

American Society of Civil Engineers Transportation and Development Institute



Chapter Handbook

Revised September 2020

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Introduction

T&DI Chapters foster and promote local activities in the transportation and development areas through the ASCE network. Less than 3% of T&DI members participate in technical committees and national activities, and thus local Chapters provide an important link to regional and local professionals. T&DI Chapters and technical groups can also provide a valuable forum for regional technical issues relating to public policy. The intent of this handbook is to help guide your group to be successful in serving your local members & your community while enjoying the many benefits offered to T&DI Chapters.

ASCE T&DI Contacts

<u>T&DI of ASCE Headquarters</u> 1801 Alexander Bell Drive Reston, VA 20191-4400 Tel: 703-295-6380 Fax: 703-295-6371 tanddi@asce.org	<u>T&DI Staff</u> T&DI Director – Muhammad Amer, M.ASCE, mamer@asce.org T&DI Manager – Debi Denney, ddenney@asce.org
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For current the T&DI Board of Governors information, visit the [T&DI website](#).

Local & Student Chapter Council

The [Local & Student Chapter Council \(LSC\)](#) is a council under the purview of the T&DI Board of Governors. Its purpose is to foster and promote local activities in the transportation and development areas through the ASCE regional structure. For more information about the structure of T&DI and how it fits with the greater ASCE structure, refer to the Organizational Structure Section.

The Chairs of all T&DI local and student chapters are members of the Council. The Council also has its leadership team, consisting of former officers of local and/or student chapters:

- Matt Kirby, PE, MLE, M.ASCE, LSC Chair
- VACANT, Vice-Chair
- VACANT, Secretary
- VACANT, Past Chair

The Council is charged with the following goals, as approved by the T&DI Board of Governors:

- Encourage and facilitate formation of T&DI chapters at all section/branches.
- Serve as a resource for potential new chapters to set up their activities.
- Serve as a resource for existing chapters to help share best practices and lessons learned in order to strengthen their activities.
- In absence of a local T&DI chapter, coordinate directly with sections/branches on T&DI related issues.
- Serve as the liaison between National T&DI Younger Member Committee and local YMCs.
- Coordinate with local organizations in cities hosting conferences.
- Support student chapters in their efforts and facilitate student members' transitions to professional T&DI membership.
- Encourage formation of T&DI student organizations at all universities with ASCE Student Chapters.

The council holds quarterly meetings (three via conference call and one in-person at the annual T&DI Leadership Summit) to facilitate discussion of these goals and for the Board of Governors and T&DI staff to provide updates directly to the chapters as needed. Featured topics, such as a presentation on the activities and operations of an individual chapter or discussion of current T&DI happenings, are often included in Council meetings. For more information on these quarterly meetings, contact the LSC Chair.

T&DI Chapters are expected to send a representative from their leadership to the T&DI Leadership Summit, held annually in conjunction with the International Conference on Transportation and Development. Chapter leaders and members are also encouraged to attend T&DI's flagship conference.

Who to Contact

Propose formation of new chapter	Staff & LSC
Updates to Chapter roster or leadership	Staff & LSC
Starting & maintaining Chapter activities	BOG, Staff, & LSC
Calendar of Events	Staff
Chapter Awards	LSC & Staff
Logo Request	Staff
Using COLLABORATE	Staff

Organizational Structure

Information on the organizational structure of T&DI can be found on the [Institute website](#). T&DI is one of many ASCE Technical Institutes, which fall under the Technical Region in ASCE's geographic organization.

Most of the volunteer work within T&DI is accomplished through councils and committees. Committees normally report to councils, however the Board of Governor's may initiate Ad Hoc Committees and Executive Committees, and Councils may set establish committees and/or Subcommittees for a special limited purpose.

Institute Chapter Operations

Success in sustaining an active T&DI Chapter is contingent on the officers and core members taking responsibilities on their planned activities.

Forming a Chapter

Forming an Institute Chapter within a section/branch or converting a section/branch technical group/committee has many benefits:

- Use of T&DI name and branding
- Chapter announcements published on T&DI web site and in T&DI newsletters
- Opportunities to partner with national T&DI for conferences and other events in your area
- Increased networking opportunities to broaden the audience for your events
- T&DI promotional materials and staff support

The proper level to form a T&DI chapter within the Section structure is dependent on the organization of the section:

- Section without branch(es): T&DI chapter formed at section level
- Section with branch(es) covering outlying areas: T&DI chapter at both section and branch levels, activities coordinated by section T&DI council
- Section with branches covering all areas: T&DI chapters at branch level, activities coordinated by section T&DI council

T&DI also encourages coordination at the Region level and encourages T&DI chapter chairs to meet at all region meetings, potentially forming a region T&DI council.

