RULES OF POLICY AND PROCEDURE

of The American Society of Civil Engineers

A Not-For-Profit Corporation

Board Approved July 2026

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 ®.

1.0.1.5 ***Other Society Marks*****.** The Society also maintains other marks. A complete listing of the Society Marks is maintained by the Executive Director.

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

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

1.0.3.1 ***Society Use of Marks.*** For the Society and its Organizational Entities, examples of permissible uses of Society marks include official: badges, charms, pins, placards, banners, awards, certificates, Society publications and Web site, 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, web sites and other electronic media for either individuals or companies, except as expressly provided herein or as otherwise authorized by the Executive Director.

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

Student Member–S.M.ASCE
Member–M.ASCE
Fellow–F.ASCE
Distinguished Member–Dist.M.ASCE
President-Emeritus–Pres.YY.ASCE

Society members in the grades of Affiliate Member, Associate Member, Member and Fellow, who have become Life Members may include the term Life Member following their appropriate membership grade abbreviation.

M.ASCE, Life Member
F.ASCE, Life Member

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

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

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

1.1 ***Society-level.*** Society activities exclusive of those of Affiliated Entities and Geographic Units are considered Society-level activities.

1.1.1 ***Official Business of the Society.*** Activities conducted by elected and appointed members in their official capacity to fulfill the purpose, mission, vision, and goals of the Society shall be considered Official Business of the Society.

ARTICLE 2. MEMBERSHIP

2.0 ***Definitions.***

2.0.1 ***Accredited Engineering Programs.*** ABET (previously known as the Accreditation Board for Engineering and Technology), through the Engineering Accreditation Commission (EAC) or the Engineering Technology Accreditation Commission (ETAC) is the accreditation body for Engineering and Engineering Technology Programs offered by colleges and universities in the United States. Accreditation may be granted for programs offering degrees at the Associate, Baccalaureate, or Masters level. A college or university who has at least one (1) degree at any of the levels accredited or actively seeking accreditation shall be considered ABET accredited for the purpose of determining membership qualifications.

2.0.1.1 ***Substantially Equivalent.*** Programs accredited by non-US countries utilizing criteria recognized by the Engineering Accreditation Commission (EAC) or Engineering Technology Accreditation Commission (ETAC) of ABET as comparable and whose graduates are judged acceptable for entry into the practice of engineering at the professional level.

2.0.2 ***Licensure.*** A citizen of the United States, if working in the United States, must be licensed in the United States as an engineer or surveyor to fulfill the licensure requirements for any membership grade. Licensure in other countries equivalent to licensure in the United States and its territories shall satisfy the licensure requirements for any membership grade.

2.0.3 ***Responsible Charge of Work.***

The standard required for advancement to the grade of Fellow is broad responsibility for engineering work of major importance. Serving in appointed titled positions is not construed as the sole qualifying criterion. It must be demonstrated that the applicant was the primary (or one of the primary) individual(s) who had responsibility for engineering work and its compliance with applicable codes, standards and specifications, or for the integrity of the plans, documents and reports prepared. For projects requiring a team effort by a group of professionals, engineering work of major importance may include the coordination of several engineering or related disciplines, under the direct or indirect supervision of the applicant. In academia, it shall be demonstrated that the applicant has functioned as a leader, guide or directing head of academic programs. In engineering teaching, the applicant must have taught in an engineering school of recognized standing and must have had at least a grade of associate professor or its equivalent. In the research field, it shall be demonstrated that the applicant has been the principal investigator or has made other major leadership contributions, such as serving on national or international committees outside the individual's institution.

2.0.4 ***Related Engineering or Engineering Technology Program.*** Related Engineering or Engineering Technology Programs are defined as any program in a major engineering or engineering technology discipline that is also accredited by ABET.

2.1 ***Process for Membership.***

2.1.1 ***Submission of Application*****.** An individual must apply for membership or advancement in the Society through the submittal of the appropriate application form. An individual seeking membership or advancement in a grade other than Member must meet additional requirements as follows:

2.1.1.1 ***Student Member*****.** To be eligible for the grade of Student Member, an individual shall provide their school address as their "Work" address and shall provide a "Home" address. In addition, the prospective student member shall meet the following criteria:

Criterion 1: be a member of a Society-recognized Student Chapter at the school where enrolled, and be enrolled at least half-time; **OR**

Criterion 2: be enrolled at a school which is eligible to have an ASCE recognized Student Chapter but currently does not have such an organization, and be enrolled at least half-time; **OR**

Criterion 3: be a current member in an equivalent grade of an engineering society with which the Society has a current reciprocal membership agreement.

2.1.1.2 ***Fellow*****.** To be eligible for the grade of Fellow, an individual shall advance from the grade of Member AND a) be a licensed Professional Engineer or Professional Surveyor in the United States or in the country in which the Member resides (if such licensure is available), AND b) provide three (3) references from Society members (at least two (2) references must be from Society Fellows), AND c) be nominated by an Organizational Entity of the Society, AND EITHER d) have had responsible charge for not less than ten (10) years, in the grade of Member, of important work in civil or related engineering or surveying and be qualified to direct, conceive, plan, or design engineering works; OR e) have had responsible charge for not less than ten (10) years, in the grade of Member, of important industrial, business, construction, editorial, or engineering society activity, requiring the knowledge and background gained from civil or related engineering training and experience, OR f) have provided leadership for a period of not less than ten (10) years in the grade of Member in educational or research activity related to the field of civil engineering.

2.1.2 ***References*****.** In some cases, applicants for advancement from one (1) grade of Society membership to another must submit the names and addresses of individuals who have personal knowledge of the applicant and the applicant's work. Applicants are encouraged to submit references from Society members whenever possible. If an applicant is unable to provide the required number of references from Society members, the applicant may provide the same number of references from non-Society members who are: 1) licensed engineers or land surveyors, OR 2) Founder Society members, OR 3) members in engineering societies with which the Society has established a relationship. References by non-Society members are not permitted where the reference of a Society member is specifically stated as a requirement.

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

2.1.3.1 ***Non-Standard Applications.*** Applications that do not exactly meet the stated criteria for admission or advancement to a particular grade of Society membership shall be referred to the Membership Application Review Committee.

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

The Membership Application Review Committee shall have the authority to grant a waiver for admission or advancement. A waiver of criteria for advancement to Fellow shall only be considered in the case of a Member with acknowledged eminence in some branch of engineering or in the arts and sciences related thereto. A vote to grant a waiver of criteria for advancement to Fellow by the Membership Application Review Committee shall be unanimous.

2.1.3.3 ***Declinations*****.** Any applicant for admission or advancement referred to the Membership Application Review Committee who shall not be elected or advanced shall be deemed not qualified for admission or advancement and shall be declined. An applicant who has been declined admission or advancement may appeal to the Executive Committee. An affirmative vote of at least eighty percent (80%) of the voting Executive Committee is required to overturn a Membership Application Review Committee decision and two (2) negative votes shall exclude.

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

2.1.5 ***Process for Distinguished Membership.***

2.1.5.1 ***Nomination.*** Not later than May 1 annually, a solicitation for Distinguished Member nomination shall be sent to Society members. Self-nominations are not permitted. Completed nomination packages shall be submitted electronically by a Society member in good standing by the date specified in the solicitation for nomination. The nomination package shall consist of the completed nomination form including the endorsing signature from an officer of an Organizational Entity and a forty (40) word citation highlighting the reason why the nominee should be elected. In addition, the nomination package shall include a one (1) page summary biography, distinct from the citation, a resume or CV not to exceed fifteen (15) pages and a list of six (6) individuals who will provide a letter of recommendation for the nominee. The letters of recommendation shall not exceed two (2) pages each and shall be sent electronically, directly to the Society Awards Committee. The Society Awards Committee places high value on the recommendation letters, including source, relationship to the nominee and originality. The total page count of a compete nomination package shall not exceed thirty (30) pages.

The total number of Distinguished Members elected in any year shall not exceed twelve (12). Members of the Board of Direction (hereinafter the "Board") are ineligible for election to Distinguished Membership during their terms of active membership on the Board, as election of Distinguished Members shall be by vote of the Board. Declared Candidates or Nominees for the office of President-elect are ineligible for election to Distinguished Member during the election cycle. Once elected as President-elect of the Society a member is ineligible for Distinguished Member status. Current employees of the Society are ineligible to be nominated for Distinguished Member status. Former employees of the Society, who meet all criteria for Distinguished Member status, may be nominated after a period of three (3) years from the time of separation from ASCE employment.

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

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

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

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

2.1.6 ***Confidentiality of Application.*** Application and member information shall be considered confidential and shall not be released or provided for other than Society business unless the release of such information is 1) authorized by the Board, OR 2) authorized by the individual Society member, OR 3) required by law.

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

2.2.1 ***Founder Societies with Reciprocal Membership*****.** The Society provides to its fellow Founder Societies, consisting of the American Society of Mechanical Engineers (ASME), the Institute of Electrical and Electronic Engineers (IEEE), the American Institute of Mining, Metallurgical and Petroleum Engineers, Inc. (AIME), and the American Institute of Chemical Engineers (AIChE), the privilege of reciprocal membership in the Society for their members.

2.2.2 ***Reciprocal Privileges for Chief Staff Executive*****.** Reciprocal membership agreements with an engineering organization may include admission to the Member grade for the Chief Staff Executive of such organization, upon presentation of an application but waiving fees and dues and without other established admission procedures, the chief staff executive of any engineering organization approved for this purpose by the Board, and provided such organization affords the Society reciprocal membership privileges. Waiver of dues for persons so elected shall terminate upon termination of their service as the Chief Staff Executive of their engineering organization, or when the Board votes to no longer provide reciprocal membership privileges to their engineering organization.

2.2.3 ***International Engineering Societies with Reciprocal Membership*****.** The Society may provide to international engineering societies the privilege of reciprocal membership in the Society for their members.

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

ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

3.0 ***Procedures for Professional Conduct Cases.*** Professional conduct proceedings shall be conducted in accordance with procedures established by the Committee on Professional Conduct.

3.0.1 ***Initiation*****.** The Executive Committee shall consider proceedings for the discipline of any Society member (a) upon the recommendation of the Committee on Professional Conduct, or (b) upon the written request of one hundred (100) or more voting Society members in good standing.

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

3.0.1.1.1 ***Origin of Complaint*****.** Complaints may be put forward by both ASCE members and non-members. Such complaints shall be submitted to the Society

Secretary or his designee in writing in such form as deemed acceptable by the Committee on Professional Conduct.

3.0.1.2 ***Jurisdiction*****.** The Committee on Professional Conduct shall act with reasonable expediency to determine whether or not the charges or evidence constitutes a proper case for its jurisdiction.

If the Committee on Professional Conduct determines that the case is not a proper one for its consideration, the Secretary shall be instructed to so advise any complainants or petitioners who may have filed charges.

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

3.0.2 ***Committee on Professional Conduct Investigation*****.** If the Committee on Professional Conduct determines the complaint is a proper case for its consideration, the Committee shall conduct such investigation, as it shall deem necessary or appropriate, to ascertain the facts.

3.0.2.1 ***Purpose.*** The primary purpose of the Committee on Professional Conduct is to promote compliance with the ASCE Code of Ethics.

3.0.2.2 ***Governing Precepts.*** The Committee on Professional Conduct shall exercise every means possible to resolve ethical questions and charges of professional misconduct through measures other than reference to the Executive Committee. Such measures may include, without limitation, mediation, discussion, letters of concern, or other measures. Cases shall be referred to the Executive Committee when it is the conclusion of the Committee on Professional Conduct that consideration of disciplinary action is the only appropriate course.

3.0.2.3 ***Confidentiality.*** Because of the delicate nature of matters coming before the Committee on Professional Conduct, its proceedings are considered to be confidential, to be discussed outside the meeting only with members of the Committee, staff members privy to Committee proceedings, and such other persons deemed by the Committee as having a need to know. Cases should not be discussed with members of the Board prior to formal presentation, as the members may later be required to sit in judgment upon such cases.

3.0.3 ***Committee on Professional Conduct Recommendation*****.** The Committee on Professional Conduct shall pursue its investigation until it reaches a firm recommendation as to the disposition of the case as follows:

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

3.0.3.2 ***Referral for Hearing*****.** Where the evidence, in the opinion of the Committee on Professional Conduct, warrants formal disciplinary action, other than expulsion, the Committee on Professional Conduct shall refer the case to the Executive Committee for a hearing. Where the Committee on Professional Conduct deems expulsion as the appropriate form of disciplinary action, the Committee on Professional Conduct shall refer the case to the Board for a hearing.

3.0.3.3 ***Mandatory Referral to Executive Committee.*** Where, upon the written request of one hundred (100) or more eligible voting Society members in good standing, the case is required to be considered by the Executive Committee, the Committee on Professional Conduct shall upon completion of its investigation, notify the Executive Committee that the Committee on Professional Conduct has conducted its investigation and is prepared to present evidence on a case for which referral to the Executive Committee is mandatory.

3.1 ***Procedures for Hearing by the Executive Committee.*** The following rules shall govern the conduct of hearings by the Executive Committee.

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

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

3.1.3 ***Agenda.*** The agenda for the hearing shall include without limitation:

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

—Presentation of defense.

—Opportunity for members of the Executive Committee to question the defense, any witness, or any member of the Committee on Professional Conduct about the charges.

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

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

3.1.5 ***Failure to Present Defense.*** In the event no defense is presented either in person or in writing by the defendant, the Executive Committee may proceed with the hearing of the case based on the statement of charges and other evidence presented at the hearing.

3.1.6 ***Confidentiality.*** All proceedings shall be confidential, but a transcript or other recording of the proceedings may be taken at the discretion of the Secretary and retained in the office of the Secretary.

3.2 ***Procedures for Hearing by the Board of Direction.*** Hearings by the Board shall follow the same rules as set forth in “Procedures for Hearing by the Executive Committee”, substituting “Board” for “Executive Committee.”

3.3 ***Disciplinary Action.*** Disciplinary action against a member shall be taken only after the member has been advised of the charges and given opportunity to present a defense in person or in writing. These conditions having been satisfied, the Executive Committee or Board, as the case may be, may take action in a duly constituted meeting. All voting shall be by secret ballot. A finding that a charge against a member has been sustained shall require the affirmative vote of a majority of the Executive Committee/Board members present.

3.3.1 ***Action by the Executive Committee.*** The Executive Committee may take such disciplinary action, other than expulsion from membership in the Society, as it may deem appropriate. The right of expulsion from membership in the Society is reserved to the Board and, if the Executive Committee votes to expel a Society member, the matter shall be referred to the Board for final disposition.

3.3.2 ***Action by the Board of Direction.*** The Board may take such disciplinary action as it may deem appropriate. The affirmative vote of a majority of Board members voting shall be required for all disciplinary actions except for expulsion, which shall require the affirmative vote of not less than seventy-five percent (75%) of the Board voting with a minimum of seventy-five percent (75%) of the Board present.

3.3.3 ***Expulsion.*** Any member of the Society may be expelled as disciplinary action for conduct which in the opinion of the Board is improper and prejudicial to the best interests of the Society. Seventy-five percent (75%) of the members of the Board shall constitute a quorum for the consideration of disciplinary action against a member. The affirmative vote of not less than seventy-five percent (75%) of the Board present shall be required for expulsion.

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

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

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

3.5 ***Execution of Disciplinary Action.***

3.5.1 ***Expulsion.*** The Secretary, on behalf of the Board, shall provide written notice to the Society member who has been expelled from membership advising the member of the decision and confirming the effective date of the expulsion.

3.5.2 ***Suspension.*** The Secretary, on behalf of the Executive Committee or Board, as the case may be, shall provide written notice to a Society member who has been suspended advising the member of the effective date and term of the suspension.

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

3.6 ***Publication.***

3.6.1 ***Disciplinary Actions.***

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

3.6.1.2 ***Notification to Other Organizations.*** The Executive Committee and/or Board shall have discretionary authority to direct notification of any expulsion, suspension or other disciplinary action to any other organization of engineers to which the disciplined member of the Society may belong or may have made application for membership, and to any Board of Registration which shall have licensed the disciplined Society member to practice engineering or to which the member may have made an application for such a license. Any such notification may include a statement of the circumstances surrounding such disciplinary action.

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

3.7 ***Delegation of Disciplinary Proceedings Duties.***

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

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

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

ARTICLE 4. FEES AND DUES

4.0 ***Annual Dues.*** *The Annual Dues payable by the Society membership shall be as follows:*

4.0.1 Student Members. *Annual Dues for Student Members shall be zero dollars ($0.00).*

4.0.2 Members, and Fellows. Annual Dues for Members and Fellows shall be established each year by the Board as part of the Society's annual budget. Members who are 28 years of age or under by January 1 of the dues year shall receive a discount of fifty percent (50%) on the regular Annual Dues rate.

4.0.3 Distinguished Members. Distinguished Members shall be exempt from the payment of Annual Dues.

4.0.4 *President-Emeritus.* President-Emeritus Members shall be exempt from the payment of Annual Dues.

4.1 *Payment of Dues.*

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

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

4.1.3 *Payment Plan Option.* Members may select to pay their Annual Dues in one (1) full payment, or select to pay their Annual Dues in automatic monthly installments beginning January 1. Members who select to pay their dues in monthly installments shall be obligated to pay the full amount of Annual Dues for that year.

4.1.4 *Notification of Dues Arrears.* A Society member who is thirty (30) days in arrears of dues payment shall receive notification from the Society Secretary.

