

EWRI OPERATIONS MANUAL

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1.0 Introduction - *What is EWRI?*

The Environmental Water Resources Institute (EWRI) is an institute within the American Society of Civil Engineers (ASCE) and complies with the governance and guidance documents of the Society. ASCE institutes are civil engineering specialty area organizations that operate with their own bylaws under the direction of their own boards within the corporate structure of ASCE. (Ref: ASCE IOP)

1.1 Strategic Vision and Objective

EWRI's vision is for engineered and natural systems to work in harmony for the benefit of humanity. Its mission is to lead the environmental and water resources professions to sustainably advance and protect the health, safety and welfare of people and the environment. (Ref: EWRI Strategy, 2025)

The objective of 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 understanding of relevant sciences
- Improving environmental and water resources practices
- Partnering with national and international organizations
- Providing public policy input to governmental decision-makers

(Ref: EWRI By-laws)

EWRI's strategic approach to accomplishing its vision and objective is to:

- **Innovate.** Define and drive creative development and renewal of future-ready environmental and water resources infrastructure.
- **Advocate.** Promote and facilitate environmental and water resources professional leadership in developing equitable solutions to global challenges.
- **Inspire.** Energize and cultivate a diverse, inclusive, and engaged environmental and water resources professional community.
- **Stimulate.** Accelerate development and adoption of emerging technologies, analytics, and systems thinking.
- **Magnify.** Amplify our collective impact through a vibrant, engaged, and growing membership.
- **Deliver.** Effectively manage our resources to provide exceptional value to members.

Additional information on each of these strategic elements is described in EWRI's Strategic Plan, 2025.

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1.2 About this Operations Manual

This Operations Manual (Manual) is produced under the authority of the EWRI Governing Board (GB) to provide an operating framework for EWRI. The overarching philosophy of this Manual is to describe the operations of the GB, GB Committees, and Executive Committees (ExCom), with Council and Committee operations governed by the ExComs within the boundaries of this manual, and ASCE and EWRI policies. In the event of a conflict between Society policies and this manual, Society policies prevail.

The responsibility for making changes to the manual to accommodate the needs of the EWRI membership is vested in the EWRI GB. The users of this Manual are encouraged to offer comments on its contents and suggestions for its improvement directly to the EWRI GB or EWRI Staff. It is intended to be a living document to meet the needs of its members and leaders.

EWRI members should also be acquainted with the EWRI Bylaws, the ASCE Institute Operating Procedures, the ASCE Official Register, and relevant Memoranda of Understanding (MOU) with other organizations. The sections of the ASCE Official Register dealing with codes and standards activities, educational activities, student activities, professional activities, technical activities, and the other Institutes chartered by ASCE are particularly relevant. EWRI members are encouraged to go to the EWRI website within the [asce.org](https://www.asce.org) domain for the most current information and documents. Links are provided in the handbook whenever possible.

2.0 Membership - *Who is in EWRI?*

EWRI is an organization whose membership is comprised of professionals engaged in multi-disciplinary water resources and environmental engineering and science, and who volunteer to advance the objectives of EWRI. Membership in EWRI is open to any individual or organization interested in advancing the objectives of EWRI.

The following membership descriptions are for individual persons. Organizations with an interest in the environmental or water resources fields of practice and are interested in membership should contact ASCE staff at ewri@asce.org.

2.1 Individual Membership

Individual membership is for a single person involved or interested in policies, programs and projects related to the interest of EWRI. Table 1 summarizes participation eligible to individuals based on membership. (Ref: EWRI By-laws and ASCE IOP)

2.1.1 ASCE/EWRI Membership

Any ASCE member in good standing interested in advancing the objective of the EWRI.

2.1.2 EWRI-only Membership

Individuals may select Institute-only membership.

2.1.3 Student Membership

Student membership is open to full-time students with an expressed interest in the environmental or water resources fields of practice.

2.1.4 EWRI Fellows

Members can attain Fellow status by professional accomplishments via application and election by the EWRI Fellow Review Committee. There is no direct admission to the EWRI Fellow grade. To be eligible for advancement to the grade of Fellow, an EWRI member must:

- Have been a member of EWRI in good standing for 10 or more years;
- Have demonstrated accomplishments that have contributed significantly to the advancement or application of water resources or environmental engineering, science, and technology;
- Have mentored or provided other service to students or junior engineers/scientists, or provided significant public outreach to advance the education, understanding, and advancement of engineering and science related to the EWRI mission;
- Have been actively involved with EWRI with significant contributions to committees, conferences, or journals.

EWRI accepts Fellow applications throughout the year; the application process is outlined on the [EWRI website](#).

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Table 1. Member Grade and Participation (Ref: ASCE IOP and EWRI By-laws)

	Participate in EWRI Activities	Vote	Officer	Hold EWRI Fellow Distinction
ASCE/EWRI Individual	X	X	X	X
EWRI Student	X			
EWRI-only Individual (a)	X	X	X	X
Non-member		(only in Standards Committees)		

(a) EWRI-only members may not participate on the EWRI Awards Committee.

2.2 Relationship with ASCE

For the institutes to grow and thrive, ASCE has ceded a measure of control to the EWRI GB, to enable EWRI to focus on member needs and member values in their specialty areas. The ASCE Institute Operating Procedures (ASCE IOP) lays out the implementing parameters that guide the relationship between ASCE and its institutes.

2.2.1 Technical Region Board of Governors

The Technical Region is comprised of all the institutes. Technical Region Directors represent the Technical Region on the ASCE Board of Direction (BOD). Two members of each institute's GB serve on the Technical Region Board of Governors (TRBG). EWRI is represented at the TRBG by the President and President-elect. If either or both cannot attend, alternate EWRI GB members attend in their place.

The TRBG does not have the authority to make decisions on behalf of the individual institutes. It meets primarily to discuss matters of common interest; to share information; to interact with the ASCE leadership; to hear reports from and to share their thoughts with the Technical Region Directors; and to discharge responsibilities specifically assigned by the ASCE Leadership. More information about the TRBG can be found in the ASCE Official Register and IOP.