In order to form a chapter, the below steps must be followed:

1. Meet with Section/Branch officers.
 - a. Request their initial approval and assistance in planning.
 - b. Request guidance from the Section/Branch officers about how to approach the Institute.
2. Contact the Institute to request initial assistance in planning for the affiliation. The request should include the following:
 - a. Name of the Section/Branch
 - b. Names and contact information for the Section/Branch officers and interested Section/Branch members
 - c. Potential membership of the Institute Chapter and plans for soliciting member participation. Ask the Institute Director for the names of Institute members, both Institute-only members and ASCE members, residing within your Section/Branch area.
 - d. Statement of the objectives for the future development of the Institute Chapter
3. Prepare a proposal to create an Institute Chapter using the form provided by the Institute, addressing the following:
 - a. Proposed goals of the Chapter
 - b. Chapter Development, Officers, and Constitutions
 - c. Partnerships and Opportunities with other local groups
 - d. Initial Proposed Membership.

Additionally, provide an overview of planned events. This can be generic (i.e., a full calendar of specific events is not expected), but include information about frequency, location, format, possible speakers, etc. Give more specifics about your first planned event.

4. Provide other information to your Section/Branch and the Institute as needed:
 - a. Revisions to your Section/Branch Bylaws or Operating Rules to establish the Institute Chapter and to allow Institute-only members to participate in Institute Chapter activities
 - b. Affirmation of financial feasibility: Confirm how you plan to pay for chapter activities. This could be a grant from your section board, charging attendance fees, soliciting sponsorships, etc. or a mix of all.
 - c. Plan for additional activities, such as community service, student outreach, and/or scholarship awards. Such things are not necessarily required of an Institute

TIP: How to succeed in getting seed money for your Chapter from local Branch Section:

In addition to requesting the money from Branch/Section Board Meeting, make sure to attend & request seed money at regular budget meeting.

chapter, and are definitely not expected in the first year(s) after formation, but are recommended as they do increase visibility and long-term viability.

5. Hold an inaugural event to gauge interest in your new chapter. Prepare a report, including information about format, attendance, and financials for attachment to the proposal to form a T&DI Chapter.
6. Send the completed proposal to your Section/Branch officers for their review and approval.
7. Send the approved proposal to the Institute for review and approval by the Institute leadership. Include a confirmation from a board member of your section/branch that your proposal was submitted to and approved by the section; if section/branch decides to place your new institute in a probationary status at first, a timeline for full formation should be included.
8. Upon approval by the Section/Branch officers and by the Institute leadership, notify the Institute and the ASCE Geographic Services director by letter or email.
 - a. Include the names, titles and contact information of the designated Chapter officers.

The new organization thereafter becomes the _____ Section/Branch Chapter of the American Society of Civil Engineers (ASCE) Transportation & Development Institute (T&DI).

Types of Activities

Functional T&DI Chapters host many kinds of events. Ideas for types of events are listed below:

- A monthly or bi-monthly breakfast/lunch/dinner presentation. This can be a 50-minute presentation on technical or programmatic from a government agency or private entity. Offer a PDH if applicable to encourage attendance. Inviting all members of the local ASCE organization, not just T&DI members, can be a great way to build a regular group of attendees.
- All-day or half-day special activities can be held once or twice a year. This can be a field trip to an on-going or completed project, hands-on software training, or a government workshop about newly adopted rules or permitting requirements.
- All-day or two-day annual or biennial seminar, which may include technical sessions, panel discussions and presentations by noted speakers. Offer PDH or CEC for attendees to attract licensed professionals.
- Working group meetings to review proposed policies and legislation. We can certainly adopt positions and convey it to our representatives.
- Community Service or Volunteer work, perhaps adopting a road to pick-up trash
- Regular networking event after work hours at a local bar/restaurant to socialize and recruit new and young engineers/professionals.
- Student Outreach activities to inspire local students to join the civil engineering profession
- Scholarships to support local college students in their education

Planning

Hosting successful events requires careful planning. Below are best practices gathered from successful T&DI Chapters:

- Start simple.
- Ask for a volunteer from committee members to lead the activity. The lead person will work with the core group to identify all the tasks needed for the activity with the help of the core group.