4.1.5. ***Eligibility to Vote in Election.*** A member who is not in good standing as of April 1 shall lose the right to vote in the Society's current year's election. A member paying dues after April 1 shall forfeit the right to vote in the Society's current year's election.

4.1.6 *Loss of Benefits Resulting from Dues Arrears.* A member in dues arrears shall no longer receive publications normally furnished without charge to Society members in good standing. Once a member returns to good standing status, receipt of publications and member benefits shall resume. A Society member whose dues remain unpaid by December 31 for the current dues year shall be dropped from the Society's membership rolls. The Board may, for cause deemed by it to be sufficient, extend the time for payment of dues and for the application of these penalties.

4.2 *Dues Indexing*. Annually, the Program and Finance Committee shall adjust annual dues for inflation, in accordance with the Consumer Price Index (CPI). The Program and Finance Committee shall submit an adjustment in dues calculated using fifty percent (50%) of the CPI, rounded to the nearest one dollar ($1) increment for all grades except Student Member, Distinguished Member and President-Emeritus.

4.3 *Dues Reductions.*

4.3.1 *World Economies and International Affiliate Members.* Upon the recommendation of the Region 10 Director and the Executive Director, the Executive Committee may establish lower fees and/or dues for certain World Economies or International Affiliate Members.

4.3.2 ***Government Agencies.*** The Executive Committee may establish group dues for government agencies and their employees.

4.3.3 ***Life Member Annual Dues.*** Members who achieve the classification of Life Member prior to December 31, 2027, shall be called Legacy Life Members and are exempt from Annual Dues. Effective January 1, 2028, a member who achieves the classification of Life Member shall receive a fifty percent (50%) discount on Society Dues. A Life Member who does not pay Annual Dues shall retain their ASCE membership status but will not be eligible to receive ASCE members benefits, with the exception of ASCE Insurance products and, at the discretion of the local Section and Branch, participate in their local activities. The right to vote in the Society-level election shall be restricted to Life Members who pay Annual Dues and Legacy Life Members.

4.3.3.1 ***Legacy Life Member Service Fee.*** Legacy Life Members who elect to receive printed membership publications shall be subject to a service fee of fifty dollars ($50.00) per year unless at least that amount is contributed annually to any of the Society's voluntary funds or the Legacy Life Member paid the Lifetime Service Fee of five hundred dollars ($500.00) prior to January 1, 2015.

Effective January 1, 2028, Legacy Life Members who elect to receive printed membership publications shall be subject to a service fee of seventy-five dollars ($75.00).

Non-payment of the Service Fee does not affect Legacy Life Member membership status. The Life Member Service Fee is exclusive to Legacy Life Members.

4.3.1 ***World Economies and International Affiliate Members*****.** Upon the recommendation of the Region 10 Director and the Executive Director, the Executive Committee may establish lower fees and/or dues for certain World Economies or International Affiliate Members.

4.3.2 ***Government Agencies*****.** The Executive Committee may establish group dues for government agencies and their employees.

4.3.3 ***Life Members*****.** Members who achieve the classification of Life Member are exempt from Annual Dues.

4.3.3.1 ***Life Member Service Fee*****.** Life Members who elect to receive monthly publications shall be subject to a service fee of fifty dollars ($50.00) per year unless at least that amount is contributed annually to any of the Society's voluntary funds, or the Life Member has paid a one (1) time fee of five hundred dollars ($500.00). Non-payment of the service fee does not affect Society member status.

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

ARTICLE 5. MANAGEMENT

5.0 *Board of Direction*.

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

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

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

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

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

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

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

5.0.5.2 ***Disaster Response Budget Authority.*** The Executive Director and President, collectively, are authorized to expend up to twenty-five thousand dollars ($25,000) from the Voluntary Fund in support of unanticipated disaster response by the Society. Expenditures exceeding twenty-five thousand dollars ($25,000) will require the authorization of the Board or Executive Committee.

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

5.0.6 ***Approval of Criteria for At-Large Director Candidates.*** The Board shall annually approve any additional criteria to accompany the Standing Guidelines for the At-Large Director based on the recommendation of the At-Large Director Review Panel.

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

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

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

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

5.1.4 ***Declaration of Urgency to Act for the Board of Direction*****.** Between meetings of the Board, and upon a finding of urgency by seventy-five (75%) percent of those present and voting, the Executive Committee shall exercise the full powers of the Board in matters that in the judgment of the Executive Committee must be acted upon before the next regular meeting of the Board, subject to the Executive Committee Limitations of Authority.

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

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

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

5.2 *Executive Director.*

5.2.1 ***Operations*****.** As the chief staff officer of the Society, hired by the Board, the Executive Director has sole authority for employment matters for Society staff. The Executive Director shall manage and direct employees of the Society and shall oversee the correspondence of the Society. Under Executive Committee oversight, the Executive Director shall pursue accomplishment of the Society's Strategic Plan Strategies and shall present an annual report of all the Society's initiatives to the membership at the Annual Membership Meeting.

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

5.2.2 ***Sponsorship*****.** Management of sponsorship solicitations for certain Society activities, including the ASCE Convention and the OPAL Awards Program, shall be the responsibility of the Executive Director and coordinated with the ASCE Foundation.

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

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

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

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

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

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

5.2.5 ***ASCE Convention*****.** The ASCE Convention Advisory Council shall report to the Executive Director. The Executive Director shall appoint the Chair of the ASCE Convention Advisory Council and select the location and dates for the ASCE Convention.

5.2.6 ***ASCE Convention Content and Program.*** In addition to the Annual Business Meeting and Awards, the content and program categories for the ASCE Convention shall be:

- State of the Industry/Profession
- Professional Development
- Multi-Discipline Technical
- Natural and Man-Made Disasters
- Strategic Issues and Public Policy affecting the profession
- Significant Projects
- History and Heritage

The content and program categories of the ASCE Convention shall be reviewed at least once every five (5) years by the ASCE Convention Advisory Council (ACAC) who may recommend any changes to the Board.

5.3 *Region Boards.*

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

5.3.2 *Geographic Region Boards.*

5.3.2.1 ***Geographic Region Board Additional Duties.*** The additional duties of Geographic Region Boards shall include but not be limited to: planning, organizing and implementing activities and events to develop leadership skills of civil engineers and the civil engineering profession, to advance the technology of the civil engineering profession, to advocate lifelong learning for civil engineers, to promote the public's awareness and appreciation of civil engineers and civil engineering; managing the nomination process for Geographic Region Governors; completing and submitting an Annual Report; reviewing Annual Reports from their respective Organizational Entities and coordinating with the Leader Training Committee on how to resolve issues of concern; managing the proper use of Geographic Region funds; soliciting and coordinating nominations and submissions to Section and Branch awards and nominations for Society-level awards; recommending Society participation in Amicus Curiae briefs; and undertaking and promoting activities related to legislative advocacy and public policy.

5.3.2.2 ***Geographic Region Board Allotment.*** As part of the Society's annual budget process, the Board, upon the recommendation of the Program and Finance Committee, shall establish a Geographic Region Board Allotment. The allotment shall be disbursed equally and forwarded to each Geographic Region to be used for activities promoting the focus strategies of the Society, the Region, and the profession.

5.3.3 *Technical Region Boards.*

5.3.3.1 ***Technical Region Board Additional Duties.*** The Technical Region Board duties shall include but not be limited to overseeing the nomination process for Technical Region Directors.

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

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

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

5.4.2 *Reports.*

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

5.4.2.2 ***Reports of Committees*****.** All Society Committees and Institutes are required to report to the Board on an annual basis in writing. The written report shall be provided to the Secretary not later than September 1 for the Fall Board meeting. Reports are to be provided in a format specified by the Secretary.

5.4.2.3 ***Reports of Representatives*****.** Representatives from the Society to committees or boards of other organizations or those formed jointly with other organizations shall submit a report to the Secretary not later than September 1 for the Fall Board meeting, regardless of whether a meeting was held or not, in a format to be specified by the Secretary. The report should summarize the activities and accomplishments of the committee or board and contain recommendations as to continuing support and participation by the Society.

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

5.4.2.5 ***Requests for Action*****.** Board Committees, Society Committees, Task Committees and Region Boards of Governors shall submit Requests for Action by the Board or Executive Committee in the format specified by the Secretary. Requests for Board Action shall be received by the Secretary not later than thirty (30) days prior to the Board meeting at which action is requested.

5.4.3 ***Public Policy Documents*****.** Public Policy Documents articulate Society positions to members and the public. The creation of Public Policy Documents lies with Organizational Entities with expertise in the subject area of the Public Policy Document. The Society has two (2) types of Public Policy Documents: Policy Statements and Resolutions. All Public Policy Documents include a chronology of approval dates by the originating committee(s), the Public Policy and Practice Committee, and the Board.

5.4.3.1 ***Policy Statements*****.** A Policy Statement is a broad overview of policy on a topic of continuing concern to the civil engineering profession. A Policy Statement shall include a clear definition of the policy, an analysis of the issue that led to the development of the Policy Statement, and a rationale for involvement of the Society in the issue.

5.4.3.2 ***Policy Resolutions*****.** A Resolution is a short term or interim position of the Society that is intended to respond to an immediate concern. A Policy Resolution shall include one (1) or more clauses that outline the details of the issue and the reasons for concern of the Society, and one (1) or more “resolved” clauses that state the specific position of the Society on the topic.

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

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

5.4.3.5 ***Reassessment of Public Policy Documents*****.** The Public Policy and Practice Committee assesses Policy Statements and Policy Resolutions on a three (3) year and one (1) year cycle, respectively.

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

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

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

5.5 *Financial Management.*

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

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

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

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

accordance with an Investment Policy approved by the Board.

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

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

5.5.4 ***Reserves Policy*****.** The Society shall hold Reserves to maintain financial stability in the event of unforeseen catastrophic events, economic downturns, uninsured claims, or to provide money for important new initiatives. The Board shall establish a reserve target stated as the percentage of Reserves to annual consolidated operating expenses. Should annual reserve percentages begin to consistently decline or drop below the target, the Treasurer, Chief Financial Officer, and the Program and Finance Committee shall present a plan to the Board to stem the decline. Should Reserves grow beyond the Reserve target, the Treasurer, Chief Financial Officer and the Program and Finance Committee shall assess future Reserve needs and uses for the Reserve growth.

5.5.4.1 ***Definition.*** Reserves are the consolidated Expendable Net Assets of the Society and its Institutes and Affiliates. Expendable Net Assets are defined as total consolidated unrestricted net assets less the book value of property and equipment reduced by outstanding debt secured by property and equipment.

5.5.4.2 ***Institute Reserves.*** Society Institutes are each authorized to have Expendable Net Asset balances (Reserves) that are designated for their use. Their target of Reserves to Institute annual expenses is the same as the overall target for the Society.

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

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

Each year, the ongoing activities of the Society shall be evaluated by Society staff leadership, operational committees, Program and Finance Committee, and the Board from an operational and financial standpoint to determine whether they should be continued and at what level of expenditure. Proposed new activities shall be evaluated by Society staff leadership, Program and Finance Committee, and the Board to determine their appropriateness from a strategic, operational, and financial standpoint. Written

information about proposed new activities shall be presented with the request, including a complete description of the activity, impact on members, benefit to the Society, budget data, coordination with the Strategic Plan, and methodology for evaluating success.

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

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

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

5.5.7 ***Unbudgeted Expenditures*****.** During the budget year, requests may arise for additional funding for existing activities or for funding of a proposed activity. The Executive Committee shall have the authority, without prior Board of Direction approval, to approve additional or new expenditures of up to one hundred thousand dollars ($100,000) for individual activities or purchases. The annual limit of additional and new expenditures approved as above is one percent (1%) of the annual expense budget. The Executive Committee shall report these additional expenditure authorizations to the Board of Direction at its next scheduled meeting.

All budget additions in excess of one-hundred thousand dollars ($100,000) shall be submitted to the Program and Finance Committee for review and recommendation before the request is presented to the Board of Direction for approval.

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

ARTICLE 6. OFFICERS, DIRECTORS, AND GOVERNORS

6.0 ***Compensation.*** Officers, Directors, and Governors of the Society do not receive compensation for services but may be reimbursed for reasonable expenses.

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

6.1.1 ***Additional Duties*****.** The President also reviews agendas and minutes of Board and Executive Committee meetings prior to distribution and works with the Executive Director to determine their content; assists the Executive Director in keeping the Board, Executive Committee and Region Governors

informed on the conditions and operations of the Society; works with the Executive Director in seeing that basic Society policies and programs are planned, formulated, and executed following Board approval; supports, defends and advocates policies and programs adopted by the Society membership, Board and Executive Committee; promotes interest and active participation within the Society on the part of the Society membership and communicates activities of the Board and the Society; with the Executive Director, acts as Society spokesperson to the press, the public, governments, and other organizations to raise awareness of policies, issues and priorities of concern for the Society and profession; recommends Society members as Society nominees for appointment to public office; exercises general supervision over the work and activities of the Board and Executive Committee; works with the Executive Director to carry out all charges, policies and resolutions of the Board and Executive Committee; extends invitations to representatives to serve on the Industry Leaders Council; assumes a key role in the orientation and transition of the President-elect to the duties of President; represents the Society at meetings with Founder Society Presidents and participates in meetings and conferences with other engineering societies; may take a trip to an area of strategic importance to the Society's globalization efforts; delivers an address at the Annual Meeting or other Society meeting during the term of office; signs International Agreements of Cooperation with international engineering societies.

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

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

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

6.1.5 ***Financial Expectations of the President.*** The Society reimburses the President based on reasonable, actual expense incurred subject to Society budgetary policies. The Society shall provide reimbursement, based on the actual expense, for the spouse of the President when accompanying the President on official business of the Society. The President and the President's spouse are authorized to travel outside North America via business class or its equivalent.

6.2 ***President-elect****.* The President-elect's primary duty is to prepare for a term as President.

6.2.1 ***Additional Duties*****.** The President-elect serves as the communications link between the Society and its Organizational Entities, serves as a member of Board Committees and Society Committees designated in the governing documents or as assigned, as a member of the Board and Executive Committee, and as an ex-officio member of all other Board committees; represents the Society with other associations, industry groups or other organizations as requested by the President, Executive Committee or Board; plans and prepares for a term as President, sets goals and develops structure for the upcoming administration; nominates for Board approval members for service on the Board Committees and Society Committees for the upcoming term in presidential office; nominates for Executive Committee approval members of the Society to serve during the upcoming term in presidential office on task committees and as liaisons to external organizations; serves on the ASCE Foundation Board; delivers an address at the Annual Meeting or other meeting of the Society during the term of office; works with the Executive Director to finalize the agenda for and chairs Leader Orientation prior to being inducted as President; performs

such other duties and assumes such responsibilities as assigned by the President, Executive Committee or Board; and advocates Society policies.

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

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

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

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

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

6.3.1 ***Additional Duties*****.** The Past President is a member of Board Committees and Society Committees designated in the governing documents or as assigned; serves on the Board and Executive Committee; advocates Society policies; and performs such other duties as may be assigned by the President, Executive Committee or Board.

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

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

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

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

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

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

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

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

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

6.4.5 ***Assistant Secretary.*** One (1) or more Assistant Secretaries may be appointed by the Board upon nomination of the Executive Committee from the Society's membership for an annual term and may be reappointed. The Assistant Secretary shall serve under the direction of the Secretary and may temporarily assume duties of the Secretary when the Secretary is absent or disabled.

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

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

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

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

6.5.4 ***Knowledge and Experience Required*****.** The Treasurer shall possess knowledge of and commitment to the Society's governing documents, operating procedures, policies, goals and objectives; shall possess an understanding of corporate accounting; should be knowledgeable of tax

codes affecting not-for-profit corporations; and shall be knowledgeable of securities investment and performance expectations.

6.5.5 ***Financial Expectations of the Treasurer.*** The Society reimburses the Treasurer for reasonable travel expenses in accordance with Society policy. The Treasurer bears all other expenses.

The personal expense to the Treasurer is estimated to be approximately two thousand dollars ($2,000) to three thousand dollars ($3,000) per year.

6.5.6 ***Assistant Treasurer.*** An Assistant Treasurer shall be appointed by the Board upon nomination of the President-elect from the Society's membership for an annual term and may be reappointed. The term of the Assistant Treasurer begins upon installation, normally at the Annual Membership Meeting, and shall continue until a successor is installed. The Assistant Treasurer shall be a voting Society member in Good Standing and shall have had prior service on the Board. The Assistant Treasurer shall serve under the direction of the Treasurer and may temporarily assume duties of the Treasurer when the Treasurer is absent or disabled. The Assistant Treasurer shall attend the summer meeting of the Board at which the budget is presented for approval.

6.5.6.1 ***Financial Expectations of the Assistant Treasurer.*** The Society reimburses the Assistant Treasurer for reasonable travel expenses in accordance with Society policy. The Assistant Treasurer bears all other expenses.

The personal expense to the Assistant Treasurer is estimated to be approximately one thousand dollars ($1,000) to two thousand dollars ($2,000) per year.

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

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

6.6.1.1 ***Elected Director Additional Duties.*** An Elected Director shall also facilitate two-way communication between the Regions and the Board and recommend Region Governors to serve on Board Committees and Society Committees.

6.6.1.1.1 ***Additional Duties for a Director Elected by a Geographic Region.*** A Director shall also provide guidance to geographic Councils and Assemblies; provide leadership at Multi-Region Leadership Conferences; and periodically attend meetings of geographic Councils, Sections, Branches, Student Chapters, technical and professional groups, and Younger Members. When possible, attendance at a meeting of an Institute Chapter and an Institute Board is recommended. The Director shall file a report with the Society Secretary following each meeting attended. The annual commitment of time for a Director to conduct all duties required is estimated to exceed fifty-six (56) days in the first year of service; sixty-five (65) days in the second year of service; and seventy-one (71) in the third year of service.