2.2.2 Technical Region Nominating Committee

The primary duty of the Technical Region Nominating Committee is to nominate the ASCE/institute members who stand for election to the ASCE Board as the Technical Region Directors. The Technical Region Nominating Committee also has the opportunity to nominate candidates to stand for election to the ASCE presidency and to provide input with respect to the candidates for ASCE At-large Directors.

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Additional information about this process can be found in ASCE's Rules of Policy and Procedure in the ASCE Official Register.

2.2.3 American Academy of Water Resources of Engineers (AAWRE)

The American Academy of Water Resources Engineers (AAWRE) is one of the Civil Engineering Certification (CEC) administrative units within ASCE. AAWRE offers post-license credentials to provide professional engineers an opportunity to gain further recognition in the field of water resources engineering. The AAWRE Board of Trustees administers the board-certified water resources engineer certification (BC.WRE) program. The EWRI President serves as an ex-officio member of AAWRE's Board of Trustees. Additional Information about AAWRE can be found in the ASCE Official Register.

3.0 Organizational Structure - *How are the groups in EWRI organized?*

The EWRI is structured to reflect its management concepts and range of activities. The [organizational structure](#) reflects the network of coordination within the institute's elements. The structure is composed of the EWRI GB, GB committees, ExComs, councils, and committees. Only the EWRI GB can alter the structure of the organization.

3.1 Governing Board

The purpose of the GB is to set policy and to provide strategic direction for EWRI. The qualifications, term, and duties of each GB member are summarized in Table 2 and detailed in the EWRI By-laws. Members are encouraged to read the EWRI By-laws for further details. The EWRI By-laws also describe the nomination and election process for elected officers and meeting protocols. The GB consists of the following members:

GB Officers

- President - previous President-elect
- President-elect - previous Vice President
- Vice President - elected by EWRI Membership
- Past President - previous President
- Secretary - EWRI Director
- Treasurer - recommended by the EWRI President-elect and approved by the EWRI GB

EWRI Appointed Governors

- Chair of Member Services Executive Committee (MS ExCom) - recommended by the MS ExCom and approved by the EWRI GB
- Chair of Technical Activities Coordination Executive Committee (TAC ExCom) - recommended by the TAC ExCom and approved by the EWRI GB
- ASCE Presidential Appointee

Table 2. Summary of EWRI GB Roles and Responsibilities (Ref: EWRI By-laws)

Officer	Term (Years)	Duties
President	1	<ul style="list-style-type: none">• Presides at all meetings of the Board and of the members of the Institute• May call Special Meetings of the Board or of the membership as may be deemed proper• Empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute• Attend regular and special meetings of the Society Board of Direction and report at such meetings, if requested to do so (or the appointed designee)• Makes available to the membership an annual report for the

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		<p>preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year</p> <ul style="list-style-type: none"> • Acts as an Ex-Officio member of the AAWRE Board of Trustees
President-elect	1	<ul style="list-style-type: none"> • Acts in place of the President when the President is not available and serve as the vice-chair and attend all meetings of the Board • Prepares the agenda for and presides at an annual Institute Strategic Planning meeting
Vice President	1	<ul style="list-style-type: none"> • Prepares the agenda for and presides at an annual Institute leadership meeting of Institute committee leaders, as determined by the Board
Past President	1	<ul style="list-style-type: none"> • Attends all meetings of the Board and of the members and performs such other duties as may be assigned from time to time by the Institute President • Serves as chair of the Nominations and Elections Committee
Secretary; Institute Director	1	<ul style="list-style-type: none"> • Attends all meetings of the Board and serves as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend • Responsible for all correspondence of the Board and gives notice of and keeps minutes of all meetings of the Board
Treasurer	1(a)	<ul style="list-style-type: none"> • Monitors the general funds of the Institute, oversees all transactions of the Institute and provides an annual financial report to the Board • Attends all meetings of the Board
MS ExCom Chair	2	<ul style="list-style-type: none"> • Represents the Institute's best interests as a member of the Board, helps monitor and steer the Institute toward its goals, and may serve on Board committees, task committees, and/or in other roles as assigned
TAC ExCom Chair	2	<ul style="list-style-type: none"> • Represents the Institute's best interests as a member of the Board, helps monitor and steer the Institute toward its goals, and may serve on Board committees, task committees, and/or in other roles as assigned
ASCE Presidential Appointee	1(b)	<ul style="list-style-type: none"> • Represents the Institute's best interests as a member of the Board and serves as a liaison to the Society's Board of Direction • Helps monitor and steer the Institute toward its goals • Serves on Board committees, task committees, and/or in other roles as assigned

(a) May be reappointed.

(b) May be reappointed to successive 1 year terms, not to exceed 3 years of total service.

3.1.1 GB Roles and Responsibilities

The EWRI GB has overall fiduciary, legal, and strategic responsibility for EWRI. Its primary responsibilities include, but are not limited to, the following:

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- Representing EWRI interests to the ASCE Board of Direction (BOD), including soliciting support for EWRI policy statements, position papers, resolutions and making recommendations for liaison appointments to other organizations
- Representing EWRI interests to organizations outside of ASCE proposing collaborations
- Providing interpretations of, and initiating changes to, EWRI Bylaws, EWRI Operations Handbook, Memoranda of Understanding, and related ASCE matters that impinge on EWRI activities
- Establishing EWRI's annual budget
- Establishing and appointing members to the EWRI GB to assist the GB in carrying out EWRI business
- Providing guidance and oversight to the EWRI Director and staff
- Providing guidance and oversight to GB Committees
- Approving the appointment of EWRI ExCom chairs
- Setting membership dues and policies
- Leading EWRI in a strategic direction by focusing on continuous strategic planning, determining desired outcomes, and developing initiatives to work towards meeting those goals
- Negotiating on behalf of EWRI with ASCE for services ASCE provides to EWRI
- Working closely with the ASCE Managing Director of Engineering Programs to select, supervise, and discharge the Director of EWRI,
- Operating EWRI with the intent of building and maintaining EWRI reserves in accordance with ASCE Policy,
- Providing advice and approvals consent to ExCom and Board chairs regarding council/committee makeup and membership,
- Maintaining close liaison with the Member Services ExCom and the Technical Activities Coordination ExCom,
- Assessing and evaluating ExComs, and
- Participating in the meetings and activities of the TRBG as set forth in the ASCE IOP.

