

AMERICAN SOCIETY OF CIVIL ENGINEERS

**UTILITY ENGINEERING AND SURVEYING
INSTITUTE**

BOARD OF GOVERNORS

REVISED DRAFT

UESI POLICIES AND PROCEDURES HANDBOOK



Third Revision
February 2022

This is the UESI Policy & Procedures Handbook that should be followed by both the UESI Board of Governors and all the UESI Technical Divisions. It is intended to be a guide designed to accomplish the objectives of the Institute.

Like most documents that address organizational operating rules, this handbook will be periodically updated. If any of the sections appear unclear or incomplete, we ask that you send the UESI staff an email noting the section and the issue. The UESI Board will review your comments and determine if updates to the manual will be required. If so, the revised manual will have a new date at the top of the front page and a section summarizing the changes or additions that were made to the previous version of the handbook.

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1.0 INTRODUCTION

1.0 Purpose

The purpose of this Handbook is to establish the procedures of operation for the Utility Engineering & Surveying Institute (UESI) of the American Society of Civil Engineers (ASCE), and its technical Divisions. UESI is an Institute of ASCE and, as such, follows ASCE's Rules of Policy and Procedures (RPP) that can be found in [ASCE's Official Register](#). This Handbook supplements the RPP and, if there is a conflict, the RPP governs.

The handbook also sets forth guidelines designed to accomplish the objectives of a fully developed Division in an orderly and efficient manner. The UESI Board of Governors (Board) will determine whether a Division is considered fully developed. If any Division is not considered fully developed, they will operate under a specific tailored structure developed under UESI-Board guidance and will be evaluated at milestones as directed by the UESI.

The UESI Standards and Publications Council (USPC) will operate in accordance with current ASCE Rules for Standards Committees developed by ASCE's Codes and Standards Committee (CSC) and approved by the American National Standards Institute (ANSI) and current USPC's Operating Procedures. As USPC must be in compliance with current ASCE Rules for Standards Committees, the USPC may require periodic adjustment in its operating procedures. Such adjustments will be approved by the UESI-Board, and such approval may happen at different intervals than the revisions to other parts of this document. When a version of USPC Operating Procedures is approved by the UESI Board, either separately or together with this document, the approved USPC Operating Procedures, effectively immediately, replaces the previous Operating Procedures.

1.1 UESI

UESI is an organization of utility and surveying professionals who volunteer their services to advance the technical aspects of the utility engineering and surveying professions. UESI's [Strategic Plan](#) contains UESI's Vision, Mission and definitions of Utility Engineering and Engineering Surveying. UESI is comprised of the Board of Governors, Administrative Committees, Councils, and technical Divisions, as outlined in the [organizational chart](#).

As new developments occur in research and practice, UESI's Divisions, and their respective technical committees, bring technical information to the membership through publications, webinars, continuing education programs, workshops, symposiums, and conferences. Publications such as committee technical reports, manuals of practice, pre-standards, conference papers, journal articles, and policy recommendations help create knowledge of practice for the utility and surveying profession.

UESI believes that the most effective way to foster technical growth as an Institute is by supporting the autonomy of its technical Divisions while fostering collaboration among separate Divisions for cross-cutting activities. This is accomplished by allowing the Divisions to manage

their own growth, selection of activities and program development. This Handbook describes the organization and its rules of governance and should be thoroughly understood by all UESI committee members.

Each Division has an Executive Committee (ExCom) that has the primary responsibility of directing all activities of each Division.

1.2 Review and Update of Handbook

UESI will review and update this document as required at an interval preferably not to exceed three (3) years.

First Edition: September 2016

Second Revision: April 2018

Third Revision: February 2022

2.0 ORGANIZATION

2.1 General

UESI is led by the Board in accordance with the ASCE Institute Operating procedures. As represented in the UESI Organizational Chart, Technical Divisions, Administrative Committees, Councils and Board Committees are included in UESI.

