

Policies and Procedures Manual for The Geo-Institute of The American Society of Civil Engineers

I. Definition, Scope, Legal Issues

This document is the Policies and Procedures Manual of the Geo-Institute (G-I) of the American Society of Civil Engineers. Its purpose is to serve as a supplement to the Bylaws and to the ASCE Institute Operating Procedures (IOP). This Policies and Procedures Manual describes the operations of the G-I. It is intended to be a living document, continuously updated to meet the ever-changing needs of the members and leaders of the G-I. If there is a conflict between this manual and the Bylaws, the Bylaws shall prevail. The IOP also supersedes the G-I Policy and Procedures Manual. This document shall be posted on the G-I's website for public view.

II. Board of Governors and Governance

II.A. Purpose

The Board of Governors (BoG), also referred to herein as the Board, has the responsibility for governance and oversight of the G-I.

II.B. Composition

The BoG consists of eight voting members, all of whom must be members of the G-I. At least one Governor will be elected annually by individual members of the Institute in accordance with the Bylaws. One governor shall have been appointed by the ASCE President-Elect, typically after consultation with the BOG. Four Governors will serve as officers of the Board. However, all officers of the Board must have held a member-elected position on the Board for at least one year. One or more additional Board members may be appointed to the Board by the BoG in accordance with the Bylaws and these Policies and Procedures.

II.C. Officers

The officers of the G-I are:

- President (a Governor)
- Vice President/President-Elect (a Governor)
- Past President
- Treasurer (a Governor)

The Vice President, as the President-Elect, automatically moves up to the position of President. The President moves automatically into the position of Immediate Past President. The Vice President shall assume office immediately upon completion of a term as Treasurer. The Treasurer shall serve a one year

term after being an elected Governor for at least one year. For the elected Governor to start this Officers track, election will be by a simple majority vote of the BoG held as part of the Fall BoG Meeting. Each officer's term of office will begin immediately at the conclusion of the meeting. The Institute Director serves as Secretary.

The position of Immediate Past President was created to allow an additional year of service for the President and to facilitate the transfer of institutional knowledge.

II.D. Period of Service

Governors' terms shall not exceed seven years of continuous service.

The Governor appointed by the incoming ASCE President Elect will serve a two-year term.

New governors will begin serving their terms at adjournment of the Fall Meeting of the BoG, except in cases when a Governor is appointed to complete an unexpired term.

II.E. Duties

II.E.1. Duties of the BoG

The BoG manages the business and affairs of the G-I. The following discussion generally describes the responsibilities of the BoG as a whole, not the specific responsibilities of individual Governors.

Fiscal Year: The fiscal year of the G-I matches ASCE's fiscal year, October 1 through September 30.

Budget, Dues, Fees, and Revenues: The BoG is responsible for all financial operations and management of the G-I:

- **Annual Budget:** Establishes the G-I's annual budget for revenue and expenses for the coming fiscal year and obtains approval for the annual budget from the ASCE Board of Direction.
- **Fiscal Policies:** Sets all fiscal policies, and has final authority for all expenditures made by the G-I.
- **Dues:** Sets G-I Only membership dues and policies.
- **ASCE Services:** Negotiates on behalf of the G-I with ASCE for services ASCE provides to the G-I.
- **Reserves Policy:** Operates the G-I with the intent of building and maintaining G-I reserves to at least 25 percent of annual expenses
- **USMS:** Serves as governing body of the United States of America Member Society (USMS) of the International Society for Soil Mechanics

and Geotechnical Engineering (ISSMGE). Duties as the governing body of the USMS include:

- Select a USMS International Secretary;
- Review the annual report on USMS activities submitted by the International Secretary to the BoG for consistency with the goals and objectives of the USMS.
- Approve the annual budget and accounts for the USMS prepared by the International Secretary.
- Approve requests for special allocations from the USMS dues account or ISSMGE Trust Fund.
- The BOG, as Trustees for the ISSMGE Trust Fund, operates the Institute with the intent of building the capital in the ISSMGE fund at about 7 to 10 percent per year using revenues generated by the fund itself, as well as annual revenues of the Institute.
- Committee Guidance: The BoG provides guidance to the committees as generally described below:
 - Creation and Termination: Annually or more often, creates new committees and dissolves existing committees, except for the Nominations and Elections Committee and the technical committees which serve under the direction and supervision of the Technical Coordination Council.
 - Appointments: Appoints all Council and Board committee chairs. Provides its advice and consent to Council and Board committee chairs regarding committee makeup and membership. Technical Committee chairs are appointed by the TCC, with the consent of the BoG.
 - Committee Budgets: Reviews budget requests and sets budgets for Board Committees and Councils.
 - Monitoring: Maintains close liaison to technical committee activities through its involvement with the TCC, and by assigning BoG Liaisons to all Board Committees and Councils.
 - Guidelines: Instructs Board Committees and Councils on procedural issues such as frequency and conduct of meetings, quality of committee deliverables, and stewardship of budgets.
 - Supervision: May remove a Board Committee or Council chair or member at any time.
 - Representation: May authorize a Board Committee or Council or its chair to represent the G-I when appropriate.
 - BOG Liaison shall be invited to attend meetings organized by a Board Committee or Council, as well as receive minutes, committee communications, etc.
 - BOG Liaisons can participate in a Board Committee or Council's discussion but cannot vote.
 - Communication between a Board Committee or Council and BOG shall be through a Board Liaison and copied to a Staff Liaison.

Membership: The BoG sets all membership policies, except for those specifically provided for in the Bylaws.

Separation from Membership: The BoG acts on behalf of the G-I in all matters regarding separation from membership, generally following the procedures set forth in the ASCE Bylaws.

Bylaws Review: The BoG reviews the G-I's Bylaws from time to time, and directs the preparation of appropriate revisions and/or amendments as needed. The BoG may appoint a committee to review Bylaws provisions and draft a revision or amendments for the BoG's consideration and action.

Policies and Procedures Manual Review: The BoG is responsible for regularly updating the G-I Policies and Procedures Manual to accurately reflect the operations of the organization.

Awards: The BoG is responsible for selecting the recipients of G-I Awards and candidates from the G-I for awards administered by ASCE. With the exception of the Cross-USA Lecturer, the BoG receives recommendations for G-I awards and G-I nominations for ASCE awards from the Awards Committee and certifies those recommendations. To meet calendar requirements, the G-I President may certify the G-I Awards Committee recommendations, at his or her discretion, without seeking full Board approval. The BoG may ask the Awards Committee to explain its rationale for specific recommendations and in exceptional circumstances may choose to override Awards Committee recommendations. In the rare cases where the BoG does override Awards Committee recommendations, it will provide its rationale for overriding the Awards Committee to the Awards Committee. The procedures used by the Awards Committee and the Awards themselves are described on the ASCE Honors and Awards webpage. The BoG is responsible for establishment of any new G-I awards, including the criteria for receiving the award and for creating the endowment required to perpetuate the award.

Staff Management: Although ultimate responsibility for staff management lies with the Executive Director of ASCE, the BoG works closely with the Executive Director of ASCE to select, supervise, and, if necessary, discharge the Director of the G-I. The BoG works closely with the Director of the G-I to monitor the activities and performance of the G-I's staff. The BoG is responsible for clearly defining the needs of the G-I, and for monitoring the activities of the G-I's staff directed towards meeting those needs. The BoG makes recommendations to ASCE regarding the size of the G-I staff and for tailoring G-I needs to be consistent with the staff's ability to meet these needs.

Strategic Planning and Organizational Development: The BoG is responsible

for ensuring that the G-I continuously meets the needs of its members. It is also responsible for ensuring that the G-I is poised to meet the anticipated or future needs of its members and the geoprofessional community. To help do this, the BoG is responsible for annual planning activities and for periodically updating its strategic plan. The strategic plan update is done as needs dictate, but, in general, the update should occur at three-year intervals. The BoG is free to seek assistance in strategic planning to ensure that the G-I continues to grow and develop to meet its members' needs and may delegate some of this authority and responsibility to an ad hoc Strategic Planning Committee or Task Force.

Decision Review: The BoG has the right to review any and all decisions made by the officers, individual Governors, Board Committee and Council chairs, the G-I Director, staff, and others acting for or on behalf of the G-I. The BoG has the authority to overrule any decision, except for those decisions specifically related to employment or employment conditions of staff.

Other Duties: In general, the BoG is also responsible for the following duties and activities:

- **Legal Action:** The BoG is authorized to allocate funds for legal action when required or when it is determined that the issue at hand is vital to the G-I's interests.
- **Lobbying or Political Action:** The BoG is authorized to allocate funds for lobbying or political action activities on behalf of the G-I. These efforts must remain within the guidelines of the 501(c)3 organization.
- **Publications:** The BoG sets all publication policies of the G-I, and is solely responsible for approving deviations from ASCE publication policies.
- **Endorsement:** The BoG is responsible for authorizing the G-I's endorsement of other organizations' publications and activities such as proceedings, seminars and conferences. The BoG may delegate this authority to Board Committees and Councils. However, the BoG is responsible for any financial encumbrance that may come with a particular endorsement.
- **ASCE Fellows and Dist. Member Nominations:** The BoG may endorse and/or nominate members to ASCE Fellow Grade or Distinguished Member Grade.
- **Reimbursement:** The BoG establishes policies on expense reimbursement for volunteer activities by Individual Members. However, G-I policies on reimbursement must also comply with ASCE policies.
- **Public Relations:** The BoG is responsible for oversight of all public relations activities, including membership recruitment and efforts to promote the geoprofession.
- **Liaisons:** The BoG determines the number and nature of liaisons with other associations and the BoG is responsible for appointing all such G-I liaisons. The BoG is authorized to allocate funds for liaison activities.

II.E.2. Duties of the Officers

The duties of the G-I officers, as performed by them or delegated as G-I staff functions, are described in the G-I bylaws and detailed as follows:

Duties of the President

- Oversight: The President is the Chief Elected Officer of the G-I.
- Chairs Meetings: Presides at all meetings of the BoG and the G-I Annual Membership Meeting.
- Committee Chairs: Appoints Council and Board committee chairs with BoG approval.
- ASCE Board of Direction (BOD): Formally represents the G-I to the BOD and attends meetings of the BOD, as appropriate.
- Represents the G-I at the Technical Region Board of Governors (TRBG) meetings.
- Represents the G-I at the annual GeoCoalition meeting.
- Appoints BoG liaisons to Council and Board committees and other allied organizations.
- Submits the President's Letter to *GEOSTRATA*.

Duties of the Vice President

- Supports President: Stands in for the G-I President when the President is absent or is otherwise unable to act.
- Nominations and Elections Committee: Chairs the Nominations and Elections Committee (NEC) and nominates prospective members of the NEC for BoG approval.
- Annual Report: Supervises preparation of the G-I's Annual Reports.
- Assists in the preparation of the G-I's Annual Membership Meeting report.
- Represents the G-I at the Technical Region Board of Governors (TRBG) meetings.
- Represents the G-I at the annual GeoCoalition meeting.
- Strategic Planning: Serves as BoG Contact to the Strategic Planning Committee if one is constituted by the BoG.

Duties of the Treasurer

- Financial Affairs: Directs management of the financial affairs of the G-I by working closely with the G-I Director.
- Financial Records: Oversees establishment and maintenance of all financial records of the G-I and the record of all revenues and expenditures.
- Annual Financial Report: Oversees preparation of the G-I's annual

- financial report, and presents the report at the annual meeting of the G-I.
- ISSMGE Trust Fund: Serves as the Chairperson for the Trustees of the ISSMGE Endowment Fund.

Duties of the Secretary (Director of the G-I)

- COO: As Director, the Secretary functions as the Chief Operating Officer (COO) of the G-I and is responsible for the day-to-day management of the G-Is operations and staff, under the supervision and direction of the BoG and/or an Executive Committee appointed by the Board.
- Minutes: Keeps all Minutes and maintains custody of the Minutes for the BoG and for the G-I general meetings.
- Membership: Approves and admits Individual Members and Organizational Members to the G-I and maintains list of membership and assignments.
- Prepares and distributes agendas for all BoG Meetings and G-I general meetings.
- Incoming Governors: Conducts orientation, including a review of the G-I Bylaws and Policies and Procedures manual, for all incoming Governors. Jie and Brad.

II.E.3. Duties of the Executive Committee

The Executive Committee shall be comprised of the officers of the G-I. The Executive Committee is authorized to make decisions on behalf of the BoG when time constraints preclude consideration of an issue by the full BoG and when the issue involved is, in the opinion of the Executive Committee, not substantial enough to warrant a special meeting of the BoG. All actions by the Executive Committee are subject to the scrutiny and review of the BoG and such actions are placed on the agenda for the BoG at its next meeting.

II.F. Meetings

Frequency: The BoG meets on a periodic basis virtually or by telephone conference call and meets face-to-face at least twice per year. Each attendee must receive notice of every meeting at least 10 days in advance. Agendas should be provided at least one week in advance of the meeting. A regularly scheduled virtual meeting or conference call may be canceled, temporarily adjourned, or re-scheduled by a simple majority vote of the BoG.

