.

5.3 Duties of the Board of Directors. Duties of the Board of Directors shall include management of the ___ Branch, overseeing the various activities within the ___ Branch, and communicating with the Section.

5.4 Duties of the Officers. The duties of officers shall be those usual for such officers.

5.5 Annual Report. The Board of Directors shall oversee the preparation of the ___ Branch Annual Report, which shall be submitted to the ___ Section in accordance with published requirements.

Article 6: Officers and Directors

6.1 Officers. The officers of the ___ Branch shall be a President, a President-

Elect, a Vice President, a Secretary and a Treasurer.

6.2 Board of Directors. The Board of Directors shall consist of the officers, the latest active resident Past-President, and the Chairs of Standing Branch committees and subsidiary organizations.

** NOTE: If these Bylaws are for a subsidiary organization, the organization would likely have a Chair in lieu of a President. If the Branch has Directors, they should also be members of the Board.*

6.3 Terms. All officers, except the President, shall be elected for terms of one (1) year, which terms shall begin at the close of the Section Annual Meeting and continue until their successors are elected and assume the offices.

6.3.1 Term of the President. The term of office for the President shall be one (1) year. The President-elect shall succeed to the office of President at the close of the Section Annual Meeting.

6.4 Vacancies. A vacancy in the office of President shall be filled by the President-elect. A vacancy in the office of President-elect shall be filled by the Vice President. Other vacancies shall be filled for the unexpired term by appointment by the ___ Branch Board of Directors.

Article 7: Elections

7.1 Nominating Committee. The Nominating Committee shall choose one (1) or more candidates for election to each office, except the office of President, and obtain the consent of each nominee to serve if elected. In addition, candidates may be nominated by written petition containing ___ signatures of Subscribing Members. The Nominating Committee shall set the date by which nominations must be received.

7.2 Ballots. The Secretary shall send a ballot, containing a list of all nominees, petition nominees, and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the ___ Branch at least twenty (20) days prior to the Section Annual Meeting.

7.3 Tallying the Ballots. Ballots returned to the Secretary up to the time of counting shall be opened and counted at the Annual Meeting by three (3) tellers appointed by the President. For each office the candidate receiving the highest number of votes cast shall be declared elected.

**NOTE: If Branch balloting is done in conjunction with the Section ballots, the wording in paragraphs 7.2 and 7.3 will need to be amended to specify who collects and counts the ballots, i.e., Section Secretary and President vs. the*

Branch Secretary and President. For other subsidiary organizations, the timing and process of balloting may differ.

Article 8: Meetings

8.1 Membership Meetings.

8.1.1 Annual Meeting. The Annual Meeting shall be held on such date and at such place as the Board of Directors designate.

**NOTE: If the Branch holds an annual meeting, references to Section Annual Meetings in previous Articles may need to be changed. If not, this Section may be deleted, and the next paragraphs modified.*

8.1.2 Other Meetings. Other meetings shall be called at the discretion of the Board of Directors; or by the President upon written request of at least ten (10) Subscribing Members.

8.1.3 Frequency of Other Meetings. In addition to the Annual Meeting, other meetings shall be held each year at regular intervals.

8.1.4 Meeting Notice. Notice of call for a ___ Branch meeting shall be sent to all Subscribing Members of the ___ Branch not less than ___ days in advance of the meeting.

8.1.5 Quorum at Branch Meetings. At all meetings where business is transacted ___ Subscribing Members shall constitute a quorum.

8.2 Board of Directors Meetings

8.2.1 Quorum . A majority of the members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

8.3 Parliamentary Authority. All business meetings of the ___ Branch and subsidiary organizations and meetings of the Board of Directors shall be governed by *Robert's Rules of Order, Newly Revised*, except where these rules are not applicable or are inconsistent with the Bylaws of the ___ Branch, ___ Section Constitution and Bylaws, or the Society's governing documents.

Article 9: Subsidiary Organizations and Committees

9.1 Subsidiary Organizations. Subsidiary organizations may be formed within the _____ Branch, consistent with the purposes of the Section and Branch, and in accordance with the provisions of these Bylaws. Subsidiary organizations may be, but are not limited to, Younger Member Forums/Groups, Technical Groups, and local Institute Chapters. Names of subsidiary organizations shall be as set forth in the Society's governing

documents.

9.1.1. Formation. Formation of Subsidiary Organizations shall be subject to the approval of the _____ Branch Board of Directors, the __ Section Board of Directors, and such other requirements as may be established by the Society. Bylaws of Subsidiary Organizations shall be approved by the __Branch and ___Section Boards of Directors before becoming effective.

9.1.2. Process for Formation. Subsidiary Organizations of the __ Branch may be created. Procedures for creating a Subsidiary Organization shall be as follows:

9.1.2.1 A Subsidiary Organization shall be proposed by submission of a written proposal to the __Branch Board of Directors with the name, objectives, officers, and brief comments on how the Subsidiary Organization will be of advantage to members in the Branch. Those proposing an Institute Chapter shall also contact the appropriate Society Institute and comply with the Institute rules for creating a Chapter.

9.1.2.2 Following approval of the __ Branch Board of Directors, the proposal shall be forwarded to the __Section Board of Directors for their review and approval.

9.1.2.3 Following the approval of the __Section Board of Directors, those proposing a Subsidiary Organization shall prepare and submit Bylaws to the __Branch Board for the operation of the organization.

9.1.2.4 Approval of the Subsidiary Organization Bylaws by the __Branch and __ Section Boards of Directors shall be obtained to activate the Subsidiary Group. Approval must also be obtained from the appropriate Institute to activate an Institute Chapter.

9.1.3 Budget. Each Subsidiary Organization shall submit an annual budget and financial statement to the __ Branch Board of Directors for approval.

9.1.4 Annual Report. Each Subsidiary Organization President or Chair shall submit an annual written report to the Branch Board of Directors on the activities and programs of the organization. This Annual Report, including a financial statement, shall be suitable for incorporation into the __Branch's Annual Report to the __Section.

9.1.5 Level of Activity. Each Subsidiary Organization shall hold a minimum of _____ events per year. Any Subsidiary Organization that does not maintain the minimum activity level for two (2) successive years, or does

not have _____ Subscribing Members on its rolls for two (2) successive years, shall be automatically disbanded. Assets of a disbanded Subsidiary Organization shall be assumed by the _____ Branch.

9.2 Committees

9.2.1 Standing Committees. The Branch shall have a Nominating Committee

**NOTE: You may include a list of additional Standing Committees such as Audit, Finance, Program, Membership, Public Relations, Government Affairs, Continuing Education, Student Activities, Educational Outreach, History and Heritage, Technical Activities, etc.*

9.2.1.1 Nominating Committee. The Nominating Committee shall consist of not less than three (3) members, including the three most recent active resident Past-Presidents of the Branch who are willing to serve, appointed by the Board of Directors.

9.2.1.2 _____ Committee. The _____ Committee shall consist of _____

**NOTE: define the membership and function of each standing Committee, with a new paragraph for each Committee.*

9.2.1.3 Terms of Standing Committee Members. Unless otherwise specified, the members of committees shall be appointed by the _____ Branch President at the beginning of the Branch President's term, and shall serve a one (1) year term.

9.2.2 Task Committees. The Branch President may appoint task committees as deemed necessary. The terms of Task Committee members shall end at the end of the term of office of the _____ Branch President.

Article 10: Administrative Provisions

10.1 Proper Use of Section Resources. No part of the net earnings of the _____ Branch shall inure to the benefit of, or be distributable to its Directors, Officers, or any other private persons, except that the _____ Branch shall be authorized and empowered to pay reasonable reimbursements, payments or compensation for services rendered in furtherance of the purposes set forth above.

10.2 Limitations on Political Activity. No substantial part of the activities of the _____ Branch shall be carrying on propaganda or otherwise attempting to

influence legislation, and the ___Branch shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office. The ___ Branch shall not carry on any activities prohibited by the provisions of the Society's governing documents.

10.3 Conflict of Interest. A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the Branch, Section, or the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Branch, Section or the Society. Any interested individual must disclose the existence of any actual or possible conflict of interest and all material facts to the Branch entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Branch entity.

10.4 Distribution of Branch Assets. Upon dissolution of the Branch, the assets remaining after the payment of the debts of the Section shall be distributed to such organization or organizations organized and operated exclusively for charitable, educational, literary, religious, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, as the Board of Directors shall determine, and in the absence of such designation they shall be conveyed to the Society.

Article 11: Amendments

11.1 Process. These Bylaws may be amended only by the following procedure:

11.1.1 Proposal. An amendment to these Bylaws may be proposed by any member of the Board of Directors, or by a written petition submitted to the ___Branch Secretary, containing the text of the amendment, signed by not less than ten (10) Subscribing Members of the Branch.

11.1.2 Approval. The proposed Bylaws amendment(s) shall be approved by not less than a majority of the ___ Branch Board of Directors and submitted to the ___Section Board of Directors for review and approval.

11.1.3 Notice of Adoption. Upon approval by the ___Section Board of Directors, the proposed Bylaws amendment(s) may be adopted by a two-thirds (2/3) vote of the ___ Branch Board of Directors present at a duly constituted Board meeting, where a quorum is in attendance, provided that a written notice containing the text of the proposed amendment(s) is published to the ___Branch membership at least thirty (30) days in advance of the meeting.

**NOTE: The proposed amendment is first approved by the Branch Board for submission to the Section, and is then adopted by the Branch Board after Section approval and notice to the Branch membership.*

CONSIDERATIONS FOR A VISITING NATIONAL OFFICER

The following are some recommended considerations for planning and preparing a visit by an ASCE national officer, developed for your reference and use.

Planning

Establish objectives for the visit by the national officer.

- Define purpose and goal in very specific terms.
- What will constitute a successful visit?
- How will the visit supplement or complement your total program?
- Will the visit include contact with Student Chapters, community leaders, engineering management people, other professionals, interviews with local radio, TV and news media, etc.

Lay out a detailed itinerary and timetable.

- Detail a stop-by-stop and hour-by-hour listing of planned events; don't overlook even the smallest detail.
- Assume something will go wrong and plan for alternatives.
- What do you want the national officer to present and discuss? Provide some flexibility in the timetable for personal time (sightseeing, shopping, etc.)

Develop and organize the invitation.