6.6.1.1.2 ***Additional Duties for a Director Elected by a Technical Region.*** A Director shall also provide leadership at Technical Region Board of Governors meetings, a Multi-Region Leadership Conference, and attend assigned Institute board meetings, conferences, workshops, and chapter meetings. When possible, attendance at a meeting of Sections, Branches, Institute Chapters, Student Chapters, Younger Members, and a Geographic Region Board is recommended. The Director shall file a report with the Society Secretary following each meeting attended. The annual commitment of time for a Director to conduct all duties required is estimated to exceed forty-five (45) travel days and eighty (80) hours of conference calls.

6.6.1.2 ***At-Large Director Additional Duties.*** An At-Large Director should attend a Multi-Region Leadership Conference. When possible, attendance at an Institute and Geographic Region Board meeting, Section and Branch meetings, meetings of Institute Chapters and Student Chapters, is recommended. The At-Large Director shall serve as an ex officio non-voting member on the Committee on Younger Members. The At-Large Director shall file a report with the Society Secretary following each meeting attended. The annual commitment of time for an At-Large Director to conduct all duties required is estimated to exceed fifty-one (51) days.

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

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

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

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

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

6.7 *Region Governors.*

6.7.1 ***Additional Duties*****.** Region Governors shall serve on Board Committees and Society Committees as appointed; act as a conduit for information between the Board, the Region and their constituents; provide guidance to geographic Councils and Assemblies; provide leadership at Multi-Region Leadership Conferences and Younger Member Forums; review Annual Reports from their respective Organizational Entities and coordinate with the Leader Training Committee on how to resolve issues of concern; and attend meetings of and share Society information with geographic Councils, Sections, Branches, Student Chapters, technical and professional groups and Younger Members; and file a report to the Region Board of Governors following each meeting.

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

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

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

6.7.5 ***Financial Expectations of Geographic Region Governors*****.** The Society reimburses a Geographic Region Governor for reasonable travel expenses in accordance with Society policy. A Geographic Region Governor bears all other expenses.

The personal expense to a Geographic Region Governor is estimated to be approximately three hundred dollars ($300) to one thousand two hundred dollars ($1,200) per year. This may vary depending on the boundaries of the Region and the number of units within that Region.

6.7.6 ***Financial Expectations of Technical Region Governors.*** An Institute may reimburse a Technical Region Governor for reasonable travel expenses in accordance with Society policy. A Technical Region Governor will bear all other expenses.

6.8 ***Absences from Meetings of the Board of Direction.*** In the event of absence of a Society Director at two (2) consecutive meetings of the Board or of a Board Committee or Society Committee of which the Society Director is a member, the Secretary shall call the matter to the attention of the Board for possible action. In the case of an Elected Director no action shall be taken without notice to and the opportunity for input by the Region Board of Governors that the Director represents.

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

6.9 ***Removal of Board of Direction Member.*** Seventy-five percent (75%) of the members of the Board shall constitute a quorum for the consideration of removal of a Board member. The affirmative vote of not less than seventy-five percent (75%) of the Board present shall be required for removal.

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

ARTICLE 7. ELECTIONS

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

All activities associated with the Society's election shall be conducted with due regard for the high character and

dignity of the Society and the profession and shall conform to the standards represented by the Code of Ethics.

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

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

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

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

The Society is the official source of information on the Nominees and the election process.

7.2 ***Notification of Vacancy for Society Offices*****.** The Society shall publish not later than July 1 in an Official Society Publication a statement of openings in the Society's elected offices for the upcoming year.

7.3 ***Expectations of Candidates for Society Office*****.** The Society expects all Candidates for office to review the Society's governing documents, consult with the incumbent office holder, and become familiar with the activities of the Society prior to declaring their intent to pursue office.

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

7.4 ***Election Cycle.*** The Election Cycle of the Society-level election shall commence on September 1, regardless of whether this date falls on a weekend or holiday, and shall cease on the final date for ballot submission as stipulated by the Society Secretary.

7.5 ***Election Protocols for Candidates and Nominees Seeking Elected Office.***

7.5.1 ***Deadline Dates.*** Except for the start of the Election Cycle, when a due date falls on a non-work day, such as a holiday or weekend, the due date shall fall on the next immediate business day.

7.5.2 ***Public Addresses*****.** Candidates and Nominees for elected office shall be permitted to make speeches in support of their candidacy and participate in debates in accordance with Society election rules. At all times, Candidates and Nominees shall focus on their background, qualifications, leadership skills, vision and goals for the Society relative to the office they seek. No discussion of any other Candidate or Nominee is permitted.

7.5.3 ***Attendance at Organizational Entity Meetings.*** An Organizational Entity may invite Candidates and Nominees for elected office to attend a meeting, provided a formal invitation is extended not later than thirty (30) days prior to the event to all Candidates and Nominees for the same office. Candidates and Nominees may make a presentation to the meeting attendees regardless of whether all Candidates and Nominees for the same office accept the invitation.

7.5.4 ***Participation by Alternative Means.*** An Organizational Entity shall make available means for participation by those Candidates and Nominees seeking elected office who are unable to accept an invitation in person but wish to be represented by alternative means.

7.5.5 ***Attendance without an Invitation.*** Candidates and Nominees for elected office may attend a meeting of an Organizational Entity without an invitation but shall not be allowed to make a presentation to those in attendance.

7.5.6 ***Exception to Meeting Invitation.*** Candidates and Nominees for elected office may address their assigned Section, Branch or Primary Institute without a formal invitation being extended to the remaining Candidates and Nominees who have an Address of Record outside the Section or Branch, or have designated another Institute as their Primary Institute. The Organizational Entity is encouraged to extend a formal invitation to all Candidates and Nominees for the same office, regardless of their Address of Record.

7.5.6.1 ***Non-Election Meeting Invitation.*** Candidates and Nominees for elected office may participate in non-election events without a formal invitation being extended to the remaining Candidates and Nominees, provided the event does not advertise or identify the individual as a Candidate or Nominee, and the Candidate or Nominee is not permitted to discuss their pursuit of elected office as part of the official program.

7.5.7 ***Reimbursement.*** Candidates and Nominees for elected office shall be responsible for all travel related costs when accepting an invitation from an Organizational Entity.

7.5.8 ***Pursuit of Nomination.*** Candidates and Nominees for elected office may contact members to discuss their candidacy. However, contact with members of the Region Board Nominating Committee or Board Nominating Committee regarding nomination shall cease at least ten (10) days prior to the Nominating Committee meeting.

7.5.9 ***Campaign Materials.*** Neither Candidates nor Nominees for elected office nor their supporters shall produce or distribute signs, giveaway materials (i.e., key chains, pens, buttons, pins), press kits, or similar items.

7.6 ***Society Support for Election.*** The Society shall publish in an Official Society Publication and make available for publication by Organizational Entities the election materials received for all Official and Petition Nominees for elected offices.

7.7 ***Endorsements by Board of Direction.*** Members of the Board should consider themselves as neutral stewards of the election, using their influence to promote impartiality, fairness, excitement, and engagement from the members in the Society election. Board members should encourage members to review the qualifications of all Nominees so they can make an informed decision. A Board member may share their view of the Nominees privately when asked by an individual member. Board members should not endorse or actively campaign on any Nominee's behalf in any form.

7.8 ***Endorsements by Organizational Entities and Individual Members.*** Endorsements by ASCE Organizational Entities and Individual Members are not permitted.

7.9 ***Election Materials.*** All Candidates for elected office shall submit with their Letter of Intent to Serve the required Election Materials. The Election Materials shall be submitted by the due date to the Society Secretary and Chair of the Nominating Committee for the office being sought.

7.9.1 ***Letter of Intent.*** The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training document for the position being sought, understands the financial and personal commitment required, and intends to comply with the responsibilities required for service.

7.9.2 ***Photograph.*** All Candidates for elected office shall submit a high-resolution color photograph of the head and shoulders only in a professional setting, suitable for publication.

7.9.3 ***Biographical Statement.*** All Candidates for elected office shall develop a Biographical Statement that shall conform to the format specified by the Society Secretary. The Biographical Statement shall be submitted with the Candidate's Letter of Intent to Serve.

7.9.4 ***Vision Statement.*** All Candidates for elected office shall develop a Vision Statement that details their vision for the Society and plans for activities during their term in office. No discussion of any other Candidate is permitted in the Vision Statement.

7.9.5 ***Statement Limitations.***

7.9.5.1 ***President-elect.*** Candidates for the office of President-elect shall submit a Biographical Statement and Vision Statement not to exceed one thousand (1,000) words each.

7.9.5.1.1 ***Revisions to Election Materials.*** Official and Petition Nominees for President-elect may revise their Biographical and Vision Statements no more than one (1) time during the Election Cycle. Any revisions to the Biographical and Vision Statements shall be submitted to the Society Secretary not later than March 1.

7.9.5.2 ***Elected Director.*** Candidates for elected Society Director shall submit a Biographical Statement and Vision Statement not to exceed six hundred (600) words each.

7.9.5.3 ***Geographic Region Governor.*** Candidates for elected Region Governor shall submit a Biographical Statement and Vision Statement not to exceed two hundred (200) words each.

7.10 ***Region Election Materials.*** Candidates for the elected office of Society Director and Region Governor shall provide to the Chair of their Region Nominating Committee any additional information stipulated by the Region's governing documents.

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

7.11.1 ***Determination of Nomination Route.*** Candidates for the office of President-elect shall determine whether to pursue nomination through one of the following processes for the duration of the Election Cycle.

7.11.1.1 ***Declaration of Intent through Geographic Region.*** Candidates for the office of President-elect through their Geographic Region shall declare intent to pursue office by submitting to the Chair of their Geographic Region Board of Governors and the Society Secretary a Letter of Intent to Serve along with Election Materials not later than November 1.

7.11.1.2 ***Declaration of Intent through Technical Region.*** Candidates for the office of President-elect through the Technical Region shall declare intent to pursue office by submitting

to the Chair of the Technical Region Board of Governors and the Society Secretary a Letter of Intent to Serve along with Election Materials not later than November 1.

7.11.1.3 ***Declaration of Intent by Past At-Large Director.*** Candidates for the office of President-elect who have completed a term as At-Large Director shall declare their intent to pursue office by submitting a Letter of Intent to Serve, a petition signed by forty (40) voting Society members, along with Election Materials, to the Society Secretary not later than November 1. The Candidate shall then be considered a Nominee and their name shall be forwarded to the Board Nominating Committee.

7.11.2 ***Distribution of Consolidated Candidate Pool.*** The Society Secretary shall distribute to the Region Boards of Governors a consolidated pool of declared Candidates for the office of President-elect. The consolidated pool of Candidates, along with the Election Materials, shall be distributed to the Region Boards of Governors not later than November 5.

7.11.3 ***Nomination of President-elect Nominees*****.** Region Nominating Committees may only meet after the Consolidated Pool of Candidates has been distributed.

7.11.4 ***Geographic Region Nominating Committee.*** A Geographic Region with declared Candidates may select up to two (2) individuals as Nominees for President-elect from among declared Candidates from their Region. The Chair of the Geographic Region Board of Governors shall convene a meeting on a date and time that will ensure the name(s) of their President-elect Nominee(s) are submitted to the Society Secretary not later than December 1 for consideration by the Board Nominating Committee.

7.11.4.1 ***Restrictions.*** The Geographic Region Nominating Committee shall not forward more than one (1) Nominee for President-elect from any Section in an Election Cycle.

7.11.4.2 ***Petition Nomination for President-elect by Geographic Region Candidates.*** Only Candidates for President-elect who were considered and not selected by their Geographic Region Nominating Committee as a Nominee for President-elect may declare their intent to acquire the required number of petition signatures to be considered by the Board Nominating Committee as an Official Nominee. Candidates shall inform the Society Secretary of their intent to pursue nomination for the office of President-elect by petition not later than December 3.

7.11.4.3 ***Petition Signatures*****.** Signatures from at least four hundred (400) voting members from the Candidate's Geographic Region shall place the Candidate before the Board Nominating Committee as a Nominee for the office of President-elect. The Society Secretary shall make available the acceptable petition form and instructions. Completed petition forms shall be submitted to the Society Secretary for validation not later than December 16.

7.11.5 ***Technical Region Nominating Committee.*** The Technical Region Nominating Committee may select up to four (4) individuals from the declared Technical Region Candidates for President-elect. The Chair of the Technical Region Board of Governors shall convene a meeting on a date and time that will ensure the name(s) of the President-elect Nominee(s) are submitted to the Society Secretary not later than December 1.

7.11.5.1 ***Petition Nomination for President-elect by Technical Region Nominees.*** Only Nominees for President-elect who were considered and not selected by the Technical Region Nominating Committee as a Nominee for President-elect may declare their intent to acquire the required number of petition signatures to be considered by the Board Nominating Committee

as an Official Nominee. Nominees shall inform the Society Secretary of their intent to pursue nomination for the office of President-elect by petition not later than December 3.

7.11.5.2 ***Petition Signatures*****.** Signatures from at least four hundred (400) voting members from the Technical Region shall place the Nominee before the Board Nominating Committee as a Nominee for the office of President-elect. The Society Secretary shall make available the acceptable petition form and instructions. Completed petition forms shall be submitted to the Society Secretary for validation not later than December 16.

7.11.6 ***Interview of Nominees by Board of Direction Nominating Committee.*** All Nominees for President-elect whose names are properly submitted to the Chair of the Board Nominating Committee shall be invited to the January meeting of the Board and shall be available for discussion with the Board Nominating Committee. Reimbursement of travel expenses in accordance with the Society's travel policy shall be provided.

7.11.6.1 ***Procedure.*** The Board Nominating Committee shall select up to two (2) Official Nominees for President-elect, in accordance with the Society's Bylaws.

7.11.6.2 ***Petition Nominees to Election Ballot.*** Only Nominees who were considered by the Board Nominating Committee but not selected as an Official Nominee for President-elect may seek a petition route to the election ballot. Nominees shall inform the Society Secretary of their intent to pursue nomination by petition no more than two (2) business days following the adjournment of the Board Nominating Committee meeting.

7.11.6.2.1 ***Petition Signatures.*** Validated signatures from at least one thousand five hundred (1,500) voting Society members, with a minimum of one hundred (100) signatures from each of at least seven (7) Regions, shall place the Nominee on the election ballot as a Petition Nominee for the office of President-elect. The petition signatures shall be received electronically by the Society Secretary starting not earlier than two (2) days following the date of declaration of petition and conclude on March 15. Nominees who acquired the required petition signatures at the Region Nominating Committee stage may apply those signatures toward the one thousand five-hundred (1,500) needed to be placed on the election ballot.

7.12 ***Candidacy for Elected Director*****.**

7.12.1 ***Declaration of Intent.*** Candidates for the office of elected Director shall declare their intent to pursue office not later than December 1.

7.12.1.1 ***Director Elected by the Geographic Region.*** Candidates for the office of Director elected by the Geographic Region shall submit a written Letter of Intent to Serve along with Election Materials to the Chair of their Region Nominating Committee and the Society Secretary.

7.12.1.2 ***Director Elected by the Technical Region.*** Candidates for the office of Director elected by the Technical Region shall submit a written Letter of Intent to Serve along with Election Materials to the President of their primary Institute or to the chair of the CTA, the Chair of the Technical Region Board of Governors, and the Society Secretary. Candidates may be asked to submit written responses to questions developed by the Technical Region Board of Governors.

7.12.1.2.1 ***Candidate Pool.*** Each Institute Governing Board and the CTA may select one (1) Candidate for elected Director. The President of each Institute Governing Board or the chair of the CTA, if it intends to submit a Candidate for elected Director, shall convene a meeting on a date and time that will ensure the name of the Candidate is submitted to the Technical Region Nominating Committee not later than December 1.

7.12.2 ***Nomination of Elected Director.*** The Region Nominating Committees shall select up to two (2) Official Nominees for elected Director in the year they have a vacancy, according to defined Society and Region procedures. The Chair of the Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) are submitted to the Society Secretary not later than March 1.

7.12.2.1 ***Petition to Election Ballot.*** Only Candidates for elected Director who were considered by their Region Nominating Committee but not selected as an Official Nominee for elected Director may pursue nomination by petition. Candidates shall inform the Society Secretary of their intent to pursue nomination for the office of elected Director by petition not later than March 3.

7.12.2.2 ***Petition Signatures.*** Signatures from at least two hundred-fifty (250) Society voting members from the Candidate's Region, validated by the Secretary, shall place the Candidate on the election ballot for the office of elected Director. The Society Secretary shall make available the acceptable petition form and instructions. Completed petition forms shall be submitted to the Society Secretary for validation not later than March 15.

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

7.13.1 ***Distribution of Criteria for At-Large Director Candidates*****.** In addition to the Standing Guidelines for At-Large Director, the Society Secretary shall distribute to the Standing Board Committees, Society Committees, Executive Committee constituent committees, the Industry Leaders Council and the Younger Member Councils any additional Board-approved criteria for the At-Large Director position. The Standing Guidelines and Board-approved criteria shall be distributed not later than April 15 of the year in which the vacancy will be filled.