Face-to-Face Meetings: Normally face-to-face meetings are held as follows:

Fall: Preferably held in conjunction with a meeting of a local or prospective G-I Chapter. Officers are elected for the coming year at the end of the fall meeting. New (incoming) Governor(s) are expected to attend this meeting, but do not assume their seats until adjournment. Board level Council and

Committee chairs typically attend a workshop in conjunction with this meeting to provide input and gain an understanding of the strategic direction and Annual Operating Plan.

Conferences: The BoG always meets at the annual Geo-Congress. The BoG may also meet at specialty conferences, seminars, short-courses or other similar events sponsored by the G-I when such an event corresponds to a regularly scheduled G-I meeting. These events occur at various times during the year, and it is up to the discretion of the BoG whether or not to meet at a particular event.

Summer: The BoG meets in the summer for strategic planning and to set priorities for the coming year among other business. The Vice President is normally responsible for the planning and conduct of the planning portions of this meeting.

Meeting Particulars:

Attendees: Those expected to attend BoG meetings include the Governors, the International Secretary, and the G-I Director. New Governor(s) are expected to attend meetings before they assume office but they cannot vote. The Director may authorize the attendance of other staff as appropriate or at the request of the BoG.

Executive Session: A quorum of the BoG may convene an Executive Session at any time and an Executive Session should be planned for every face-to-face meeting. The G-I Director may or may not be present during an Executive Session at the discretion of the G-I President.

Agenda: The Secretary prepares a draft agenda for distribution at least one week before a meeting. The agenda is finalized at the meeting.

Procedural Matters: A simple majority of the BoG constitutes a quorum. Except as provided for in the Bylaws, BoG decisions are by majority vote. Governors may participate virtually or by telephone so long as all attendees can hear each other. No proxy voting is permitted. Mail voting is allowed. However, all BoG members must participate in a mail vote for it to be valid and electronic mail votes must be unanimous (exclusive of abstentions) for them to take effect.

Transactional versus Transformational: It is the objective of the BoG that, to the extent possible, transactional issues (discussing and taking action on the more urgent day-to-day matters that come before the BoG) are handled in virtual meetings or conference calls. This leaves time at the face-to-face meetings for transformational matters; i.e., at face-to-face meetings the BoG will take full advantage of the available time to deal with strategic issues

facing the G-I, with issues that are less urgent, but are of long-term importance to the G-I, and with the continued organizational development of the G-I.

Minutes: The Secretary keeps and maintains all Minutes.

II.G. Nominations and Elections

II.G.1. Governor Appointments

II.G.1.a. President Elect Appointee

Every other year, the ASCE President-Elect will appoint a Governor to the BoG position in late summer. Typically, the ASCE President-Elect will consult with the BoG to develop the list of nominees for consideration. The Governor appointed by the ASCE President-Elect shall take office at the same time as the newly elected Governor.

II.G.1.b. BoG Appointees

The BoG shall appoint a Governor to complete the unexpired term of any elected Governor who steps down voluntarily from the Board or who is removed from the Board in accordance with the Bylaws. The BoG may also appoint a Governor to a two-year term as part of a Board initiative or for other special circumstances consistent with the strategic goals of the G-I as long as the total number of Governors will not exceed 9 8 during the term of the appointment. Nominations for a Board-appointed Governor position shall be made by the President in consultation with the other Governors and must be approved by a majority vote of the BoG.

II.G.2. Nomination and Election Procedures

II.G.2.a. Makeup of the Nominations and Elections Committee

The Nominations and Elections Committee (NEC) shall consist of five members – two Governors and three non-governors – selected from the membership-at-large. The chair of the committee will be the Vice-President of the G-I. The second Governor on the NEC will be appointed by the President of the G-I and will normally be the G-I Treasurer but may be any current BoG member if, in the opinion of the President, circumstances prevent the Treasurer from serving in this role. For the three non-governor members, the chair of the NEC will develop a list of at least four possible committee members. In developing this list, the chair shall request recommendations from the chairs of the various G-I committees and presidents or chairs of local G-I chapters. The NEC chair, in consultation with the other G-I Governor on the NEC, will then

recommend from this list for BoG approval the three non-governor members of the NEC with due consideration for appropriate diversity in NEC composition.

II.G.2.b. Role of the Nominations and Elections Committee

The Nominations and Elections Committee (NEC) shall be charged with the responsibility to undertake and oversee the process for selecting the next elected G-I governor(s). The NEC is responsible for making a recommendation to the BoG for the NEC candidate for Governor-elect and overseeing the election.

In selecting candidates for Governor-elect, careful consideration shall be given to:

- Leadership experience in G-I activities at the national and local level, including Board-level committees, councils, and task forces, G-I technical committees, G-I conference organizing committees, local G-I chapters, G-I student organizations, and local section and branch activities;
- Willingness and ability to undertake the duties involved;
- Balance among academia, practice, industry and government;
- Balance among fields of expertise and emphasis (e.g. soil mechanics, rock mechanics, engineering geology, mining, geo-synthetics, exploration, geo-environmental engineering, waste disposal);
- Geographic distribution;
- Gender;
- Ethnic background; and
- Other factors deemed by the NEC to be appropriate.

II.G.2.c. Nominations Process

Nominees for the Governor-elect will be sought from the membership-at-large by means of a "Call for Nominations." The "Call for Nominations" shall be announced in the G-I E-Update, posted on the G-I web site, published in *GEOSTRATA* and *ASCE News*, solicited from G-I Technical Committee chairs, and/or by other appropriate means as determined by the NEC. In addition, nominees may emanate from the BoG and NEC.

There are three ways for a candidate to appear on the ballot:

- Candidate receives 80% of the NEC vote.
 - A candidate that receives 80% of NEC support is automatically on the ballot.
- Candidate is put forward by the BoG.

- If no candidate receives 80% support from the NEC, the BoG will select a candidate for the ballot. The Board may consider NEC candidates, or additional candidates that may be put forth by the Board members.
- If an NEC candidate receives 80% NEC support, the BoG may authorize an additional candidate to appear on the ballot.
- Candidate meets the petition requirements.
 - Any G-I member meeting the qualifications to serve on the Board may petition to appear on the ballot.

Authorization of Candidates by the NEC

The process is detailed in the Bylaws.

Authorization of Candidates by the BoG

If no individual on the NEC list of candidates receives 80% support from the NEC, the NEC will, if possible, submit a rank-ordered list of the names of all candidates receiving a vote from a NEC member, along with a brief description of the qualifications of the candidate, to the BoG for their consideration. Board members may then nominate additional candidates for consideration and the Board will vote on the list of candidates. If a single candidate receives at least 75% of the votes from the Board members present at the meeting that candidate shall be the Board nominee for Governor-elect. Otherwise, a second vote will be taken with only the top two vote-getters (including any ties) from the first round on the ballot. If a single candidate receives 75% of the vote in the second round that candidate shall be the Board nominee to appear on the ballot. If no single candidate gets 75% of the vote, the top two vote-getters (including any ties) shall be placed on the ballot as Board candidates.

If a candidate receives 80% support from the NEC, the BoG may opt to nominate an additional candidate to appear on the ballot. Board members may nominate additional candidates for consideration and the Board will vote on the list of candidates. If a single candidate receives at least 75% of the votes from the Board members present at the meeting that candidate shall be the Board nominee to appear on the ballot. Otherwise, a second vote will be taken with only the top two vote-getters (including any ties) from the first round on the ballot. To appear on the ballot, a candidate must receive a majority vote in the second round. If no candidate receives a majority, no Board candidate shall be placed on the ballot.

The candidate(s) for governor-elect will then be announced to the membership-at-large via the G-I e-Update, *GEOSTRATA*, the G-I web

site, and any other means deemed appropriate. Together with this announcement will be an explanation of the procedure to be followed and a specified deadline for receipt of nominating petitions for members-at-large to place alternative candidate(s) on the ballot. About forty-five (45) days should be allowed for the required petition(s) to be submitted to G-I headquarters.

Petition Candidates

To add candidates to the ballot via petition, signatures expressing support for a candidate must be obtained from a minimum of 150 GI members in good standing with the following distribution requirements:

- At least fifteen signatures shall be obtained from each of at least five different ASCE Geographic Regions for a total of 75 signatures from five of the ten ASCE Geographic Regions (i.e., 15 signatures/region x 5 regions = 75 signatures).
- The balance of the remaining signatures necessary to reach the minimum requirement of 150 may be obtained without consideration of ASCE Geographic Region distribution. The Geo-Institute Member Identification number shall be provided for each signee. G-I staff shall check the validity of all petitions. Once verified, the candidate(s) shall be added to the ballot. No petitions will be accepted after the specified deadline has passed.

II.G.2.d. Election Process

The election process as detailed in the bylaws shall be followed.

II.G.2.e. Target Time Line

By December 15: The NEC chair will issue a “Call for Nominations” for the next governor from the membership-at-large.

January 1: The NEC Chair begins the process by soliciting from the G-I committee chairs their recommendations for members of the NEC.

By February 15: Deadline for governor-elect nominations from the membership-at-large.

By February 15: NEC chair will obtain BoG approval for one sitting governor and three non-governors to constitute the NEC.

By February 28: No later than one week prior to G-I BOG meeting NEC forwards candidate or slate of candidates to BoG for action.

By March 7: Candidate(s) are selected. Selection typically occurs during BOG meeting held at the G-I annual conference.

By March 12: NEC and/or candidates confirm their intent to serve if elected.

By March 15: Announcement of BoG candidate(s) and petition procedure (need forty-five [45] days to deadline).

By April 30: NEC and/or BOG candidates submit photographs, vision statements, and brief biographical sketch

By April 30: Deadline for petitions to include alternative candidates.

By May 10: Certification of petition candidate(s) by staff.

By May 17: Petition Candidate(s) submits photographs, vision statements, and brief biographical sketch, and intent to serve if elected.

By June 15: Ballot sent to G-I membership.

By August 14: Deadline for ballots to be received by G-I headquarters.

By August 17: Ballots counted.

By September 1: Announcement of governor-elect.

Conclusion of fall BoG meeting: Governor-elect assumes office.

II.H. Meeting of the G-I

The annual meeting, held during or within three months after the Geo-Congress, typically consists of a look-back by the President, a look-forward by the Vice President, and a financial report by the Treasurer. Outgoing committee chairs, Journal editors, "Best Chapter" award etc. are recognized during this meeting or other event held at the Geo-Congress. This meeting typically lasts for one hour and provides a Question and Answer period.

III. International Relations

The G-I has signed Agreements of Cooperation with multiple International Societies (see the G-I website for the list of societies).

III.A. International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE)

The G-I shall be the United States of America Member Society of the ISSMGE. In this role, the G-I will undertake activities to foster international cooperation among engineers and scientists in the field of geotechnics and its engineering applications. To that end, specific obligations and responsibilities of the USMS include:

- Designate delegates to represent the USMS at meetings of the Council of the ISSMGE;
- Represent the USMS on the Pan-American Committee on Soil Mechanics and Geotechnical Engineering;
- Cooperate in the organization and publicizing of international and regional conferences and other technical activities;
- Sponsor ISSMGE technical committees, if requested by the President of the ISSMGE;
- Nominate and sponsor USMS members to serve on technical committees of the ISSMGE;
- Provide reviewed papers by USMS members for publication in the Proceedings of ISSMGE and Pan-American conferences;
- Provide names of speakers, panel members, session chairs, etc., as requested by the organizing committees of international and regional conferences;
- Establish and collect annual individual USMS member dues;
 - Current dues are included on the ASCE renewal forms.
- Pay annual USMS dues to the ISSMGE; and
- Provide a list of the current USMS members and their addresses when requested by the ISSMGE.

III.B. International Secretary

III.B.1. Selection and Term of Office

Selection and term of office are detailed in the G-I bylaws.

III.B.2. Duties

The International Secretary is responsible for communications between the G-I and the ISSMGE, including its officers, the Secretariat, and the Pan-American Committee on Soil Mechanics and Geotechnical Engineering. The International Secretary shall be familiar with the ISSMGE Statutes and Bylaws, as well as the organization of the Pan-American Committee.

Specific duties of the International Secretary include the following:

- Attend BoG meetings if invited;
- Submit an annual report on USMS activities to the BoG. This report will typically be submitted by the International Secretary to the BoG at the Fall BoG meeting;
- Prepare an annual budget for the USMS. The budget shall be submitted to the Board at the Fall BoG meeting;
- Prepare requests to the BoG for special allocations from the USMS operating income or the ISSMGE Trust Fund beyond those contained in the annual budget approved by the BoG;
- Manage the affairs of the USMS, allocating and disbursing funds from the USMS operating income and the ISSMGE Trust Fund in accordance with the approved budget or approved special requests by the BoG;
- Recommend G-I members to serve on for ISSMGE committees;
- Provide a list of the current USMS members and their addresses when requested by the ISSMGE Secretariat;
- Coordinate with G-I staff to disseminate announcements and calls for papers for various international and regional conferences, symposia and workshops by means of direct mail, newsletters and electronic media; and
- Submit timely and newsworthy items to *GEOSTRATA* and to the G-I and ASCE electronic newsletters.