- Plan for the visit 12 months in advance.
- Write directly to the national office; this office coordinates the schedule of all national officers.
- Once accepted and scheduled, maintain regular telephone contact with the national office and the particular officer to confirm and adjust plans.
- Will you accept a substitute in the event of a schedule conflict?

Organization

Check out all plans.

- Assign responsibility for every detail of visit.
- Assign a member to pick up the national officer at the airport.
- Arrange hotel reservations and ground transportation.
- Find out if the national officer plans to bring a guest, spouse, etc.
- Contact the national officer a month and one week before visit to finalize plans.

Organization, continued

Review all aspects of the actual visit.

- Will the national officer receive value from the visit?
- Is your timetable too tight?
- How will news media get in touch with the national officer?
- Should you have a dry run?
- Suppose it snows where you are or where the national officer is coming from?
- Is the Officer to be seated at a head table?
- Have you obtained background information or a biographical sketch on national officer to ensure a proper introduction? (available from ASCE Headquarters).

Follow Up

Review your experiences.

- What can you improve for the next visit?
- Thank the officer for his/her time and consideration in visiting your group.
- How do you follow up with the local contacts to take full advantage of visit?
- Who should ask the national officer for objective feedback about the visit?
- When should you plan for another visit?
- Did you get your money's worth?

These procedures are not intended to cover each circumstance or situation you may encounter. They highlight some items and parameters you should consider as part of the approach to a successful visit by a national ASCE officer.

MAINTAINING MEMBERSHIP RECORDS

Section and Branch maintenance of an accurate and up to date roster of all members of the Section is a key to successful member service.

Article 9, Section 5.2.2 of the Society's Bylaws identifies and describes membership as follows: *Membership. No one may be a member of a Section or Branch unless already a member of the Society. Society members who request mailing address changes to APO numbers or who request other temporary changes in mailing address shall remain assigned to the respective Sections of their individual Addresses of Record unless and until specific requests are made by them for changes in their Addresses of Record.*

Geographic Services provides access to an FTP (File Transfer Protocol) server which contains a restricted access site that allows Sections and Branches to download their membership data. The membership database is updated every weeknight (except holidays) from ASCE's main membership database, insuring that the data downloaded contains the most recent information regarding your members. Each Section or Branch is permitted one subscription to this area of the server.

Data Furnished

The list below is just a sampling of the information provided within the FTP Membership databases for each member in the Section and/or Branch:

1. Member name, mailing address and email address
2. Member identification number
3. Member grade
4. Section and Branch code
5. Member Election, Birth, Degree and Life Membership Dates
6. Secondary address
7. National Dues Payments
8. Section Dues Payments
9. Institute Affiliation
10. Member Credentials

Questions concerning the FTP membership databases should be directed to Michael Cook, Senior Manager, Geographic Services at (703) 295-6121 or mcook@asce.org.

TAX FILINGS FOR SECTIONS AND BRANCHES For the Fiscal Year Ending September 30, 2009

Federal Nonprofit Status

ASCE is a tax-exempt nonprofit organization under Section 501(c)(3) of the IRS Code. Its sections and their branches (referred hereafter as Sections) are also Section 501(c)(3) organizations under a **group** exemption filed with the IRS in 1988. Sections have their own federal tax ID numbers and generally branches use their section's federal tax ID. Some branches have their own federal tax ID numbers.

Federal Tax Return Filings

All 501(c)(3) organizations are required to file annual information returns (Form 990) with the IRS. Providing accurate information to the IRS is of the utmost importance. ASCE files a Form 990 for the national organization. In the past, ASCE has gathered financial and other information from Sections through annual reports and filed a **group** Form 990 – a return that included total information for all of the sections and all section subsidiaries that reported through their sections.

New IRS Filing Requirements and Impact on Section Reporting

Over the past few years, the IRS has been working on revisions to its tax forms for nonprofit organizations. The new forms have been finalized and must be used for our fiscal year that ends on September 30, 2009. Their revisions have made tax reporting much more complicated and, as a result, we need to revise the way we do tax reporting for our Sections. Because of the increased complexity of the Form 990, we no longer are able to do a group tax return together for all Sections that accurately reflects the information required by the IRS.

We will need to file individual returns for each Section, and possibly for some branches that have their own tax IDs. The good news is that we can use a much simpler Form 990-EZ for our larger Sections and a simple electronic post card return for Sections that have “normal gross receipts” of \$25,000 or less.

Filing Federal Tax Returns for the Year Ended September 30, 2009

Now to discuss how we will accomplish this task. In the past, our Sections have had to prepare an annual report and submit it to the National office, including information for the group tax return. Sections will now have to compile information needed for the new IRS requirements and file a Form 990-EZ or Form 990-N with the IRS. There are two options for Sections that need to file Form 990-EZ: (Option 1) the Section prepares and files the return with local accounting assistance or (Option 2) the Section fills out an Excel form specifically designed to gather the required information with the assistance of

National Accounting. Option 1 is most likely the easiest, most accurate and efficient. Option 2 will be best for Sections that do not have the resources to engage outside professional assistance and for treasurers who do not feel comfortable preparing a tax return on their own.

Sections may also need to file a Form 990-T and pay federal income taxes if they have taxable Unrelated Business Income (as defined by the IRS – see Web page: <http://www.irs.gov/charities/article/0,,id=96104,00.html> for definition). Generally, for Sections this would be certain advertising income (as opposed to sponsorship income, which is non-taxable) less any associated expenses. Our Legal Department and National Accounting can help you to determine whether you need to file a Form 990-T and can provide an Excel form for information gathering. If you have questions about advertising income or other income that may be taxable, please contact Tara Hoke, Assistant General Counsel, for assistance in determining taxability.

Item to note: 501(c)(3) organizations are allowed to engage in a limited amount of lobbying (as defined by the IRS), but such activities may also entail additional filing requirements. For a definition of lobbying refer to the following IRS Web page: <http://www.irs.gov/charities/article/0,,id=163392,00.html>. If you think your Section does lobbying, please contact Tara Hoke, Assistant General Counsel, for assistance in determining federal return filing requirements

Determining Which IRS Form 990 Needs to be Filed and How to File

Form 990-N – Simplest Filing

If your Section or Branch normally has gross receipts of \$25,000 or less (as defined below), you may file Form 990-N, which is an electronic postcard. This is a simple process that requires minimal information. To determine if you qualify to file this form and to see what information is required, see below and refer to the following IRS Web page: <http://www.irs.gov/charities/article/0,,id=169250,00.html>

How do I determine “gross receipts”? -- Gross receipts are the total amounts the organization received from all sources during its **annual accounting period** (the year ending September 30), without subtracting any costs or expenses. This includes all money received from members, ASCE, sale of investments, sale of products, sale of educational seminars, reimbursements from members for meeting costs, and any other money you have received. If you are doing combined reporting for your section and its branches, amounts received from National should be included in gross receipts. Amounts paid by the section to its branches should be excluded from gross receipts, so as to not count them twice.

How do I determine if our “normal gross receipts” are \$25,000 or less? -- An organization's gross receipts are considered to be \$25,000 or less if the organization:

- Has been in existence for 1 year or less and has received, or donors have pledged to give, \$37,500 or less during the organization's first tax year;
- Has been in existence between 1 and 3 years and has averaged \$30,000 or less in gross receipts during each of its first 2 tax years; or
- Is at least 3 years old and has averaged \$25,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).

To file your Form 990-N, go to this Urban Institute Web page and follow their instructions: <http://epostcard.form990.org/>

Form 990-EZ – More Complicated Filing – All Sections and Branches that do not qualify for the above must file Form 990-EZ

State Tax Return Filings

Certain states require that nonprofits apply for exempt status and file state tax returns. Some Sections may not have registered or filed these returns in the past. You should check with your state government to ensure that you are properly registered with the state and are meeting all of their filing requirements. ASCE National generally does not have the resources to assist with state tax filings, but Tara Hoke may be able to provide you with limited assistance.

How Much Work is Involved in Preparing and Filing our Federal Tax Return(s)?

As with any transition, in the first year there will be a learning curve. Going forward, Sections will not have to submit an annual financial report to National. National Accounting will also be available to answer questions that arise (see contacts listed below).

For small Sections that use Form 990-N, the work load should be less than for completing the annual report last year.

For larger sections, there will be more work that results from providing additional information required by the new Form 990-EZ, but significantly less effort than would be required for Sections to provide information for a group Form 990. For those not using outside accounting assistance, it will take the Section treasurer or other Section official time to fill information into the Excel workbook that will be used to produce the tax return. In addition to the instructions imbedded in the Excel workbook, National Accounting will provide supplemental instructions to aid in completion of the workbook.

It is imperative that Sections prepare and submit to the IRS accurate tax return within IRS's established deadlines. Failure to do so can result in loss of tax-exempt status and significant fines.

When are Federal Tax Returns Due

For organizations with fiscal years ending September 30, Forms 990-EZ and 990-N are due by the 15 day of the fifth month after year end, which would be February 15 of the following year. The IRS will grant two three-month extensions if requested.

Maintenance of Accounting Records

It is important that your Section produce accurate accounting records and maintain them for at least seven years. If you are at some time audited by the IRS or state, you will need to refer to those records to support the information on your tax return.

Branches that do not have their own federal tax IDs need to send their annual accounting information to their section. The section must consolidate all branch financial information with the section's information for tax reporting purposes. For storage and future access purposes, it would be preferable for the branches to send their records to their sections.

Branches that have their own federal tax IDs must prepare separate tax returns as described herein. We suggest that all branches that have separate tax IDs convert to using their section's tax ID beginning October 1, 2009. If you have this situation, you should contact Peter Shavalay, CFO, at the email address or phone numbers that follow.

How to Produce Accounting Records that Meet IRS Reporting Requirements

National Accounting is in process of producing general accounting guidelines for Sections. This will include requirements for internal financial management as well financial reporting to the IRS. This should be distributed to Sections by late October.

National Accounting Contact Information

Jennie Grant
Senior Accounting Manager
jgrant@asce.org
Phone: 800-548-2723 x6189

Peter Shavalay, CPA
Chief Financial Officer
pshavalay@asce.org
Phone: 800-548-2723 x6109
Cell: 703-774-5280

Legal Department Contact Information

Tara Hoke
Assistant General Counsel
thoke@asce.org

Tom Smith
General Counsel
tsmith@asce.org

Phone: 800-548-2723 x6151 Phone: 800-548-2723 x6061

Future eRoom Communications

To help disseminate information, we will create an eRoom that you will be able to access to find current information on accounting and reporting. If you're not familiar with ASCE's eRoom, it is a Web-based communications tool that allows easy access to information. Once the site is set up, you will receive an email invitation.