7.13.1.1 ***Standing Guidelines for At-Large Director.*** As a guide, the successful At-Large Director Candidate should have knowledge, skills, and experience that supplement those of the current Board to aid in successful pursuit of the Society's strategic initiatives. The At-Large Director Review Panel shall consider Candidates who have demonstrated strong leadership abilities. Elements for consideration include, but are not limited to: Leadership in the profession commensurate to the Candidate's years of professional experience; Current or past leadership role(s) in government, not-for-profit organizations, private practice, or academia; Current or past leadership role(s) on an ASCE Society-level committee; Current or past leadership role(s) on an ASCE Region Board (Geographic or Institute); Current or past leadership role(s) in ASCE Younger Member Group activities; Experience in global professional activities or global organizations; Involvement in public policy development for government entities; a non-member (who must join ASCE if selected) who brings special knowledge and experience that will benefit the Society. Selection of the At-Large Director will be in accordance with Policy Statement 417, Justice, Equity, Diversity, and Inclusion.

7.13.2 ***Candidate for At-Large Director.*** Using the Standing Guidelines for At-Large Director and Board-approved criteria, Candidates for At-Large Director shall be nominated by a Standing Board Committee, Society Committee, Executive Committee constituent committee, the Industry Leaders Council, or the Younger Member Councils not later than May 31. The nomination package shall include a current resume, an explanation of why the individual fulfills the criteria established by the Board, and what valuable assets the individual will bring to the Board.

7.13.3 ***Process.***

7.13.3.1 ***Development of Candidate Pool.*** The At-Large Director Review Panel shall convene between June 5 and June 15 to review the Candidates for At-Large Director. The At-Large Director Review Panel shall be provided with the results of the Society's election in advance of its meeting. The At-Large Director Review Panel, after review of the Candidate Pool, may submit additional Candidates for consideration. The At-Large Director Review Panel shall rank the Candidates in order of preference and submit a Candidate Pool of no more than three (3) individuals to the Society Secretary.

7.13.3.2 ***Candidate Acceptance.*** Not later than June 20 the Society Secretary shall contact the At-Large Director Candidates in the order of preference submitted by the At-Large Director Review Panel until one (1) Candidate's willingness to serve is obtained.

7.13.3.2.1 ***Candidate Non-Acceptance.*** If none of the three (3) Candidates for At-Large Director is able or willing to serve, then the At-Large Director Review Panel shall propose additional At-Large Director Candidates until there is an acceptance.

7.13.3.3 ***Letter of Intent to Serve.*** The At-Large Director Candidate who verbally accepts a position on the Board shall confirm their decision by submitting to the Society Secretary a written Letter of Intent to Serve, with acknowledgement of and intent to comply with the duties and responsibilities of the office. The Letter of Intent to Serve shall be submitted to the Society Secretary not later than June 25.

7.13.3.4 ***Submission of At-Large Director Nominee.*** Upon completion of the review process, the At-Large Director Review Panel shall present no more than one (1) Nominee to the Board at its summer meeting for appointment to the office of At-Large Director.

7.14 ***Candidacy for Elected Geographic Region Governor.***

7.14.1 ***Declaration of Intent.*** Candidates for the office of elected Geographic Region Governor shall declare intent to pursue office by submitting to the Chair of their Region Nominating Committee and the Society Secretary a Letter of Intent to Serve along with Election Materials not later than December 1.

7.14.2 ***Nomination by Geographic Region Nominating Committee.***

7.14.2.1 ***Procedure for a Single or Restricted Vacancy.*** When there is a single vacancy or a vacancy restricted by Region governing documents, a Geographic Region Nominating Committee shall select up to two (2) Official Nominees for Region Governor as specified in the Society and Region documents.

7.14.2.2 ***Procedure for Multiple Vacancies.*** When there are multiple restricted vacancies for Geographic Region Governor, the Geographic Region Nominating Committee shall endeavor to select a number of Official Nominees not to exceed two (2) times the number of vacancies

available.

7.14.2.3 ***Official Nominees for Geographic Region Governor.*** The Chair of the Geographic Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) are submitted to the Society Secretary not later than March 1.

7.14.2.3.1 ***Petition to Election Ballot for Geographic Region Governor*****.** Only Candidates for Geographic Region Governor who were considered by the Geographic Region Nominating Committee but not selected as an Official Nominee for Region Governor may pursue nomination by petition. Candidates shall inform the Society Secretary of their intent to pursue nomination for the office of Geographic Region Governor by petition not later than March 3.

7.14.2.3.2 ***Petition Signatures***. ***Petition Signatures*****.** Signatures from at least one hundred (100) Society voting members from the Candidate's Geographic Region, validated by the Secretary, shall place the Nominee on the election ballot for the office of Geographic Region Governor. The Society Secretary shall make available the acceptable petition form and instructions. Completed petition forms shall be submitted to the Society Secretary for validation no later than March 15.

7.15 ***Technical Region Governor.*** The election or appointment of a Technical Region Governor is determined by the governing documents of each Institute or the CTA.

7.16 ***Activities of Organizational Entities Relative to Society-level Elections.***

7.16.1 ***Provision of Membership Information.*** An Organizational Entity shall not provide membership lists of address records or e-mail addresses to Candidates, Nominees, or their supporters for any purpose relative to a Society election.

7.16.2 ***Publication of Information.*** An Organizational Entity may publish information on Nominees that is obtained from the Society Secretary, provided the Organizational Entity publishes the same information for all Nominees for the same office.

7.16.3 ***Promote Participation.*** In advance of the Election Cycle, an Organizational Entity is encouraged to promote the list of vacancies, declaration dates, and other information regarding the Society-level election in its publications and Web site, including the election Web site, Nominee information, deadline dates and other election details.

7.17 ***Election Ballot*****.** The election ballot shall include the names of all Nominees for Society-level and Region office. In Society elections, proxy voting is allowed to the extent that members may authorize the Secretary to cast their electronic proxy ballot for designated Nominees.

7.17.1 ***Inclusion on Election Ballot.*** The names of Official and/or Petition Nominees for elected positions shall be included on the paper version of the election ballot in alphabetical order. The names of Official and/or Petition Nominees for elected positions may be randomly rotated on the electronic ballot. Petition Nominees shall be listed separately and be designated as such on all versions of the election ballots.

7.17.2 ***Instructions for Balloting*****.** Ballot processes shall ensure anonymity. Directions for voting shall be issued with the ballot.

7.17.3 ***Distribution of Ballot to Members*****.** For all voting members of the Society in good standing on April 1, with a valid e-mail address on file, the current year's election ballot and instructions for voting shall be distributed electronically no later than May 1.

7.17.4 ***Tallying of the Ballots.***

7.17.4.1 ***Deadline for Receipt of Ballots*****.** The polls for the election shall close at the end of business on June 1 and the ballots shall be tallied on June 2, except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so that the close of balloting and the tallying of ballots shall fall on business days, and provided further that election ballots shall be tallied not later than June 5.

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

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

7.17.4.3 ***Rejection of Ballots.*** Ballots that violate any of the published instructions for balloting may be rejected. The ruling of the Tellers Committee relative to the rejection of ballots is subject only to appeal to the Board by the Nominee whose ballots were in question.

7.17.4.4 ***Rejection of Vote*****.** Write-in votes are not accepted.

7.17.4.5 ***Notification of Nominees*****.** Immediately following the validation of the ballots, the Secretary or his designee shall notify all Nominees of the election results.

7.17.4.6 ***Disqualification Due to Relocation*****.** If a Director or Governor who is elected or nominated by a Geographic Region changes their Address of Record to outside their Region, then that individual shall be ineligible for the office to which they were nominated or elected.

7.18 ***Announcement of Election Results.*** Following notification of election results to the Official Nominees, the Secretary or his designee shall announce to the Board, Region Governors, Section and Institute Presidents and secretaries the names of the individuals elected. A general announcement shall also be published in an Official Society Publication. A voting member may request the full election report by submitting a written request to the Secretary.

ARTICLE 8. MEETINGS

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

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

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

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

8.2 ***Committee Meetings*****.** The frequency of committee meetings depends on the workload and tasks to be accomplished and on committee budgets. Emphasis should be placed on meeting virtually whenever possible.

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

8.2.2 ***Notice of a Committee Meeting*****.** Ample advance notice of committee meetings shall be given to all committee members and staff contacts.

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

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

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

8.3.2 ***Minimum Cost Location*****.** The location of the meeting shall be selected to assure minimum expense to the Society, including transportation and other expenses, and, to the extent compatible therewith, minimum travel time for participants. Meetings should be scheduled to take advantage of lower cost airfare alternatives that may be available on weekends or selected weekdays.

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

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

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

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

8.4 ***Region 10 Travel Authorization.*** All Region 10 travel undertaken by volunteers on behalf of the Society shall be authorized in advance by the Society's Executive Director. The Executive Director shall make periodic reports to the Executive Committee of approved Region 10 travel. In unusual circumstances, the Executive Director may seek approval from the Executive Committee before authorization is granted.

8.5 ***Travel and Reimbursement Policy*****.** For authorized travel, costs incurred may be reimbursed, subject to specified conditions. Requests for reimbursement must be submitted to Society staff not later than sixty (60) days after the associated meeting or activity and must be accompanied by receipts for airline or train travel. Reimbursement requests received later than sixty (60) days after the associated meeting or activity may be reimbursed at the discretion of the Executive Director. Reimbursement requests received later than one hundred twenty (120) days after the associated meeting or activity will not be reimbursed unless an exception is authorized by the Executive Committee.

8.5.1 ***Eligibility.*** Reimbursement of authorized travel expenses shall be limited to Society or Institute members who are in good standing at the time the travel expense was incurred.

8.5.2 ***Transportation*****.** The cost of transportation may be reimbursed for air, ship, train, or motor vehicle travel, but not in excess of the applicable portion of a fourteen (14) day advance purchase, round-trip, coach airfare ticket. Reimbursement shall be provided for airfare that utilizes the most cost-effective route of travel to and from the meeting location. Mileage reimbursement for use of motor vehicles shall not exceed the IRS allowable rate. With pre-approval, exceptions may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of the traveler. Exceptions may also be made when special circumstances result in higher transportation costs.

8.5.3 ***Other Expenses***. Except for major transportation costs, expenses incurred during attendance at authorized meetings, including lodging and local transportation to and from airports and depots, may be reimbursed up to a maximum of one hundred seventy-five dollars ($175.00) per night if overnight lodging is utilized, or forty-five dollars ($45.00) per authorized meeting day if overnight lodging is not utilized. In addition to the room night(s) authorized for a meeting, one (1) additional room night of expense, not to exceed one hundred seventy-five dollars ($175.00), may be requested if the resulting savings in airfare is equal to or greater than the additional room night of expense. Expenses are not payable for time in transit to or from the meeting, or for time between meetings. Registration fees incurred for attendance at the ASCE Convention, and all other meetings of the Society are not eligible for reimbursement.

8.5.4 ***Reimbursement Conditions and Exceptions.***

8.5.4.1 ***Reimbursement for Travel on Behalf of the President and Executive Director.*** Members of the Society who attend Region 10 or domestic meetings on behalf of the President or Executive Director shall be reimbursed in accordance with the Society's maximum authorized meeting day allowance. Reimbursement for members who travel outside North America on behalf of the President or Executive Director is restricted to the price of an economy ticket.

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

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

8.5.4.4 ***Liaison/Representative Reimbursement*****.** Society representatives to liaison committees and other external organizations shall not be eligible for travel reimbursement unless authorized in advance by the Executive Committee. Authorized reimbursement shall be made in accordance with the Society's reimbursement policy. A written report concerning the meeting shall be submitted with the request for reimbursement.

8.5.4.5 ***International Travel for Committee Meetings*****.** Members of the Society residing in Region 10 who are members of a Board Committee or Society Committee may be reimbursed for travel authorized in accordance with Society policy to North America from a point outside North America not to exceed the average cost of travel of the U.S. resident members of the committee.

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

8.5.4.7 ***No Authorization Required*****.** Travel is approved for members of the Board for expenses connected with attendance at meetings of the Board, assigned Committee meetings, the ASCE Convention, applicable Multi-Region Leadership Conference~~s,~~ and applicable Student Conferences.

8.5.4.8 ***Travel by Society Directors*****.** Travel expenses incurred by Elected Directors on Society business and in their official capacity, are authorized provided such travel occurs in their own Regions. A request to travel outside of the assigned Region or in Region 10 shall be authorized in advance by the Executive Committee.

8.5.4.8.1 ***Travel by Director Elected by Region 10.*** Travel undertaken by the Region 10 Director on Society business and in their official capacity within Region 10 is reimbursable in an amount to be determined by the Executive Committee. Such reimbursement for the Region 10 Director's travel shall not exceed more than one hundred fifty percent (150%) of the average travel reimbursement of all Elected Directors in the most recently completed fiscal year. Reimbursement of travel costs for trips beyond these limits is subject to prior approval by the Executive Committee.

Travel reimbursement for expenses connected with attendance at meetings of the Board and at meetings of any Board Committee or Society Committee of which the Region 10 Director is a member shall be authorized regardless of the place of residence of the Region 10 Director.

8.5.4.8.2 ***Travel by At-Large Director.*** Travel undertaken by the At-Large Director on Society business and in their official capacity is reimbursable in accordance with the Society's reimbursement policy.

8.5.4.9 ***Travel by Region Governors.*** Travel expenses incurred by Region Governors on Society business within their Region, and in their official capacity, shall be coordinated in advance with their Region Board of Governors. Region Governors may travel outside their Region for the purpose of attending their assigned Student Conferences and their assigned Multi-Region Leadership Conference only with prior approval from their Region Board of Governors and shall be entitled to reimbursement within the Society's travel policy. A Region Governor who wishes to travel outside their assigned Region for any other purpose shall submit a request to their Society Director for approval.

8.5.4.10 ***Policy Review.*** The Board shall reevaluate the travel reimbursement policy at least once every five (5) years.

ARTICLE 9. ORGANIZATIONAL ENTITIES

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

9.1 ***Committee Membership.***

9.1.1 ***Ex Officio Members.*** The President and President-elect shall be ex officio members of all Board Committees and Society Committees, and all Executive Committee constituent committees except for the Committee on Professional Conduct, Audit Committee, and the Society Awards Committee. Other ex officio members are identified in committee descriptions herein. Ex officio members shall receive all rights of membership but are not obligated to be present at committee meetings and shall therefore not be counted in the quorum of the meeting unless they are present.

9.1.2 ***Number of Members*****.** The number of members on committees is primarily a function of committee responsibilities.

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

9.1.3 ***Length of Service*****.** Committee members typically serve a three (3) year term. Terms are subject to reconfirmation each year and may be amended based on the Society's needs. The term begins and ends at the conclusion of the Society's Annual Meeting. A member may be reappointed but shall not exceed six (6) consecutive years of service on a given committee.

Having served six (6) consecutive years, a member of a committee shall be ineligible for reappointment to the same committee for three (3) years unless an exception is granted by the Society's Executive Committee. New appointments should be planned so about one-third (1/3) of the committee members begin each year to maximize experience and foster continuity on the committee.

9.1.4 ***Committee Officers*****.** Unless otherwise identified in their Organization, each Board, Society, and Executive Committee constituent committee shall have a chair appointed by the President or President-elect. The chair shall preside at all committee meetings and shall be an ex officio of all

constituent committees of the committee, unless named a member. The chair may, with the approval of the committee, designate a vice chair from the membership of the committee. The vice chair shall be authorized to chair the committee in the absence of the chair. The secretary of a committee may be appointed from the membership of the committee or be a staff member.

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

9.2.1 ***Appointment to Committees*.** The Board shall appoint members to Board Committees, Society Committees, Executive Committee constituent committees, and special representative or liaison appointments upon recommendation of the President or President-elect. The President or President-elect may not deviate from the Organization of a committee without advance approval from the Executive Committee.

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

9.2.1.1 ***Vacancies on Committees.*** The Executive Committee shall approve individuals to fill vacancies on Board Committees, Society Committees, Executive Committee constituent committees and special representative or liaison positions on behalf of the Board, upon recommendation of the President or President-elect, when they occur outside the regular committee appointment cycle.

9.2.2 ***Membership on Committees.*** Membership on Board Committees and Society Committees and their constituent committees shall be limited to ASCE members in good standing.

Exceptions for non-ASCE members to serve on Board Committees and Society Committees and their constituent committees shall be evaluated by the Executive Committee on a case-by-case basis, and authorization for reimbursement may or may not be granted by the Executive Committee.

9.2.2.1 ***Participation on Committees by Institute-only Members.*** Institute-only members may not serve on Board Committees, Society Committees, and their constituent committees unless the committee organization requires an Institute member. If an ASCE/Institute member cannot be identified to fill the vacancy, then an Institute-only member may serve and be entitled to reimbursement within the Society's travel policy.

9.2.2.2 ***Appointment to Task Committees and Other Organizations.*** The Executive Committee shall approve appointments made by the President or President-elect to task committees and liaison appointments to other organizations.

9.2.2.3 ***Appointment to Constituent Committees of Society Committees.*** The Society Committee shall make appointments to its constituent committees no later than August 1.

9.2.3 ***Review of Committee Effectiveness.*** It shall be the responsibility of the Board and all standing Board Committees and Society Committees to review periodically their activities and the activities of their constituent committees to determine progress in the accomplishment of the committee's charge; to

review their written policies and procedures for currency; to identify effective committee and constituent committee members, and to recommend replacement of committee and constituent committee members who are ineffective.

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

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

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

9.3 ***Standing Board Committees.*** The Standing Board Committees shall be the ASCE Foundation, an Audit Committee, Board Nominating Committee, Board Strategic Advisory Committee, Executive Committee, Government Engineers Council, Members of Society Advancing an Inclusive Culture, a Program and Finance Committee, and a Department Heads Advisory and Coordinating Committee.