3.1.2 Governing Board Committees

The GB Committees are:

- The Awards Committee recommends recipients to the EWRI GB for ASCE awards, and administer the EWRI Awards Program as described in the EWRI Awards Manual (see Chapter 7). The committee is comprised of representatives from the Award selection committees as prescribed by the various awards.
- The Fellow Review Committee reviews and votes on nomination packages for the membership grade of EWRI Fellow. The committee is comprised of the EWRI Director, the immediate past president and the Vice President of the EWRI GB, and the vice-chair of the EWRI awards committee.
- The Finance Committee examines and considers matters relative to the financial control and auditing of EWRI. The committee is comprised of the EWRI Director and the following members of the EWRI GB: President, President-elect, and Treasurer.

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- The Governing Documents Committee provides oversight and timely updates to the EWRI governing documents. The committee is comprised of the Vice President, President Elect, and Past President of the GB.
- The Past Presidents Committee supports initiatives defined by the GB. The committee is comprised of former EWRI Presidents.
- The Nominations and Elections Committee selects, by majority vote, at least one (1) nominee for the office of EWRI Vice President; and selects, by majority vote, at least one (1) candidate for the ASCE Technical Region Director from the eligible EWRI candidates in accord with the Society Rules of Policy and Procedure. The committee is comprised of the two (2) most recent Past Presidents available and willing to serve, and the sitting Past President of EWRI GB who shall serve as Chair.

In addition to the committees listed, the GB may establish special purpose committees to support the Institute's strategic direction.

3.2 Executive Committees

MS and TAC ExComs coordinate and represent councils and committees, and operate under the oversight of the EWRI GB. The ExComs provide oversight and approval of council and committee activities to prevent duplication of effort, encourage innovation, and foster collaboration and cooperation both within and outside EWRI.

The ExComs are responsible for the coordination of EWRI activities through their respective councils and committees. Each ExCom Chair is the liaison between the GB and the ExCom's respective councils and committees. Their specific responsibilities include, but are not limited to, the following:

- Ensuring that the EWRI GB is informed about ExCom activities, particularly those activities requiring GB action
- Implementing policies and procedures established by the EWRI GB
- Recommending operating and opportunity funding to the GB
- Establishing, dissolving, approving, reorganizing councils/standing committees as deemed necessary to fulfill EWRI's mission
- Monitoring council/committee activities and initiating any actions necessary to encourage EWRI council/committee productivity
- Stimulating the councils to explore new areas of technical, educational and professional interest
- Encouraging councils/committees to collaborate with other EWRI and ASCE entities and external organizations to foster cooperation and avoid duplication of effort
- Making recommendations and encouraging the implementation of inter-committee and inter-EWRI liaison where a particular topic overlaps the objectives of more than one council/standing committee

ExCom members are appointed by their council/committee and are generally either the chairs or past-chairs of their respective councils/committees. ExCom members may serve in any suitable rotation provided the total term is no more than eight years. Council/Committee members are

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encouraged to rotate their representative on the ExCom to encourage broad member participation.

ExCom members may evaluate council/committee officer effectiveness and review council/committee purpose, function, and structure.

3.2.1 Duties of ExCom Officers

ExCom Chairs

- Chair the meetings of the ExCom
- Represent the ExCom and summarize its activities at the meetings of the EWRI GB
- Identify and encourage new initiatives and proposals, review and advise on work in progress, stimulate current committee activity, and terminate nonproductive activities
- Supervise the activities and budget of the ExCom and its councils/committees
- Follow through on the list of assignments and due dates
- Orient new members and newly elected officers

ExCom Secretary

- Prepare agendas for ExCom meetings and submit to ExComs and EWRI staff
- Attend all meetings of the ExComs and record detailed minutes of the meeting
- Distribute copies of the minutes to the ExComs for review within 30 days after the meeting
- Submit final minutes to EWRI staff and ExCom members
- Serve as the acting chair should the ExCom chair not be able to attend a meeting
- Maintain the ExCom rosters current with EWRI staff

ExCom Members

- Inform the ExComs of the councils and committees chairs
- Report the formation of committees
- Keep the ExComs informed in committee activity
- Ensure that the policies and procedures of ASCE and EWRI are observed
- Encourage communication among committees, between committees and the ExComs, and between EWRI and other ASCE institutes and other units of ASCE
- Stimulate committee activity and new initiatives
- Recommend to the ExCom candidates for appointment as chair of committees
- Update to the ExComs on status of need for establishing new committees or dissolving existing committees
- Champion council requests at ExCom meetings
- Serve as quality control officer for all activities taking place within the purview of the council, including facilitating the review of committee handbooks, monographs, reports, sessions, and so on, and make recommendations to the council for corrective actions when required
- Review committee reports and make recommendations to the ExCom regarding approval for publication

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- Notify council/committee chairs regarding special project disposition

If an ExCom chair vacancy occurs prior to term expiration, the ExCom may fill the vacancy according to the best judgment of the remaining members. The selection is subject to GB concurrence. If an ExCom member vacancy occurs prior to term expiration, then the council/committee may appoint a new representative to the ExCom. A new ExCom Rep must be identified by its council if their ExCom Rep is selected into the ExCom Chair rotation.

Participation of ExCom representatives at bi-monthly ExCom meetings is imperative to the dissemination of information to Councils and Committees. Continued absence is also disruptive to business operations as quorums may not be reached. In the event of absence of an ExCom representative from two (2) consecutive meetings of the ExCom, the ExCom Chair or Vice Chair shall request a replacement from the Council or Committee at the conclusion of such second meeting. The absent ExCom representative may be retained by the majority vote of the ExCom before the conclusion of such second meeting.