2.2 UESI

2.2.1 UESI Board Composition

The UESI Board composition is described in the UESI Bylaws, but in brief the Board should be a balanced membership that includes but is not limited to utility owners, consultants, surveyors, manufacturers, and academia. Currently the Board is composed of eleven Governors. Nine Governors are elected by the UESI membership, and two Governors are appointed, one by the Society upon recommendation of the ASCE President and one by the Younger Member Engagement Committee (YMEC).

The UESI Board is as follows:

- 1) UESI President
- 2) UESI President-elect
- 3) UESI Past President
- 4) Six Board members
- 5) One by the Society upon recommendation of the ASCE President
- 6) One by the YMEC

2.2.2 UESI Board Term Limits

UESI Board term limits for Board members is three (3) years unless they are chosen as a UESI Officer to become the President-elect of UESI. The Society representative may be reappointed to successive one (1) year terms but shall not exceed four (4) years of total service. The YMEC representative may be reappointed to successive one (1) year terms but shall not exceed three (3) years of service on the Institute Board.

2.2.3 Vacancies

A vacancy in the office of President shall be filled for the unexpired portion of the term by the President-Elect.

A vacancy in the office of President-elect shall be filled by a qualified member of the Board, as determined by the Board at the time of the vacancy.

A vacancy in the office of Past President shall be filled by the most recent Past President who is available and willing to serve.

A vacancy in the office of Treasurer shall be filled by appointment of the Board.

When a vacancy occurs in an Elected Institute Governor position, other than by expiration of an Elected Institute Governor's term, the vacancy shall be filled without undue delay for the remainder of the term as a direct appointment by the remaining Board.

2.2.4 UESI Board New Member Candidates

Nine UESI Board members are voted on by the UESI membership.

2.2.4.1 Nomination of President-elect

The UESI bylaws state that the qualifications for President-elect shall be a voting Institute and Society member in good standing and shall have completed one (1) full term of service on the Board prior to taking office as President-elect. If there are no candidates on the UESI Board that meet this requirement, then the qualifications will follow Robert's Rules of Order that state that an officer (Governor) who has served more than half a term in an office is *considered to have served a full term*.

2.2.4.2 Nominations of New Board Members.

The UESI Bylaws provide details on the selection of new Board members. The UESI Nominations and Elections Committee shall solicit candidates from the general membership of the Institute and Institute organizational elements for the positions to be filled. Candidates for elected office may also be proposed for consideration by members of the Nominations and Elections Committee. Each Division ExCom may select up to three (3) candidates for Elected Institute Governor to be added to the pool of potential candidates.

2.2.4.3 Declaration of Intent to Serve

No later than March 1 of the year in which the election is to be held, all potential candidates shall submit to the Nominations and Elections Committee Chair a signed letter indicating acceptance and willingness to serve if elected, as well as biographical, occupational, and geographical information.

2.2.4.4 Official Nominees

No later than April 15 of the year in which the election is to held, the Nominations and Elections Committee shall select from among the declared candidates the nominees for the positions to be filled. These individuals shall be

known as the Official Nominee(s) and be designated as such on the election ballot. Official Nominees shall be fully informed by the Secretary of the qualifications, duties and requirements of the office for which they are nominated.

2.2.4.5 Petition Nominees

Candidates who declared their intent to serve but were not selected by the Nominations and Elections Committee as an Official Nominee may pursue election by petition. Candidates shall file the required number of signatures with the Secretary not later than June 1 of the year in which the election is to be held. Petitions shall contain the signatures of at least two hundred (200) voting Individual Members of the Institute. Candidates who submit the appropriate number of petition signatures shall be known as Petition Nominees and be designated as such on the election ballot. Petition Nominees shall be fully informed by the Secretary of the qualifications, duties and requirements of the office for which they are nominated.

2.2.4.6 Nomination Process for Petition Nominees

Petition Nominees shall consent to their nomination in writing and shall provide biographical, occupational, and geographical information to the Secretary as part of the petition on or before June 1.

2.2.4.7 Notification of Nominees

The Secretary shall notify all Institute members, by notice in an Institute newsletter or such other appropriate means, of the Official and Petition Nominee(s) for each vacant office.

2.2.5 Vision

To be the worldwide leader in generating and promoting excellence in engineering, planning, design, construction, operations, and asset management for utility infrastructure and engineering surveying.