9.3.1 ***ASCE Foundation.***

Organization**.** The ASCE Foundation (ASCEF) shall consist of seven (7) members, including the ASCE President-elect. Six (6) members shall be ASCE members in good standing as recommended by the Foundation. The chair shall be recommended by the committee for approval by the Board. No committee member shall serve more than a total of six (6) years.

A signed Conflict of Interest statement, disclosing the existence of any actual, or possible Conflict of Interest and all materials facts, shall be required from all members of the Foundation. A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration that is, or appears to be, contrary to the best interest of the Foundation, or in which the interests of an individual or another organization has the potential to be placed above those of the Foundation.

Responsibilities**.** The ASCE Foundation advances the interests of the entire civil engineering profession, seeking philanthropic support to help fund crucial ASCE programs and initiatives. The Foundation's leadership carefully develop a visionary philanthropic plan to ensure the continued sustainability and growth of civil engineering and its impact on communities throughout the world. Donor support helps the ASCE, and the Foundation implement new and current programs in four strategic areas of Student Activities, Leadership, Education, and Engineering Programs.

9.3.1.1 ***Council of Trustees.***

Organization. The Council of Trustees (Council) shall consist of ten (10) members appointed by the Foundation representing each of the ten (10) ASCE geographic Regions. One (1) member shall be a current Foundation member who shall serve as Chair. Each Council member is expected to make an annual monetary contribution to the Foundation.

Responsibilities. The Council shall serve as philanthropic ambassadors of the Foundation promoting a culture of philanthropy among all members of the Society and assist the Foundation with the cultivation, solicitation, and stewardship of current Foundation supporters and prospects. The Council also may assist the Foundation with other activities and programs, as well as accepting assignments from the Foundation and managing programs pursuant to instructions from the Foundation.

9.3.1.2 *Advisory Council.*

Organization. The Foundation may select donors to serve on an Advisory Council in recognition of their outstanding contributions to the Foundation and exemplary service to ASCE and the Foundation. Members shall serve in an advisory role to the Foundation but shall not be entitled to vote. Advisory Council members serve for a specific length of time and specific purpose.

Responsibilities. The Advisory Council may assist the Foundation with activities and programs, including raising funds, accepting assignments from the Foundation, and managing programs pursuant to instructions from the Foundation.

9.3.2 *Audit Committee.*

Organization. The Audit Committee (AC) shall consist of no more than three (3) current Society Directors, one (1) of whom shall serve as Chair. Members of the Audit Committee shall be financially literate. Program and Finance Committee members may not serve on the Audit Committee. The Chair of the Audit Committee shall be recommended by the President-elect and approved by the Board. A signed Conflict of Interest statement shall be required from all members of the Committee.

Responsibilities. The Audit Committee shall oversee all aspects of the Society's financial audits.

9.3.3 *Board Strategic Advisory Committee.*

Organization. The Board Strategic Advisory Committee (BSAC) shall consist of no more than six (6) Society members. At least three (3) members shall be current Society Directors, at least one (1) of which shall be from the Technical Region and one (1) of which shall be from the Geographic Region. One (1) member shall be a current member of the Industry Leaders Council. The Chair shall be appointed by the Board, from among the Committee members, upon the recommendation of the President-elect. Care should be taken to ensure diversity and broad representation of ASCE membership, including academia, government engineers, and younger members.

Responsibilities. The Board Strategic Advisory Committee shall be a visionary group charged with preparing the Society for current and future opportunities and challenges that face the profession and Society, facilitating strategic discussions, planning, decision-making and execution with the Board, serving as a "think tank" for the Board to collaborate with the Industry Leaders Council, monitoring the strategic plan to ensure it remains current and is supported with appropriate resources on key priorities, and leveraging opportunities at each Board meeting for strategic thinking and action.

9.3.4 *Executive Committee.*

Constituent Committees. The Executive Committee shall include the following standing constituent committees:

9.3.4.1 *Committee on Professional Conduct.*

Organization. The Committee on Professional Conduct (CPC) shall consist of no more than eight (8) Society members. At least four (4) members shall have previous service on the Board, and at least one (1) member shall be a Younger Member at the time of appointment. At least four (4) different Regions shall be represented by the members of the Committee. Preference shall be given to Professional Engineers or Professional Surveyors in the United States or the country in which they reside (if such licensure is available).

***Responsibilities*.** The Committee on Professional Conduct shall investigate charges of misconduct against members of the Society as provided in the governing documents and shall provide support and guidance on Society policies and programs to advance the ethical practice of engineering.

Constituent Committees. The Committee on Professional Conduct shall include the following standing constituent committees:

9.3.4.1.1. *Committee on Anticorruption and Ethical Practice.*

Organization. To ensure a breadth of experience on the Committee on Anticorruption and Ethical Practice, the group should consist of no more than twelve (12) Society members with experience advising on or adjudicating ethical matters, such as ethics instructors, licensing board members, or past Committee on Professional Conduct members.

Responsibilities. The Committee on Anticorruption and Ethical Practice shall develop and promote resources to educate members on the ethical practice of engineering and equip members with knowledge and tools to combat corruption in the global engineering-construction community.

9.3.4.2 *Executive Director Compensation Review Panel.*

***Organization*.** The Executive Director Compensation Review Panel (EDCRP) shall consist of the President, President-elect and the Past President who shall serve as chair. The President-elect Elect shall participate as a non-voting observer.

***Responsibilities*.** The Executive Director Compensation Review Panel shall, following the prescribed format, prepare the review of the Executive Director for presentation to the Executive Committee.

9.3.4.3 *Governing Documents Committee.*

Organization. The Governing Documents Committee (GDC) shall consist of no more than four (4) members, at least two (2) of whom shall be past members of the Board . At least one (1) member shall be a Younger Member at the time of appointment. Members shall have interest and experience in governance and parliamentary procedure.

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

9.3.4.4 *History and Heritage Committee.*

Organization. The History and Heritage Committee (HHC) shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment. At least two (2) members shall be current or past Geographic or Technical Region Governors. It is preferred that new members have served at least one (1) year as a corresponding member on the Committee.

Responsibilities. The History and Heritage Committee shall promote the civil engineering profession's history and heritage.

9.3.4.5 *Membership Application Review Committee.*

Organization. The Membership Application Review Committee (MARC) shall consist of no more than eleven (11) Society members, comprised of no more than ten (10) Fellows or Distinguished Members of the Society and at least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Membership Application Review Committee shall review applicants for the election as a Society Fellow. In the event that an applicant does not meet specific election criteria, the MARC shall accept a waiver of criteria request from the applicant and evaluate the request in consideration of the applicant's contributions to Civil Engineering and consistency with Society policies.

The MARC shall also evaluate waiver of criteria requests which do not comply with the criteria for specific membership grades.

The MARC shall also advise the Board on strategic goals and policies governing membership grades as needed and as assigned.

9.3.4.6 *Presidents-Emeriti Council.*

Organization. The Presidents-Emeriti Council (PEC) shall consist of all Presidents-Emeriti of the Society and be chaired by the Past President of the Society.

Responsibilities. The Presidents-Emeriti Council shall serve in an advisory capacity to the Board and Executive Committee.

9.3.4.7 *Society Awards Committee.*

Organization. The Society Awards Committee (SAC) shall consist of no more than nine (9) members approximately balanced between academics and practitioners: two (2) past Society Directors, two (2) Distinguished Members, two (2) Society members who are Society Award or OPAL lifetime achievement winners, two (2) most recent available Presidents Emeriti, and the Past President. At least one (1) member shall be a Younger Member at the time of appointment. Terms shall be two (2) years and be staggered to maintain balance, except that the Past President shall serve for one (1) year. The Chair shall be the past Director who has served on the Committee for the longer period of time, with the other serving as Vice-Chair.

Responsibilities**.** The Society Awards Committee shall annually consider and recommend to the Board nominations for Distinguished Membership in the Society in accordance with the Constitution and Bylaws; recommend to the Executive Committee the recipient of the Norman, Croes, Wellington, and ASCE State of the Art of Civil Engineering prizes; recommend to the Executive Committee nominations for the Outstanding Projects And Leaders (OPAL) Leadership awards; oversee Society Award, Scholarship and Fellowship endowments and the establishment of new Society Awards, Scholarships, and Fellowships; and consider nominations for and award Society Scholarships and Society Fellowships.

9.3.4.7.1 ***Posthumous Awards.*** A Candidate for Distinguished Membership or the OPAL award must be living at the time of selection. In the event a Candidate dies during the review process, the Candidate's nomination package will be removed from consideration. If the Candidate is selected to receive the award and dies prior to presentation of the award, the Candidate is entitled to receive the award posthumously.

The owner of each of the other awards should determine if their award may be presented posthumously and codified as such in their criteria.

9.3.4.7.2 ***Self nominations for Society Awards***. Unless specified in individual award rules, self-nominations are not permitted.

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

9.3.4.7.3.1 ***Alfredo Ang Award on Risk Analysis and Management of Civil Infrastructure.*** This award was established in 2015 to recognize an individual who has made significant technical or technological contributions to the field of risk analysis and management of civil infrastructure, specifically in the following fields of research: risk analysis, safety and reliability of engineering systems; life-cycle performance under uncertainty; durability and resilience of engineering systems; safety and performance under natural hazards, and related fields.

9.3.4.7.3.2 ***Arid Lands Hydraulic Engineering Award*****.** This award was instituted in 1986 to recognize contributions to the understanding and development of new technology in river basins.

9.3.4.7.3.3 ***ASCE Excellence in Journalism Award.*** This award was established in 1994 to encourage reporters to cover engineering fairly, accurately and positively.

9.3.4.7.3.4 ***ASCE Presidents-Emeriti Council Award.*** This award was established in 1976 to commemorate the nation's first President, who was a civil engineer and land surveyor. The award was renamed in October 2022 to recognize an ASCE member for advancing civil engineering and protecting the health, safety, and welfare of the public at large.

9.3.4.7.3.5 ***ASCE President's Medal.*** This award was established in 1986 to recognize the accomplishments and contributions of eminent engineers to the profession, the Society, or the public.

9.3.4.7.3.6 ***ASCE State-of-the-Art of Civil Engineering Award.*** This award was established in 1966 to recognize scholarly review, evaluation, and documentation of the scientific and technical information needed by the profession.

9.3.4.7.3.7 ***Bilal M. Ayyub Research Award for Risk and Uncertainty in Engineering Systems.*** This award was established in 2026 to advance the profession by recognizing published papers that make definitive contributions to modeling and management of risk and uncertainty in engineering systems.

9.3.4.7.3.8 ***Harland Bartholomew Award.*** This award was established in 1968 to recognize a person who has made special contributions to the enhancement of the role of the civil engineer in urban planning and development.

9.3.4.7.3.9 ***Zdenek P. Bazant Medal for Failure and Damage Prevention.*** This award was established in 2015 to recognize an individual for significant contributions to the engineering science of failure and damage prevention.

9.3.4.7.3.10 ***Stephen D. Bechtel, Jr. Energy Award.*** This award was established in 1992 to recognize outstanding achievements in the energy field by a civil engineer.

9.3.4.7.3.11 ***Stephen D. Bechtel Pipeline Engineering Award.*** This award was established in 1970 to recognize outstanding achievements in pipeline engineering.

9.3.4.7.3.12 ***John O. Bickel Award.*** This award was established in 1986 to recognize the best original article or paper published concerning the design and/or construction of a rail or vehicular tunnel.

9.3.4.7.3.13 ***Maurice A. Biot Medal.*** This medal was instituted in 2002 to recognize an individual who has made outstanding research contributions to the mechanics of porous materials.

9.3.4.7.3.14 ***H. Bolton Seed Medal*****.** This award was established in 1993 to recognize outstanding contributions to teaching, research, and/or practice in geotechnical engineering.

9.3.4.7.3.15 ***CAN-AM Civil Engineering Amity Award*****.** This award was established in 1972 to recognize civil engineers who have made outstanding and unusual contributions toward the advancement of professional relationships between the civil engineers of the United States of America and Canada.

9.3.4.7.3.16 ***Arthur Casagrande Professional Development Award*****.** This award was established by the Geo-Institute to recognize outstanding accomplishments as evidenced by completed works, reports, or papers in the field of geotechnical engineering.

9.3.4.7.3.17 ***Jack E. Cermak Medal*****.** This medal was instituted in 2000 to recognize the cumulative distinguished contributions of an individual, or work which was a joint effort, to research and/or practice in wind engineering.

9.3.4.7.3.18 ***Ven Te Chow Award*****.** This award was established in 1995 to recognize lifetime achievement in the field of hydrologic engineering.

9.3.4.7.3.19 ***Civil Engineering History and Heritage Award*****.** This award was established in 1966 to recognize those persons who through their writing, research or other efforts have made outstanding contributions toward a better knowledge of, or appreciation of, the history and heritage of civil engineering.

9.3.4.7.3.20 ***Collingwood Prize*****.** This prize was established in 1894 to recognize the author or authors of a paper describing an engineering work with which the author(s) have been directly connected; or recording investigations contributing to engineering knowledge to which the author(s) have contributed some essential part; or as an appendix to a report of an ASCE committee; and containing a rational digest of results.

9.3.4.7.3.21 ***Columbia Medal.*** This award was established in 1982 to recognize sustained outstanding contributions to the advancement of aerospace engineering, science, and technology.

9.3.4.7.3.22 ***Computing in Civil Engineering Award*****.** This award was established in 1995 to recognize outstanding achievement and contribution in the use of computers in the practice of civil engineering.

9.3.4.7.3.23 ***Construction Management Award*****.** This award was established in 1973 to recognize a member of the Construction Institute who has made outstanding contributions to the field of construction management as a practitioner, educator, or in research, either in the form of a written presentation, scholarly work or notable performance.

9.3.4.7.3.24 ***J. James R. Croes Medal*****.** This award was established in 1912 to recognize the author, or authors, of such paper as may be judged worthy of the award and be next in order of merit to the paper to which the Norman Medal is awarded; or, if the Norman Medal is not awarded, then to the author, or authors, of a paper, if any, which is judged worthy of the award of this prize for its merit as a contribution to engineering science.

9.3.4.7.3.25 ***Charles Martin Duke Lifeline Earthquake Engineering Award*****.** This award was established in 1990 to recognize an individual who has made a definite contribution to the advancement of lifeline earthquake engineering.

9.3.4.7.3.26 ***Hans Albert Einstein Award*****.** This award was established in 1988 to recognize a member of the Society who has made a significant contribution to the engineering profession in the areas of erosion control, sedimentation and/or waterway development either in teaching, research, planning, design, or management.

9.3.4.7.3.27 ***Dan M. Frangopol Medal for Life-Cycle Engineering in Civil Structures****.* This award was established in October 2023 to recognize individuals for outstanding research contributions to the broad field of life-cycle engineering of civil structures.

9.3.4.7.3.28 ***Simon W. Freese Environmental Engineering Award and Lecture*****.** This award and lectureship was established in 1975 to invite a distinguished person to prepare for publication and deliver the Simon W. Freese Environmental Engineering Lecture at an appropriate meeting of the Society.

9.3.4.7.3.29 ***Alfred M. Freudenthal Medal*****.** This medal was established in 1975 to recognize an individual who has demonstrated distinguished achievement in safety and reliability studies applicable to any branch of civil engineering.

9.3.4.7.3.30 ***Edmund Friedman Professional Recognition Award*****.** This award was established in 1960 to recognize a Society member who is judged to have contributed substantially to the status of the engineering profession.

9.3.4.7.3.31 ***Edmund Friedman Young Engineer Award for Professional Achievement*****.** This award was established in 1972 to recognize the professional contributions of younger members of the Society.

9.3.4.7.3.32 ***Samuel Arnold Greeley Award*****.** This award was established in 1968 to recognize the author(s) of the paper that makes the most valuable contribution to the environmental engineering profession.

9.3.4.7.3.33 ***Anthony M. DiGioia, Jr. Electric Transmission Engineering Award.*** This award was established in 2025 to recognize ASCE members for outstanding contributions to the field of electric

transmission engineering through analysis, design, construction, and maintenance of electrical transmission lines, substation structures, and foundations

9.3.4.7.3.34 ***Daniel W. Halpin Award for Scholarship in Construction.*** This award was established in 2011 to recognize an individual who has demonstrated outstanding scholarship that advances construction engineering as a science.

9.3.4.7.3.35 ***Ernest E. Howard Award*****.** This award was instituted in 1954 to recognize a Society member who has made a definite contribution to the advancement of structural engineering.

9.3.4.7.3.36 ***Shortridge Hardesty Award*****.** The award was instituted in 1987 to recognize an individual (or individuals, if recommended) who contribute substantially in applying fundamental results of research to the solution of practical engineering problems in the field of structural stability.

9.3.4.7.3.37 ***Rudolph Hering Medal*****.** This medal was instituted in 1924 to recognize the author(s) of a paper that increases the knowledge and advancement of environmental engineering.

9.3.4.7.3.38 ***Karl Emil Hilgard Hydraulic Prize*****.** This award was established in 1939 to recognize the author, or authors, of that paper which is judged to be of superior merit, dealing with a problem of flowing water, either in theory or practice.

9.3.4.7.3.39 ***Julian Hinds Award*****.** This award was established in 1974 to recognize a Society member(s) who authored a paper judged to be the most meritorious contribution to the field of water resources development.

9.3.4.7.3.40 ***Phillip R. Hoffman Award.*** This award was established in 1987 to encourage others to concern themselves with the field of design and development of hydroelectric generation-pumped storage.