III.C. Representation in ISSMGE

III.C.1. ISSMGE Vice President for North America

The governing Board of ISSMGE is composed of the President, the Secretary General, six regional Vice Presidents, and three at-large members appointed by the President. One of the six Vice Presidents represents the North American region, consisting of Canada, Mexico and the United States. The terms of the Vice Presidents are approximately four years, beginning at the close of one International Conference and terminating at the close of the next International Conference.

The three countries in the North American region elect the Vice President for North America. Each of the three countries have one vote. By agreement of the North American countries, the Vice Presidency is rotated among the three countries. When the Vice President is from the United States, the G-I BoG selects a nominee. The International Secretary reports the nomination to the Canadian and Mexican Societies, who endorse the nominee, and then submits the nominee to the ISSMGE Secretary General. When the Vice President is from Canada or Mexico, the G-I BoG endorses their designated candidate.

When the Vice President is from the United States, it is typical that the G-I provides some financial support. The amount and source of support shall be determined by the BoG.

III.C.2. Pan-American Committee on Soil Mechanics and Geotechnical Engineering

The North and South Americans regions of ISSMGE jointly sponsor the quadrennial Pan-American Conference on Soil Mechanics and Geotechnical Engineering and occasionally some regional technical committee activities. The planning and implementation of these activities is conducted by the Pan-American Committee on Soil Mechanics and Geotechnical Engineering, which is composed of two delegates from each ISSMGE member society of the regions, and the two regional Vice Presidents of ISSMGE who co-chair the Committee.

III.C.3. Official Delegates to ISSMGE Meetings

The International Secretary and a second delegate designated by the President of the BoG will be the G-I's delegates to meetings of the ISSMGE Council and the Pan-American Committee on Soil Mechanics and Geotechnical Engineering. The President of the BoG designates which delegate will be the USNS voting delegate. The delegates' expenses are paid by the International Secretary.

III.D. ISSMGE ENDOWMENT FUND

III.D.1. Purpose

The ISSMGE TRUST FUND (or FUND) was established to provide funds: 1) that can be used to finance the administration and international activities of the G-I and 2) that can be used for national and international programs that enhance the practice of geotechnical engineering.

III.D.2. Sources of Funds

The initial source of funds was the residual from the XI International Conference on Soil Mechanics and Foundation Engineering, San Francisco, August 1985. In the future, additional funds may be derived from:

- Income and earnings from Trust Fund investments,
- Contributions from the annual operating budget of the G-I,
- Contributions from individuals and organizations that desire to support United States participation in the activities of the ISSMGE, and
- Income from conferences and/or publications, which may be sponsored by the G-I.

In 1994 the FUND Trustees and the ISSMGE Executive Committee re-evaluated the guidelines for use of the FUND and considered the raising of

additional moneys to enlarge the FUND. From this study, it was concluded that:

- The FUND could be used for national as well as international programs, and
- The FUND could be used to sponsor technical conferences and publications for the purpose of raising additional funds (It is recognized that such sponsorship could result in a loss of funds if the project was unsuccessful).

III.D.3. Administration

The BoG shall serve as Trustees of the FUND. The Treasurer of the G-I BoG shall serve as the Chairperson of the Trustees.

In 2014, the BOG upon request of the Investment Committee of the ISSMGE, reviewed the oversight process for the FUND and reestablished the BOG as the Trustees of the fund. When the BOG desires investment advice or consultation, suitable expertise shall be employed. The Investment Committee for the Fund was disbanded with these changes.

III.D.4. Operation

By Letter of Agreement with ASCE, the FUND shall be invested by ASCE. Quarterly, ASCE shall report the amount of income earned by the Fund to the BOG of the G-I. If either ASCE or G-I terminates the Letter of Agreement, the principal and any accrued interest of the FUND shall be reinvested through agents selected by the BOG. In addition to the ASCE investment program, the BOG may use the FUND to sponsor, geotechnical conferences, seminars, exhibitions and publications.

The FUND, and earnings therefrom, is an entity under the sole control of the ASCE GI as the USMS of the ISSMGE. All collected dues are deposited in the FUND as they are collected throughout the year and all recovered Fund resources (investment shares sold to finance projects) are deposited. Money is transferred from this FUND to the Secretary's Checking Account by the G-I Director as needed to meet budgeted expenditures upon distribution.

The International Secretary, upon receipt and verification of billing of dues by the ISSMGE and confirmation of the number of US ISSMGE members shall request ASCE to complete a wire transfer of the appropriate funds to ISSMGE out of the FUND.

The BOG as trustees shall develop a strategic plan for the Fund at least once every three years. This plan shall be reviewed annually at the summer meeting.

An annual operating budget for use of the FUND shall be prepared by the International Secretary and presented at the Fall BOG meeting. This budget shall be reviewed and approved by the BOG, either as submitted or modified. Approval of use of interest from the FUND shall be by simple majority of the BOG. A two-thirds majority vote of the BOG shall be required if any principal of the FUND is to be put at risk, and no more than 25% of the FUND may be put at risk or be used for any one project without the unanimous approval of the BOG. Upon approval of the BOG, approved funds may be transferred to the ISSMGE Trust Fund and the International Secretary's Checking Account, which will be used by the International Secretary for payment of budgeted expenditures. At the end of each fiscal year, the International Secretary shall submit a report of income and expenditures to the BOG at the Fall Meeting (prior to the Annual Congress).

III.D.5. Uses

The FUND shall be used to finance international and national activities that accomplish the purposes of the G-I or enhance the participation of the G-I and its members in activities of the ISSMGE. Specific activities and their priorities will be established annually by the budgetary process. Typical uses of the FUND may include, but not be limited to, the following:

- International travel of official United States delegates to: Business meetings of the ISSMGE Council, which are held at two-year intervals, and Meetings of the Pan-American Committee on Soil Mechanics and Foundation Engineering, which are held at four-year intervals in conjunction with the Pan- American Conference on Soil Mechanics and Foundation Engineering;
- Financial support for United States sponsorship of ISSMGE Technical Committees, including support for committee activities, such as planning technical publications, seminars, or conferences. This financial support is intended to make the United States sponsorship of these committees more meaningful. Any revenue from such sponsored programs or publications will provide income to the FUND;
- Expenses of the United States representatives to ISSMGE Technical Committees that are sponsored by other countries. Travel expenses to committee meetings are intended to provide more effective US participation in these international committee activities;
- Funding of organizing committees for international or Pan-American conferences that the G-I may sponsor;
- Funds may also be approved for dissemination of promotional information within the United States on the functions of the G-I and ISSMGE; and
- Other national or international activities of G-I that enhance the practice of geotechnical engineering throughout the world. Such activities could include:

- Travel expenses to send the ASCE Terzaghi Lecturer abroad;
- Expenses for presentation of workshops on specialized geotechnical topics (e.g., earthquake engineering) abroad;
- Contributions to support international lecture series (e.g., the Casagrande Lecture, which is presented at Pan-American Conferences);
- Contributions to geotechnical fellowship funds;
- Contributions to awards or programs that honor distinguished geotechnical engineers;
- Funding for the development and implementation of strategic planning or special activities of the G-I;
- Travel expenses for ISSMGE President or Vice President when chosen from the United States
- Travel expenses for distinguished geotechnical engineers to participate in policy and/or legislative proceedings germane to the practice of geotechnical engineering; and
- Collateral for G-I and joint G-I/ASCE managed conferences or other at risk activities, e.g., underwriting publications. In the anticipated situation of profitable activities, the net income would be used to maintain and expand the FUND and to support programs of the G-I. If activities are not profitable, the FUND will be used to offset losses.

IV. Coalitions with Other Organizations

IV.A. Purpose

The BoG may establish formal and informal coalitions with other organizations that are active in the geo-community. Formal coalitions should involve a written memorandum of understanding approved by the BoG and the other organization. Informal coalitions may involve only attendance of a G-I representative at meetings of the other organization, attendance of representatives of other organizations at G-I meetings, and attendance of G-I representatives at meetings jointly sponsored with other organizations. The purposes of these coalitions are to:

- Open and maintain channels of communication for exchange of information about activities of the organizations;
- Enhance opportunities for collaboration and cooperation on activities of mutual interest to the G-I and other organizations; and
- Avoid separate but duplicative effort on activities of mutual interest.

IV.B. Liaison appointments and removals

The BoG appoints liaison representatives to allied organizations within the geo-community. In most instances, the liaison will be a member of the BoG or a G-I committee chair. In some instances, the liaison appointment may be linked to a

specific G-I position.

Liaison appointments are made by the G-I president and are reviewed annually. The President may terminate liaison appointments at any time.

The duties of specific liaison appointees will be defined at the time of appointment. Liaisons are expected to make reports of their activities to the BOG every year at the fall meeting.

V. Councils and Committees

V.A. Definitions and Principles

The committee structure is the backbone of the G-I because it provides the means by which the stated mission is to be accomplished. The committees of the G-I shall consist of:

- Councils
- Board Committees
- Technical Committees, including Subcommittees
- Task Forces

G-I Councils, Board Committees and Technical Committees and statements of their purposes are listed in the Official Register of the ASCE. Technical committees report to the Technical Coordination Council (TCC), which reports to the BoG. Councils are Board-level committees charged with overseeing a broad area of responsibility. Councils may have committees reporting to them. Councils report directly to the BoG. Board committees are charged with a specific area of responsibility, though usually not as broad as that of a Council. They also report directly to the Board. Task Forces are ad-hoc committees established to perform specific tasks and shall be disbanded upon completion of the tasks. Task forces may be constituted at the Board-level or at the TCC level.

The chairs of G-I Councils and Board Committees and Task Forces are appointed by the BoG and serve at the pleasure of the BoG and/or under the terms of their appointment as given by the BoG at the time of the appointment. Appointments ordinarily begin on October 1. Committees may be added, combined, or disbanded at the discretion of the BoG. A BoG liaison shall be designated for each Board-level Council, Committee, or Task Force.

V.B. Establishment of Committees, Councils, and Task Forces

The BoG is responsible for the establishment and dissolution of any and all Committees, Councils, and Task Forces.

V.C. Appointments and Terms of Members

- The BoG appoints the chairs of Councils, Board-level Committees, and Task Forces.
- Resumes or CVs of Council, Board-level Committee, or Task Force chair candidates shall be provided to the Board for their consideration.
- The BoG may appoint members of Councils, Board-level Committees, or Task Forces directly or may delegate this authority to the Council, Board-level Committee, or Task Force chair.
- When the BoG directly appoints a Board-level Council, Committee, or Task Force member, the President of the BoG shall inform the appointee of his/her appointment and shall also inform the committee chair.
- Technical Committee members are appointed at the discretion of the Committee or Task Force Chair. Authority to appoint Council, Board-level Committee, and Task Force members may also be delegated to the Council, Board-level Committee, or Task Force chair at the discretion of the BoG.
- The establishment of and appointments of members to subcommittees are at the discretion of the chair of the supervising Council or Committee, provided any resources required are within the overall budget parameters of the supervising entity.
- Board-level committee, Council, or Task Force chairs may be released from their duties with due cause by the President of the BoG with the concurrence of the majority of the BoG. The President of the BoG shall so inform the chair of their removal. A new chair shall be appointed by the BoG immediately upon removal of a chair.
- Board-level committee, Council, or Task Force members may be released upon recommendation of the committee chair when due cause is presented to the BoG. The President of the BoG shall so inform the committee member.
- Each year the magazine and e-newsletter of the G-I shall contain a notice inviting members to apply for Technical Committee membership.
- Council, Board-level Committee, Task Force, and Technical Committee membership need not be confined to G-I members, but may include specially qualified nonmembers. Such nonmembers will be classed as advisers and so listed in the official records of the G-I. Non G-I members of G-I committees are not entitled to reimbursement for travel expenses from committee funds.

V.D. Technical Committee Operations and Review

The TCC maintains the Technical Policy and Procedures Manual that covers the operations of the technical committees.

The BoG has the following responsibilities with respect to the technical committees:

- Technical Committee chairs shall be appointed by the TCC with consent from the BoG. Chairs may be reappointed to serve two consecutive three-year

- regular terms (in addition to any interim term).
- The Chair of the TCC shall inform the Technical Committee chairs of their appointments and duties and their TCC Councilor's name and contact information and copy this notification to the TCC liaison of BoG.
 - The president of the BoG shall thank outgoing Technical Committee chairs.
 - The BoG may require TCC to release a Technical Committee chair for failing to properly performing his/her duties.
 - The BoG, usually in consultation with the Technical Committee chairs and TCC, may assign committee special tasks.
 - The BoG shall review periodically its Committee structure. If deemed necessary, the BoG shall make changes to streamline individual committees and/or the entire committee structure of the G-I, including the possible elimination or merger of certain Committees or the creation of new Committees.
 - As staff resources permit, the Director of the G-I shall appoint a Staff Liaison to TCC as are appropriate. The Staff Liaison assists the Committee chair in managing the operations of the Committee, serves as an advisor to and information resource for the Committee, helps facilitate appropriate communications between that Committee and the TCC, and acts as a liaison between G-I headquarters and the Committee.