- Always give your group plenty of time in planning these activities. Schedule activities at a time of year that will maximize your attendance and increase the availability of speakers and locations.
- Chapters are encouraged to have events at different times and locations to attract different people.
- Happy hour style meet-ups have also been met with success.
- Reach out to local agencies and government associations that create regulations to assist with regulation updates from a technical perspective.
- Take advantage of the [ASCE Speakers Bureau](#).
- Review [ASCE Section/Branch Resources](#) including PR and Government Relations training opportunities and [Younger Member Resources](#).
- Promote events on social media. See Section/Branch Resources for guidance.

Finances

The longevity of a T&DI Chapter requires healthy finances. Tips for ensuring financial responsibility are given below:

- Depending on the activities you have selected, planned activities may cost a small amount of money, a large amount or nothing at all. The cost of an activity will depend on location, food, and speaker expenses.
- Location may be cost-free from public places such as libraries, parks, and public buildings. Most private companies would love to show off their projects for field trips.
- You can approach your local ASCE Branch or Section for a contribution or seed money to start an activity
- Schedule your activity that is does not compete or at the same time with another professional/group event

TIP: The Illinois Chapter solicits sponsors for meetings.

The publicity provided by sponsorships is a good way to increase revenue at technical meetings, allowing the chapter to finance other activities such as

Succession Planning

In order for a T&DI chapter to realize long-term success, it must have officer continuity. Below are some proven strategies:

Officer Rotation

- Elect or have volunteers to be the Chair, Vice-Chair, Treasurer, and Secretary.
- Rotation begins where the Vice-Chair will serve as the new Chair, other officers move up and a new individual starts as Secretary or Treasurer. The former Chair should serve as Past-Chair to help with continuity.

Division of Work

- Adopting new activities for the Chapter will require a new set of tasks. Assign or ask for a volunteer to chair an activity and obtain member support.
- An activity chair can break down the tasks and assume all responsibility or assign certain tasks to support members. Spreading the work around helps keep members involved.

Attracting New Leadership

- Have a regular leadership and planning meeting such as every month.
- Send an open invitation as a reminder to all registered ASCE members through email blast or local ASCE/T&DI newsletter. Check and ask local ASCE Branch/Section for email blast from Constant Contact/free service offered by ASCE to Branches & Sections.
- Serve food such as carry-out pizzas at meetings. Find a company that will sponsor your meetings and schedule it during lunch or after work.
- Hold meetings in mixed locations such as offices of government committee members or vendors to add networking in addition to the meeting agenda.
- Always look for people to invite from the Younger Member Groups, Student Chapters, government agencies and other professionals to your planning committee meetings.
- Provide incentives for members such as discount prices, scholarship prices, awards, group discounts and recognitions.

TIP: There are always new members interested in joining your committee. All it takes is one simple assignment to get them

Chapter Bylaws

T&DI does not require bylaws for a local Institute Chapter. However, a chapter may wish to prepare bylaws to govern activities, or the local ASCE Branch or Section may require bylaws. Sample bylaws can be obtained by contacting the LSC Chair.

T&DI Calendar of Events

The T&DI calendar of conferences and events can be found here: <https://www.asce.org/transportation-and-development-engineering/transportation-and-development-conferences-and-events/>.

Logos

Chapters are not allowed to create their own logos or to alter the logos of ASCE or T&DI. To request a copy of your Chapter logo, or to request a new logo, please contact T&DI Staff. The ASCE logo or T&DI shield may also be requested for Chapter use.

Outstanding Chapter Award

In 2021, T&DI plans to establish an award to recognize an outstanding chapter each year, and it may be your Chapter's goal to win this national award. The due date for nominations is August 31.

The following are the eligibility requirements:

- Group must be established for at least one (1) year.
- Only ASCE Section/Branch or Student T&DI Chapters are eligible to receive this award.
- A Chapter may receive this award only once in a five (5) year period; previous winners are ineligible for five (5) years.

An award nomination form will be available on the [T&DI awards page](#). Specific award criteria are still under development.

ASCE COLLABORATE

ASCE's COLLABORATE is a powerful communication tool that can be used to create a forum with your Chapter members. Using COLLABORATE, you can share files, create discussion threads, and maintain an events calendar. ASCE and T&DI members automatically have access to COLLABORATE, and as an ASCE or T&DI member, you can create a chapter COLLABORATE Community for your Chapter. The members of your Chapter will need to be ASCE and/or T&DI members to access your community. For more information on ASCE COLLABORATE, please contact T&DI Staff.