If you have questions, please contact us and we will attempt to post answers on the eRoom so that other Sections will benefit.

Good Governance Policies

Because ASCE Sections qualify to file returns on the simplified Form 990-N or 990-EZ, rather than the lengthier Form 990, it will not be necessary for Sections to answer questions regarding the adoption in fiscal 2008 of "good governance" policies in the areas of conflicts of interest, record retention, whistleblower protection, and joint ventures. Nevertheless, in keeping with IRS recommendations and as a sound management practice, ASCE asks that all Section Boards review and adopt these good governance policies as soon as possible. Copies of the recommended policies are available at

ftp://gsd.asce.org/Section_Branch%20Resource%20Documents/GoodGovernanceDocuments/, and any questions can be addressed to Tom Smith, ASCE General Counsel (tsmith@asce.org; 1-800-548-2723, x6061) or Tara Hoke, Assistant General Counsel (thoke@asce.org; 1-800-548-2723, x6151).

What Section Treasurers Need to do in Response to this Memo

- Complete the attached information form and return it via email to [Jennie Grant](#). This will help organize our efforts and determine what needs to be done.
- Determine whether your Section needs to file IRS Form 990-EZ or 990-N. Some Sections may be close to the \$25,000 average, so final determination may not be made till after closing your books for September 30, 2009.
- Decide whether the Section will use outside accounting and/or ASCE National Accounting assistance to complete its tax filings.
- Arrange for your branches to submit their accounting information to you or your accountant.
- Make an initial determination if your Section has Unrelated Business Income.
- Make an initial determination if your Section has Lobbying Expenses.
- Determine if your Section is complying with state nonprofit regulations.
- Complete the attached information form and return it via email to Jennie Grant.
- Contact Jennie Grant or Peter Shavalay if you need guidance or assistance.

Prepared by: ASCE National Accounting
September 22, 2009

FORMATION AND OPERATION OF SECTION AND BRANCH COMMITTEES

Committees are important elements of Sections and Branches. Established by local authority, each committee consists of a group of members headed by a chairperson, operating under either the general or specific direction of the officers. They study, act and report on matters of Section and Branch policy and procedure and work on Section functions, thereby augmenting the activity of the organization and affording opportunities for wider participation by members in Society affairs.

Organization of Committees

Each Section and Branch organizes administrative, technical, and professional committees to serve its members' needs under the general direction of the president. They should supplement the functions of the officers, and be responsive to the needs of the members and endeavor to benefit the local community.

Committees are normally of two types: (1) standing committees, with a continuing function, and (2) task committees, given a single assignment and then discharged when the project or study is completed.

Commonly used names of typical standing committees are given in the organization chart, all representing continuing or frequently recurring functions. Sometimes, two or more of these functions are combined under one committee.

Appointment Procedures

Regardless of the method used for selection of committee members and chairpersons, their appointment should always be confirmed in writing, citing the authority for each appointment. Each committee should have a clear understanding of its goals and obligations.

Task committees should be appointed to undertake discrete projects outside the scope of standing committees or to study matters requiring more specific and detailed attention.

Many Sections participate in regional activities of common interest with other societies or organizations through membership on intersociety committees, frequently by the appointment of one or more officers as delegates to the intersociety committee. In some cases, participation occurs through the designation of a chairperson of a standing committee as the Section representative.

Composition of Committees

Theoretically, large-sized committees result in more successful operations by spreading the workload and permitting participation by a greater number of members. Membership and Hospitality Committees, in particular, enjoy success by having many members participate.

Appointment to committees should be made from members whose interests and abilities are consistent with committee functions. Chairpersons should have leadership and administrative abilities in order to gain the active support and maximum effectiveness of committee members. In addition, committee chairpersons should be selected with the view that they are potential candidates for offices in the local organization. Younger members are an important element in committees because associate members represent between forty to fifty percent of the assigned membership of most Sections.

Provisions for the continuity of operation of each standing committee are important and best covered in local bylaws, but may be a part of unwritten local custom. Although the president frequently organizes committees and appoints each chairperson, wherever practical, automatic appointments can relieve the president of some organizational responsibilities. Such provisions facilitate prompt action by committees early in each

operating year. Often, for example, two or more past presidents are automatically members of the Nominating Committee, insuring a continuity of knowledge of deliberations in earlier years and relieving appointive authorities of the search for some of the Nominating Committee members.

Appointment of local officers and Board members to membership on committees enhances coordination. For example, the vice-president may chair the Program Committee; the secretary may serve as an ex-officio member of the Membership Committee; and Board members may participate on the Professional Practice Committees.

Committee Meetings and Reports

Each committee should meet at least twice a year or more often as necessary. The first meeting should establish objectives for the year and outline methods for their accomplishment. The proposed objectives and operating plan should be reported to the Section president in writing. The second essential meeting of the year should be held before the Annual Meeting to review the committee's accomplishments and to formulate recommendations for the succeeding committee, both vital features of its annual report. Other meetings ensure coordinated timely action on important matters.

Committee reporting procedures serve two main purposes: (1) to disseminate information to the local membership; and (2) to officially record activities. The latter forms the basis for the Section's annual report to Society headquarters. Disseminating information on committee activities and problems via Section newsletter or brief oral reports at regular meetings strengthens the organization by keeping the members informed. In addition, the publication and distribution of annual committee reports to all committee members, and officers in advance of the annual meeting, provides a record for succeeding committees and the source of information for reports to headquarters. Annual publication of committee reports eliminates the need for reading lengthy reports at annual meetings and permits oral reporting of highlights.

Relationship of Section and Branch Committees

Each Section and each Branch is an independent organization. Although this is true in regard to many committees, it is not true for all. For this reason Sections should coordinate committee functions with their Branches to ensure maximum effectiveness. As the parent organization, the Section should take the initiative. For instance, there is no need for more than one Legislative Involvement Committee where a single Section geographically covers a state. In such a case, Branch participation might be accomplished by having a single representative on the Section committee. Or, the Section might avoid duplication of effort with the Student Chapters by assigning that responsibility to Section or Branch committees on a geographical basis.

Since Sections and Branches do not relate to one another geographically or organizationally in a single common pattern, the resolution of the specifics of committee interaction is left to the parent Section to work out. The objective should be to achieve cooperation and joint action wherever possible.

Committee Descriptions

The scope, objectives, organization, composition, duties and responsibilities of the typical Sections committees are presented on the following pages. The committee job description is designed to be sufficiently detailed to permit development and organization of the committee, yet flexible enough to serve their particular purposes and goals. The committee

descriptions are presented in modular format so that committee organizers or chairmen may have a single or multiple page description for reproduction and committee.

Administrative

Program	Membership	Hospitality
Publications	Finance	Placement
Nominating	History and Heritage	Awards and Prizes
Public Information	Community Involvement	Strategic Planning
College/University Advisory		Long Range Planning

Technical Activities

Technical Activities	Technical Groups	Institutes Advisory
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Professional Activities

Ethics	Professional Conduct	Standards of Practice
Employment Conditions	Registration of Engineers	Legislative Involvement
Minority Programs	Public Affairs	Younger Members
Guidance	Student Chapters	Technician/Technology Education
Continuing Education	Educator/Practitioner Interchange	

Program Committee

The Program Committee plans programs for Section meetings. They should be responsive to the needs and desires of Section members and to engineering matters of interest to the public. This committee directly influences the vitality and effectiveness of the Section by promoting participation in activities and attendance at meetings.

The committee members should enjoy recognition among engineers, public officials, or other leaders in the community. The chairperson should be cognizant of the desires of the members. In many Sections this key post is assigned to a vice president.

Plan and publicize programs well in advance. Some Sections organize programs with a wide range of subjects up to a year in advance. Planning permits the scheduling of open forums, excursions, joint meetings or entertainment, and technical addresses. Circulate notices of meetings well in advance of the meeting date to all assigned members.

Regular Meetings

Standard procedures have evolved for the conduct of regular meetings. They consist of some sort of informal gathering, or sometimes a meal, preceding a formal meeting at which some business is conducted followed by an informational, educational, or instructional program inviting discussion among members.

Advance planning and coordination by the Program Committee are necessary to ensure that meetings run smoothly. This requires liaison with the Hospitality Committee, the newsletter editor, the presiding officer, and all others having a part in the meeting.

A Technical Address

The first requirement for a meeting built around a technical address is a combination of a topic of interest to many members and a speaker who can present the subject effectively. The speaker should hold the spotlight at the meeting.

Adequate arrangements should determine the need for, and availability of, projection equipment or other presentation aids. Consider appropriate people to discuss the topic presented or to ask questions needed to clarify any statements that might have been misunderstood.

ASCE has prepared a pamphlet entitled, **So You're Going to Present a Paper**, available for distribution to prospective speakers.

Symposia

Controversial subjects of concern to engineers and/or the public may arise which create open discussion, particularly if there are a variety of aspects and viewpoints. An ASCE Section meeting provides an ideal facility for such discussion. Two methods are suggested: a symposium of prepared speakers who have been invited to participate or an open forum. Even in the open forum, the speakers should be prepared in advance.

Excursions

Often, an engineering project in the area is of interest to many members of a Section. A member of the Section connected with the project may be put in charge of arrangements for the trip. Proper planning requires an estimate of the number of members expected to attend. Return postcards attached to the excursion notice are helpful.

Dinner Meetings / Entertainment

Many Sections schedule dinners for members and guests before the meeting program. Watch costs so that Section members are not discouraged to attend. The Section or Branch should offer discounts to students. It is advisable to mail return postcards with meeting notices or have a committee contact members in advance to get an accurate count of the reservation. Usually a meal guarantee must be given to the restaurant or caterer 24 hours in advance of the meeting. Always invite potential members. Several Sections have annual family picnics which are also most enjoyable.

Joint Meetings

At every opportunity, invite other organizations, to participate in a joint meeting with the Section. Such cooperative ventures expand the acquaintance and influence of the Section and create understanding and unity among the organizations involved. A joint meeting results when each organization contributes to the arrangements for a meeting. Inviting members of other organizations to attend functions arranged by the Section does not constitute a joint meeting.