V.E. Council and Board-Level Committee Meetings

- The board-level Committee chair in consultation with the BoG Liaison and G-I Staff requests committee meetings; the BoG may also suggest Committee meetings.
- Member travel cost may be reimbursed by the G-I, in compliance with ASCE rules, in consultation with the Board Liaison and chair for that Committee. Meetings held without the G-I Director's authorization are not eligible for member reimbursement. The Secretary is authorized to establish working procedures for granting such authorization. The BoG Treasurer should review such procedures.
- If no travel cost reimbursement by the G-I is involved, it is not necessary to obtain authorization for Committee meetings.
- It is recommended that each Council or Board-level Committee Chair appoint a member of the Council or Committee to serve as Committee Secretary to record minutes at each meeting. This could be a rotating assignment. Minutes of the committee meeting should be sent to Secretary of BoG (or the Staff Liaison to that Committee or Council) within 30 days of the meeting.

V.F. Policy on Travel Expense Reimbursement

- Travel cost reimbursement will normally be made only to those members designated by the Chair for reimbursement. The Committee chair shall have authority to utilize allocated funds in an optimal manner to achieve best results.

- Although Committee meetings may be held in any location, they should normally be held at either a G-I meeting or the point of least cost, insofar as practical.
- The Committee chair shall submit the request for reimbursement to the Director of the G-I for the entire Committee meeting expense and shall designate the amount to be reimbursed to each member. The request shall include all appropriate documentation of costs and draft minutes of the meeting.
- When all or part of the travel expense is covered from another source, the request to the G-I shall signify either that no reimbursement is requested or that only part as stipulated is requested.
- The G-I Director may delegate the responsibility for managing committee reimbursements to an appropriate G-I staff member who will then serve as his/her agent for such transactions.
- All reimbursements will be made in accordance with ASCE reimbursement policies unless explicitly approved, with good justification, by the BoG.

V.G. Conduct of Meetings

- Every meeting must have a goal and an agenda that works toward the goal.
- Meetings held in conjunction with national conventions or specialty conferences should be scheduled so there is no conflict with the technical sessions of the G-I or the G-I annual meeting. The location and time should permit the work to be completed with minimum interruption and conflict.
- Committees will ordinarily meet for no more than one day.
- In general, at least four hours should be allowed at each meeting for discussion and deliberation. Meetings held in conjunction with conferences may be reduced to two hours. Evening meetings are discouraged.
- The chair of each committee will prepare a written agenda for his/her respective meetings. The agenda should describe explicitly the tasks to be completed.
- A draft copy of the minutes of the meeting shall be prepared by the chair or his/her delegate and furnished to each member within two weeks of the meeting. Members shall edit this draft and send comments back to the chair or his/her delegate within two weeks. The chair or his/her delegate will then prepare a final copy of the minutes for distribution.

V.H. Reimbursement of Committee Operating Expenses

- The individual benefits of committee membership are substantial and it is hoped that committee members or their organization can absorb the cost of day-to-day committee operation. However, the G-I will provide reimbursement for postage and telephone expenses, and other out-of-pocket expenses, within the limits of the allocated budget for the committee and as allowed by ASCE guidelines, if adequately documented requests are made to the Director of the G-I.
- Stationery for committee correspondence can be obtained from the G-I

- headquarters.
- When committee meetings are held in conjunction with the annual Geo-Congress, a specialty conference, or an ASCE National Meeting, a request for a room reservation should be included in the request for approval of the meeting. A meeting room will then normally be reserved and made available, free of charge.

VI. G-I Staff

VI.A. General

The function of the staff of the G-I is to conduct the day-to-day business of the G-I and to assist the BoG as directed by that BoG. The staff is employed by the American Society of Civil Engineers (ASCE). The staff personnel are under the direct supervision of the Director of the G-I, who assigns specific continuing and short-term duties and tasks to other G-I staff members as necessary.

The Executive Director of ASCE establishes salaries and benefits for all G-I staff members.

The G-I staff is housed at a location designated by the Executive Director of ASCE.

The Director of the G-I is appointed by the Executive Director of ASCE with the consent of the BoG of the G-I. G-I staff members may be dismissed for cause or for reasons of financial exigency by the Executive Director of ASCE with the consent of the BoG of the G-I. Neither the Director of the G-I nor other staff members serve a specific term. However, it is expected that any person holding the position of Director will be employed in that position for a length of time sufficient to provide stability and continuity for the G-I. Members of the G-I having concerns about the performance of the staff should take up the issue with the BoG.

VI.B. Director

The Director oversees the day-to-day operations of the G-I, and he/she attends all BoG meetings and advises the BoG but does not vote on issues considered by the BoG.

The official line of communication between the Director of the G-I and the BoG is through the President of the G-I or through individuals whom the President may appoint or authorize to communicate directly with the Director of the G-I.

The Director of the G-I may also serve simultaneously as Director of one or more other ASCE Institutes by mutual agreement of the Executive Director of ASCE and the G-I BoG. Compensation will be divided proportionately among the

Institutes that this individual serves.

VI.C. Functions of the G-I Staff

The staff of the G-I, under the management of the Director, performs the following functions. All staff operations are performed in compliance with the Bylaws of the G-I and with the policies of the BoG of the G-I, the Constitution of ASCE and the Board of Direction of ASCE. The staff:

- Serves as secretariat for the BoG, maintaining and distributing minutes of meetings of the BoG and the G-I Annual Meeting, action lists and similar items. The staff also assists the International Secretary in the execution of contacts with international organizations, accounting of income and expenses of the International Secretary's accounts and prepares official correspondence for the President of the G-I and other members of the BoG.
- Operates under the direction of the G-I Treasurer to develop financial analyses and preliminary budgets and to maintain financial records for the G-I which shall include, but not be limited to; maintaining books of G-I finances, monitors accounts and investments of G-I funds, and providing semi-annual reports for the BoG and the Executive Director of ASCE on the financial position of the G-I. Prepares annual budgets for the consideration of the G-I President and the BoG, and prepares annual financial report for presentation by the BoG at the annual meeting
- Maintains up-to-date records for the G-I, including membership rosters, committee rosters, phone, fax and e-mail directories, historical records, and correspondence.
- Serves as the contact with staff personnel from Geo-industry groups outside of ASCE, for example, with the other members of the Geo-Coalition.
- Serves as the direct communication link with the Executive Director of ASCE, other ASCE staff members, Directors of other ASCE Institutes, and with designated officers of local ASCE geotechnical groups.
- Secures and monitors services, such as management of specialty conferences, from ASCE or from outside organizations.
- Conducts activities relating to the recruitment of new members of the G-I.
- Assists the BoG with obtaining financial support for G-I activities from outside entities.
- Facilitates legislative efforts for the G-I under direction of the BoG.
- Researches markets for G-I products and advises the BoG of opportunities for service to the profession and to the public.
- Distributes a periodic e-newsletter to the membership of the G-I and keeps the BoG continuously informed of its activities.
- Manages the continuing education activities of the G-I.
- Responds to inquiries from the membership of the G-I or from interested groups or individuals outside the G-I.
- Assists technical and administrative committees with planning, budgeting, scheduling and developing products.

- Advises the President of the G-I of emerging issues.
- Coordinates the standards activity of the G-I with that of ASCE.
- Conducts other business as directed by the BoG of the G-I and as resources permit.

VI.D. Performance Review

The performance of the G-I staff is monitored continuously by the Director. Likewise, the performance of the Director is monitored continuously by the BoG. Such performance monitoring forms the basis for assessing salary increments and advancements of staff members. The Executive Director of ASCE determines salary increments.

VII. Membership

VII.A. Grades

There shall be two grades of membership within the G-I: individual membership, and organizational membership.

VII.B. Qualifications

Individual membership shall be open to individual engineers, geologists, scientists, technicians, constructors, students, and other individuals whose backgrounds, interests and professional activities are related to the geo-industry. Individual members include student member, member, and institute only member as defined in the Bylaws. Organizational membership is open to associations, government agencies, and corporations interested in advancing to object of the G-I.

Full membership shall be open to individuals who can demonstrate one or more of the qualifications as outlined in the Bylaws.

VII.C. Application Process

- Individuals who are ASCE Members may become members of the G-I by a process designated by the ASCE Executive Director in consultation with the Director of the G-I.
- Individuals who are not ASCE members but who are eligible for ASCE Membership will be urged to join both ASCE and the G-I and to pay the prescribed dues. Alternatively, they may submit an application for G-I membership as prescribed in the next paragraph.
- Individuals who wish to join the G-I and are either not eligible for ASCE membership or do not wish to join ASCE must submit an application for G-I membership. The application form shall require the information deemed essential for eligibility determination by the BoG. Applications received after

July 1 shall require submission of only one-half of the prescribed first year's dues. All dues submitted with the application shall be fully refunded if the application is declined.

- Students who seek student membership in the G-I must submit an application for G-I membership. The application form shall require the information deemed essential for eligibility determination by the BoG. Students who are eligible for ASCE membership will be urged to become Student Members or regular members of ASCE, as they choose.
- Organizations seeking organizational memberships must submit an application for G-I membership. The application form shall require the information deemed essential for eligibility determination by the BoG. Applications received after July 1 shall require submission of only one-half of the prescribed first year's dues. All dues submitted with the application shall be fully refunded if the application is declined.

VIII. Dues/Services

VIII.A. Establishment of Dues

Two levels of dues and services will be specified:

- ASCE members who are also G-I members shall pay full G-I dues through ASCE and be eligible for all benefits and privileges of G-I and ASCE membership. These dues are set by ASCE.
- Members who do not qualify for ASCE membership or do not choose to join ASCE shall pay G-I only member dues and be eligible for all benefits and privileges of the G-I but not those of ASCE. These dues shall be set by the BoG. G-I only membership includes ISSMGE membership.

VIII.B. Benefits and Service Opportunities of the G-I

All G-I members will be eligible for all benefits and privileges of the G-I. Benefits may include reduced prices for G-I publications and reduced registration fees at G-I conferences, workshops and seminars. Service opportunities on committees and other appointed or elected positions within the G-I will be open to all members.

IX. Conferences and Sessions

IX.A. Annual Geo-Congress

The annual Geo-Congress is one of the most important activities of the G-I. The annual Geo-Congress should be planned and structured to engage the participation of as many G-I members as possible. The annual Geo-Congress provides a venue for many of the business and technical activities of the G-I and the BoG. The annual Geo-Congress is a convenient venue for G-I Technical

Committees, Board Committees and Councils, and Task Forces to meet. While the annual Geo-Congress may have a theme, any theme shall be broad enough to provide an opportunity for participation of all, G-I Technical Committees. The annual Geo-Congress will often be held in partnership with an allied organization to increase attendance, participation of members, the visibility of the G-I and to foster inter-disciplinary and inter-organization cooperation.

The annual Geo-Congress shall generally include:

- the Terzaghi, Seed, Peck, and Prakash Lectures,
- plenary sessions and breakout sessions with technical paper presentations
- short courses and other continuing education activities,
- an exhibition hall for vendors of geo-industry related products and services,
- activities for G-I students members and GSOs,
- events for G-I organizational members, and
- other activities as deemed appropriate by the organizing committee for the Geo-Congress.

The annual Geo-Congress should be typically held in a major destination city to defray travel cost and, more importantly, travel time, and thus lost time from work, for those attending the meeting. The Geo-Congress shall typically be held sometime in the first quarter of the calendar year until such time as ASCE policy allows the annual Geo-Congress to be held sometime in the fourth quarter of the Calendar year. Holding the Geo-Congress in the first quarter of the year facilitates participation in the annual Geo-Congress by vendors, geo-contractors, and geotechnical firms that typically engage in field activities during the second and third quarters of the calendar year, thus limiting opportunity for their participation if the Geo-Congress is held during the second and third quarters of the calendar year. The Geo-Congress Organizing Committee, a standing board level committee, has the responsibility of enhancing the value of the Geo-Congress as the premiere annual technical information exchange, educational, and networking event for the G-I that appeals to the needs of the entire geoprofession. The Geo-Congress Organizing Committee does not develop the technical program for the congress, but sets policies and procedures for the congress program, proceedings development, presentation times, and the exhibition.

A program committee will be developed for each Geo-Congress, whether it is a standalone Geo-Congress or done in partnership with other organizations. The program committee will be responsible for developing the technical content of the congress including identifying and approving short courses, technical sessions, keynote presentations (excluding the Prakash, Seed, Peck and Terzaghi lecturers), and panel sessions. For standalone Geo-Congresses, the technical program will be developed within the guidelines, policies and procedures developed by the Geo-Congress Organizing Committee, and for partnerships the G-I will strive to develop the technical program meeting as many of the

guidelines, policies, and procedures as possible. Additionally, the program committee will assist with promoting the congress, sponsorships, and the exhibition. A Geo-Congress Tentative Program is provided in Appendix C.

IX.B. Specialty Conferences

Specialty conferences are a valuable means for the presentation and discussion of the current state-of-the-art as well as new technical developments in all facets of geotechnical engineering. The topics of specialty conferences can be either broadly based or rather narrowly focused. Specialty conferences may be held in conjunction with allied organizations, including international societies and other professional societies and trade organizations representing the geo-industry or related disciplines.

No more than two specialty conferences shall be held in one year unless specifically approved by the BoG.