9.3.4.7.3.41 ***Wesley W. Horner Award*****.** This award was established in 1968 to recognize the author(s) of the paper that makes the most valuable contribution to the environmental engineering profession, with preference given to those authors who are in the private practice of engineering.

9.3.4.7.3.42 ***George W. Housner Structural Control and Monitoring Medal.*** This award was established in 2011 to recognize an individual for research contributions to the field of structural control and health monitoring.

9.3.4.7.3.43 ***Walter L. Huber Civil Engineering Research Prizes*****.** This award was established in 1946 to recognize a member of the Society for notable achievements in research related to civil engineering.

9.3.4.7.3.44 ***Hydraulic Structures Medal*****.** This award was established in 1983 to recognize an individual or individuals for significant contributions

to the advancement of the art and science of hydraulic engineering as applied to hydraulic structures.

9.3.4.7.3.45 ***Innovation in Sustainable Engineering Award.*** This award was established in 1981 as the Innovation in Civil Engineering Award and renamed the Innovation in Sustainable Engineering Award in 2011. This award recognizes a project that demonstrates replicable innovative concepts in sustainability.

9.3.4.7.3.46 ***International Coastal Engineering Award.*** This award was established in 1977 to recognize an individual who has made a significant international contribution to the advancement of coastal engineering in the manner of engineering design, teaching, professional leadership, construction, research, planning, or a combination thereof.

9.3.4.7.3.47 ***Wilfred D. Iwan Award for Mentors in Mechanics Research.*** This award was established in October 2023 to recognize ASCE members for excellence and leadership in mentoring in engineering mechanics research and pedagogy.

9.3.4.7.3.48 ***Martin S. Kapp Foundation Engineering Award.*** This award was established in 1973 to honor an individual based on the best example of innovative or outstanding design or construction of foundations, earthworks, retaining structures, or underground construction.

9.3.4.7.3.49 ***James Laurie Prize.*** This award was established in 1912 to recognize a member of the Society who has made a definite contribution to the advancement of transportation engineering, either in research, planning, design, or construction.

9.3.4.7.3.50 ***Walter LeFevre Award.*** The award was established in 2007 to promote licensure, ethics and professionalism.

9.3.4.7.3.51 ***T. Y. Lin Award.*** The award was established in 1968 to encourage the preparation of meaningful papers in the field of pre-stressed concrete.

9.3.4.7.3.52 ***Le Val Lund Award for Practicing Lifeline Risk Reduction.*** This award was established in 2012 to recognize a Society member for research contributions to the practice of reducing risks to lifeline systems and preparing communities for natural and technological hazards.

9.3.4.7.3.53 ***Orville T. Magoon Sustainable Coasts Awards.*** This award was established in 2013 to recognize an individual for outstanding contributions to sustainable engineering practices in managing shorelines and coastal infrastructure through research, design, construction or management of the natural and built environment in the coastal zone.

9.3.4.7.3.54 ***Frank M. Masters Transportation Engineering Award.*** This award was established in 1975 to recognize an individual based on

the best example of innovative or noteworthy planning, design, or construction of transportation facilities.

9.3.4.7.3.55 ***Daniel W. Mead Prizes*****.** This award was established in 1939 to recognize the paper on professional ethics.

9.3.4.7.3.56 ***Henry L. Michel Award for Industry Advancement of Research*****.** This award was instituted in 1996 and made a Society Award in 2008. The award recognizes an individual whose work has had an impact on research and innovation in the design, construction, and/or environmental community.

9.3.4.7.3.57 ***Thomas A. Middlebrooks Award*****.** This award was established in 1955 to recognize the author of a special paper published on geotechnical engineering.

9.3.4.7.3.58 ***Raymond D. Mindlin Medal***. This award was established in 2007 to recognize an individual for research contributions to applied solid mechanics.

9.3.4.7.3.59 ***John G. Moffatt–Frank E. Nichol Harbor and Coastal Engineering Award*****.** This award was established in 1977 to recognize a member of the Society who has made a definite contribution in the fields of harbor and coastal engineering.

9.3.4.7.3.60 ***Moisseiff Award*****.** This award was established in 1947 to recognize the author of an important paper published by the Society dealing with the broad field of structural design, including applied mechanics as well as the theoretical analysis, or constructive improvement, of engineering structures such as bridges and frames, of any structural material.

9.3.4.7.3.61 ***Vilas Mujumdar Resilience Award***. This award was established in 2022 to recognize ASCE members who have made a definite contribution to the advancement of resilience, specifically those who have developed models to prepare and plan for mitigation of potential adverse effects due to natural hazards, climate change, or other environmental hazards in interdependent civil infrastructure systems.

9.3.4.7.3.62 ***Nathan M. Newmark Medal*****.** The award was established in 1975 by the Engineering Mechanics and Structural Divisions to recognize a member of the Society for outstanding contributions in structural engineering and mechanics.

9.3.4.7.3.63 ***Norman Medal*****.** This award was established in 1872 to recognize the author, or authors, of a paper, which shall be judged worthy of special commendation for its merit as a contribution to engineering science.

9.3.4.7.3.64 ***Outstanding Public Official Award*****.** This award was established in 1963 to recognize those members of the Society who have

contributed substantially to the status of the engineering profession by meritorious public service in elective or appointive positions in civil government.

9.3.4.7.3.65 ***ASCE Charles Pankow Award for Innovation.*** This award was established in 1996 and made a Society Award in 2008. The award is to recognize emerging collaborative innovations in design, materials, or construction-related research and development.

9.3.4.7.3.66 ***John I. Parcel–Leif J. Sverdrup Civil Engineering Management Award*****.** This award was established in 1976 to recognize a member of the Society who has made a definite contribution in the field of civil engineering management, evidencing high character and professional integrity and regional, national or international professional reputation.

9.3.4.7.3.67 ***Ralph B. Peck Award*****.** This award was established in 1999 to recognize an individual for outstanding contributions to the geotechnical engineering profession through the publication of a thoughtful, carefully researched case history or histories, or the publication of recommended practices or design methodologies based on the evaluation of case histories.

9.3.4.7.3.68 ***Margaret S. Petersen Award.*** This award was established in 2013 to recognize a woman who is a member of ASCE or EWRI for exemplary service to the water resources and environmental science and engineering community.

9.3.4.7.3.69 ***Peurifoy Construction Research Award*****.** This award was established in 1984 to recognize individuals who have made outstanding contributions to the advancement of construction engineering through research and development of new technology, principles or practices.

9.3.4.7.3.70 ***Harold R. Peyton Award for Cold Regions Engineering*****.** This award was established in 1988 to recognize a member of the Society who has made outstanding contributions to cold regions engineering.

9.3.4.7.3.71 ***Shamsher Prakash Award and Lecture.*** This award was established in 2021 to recognize geotechnical engineers, 50 years of age or less, for outstanding research or professional practice contributions in the area of the geotechnical engineering or soil dynamics.

9.3.4.7.3.72 ***The Professional Practice Ethics and Leadership Award*****.** This award was established in 2005 to promote and recognize civil engineering leadership in professional practice and ethics.

9.3.4.7.3.73 ***Raymond C. Reese Research Prize*****.** This award was established in 1970 to recognize outstanding contributions to the application of structural engineering research.

9.3.4.7.3.74 *Rickey Medal*. This award was established in 1947 to recognize an individual for achievement in the general field of hydroelectric engineering, including any of its branches.

9.3.4.7.3.75 *Robert Ridgway Student Chapter Award*. This award was established in 1965 to recognize an outstanding Student Chapter for promoting excellence.

9.3.4.7.3.76 *Donald V. Roberts Global Sustainability Award.* This award was established in 2021 for the purpose of recognizing papers that make the most valuable contribution to engineering in the field of sustainability.

9.3.4.7.3.77 *Roebling Award*. This award was established in 1987 to recognize a member of ASCE or the Construction Institute who has made an outstanding contribution toward the advancement of Construction Engineering.

9.3.4.7.3.78 *Hunter Rouse Hydraulic Engineering Award*. This award was originally established as a lectureship in 1979 to recognize an individual for outstanding contributions to hydraulics and waterways.

9.3.4.7.3.79 *Thomas Fitch Rowland Prize*. This award was established in 1884 to honor authors whose papers describe, in detail, accomplished works of construction or which are valuable contributions to construction management and construction engineering.

9.3.4.7.3.80 *Robert H. Scanlan Medal*. This medal was instituted in 2002 to recognize an individual for distinguished achievement in engineering mechanics based upon scholarly contributions to both theory and practice.

9.3.4.7.3.81 *Masanobu Shinozuka Medal.* This award was established in 2013 to recognize an individual for outstanding contributions in stochastic systems with applications to several branches of civil engineering.

9.3.4.7.3.82 *Wilbur S. Smith Award*. This award was established in 1984 to recognize an individual who, during the fiscal year preceding the year of the award, shall be judged worthy of special commendation for his or her contribution to the enhancement of the role of the civil engineer in highway engineering.

9.3.4.7.3.83 *J. C. Stevens Award*. This award was established in 1943 to recognize the best published discussion in the field of hydraulics.

9.3.4.7.3.84 *Rao Surampalli Medal for Climate Change Engineering/Science Impacts and Solutions.* This award was established in 2026 to advance the profession by recognizing published papers that make definitive contributions to the field of climate change engineering/science, impacts, and solutions.

9.3.4.7.3.85 ***Surveying and Mapping Award*.** This award was established in 1969 to recognize the individual who has made a definite contribution during the year to the advancement of surveying and mapping either in teaching, writing, research, planning, design, construction, or management.

9.3.4.7.3.86 ***Karl Terzaghi Award*.** This award was established in 1960 to recognize an author of outstanding contributions to knowledge in the fields of soil mechanics, subsurface and earthwork engineering, and subsurface and earthwork construction.

9.3.4.7.3.87 ***Karl Terzaghi Lecture*.** This lectureship was established in 1960 to recognize a distinguished engineer to deliver a "Terzaghi Lecture".

9.3.4.7.3.88 ***Royce J. Tipton Award*.** This award was established in 1964 to recognize an individual for contributions to the advancement of irrigation and drainage engineering.

9.3.4.7.3.89 ***Francis C. Turner Award*.** This award was originally established as a lectureship in 1988 to recognize an individual for outstanding contributions to transportation engineering.

9.3.4.7.3.90 ***Theodore von Karman Medal*.** This award was established in 1960 to recognize an individual for distinguished achievement in engineering mechanics, applicable to any branch of civil engineering.

9.3.4.7.3.91 ***Arthur M. Wellington Prize*.** This award was established in 1921 to recognize papers on transportation on land, on the water, in the air, or on foundations and closely related subjects, not including contributions in the form of reports and manuals.

9.3.4.7.3.92 ***George Winter Award*.** This award was established in 1990 to recognize the achievements of an active structural engineering researcher, educator or practitioner who best typifies a humanistic approach to his profession.

9.3.4.7.3.93 ***William H. Wisely American Civil Engineer Award*.** This award was established in 1983 to recognize not more than three (3) individuals who have exhibited continuing efforts to better the history, tradition, developments, and technical and professional activities of the Society.

9.3.4.7.3.94 ***Younger Member Group/Forum Award*.** This award was established in 1985 to recognize the most outstanding large and small Younger Member Groups/Forums for promoting excellence.

9.3.4.7.4 ***Approved Special Society Recognitions.*** The following are the approved Special Society Recognitions:

9.3.4.7.4.1 ***Historic Civil Engineering Landmark Program*****.** This program was established in 1966 to recognize a project of at least fifty (50) years of age for significant achievement in civil engineering history.

9.3.4.7.4.2 ***Outstanding Civil Engineering Achievement*****.** This award was established in 1960 to recognize an exemplary civil engineering project that best illustrates superior civil engineering skills and represents a significant contribution to civil engineering progress and society.

9.3.4.7.4.3 ***Outstanding Projects and Leaders (OPAL) Program*****.** This award was established in 1999 to recognize civil engineering leaders whose lifetime accomplishments and achievements have made significant differences in design, construction, government, education, or management.

9.3.4.7.5 ***Society Scholarships.*** A Society Scholarship is a cash award that a) serves to support the undergraduate education of civil engineering students AND b) advances the Society's Purpose and Objective AND c) for which recipients shall be approved by the Executive Committee AND d) for which the Society has all supporting funds and rights of administration.

9.3.4.7.5.1 ***Direct Costs of Society Scholarships.*** Direct costs of Society Scholarships are borne by the individual scholarship fund. Direct costs of a Society Scholarship are the initial and ongoing costs of the scholarship and the expense paid to the investment advisor who manages the portfolio of endowed Society Scholarship funds.

9.3.4.7.5.2 ***Administrative Charges of Society Scholarships.*** In addition to Society Scholarship direct costs, the Society incurs labor and other program management expenses, including those for soliciting applications, reviewing applications for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, and writing of press releases. To cover those expenses, the Society charges each Society Scholarship an annual general and administrative fee of two percent (2.00%) of the Society Scholarship's fund balance held in the Prizes and Awards investment portfolio as of the beginning of each fiscal year. This fee is waived for Society Scholarships that have spendable balances below $30,000 at the beginning of each fiscal year.

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

9.3.4.7.6 ***Approved Society Scholarships*****.** The following are the approved Society Scholarships:

9.3.4.7.6.1 ***Lawrence W. and Francis W. Cox Scholarship*****.** This scholarship was established in 2008 for the benefit of undergraduate students pursuing a degree in civil engineering.

9.3.4.7.6.2 ***Eugene C. Figg, Jr. Civil Engineering Scholarship.*** This scholarship was established in 2004 for the purpose of encouraging the creation of bridges as art.

9.3.4.7.6.3 ***John Lenard Civil Engineering Scholarship.*** This scholarship was established in 2008 to encourage outstanding junior or senior civil engineering students to consider water supply or environmental engineering as a career goal.

9.3.4.7.6.4 ***Robert B. B. and Josephine N. Moorman Scholarship.*** This scholarship was established in 2008 for the benefit of students pursuing a degree in civil engineering.

9.3.4.7.6.5 ***Samuel Fletcher Tapman Scholarship.*** This scholarship was established in 1961 for the continuation of formal undergraduate education in a recognized educational institution.

9.3.4.7.6.6 ***B. Charles Tiney Scholarship.*** This scholarship was established in 1980 for tuition assistance to needy and deserving college students who are studying in the field of engineering.

9.3.4.7.6.7 ***Arthur S. Tuttle Scholarship.*** This scholarship was established in 1983 for the purpose of encouraging graduate education in civil engineering.

9.3.4.7.6.8 ***Wadell Transportation Engineering Scholarship.*** This scholarship was established in 2022 to encourage undergraduate students to consider transportation engineering as a career goal.

9.3.4.7.6.9 ***Y. C. Yang Civil Engineering Scholarship.*** This scholarship was established in 2004 to foster interest in structural engineering and to encourage students to further their civil engineering education.

9.3.4.7.6.10 ***Burton and Erma Lewis Structural Engineering Scholarship.*** This scholarship was established in October 2025 to assist ASCE students studying structural engineering.

9.3.4.7.7 ***Society Fellowships.*** A Society Fellowship is a cash award that a) serves to support the graduate education of civil engineering students AND b) advances the Society's Purpose and Objective AND c) for which recipients shall be approved by the Executive Committee AND d) for which the Society has all supporting funds and rights of administration.

9.3.4.7.7.1 ***Direct Costs of Society Fellowships.*** Direct costs of Society Fellowships are borne by the individual fellowship fund. Direct costs of a Society Fellowship are the initial and ongoing costs of the fellowship and the expense paid to the investment advisor who manages the portfolio of endowed Society Fellowship funds.

9.3.4.7.7.2 ***Administrative Charges of Society Fellowships.*** In addition to Society Fellowship direct costs, the Society incurs labor and other program management expenses, including those for soliciting applications, reviewing applications for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, and writing of press releases. To cover those expenses, the Society charges each Society Fellowship an annual general and administrative fee of two percent (2.00%) of the Society Fellowship's fund balance held in the Prizes and Awards investment portfolio as of the beginning of each fiscal year. This fee is waived for Society Fellowships that have spendable balances below $30,000 at the beginning of each fiscal year.

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

9.3.4.7.8 ***Approved Society Fellowships*****.** The following are the approved Society Fellowships:

9.3.4.7.8.1 ***O. H. Ammann Research Fellowship in Structural Engineering*****.** This fellowship was established in 1963 for the purpose of encouraging the creation of knowledge in the field of structural design and construction. The recipient is nominated by the Structural Engineering Institute and approved by the Society's Executive Committee.

9.3.4.7.8.2 ***Trent R. Dames and William W. Moore Fellowship*****.** This fellowship was established in 1990 for the purpose of advancing the science and profession of engineering and to enhance the overall welfare of mankind.

9.3.4.7.8.3 ***Freeman Fellowship*****.** This fellowship was established in 1924 for the purpose of discovery of new and accurate data useful in engineering with an emphasis on hydraulic science and art.

9.3.4.7.8.4 ***J. Waldo Smith Hydraulic Fellowship*****.** This fellowship was established in 1938 for the purpose of promoting research in the field of experimental hydraulics.

9.3.4.7.8.5 ***Knut Eriksen Leadership and Management Fellowship.*** This fellowship was established in October 2024 to assist ASCE graduate students and talented civil engineers 35 years or younger.

9.3.4.7.8.6 ***Fred and Tana Moses Bridge Engineering Fellowship.*** This fellowship was established in October 2024 to assist deserving ASCE graduate students in the field of bridge engineering.