Membership Committee: Scope and Objectives

The membership Committee should be large in number since its success depends on person-to-person contact between the Committee and large numbers of potential ASCE members and inactive present members. Members of the committee should represent a broad distribution of age groups, geography and professional fields. They should be acquainted with activities of ASCE, its publication and pamphlets, and with the procedures of applications, transfer and reinstatement of membership.

Members of the Membership Committee recruit new members, encourage present members to seek advancement to higher membership grades, promote pride and recognition for membership in ASCE and encourage members delinquent in dues to make payment and participate in Section Affairs. Wherever practical, make all contact by personal visit, or by telephone contact or personal letter.

Specific duties are:

Conduct Membership Promotion-Retention campaigns working closely with headquarters. Identify potential qualified non-member civil engineers by reviewing rosters of Registered Professional Engineers, private company employee lists and lists of employees of public agencies. Special membership kits are available from headquarters. Headquarters can send personal letters of invitations from the President of the Society to prospects developed by the committee.

Maintain a supply and distribute copies of application forms for membership and for transfer to higher grade. Obtain a stock of both, with instructions, from ASCE headquarters.

Encourage all those qualified to transfer to the next higher grade of membership in ASCE, especially in the transfer of Associate Members to Member grade, frequently a critical period in a member's interest. Committee members should be well versed in the qualifications needed.

Obtain from the responsible local officer, usually the secretary, a list of all members of ASCE who reside in the area but are not active members of the Section and encourage them to join and participate in local activities. This duty is continuous; ASCE headquarters notifies the Section whenever ASCE members move into a local Section's area.

Encourage recent ASCE student chapter graduates to apply for membership in ASCE and become active in local Section affairs.

Obtain a list of Section members delinquent in paying dues and encourage a reawakening of their interest in the affairs of the Section.

Annually in the Spring, contact those members who have received notification from headquarters stating that they will be dropped in three months for non-payment of dues and urge them to retain their ASCE membership. National similarly notifies the secretary of the Section.

Publicize, at meetings or by notice in the local Newsletter, the names of all new members and give special recognition to those who have successfully advanced in grade.

Promote the use of membership grade designation and ASCE insignia, per ASCE bylaws, detailed in the ASCE Official Register.

Reports

The annual report of the Membership Committee should describe in detail the correspondence, programs, procedures, and successes (or failures) of its activities so that each succeeding committee may improve on the accomplishments of its predecessor.

Hospitality or Reception Committee: Scope and Objectives

A Hospitality Committee seeks to create a cordial atmosphere at Section functions that imparts a sense of belonging to the group. It enhances the work of the Membership Committee by greeting newcomers, especially younger members and students, and introducing them to members, officers and activities of the Section. It is sometimes organized as a subcommittee of the Membership Committee. If not otherwise provided for,

they may also act as hosts to guests and speakers.

Composition

The Hospitality Committee should consist of members who have outgoing personalities capable of putting strangers at ease. The committee should be large enough to ensure that three or more members attend every function.

Duties

The Hospitality Committee, acting as official greeters at the entrance to the meeting room, should recognize and greet newcomers and issue name tags to everyone. Some Sections maintain a permanent set of name cards, issuing them to members and making fresh ones for new members and guests. When turned in at the close of the meeting, the name cards are a source of information on attendance and names of new or potential members to the Membership Committee.

Committee members invite potential members, either by telephone or postcard, to attend meetings. The committee obtains the names of those to contact from the name cards of newcomers at previous meetings, from the secretary for members moving into the area, and from the Membership Committee for potential members within the area.

Once present at the meeting, committee members should ensure that newcomers are made to feel that they have joined a compatible group.

Public Information Committee: Scope and Objectives

The Public Information Committee disseminates information on the activities of the Section, and the value and usefulness of its individual members to the civil and economic life of the area via the media, the Section or Branch web page and speaking engagements.

Composition

The Public Information Committee should consist of at least three members qualified to contact news media and to express civil engineering activities in terms which are meaningful to the public.

Duties

A public information program requires contact with editors and program directors of news media and establishing with them the timing, form and content of news that is acceptable to them.

The scope of a well-conceived program would include:

- < Announcing forthcoming important meetings and activities of the Section and Region.
- < Issuing news releases summarizing important local ASCE activities and events; include photographs with appropriate captions.
- < Publicizing information on new Section officers, Life Members, and other members who receive honors or awards.
- < Arranging for the presentation of feature articles in magazines or newspapers, and of discussions or interviews for radio or television, on timely civil engineering topics of interest to the general public.
- < Cooperating with the editor of the Section newsletter to ensure that meetings, activities, news about members and other items of interest to local members are

publicized in the Section newsletter and, if appropriate forwarded to headquarters for publication in *CIVIL ENGINEERING* or *ASCE NEWS*.

- < Cooperating with other local or regional engineering organizations to publicize information.
- < Arranging for speakers on civil engineering subjects for other organizations, when appropriate, particularly when opportunities arise to present the professional nature of civil engineering.
- < Arranging for sources of information on controversial issues, projects, appointments and like items of interest to the public.

Reports

In addition to making periodic reports and an annual report to the Section, the committee should maintain records useful to succeeding committees. These records should include at a minimum:

- < Names, addresses, telephone numbers and e-mail addresses of news media together with the names of principal contacts.
- < A clear statement of procedures for making information available to news media.
- < Representative samples of press releases.
- < Procedures for updating information on the web page.
- < A collection of programs and procedures covering the State Public Affairs Grants (SPAG) offered by ASCE National

Awards and Prize Committee: Scope and Objectives

A Committee on Awards and Prizes selects deserving local organization members, papers, and projects for receipt of awards and prizes. The committee selections are usually final in the case of local awards and prizes, whereas candidates for regional and national awards and prizes often compete with candidates from other Sections.

Composition

The nature of local awards and prizes may have a bearing on the composition of the committee, but generally five members constitute a workable size. The committee should be a standing committee in continuous service throughout the year in order to have ample time to investigate award and prize opportunities and give due consideration to all potential candidates.

Duties

Promptly after appointment, the committee should assemble a list of all potential local, regional, and national award and prize opportunities and become a conversant with the requirements of each one. They should establish an operating schedule for complete action in regard to each. They should alert the members, through the Section newsletter, to the various opportunities for awards and prizes and invite their suggestions or proposals.

The ASCE Official Register contains a complete description of all national awards. Other constructive activities for the committee include:

- < Assisting educational institutions in administration of awards and prizes.
- < Encouraging and assisting the Student Chapter Committee in the establishment and administration of an Outstanding Senior Civil Engineering Student award.
- < Presenting Life Membership Certificates at Section meetings giving appropriate and

- < comprehensive descriptions of the recipient's achievements.
- < Considering and establishing new local awards and prizes when warranted
- < Developing funds to support the cost of award programs.
- < Preparing plaques, awards and certificates.

Reports

The Awards and Prizes Committee should provide a written report to the local organization covering:

- < Local awards and prizes and their recipients.
- < Regional and national award and prize recommendations and the success of these candidates.
- < Explanations where no recommendations for award recipients were made.
- < Recommendations for procedural changes and actions by future committees.

It should be apparent that the professional pride of the entire local organization is enhanced by a thoughtful and conscientious committee.

Nominating Committee

The Nominating Committee recognizes the qualities of leadership and devotion to the aims of ASCE in members of the Section and nominates members possessing these qualities to office in the local organization. A nominating committee often also recommends members as candidates for membership on national committees and promotes candidates for national office. When the committee serves the dual function of selecting candidates for local and national consideration, it is highly desirable that the committee be a standing committee in continuous service throughout the year.

Composition

Five members are a suitable size for this committee. The Section or Branch should carefully consider selections to the Nominating committee. Automatic appointment of one or more past-presidents to the committee brings an awareness of the obligations of officers. At least one Associate Member should be included to augment the perspective of senior committee members. This appointment emphasizes that candidates for office must represent all segments of the membership.

Duties

The Nominating Committee should carefully follow procedures for nominating local officers as required by the Section Constitution and Bylaws. They should seek persons for local office who are best able to serve the interests of the membership. Nominations as an officer should not be considered based upon popularity or prominence.

The Nominating Committee should promote capable members of the Section on the national ASCE scene by recommending candidates for national committees and high offices. Section recommendations are a principal source of candidates for members on national committees. Headquarters can provide standard forms for reporting biographical information for this purpose and the committee should ensure that candidates complete the forms properly and in a timely fashion.

COMMUNICATION



The primary function of the newsletter is to keep the membership informed of the various activities of ASCE at the local, state, district and national level. The newsletter provides the members with an essential source of information. Newsletters should be generated on a routine basis, such as monthly or following local Board of Direction meetings.

CONTENT

Although each newsletter will be unique, some ideas for content could include the following:

- Names, addresses, and phone numbers of current Board members and committee chairs, if applicable.
- Calendar of local, state, district, and national events.
- National Conference information or highlights.
- Multi-Region Leadership Conference information or highlights.
- Region information or highlights.
- Specialty conference or continuing education program announcements.
- Call for papers.
- Scholarship announcements and awards.
- Section, Branch, or National award nominations and winners.
- Membership Drive information.
- Humor and/or brainteasers.
- Younger Member contacts & events.
- President's Message.
- Articles regarding professional and/or technical issues.
- National committee vacancies.
- Classified advertisements.
- Employment classified advertisements.
- Photographs of local, state, district or national events.
- Local, state, and national ASCE logos.

SOURCES OF ARTICLES

- Student Chapter activities.
- Highlights of member accomplishments.

The best source of articles is usually the Section or Branch Board of Direction and the committee chairs. In some Sections/Branches, it may be appropriate to offer certain primary committees a standing column in the newsletter. Also, the Section or Branch President receives a large volume of mail from National ASCE that may be newsworthy. Local organizations such as technical committees, younger member groups or student chapters should be routinely contacted for articles. Finally, local members are often members of national committees and can provide articles of interest to the membership.

NEWSLETTER PRODUCTION AND DISTRIBUTION

Production and distribution of the newsletter will depend largely on the budget.

Advertising revenue can be a means of increasing the budget without increasing dues. This can be done on a small scale with business card advertisements or full newsletter sponsorships. Contacting other similar Sections or Branches regarding their experiences with advertisement sales is recommended.