Where possible, consideration shall be given to cooperation with other organizations to co-host specialty conferences. Such cooperative agreements provide flexibility in establishing management contracts for these events in accordance with the ASCE Institute Operating Procedures.

The TCC is responsible for approving pre-proposals and full proposals for specialty conferences. Suggestions for specialty conference topics can come from individual G-I members, G-I technical committees, university groups, G-I chapters or geotechnical committees of local ASCE sections, or the BoG. Any of these groups may submit a proposal for a specialty conference. Proposals are typically approved three years (at least two and sometimes four years) in advance of the proposed conference dates. The specific content of the proposal shall be determined by the TCC.

After the full proposal is approved by the TCC, the TCC assigns one of its members as liaison for the event. The liaison works with the specialty conference Chair(s), Technical Program Chair(s), and Organizing Committee for the event, the G-I Director, and the conference planning organization responsible for the event, to implement the proposal in accordance with the procedures described in G-I and ASCE conference planning guidance and as directed by the BoG.

IX.C. Other Conferences

From time to time, the G-I is asked to 1) co-sponsor, or 2) cooperate with or assist with a meeting or conference organized by a non-G-I group/organization/society.

G-I co-sponsorship of a meeting or conference implies all of the following:

- Financial responsibility--either providing funds or providing a mechanism for obtaining funds to underwrite the conference. In this case, there is a sharing of any profits or losses, normally in proportion to the amount of money provided or according to a written contract or memorandum of understanding with the co-sponsoring organization.
- Technical responsibility—shared responsibility for the length and quality of the technical program.
- Membership—G-I members are eligible to participate in the conference with all the benefits provided to members of sponsoring organizations (e.g. discounted registration).
- Use of ASCE/G-I mailing lists, conference organizers, or publication facilities.
- Including conference information on the G-I web site.

G-I cooperation or assistance of a meeting or conference may involve any or all of the following:

- Subject compatible with the scope and activities of the G-I;
- Agreement with the objectives and purpose of the conference;
- Input to the conference program;
- Liaison with appropriate G-I technical committees;
- ASCE/G-I membership mailing lists; and
- Co-publication of the conference proceedings.

A written proposal is required for co-sponsorship, cooperation and assistance. To obtain approval, proposals must include sufficient detail so the appropriate levels of responsibility and liaison are clear. The TCC is responsible for the specific format of such proposals. When the G-I co-sponsors another organization's event, and significant staff support will be required for organization or technical program development and review, such events shall be considered toward the 2 conference per year limit.

Non-Financial Co-Sponsorship Request from International Organization – IAC reviews the request first, if they are not in favor of the sponsorship, the request will be denied. If they are in favor of the co-sponsorship, the request will be forwarded to TCC for their review. TCC then reviews and sends the recommendation back to IAC which will notify the requestors. If TCC and IAC both agree that the co-sponsorship should be done, the G-I Director in coordination with the BoG (or BoG liaison) will give final endorsement to the recommendation. The IAC in coordination with G-I Director will contact the international group with the outcome. If there is a difference of opinion between the IAC and TCC then the co-sponsorship request is sent to BOG for decision.

X. Publications and Review

X.A. Journal of Geotechnical and Geoenvironmental Engineering

The ASCE Journal of Geotechnical and Geoenvironmental Engineering (JGGE) covers the broad area of practice known as geotechnical engineering. Papers are welcomed on topics such as foundations, retaining structures, soil dynamics, engineering behavior of soil and rock, site characterization, slope stability, dams, rock engineering, earthquake engineering, environmental geotechnics, geosynthetics, computer modeling, groundwater monitoring and restoration, and coastal and geotechnical ocean engineering. Authors are also encouraged to submit papers on new and emerging topics within the general discipline of geotechnical engineering. Theoretical papers are welcomed, but there should be a clear and significant potential for practical application of the theory. Practice-oriented papers and case studies are particularly welcomed and encouraged. The JGGE is published monthly. All papers, technical notes, and discussions submitted to the Journal are subject to a peer review process that is the primary responsibility of the *JGGE* Editorial Board.

Editor-in-Chief and Editors. The BoG appoints the EIC considering the TPC recommendation. The appointment term is three years and may be extended for one year at the discretion of the BoG considering the TPC recommendation. Editors are appointed by the Editor-in-Chief for a term of four years with possible extension of one year. While serving this capacity, the *JGGE* EIC is a member of the TPC.

Editorial Board Membership. The *JGGE* Editorial Board is comprised of the Editor-in-Chief, Editors, Associate Editors, Ombudsman, Editor-at-Large, Discussions and Closures Editor, and TBA and Forum Editor. Editorial Board membership is reserved only for those who are recognized for their expertise including subspecialties within the scope of the *JGGE* and who have availability and a willingness to obtain high-quality and timely reviews of submitted papers, among other duties. Associate Editors are appointed by the Editor-in-Chief.

Manuscripts. Basic requirements for manuscripts submitted to the *JGGE* can be found on the *Journal* web page.

Terzaghi and Seed Lecturers. Terzaghi and Seed Lecturers are expected to submit papers for publication in the *JGGE*. These papers are reviewed for technical and editorial content but because they are part of the most prestigious awards offered by the G-I they may not be rejected. Review of the paper shall be handled by the EIC of the Journal. Reviewers' comments may be communicated to the Lecturer at the EIC's discretion.

X.B. International Journal of Geomechanics

The International Journal of Geomechanics (IJOG) focuses on geomechanics with emphasis on its theoretical aspects, including computational and analytical

methods and related validations. Applications of geomechanics for interdisciplinary topics such as geotechnical and geoenvironmental engineering, mining and geological engineering, rock and blasting engineering, underground structures, infrastructure and pavement engineering, petroleum engineering, engineering geophysics, offshore and marine geotechnology, geothermal energy, lunar and planetary engineering, and ice mechanics fall within the scope of the journal. Specific topics covered by the journal include numerical and analytical methods; constitutive modeling including elasticity, plasticity, creep, localization, fracture and instabilities; neural networks, expert systems, optimization and reliability; statics and dynamics of interacting structures and foundations; liquid and gas flow through geologic media, contaminant transport and groundwater problems; borehole stability, geohazards such as earthquakes, landslides and subsidence; soil/rock improvement; and the development of model validations using laboratory and field measurements. All papers, technical notes, and discussions submitted to the Journal are subject to a peer review process that is the primary responsibility of the *IJOG* Editorial Board.

Editor-in-Chief and Editors. The Editor-in-Chief of the *IJOG*, is recommended by the G-I Technical Publications Committee (TPC) and appointed by the BoG for a term of three years. The appointment term may be extended for one year at the discretion of the BoG considering the TPC recommendation. Editors are appointed by the Editor-in-Chief as necessary for a term of four years with possible extension of one year.

Editorial Board Membership. The Editorial Board of the *IJOG* is comprised of the Editor-in-Chief, Associate Editors and the Ombudsman. Such membership is a serious and often time-consuming responsibility. Editorial Board membership is reserved only for those who are recognized for their expertise including subspecialties within the scope of the *IJOG* and who have expressed their availability and a willingness to obtain high-quality and timely reviews of submitted papers, among other duties.

Manuscripts. Basic requirements for manuscripts submitted to the *IJOG* can be found on the *IJOG* web page.

X.C. Geotechnical Special Publications

Geotechnical Special Publications (GSP) contain technical papers and reports presented at or submitted to G-I specialty conferences or other appropriate venues or prepared by technical committees and other groups for the specific purpose of publication as a GSP. GSPs may also be reports prepared by G-I technical committees, or any other worthy publication. The Technical Publications Committee must grant approval for all GSPs, with the exception that proceedings of the annual Geo-Congress and G-I specialty conferences automatically qualify as GSPs. Appropriate technical and editorial review is required and may be carried out by the Publications Committee or by a task

committee appointed for this purpose by the Publications Committee or Conference Organizing Committee. Reviewers may be members of G-I technical committees, the Technical Publications Committee, or any other group of competent G-I members or their peer group known to the proceedings editor(s) or others on the specialty conference publication committee. Review procedures normally follow those of the *Journal*. As the GSPs contain peer reviewed papers, it is not appropriate that they also be published in the *Journal*.

X.D. GEOSTRATA

GEOSTRATA is the official magazine of the ASCE Geo-Institute. Along with the G-I e-update, it is the recognized avenue for announcements of G-I elections, initiatives, events, special programs, and other items of interest to the membership. General content of the magazine is managed by the EIC. The EIC is appointed by the BoG and the magazine's Editorial Board members are appointed by the EIC. Advertising is managed by ASCE Sales and Marketing. Revenue distribution is defined in the IOP.

X.E. ASCE Publications

X.E.A. Civil Engineering

The G-I Technical Publications Committees or task forces do generally not review articles on geotechnical engineering published in *Civil Engineering*. If the Editor of *Civil Engineering* requests a review of an article, the appropriate technical committee chair may be called upon to suggest a suitable reviewer.

X.F. Other Journals and Publications

X.F.A. Proceedings of the International and Pan-American Conferences on Soil Mechanics and Geotechnical Engineering

The International Activities Committee (IAC) appoints publication task committees for the purpose of reviewing both abstracts and papers submitted for possible publication in the proceedings of International and Pan-American Conferences on Soil Mechanics and Geotechnical Engineering. As the number of papers allotted to the US is often limited, abstracts and papers submitted to the international conference undergo rigorous review by a task committee appointed for this purpose by the TCC. Close coordination between the International Secretary, the TCC, and the Chair of this task committee is important so that all acceptable papers are published in the international conference proceedings.

X.F.B. Committee and Task Force Reports

Reports by G-I Technical Committees and Task Forces may be published

after the BoG or its appointed reviewers have given them appropriate review. Publication may be through ASCE publication or by posting to the G-I web site.

X.F.C. ASCE Press

In addition to GSPs and other ASCE publications, ASCE has entered into the book publishing business with the establishment of the ASCE Press. The objective is to provide practice oriented books on civil engineering subjects that for-profit publishers are unwilling to publish for one reason or another. These books should provide ASCE membership technical information that would not otherwise be available. University level textbooks are not appropriate for publication by ASCE Press. The procedure is as follows:

- Manuscripts or proposals for books may arrive unsolicited; in some cases, proposals are solicited in response from members or technical committee chairs.
- Proposals are reviewed by a member the Book Selection Committee of ASCE. However, the G-I believes that if a book encroaches even remotely on geotechnical practice, then the BoG should see that both proposals and books must be properly reviewed through the G-I.
- Ordinarily, the appropriate technical committee of the G-I will be used to provide reviewers. The BoG or TCC may also identify appropriate additional reviewers for the book proposal and/or complete manuscript.
- Publication is handled by ASCE Press.

X.G. G-I Website

The G-I maintains a website is available for listing G-I notices, conferences, membership information, and other pertinent information of interest to G-I membership. The website may also be used for archiving, posting, and disseminating committee and task force reports, white papers, and other documents of interest to the membership.

X.H. G-I e-Update

G-I staff will prepare and disseminate e-Updates on a regular basis. The e-Update shall apprise G-I members of upcoming events, deadlines (e.g. for submission of abstracts, for award nominations), and other items of general interest to the membership. The e-Update shall be sent to all G-I members except for those who have notified the G-I that they do not wish to receive it (i.e. who have “opted out” from the e-Update distribution list).

XI. Board-level Committees and Councils

Board-level Committees and Councils should meet at least once annually and

communicate otherwise by telephone, virtual meeting, or electronic mail at least quarterly. Committee members should serve three-year terms with a maximum of six years of consecutive service. The committee should have a regular rotation of members that introduces new members each year. In general, the term of the chair should be three years.

XI.A. Awards Committee

XI.A.1 Awards Committee Membership

The Awards Committee is a standing administrative committee of the G-I. It is composed of the following members:

- A chair selected by the BoG according to the rules given below,
- Seven to nine members-at-large selected by the BoG.

The appointment to the position of Chair of the G-I Awards Committee (GIAC) is an important appointment. The Chair is selected by the BoG from active committee members of the G-I Awards Committee.

The members of the Awards Committee are chosen so that approximately one-half are from the academic community and one-half are primarily practicing engineers.

All members of the Awards Committee normally participate in all decisions. Exceptions are when one or more members become ineligible to participate in a specific decision because of a conflict of interest, as when a member-at-large is under active consideration for an award, or when a committee member finds that they are unable render an objective judgment. Other exceptions occur when one or more members fail to respond in a timely manner to a call for vote, in which case the Committee decision is based on the number of valid responses that have been received by the specified deadline, with at least two-thirds of the committee responding.

BOG liaison and staff liaison shall be invited to attend all GIAC meetings to ensure ASCE and G-I policies and procedures followed during deliberations. Staff liaison will notify all nominators about the results of their nominations after corresponding awards are announced.

XI.A.2. General Procedures

There are two categories of awards. One is administered solely by the G-I Awards Committee (GIAC) and is simply referred to as “G-I Awards.” The other category is ASCE Awards and is administered by the ASCE Society Awards Committee (SAC) and is simply referred to as “ASCE Awards.”