3.2.2 Member Services

The MS ExCom consists of one representative from each council and committee, a vice chair, chair, and past chair. The vice-chair is selected by the MS ExCom and requires concurrence from the GB and then rotates to chair. The vice chair, chair, and past chair each serve for two years in a rotation in the order stated.

A secretary is elected from the pool of remaining MS ExCom representatives, does not have to be approved by the GB, and is not in the rotation for chair. The term of the secretary is the duration of that person's time in the MS ExCom, or until the MS ExCom chooses another secretary.

3.2.2 Technical Activities

The TAC ExCom consists of one representative from each council, a chair, and a vice-chair/secretary. The TAC ExCom has a past-chair every other year. The vice-chair/secretary is elected by the ExCom and approved by the GB and then rotates to the chair. The vice chair/secretary, and chair each serve for two years in a rotation in the order stated. The past-chair serves a one year term.

3.3 Councils

EWRI councils are responsible for coordinating committees that have common or overlapping interests. The primary role of the councils is to energize the efforts of committees and to be an incubator for ideas. This includes providing oversight, impetus, encouragement, and coordination to the committees under their guidance. Council membership includes at least one officer from each committee under the council and an ExCom contact member or representative.

Council responsibilities to their committees include, but are not limited to, the following:

- Champion the focused area of their responsibility,

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- Evaluating and stimulating the viability of committees,
- Encouraging good leadership,
- Communicating EWRI policies and procedures,
- Assuring all funding requests budget forms are submitted in a timely manner,
- Recommending operating and opportunity funding to the parent ExCom.
- Facilitating communications between various committees within their council and across council and ExCom lines,
- Approving appropriate requests within their level of responsibility and elevating requests to the respective ExCom when necessary,
- Encouraging a strong nomination process for ASCE and EWRI awards,
- Establishing rules of conduct regarding such items as membership numbers, terms, council liaison responsibilities, etc.

Each council and committee is responsible for establishing its own rules of operation within the 8-year term limit established by this Handbook for leadership positions. However, there are no term limits for participation in council and committee; the health and vitality of the Institute require the ongoing contributions of all its members.

At a minimum, the rules of operation must include:

- Mission and/or vision
- Officers (including the ExCom representative if appropriate), terms and rotation, summary of duties including
 - The officer responsible for keeping roster and record of minutes
 - A protocol for maintaining council/committee records, as established by ASCE staff
- High level summary description of activities

Appendix A includes a form to help councils and committees develop their rules of operation. A council or committee may choose another format but must contain the information in Appendix A at a minimum.

Councils, and the Committees that report to them, must submit an annual report to ASCE. New leader rosters are due by September 1 and Annual Reports are due by Nov. 1.

3.4 Committees

Committees serve a specific topic area or common goal under the umbrella of the council, ExCom, or GB. Membership on the committee as well as the continuing existence of the committee depends on its productivity. Committees are the primary organizational entities that appoint task committees as needed to accomplish timely, single-purpose activities. Committee activities may include, but is not limited to, developing sessions for upcoming congresses and conferences; planning of symposia, workshops, training or other specific events; recommending awards; encouraging new program activities; and supporting EWRI missions within the committee's area of expertise.

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To create a new committee, the presumptive committee chair fills out a Committee Proposal form (see an example in Appendix B) for approval of the Council and subsequently the appropriate ExCom. Committee proposers should consider the timing of their requests relative to scheduled Council and ExCom meetings during which the requests undergo review and approval.

3.5 Task Committees

Councils and committees may appoint task committees to perform or carry out specific or focused activities or assignments, within a specified time period. The appropriate ExCom should be informed whenever a task committee is formed or dissolved. Task committees are dissolved when they have completed their assigned task.

3.6 Chapters

EWRI Chapters foster and promote local activities in the environmental and water resources areas through the ASCE network. These local Chapters provide an important link to regional and local professionals. EWRI Chapters and technical groups can also provide a valuable forum for regional technical and public policy issues relating to public policy. EWRI Chapters function as part of the Local Activities Council under the Member Services ExCom.

(Ref: ASCE IOP and EWRI By-laws)

3.6.1 Local Chapter

EWRI Local Chapter and ASCE Relationship

EWRI Local Chapters are formed under the structure of the local ASCE Regions, typically under the ASCE Section or Branch and will sign an MOU with that entity. Often, local chapters form from existing technical groups with a focus on environmental or water resources topics. ASCE By-laws state that each Section or Branch may allow Institute-only Members to be a member of their technical groups or Institute Chapter.

EWRI Local Chapter and EWRI Local Activities Council (Institute) relationship

Connections between EWRI Local Chapters and the Institute are maintained through the Local Activities Council. The Local Activities Council (LAC) is an Institute-level council under the purview of the Member Services Executive Committee. Its purpose is to foster and promote local activities in the environmental and water resources areas through the ASCE network.

For information on existing EWRI Local Chapters or guidance on starting a new EWRI Local Chapter, reference the ASCE website or contact ASCE staff at ewri@asce.org to be put in contact with the Local Activities Council.

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3.6.2 Student Chapter

Graduate student chapters can be formed at universities that have graduate programs in fields related to those covered by EWRI. Undergraduate chapters can be formed at universities that do not already have an undergraduate civil engineering program. For information on existing student chapters or guidance on starting a new EWRI student chapter, reference the ASCE website or contact ASCE staff at ewri@asce.org to be put in contact with the Local Activities Council.

4.0 Activities - What do EWRI members do?

4.1 Annual Conferences, Specialty Conferences, Workshops

EWRI has hosted an Institute-wide annual congress through 2026. Beginning 2027, EWRI collaborates with ASCE and other ASCE institutes in an annual, Society-wide conference. It is the responsibility of the EWRI GB, ExComs, and councils to coordinate participation in EWRI congresses, specialty conferences, workshops. They also participate in the coordination of ASCE conventions or national meetings of ASCE and other organizations. Each organization will have its own policies and procedures regarding participation. EWRI staff maintains a calendar of EWRI sponsored or co-sponsored events.