9.3.4.8 ***Committee on Student Conferences and Competitions***

Organization. The Committee on Student Conferences and Competitions shall consist of no more than eleven (11) members. At least one (1) member shall be a Younger Member at the time of appointment. It will include one (1) Chair who has served at least one (1) year on the Committee and is recommended by the Committee. Consideration should be given to a balanced mix of educators and practitioners who have experience with the Committee on Student Members, Committee on Education, Institutes, Younger Members, or Student Competitions. A member of the Department Heads Coordinating Council shall serve as non-voting liaison.

***Responsibilities*. Responsibilities.** In order to provide exceptional value and strong impetus for students to continue their journey with ASCE, the Committee on Student Conferences and Competitions will:

- Support a sustainable portfolio of multi-discipline student competitions;
- Support the student symposia hosts;
- Oversee and promote a memorable student member experience at ASCE student symposia;
- Promote and encourage leadership and professional development opportunities at the student symposia; and
- Encourage and facilitate the interaction and support from Region, Section and Branch ASCE leadership interaction between regional ASCE leadership with the hosts and participants at the student symposia.

9.3.4.9 *Committee on Student Members*

Organization. The Committee on Student Members (CSM) shall consist of no more than twelve (12) Society members, including at least one (1) member representing international interests. It will include one (1) Chair who has served at least one (1) year on the Committee and is recommended by the Committee. Consideration shall be given to current or past Geographic or Technical Region Governors. A member of the Department Heads Coordinating Council shall serve as non-voting liaison. A member of the Student Presidential Group shall serve as a non-voting liaison.

Responsibilities. The Committee on Student Members shall provide for the development and engagement of students through activities and programs that enhance the formal education process and the transition of Student Members into the profession as ASCE members.

9.3.4.10 *Committee on Younger Members*

Organization. The Committee on Younger Members (CYM) shall consist of no more than ten (10) Society members who are Younger Members at the time of their appointment as recommended by the Committee, including one (1) Chair who has served at least one (1) year on the Committee and is recommended by the Committee, one (1) representative from each of the three (3) Multi-Region Younger Member Councils. Preference shall be given to Younger Members who have been involved with younger member activities prior to their appointment. The two (2) current At-Large Directors shall serve as ex officio non-voting members and shall not be included in the total membership of the Committee.

Responsibilities. The Committee on Younger Members shall focus on matters of the development of early career civil engineers to grow as leaders, engineers, and volunteers by facilitating engagement with, and participation in, the Society.

9.3.4.11 Leader Training Committee

Organization*.* The Leader Training Committee (LTC) shall consist of no more than ten (10) Society members, including two (2) current or past Geographic or Technical Region Governors. A minimum of five (5) different Geographic Regions shall be represented. It will include one (1) Chair who has served at least one (1) year on the Committee and is recommended by the Committee.

Responsibilities. The Leader Training Committee shall be responsible for the coordination and delivery of leader training and development for the Society.

9.3.4.12 Student Presidential Group

Organization. The Student Presidential Group (SPG) shall consist of at least thirteen (13) voting members. These members include one (1) Regional Student Member from each of the ten (10) regions and three (3) SPG Executive Committee Chairs. It will include one (1) Chair who has served at least one (1) year on the Committee and is recommended by the Committee. Voting members of the SPG may additionally include up to one (1) member from each Institute, one (1) ASCE Presidential Appointee, and one (1) SPG Presidential Appointee. Non-voting members may include Corresponding Members, ASCE Presidential Officers, ASCE Region Directors, ASCE Institute Presidents, and ASCE Staff and Liaisons.

Responsibilities. The Student Presidential Group shall connect Student Member Leaders with ASCE Society Leadership and Staff, working to advance and link students and Student Chapters. The SPG shall develop and propose ideas that can be presented to the ASCE Board of Direction, Standing Committees, Regions, Institutes, or Student Chapters for action and/or implementation.

9.3.5 *Government Engineers Council.*

Organization. The Government Engineers Council (GEC) shall consist of no more than twelve (12) Society members. GEC membership will include eleven (11) members who are current employees of a public agency at the time of their appointment and have at least ten (10) years of management or leadership experience in a public agency and currently in a leadership position within the agency and ability to influence policy within the industry. One (1) member may be retired at the time of appointment, provided they fulfill the experience requirement and had the ability to influence policy within the industry. Preference will be given to candidates that maintain the GEC as a diverse group with expertise in different engineering disciplines and representing geographically diverse local, regional, state, and Department of Defense (DOD) and non-DOD federal agencies.

Responsibilities. The Government Engineer Council shall engage public agency civil engineers in ASCE initiatives and equip them to be ready for today's and tomorrow's challenges, facilitate the collaboration of government engineers to enhance the operation of their agencies and improve the services they render to the public, and define the role of an engineer in public service and recognize the critical role the government engineer plays in society at home and across the world.

9.3.5.1 *Public Agency Review Committee.*

Organization. The Public Agency Review Committee (PARC) shall consist of no more than eight (8) Society members who have obtained the qualifications to serve as peer reviewers.

Responsibilities. The Public Agency Review Committee shall provide the leadership for and the organization and management of the peer review for public agencies program. The Public Agency Review Committee shall also establish criteria for selecting and training reviewers and conducting reviews.

9.3.6 *Members of Society Advancing an Inclusive Culture.*

***Organization*.** The Members of Society Advancing an Inclusive Culture (MOSAIC) shall consist of no more than ten (10) Society members that represent key strategic entities across the ASCE community. At least one (1) member shall be a Younger Member at the time of appointment. Preference among otherwise equally qualified applicants shall be given to current and past Geographic and Technical Region Governors.

***Responsibilities*.** The Members of Society Advancing an Inclusive Culture shall act as a representative, informed, and responsible decision maker advancing diversity, equity, and inclusion interests of the civil engineering community; monitor the development and coordination of products and resources within the civil engineering community that promote and advance diversity, equity, and inclusion; and represent the interests of ASCE to the wider STEM and professional engineering communities.

9.3.7 *Program and Finance Committee.*

***Organization*.** The Program and Finance Committee (PFC) shall consist of no more than ten (10) Society members, including four (4) current Society directors; the current Treasurer who shall serve as Chair; the Assistant Treasurer who shall serve as Vice Chair; and at least one (1) member shall be a Younger Member at the time of appointment. Preference shall be given to current Region Governors for the remaining positions.

***Responsibilities*.** The Program and Finance Committee shall oversee the Society's financial resource planning including budget development and investment management.

9.3.8 *Department Heads Advisory and Coordinating Council.*

Organization. The Department Heads Advisory and Coordinating Council (DHACC) shall consist of no more than twelve (12) Department Heads or Chairs who are members of the Society. All department heads will be invited to elect a slate of recommended members of the DHACC for consideration by the ASCE President-elect. Preference shall be given to a member nominated by the Architectural Engineering Institute (AEI); a member to represent institutions with ABET accredited Construction Engineering programs; and members from ABET accredited Civil Engineering programs that represent diversity of program types, Geographic Regions, and other attributes as described in the DHACC charge. The DHACC will also strive to achieve a membership consistent with ASCE policies on promoting diversity and inclusion.

Responsibilities. The Department Heads Advisory Coordinating Council shall serve in an advisory capacity to the Board and the Committee on Workforce and Education on the initiation, development, and execution of policies, programs, and procedures designed to enhance civil engineering education

and research; foster communication on educational and research matters among all civil engineering department heads, faculty, students, and practitioners; and represent the Society to peer engineering societies' department heads groups both nationally and internationally.

9.4 ***Committee Focus Areas.*** There shall be five (5) Board-approved committee focus areas to direct the work of the Standing Society Committees and their constituent committees. The committee Focus Areas shall be: Advancing the Career, Advancing the Organization, Advancing the Profession, Education, and Public Policy and Practice. The Standing Society Committees and any task committees shall be aligned under one (1) of the five (5) Board-approved Focus Areas and concentrate their efforts to accomplish their responsibilities in support of their Focus Area.

9.4.1 ***Advancing the Career.***

9.4.1.1 ***Committee on Workforce and Education, a Standing Society Committee*.**

Organization. The Committee on Workforce and Education (CWE) shall consist of no more than nine (9) members, including one (1) current Society Director who shall not serve as chair, one (1) current Society delegate to the ABET Board of Delegates, one (1) current member of the Department Heads Advisory and Coordinating Council (DHACC), one (1) current voting member of the Members of Society Advancing An Inclusive Culture (MOSAIC) and four (4) additional Society members. There shall also be one (1) current representative of the Civil Engineering Division of the American Society for Engineering Education (ASEE), who may or may not be a Society member. At least one (1) member shall be a Younger Member (YM) at the time of appointment. The Committee will strive to achieve a membership consistent with ASCE policies on promoting diversity and inclusion.

***Responsibilities*.** The Committee on Workforce and Education shall advance ASCE's mission and vision by cultivating a diverse, innovative, skilled, and future-ready civil engineering workforce.

***Constituent Committees*.** The Committee on Workforce and Education shall include the following standing constituent committees:

9.4.1.1.1 ***Committee on Advancing Accreditation*.**

Organization. The Committee on Advancing Accreditation (CAA) shall consist of no more than twelve (12) Society members, including the chair. Consideration shall be given to a current ASCE delegate to the ABET Board of Delegates, a current ASCE commissioner on the ABET Engineering Accreditation Commission (EAC), a current ASCE commissioner on the Engineering Technology Accreditation Commission (ETAC), a current Department Heads Advisory and Coordinating Council (DHACC) member, and members from the Architectural Engineering Institute and the Construction Institute. At least one (1) member shall be a Younger Member (YM) at the time of appointment. The Committee will strive to achieve a membership consistent with ASCE policies on promoting diversity and inclusion.

***Responsibilities*.** The Committee on Advancing Accreditation shall develop and implement all activities related to ASCE's participation in ABET accreditation to prepare a future-ready civil engineering workforce.

9.4.1.1.2 *Committee on Career Advancement.*

Organization. The Committee on Career Advancement (CCA) shall consist of no more than ten (10) Society members. Consideration shall be given to Society members with experience in state licensing board membership, the National Council of Examiners for Engineering and Surveying (NCEES), experience training new members of the civil engineering team, or volunteering with Civil Engineering Certification. At least two (2) members shall be Younger Members at the time of appointment. The Committee will strive to achieve a membership consistent with ASCE policies on promoting diversity and inclusion.

Responsibilities. The Committee on Career Advancement shall support civil engineering team members in achieving professional growth by providing resources, programs, and guidance for career development, leadership, licensure, and lifelong learning.

9.4.1.1.3 *Committee on Developing Faculty Excellence.*

Organization. The Committee on Developing Faculty Excellence (CDFE) shall consist of no more than nine (9) Society members, including one (1) current member recommended by the Department Heads Advisory and Coordinating Council (DHACC). Consideration shall be given to Geographic or Technical Region Governors, practitioners, and faculty members representing a variety of programs, institutions, and backgrounds. At least one (1) member shall be a Younger Member at the time of appointment. The Committee will strive to achieve a membership consistent with ASCE policies on promoting diversity and inclusion.

***Responsibilities*.** The Committee on Developing Faculty Excellence shall create and implement programs to foster the development and advancement of engineering and technology faculty.

9.4.1.1.4 C*ommittee on Career Pathways and Pipelines.*

Organization. The Committee on Career Pathways and Pipelines (CCPP) shall consist of no more than nine (9) Society members including at least one (1) student member, at least two (2) Younger Members, and Society members with at least one year experience volunteering in STEM outreach. The Committee will strive to achieve a membership consistent with ASCE policies on promoting diversity and inclusion.

Responsibilities. The Committee on Career Pathways and Pipelines shall advance the development and coordination of outreach programs and resources that broaden pipelines, pathways, and access to the profession.

9.4.2 *Advancing the Profession.*

9.4.2.1 *Center for Technical Advancement, a Standing Society Committee.*

Organization. The Center for Technical Advancement (CTA) shall consist of no more than twelve (12) Society members, including one (1) current Society Director who shall not serve as chair, one (1) current or past member~~s~~ of an Institute Board, and at least one (1) member who

shall be a Younger Member at the time of appointment. Two (2) current members, excluding the Society Director, shall serve on the Technical Region Board of Governors as designated by CTA.

***Responsibilities*.** The Center for Technical Advancement shall collaborate with the Technical Region, the Institutes, and the Academies on the technical activities of the Society.

***Constituent Committees*.** The Center for Technical Advancement shall include the following standing constituent committees:

9.4.2.1.1 ***Aerospace Division Executive Committee.***

Organization. The Aerospace Division Executive Committee (ASDEC) shall consist of no more than six (6) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Exceptions to the committee membership shall be approved by the Center for Technical Advancement.

***Responsibilities*.** The Aerospace Division Executive Committee shall oversee the activities of the Aerospace Division.

9.4.2.1.2 ***Cold Regions Engineering Division Executive Committee.***

Organization. The Cold Regions Engineering Division Executive Committee (CREDEC) shall consist of no more than six (6) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Exceptions to the committee membership shall be approved by the Center for Technical Advancement.

Responsibilities. The Cold Regions Engineering Division Executive Committee shall oversee the activities of the Cold Region Engineering Division.

9.4.2.1.3 ***Committee on Infrastructure Risk Management.***

Organization. The Committee on Infrastructure Risk Management (CIRM) shall be comprised of no more than eight (8) members. Four (4) members shall be Institute representatives, as recommended by the Technical Region Board of Governors, none of whom shall be from the same Institute; two (2) members shall be from the constituent committees of the Center for Technical Advancement (CTA) as recommended by the CTA Executive Committee; and two (2) shall be Society members at large with an interest in infrastructure risk management, as recommended by the President-elect. The Chair and Vice Chair shall be selected from among the members as determined by the Center for Technical Advancement.

Responsibilities. The Committee on Infrastructure Risk Management shall provide a platform for the interdisciplinary sharing of knowledge and research on risk management on a holistic level within ASCE. Areas of focus are to eliminate the narrow discipline specific perspective towards risk management; create a centralized data repository to identify and address gaps in the existing knowledge base of risk management within the profession; advance the opportunities to quantify risk in infrastructure project design and construction; identify potential financing risks in projects and determine methods to reduce such risks; provide for the education of ASCE members on the various risk management perspectives; act as a liaison

between the existing risk focused activities within ASCE; oversee risk management topics that are interdisciplinary in nature, such as project risk management, asset risk management, cybersecurity, and safety risk. The Committee shall also support and administer the activities of Committees working on expanding the Body of Knowledge and promoting the transfer of knowledge developed.

9.4.2.1.4 *Committee on Sustainability*.

Organization. The Committee on Sustainability (COS) shall consist of no more than nine (9) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Preference will be given to members with leadership experience such as current or past members of the Committee on Professional Advancement (CPA), Center for Technical Advancement (CTA), Committee on Younger Members (CYM), or an Institute Board or Institute committee.

***Responsibilities*.** The Committee on Sustainability shall direct, oversee, and coordinate the Society's implementation of ASCE's Sustainability Roadmap. The Committee on Sustainability shall also provide oversight of ASCE's involvement in the Institute for Sustainable Infrastructure (ISI).

9.4.2.1.5 *Energy Division Executive Committee.*

Organization. The Energy Division Executive Committee (EDEC) shall consist of no more than seven (7) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Exceptions to the committee membership shall be approved by the Center for Technical Advancement.

***Responsibilities*.** The Energy Division Executive Committee shall oversee the activities of the Energy Division.

9.4.2.1.6 *Infrastructure Resilience Division Executive Committee.*

Organization. The Infrastructure Resilience Division Executive Committee (IRDEC) shall consist of no more than seven (7) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Exceptions to the committee membership shall be approved by the Center for Technical Advancement.

Responsibilities. The Infrastructure Resilience Division Executive Committee shall oversee the activities of Infrastructure Resilience Division.

9.4.2.1.7 *The Committee on Adaptation to a Changing Climate Executive Committee.*

Organization. The Committee on Adaptation to a Changing Climate Executive Committee (CACCEC) shall consist of no more than six (6) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Exceptions to the committee membership shall be approved by the Center for Technical Advancement.

***Responsibilities*.** The Committee on Adaptation to a Changing Climate Executive Committee shall oversee the activities assigned to them by the Center for Technical Advancement involving adaptation to changing climate.

9.4.2.1.8 *The Computing Division Executive Committee.*

Organization. The Computing Division Executive Committee (CDEC) shall consist of no more than six (6) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Exceptions to the committee membership shall be approved by the Center for Technical Advancement.

Responsibilities. The Computing Division Executive Committee shall oversee the activities of the Computing Division.

9.4.2.1.9 *The Forensic Engineering Division Executive Committee.*

Organization. The Forensic Engineering Division Executive Committee (FEDEC) shall consist of no more than six (6) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Exceptions to the committee membership shall be approved by the Center for Technical Advancement.

Responsibilities. The Forensic Engineering Division Executive Committee shall oversee the activities of the Forensic Engineering Division.

9.4.2.2 *Codes and Standards Committee, a Standing Society Committee*

Organization. The Codes and Standards Committee (CSC) shall consist of no more than fifteen (15) Society members, including one (1) current or past Geographic or Technical Region Governor and at least one (1) Younger Member at the time of appointment. Committee membership will be distributed to reflect a well-rounded representation from the Society's Standards Councils.

***Responsibilities*.** The Codes and Standards Committee shall oversee the Society's Codes and Standards development activities, maintain the American National Standards Institute accreditation, and enforce the ASCE Rules for Standards Committees.