The GIAC reviews nominations for ASCE Awards, and makes recommendations to the G-I BoG. Following G-I BoG approval, all G-I recommendations for ASCE awards will be forwarded to SAC by the Director of the G-I.

All nominations for G-I Awards will be made to the GIAC. The GIAC will provide recommendations for the recipients of G-I Awards to the BoG, who will then act upon these recommendations.

A comprehensive listing of both ASCE and G-I awards is included in Appendix A to this manual as well as on the ASCE Honors and Awards webpage. This listing is updated annually on the ASCE web site.

It will be the general policy to solicit nominations for awards from as broad a spectrum of the membership of the G-I as possible. To this end, the G-I office shall prepare a listing of ASCE and G-I awards and have it published in *GEOSTRATA*, the G-I e-Update, and on the G-I website.

Unless explicitly excluded by the Award criteria (e.g. nominations of journal papers for the Norman, Croes and Middlebrooks award), unsuccessful nominations for any particular award will be automatically carried forward for two cycles after their initial submission. Unsuccessful nominations that are carried over may be supplemented and unsuccessful nominations may be resubmitted in subsequent years provided they satisfy the criteria for the specified award.

When judging individual papers for awards, fairness dictates that “companion papers” normally be treated as individual papers which must stand on their own merit. In the unusual case where a set of companion papers were to be nominated for an award, strong arguments would need to be made to document the high technical merit of the papers and the conciseness of their presentation.

A description of the awards, procedures, and award histories is included on the ASCE Honors and Awards webpage.

XI.B. Professional Practice Council

The Professional Practice Council identifies the need for codes, standards, guidance documents, agreements, and policy statements and cooperates with other professional entities in preparing or revising such documents, to promote the professional practice of geotechnical engineering.

From time to time members and groups in the G-I may identify the need for codes, standards, and technical guidance documents to govern the practice of the profession. Since carelessly developed codes, standards, and guidance

documents can have a constraining effect on the development of the state of the art and since promulgating a code, standard, or guidance document is a time-consuming activity, writing a code, standard, or guidance document should be embarked on only when there is a clear need for the document and when its implementation will benefit the profession and the public.

In accordance with the procedures of the Codes and Standards Activities Committee (CSAC) of ASCE the BoG has appointed a Professional Practice Council (PPC). This council will accept proposals for codes or standards from individuals and from technical committees. The council will review and process the proposal in accordance with CSAC procedures and recommend to the BoG whether the G-I should proceed to develop the code or standard. In addition, the council will identify the need to revise existing policies or develop new policies and agreements in cooperation with other professional entities, to promote the geotechnical engineering practice and foster collaborations between geotechnical engineering and other engineering specialty areas.

If the BoG and the council determine that a code or standard is necessary, a standards committee shall be organized to develop the code or standard in accordance with the existing ASCE policies and procedures for developing codes and standards. The committee developing the code or standard will keep the BoG informed of its activities through the G-I PPC.

XI.C. Continuing Education Committee

The purpose of the Continuing Education Committee is to identify the kinds and sources of continuing education that the committee believes will serve the membership. Where adequate sources of geotechnical/geoenvironmental continuing education do not exist, the Committee should seek out individuals or groups within the G-I, ASCE, or allied organizations to develop and offer such courses. The Committee should regularly liaise with the G-I's Board of Governors, Technical Committees, and other comparable groups in order to evaluate where the geo-industry is heading and how the G-I can assist its members in acquiring the knowledge and skills needed to serve a changing world.

Membership should be balanced between academics and practitioners.

XI.D. Outreach and Engagement Committee

The Outreach and Engagement Committee shall be responsible for developing a robust outreach and engagement program within the Institute that provides leadership and raises awareness in all matters of outreach and engagement within the geotechnical engineering community; shall promulgate and implement programs designed to encourage equitable opportunity for full participation of all people within the profession; shall seek opportunities to partner with other Geo-

Institute committees on Outreach and Engagement and with other affiliated organizations, to maximize effectiveness and minimize duplication of efforts in areas of mutual interest related to matters of outreach and engagement, including but not limited to race, ethnicity, religion, age, gender, sexual orientation, nationality or physical challenges.

The Outreach and Engagement Committee shall consist of active Geo-Institute members, including a G-I Board Liaison. Members shall be nominated and selected on the basis of an interest in, as well as a knowledge and understanding of the issues related to outreach and engagement in the engineering profession. Members shall also be representatives of the private, public and academia sectors. In addition to the committee members, the committee invites the ASCE Board of Directors and the ASCE Committee on Diversity and Inclusion, if they so desire, to each put forward a corresponding member to encourage dialogue and shared knowledge between ASCE and the Geo-Institute (e.g., local G-I chapters).

XI.E. Geo-Congress Organizing Committee

The Geo-Congress Organizing Committee will enhance the value of the Geo-Congress as the premiere annual technical information exchange, educational, and networking event for the Geo-Institute that appeals to the needs of the entire geoprofession.

To meet these goals the Geo-Congress Organizing Committee (GOC) is charged with doing the following:

- Develop strategies for venue rotations and well-defined processes and guidance for planning the congress;
- Provides input to G-I staff on development of future Geo-Congresses and partnerships with allied organizations; however, G-I staff develops and submit proposals and requests for proposals and makes venue selections for the Geo-Congress;
- Solicits leaders for future Geo-Congress Program Committees and appoint or assist in development of technical program committee for each congress;
- To set overall congress management structure for the congress that provides value for the geoprofession (students/academics/practitioners, exhibitors/sponsors, speakers/authors, attendees, allied organizations);
- To develop program structure for the congress;
- Provides a liaison to the program committee to assure that the congress is organized within the guidelines, policies and procedures for the Geo-Congress;
- Develop strategic collaborations with allied organizations for the Geo-Congress;
- Assist in dissemination of information from the congress to the Geo-Institute at large; and

- Continually evaluate congress for improvements.

The GOC shall:

- Be representative of the diverse constituency of the profession and include academics, practitioners, and owners;
- Be composed of:
 - A Board-nominated and approved Chair;
 - G-I Director;
 - G-I Meetings and Program Specialist;
 - Technical Coordination Council (TCC) representative;
 - Local Involvement Council (LIC) representative;
 - Student Member Participation Committee (SPC) representative
 - Organizational Member Council (OMC) representative;
 - Technical and Local Program chairs for the most recent Geo-Congress;
 - Technical and Local Program chairs for the current Geo-Congress; and
 - Technical and Local Program chairs for next year's Geo-Congress.
- Be responsible for making the Geo-Congress a broad-based event that appeals to the entire profession, including:
 - Setting the theme (if desired) for the Geo-Congress each year;
 - Provides input to G-I Staff on partnering agreements with affiliated organizations;
 - Recruiting a technical program committee (or appointing a technical program chair(s) and approving the technical program committee) for each Geo-Congress that will be responsible for planning the details of the technical program;
 - Recruiting a local program committee (or appointing a local program chair(s) and approving the local program committee) that will be responsible for soliciting local sponsorships and planning local events; and
 - Assist staff in the long-term development of the brand and realization of the vision for the Geo-Congress.
- Monitor that timelines for all congress activities stay on schedule;
- Continually assess ways to raise value and appeal of congress to the geo-profession;
- Continuously review and revise as warranted the program for the Geo-Congress, including:
 - Length of the Geo-Congress;
 - Number and details of sessions (e.g. length, time slot) of different type (e.g. award lectures, plenary, podium, poster); and
 - Number and details of special events, including the short courses, the opening ceremonies, the welcome reception, the Annual Meeting of the G-I, the Outreach Program event, and the Student Program.
- Foster partnering relationships with associated societies and organizations.;
- Cultivate the G-I's relationship with past exhibitors and sponsors, including soliciting sponsors and exhibitors for each Geo-Congress in cooperation and coordination with the ASCE Conference Department (or outside conference

manager) and the Local Organizing Committee.

For each Geo-Congress, the GOC shall appoint a Technical Program Committee (or appoint a Technical Program Chair(s) and approve the Technical Program Committee recruited by the chair(s).) The Technical Program Committee will be responsible for developing the technical program for the Geo-Congress within the constraints of the template and any themes and partnering agreements established by the GOC. Technical Program Committee responsibilities include:

- Preparing the call for sessions and call for papers for the Geo-Congress, making sure that every technical committee has the opportunity to participate in the Geo-Congress by sponsoring or co-sponsoring a session of some sort;
- Reviewing abstracts and reviewing papers submitted to the Geo-Congress;
- Identifying plenary, keynote, and state-of-the-art or –practice speakers for plenary sessions; and
- Scheduling the Peck, Seed, and Prakash Award Lectures within the constraints of the program.

For each Geo-Congress, the GOC shall appoint a Local Program Committee (or appoint a Local Program Chair(s) and approve the Local Program Committee recruited by the chair(s).) The Local Program Committee will be responsible for developing the locally-derived content for the Geo-Congress within the constraints of the template and any themes and partnering agreements established by the Standing Committee. The Local Program Committee should have links to (i.e. members from) the Local G-I Chapters (including student chapters) in close proximity to the Geo-Congress venue. Local Program Committee responsibilities include:

- Developing sessions with content of interest to local practitioners (in conjunction with the Technical Program Committee, Local Involvement Committee (LIC), and Organizational Members Council (OMC));
- Soliciting local sponsors and exhibitors for the event (in conjunction with the GOC).

XI.F. International Activities Committee (IAC)

The general charge of the IAC is to oversee the international activities of the GI. The International Secretary shall be a member of the IAC. The IAC provides a member to liaise for major international activities. The IAC collaborates with the International Secretary in management of US Member Society (USMS) activities and Pan-American conference activities.

The International Activities Council (IAC) shall have open call for nominations of candidates for an ISSMGE officer (e.g., President, Vice President, or Secretary General) six months before the deadline of submitting a candidate from the USMS, set by ISSMGE. IAC and International Secretary shall evaluate

nomination packages and recommend up to three candidates to BoG two months before the deadline of submission to ISSMGE. The selection of the candidate to represent the USMS is the responsibility of the BoG. The international secretary will submit the nomination package to ISSMGE on behalf of the USMS.

XI.G. Local Involvement Committee

The charge of this committee is to provide the linkage between the G-I, younger members, local chapters of the Geo-Institute, and geotechnical groups of the ASCE Sections and Branches. The standard Memorandum of Understanding for affiliation with the G-I can be found in Appendix B. This committee shall recommend programs to the BoG and implement approved programs that address the interests of local area geotechnical practitioners in ways that advance and/or enhance the geotechnical profession. Any such programs must be mutually beneficial to both the affected G-I chapters, ASCE Sections and/or Branches, and the G-I.

The LIC shall administer the annual award showcasing a chapter deemed the "Chapter of the Year."

The majority of this committee shall be individuals who have previously served in leadership positions with Chapters or geotechnical groups in sections and branches. Geographic diversity should be a goal of committee membership.

XI.H. Organizational Member Council

The Organization Member Council (OMC) represents the interests of the Organizational Members of the Geo-Institute (G-I), with the ultimate goal of enhancing the benefits of this special membership category. The OMC seeks ways to increase the value of the Organizational Membership by recognizing the needs of the OM firms, identifying various activities or products that address those needs, and working with the G-I staff and leadership to implement the resulting programs. The membership consists of representatives from Organizational Member Firms and should be representative of various firm size and geographic areas.

XI.I. Past Presidents Committee

The Past Presidents Committee shall be responsible for identifying GI members who merit consideration for ASCE personal achievement awards. Awards which shall be considered by the Committee include, but are not limited to, the ASCE OPAL awards for lifetime accomplishments in Construction, Design, Education, Government, and Management, the Charles Pankow Award for Innovation, and the Henry L. Michel Award for Industry Advancement of Research. The Committee shall also identify GI members who they believe to be worthy candidates for ASCE Distinguished Member status.

The Committee shall solicit volunteers from the colleagues of the identified candidates to prepare nomination packages for these candidates in a timely fashion for consideration by ASCE. It is not the responsibility of the Past Presidents Committee to actually prepare nomination packages for identified candidates. However, the Committee may prepare a letter of endorsement for a candidate for inclusion in the nomination package, subject to approval of the Board of Governors.

The Past Presidents Committee shall consist of the three most recent Past Presidents of the Geo-Institute (not including the current Past President) willing to serve on the Committee. The Past President who has served on the Committee the longest shall be the chair.

The Past Presidents Committee shall conduct its business by teleconference or virtually facilitated by GI staff. The Committee shall maintain a list of GI members who merit consideration for ASCE personal achievement awards or Distinguished Member status and shall update the list annually.

XI.J. Student Participation Committee (SPC)

The purpose of the SPC is to coordinate and expand Geo-Institute support for student activities and increase student engagement in the Geo-Institute including participation in Geo-Institute events.

Responsibilities include, but are not limited to:

- Encouraging undergraduate students to pursue graduate studies in geotechnical engineering;
- Encouraging student membership in the G-I;
- Broadening student participation in the G-I;
- Encouraging and facilitating student attendance at G-I events;
- Planning student activities at G-I and student-specific events (see below);
- Reviewing operation of and overseeing the current Student Competition Committee;
- Fostering additional avenues for student engagement in the G-I;
- Establishing criteria for and selection and awarding of funds that support engagement of students in the G-I; and
- Prepare Annual Assessment and Evaluation Report including budget for the coming year.