DEFINITIONS:

Utility Engineering is a branch of Civil Engineering that focuses on the plan, position, design, construction, operation, maintenance, and asset management of any and all utility systems, as well as the interaction between utility infrastructure and other civil infrastructure.

“The American Society of Civil Engineers (ASCE) defines **Engineering Surveying** as those activities involved in the planning and execution of surveys for the development, design, construction, operation and maintenance of civil and other engineered projects.

Engineering surveying may be regarded as a specialty within the broader professional practice of engineering and includes all surveying activities required to support the conception, planning, design, construction, maintenance, and operation of engineered projects. Engineering surveying excludes the surveying of real property, for the establishment of land boundaries, rights of way, easements, and the dependent or independent surveys or resurveys of the public land survey system. ASCE believes that this definition should be adopted by state engineering licensing boards.” Reference ASCE Policy Statement 333.

2.2.6 Meetings

UESI Board President shall schedule regular monthly conference calls for a day and time that maximizes participation by its members. The Board should have a minimum of two (2) face to face meetings per year. One will be held in conjunction with the annual UESI Pipelines Conference, a second meeting will be held following the start of the Institute’s fiscal year beginning October 1st, with the purpose of introducing new members of the Board. A third meeting can be scheduled at the discretion of the UESI Board President with the approval of the UESI Board.

2.2.7 Committees and Councils that Report Directly to UESI

There may be several Administrative Committees or Councils under the UESI Board. They include, but are not limited to the following:

- 1) [Marketing & Membership](#)
- 2) [Awards](#)
- 3) [Younger Member Engagement](#)
- 4) [Standards and Publications Council](#)
- 5) Past Presidents Council
- 6) Certifications Board
- 7) Chapter Leaders Council
- 8) Organizational Members Council
- 9) Nominations and Elections
- 10) Ad hoc committees, as needed

Other committees may also be appointed by UESI Board to undertake special studies and specific assignments.

2.2.8 Interface with Other ASCE Institutes and the Committee on Technical Advancement (CTA)

To facilitate the growth and minimize duplication, the UESI membership shall consciously strive to foster collaboration and cooperation with the other ASCE Institutes through the Technical Region Board of Governors (TRBG), ASCE Specialty

Certification Academies (when needed) and Geographical Regions, through the Institute/Region Summit, in such ways as determined by all parties involved.

2.2.9 Member Benefits

[Member Benefits](#)

2.2.10 Member Dues

[Member Dues](#)

2.3 UESI Divisions

UESI Divisions may be structured to include the following functional committees.

1. Executive Committee (ExCom) - required
2. Administrative Committees
3. Advisory Committees
4. Technical Committees
5. Ad Hoc and Task Committees

Each Division ExCom Chair or designated representative, in the absence of the Chair, may be required to submit a monthly report to the UESI Director to be included on the UESI Board monthly online meeting or Business Meeting agenda. At times the monthly report may be given in person. Division reports will be due 3 days prior to the Board meeting, which is normally held near the end of the month as agreed to by the Board. Reports will recap the Divisions activities including, but not limited to the following:

1. Membership roster (if changes have been made)
2. Progress of Technical reports, MOPs and/or Standards by Committee
3. Planned activities such as webinars, Guided Online Courses, workshops and other revenue-generating activities
4. Division conference planning activities
5. Progress toward Division objectives
6. Proposed new Standing Committees and Task Committees
7. Changes in committee leadership.

2.3.1 Divisions

UESI is organized into four (4) Divisions:

- 1) Pipeline
- 2) Surveying & Geomatics
- 3) Utility Asset Management
- 4) Utility Risk Management

Recommendations and proposals for the forming of new Divisions must be presented to the Board for approval. The proposal shall include, but is not limited to, the following:

- 1) The proposed new division shall have a mission statement that will clearly state the purpose of the division;
- 2) Deliverables;
- 3) Any potential conflicts (Strengths, Weaknesses, Opportunities and Threats- SWOT Analysis); and,
- 4) Summary of proposed strengths and weaknesses of the new proposed division as related to UESI.

Division organizations become effective upon approval by the UESI Board.