4.1.1 Specialty Conferences

Specialty conferences are focused on specific topics of interest, may be located outside the United States, and are normally organized by EWRI councils/committees. Specialty conferences may also involve other partners, including sponsorship or co-sponsorship by another ASCE entity such as a local branch or section or another institute, a partnering organization, or any other non-affiliated organizations with a legitimate interest in the water and environmental fields. As a matter of policy, the EWRI GB supports collaborative conferences that will further the interdisciplinary focus of the EWRI membership and seeks to avoid overlapping or competing conferences.

It is required that EWRI specialty conferences be budgeted, organized, and managed so as to derive sufficient revenue to cover all expenses (including staff support and overhead). The EWRI GB has final approval authority for specialty conference proposals. ASCE Conferences Department is responsible for the guidelines used in developing conference proposals.

4.1.2 Workshops

EWRI-managed workshops focus on specific topics which target specific audiences. Workshops are typically smaller than specialty conferences. They tend to attract many non-members, especially if the workshop is focused on an industry hot topic. As a matter of policy, the EWRI GB supports workshops that will further a focused discipline within the EWRI membership and do not compete with ASCE managed events.

The EWRI GB has final approval authority for workshop proposals. As with conference proposals, it is required that EWRI workshops be budgeted, organized and managed so as to derive sufficient revenue to cover all expenses (including staff support and overhead). The proposal is reviewed by EWRI staff prior to forwarding it through the EWRI organizational channels (committee, council, ExCom, and the EWRI GB). Consult EWRI staff for the format and content required for workshop proposals.

4.2 Continuing Education

EWRI encourages continuing education and lifelong learning for its members. ASCE Continuing Education programs provide continuing education units (CEUs) for certification and or licensure.

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EWRI conference sessions, workshops, and webinars provide professional development hours (PDHs) for the same purposes.

Councils/Committees are encouraged to develop continuing education programs to support the professional development needs in current and emerging topics. Continuing education activities can help support the goals of councils, committees, and task committees to disseminate knowledge, advance the profession, and grow the EWRI community.

EWRI cooperates with the ASCE Continuing Education Department to provide venues and speakers for information transfer. Councils and committees desiring to undertake a continuing education activity are requested to contact EWRI staff and collaborate with Member Services ExCom and TAC ExCom.

4.3 Publications

EWRI produces a variety of publications including newsletters, journals, committee reports, Handbooks of practice, and standards. EWRI staff maintain lists of EWRI publications and standards on the website, as well as the EWRI Publications Approval Process and detailed editors' instructions.

4.3.1 EWRI Currents and e-Update

Currents is EWRI's quarterly newsletter. The Communications Council, under the purview of EWRI staff, has the primary responsibility to generate and screen articles for *Currents*. Potential authors should contact the *Currents* Editor to determine the feasibility of an article being published before proceeding. In the months when *Currents* is not distributed, a monthly e-Update is emailed to all members. Members may also choose to send content for the e-Update, which will be sent to, and reviewed by, EWRI staff. Overall, *Currents* is published 4 months out of the year, and e-Update is distributed 8 months out of the year.

4.3.2 Journals

EWRI publishes multiple journals providing members a pathway to publish in a peer-reviewed format. The list of EWRI journals is provided below, along with the council that they are a part of:

- [Journal of Environmental Engineering](#) - Environmental Council
- [Journal of Hazardous, Toxic, and Radioactive Waste](#) - Environmental Council
- [Journal of Hydraulic Engineering](#) - Hydraulics and Waterways Council
- [Journal of Hydrologic Engineering](#) - Watershed Council
- [Journal of Irrigation and Drainage Engineering](#) - Irrigation and Drainage Council
- [Journal of Sustainable Water in the Built Environment](#) - Urban Water Resources Research Council
- [Journal of Water Resources Planning and Management](#) - Water Resources Planning and Management Council.

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4.3.3 Standards and Pre-standards

A standard is a document developed via the American National Standards Institute (ANSI) consensus process including balloting by a balanced standards committee made up of ASCE members and non-members, ASCE membership as a whole and the public. Standards carry the highest level of respect within the practice and are developed on a five year cycle.

Standards development is strictly governed by ASCE rules contained in the [ASCE Official Register](#).

EWRI participates in the production of ASCE standards via the Standards Development Council, which manages the standards committees responsible for writing standards. This complex process requires special rules for committee membership and activities. Councils/Committees are encouraged to produce pre-standardization documents of high technical quality to enter the formal standardization process. A pre-standardization activity produces a document that is intended as a resource for a standards activity. Pre-standardization is governed by the ASCE Rules for Standards Committees as appears in the ASCE Official Register.

4.3.4 Manuals, Reports, White Papers, and Committee Reports

Manuals and reports on engineering practice are subjected to a rigorous peer-review process. Typically, the council responsible for the publication or the ExCom appoints a “blue ribbon” committee composed of experts who are not involved with the writing to act as a review committee. The publication is then passed to EWRI staff and ASCE's Publications Committee.

A manual of practice is an authoritative document presenting facts and criteria that are commonly considered in planning, design, and/or construction of engineering projects and facilities supplemented by an analysis of limitations and applications of these facts. Such manuals contain information useful to practitioners in the environmental and water resources fields. Manuals do not have the authority of standards, but are more permanent than special publications and are often used by practitioners as high-level technical information carrying the weight of collective EWRI expertise. A manual is like a guideline, but with a much more detailed discussion of the topics outlined in a guideline. The manual should convey “expert” advice, not just someone's opinions.

A white paper is a review or compilation of information on a single topic, usually issue-oriented. A white paper compiles the background to a question of common interest in the field so that everyone has the same set of information. White papers are often written by a single author, but can be a committee effort. The paper could be any length that covers the topic but is usually 100 pages or less. These papers may be fairly informal, and the goal is usually not a “final” publication.

A committee report is any written document that comes out of a committee (group-authored or group-approved) setting. Committee reports are focused on specific technical issues.