The SPC may establish appropriate sub-committees to carry out the necessary tasks.

Potential student-related activities may include:

- Awarding “scholarships” from SPE funds to attend G-I meetings;
- Student paper competitions at G-I conferences. This might include either entire sessions at G-I conferences or presentation of an award winning paper at a Plenary Session.
- “Virtual” student member conferences;
- Webinars / Internet seminars for students;
- On-line forums / discussion groups;
- Workshops;
- Student nights at local G-I Chapter events;
- Promotion of G-I scholarships at local G-I chapters;
- Student events and paper competitions at ASCE Student Chapter Regional Meetings (for undergraduates).

Guidelines for Committee Membership:

- 3 year terms, renewable, except for student members who serve 2 years;
- 1 Committee chair;
- 2 Academic Representatives;
- 2 Industry Representatives:
 - Local G-I Chapter Officers and Chairs
- 2 Younger Members;
 - Graduated less than 5 years from date of appointment
- 2 Graduate Student Organization Members;
- Full reimbursement for travel and one-night expenses to committee meeting; and
- Geographic balance and diversity representative of G-I membership at large.

XI.J.1. Geotechnical Student Organizations

Graduate students at any U.S. college or university who are also individual student members of the G-I, and undergraduate students at any U.S. college or university that does not have an ASCE student chapter or who are not eligible to join an ASCE undergraduate student chapter and who are also individual student members of the G-I, are encouraged to form a G-I Geotechnical Student Organization (GSO) at that institution. Additionally, both graduate and undergraduate students in a related field are invited to either join a GSO if one exists, or form a G-I student organization if one does not exist. Geo-Institute Student Organizations will follow the same guidelines as Graduate Student Organizations and undergraduate students may be full members. The function of a GSO shall be the enhancement of the education of students who are preparing to become geo-professionals. GSOs can engage in activities of their choice as long as such activities are consistent with the goals and objectives of the G-I and do not violate the bylaws, policies

and procedures, or code of ethics of the G-I.

Students wishing to form a GSO shall submit an application to the Director of the G-I requesting the recognition of their GSO. The application form shall require the information deemed essential for eligibility determination by the BoG. At a minimum, the application shall include the name of a faculty member who is a member in good standing of the G-I and who agrees to serve as faculty advisor to the GSO. The application shall also contain a statement of purpose for the establishment of the local GSO. That is, it shall contain a statement of mission and major objectives as viewed by the petitioning students.

The application will be reviewed by G-I staff for compliance with application requirements, including verification that all petitioning students are student members in good standing of the G-I and that the proposed faculty advisor is a member in good standing of the G-I. Following the compliance review, the G-I Director will place the application on the Agenda for the next BoG meeting for action with a recommendation for its approval or denial. When the GSO application is approved, the petitioning students shall be notified promptly by the Director of the G-I.

No dues shall be paid to the G-I by any GSO. GSOs shall not be prohibited from engaging in appropriate activities to raise funds in support of their organization.

Upon formation of a GSO, the G-I staff shall provide the faculty advisor of the GSO with a certificate of organizational membership suitable for display in the GSO office or elsewhere on campus. The G-I staff shall also send an appointment letter, signed by the President of the BoG, to the faculty advisor. The term of appointment of the faculty advisor shall be at the mutual pleasure of the student members, the faculty advisor, and the G-I BoG. The faculty advisor shall notify the Director of the G-I upon his or her resignation or termination and shall simultaneously notify the Director of the G-I of the name of his or her replacement. The replacement must meet the same qualifications as his or her predecessor.

The GSO shall elect a slate of officers at least annually that is appropriate to its internal function. The GSO shall inform the G-I staff of the names and addresses of its officers at least annually and upon any change in officers, and the G-I staff shall maintain records of these names and addresses. New members may be inducted into a GSO at any time provided they are student members of the G-I. Names of new GSO members, and of resigned or graduated members, shall be forwarded by the GSO to the G-I staff at least annually for maintenance of records.

The Student Participation Committee (SPC) is responsible for organizing

activities for GSOs at the annual Geo-Congress, G-I specialty conferences, ASCE annual conventions, or elsewhere. These activities may involve paper competitions, professional education, networking, and similar activities. The SPC may collaborate with other G-I entities and associated professional societies and trade associations in organizing these activities.

XI.J.1.a. Student Leadership Council (SLC)

The Graduate Student Organization (GSO) Student Leadership Council (SLC) is a committee consisting of members from each GSO across the nation. The SLC is tasked to promote collaboration among GSOs, create new funding opportunities, keep the Geo-Institute (GI) leadership informed on student issues, and increase the effectiveness of GI student activities and competitions.

Each GSO appoints a single representative in the SLC. The representative is selected by the GSO for a one year term. Terms may be renewed upon the GSO's direction. Participation in the SLC is required for good standing as a GSO recognized by the Geo-Institute.

A minimum participation level is outlined below:

- Attendance on at least three of the four quarterly SLC conference calls or virtual meetings;
- Involvement with at least one SLC initiative; and
- Submission of an annual GSO activity report

XI.K. Technical Coordination Council (TCC)

The TCC provides overall coordination of G-I technical activities in accordance with the Technical Policies and Procedures document. Duties include the following activities:

- Initiates and maintains through the technical committee structure formal liaison interactions with closely aligned organizations involved with technical activities that are within the broad areas of interest of the G-I;
- Appoints chairs of technical committees, subject to approval of the BoG;
- Approves, coordinates and monitors activities of technical committees, and encourages progress;
- Assigns a TCC councilor to serve as liaison to each technical committee;
- Supplies input to the G-I staff to aid in assembling budgets;
- Allocates funds approved for the TCC;
- Conducts a technical committee chairs' workshop at each annual meeting of the G-I;
- Solicits, receives and reviews annual technical committee activity reports and provide feedback to technical committees on strength and weakness of their

- activities;
- Evaluates technical committees on a triennial basis;
- Solicits and evaluates proposals requesting the establishment of technical committees;
- Prepares an annual report on technical activities. Prepares interim reports as warranted or as requested by the BoG;
- Receives or initiates and approves pre-proposals and full proposals for specialty conferences, and sessions during ASCE conferences. Approved pre-proposals should be in place at least three and one half years in advance;
- Approves G-I Geotechnical Special Publications (GSPs) as indicated in the Geotechnical Special Publications Guidelines;
- Facilitates or provides technical reviews, recommendations, and representation on behalf of the G-I and/or ASCE as needed;
- Establishes inter-committee liaisons when activities overlap the scopes of more than one committee;
- Encourages technical committees to submit nominations to the G-I Awards Committee;
- Selects the Technical Committee of the Year;
- Ensures that technical committees follow policies and procedures; and
- Other duties as needs arise or as assigned by the BoG.

XI.L. Technical Publications Committee (TPC)

The Technical Publications Committee (TPC) shall develop general policies for conducting the publications program of the G-I for the BoG approval and shall develop rules for G-I publications, including recommendation of editors-in-chief to the BoG for approval, and papers submitted for publication.

The TPC is responsible for developing guidelines for Geotechnical Special Publications (GSPs) and Geotechnical Practice Periodicals (GPPs) and shall have oversight of all publications activities and the final authority to accept or decline any paper or special technical publications.

The TPC shall consist of at least nine Geo-Institute members, including a Chair; the editors-in-chief of the (a) Journal of Geotechnical and Geoenvironmental Engineering, (b) International Journal for Geomechanics, (c) *GEOSTRATA*; a BoG liaison; and at least four at-large members who represent a cross-section of the Geo-Institute's publications interests.

XI.M. Innovations Committee (INN-C)

In 2021, the BoG approved establishing the new board-level "INN-C" committee which is entrusted with the following objectives: (1) to foster innovation in geo fields; (2) to recruit and retain younger members; and (3) to bring innovative information to G-I members and audiences. Many invited experts and members from academia, industry and government agencies are invited to join the

committee and currently the INN-C has around 30 plus members. The committee held its inaugural meeting at Charlotte, NC in 2021 and is planning to organize various sessions, workshops and special presentations in the upcoming G-I conferences. Currently, the committee and members are focusing on the following innovation topics:

- Remote sensing and UAVs for infrastructure condition health monitoring;
- Machine learning, artificial intelligence, big data/databases, and asset management;
- 3D printing and additive manufacturing;
- Visualization and virtual/augmented reality;
- Building information modeling and geographic information systems;
- Disaster reconnaissance methods/apps and data collection;
- Extraterrestrial soils and new materials; and
- Social media and online geo-tools.

XII. G-I Finances

XII.A. General

The fiscal year for the G-I will conform to the fiscal year for ASCE. Presently, the ASCE fiscal year is from October 1 - September 30. This provision may not be changed without approval from the Executive Director of ASCE.

All activities of the Director of the G-I regarding budget and finance are accomplished under the oversight of the Treasurer of the G-I.

XII.B. Budget

Each year, the Director of the G-I will prepare a budget for the next fiscal year in consultation with the Treasurer and President of the G-I and submit it to the BoG for the consideration. The BoG must approve the annual budget by a majority vote by no later than May 1 of the fiscal year preceding that for which the budget is developed.

XII.C. Collection of Dues

Dues for members of the G-I who are also ASCE members are collected by ASCE and credited to the G-I operating account as outlined in the Institute Operating Procedures. The Director of the G-I periodically monitors the account and arranges for the transfer of appropriate funds to ASCE for services provided by ASCE, including publication of journals, GSPs, and *GEOSTRATA*. Dues for G-I members who are not members of ASCE are collected directly by ASCE and credited to the G-I operating account.

XII.D. Establishment and Maintenance of Accounts

The Director of the G-I with the approval of the BoG of the G-I and the Executive Director of ASCE, may establish accounts exclusive to the G-I, other than the dues account. Such accounts may be established for student and younger member activities, awards funds, continuing education, conferences and similar activities.

XII.F. Reporting

Under the oversight of the BoG Treasurer, the Director will provide a complete report of G-I finances, including the status of the ISSMGE Trust Fund, semi-annually to the BoG and annually to the membership of the G-I via *GEOSTRATA* magazine or special report.

APPENDIX A

Awards

A.1. Awards Restrictions

A.1.1 Posthumous Awards

The policy of the G-I is not to make personal achievement awards posthumously. However, paper awards may be made posthumously.

A.1.2 Eligibility of Sitting and Past Governors

Members of the Geo-Institute Board of Governors are ineligible to receive awards selected by the Board of Governors, while on the Board, and for a period of one year after their term expires.

A.2 G-I Special Awards

A.2.1 List of G-I awards and lectures

The following awards and special lectures originate in the G-I:

- The Wallace Hayward Baker Award
- The Arthur Casagrande Professional Development Award
- The Martin S. Kapp Foundation Engineering Award
- The Ralph B. Peck Award
- The H. Bolton Seed Medal
- The Karl Terzaghi Award
- The Karl Terzaghi Lecture
- The Shamsheer Prakash Award & Lecture
- The Harry Schnabel Jr. Award
- Cross-USA Lecturer
- The Carl L. Monismith Award on Pavement Engineering

For the awards listed above except for Cross-USA Lecturer, the rules and the past winners can be found on the ASCE Awards and Honors webpage. The Office of the Geo-Institute shall assure that nominations are solicited each year through notices placed in the G-I e-Update, the Geo-Institute website, and in *GEOSTRATA* magazine.

A.2.2 Terzaghi Lecturer Dinner

It is customary for the BOG to host the Terzaghi Lecturer at a private dinner. The following is a list of invitees:

- Current Terzaghi Lecturer and one companion
- Current and past Board of Governor members
- Current Peck and Seed Award winners and one companion
- Past members of the Geotechnical Engineering Division Excom
- Chair(s) of Current Geo-Congress
- Past Terzaghi Lecturer winners and one companion
- Current Terzaghi Award winner and one companion
- ASCE Executive Director
- ASCE President or officer coming to event
- ASCE Engineering Programs Managing Director
- ASCE Technical Region Director
- ISSMGE President
- Other International Partnership Presidents
- G-I Staff

The G-I will pay for the Lecturer and their companion only. All other attendees will be invoiced following the dinner. Given the large size of this dinner, other guests and spouses are discouraged; however can be considered on a case by case basis.

A.2.3 Cross-USA Lecturer Program

The Cross-USA Lecture Program is a joint effort of the Board, Local Involvement Committee (LIC), and the Student Leadership Council (SLC). One member of each group, usually the Past-President, LIC Chair, and SLC Chair will be responsible for the Program and will be the Cross-USA Team. The LIC Chair will lead coordination of the Team, but the members are equal. They will be supported by G-I staff liaison, who will manage the website, receiving host applications, coordinating between the Cross-USA Lecturer, Host sites, etc.

The Cross-USA team has flexibility to select the Lecturer based on who they think will best serve the purpose of the program to enhance the prestige of the geoprofession by providing high quality content to local Chapters and GSO. The following are some principles to guide the selection of the lecturer.