2.3.2 Objectives

Each Division and its committee membership shall have a clear understanding of the purpose and functionality of the Division.

2.3.3 Enrollment

UESI members in any grade may volunteer for membership on a technical committee under any of UESI's Divisions. New members will be required to fill out a technical committee membership form online and submit it to the committee chair of that specific technical group. Based on their technical interests; it will be forwarded to the Chair of the appropriate technical committee for review and approval. [Committee Membersip Form.](#)

2.3.4 Finances

Divisions and their committee members shall incur no financial obligations chargeable to UESI unless specifically authorized by the Board and provided in the Institute's annually approved budget. No activity expense can be reimbursed without prior approval by the Board as to availability of funds. No liability incurred, other than as herein provided, is binding upon UESI.

2.3.5 Limit of Authority

No action can be taken at a Division meeting or at a UESI meeting which may be deemed to express an attitude or action of UESI or the Society. Resolutions or recommendations of this nature may be addressed to the UESI Board for consideration, approval and promulgation.

2.3.6 Dissolution or Suspension

Upon recommendation by the appropriate Division, UESI may suspend or disband any Division on sixty (60) days' notice.

2.4 Division Organization

2.4.1 Executive Committees (ExComs)

Each ExCom is under the supervision of the UESI Board and is charged with managing the affairs of the Division. The UESI Division ExComs submit their annual budget in early January of each year to the UESI Director who then prepares the draft budget for the next fiscal year for the Institute. The UESI Board approves the annual operating budget for the next fiscal year which then must be approved by ASCE senior leadership and submitted to the ASCE Program and Finance Committee by the beginning of April. The ASCE BOD approves the Institute budget at their summer Business Meeting held in July of each year.

2.4.1.1 Composition of the Divisions

Each Division shall have an ExCom consisting of no more than 5 UESI members consisting of the Past Chair, Chair, Vice Chair, Secretary and new member. The number of ExCom members can be larger than 5, but requires justification and approval by UESI Board. All members are approved by UESI Board based on recommendations from the Division ExCom.

2.4.1.2 Length of Service

ExCom members serve in rotation with new members starting on October 1st of each year. No ExCom member can serve for more than five consecutive years. ExCom members may serve in any rotation suitable to the ExCom provided the total consecutive term is five years or less unless approved by the Board.

A full one-year hiatus must elapse between the time an ExCom member appointment expires and when he/she is eligible to serve another term unless approved by the Board.

No member shall serve on both the UESI Board and a Division ExCom at the same time.

2.4.1.3 Vacancy

Any ExCom vacancy prior to term expiration is subject to new appointment in the manner provided in Division rules.

2.4.1.4 New Division

When starting a new Division, the initial ExCom chair and vice-chair are appointed by the Board until such time as the Board allows Divisional self-determination.

2.4.2 Division Committees

Committees of UESI's Divisions are established, altered, or discontinued by the appropriate ExCom. Membership of Division committees may include any UESI or Society member.

2.4.2.1 [Executive Committee](#) (ExCom)

2.4.2.2 Administrative Committees

Each administrative Committee is charged with completing non-technical, managerial assignments as approved or delegated by the ExCom which will promote the objective and purpose of the Division

2.4.2.3 Ad Hoc and Task Committees

Ad Hoc and Task Committees may be assigned either to a Technical Committee or to the ExCom directly.

2.5 Executive Committee Members

The ExCom may consist of up to five Institute members. Each member of the ExCom should rotate through each of the ExCom positions, and their term should not exceed 5 years on the committee. The position will commence on October 1st and the retirement date of each member's responsibilities shall be September 30th of the following year.



Figure 2-1 – ExCom Committee Member Progression

2.5.1 Past Chair of ExCom

The Past Chair shall be an Institute member serving the fifth, or last, year of the term (unless otherwise agreed by ExCom) and having served as Chair the previous year. The Past Chair shall provide knowledge and a Division perspective of past activities. The Past Chair shall be a voting member and attend business and conference call meetings.

The Past Chair should collaborate with other Past Chairs of the Division (ADCOM) if historical perspective is prudent.