4.4 Policy Statements and Resolutions

ASCE's Public Policy mission, described in the ASCE Official Register, includes adoption of official policy statements or resolutions on major technical, professional and educational issues of interest to the civil engineering community and the nation. EWRI and its members can propose policy statements/resolutions to support that mission and complement the existing policy statements/resolutions identified on ASCE's Government Relations website.

Policy Statements are a concise, definitive pronouncement on a topic of continuous concern with the goal of developing a course or method of action, selected from alternatives and in light of given conditions, to guide or determine future actions by EWRI or the members it represents.

Resolutions are a brief, formal declaration on a specific issue or in response to a specific occurrence or event. Resolutions address a concern of limited duration or establish a course of ASCE action in an immediate timeframe.

EWRI staff work with the ExComs and their member committees and councils to develop proposed policy statements/resolutions which are then sent to the GB for approval. The Past Presidents Committee may assist by managing the policy statement development when tasked by the GB. Once approved, proposed policy statements/resolutions are reviewed by ASCE's Energy, Environment and Water Policy Committee and the Public Policy and Practice Committee before submission to the BOD for final approval as official ASCE policy documents.

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4.5 Liaison with ASCE Local Geographical Organizations

In addition to Local EWRI Chapters, EWRI members are encouraged to engage with ASCE Regions, Sections and Branches, as appropriate. EWRI can be a resource to ASCE geographical organizations for environmental and water resource expertise, such as technical presentations, educational events, younger member and student mentoring. EWRI members and EWRI Local Chapter members are encouraged to contact ASCE Sections and Branches to discuss potential collaboration opportunities.

4.6 EWRI Representation to Other Organizations (outside of ASCE)

EWRI members are encouraged to propose potential partnerships with external organizations to the Governing Board. How EWRI will engage will be assessed based on the particular collaboration proposed. Recommendations will be carefully reviewed and assessed based on its potential benefits and risks to EWRI, with final decisions made by the Governing Board.

5.0 Policies and Protocols - *How does EWRI operate?*

EWRI relies on Robert's Rules of Order as a definition of the process governing meetings as described in the EWRI By-Laws. But that document does not address the tone and culture particular to EWRI gatherings. We believe that accepted professional norms are the foundation for behavior at meetings, but we understand that explicitly articulating the things we value clarifies and strengthens them. To that end, the following points summarize some of the characteristics that our membership has identified as valued behavioral norms at meetings:

1. We act honestly, fairly, and in good faith. We accept the reality of confusion, errors, and variations in interpretation, but we do not tolerate willful departures from the truth.
2. As well as being frank about our mistakes, we are non-judgmental about mistakes by others. Constructive sharing of errors is a foundation to advancement, and negative lessons learned can be as instructive as positive ones.
3. We are diligent in delivering what we promise, and we recognize that participating in a committee involves an implicit promise of performance. We arrive prepared and we participate in meetings we've agreed to, or that are a regular consequence of a position we hold. If we can't be there, or if we don't engage when we are present, we make way for others.
4. We hold the meeting at the meeting. If we disagree with a result, we work to revisit it formally and professionally in a subsequent meeting or through some other formal redress process; we do not conspire to defeat a finding after the fact. We communicate results and discussion summaries to third parties professionally, honestly, courteously, and constructively when we agree with them, and, most importantly, when we do not.
5. We value diversity, and tolerance of differences, professionally expressed, is a prerequisite to open communications. We never begrudge the frank, but courteous, expression of differing perspectives by others.
6. We are respectful and professional in our interpersonal dealings, actively listening and encouraging collaboration. We state facts as facts, opinions as opinions, and avoid casting aspersions or speculating as to motivations of others.
7. We work to develop general agreement on issues. Cooperating to achieve common goals is valued over dogmatic insistence on a particular position. Diversity in perspective can coexist with a consensus on the best course of action.
8. We are accountable to our constituents. When we are elected to a position, our first responsibility is to represent our constituency, by doing our best to understand their preferences, and by representing them faithfully.
9. We care for others and strive to not only exhibit these norms for ourselves but promote and encourage others to exhibit them as well.

Complaints or disputes should be discussed immediately with EWRI leadership or with the ASCE Ethics Hotline.

6.0 Budget and Finances

The EWRI GB plans, evaluates, and budgets all EWRI activities. This process is designed to assist councils, committees and task committees with formulating budgets, planning projects, and reporting progress. Councils are responsible for staying informed of committees' activities as well as assisting with clarification and justification of funding proposals. Committees are responsible for the same regarding task committees. Councils and Committees should routinely self-assess their current programs, products, and services to confirm they continue to meet EWRI's strategic goals and objectives, and deliver added value to EWRI and ASCE's members.

The EWRI Opportunity Fund reflects EWRI's goal to provide funding to EWRI TAC and MS councils and committees to support projects that align with the EWRI Strategic Plan and support the EWRI mission. Requests that are project-based, involving multiple committees/councils, that are specific in nature and result in the creation of a new, or an update to an existing, ASCE-EWRI product are highly encouraged.

6.1 Budget Requests

The EWRI fiscal year begins on October 1. The budget moves from committee, to council, to ExCom, to Finance Committee, to GB, to the ASCE Board according to Figure 1. Committees and Councils may request funding for activities to enable EWRI's strategic goals and objectives, and to deliver value to EWRI and its members. Budget requests are managed by the ExComs as described in the Opportunity Funding process. The GB must approve the budget by a date in March determined by the ASCE Board of Directors.

Unspent EWRI funding budgeted for a specific purpose in any fiscal year is not carried over to the next fiscal year. Surplus funds accrue to EWRI reserves or to ASCE reserves, as described in the ASCE IOP. However, grant or contract funds may be carried over if approved by the external funding source.