The cost of the newsletter includes costs relating to preparation, reproduction, and mailing. Mailing costs depend upon the volume of newsletters sent. For large volume mailings, a bulk mail permit may be obtained from the U.S. Postal Service. Contact ASCE National for documentation regarding ASCE's non-profit status. Bulk mailings should be used cautiously, as they are not always delivered in a timely manner. The local post office should be contacted regarding parameters for service. Newsletter distribution should also be considered. Some Sections/Branches mail only to dues paying members. Other Section/Branches opt to include non-member engineers or engineering companies in an effort to attract new members. Many Sections/Branches send the newsletter via electronic mail, which is quite cost effective. Currently many Sections/Branches have newsletters posted on their web sites. It is a great way to save on mailing and reproduction costs and provide instantaneous access to members. ASCE's Geographic Services Department should also be included in newsletter distribution so they may stay apprized of your activities.

It is imperative to maintain an accurate database of the mailing list. Those who mail bulk rate should do an occasional mailing first class to receive return mail. Recognize the accuracy limitations of National's mailing list for your Section or Branch. A locally generated mailing list is preferable, if feasible.

Reproduction costs vary with newsletter quality. This can be done professionally, or on a volunteer basis by a member or firm willing to contribute the

time and expense associated with reproduction.

Production costs will similarly vary with quality. Again, this service can be accomplished by a professional or can be done with local ingenuity. In some cases, a cooperative effort between the local newsletter editor and a professional firm may be the optimum means of newsletter production.

Editors should contact Sections/Branches of similar size for assistance and guidance in developing the budget and producing the newsletter.



NEWSLETTER AWARDS

The American Society of Civil Engineers offers annual newsletter awards in four categories:

Very large Sections and Branches: >2,500
Large Sections and Branches: 1,001-2,500
Medium Sections and Branches: 501-1,000
Small Sections and Branches: <501

The award in each category will be presented to the recipients at the Multi-Region Leadership Conferences each year.

The Committee on Geographic Units oversees the Outstanding Newsletter Award, evaluation criteria. The judging committee may be accessed http://www.asce.org/inside/sec_brnch.cfm. Judges will evaluate one of the above categories. Enter your newsletter by mailing it to the committee member representing your newsletter category.

The newsletters will be comparatively judged as to how well they serve the membership.

HELP!!!

If you need help with developing or producing your newsletter, contact the Geographic Services Department at ASCE Headquarters for further information (1-800-548-ASCE, Ext.6010).

Remember, the best source of information can be someone with similar experience. Contact other Sections and Branches that are similar to yours and ask to be placed on their mailing list. Some of the best newsletter ideas can be recycled to fit your local needs.

ROLE OF ASCE SECTIONS IN PROFESSIONAL CONDUCT CASES

It has been historic practice for ASCE to use individual members or committees of ASCE Sections to assist in professional conduct investigations. It should be made clear at the outset, however, that the role of ASCE Sections in such investigations does not extend to determining whether or not a violation of the Code of Ethics has occurred, or to taking disciplinary action against a member who has been accused of breach of the Code of Ethics. The Section's role should be limited purely to investigatory activities.

Some professional societies enforce their codes of ethics at the local level. Not so with ASCE. Only the Committee on Professional Conduct (CPC) appointed by the national Board of Direction can direct a formal investigation of an alleged violation of the Code of Ethics. Charges against any member may be initiated upon the recommendation of CPC or upon the written request of ten or more members, and only the Executive Committee or Board of Direction can conduct a formal hearing, determine whether or not a violation has occurred, and take disciplinary action.

Sections as Resources

There are a number of advantages to CPC and the Society in using ASCE Sections as investigatory resources in professional conduct investigations.

- ❖ Local personnel may be acquainted with individuals and circumstances involved in the alleged violation, and so may be able to uncover more evidence than national staff or CPC efforts.
- ❖ Use of Section members or local committees extends the efforts of the national committee without significant increase in cost.
- ❖ When local investigators make it clear to the member that they are only conducting a fact-finding investigation, individuals involved may be more cooperative.

THE SECTION ROLE

General

There are some general things that ASCE Sections can do.

- ❖ Discover and report possible violations of the Code of Ethics to CPC through the Society's Executive Director.
- ❖ Bring to the attention of the membership, public officials, and the general public, ASCE's high ethical standards and the diligence of the Society in enforcing these standards.
- ❖ Exert efforts to have the NCEES Model Rules of Professional Conduct adopted by registration boards in states where such rules have not been adopted.

Specific Investigatory Function

Where an ASCE Section has some indication that a Society member may have violated the Code of Ethics, the Section should report details of the alleged violation to CPC through the Executive Director. CPC must then decide whether there is sufficient reason to open a formal investigation of the charges.

If CPC decides to initiate a formal investigation of charges brought to its attention from any source, one possible investigatory resource is the Section in whose area principals in the case reside. Working through the Section President, CPC may request assistance in the investigation from an individual Section member, from an ad hoc committee of the Section, or from a standing committee of the Section. With any of these alternatives, CPC must stress the importance of confidentiality at all stages of the investigation to

protect the rights of the principals involved.

In any such investigation, the individual or group conducting the investigation can do several things when specifically requested by CPC:

- ❖ Collect factual evidence, including documents, news clippings, correspondence, and statements. Documents can include records of court testimony and findings in legal actions.
- ❖ Conduct interviews with the principals involved.
- ❖ Report the results of the investigation to CPC through the Executive Director.

Beyond that the Section should not go. To do so may jeopardize the rights of the accused, or it may jeopardize the position of the Society and individual Society members with respect to possible libel actions initiated by the accused. Where Sections or individual Section members are in doubt about the propriety of a possible investigatory action, they should discuss the situation with a member of the national staff who is versed in professional conduct matters.

Videotape - "Ethics on Trial"

The mock hearing videotape, based on an actual professional conduct proceeding conducted by the Board of Direction, has been prepared for use as an educational tool by Sections, Branches, Student Chapters, universities, and other interested parties.

Available on a loan basis, free of charge, the standard 3/4 inch videotape consists of two parts: (1) a presentation of the ASCE Board of Direction receiving the professional conduct case data and evidence (50 minutes), and (2) a presentation showing the deliberations and results of the hearing (20 minutes). The two-part format provides an opportunity to review and discuss the Board's thinking and reactions before moving on to the Board's decision.

Case Studies

Case studies have been developed from completed professional conduct investigations and proceedings for educational purposes--either in the classroom, or at meetings of Section or Student Chapters. The names of individuals, firms, and locations are changed, but these case studies are based upon actual situations, and are intended to provide general guidance in the identification and resolution of ethical problems.

Confidential Ethics Advisory Service

Members with questions or potential problems about ethics, from dishonesty to conflicts of interest, can get confidential advice by telephoning ASCE headquarters.

A member in distress, or with a question, may call the Ethics Advisory Phone Line at 703-295-6061. Alternatives are:

- ❖ referral to the member's own attorney
- ❖ referral to CPC and the usual channels

ASCE's general counsel staffs the Ethics Advisory Phone Line but is not available to provide legal advice to individual members.

HOW TO FORM A TECHNICAL GROUP

An expanding area of Section activity has been the Technical Groups. These groups generally deal with a single specialized field of Civil Engineering and serve the needs and interests of the regional members. Any Section may form technical groups. How do you do it? Following is a recommended procedure to form a viable and effective technical group:

1. Meet with your Section's Board of Direction requesting their initial approval and assistance in planning for the technical group.
2. Those proposing to form the group should get together to draft a set of bylaws and elect temporary officers to handle the formation, organization and initial operations of the group. Submit a package to the Section's Board of Direction officially requesting the formation of the technical group. This package should contain:
 - ❖ The name of the group.
 - ❖ A brief statement of the technical group's objectives, and some indication of how the group will be of advantage to the members.
 - ❖ A brief statement of the technical group's officers (chairperson, secretary, etc.)
 - ❖ A list of current membership and some indication of the projected size of the technical group.
3. The Section secretary will notify Society Headquarters by letter when official action has been taken by the Section Board of Direction endorsing the formation of the technical group. Such notification shall contain the following information:
 - ❖ A statement indicating endorsement of the formation of the technical group by the Section's Board of Direction.
 - ❖ The names and titles of the group's officers (chairperson, secretary, etc.) and the current size and projected size of the technical group.
 - ❖ A brief statement of the technical group's objectives.
 - ❖ The proposed bylaws for the group.
 - ❖ A brief indication of the necessary revisions to the Section Constitution to officially encompass the Technical Group.
 - ❖ Any additional information which the Section may wish to submit to record the formation of the technical group.
4. Upon receipt of notification, the Executive Director shall refer the request to the Committee on Geographic Units for review and approval. Once approved at this level, the technical group is formed.

Be an ASCE Key Contact

What do I get?

This Week in Washington

ASCE Key Contacts are among the first to learn about public policy developments affecting the civil engineering community. Through the email newsletter This Week in Washington, containing news briefs on the latest happenings in Washington and in the state capitals, we keep you informed on the most current activity. Key Alerts let you know when your legislator needs to hear from you most and provide you with all the information you need to effectively communicate with your legislator.

Back Home Visits

Key Contacts are the first to hear about government relations opportunities available to all ASCE members, such as Back Home Visits. These informal meetings between ASCE members and their elected representatives 'back home' in the districts, encourage members to develop and maintain relationships with their elected officials in an effort to educate them on important civil engineering issues. These meetings also serve to establish ASCE members as expert resources for legislators and their staff to call upon when they have public policy questions regarding civil engineering.

On-Line Advocacy

Contacting your legislator is easy when you use ASCE's Internet Advocacy Website <http://www.asce.org/advocacy.html>. Log in for instant access to information on issues important to your business and your career. Use the site to research how your elected officials voted on key civil engineering issues and draft messages to your federal and state officials.

Government Relations Leadership Training

Every spring, ASCE hosts a Government Relations Leadership Training Program in Washington, D.C. This intensive two-day program provides participants with an inside look at the political process, beginning with briefings on the latest civil engineering issues pending in Congress and meetings with elected officials on Capitol Hill.

Is it worth my time?

Key Contacts have made a difference on a number of issues that have affected civil engineering. When federal highway funding was in jeopardy, Key Contacts sent over 300 letters, faxes and emails in just a few weeks to their Representatives and Senators urging them to support efforts to restore vital funding to the states. Key Contacts in Virginia lent significant help to preserving the QBS process in that state.