2.5.2 Chair of ExCom

The Chair shall be an Institute member serving the fourth year of the term (unless otherwise agreed by ExCom). The Chair shall provide Division leadership and preside at meetings throughout the term. The Chair will prepare the meeting agenda with the support of the Institute.

2.5.3 Vice-Chair of ExCom

The Vice-Chair of the ExCom shall be the Institute member in the third year of the term (unless otherwise agreed by the ExCom). The Vice-Chair shall be responsible for the preparation of the Annual Planning, Budgeting and Reporting with the support of the Institute Director.

2.5.4 Secretary of ExCom

The Secretary of the ExCom shall be the Institute member in the second year of the term, unless otherwise agreed by ExCom. The Secretary will be responsible for accurately recording and distributing the minutes of each ExCom meeting (no later than 14 days after the meeting), and monitoring the annual budget with the support of the Institute Director/staff. The Secretary of the ExCom shall keep an accounting of dates of appointment and normal termination dates for each committee member.

2.5.5 New Member of ExCom

The New Member shall be the Institute member in the first year of the term. The new member shall assist the ExCom and observe and learn the functionality and policies and procedures of the ExCom and Division.

2.5.6 Meeting of the Division ExCom

The ExCom will meet at least once a year at a location and time decided by the ExCom Chair. At any meeting, a majority of the total ExCom members constitutes a quorum.

2.5.7 Division ExCom Meeting Location

2.5.7.1 Minimum Cost Location.

UESI follows the ASCE travel policy to all UESI committees including the BOARD Meetings and states:

The location of the meeting shall be selected to assure minimum expense to the Institute and the Society, including transportation and other expenses, and, to the extent compatible therewith, minimum travel time for participants. In general, a minimum cost location will be a location central to those attending the meeting. However, a meeting may be authorized to be held at a non-central location if the request provides that the total cost for a meeting in the location selected will not exceed the cost for the same meeting at a minimum cost location. Meetings should be scheduled to take advantage of lower cost airfare alternatives that may be available on weekends or selected weekdays.

2.5.7.2 Exception to Minimum Cost Location.

UESI follows the ASCE travel policy that states:

Minimum cost location will not apply when the meeting is held at a Society-level conference, including the ASCE Annual Conference, a UESI Conference, an ASCE Board of Direction Meeting, or other major meeting of the Society; or at policy committee meetings in Washington, DC; or at Society headquarters.

2.5.8 ExCom Membership

ExCom Membership shall be comprised of members of the Institute who are in good standing and who have demonstrated active interest in the activities of the Division. As far as practical, the Division will attempt to maintain a balance in ExCom membership between public, private and academia, all of whom are preferably involved in work relating to division activities.

2.5.9 Vacancies

Should a vacancy on ExCom occur during the operational year, which starts October 1, the vacancy shall be filled by a series of promotions in each position of responsibility below the vacated office. The position of New Member shall be filled with an appointee by a majority vote of ExCom and approval by UESI Board.

2.5.10 The Division News Correspondent

The ExCom Chair can designate a Divisional News Correspondent. This person could be an ExCom member or any other member in good standing. The Correspondent shall report appropriate news and announcements of the Division to UESI staff involved in the Institute Newsletter and website.

2.5.11 ExCom Contacts to the Committees

ExCom contacts to the Division committees shall be designated by ExCom. Contacts shall be an ExCom member. The Contact shall report activities and assist with requests

to ExCom. The Contact shall make every effort to attend committee meetings that include conference calls and business meetings.

2.6 Advisory Committee

2.6.1 Advisory Committee (ADCOM) Member

ADCOM members consist of past ExCom Chairs who have completed the ExCom obligation and willing to serve if called upon. The incoming ADCOM member will first serve as ADCOM Vice Chair and then as ADCOM Chair in their second year unless there are extenuating circumstances. It is not mandatory that a Division have an ADCOM.

ADCOM encourages continuous communication and activity with the ExCom. An ADCOM member can contribute in many ways at the request of the ExCom members, with the goal of maintaining historical context for existing and planned activities. ADCOM members have an open invitation to all Divisional activities, unless specifically stated otherwise. The following are examples or targeted activities.