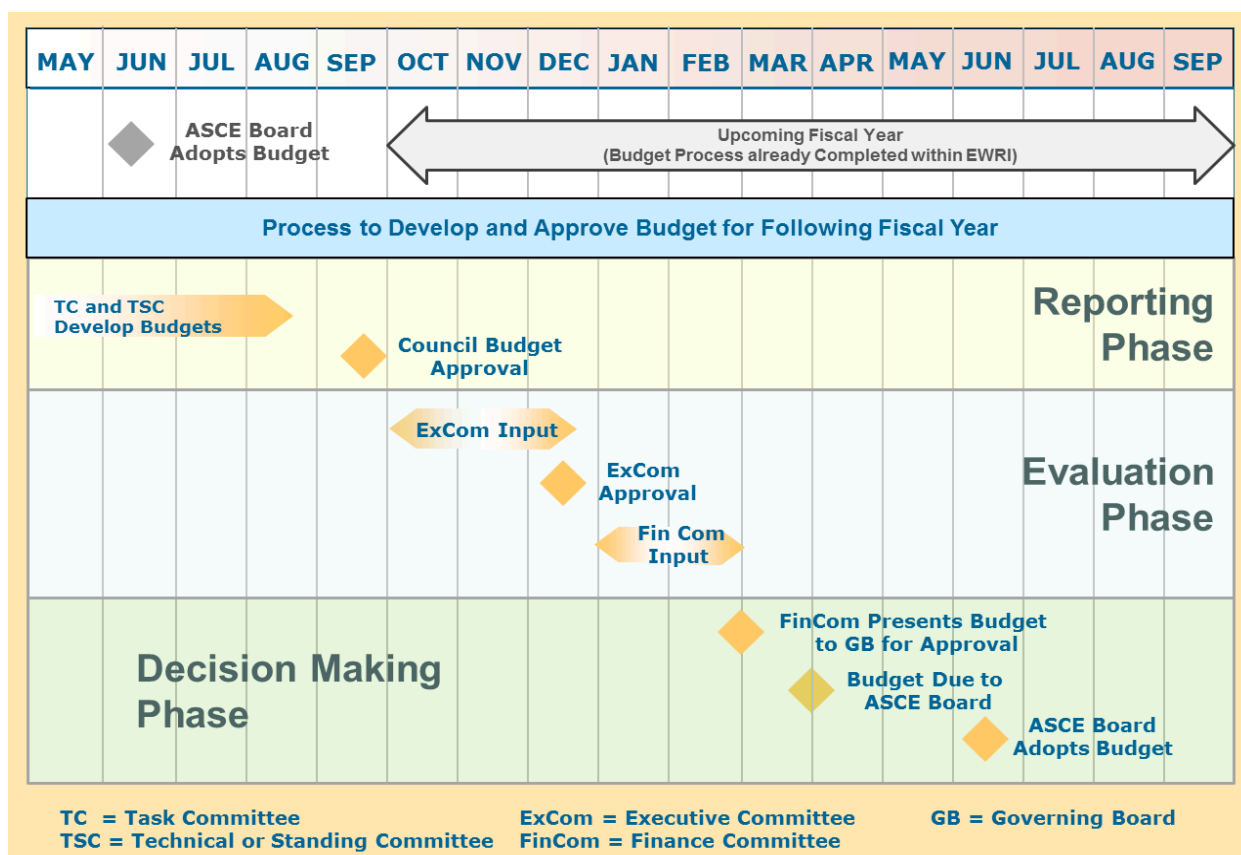


Figure 1. Budget Timeline

6.2 Allowable Expenses

EWRI activity expenses are reimbursed after approval by the appropriate EWRI staff. Only activities included in the approved budget¹ for the current fiscal year are reimbursable unless EWRI staff grants an exception prior to the expenditure. There is a threshold amount that, if exceeded, requires GB approval. EWRI staff will make payments promptly on receipt of statements detailing the expenditures. EWRI funds are not advanced in anticipation of expenditure.

Travel expenses are reimbursed to the extent that funding is available and prior authorization for the activity is obtained. Unless noted otherwise herein or an exception is granted by the EWRI GB, the EWRI travel expense reimbursement policy is consistent with that of ASCE. Details of the ASCE policy can be found in the ASCE Official Register. Requests for reimbursement must be sent to EWRI staff not later than 30 days following the activity.

EWRI funds are **not** available for:

- Travel costs and miscellaneous expense reimbursement for individuals who are not ASCE or EWRI members in good standing at the time the expense is incurred.

¹ This includes expenses associated with approved opportunity funding.

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- Meeting room rental for use by a council/committee, unless the meeting is held in conjunction with ASCE or EWRI activities (congresses, conferences, committee weeks, etc.) or unless it can be shown that an overall reduction in costs was realized by holding the meeting in the location where room rental was required.
- Costs incurred by organizers and participants in congresses, conferences, or any other session conducted by a council/committee. However, these costs may be included in the convention or conference budget.
- Secretarial services, unless specifically included in a Grant or Contract funding.
- Salaries for EWRI council/committee members for services as council/committee members.

6.3 Fiscal Control

The GB is responsible for monitoring the fiscal health of the EWRI. EWRI staff is responsible for monitoring expenditures and will notify the Treasurer and ExCom chairs of any irregularities. Periodically, financial reports are prepared by EWRI staff and Treasurer to assist the GB and each ExCom in fulfilling this responsibility. EWRI's goal to be fiscally responsible is supported by a strict following of the budgeting process. EWRI staff maintain a summary of activity expenditures by EWRI councils/committees and the EWRI GB and administer all requests for funds against this summary.

7.0 Awards - *Recognizing EWRI Member Accomplishments*

Through its Awards Program, EWRI actively promotes and celebrates the demonstrated value and impact of our members on the civil engineering, environmental, and water resource industries. Individuals and teams are recognized for their work consistent with the ASCE and EWRI strategic plans, including their impact on the industry, their collaboration with other environmental and water resources professionals, their mentorship and empowerment of others, and their dedication to advancing the profession. The goal of the Awards Program is to recognize, celebrate, and promote individuals and teams for their outstanding contributions as described in the EWRI Awards Manual.