How do I join?

Any ASCE member can join the Key Contact Program. Visit <http://www.asce.org/govrel/> and click on the Key Contact Program to register online.

Questions?

Contact ASCE's Government Relations department at govwash@asce.org or 800-548-2723.



ROLES OF SECTION/BRANCH OFFICERS AND COMMITTEES

Officers working alone cannot devote the time or the effort necessary to the operation of an active Section/Branch. Section/Branch officers should have the active support of a number of standing committees--each with a special function.

Section/Branch Officers

President: The spark plug of the Section/Branch is the president, but he or she should not be expected to be the entire engine. Specific duties dealing with routine operation should be delegated to other elected officers.

Objectives are to sustain and increase Section momentum by:

- < Assuring the Section governance documents, the constitution and bylaws are followed.
- < Directing the implementation of the Section strategic plan.

The president coordinates with:

- < ASCE elected national officers, headquarters staff, Society Directors, and Region Governors.
- < The Presidents, Chairs, or officers of professional and community organizations with which the Section jointly meets.

President-elect: The President-elect is in a unique and important position of planning and assisting with projects as well as planning for the upcoming year's activities. He/she should have a solid overall knowledge of the Section/Branch operations.

Objectives are to sustain and increase Section momentum by:

1. Monitoring the progress of calendar of events. Advise the president of strengths and weaknesses, and recommend a corrective action plan, if needed.
2. Determining the progress of committees in achieving goals. Advise the president of strengths and weaknesses, and recommend a corrective action plan, if needed.

Vice President: The Vice President acts as a sponge in order to soak up the overall atmosphere in order to assimilate the overall goals and objectives of the Section or Branch.

Often the Vice President is called to take-on important specific projects that are important, such as fund-raising, increasing student involvement or liaison with local community and professional organizations.

Some smaller Sections or Branches combine the offices of **President-elect** and **Vice President**.

Secretary: The Secretary performs many essential functions of the Section/Branch. The Secretary normally maintains a file of the Section/Branch's membership, all records and correspondence, prepares and submits reports of Section activities, and notifies members of meetings.

Treasurer: The treasurer receives funds due to the Section/Branch, pays bills, maintains a suitable repository for Section/Branch funds, and prepares regular financial reports.

Newsletter Editor: The Newsletter Editor's primary function is to publish the newsletter in order to keep the membership informed. It is the responsibility of the Newsletter Editor to maintain an up-dated distribution list. He or she is also responsible for submitting the Newsletter for consideration in the ASCE Newsletter Award competition.

STANDING COMMITTEES AND THEIR FUNCTIONS

Program Committee: The primary purpose of the Program Committee is to plan for Section/Branch meeting and functions. They should be responsive to the needs of and desire of Section members and to engineering matters of interest to the public. This committee directly influences the vitality and effectiveness of the Section by promoting participation in activities and attendance at meetings.

Membership Committee: The Membership Committee should be large in number since its success depends on person-to-person contact between the Committee and large numbers of potential ASCE members and inactive present members. To be most effective, the Committee members should be acquainted with activities of ASCE, its publications and pamphlets, and with the procedure of applications, transfer and reinstatement of membership.

Hospitality Committee: The hospitality committee seeks to create an atmosphere of cordiality at functions and to impact to newcomer a sense of belonging to the group. It enhances the work of the membership Committee by greeting newcomers especially younger members and students, and introducing them to members, officers and activities of the Section. It is sometimes organized as a subcommittee of the Membership Committee. If not otherwise provided for, they may also act as hosts to guests and speakers.

Public Information Committee: The Public Information committee disseminates information on the activities of the Section. This information may be made available to the public via the press, radio, television, and speaking engagements. Membership should consist of individuals whose talents suit them to contact news media and express civil engineering activities in terms which are meaningful to the public.

Awards and Prizes Committee: The Committee on Awards and Prizes selects deserving local members, papers, and projects for receipt of awards and prizes. This committee is charged with the duty of considering all local, regional and national awards. The committee selections are usually final in the case of local awards and prizes, whereas their selection of local candidates for regional and national awards and prizes are placed in competition with other Sections.

Nominating Committee: The Nominating Committee has the responsibility of recognizing the qualities of leadership and devotion to the aims of ASCE in members of the Section and of nominating members possessing these qualities to office in the local organization. A collateral duty appropriate to the abilities of the committee is the selection of members as candidates for membership on national committees and promotion of candidates for national office.

SECTION YEAR-END COMMITTEE REPORT

TO: [appropriate Section officer]

SUBMITTED BY: _____ Date _____
(Officer) (Position)

COMMITTEE NAME: _____

COMMITTEE MEMBERS & POSITION:

Name	Position	Phone/Fax/E-mail	Willing to serve next year?
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LISTING OF COMMITTEE'S ACTIVITIES, EVENTS, MEETINGS, etc.: Please attach the following information if applicable: Meeting/Activity dates; Number of participants; Presenters; Awards presented; Photographs; Published articles; and any general comments to documents this years results and provide guidance for next years committee.

Did your committee award any profession development hour (PDH) certificates?

UPCOMING GOALS & OBJECTIVES. Please identify goals for the upcoming year.

SUGGESTIONS FOR NEXT YEAR:

RULES OF POLICY AND PROCEDURE


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 **ASCE**®.

1.0.2 *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.

1.0.2.1 *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.

1.0.2.2 *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.

Honorary Member – Hon.M.ASCE

Fellow – F.ASCE

Member – M.ASCE

Associate Member – A.M.ASCE

Student Member – S.M.ASCE

Affiliate Member – Aff.M.ASCE

2008 Section Yearly Action Calendar

- Feb. 1:** Nomination deadline for Collingwood Prize, Edmund Friedman Young Engineer, Mead for Younger Members, Younger Member Group Award
- March 1:** Nomination deadline for Civil Government Award, Edmund Friedman Professional Recognition Award, Daniel W. Mead Prize for Students, John I. Parcel-Leif J. Sverdrup Civil Engineering Management Award
- April 1:** Nomination deadline for Harold R. Peyton Award for Cold Regions Engineering
- June 1:**
- Deadline for submission for the Outstanding Section and Branch Web Award Competition
 - Nominations due for Ralph B. Peck Award, H. Bolton Seed Medal and the Professional Practice Ethics and Leadership Award
- Aug. 1:** Nominations due for Younger Member Employer Recognition Award
- Aug. 1:** Submission deadline for the State Public Affairs Grant Activity Report
- Aug. 15:** Nominations due for Casagrande, Construction Management, Kapp and Terzaghi Awards
- Oct. 1:**
- Nomination deadline for Distinguished Members, OPAL and Walter L. Huber Civil Engineering Research Prizes
 - Outstanding Membership Champion nominations due
- Oct. 30:**
- Nominations due for the Workshops for Section and Branch Leaders and the Younger Member Council Meetings .
 - Nominations due for the National Outstanding Section/Branch Award.
- Nov. 1:**
- Submission deadline for the Outstanding Section and Branch Newsletter Award
 - Nomination deadline for Arid Lands, Bartholomew, Bechtel Pipeline, Bechtel, Jr. Energy, Bickel, Biot, Can-Am, Cermak, Chow, History and Heritage, Computing in CE, Croes, Duke, Einstein, Freese, Freudenthal, Greeley, Shortridge Hardesty, Herring, Hilgard, Hinds, Hoffman, Horner, Howard, Hydraulic Structures, Innovation in CE, International Coastal, Laurie, Lynn, Masters, Middlebrooks, Moffatt-Nichol, Moisseiff, Newmark, Norman, Peurifoy, President's Medal, Reese, Rickey, Roebing, Hunter Rouse, Rowland, Scanlan, Smith, State-of-the-Art, Stevens, Surveying and Mapping, Terzaghi, Tipton, Turner, von Karman, Wellington, Winter, Wisely.
- Nov. 9:** State Public Affairs Grant applications due
- Nov. 30:** Section Annual Reports are due at ASCE World Headquarters.
Region Annual Reports are due at ASCE World Headquarters.

GEOGRAPHIC SERVICES SUPPLY ORDER FORM

ITEM	COST	QUANTITY	TOTAL
Standard Certificates of Appreciation	\$.50		
ASCE Customized certificates			
1-10 certificates	\$ 3.00		
11-29 certificates	\$ 2.50		
30+ certificates	\$ 2.00		
Wooden Certificate Frames	\$ 19.50		
Past President Pins	\$ 17.00		
ASCE Banner -- 2.5 X 3.5 ft.	\$145.00		
ASCE Banner – 5 x 7 ft.	\$160.00		
		SUBTOTAL	
		Shipping*	
		TOTAL	

For Banner, Certificate and Past President Pin Orders, please complete the information below, or in the case of Certificate and Past President Pin Orders, please see the individual order forms on the FTP server.

Name: _____
First Name
Last Name

Company/School: _____

Address: _____

City
State
Zip

 Phone, FAX, or E-mail

Enclosed is: \$ _____ Check number _____
 Credit Card MasterCard Discover Visa American Express Diners Club

Card No. _____ Expiration Date: _____

Signature _____

Mail to: American Society of Civil Engineers
 Geographic Services Department
 1801 Alexander Bell Drive
 Reston, VA 20191-4400
 FAX: 703-295-6319 Attn: Carolina Albornoz, Geographic Services Department

*The Shipping charge will be determined by the actual shipping cost.



ASCE'S WEBSITE HOSTING PROGRAM

ASCE's WWW program encourages Sections, Branches, and Younger Member groups to create and maintain a Website within the Society's National site. Please review the attached Web Outline, which gives basic web information and program participation criteria.

Participation in this program requires that a File Transfer Protocol (FTP) account be set up for your specific section, branch or group. This will allow only the registered group's representative the ability to post and modify the new site. Acquiring the FTP account requires that you follow the steps below:

- Pay a one time \$150.00 fee by a check payable to ASCE and mailed to the HQ address listed on the form accompanying this document.
- Complete the attached FTP form.
- Follow the program guidelines & policy listed on the form.
- Return the original signed form with the check to the attention of Michael Cook, Senior Manager, Geographic Services.
- Keep a copy of the form for your records.

Each site size is limited to 20MB. If this limit is exceeded, the group(s) will be charged \$20.00 monthly per 1MB or portion thereof over the 20MB limit. (i.e., 2MB over the limit is \$40.00 monthly charge.)