9.4.3 *Public Policy and Practice.*

9.4.3.1 *Public Policy and Practice Committee, a Standing Society Committee.*

***Organization*.** The Public Policy and Practice Committee (PPPC) shall consist of no more than twelve (12) Society members, including one (1) current Society Director who shall not serve as chair. At least one (1) member shall be a Younger Member at the time of appointment.

***Responsibilities*.** The Public Policy and Practice Committee shall coordinate public policy and government relations activities affecting the civil engineering profession and work with allied organizations on matters of mutual interest.

***Constituent Committees*.** The Public Policy and Practice Committee shall include the following standing constituent committees:

9.4.3.1.1 *Committee on America's Infrastructure.*

Organization. The Committee on America's Infrastructure (CAI) shall consist of no more than sixteen (16) Society members, including two (2) current or past Geographic or Technical Region Governors. The year prior to and the year in which an ASCE Report on America's Infrastructure is to be released, the Committee may consist of no more than thirty-two (32) Society members, including four (4) current or past Geographic or Technical Region Governors. At least one (1) member shall be a Younger Member at the time of appointment, regardless of the Committee size.

Responsibilities. The Committee on America's Infrastructure shall coordinate all activities related to the Report Card on America's Infrastructure.

9.4.3.1.2 *Energy, Environment and Water Policy Committee.*

Organization. The Energy, Environment and Water Policy Committee (EEWPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the areas of energy, environment and water. At least one (1) member shall be a Younger Member at the time of appointment.

***Responsibilities*.** The Energy, Environment and Water Policy Committee shall develop and maintain ASCE policies related to the areas of energy, environment and water.

9.4.3.1.3 *Engineering Practice Policy Committee*.

Organization. The Engineering Practice Policy Committee (EPPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the area of engineering practice. At least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Engineering Practice Policy Committee shall develop and maintain ASCE policies related to the area of engineering practice.

9.4.3.1.4 *Infrastructure and Research Policy Committee.*

***Organization*.** The Infrastructure and Research Policy Committee (IRPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the areas of infrastructure and research. At least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Infrastructure and Research Policy Committee shall develop and maintain ASCE policies related to the areas of infrastructure and research.

9.4.3.1.5 *State Government Relations and Grassroots Committee.*

***Organization*.** The State Government Relations and Grassroots Committee (SGRGC) shall consist of no more than nine (9) Society members, including one (1) from each domestic Geographic Region. At least one (1) member shall be a Younger Member at the time of appointment.

***Responsibilities*.** The State Government Relations and Grassroots Committee shall assist ASCE's local units and individual members with programs to effectively participate in legislative activities that are of significance to the civil engineering profession.

9.4.3.1.6 ***Transportation Policy Committee.***

Organization. The Transportation Policy Committee (TPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the area of transportation. At least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Transportation Policy Committee shall develop and maintain ASCE policies related to the area of transportation.

9.5 ***Other Organizations.***

9.5.1 ***Industry Leaders Council.***

Organization. The Industry Leaders Council (ILC) shall consist of representatives from industry, academia, government, and non-governmental organizations to identify tactical actions for ASCE and the civil engineering profession. Membership in the Industry Leaders Council is by invitation only from the Chair of the Industry Leaders Council, with concurrence from the ASCE Executive Director. Members shall serve a two (2) year term which may be renewed upon invitation by the Chair of the Industry Leaders Council. The Chair and Vice Chair of the Industry Leaders Council shall be selected by the membership of the Industry Leaders Council and shall serve two (2) year terms.

Responsibilities. The Industry Leaders Council shall serve in an advisory capacity to the Board and Executive Committee and may submit At-Large Director nominations to the At-Large Director Review Panel for consideration.

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

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

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

9.6.3 ***Institute Operating Procedures.*** The Institute Operating Procedures shall be reviewed by the Institutes and the Board no less than once every five (5) years.

9.6.3.1 ***Institute Funding from Dues*****.** No earlier than January 1 and no later than March 31, seven and one quarter percent (7.25%) of the annual Member grade dues for the preceding Dues Year shall be provided to each Institute based on their Society dues-paying membership as of September 30 of the preceding Fiscal Year. Additionally, Base Funding for each Institute shall be provided in an amount of three hundred and thirty-three (333) times the annual Member grade dues for the preceding Dues Year.

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

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

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

9.7 ***Operational Institutes.***

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

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

9.7.3 ***Construction Institute*****.** The objective of the Construction Institute (CI) is to bring together all stakeholders to advance and improve the construction industry by: 1) being the entity responsible for developing relationships and fostering communications within the engineering and construction industry; 2) improving construction practice through the development of knowledge and the transfer of technology throughout the industry; 3) improving the image of the construction industry; and 4) attracting talent to the industry.

9.7.4 ***Engineering Mechanics Institute.*** The vision of the Engineering Mechanics Institute (EMI) is to be a premier organization representing engineering mechanics by effectively serving the needs of the world-wide engineering community and promoting both research and application of scientific and mathematical principles to address a broad spectrum of existing and emerging engineering and societal problems.

9.7.5 ***Environmental and Water Resources Institute*****.** The objective of the Environmental and Water Resources Institute (EWRI) is to provide for the technical, educational and professional needs of its members, and to serve the public in the use, conservation and protection of natural resources and in the

enhancement of human well-being by advancing the knowledge and improving the practice of engineering and the related sciences; lending expertise to the development of public policy; and partnering with government, industrial, educational, and other organizations. The EWRI shall strive to be the leader for integrating technical expertise and public policy into the planning, design, construction, operation, management, and regulation of environmentally sound and sustainable infrastructure involving air, land and water resources. The EWRI shall strive for a diverse, active and empowered membership, excellence in products and services, collaborative associations and innovative programs.

9.7.6 ***Geo-Institute*****.** The purpose of the Geo-Institute is to advance the geo-engineering community. The scope of the Geo-Institute shall encompass geo-science, geo-engineering, and geotechnology related to improving the built environment, mitigating natural hazards, and constructing engineered facilities.

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

9.7.8 ***Transportation and Development Institute.*** The vision of the Transportation and Development Institute (T&DI) is to be recognized as the leader for integrated transportation and development.

9.7.9 ***Utility Engineering and Surveying Institute.*** The objective of the Utility Engineering and Surveying Institute (UESI) is to become the worldwide leader in generating and promoting excellence in engineering, planning, design, construction, operations, and asset management for utility infrastructure and engineering surveying.

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

9.8.1 ***Geographic Regions.*** A Geographic Region shall be designated as Region "__" (#) of the American Society of Civil Engineers.

Region 1 is comprised of the following Sections: Boston Society, Buffalo, Connecticut Society, Ithaca, Maine, Metropolitan, Mohawk-Hudson, New Hampshire, New Jersey, Rhode Island, Rochester, Syracuse, Vermont, and the members in the Provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, Quebec (Canada).

Region 2 is comprised of the following Sections: Central Pennsylvania, Delaware, Lehigh Valley, Maryland, National Capital, Philadelphia, Pittsburgh.

Region 3 is comprised of the following Sections: Akron-Canton, Central Illinois, Central Ohio, Cincinnati, Cleveland, Dayton, Duluth, Illinois, Michigan, Minnesota, North Dakota, Quad-Cities, Toledo, Wisconsin, and the members in the Provinces of Manitoba, Ontario, Saskatchewan and the Territory of Nunavut (Canada).

Region 4 is comprised of the following Sections: Arkansas, Indiana, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, West Virginia.

Region 5 is comprised of the following Sections: Alabama, Florida, Georgia, Louisiana, Mississippi, Puerto Rico.

Region 6 is comprised of the following Sections: Mexico, New Mexico, Oklahoma, Texas.

Region 7 is comprised of the following Sections: Colorado, Iowa, Kansas, Kansas City, Nebraska, South Dakota, St. Louis, Wyoming.

Region 8 is comprised of the following Sections: Alaska, Arizona, Columbia, Hawaii, Inland Empire, Montana, Nevada, Oregon, Seattle, Southern Idaho, Tacoma-Olympia, Utah, and the members in the Provinces of Alberta and British Columbia, and the Territories of Northwest Territories and Yukon (Canada).

Region 9 is comprised of the following Sections: Los Angeles, Sacramento, San Diego, San Francisco.

Region 10 is comprised of all remaining members in geographic locations worldwide.

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

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

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

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

9.8.3 ***Section Allotment Formula.*** An amount not to exceed seven percent (7%) of the Society's Membership Dues collected as of September 30 of the preceding fiscal year will be allocated to Sections based on their Assigned Section Members less Student Members and graduating students who are granted complimentary membership in their first year.

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

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

9.8.5 ***Section and Branch Responsibilities.*** It is the responsibility of a Section or Branch to hold meetings of its members and it has authority to set up any program of meetings deemed to be in the

interest of its members. The Section or Branch is responsible for promoting the general welfare of its members.

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

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

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

9.8.5.1 ***Section and Branch Officer Installation.*** An installation procedure for Section and Branch officers is encouraged. Installation shall be performed by a current or former Society office holder.

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

9.8.7 ***Multi-Region Leadership Conferences*****.** The Leader Training Committee, with input from the Committee on Younger Members, shall recommend annually to the Executive Committee the locations for each of the Multi-Region Leadership Conferences.

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

9.8.7.2 ***Workshops for Student Chapter Leaders*****.** As a component of the Multi-Region Leadership Conferences, annual Workshops for Student Chapter Leaders (WSCLs) may be conducted to provide the basis for the interchange of ideas, methods, and procedures that have contributed to Student Chapter activities.

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

9.8.8 ***Student Chapter Advisors*****.** Faculty Advisors shall be appointed by their respective college or university and their term shall be confirmed by the Section or Branch every three (3) years. If there is no Section connected with the Chapter, the Region Board of Governors shall confirm the Faculty

Advisor's term every three (3) years. Practitioner Advisors shall be appointed by the Section or Branch to serve a three (3) year term commencing on July 1 of the year of appointment. Where there is no Section, Practitioner Advisors shall be appointed by the Region Board of Governors for a three (3) year term commencing on July 1 of the year of appointment.

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

9.8.8.2 ***Practitioner Advisor.*** Duties of the Practitioner Advisor will vary with the needs of the particular Student Chapter. The duties may include but are not limited to: periodic attendance at meetings of the Student Chapter; and meetings with student officers to plan joint activities with other practitioners in order to supplement academic studies. Practitioner Advisors will be invited to attend the Workshop for Student Chapter Leaders and the student regional conferences.

9.8.9 ***Student Chapter Dues.*** The Committee on Student Members shall review the proposed annual dues of Student Chapters. The annual Student Chapter dues shall be part of the budget process approved by the Board. Annual Student Chapter dues shall be due and payable to the Society by February 1.

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

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

9.8.12 ***Student Chapter Awards.*** The Committee on Student Members, no later than May 1 each year, shall recommend to the President a number of Student Chapters to receive certificates of commendation for outstanding activities. The number of Student Chapters to receive certificates of commendation shall not exceed five percent (5%) of the total number of Student Chapters. The recommendations shall be accepted without referral to the Board or Executive Committee, and the President shall be empowered to sign the letters on behalf of the Board.

9.8.13 ***Student Conferences Petition Process.*** Student Chapters can petition for Student Conference reassignment either within or outside of their Region. Petitions are to be reviewed and recommended by the Committee on Student Conferences and Competitions and approved by each of the affected Region Boards of Governors.

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

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

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

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

9.8.14.4 ***Naming of Younger Member Groups/Forums*****.** A Region, Section or Branch Younger Member Group/Forum shall be known as the _____ Younger Member Group/Forum.

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

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

9.8.14.7 ***Naming of Groups of Student Chapters*****.** A group of Student Chapters shall be known as the _____ Student Conference.

ARTICLE 10. ADMINISTRATIVE PROVISIONS

10.0 ***Legal Matters.***

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

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

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

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

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

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

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

10.2.1.2 ***Administrative Charges of Society Awards Program*****.** In addition to awards program direct costs, the Society incurs labor and other program management expenses, including those for soliciting nominations, reviewing nominations for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, writing ~~of~~ press releases, and organizing luncheons and receptions for the recipients. To cover those expenses, the Society charges each Society Award an annual general and administrative fee of two percent (2.00%) of the Society Award's fund balance held in the Prizes and Awards investment portfolio as of the beginning of each fiscal year. This fee is waived for Society Awards that have spendable balances below $30,000 at the beginning of each fiscal year.

10.2.1.3 ***Endowment of Society Awards.*** There are minimum endowments required for Society Awards, whether named or unnamed. An additional sum is required at start-up to cover direct costs associated with the award. The Society Awards Committee shall ensure funds are self-sustaining. The cost to endow an award shall increase annually by one thousand dollars ($1,000) for a named award and five hundred dollars ($500) for an unnamed award.

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

10.2.2 ***Create New Society Award.*** A proposed new Society Award shall not duplicate any Society awards already in existence.

10.2.2.1 ***Naming Society Awards.*** To name a Society Award after an individual, such individual shall be a Life Member, be deceased, or be judged by the Society Awards Committee to have or have had significant professional status.

10.2.2.2 ***Proposal*****.** A new Society Award shall be recommended by a funding champion who is responsible for raising the required funds for the award and submitting a proposal to the Society Awards Committee. The award proposal shall include an endorsement from the Institute or Division associated with the award discipline in support of creating the award.

10.2.2.3 ***Authorization to Initiate Fundraising*****.** If the award proposal is approved by the Society Awards Committee, the funding champion shall be authorized to initiate fundraising for the award. The funding champion shall have two (2) years from the date of authorization to

raise the required funds for the award. A request for a one (1) year extension may be made to the Society Award Committee for consideration.

10.2.2.4 ***Acceptance of New Society Award.*** When the required funds have been obtained, the funding champion shall submit a final proposal to the Society Awards Committee, including the award criteria. The Society Awards Committee shall present the proposal, and verification of required funds, to the Executive Committee for approval and establishment of the Society award.

10.2.2.4.1 ***Society Award Criteria.*** Award criteria for a Society Award shall include the following:

a) the purpose of the Society Award;
b) membership or non-membership in the Society as a restriction;
c) criteria for selection of the recipient;
d) composition and selection process of the nominating committee;
e) any time limitations on the accomplishments of the achievement being recognized;
f) a provision to allow for non-award in any cycle;
g) the maximum number of recipients allowed per cycle;
h) definition of the award's cycle;
i) definition of the nomination materials required;
j) if applicable, enable the provision of an honorarium;
k) description of the award item to be provided to recipient if one is to be provided;
l) enable if the award may be presented posthumously;
m) if applicable, enable the provision that the Society Award may be given to the same individual more than one (1) time; and
n) whether more than one (1) individual may be selected for a joint effort.

10.2.3 ***Society Awards for Groups.*** Item(s) associated with a Society Award may include a certificate, trophy, plaque, or medal, and may include an honorarium. Award recipients shall receive the item(s) as provided in the individual award rules. The lead recipient in a group Society Award shall receive the award item(s) and all others in the group shall receive a certificate.

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

10.2.5 ***Awards of Organizational Entities*****.** Organizational Entities may support and administer awards within their area and without Board, Executive Committee or Society Awards Committee action in making the award. The names of Society Awards shall not be used to also name awards presented by any Organizational Entity. The rules of the awards of the Organizational Entities shall, however, conform to Society policy.

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

10.2.7 ***Item(s) Associated with Society Awards.*** The item(s) associated with a Society Award could include a certificate, trophy, plaque, or medal, and may include an honorarium. Recipients of non-paper

awards that do not require Society membership may be considered for a one (1) year complimentary membership in the Society at the grade for which they qualify. The Society Awards Committee shall recommend not more than twenty (20) non-member winners per year. In the following year, these winners shall be billed at the normal membership rate.

10.3 ***Joint Activities with Other Organizations*****.** The Society and/or its Organizational Entities may appoint representation to committees or boards of other organizations, and sponsor or endorse activities of other organizations or individuals that are consistent with the goals and purposes of the Society and which are deemed to have value for the Society's membership.

10.3.1 ***Liaisons to Other Organizations*****.** Appointments of Society members may be made to represent the Society on committees or boards of other organizations or those formed jointly with other organizations for the purpose of advancing the technical, professional, or economic status of engineers. The Society appointee shall furnish reports to the Society administrative unit supervising the principal subject area of the joint committee. Such report shall be submitted not more than thirty (30) days following each event attended on behalf of the Society and should summarize the activities and accomplishments of the other organization and contain recommendations as to continuing support and participation by the Society.

Appointments of delegates and representatives to represent the Society at conferences and meetings, or on committees or boards of other organizations and those formed jointly with other organizations, shall be selected from members of the Society, as deemed appropriate by the Board .

10.3.2 ***Process to Initiate Joint Activities*****.** Requests for Society sponsorship or endorsement of local events shall be made in writing to the appropriate Organizational Entity. Requests for Society sponsorship or endorsement of regional, national or international events shall be made in writing to the Secretary, or designee. Approvals granting Society sponsorship or endorsement must describe the extent or conditions of the Society participation. Each approval shall be for a single event. For all events, the approving Society entity shall request a "Hold Harmless" agreement as a pre-condition to ASCE involvement.

When determining approval or disapproval of a request for sponsorship, consideration shall be given to the nature and reputation of the requesting organization, applicability of the material to the civil engineering professions, possible conflicts with other Society events, and the quality of program and presenters.

10.4 ***Provision of Society Member Benefits Through Affinity Programs*****.** The Society may offer Affinity Programs to the members. The purpose of Affinity Programs is to meet the wants and needs of Society members. Periodic Society member feedback shall be solicited to monitor the wants and needs and the levels of service provided.

ARTICLE 11. AMENDMENTS

The Rules of Policy and Procedure may be amended by the Board as provided in the Bylaws.