7.1 EWRI Institute/Council Awards

The EWRI GB and EWRI councils/committees may establish awards for:

- Exceptional service to EWRI,
- Recognition of lifetime achievement and/or significant contributions to the profession
- A Memorial,
- Papers or any other document issued by EWRI, and
- Other noteworthy activities, including student papers and presentations²

EWRI award details, including establishment, administration, and financial considerations are described on the EWRI Awards website and in the EWRI Awards Manual.

7.2 ASCE National Awards

The basic purpose of ASCE awards is to advance the engineering profession by recognizing meritorious achievement.

EWRI administers a subset of ASCE awards for which prescribed endowments have been established to fund the necessary costs of plaques, medals, honoraria, certificates and certain other associated expenses. A compilation of the ASCE-EWRI Awards is listed in the ASCE Official Register under Awards and are also described on EWRI's website and in the EWRI Awards Manual.

In addition, there are ASCE awards that are not directly administered by EWRI, but EWRI may submit nominees to the ASCE BOG. The EWRI Awards Committee members typically participate on these ASCE selection committees as described in the ASCE Official Register.

7.3 Expressions of Appreciation

It is customary to recognize the routine service of any member of EWRI who has satisfactorily completed a term of service on the GB, council, or committee. Categories of EWRI- approved certificates of appreciation are described in detail in the EWRI Awards Manual.

² Corporate-sponsored student awards may have different procedures and requirements.

7.4 Activities of EWRI Awards Committee

The role of the EWRI Awards Committee is to recommend recipients to the EWRI GB for ASCE awards and to administer the EWRI Awards Program as described in the EWRI Awards Manual. The members of the EWRI Awards Committee consist of either the chair, past chair, or representative of each council. Their terms are determined by the Council they represent, with a representative serving on the EWRI Awards Committee no more than eight years. Councils are encouraged to rotate their representative on the EWRI Awards Committee where possible to encourage wide member participation and maintain the highest standards of integrity in EWRI's Awards Program.

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List of Records that Must be Submitted to ASCE

- Council and Committee Rules of Operation
- Council and Committee Annual Report
- Committee & Council roster

References

ASCE Official Register, (Annual)

[ASCE Institute Operating Procedure](#), 2021

[EWRI By-laws](#), 2018

EWRI Awards Manual, 2025

EWRI Strategic Plan, 2024

Abbreviations

AAWRE - American Academy of Water Resources Engineers
ANSI - American National Standards Institute
ASCE – American Society of Civil Engineers
BC.WRE - Board certified water engineer
BOD - Board of Direction
CEU - Continuing Education Unit
EWRI – Environmental & Water Resources Institute
ExCom - Executive Committee
GB - Governing Board
IOP - Institute Operating Procedures
LAC - Local Activities Council
MOU - Memorandum of Understanding
MS ExCom - Member Services Executive Committee
PDH - Professional Development Hour
TAC ExCom - Technical Activities Coordination Executive Committee
TRBG - Technical Region Board of Direction

Appendix A - Template Council/Committee Rules of Operation

Submit to ASCE-EWRI staff at ewri@asce.org.

Name of Council or Committee:

Vision and/or **Purpose**:

Date:

Officers: *Please describe officers, duties and rotation. Each officer description must*

- *Indicate the term*
- *Name the officer responsible for sending Council/Committee annual roster and minutes to EWRI.*

For example:

- Secretary is elected by the Council/Committee and serves 1 year
 - Takes meeting minutes and submit to ASCE staff
 - Maintains roster and submit to ASCE staff annually
- Vice Chair, 1 year
 - Performs Secretary's or Chair's duties when either is unavailable
- Chair
 - Schedules and leads meetings
 - Develops meeting agenda
 - Stewards the goals of the council/committee
- Past Chair, 1 year
 - Performs Vice Chair's duties when they are unavailable
- ExCom Rep is selected by the Council/Committee (ExCom Rep can serve no more than eight years per the EWRI Ops Handbook.)
- EWRI Awards Committee Rep is selected by the Council/Committee and serves no more than eight years (EWRI Awards Committee Rep can serve no more than eight years per the EWRI Ops Handbook.)

Council/Committee may select the same person for ExCom Rep and EWRI Awards Committee Rep with a combined term of eight years.

Activities: *List Council/Committee Activities:*

Appendix B - Committee Proposal Form

A. Committee Name and Purpose

Proposed Committee Name: _____

Parent Council: _____

Submitter Name: _____

Submitter Email: _____

Date: _____

Parent Council Chair Name: _____

Parent Council Chair Email: _____

ExCom Rep Name: _____

ExCom Rep Email: _____

(Attach Committee's **Rules of Operation**)

Committee Purpose and Objectives:

Justification and Need:

Identify Functional Overlaps with existing Committees:

Provide Justification for multiple committees with functional overlaps:

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B. Membership

	Name	Title	Firm/Agency	email	Phone	ASCE member#
Chair						
Vice Chair						
Secretary						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						
Member						

ASCE Member ID number is required for the proposed Officers and any committee member seeking reimbursement from the Society

Appendix C - Council and Committee Annual Report

Instructions

1. Each standing technical committee and task committee is required to prepare a committee activity report in order to maintain its active status and to be considered for funding in the next fiscal year.
2. Awards and Journal Committees are exempt from this requirement; symposium/session organizing committees are not.
3. Reports are due November 1 of each year and distributed for council and ExCom review.
4. Committees that fail to provide reports for two consecutive years will be considered dormant. Committee reactivation requires ExCom approval

Committee/ Council Name:

Parent Council:

Date of Report:

Person Submitting Report:

Email address:

Current Officers (Minimum 3):

Incoming Officers (Minimum 3):

Provide a summary of activities and accomplishments during the current/previous fiscal year. Include the number of participants in meetings, conference calls or other activities. For conference sessions include the number of presenters and posters.

List planned activities for the upcoming fiscal year (October 1 to Sept 30)

What technical products or tools (Books, reports, MOP, Journal Special Issues, Webinars, etc.) are anticipated to be produced?

What are the anticipated budgetary needs for committee operations in the coming year?