If there are any further questions, please do not hesitate to contact Michael Cook at mcook@asce.org or (800) 548-2723 x 6121.

Attachment: FTP Account Request Form

*Return this form to: Michael Cook
1801 Alexander Bell Dr., Reston, VA 20191-4400. Fax: (703) 295-6141*

FTP Account Request Form

Use this form to request a new FTP account for your Section, Branch, or Younger Member group. The cost for each FTP account is \$150.00. This FTP account will allow you to upload and maintain your web site which will reside on ASCE's website server. Participation in ASCE's WWW Program requires that program requirements and policy must be followed. Your signature on this form agrees to these requirements.

Check here for: **Section** _____

Branch _____

Younger Member Group _____

Contact Information: *(please print legibly or type only)*

Name: _____

Title: _____

E-Mail Address: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROGRAM REQUIREMENTS

1. Each subscriber is responsible for all content uploaded to its web site.
2. Each subscriber is responsible for daily management of its site.
3. The new site must meet Content Approval prior to establishing a link to the National site.

POLICY FOR ESTABLISHING LINKS TO AND FROM THE ASCE SITE

- A. The site to be linked will add depth and functionality to the ASCE site.
- B. The site to be linked will not duplicate or compete with the ASCE site for services offered by ASCE to its members.
- C. The language and subject matter of the linked site will be appropriate for ASCE 's audience.
- D. The links, once established, will be maintained and will return visitors to the ASCE home page. The link will clearly state, "Return to ASCE home page."
- E. Corporate sponsorship may be shown giving details of the sponsor's address and telephone numbers, along with a link to the sponsor's home page.
- F. Requests for links will be monitored by ASCE Staff who will establish that the aforementioned criteria are in place before establishing the link.
- G. Where a link is required on a specific page, the Web Content Manager will check with that division on the suitability of such a link to their page(s).
- H. Where links are to be established to Sections, Branches, Committees, Student Chapters/Clubs sites, those sites must clearly state that they are a Section or Branch, etc. of ASCE and the current logo for ASCE must be in use.
- I. When in establishing a link to a Section or Branch site, it becomes apparent that inappropriate content is being posted on that site, the Web Policy Committee will be informed immediately and appropriate action be taken on their advice.



OUTSTANDING SECTION/BRANCH AWARD -2009

The purpose of this award is to **promote activity and program excellence among the Sections and Branches** of the American Society of Civil Engineers. This award was formally instituted by action of the Society on October 23, 1993.

- I. The award is known as the Outstanding Section and Branch Award. It is made annually to the most outstanding Sections and Branches of the American Society of Civil Engineers, based on activity in the previous fiscal year.
- II. The Outstanding Section and Branch Award Judging Committee shall be appointed annually by the Committee on Geographic Units (CGU) The Judging Committee shall recommend to CGU the winners of the award.
- III. The award will be presented to a representative of the winning Sections and Branches at the annual Multi Region Leadership Conferences.
- IV. The evaluation process involves scoring of nomination documents submitted by Sections and Branches. The nominating document will list publications, professional, technical, educational, social, membership promotion, diversity and special activities sponsored by the Section or Branch during the preceding fiscal year.
- V. Categories consist of Very large Sections and Branches: >2,500; Large Sections and Branches 1,001-2500; Medium Sections and Branches 501-1,000; Small Sections and Branches <501. One award for each category will be selected for the entire Society.
- VI. Any activities noted by a Branch in its nomination form, may not be used by a Section in support of its nomination.
- VII. Application should be made to the Geographic Services Department by October 30 in the year of the award. Five (5) copies of the nomination are required. Four (4) copies will be forwarded to the Judging Committee for review.
- VIII. Applications are limited to 12 pages, plus a copy of one Newsletter.



American Society of Civil Engineers

Section or Branch Name

2009 OUTSTANDING SECTION / BRANCH AWARD NOMINATION FORM

SECTION/BRANCH (200 points total possible, with 25 points in 8 categories A to H)

A. COMMUNICATION WITH MEMBERS (25 Points Maximum)

Indicate the number of newsletter issues published annually: _____

List your Section/Branch website address, and a listing of its content, or information if applicable:

Discuss any other communications tools published by your Section/Branch:

B. PROFESSIONAL ACTIVITIES/SCHOLARSHIPS/AWARDS-RECOGNITION PROGRAMS

(25 Points Maximum)

List any awards presented, scholarships provided to high school and/or college students, professional seminars or short courses conducted, and professional activities/events such as legislative activities, speakers bureau, career day, community involvement programs, etc.

List Section/Branch Professional Committees and the number of meetings and presentation topics for each.

C. TECHNICAL ACTIVITIES (25 Points Maximum)

List the Section/Branch Technical committees or Institute Chapters and the number of meetings and presentation topics for each.
List Technical Seminars/Workshops, or short courses of at least 3 hours duration and the subjects/topics.
State the benefits of technical/educational activities for members and other engineers.

D. MEMBERSHIP (25 Points Maximum)

List Section/Branch actions to recruit new members, transition Students Members to Associate Members, retain members, or demonstrate the value of ASCE Membership.

Describe the program, if any, to recognize members' employers.

Describe any special membership focus activities/events.

Describe any activities or programs your Section/Branches have implemented to encourage involvement and support of government and private engineering organization leaders, such as CEO Forums, organizational visits, presentations by public works leaders, etc.

E. PUBLIC OUTREACH/ EDUCATION ACTIVITIES (25 Points Maximum)

List local public outreach/educational activities, including (but not limited to) practitioner-educator partnering activities with colleges; educational outreach activities to elementary, middle, and high schools; activities in support of the ASCE student chapters/clubs in your area; and outreach to media, television, etc.

F. SPECIAL SECTION/BRANCH EVENTS & ACTIVITIES (25 Points Maximum)

Describe events/ activities within the Section/Branch, such as exhibits, public service projects, Engineers Without Borders, Habitat for Humanity, History and Heritage programs, and other events or activities to increase the awareness of civil engineering:

(ASCE also awards a History and Heritage Award. If you have such activities and want to be considered for that award, describe those activities here and submit a copy of this application directly to Carol Reese, creese@asce.org.)

G. DIVERSITY (25 Points Maximum)

Describe how your Section or Branch has recognized the benefits of a diverse workforce by working to incorporate diversity into the profession via project teams, Section and Branch programming, educational outreach, community involvement, etc. *(In addition to points awarded for the Outstanding Section/Branch award, information in this section will also be used by ASCE's Committee on Diversity and Women in Civil Engineering (CDWCE) to select their Section/Branch/Committee/Institute Diversity Award).*

H. OTHER ACTIVITIES (25 Points Maximum)

Describe any other activities that are not listed above that your Section or Branch has undertaken to promote or advance the civil engineering profession to either your members or the public. Also describe any activities relative to the creation of a Section or Branch strategic plan or efforts to support the Society's Strategic Initiatives.

Applications are limited to 12 pages, plus a copy of one Newsletter.

Please return 5 copies to the: Geographic Services Department, ASCE,
1801 Alexander Bell Drive, Reston, VA 20191-4400, by October 30, 2009

ASCE SECTION AND BRANCH AUDIT GUIDELINES

The American Competitiveness and Corporate Accountability Act of 2002 (Sarbanes-Oxley Legislation) was intended to restore public trust in publicly traded corporations. While the legislation does not apply to not-for-profit organizations such as ASCE, ASCE has amended its Rules of Policy and Procedure to incorporate audit best practices drawing from provisions in the legislation. ASCE also has prepared the following Section and Branch Audit Guidelines, recognizing that audit procedures may differ among Sections and Branches due to the varied size and scope of these Sections and Branches.

- 1) Sections and Branches must appoint an independent audit committee to annually review and audit their financial accounting and reporting and to assure that appropriate accounting controls are in place. The audit committee function may be performed by an existing Section and Branch finance committee or executive committee. Sections and Branches with annual revenues of less than \$50,000 may appoint a single independent individual to perform the function of an audit committee. Sections and Branches with annual revenues of \$50,000 or more must appoint at least two people to the audit committee.
- 2) Sections and Branches with \$250,000 or more of combined (a) annual revenues and (b) total equity (excluding equity managed by ASCE National), must retain an independent certified public accountant to annually review and audit the accounts of the Sections and Branches and assure that appropriate accounting controls are in place. Independent auditors should not provide non-audit services to the Sections and Branches, unless approved by the Section or Branch Board of Directors.
- 3) Audit Committee members must be free from any financial ties to the Sections and Branches or ASCE and free from any other relationship that would interfere with their independent judgment. Audit Committee members must sign a Conflict of Interest Statement ([Attachment A](#)) and should be financially literate. One member of the Audit Committee preferably should have familiarity with financial statements.
- 4) Section and Branch Officers, Directors and Audit Committee members must be familiar with their fiduciary responsibilities. ([Attachment B](#)).
- 5) Sections and Branches must continue to report audit details in their Annual Report to ASCE, and must report any actual or suspected financial or management improprieties to the Secretary of the Society.
- 6) Section and Branch records not otherwise subject to retention may need to be retained because of unusual circumstances, such as pending or threatened litigation or government investigation. Routine destruction of records must be stopped immediately upon anticipation or receipt of service of legal process for which such records may be relevant.

**CONFLICT OF INTEREST POLICY, ACKNOWLEDGEMENT AND DISCLOSURE
FORM**

A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interests of [the Sections and Branches or] the Society, or in which the interests of an individual or another organization has the potential to be placed above those of [the Sections and Branches or] the Society. Any interested individual must disclose the existence of any actual or possible Conflict of Interest and all material facts to the Society entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Society entity. (ASCE Bylaws §10.1)

All Section and Branch officers, directors, members and employees acting on behalf of the Sections and Branches shall adhere to the ASCE standards of ethical conduct and avoid any activity or situation where their personal interests could conflict, or reasonably appear to conflict, with the interests of the Sections and Branches or the Society.

* * * * *

I have read and agree to abide by the above policy. To the best of my knowledge and belief, except as disclosed on this form, neither I nor any person with whom I have or have had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential Conflict of Interest or be contrary to the best interests of the Sections and Branches or the Society. I agree to timely disclose to the Sections and Branches any potential Conflict of Interest that should arise hereafter.