- **Technical Excellence.** The Lecturer should be a geoprofessional who has shown technical excellence throughout their career.
- **Breadth of Experience.** The Lecturer should have sufficiently broad experience to be of interest/value to Chapters and GSO across the country.
- **Presentation Skills.** The Lecturer should be a good presenter. They should have strong public speaking skills and be known to communicate effectively to a diverse audience.
- **Diversity.** The Team should select speakers that reflect the diversity of
 - geotechnical practice (consultant, contractor, researcher, academic,

- owner, manufacturer, public, private, regulator, etc.),
- geotechnical topics (slopes, foundations, retaining wall, seismic, sampling and testing, improvement, etc.), and
- G-I membership (men, women, USA born, immigrant, resident alien, international, etc.).

The Cross-USA team has flexibility to select the Host locations based on who they think will best served by receiving the Lecturer. The following are some principles to guide the selection of the Host.

- Priority to first time applicants or first time in a long time.
- Select Chapters and GSO across the USA as the Cross-USA name implies.
- Avoid the appearance of preferential treatment of certain Chapters or GSO (don't select the same folks all the time).

The Cross-USA Lecture Timeline is based on the G-I program year, which follows a typical USA academic year. The exact dates will fluctuate since with the fluctuation of the Geo-Congress Schedule.

1) Call for Nominations

September 15-30: The Cross-USA Team will issue a call for nominations among the G-I members.

2) Select Cross-USA Lecturer

The Team will meet in January and review the nominations and select the Lecturer. The LIC will present the selection to the Board for approval. If approved the Team will contact the Lecturer and ensure they are willing to accept the award and responsibilities.

3) Announce Cross-USA Lecturer and Call for Host Applications

The Cross-USA Lecturer will be announced at Geo-Congress and G-I will issue a call for Host Applications. Due date for host applications April 15-30.

4) Select Host Locations

The Team will meet in late April or early May to review host applications and select 5 locations (3 Chapters and 2 Graduate Student Organizations).

5) Host Notification

The G-I staff liaison announces hosts on June 1–10.

6) YouTube Live Streams

In addition, the lecturer will present three live stream lectures for all Geo-Institute members on the Geo-Institute YouTube channel. The G-I Director should be consulted about the live stream dates and times.

7) The lecturer will provide the winning host groups with a choice of one or more lecture topics. Each group will jointly decide with the lecturer the final topic to be presented at their location. The lecturer or host group should contact the G-I staff liaison if difficulties occur in finalizing tour dates or arrangements. If coordination conflicts are not able to be resolved, the alternate host will be contacted.

8) The G-I will pay the lecturer a \$1000 honorarium every lecture (\$5000 is the maximum amount). In addition, the G-I will cover the lecturer's travel expenditures for the tour (\$5000 maximum) in compliance with current ASCE travel guidelines. Travel expenses will be submitted for reimbursement to the G-I Director. The local host group will cover the costs of local housing, transportation, and meals.

A.3. ASCE Paper Awards

A.3.1. Norman Medal, Croes Medal, Thomas A. Middlebrooks Award, Wellington Prize, Collingwood Prize, and ASCE State-of-the-Art Award

- Criteria for these awards are provided in the ASCE Awards and Honors webpage.
- Deadlines for these awards are provided in Section A.4.

A.3.2. Walter L. Huber Civil Engineering Research Prizes

- Criteria for this award are provided in the ASCE Awards and Honors webpage.
- The BOG will make the final recommendation and send the one or more name(s) and nomination forms to ASCE Honors and Awards by no later than January 15 to be considered by the Huber Selection Committee.

A.4. Summary

A summary of required action dates is presented in Table A.4.1.

Table A.4.1 Required Action Dates for ASCE and G-I Awards

Award	Nomination Due Date (to ASCE)	Recommendation due to BoG (estimation)
Norman, Croes, Wellington, State-of-the-Art	October 1	December 1
Collingwood Prize	February 1	March 1
Terzaghi Award (alternate years)	June 1	August 15
Terzaghi Lecture	June 1	August 15
Casagrande	August 15	September 15
Seed	June 1	July 15
Kapp	August 15	September 15
Middlebrooks	October 1	December 1
Huber	October 1	November 15
Peck	June 1	July 15
Prakash	October 1	November 15
Hayward Baker	August 15	September 15
Schnabel	August 15	September 15
Monismith	August 15	September 15

A.5. Policy on Establishment of New G-I Awards

The policy for the establishment of G-I honors and awards will be the responsibility of, and will be maintained by the G-I BOG. In reviewing proposals for a new award, the primary test applied by the BOG will be the extent to which the proposed award serves to advance the mission of the G-I and the objectives of ASCE. This policy does not affect the ASCE awards that are currently administered by the G-I. Additionally, the purpose and criteria for a new G-I award shall not duplicate the purpose and criteria of an existing ASCE award that is administered by the G-I.

The total number of G-I honors and awards shall not exceed one (1) award per one thousand (1,000) G-I members, except that the number of scholarships will not be limited. The G-I BOG encourages establishment of scholarships, fellowships, and lectureships as alternatives to plaques, certificates, and honoraria.

Additional statements of policy for new awards are:

- To name an award after an individual, the individual shall be judged by the BOG to have or have had eminent professional status in the geo-industry, and shall be either retired from actual practice in the geo-industry, or shall be deceased.

- The proposed award may be established by funds received from individuals, from businesses, from industrial organizations, or from a G-I grant. Endowed funds carry an obligation on the part of the donor to support the mission of the G-I without advocating or seeming to advocate commercial interests.
- Fellowships and scholarships of the G-I will be established primarily on a graduate level basis; but funds for undergraduate honoraria may be established at the discretion of the BoG.
- To qualify as a G-I honor, all supporting funds and rights of administration for the honor must be surrendered to the G-I, or in cooperation with a participating society in the case of joint inter-society awards.
- All new honors to be sponsored by the G-I must be approved by the BoG.
- The minimum endowment to establish any new award or prize is determined by the Society Awards Committee that shall annually evaluate the minimum requirements relative to the previous year's Consumer Price Index and may make adjustments to ensure the long-term viability of the Society Awards. No capital sum will be accepted without a stipulation that a part of the annual income may be used for administration, in perpetuity. In addition, the BoG will be permitted to use any surplus funds in the endowment(s) for awards-related activities (e.g., making a one-time recognition for special accomplishments or contributions).
- If a proposal for a new G-I award or prize includes honoraria or other expenses that, in the judgment of the BoG, cannot be achieved using interest income from the minimum endowment for the proposed award or prize, the BoG may stipulate that a larger endowment will be required.
- Awards may be established in perpetuity, subject to adjustment in amounts available depending on current rates of return realized. In any year when no funds are available from income, the award may be held in abeyance.
- Beginning ten (10) years after the establishment of an award, changes and modifications may be made to its official rules by the BoG after consultation with the original donors, if they are reasonably available.
- To establish any G-I honor, the following process and schedule should be followed to the extent feasible, with minor variations in individual cases:
 - The organizing group proposing a new award must file a proposal with the G-I Director, and ask for tentative approval within the provisions of this policy. The proposal must include the purpose of the award, a complete set of proposed administrative rules, a description of the nominating process, the identity of possible donors, and a detailed estimate of financial cost.
 - All proposals for the establishment of new awards will be referred to the BoG. If the BoG tentatively approves the proposal, any qualifications or restrictions imposed by the BoG will be transmitted to the organizing group for guidance in the remaining steps.
 - If the BoG tentatively approves the proposal, the organization must first assemble all necessary funds, and then offer the funds with a complete set of the tentatively approved administrative rules to the G-I Director for

- transmission to the BoG. The funds, organizational proposal, and administrative rules must be submitted to the G-I Director within two (2) years of receiving tentative approval. If these conditions are not met within two (2) years, tentative approval may be rescinded. The organizing group must give a status report to the BoG to apply for a one-year extension of the BoG's tentative approval.
- The BoG has the authority to:
 - (1) Require that the organizing group amend its proposed administrative rules.
 - (2) Modify any of the conditions or criteria for the award before final approval is given.
 - (3) Decline final approval to any proposal at its discretion.
 - After formal approval of a proposal by the BoG, the funds will be transferred to the G-I and the G-I Director will arrange for artwork, sculpture, engraving, dies, and other work required for the practical administration for the honor or award.
 - The G-I Awards Committee will implement the nominating process for the award in accordance with the administrative rules for the award.
 - The G-I Awards Committee will review all nominations for G-I awards, will prepare a summary report of its evaluation of nominations received, and will recommend the final nominee(s) for official action by BoG.
 - The G-I President or the President's designee will present G-I awards in person at the time and place provided for in the administrative rules for the awards, or as determined by the G-I BoG. The presentation may be given at:
 - An ASCE national convention,
 - An annual meeting of the G-I,
 - A G-I specialty conference, or
 - An appropriate meeting of the G-I.
 - Specific rules for individual prizes will be published annually in the ASCE Awards and Honors webpage. Standard guidelines applying to all G-I honors and awards are as follows:
 - The donor must be identified (when numerous individuals have contributed funds to endow an award, they may be collectively referred to as "the friends of. . .").
 - Restrictions as to membership or non-membership in the G-I must be stated explicitly; for example: Are non-members excluded? If one joint participant is a member, and the other is not, is the award affected thereby?
 - A full description of the honorarium and its symbols (medals, certificates, checks, books, etc.) must be included.
 - Special restrictions must be defined (for example, a clear statement that the award is restricted to Journal papers, or to achievements in the Continental United States, etc.).
 - The reason for the award must be clearly stated, especially the extent to which it is expected to contribute to the advancement of the mission of the G-I.

- More than one award may be granted per year, provided sufficient money is available in the fund, and provided that this is explicitly provided for in the administrative rules for the award.
- When expressly stated in the administrative rules of an award, multiple awards may be granted to multiple participants in a single project (coauthors, for example), provided that the funds are available to support such award.
- If there is no suitable candidate, it is not mandatory that a prize be awarded at intervals defined by the rules.
- The method of nominating individuals for consideration to receive a G-I award shall be described in detail. Time limitations, if any, on the criteria for the award must be carefully defined.
- This awards policy may be amended at any time by, and at the sole discretion of the G-I BoG.



APPENDIX B

Memorandum of Understanding (MOU) Authorizing the Creation of the _____ Geo-Institute Chapter of ASCE

The Geo-Institute (G-I) of ASCE and the _____ Section/Branch of ASCE agree to this MOU authorizing the creation of the _____ Geo-Institute Chapter for the purpose of advancing the geo-professional community through a collaborative and a mutually beneficial affiliation.

The Geo-Institute shall:

- Authorize the _____ Section/Branch to use the Geo-Institute registered mark with the name _____ Geo-Institute Chapter.
- Provide a link to the Geo-Institute Chapter website on the Geo-Institute website.
- Post events and meetings of the Geo-Institute Chapter on the Geo-Institute website based on information provided by the Geo-Institute Chapter.
- Evaluate proposals and provide travel expense grants to successful Geo-Institute Chapters to host the Cross-Country lecture.
- Host Geo-Institute Chapter Summits.
- Inform the Geo-Institute Chapter about other Chapter meetings.

The _____ Section/Branch will create the _____ Geo-Institute Chapter, which shall:

- Advance the geo-professional community in a manner consistent with the purpose of the American Society of Civil Engineers and the Geo-Institute.
- Promptly begin to organize and plan meetings and events.
- Have its membership open to all members of the American Society of Civil Engineers or the Geo-Institute who subscribe to the rules of the _____ Geo-Institute Chapter and who have satisfied current dues requirements of the Section/Branch or the _____ Geo-Institute Chapter and who are residents or employed within the Section/Branch area.
- Use the Geo-Institute logo on all Chapter correspondence in accordance with Geo-Institute guidelines and standards.
- As needed, draft Bylaws or Operating Rules, a sample of which is available on the Geo-Institute's website at <http://www.asce.org/geo/Chapters/How-to-Become-a-G-I-Chapter/>.

This MOU shall remain in effect indefinitely or may be terminated, in writing, by any of the parties at any time.

ASCE _____ Section/Branch
Name/Title of Authorized Representative _____
Signature _____ Date: _____

ASCE _____ Section/Branch Geotechnical Group
Name/Title of Authorized Representative _____
Signature _____ Date: _____

Geo-Institute of ASCE
By: _____ Title: _____ Date: _____

APPENDIX C

Geo-Congress Tentative Program

The following provides a tentative program including the main activities for the conference, which may be adjusted by the technical program committee as needed:

Day 0

Registration Open

Day 1

Registration
Committee Meetings
Short Courses
Technical Committee Chair Workshop
Student Programs
USUCGER Annual Meeting
Welcome and H. Bolton Seed Award Lecture
Welcome Reception in Exhibit Hall

Day 2

Registration
Exhibit Hall Hours
Panel, Technical, and/or Poster Sessions
GeoChallenges
Organizational Member Program
Committee Meetings
Shamsher Prakash Award & Lecture

Day 3

Registration
Exhibit Hall Hours
Panel, Technical, and/or Poster Sessions
Committee Meetings
Awards & Lifetime Achievement Presentations
Karl Terzaghi Lecture

Day 4

Registration
Exhibit Hall Hours
Panel, Technical, and/or Poster Sessions
Committee Meetings
Ralph B. Peck Award Lecture and Closing Ceremony