Signature of Section/Branch Officer/Director/Audit Committee Member Date

Print Name

Please identify any potential Conflicts of Interest here:

SECTION AND BRANCH MANAGEMENT: Sections and Branches share consistent objectives and purposes with the Society and may be created or terminated by the Board of Direction. ASCE Constitution, § 9.0; ASCE Bylaws, § 9.0.

- A. **Objective:** The objective of Sections and Branches is the advancement of the science and profession of engineering, in a manner consistent with the purposes of the Society.
- B. **Authorization:** Sections and Branches may not speak for the Society as a whole unless authorized by the Board of Direction. No actions of Sections and Branches may contravene any act, policy, or purpose of the Society. ASCE Bylaws, § 9.1.

OFFICER AND DIRECTOR DUTIES: Officers and directors (and other volunteers) have a fiduciary duty to the Society, including a duty of care and loyalty.

- 1. **Duty of Care:** Officers and directors must exercise ordinary and reasonable care in performing their duties. The Duty of Care requires an officer or director to (1) be reasonably informed, (2) participate in decisions, and (3) do so in good faith exercising the care of an ordinary person in similar circumstances. At a minimum, this duty generally includes regular attendance at Board and applicable committee meetings; review and familiarity with the Society's governing documents and Code of Ethics; careful review of agendas, minutes and related documents for Board and applicable committee meetings; and requiring sufficient information to make informed decisions. During the ordinary course of business, directors may rely upon information from sources that the directors reasonably believe to be reliable and trustworthy.
 - A. **Business Judgment Rule:** An officer or director is generally judged by whether he or she exercised good faith judgment in a manner reasonably believed to be in the best interest of the Society, and not by the substantive merit of his or her decisions.
- 2. **Duty of Loyalty:** Officers and directors must exercise their powers in the best interest of the Society and not in their own interest or the interest of another entity or person.
 - A. **Conflicts of Interest:** Directors must put the Society's interests above any individual business or professional interests and avoid conflicts of interest. The Society has adopted a conflict of interest

policy, which provides that “[a] Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interests of the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Society. Any interested individual must disclose the existence of any actual or possible Conflict of Interest and all material facts to the Society entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Society entity.” (ASCE Bylaws, §10.1) When faced with a real or potential conflict of interest, an officer’s or director’s options include (1) full disclosure, (2) recusal or (3) withdrawal as director.

- B. **Corporate Opportunity:** An officer or director should not engage in a transaction which may be of interest to the Society unless he or she discloses the transaction to the Board of Direction to allow the Board to act or decline to act with respect to the transaction.
- C. **Confidentiality:** An officer or director generally should not disclose information about the Society’s activities unless the information already is known by the public or is of public record.

3. **ASCE Code of Ethics:** The Code of Ethics embodies many of the foregoing principles.

- A. **Canon 4.** Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.
 - a. Engineers shall avoid all known or potential conflicts of interest with their employers or clients and shall promptly inform their employers or clients of any business associations, interests, or circumstances which could influence their judgment or the quality of their services.
- B. **Canon 6.** Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the engineering profession.
 - a. Engineers shall not knowingly act in a manner which will be derogatory to the honor, integrity, or dignity of the engineering profession, or knowingly engage in business or professional practices of a fraudulent, dishonest or unethical nature.

Joint Venture Policy

In compliance with Internal Revenue Service guidelines for approval and management of any joint venture or similar agreement entered into by the American Society of Civil Engineers, _____ Section (“Section”), the Section Board of Directors adopts the following guidelines.

Activities Subject to this Policy

For the purposes of this policy, the term “Joint Venture” is defined as any arrangement, including contractual or more formal arrangements undertaken through a limited liability company, partnership, or other entity, through which the Section and another entity jointly undertake any activity or business venture, or otherwise agree to joint ownership of any asset. A Joint Venture may include both taxable and tax-exempt activities.

Approval and Management of Joint Activities

Before making any decision to participate in a Joint Venture, the Section will ensure that the Joint Venture furthers the Section’s exempt purposes and the purposes of the American Society of Civil Engineers (ASCE) and will negotiate at arm’s length contractual and other terms of participation that safeguard the Section’s exemption from federal income tax. Such terms shall be in writing in the operating agreement of the Joint Venture and shall include the following minimum requirements:

- With respect to any whole joint venture (that is, a joint venture in which the Section contributes substantially *all* of its assets to the enterprise), the Section shall exercise control over the Joint Venture by holding fifty-one percent (51%) or more of the voting rights and/or veto power;
- With respect to any ancillary joint venture (that is, a joint venture to which a portion of the Section’s resources are contributed), the Section would, at a minimum, maintain sole control over the tax-exempt activities of the Joint Venture and would have voting and ownership interests in the Joint Venture that are consistent with the Section’s capital contributions;
- A requirement that any subsequent contract with the Section’s partner in the Joint Venture be negotiated at arm’s length and for fair market value;
- A requirement that the Joint Venture give priority to the Section’s tax-exempt purposes over maximization of profit for the participants of the Joint Venture; and
- A prohibition on activities that would jeopardize the Section’s tax-exempt status.

Where there is any question as to whether a particular Joint Venture may pose a risk to the Section’s tax-exempt status, a decision to enter into such Joint Venture will be made only in consultation with ASCE’s legal and/or tax counsel.

AMERICAN SOCIETY OF CIVIL ENGINEERS
SECTION
RECORD RETENTION POLICY

Objective

The objective of this Record Retention Policy for the American Society of Civil Engineers (the Society) is two-fold.

- 1.) First, the policy establishes a program to ensure that all records, including papers, files and other print or electronic data maintained by the Section, are retained for at least the minimum period required by state and federal laws and regulations, as set forth below.
- 2.) Second, the policy establishes a program to ensure that obsolete records are destroyed in a routine and orderly manner. This will minimize storage requirements as well as transfer costs due to changes in Section personnel.

Unusual Circumstances

Records not otherwise subject to retention may need to be retained because of unusual circumstances, such as pending or threatened litigation or government investigation. Destruction of records **must** be stopped immediately upon anticipation or receipt of service of legal process for which such records may be relevant. If for any reason the Section finds that an unusual circumstance exists, the Section will notify ASCE's General Counsel immediately.

Implementation

The *(Secretary)* of the _____ Section shall be responsible for maintaining and disposing of the Section's records in accordance with the timelines established herein. Upon expiration of the *(Secretary's)* term, he/she shall take whatever actions are appropriate to ensure a smooth transfer of Section records to his/her successor in office.

Retention Schedule

The following list is intended to provide guidance as to the types of records required to be retained by the _____ Section and the duration for their retention. As legal requirements for document retention may vary from time to time, this schedule is subject to amendment based on the advice of recommendations of ASCE's legal counsel.

RECORD RETENTION SCHEDULE (as applicable)

Legend: Y = years; P = permanent

1) ACCOUNTING, FINANCE, & PAYROLL

Annual fiscal report to ASCE	2Y
Budgets	2Y
Financial statements	7Y
Accounts receivable	7Y
Audits	7Y
Bank statements, checks	7Y
Bills & invoices submitted	7Y
State tax filings	15Y

2) CONFERENCES & CONTINUING EDUCATION

Conference materials (programs, handouts, brochures)	5Y
Registration files	5Y
Contracts	7Y after completed
Financial reports	7Y

3) CORPORATE/LEGAL ACTIVITIES

Board minutes	P
Constitution & Bylaws	P
Tax exemption records	P
Insurance policies	P
Contracts	7Y after completed
Lawsuit records/litigation	7Y after completed
Procedure manuals	Current

4) HISTORICAL DATA (recommended)

Committee minutes & agendas	P
Committee rosters	11Y

5) PERSONAL/HUMAN RESOURCES (as applicable)

Employee benefit documents (plans, contributions, claims)	P
Employee/personnel files (appraisals, actions)	P
Payroll records	7Y
Applicant records (resumes, etc.; not hired)	1Y
I-9 forms	3Y

6) PUBLICATIONS

Newsletters, e-News, etc.	2Y
Advertising records, invoices	5Y

7) OTHER RECORDS

General correspondence	3Y
Other records relating to professional activities	3Y

Reporting Fraudulent or Dishonest Conduct

The purpose of this policy is to make clear what the responsibilities of the _____ Section, American Society of Civil Engineers (“Section”), and its employees/volunteers are if an employee/volunteer reports dishonest or fraudulent conduct of another employee/volunteer.

The Section expects all staff and volunteers will conduct Section-related business with the highest standards of integrity and honesty, and in compliance with the ASCE Code of Ethics. All employees and volunteers are encouraged to report any possible fraudulent or dishonest conduct of another Section employee or volunteer. In doing so, the following guidelines apply:

1. Concerns about possible fraudulent or dishonest conduct may be reported to the Section President or Treasurer, or to the Society’s Executive Director, Chief Financial Officer, or General Counsel. The volunteer/employee may make such report anonymously.
2. If the concerns involve the above individuals or if the employee prefers otherwise, the employee may report the conduct to the ASCE President or the Chair of ASCE’s Audit Committee. These individuals’ names and contact information can be found in ASCE’s Official Register and on ASCE’s Internet.
3. ASCE will investigate any possible fraudulent or dishonest conduct by ASCE staff. Anyone found to have engaged in such conduct is subject to disciplinary action by ASCE and civil or criminal prosecution if warranted.
4. Complaints alleging a violation of the ASCE Code of Ethics shall be referred to ASCE’s Committee on Professional Conduct. Investigations of alleged research misconduct on any project receiving federal funds shall be handled in accordance with federal research misconduct policy.
5. Whenever possible, the Section will maintain the confidentiality of the individual reporting the dishonest or fraudulent conduct. However, identity may have to be disclosed to conduct the investigation, to comply with the law, or to provide accused individuals with their legal rights to a defense.
6. Individuals must exercise sound judgment to avoid baseless accusations, which include allegations made with reckless disregard for their truth or falsity. An individual who intentionally files a false report of misconduct will be subject to disciplinary action.

The _____ Section prohibits retaliation against any person for any conduct protected by law. If a Section employee believes they have been retaliated against for reporting fraudulent or dishonest conduct, they should file a written complaint to the same individuals listed above. A proven complaint of retaliation will result in the initiation of disciplinary action.

The right to protection against retaliation does not include immunity from any personal wrongdoing that is alleged and investigated.

This policy is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.