- Attend an ExCom meeting at the request of an ExCom member that cannot attend the meeting.
- Lead or form a task committee to address technical or general issues.
- Participate in any capacity in normal Division or Committee activities.
- Act as an external liaison representing an issue or critical position to the Division
- Attend any Divisional meeting, including ExCom Meetings, as an observer
- Assist ExCom with technical projects or issues
- Divisional Awards with technical projects or issues

2.6.2 ADCOM Meeting

ADCOM may meet once a year (if funding is provided) at a location and date decided by its members, but preferably in conjunction with another event. Funding may or may not be provided by UESI Board.

2.7 Other Administrative and Technical Committees

Appointments begin on October 1, except new members that are appointed at other times at the discretion of the ExCom.

2.7.1 Committee Chairs Appointments

Committee Chairs are appointed by the ExCom. The ExCom can appoint committee chairs for a specified term (normally one year but can be increased to two years). Committee chairs must be ASCE members in good standing. The ExCom contact member informs the committee chair of the appointment and provides a list of other committee members. By separate letter, the ExCom chair thanks the outgoing committee

chair and communicates the successor's name. Appointments begin on October, and committee chairs may organize their committee as necessary to achieve their goals. Any committee member with a dispute not resolved by the Chair shall be resolved by the Division ExCom.

ExComs may release committee chairs that are not properly performing their duties. The ExCom contact member immediately notifies the released chair and the Staff Contact of such action.

2.7.2 Membership of Committees

Membership is open to UESI members or Society Member.

2.7.3 Committees Timeline

Committees may be established, altered or discontinued by ExCom. The committee may originate recommendations.

2.7.4 Administrative Committees

Each Division has the authority to appoint Administrative Committees that will report to the ExCom. Examples of potential Administrative Committees are the Awards Committee, Publications Committee, Liaison Committee, Education Committee, Younger Member Committee. These committees are not technical in nature.

2.8 Standards and Publications Council

The UESI Standards and Publication Council (USPC) will 1) oversee and coordinate activities of UESI related to the development, maintenance, revision, or discontinuance of standards in the areas of surveying, geomatics, and utility engineering; 2) responsible for identifying new quality topics for standards development and growing the overall UESI standards program, and 3) recommend publication proposals for an appropriate path of Technical Report, Manual of Practice, or Standard in consultation with the appropriate Division ExComs and other pertinent parties. The Standards and Publication Council shall adhere to the *ASCE Rules for Standard Committees* as published in the Official Register and as administered by the CSC and CTA.

2.8.1 Membership

The USPC shall consist of no less than three and no more than five members appointed by Board. It is preferred that the members have ASCE or other ANSI standards developing organizations (SDO) standards developing experience. Members shall be eligible for re-appointment.

USPC shall have a Chair appointed by Board for a term of three years, who is eligible for re-appointment.

USPC members may be officers of other Committees and/or ExComs.

2.8.2 UESI Board of Governors Requirements

2.8.2.1 Codes & Standards Committee (CSC) Representative

UESI may recommend an appropriate representative to CSC for a three-year term. This representative will have standards experience, preferably as a chair or vice-chair. This position is eligible for reappointment for 3 terms. This representative is expected to attend CSC and USPC meetings to facilitate communication between the two bodies.

Periodically, standard activities may be transferred between other ASCE Institutes. For each of these cases, a Memorandum of Understanding that details sharing of standard activity costs, ownership rights and revenue sharing shall be produced, reviewed and executed by all parties, including the Board.

2.8.2.2 USPC Management Requirements

USPC shall ensure compliance of UESI standards activities with the ASCE Rules for Standards Committees as presented in the Official Register for American Society of Civil Engineers.

- USPC shall by a 2/3 majority approve standards activities to move forward to CSC for public balloting.
- USPC shall approve by 2/3 majority any deviation in public notification of full committee meeting requirements.
- USPC shall provide a hearing and ruling for any disputes for administrative issues during standards development activities. If the dispute is not resolved to the satisfaction of the parties, there is a right to elevate the dispute to CSC in accordance with the Rules.
- USPC shall monitor the standards development progress and financial expenditures for each committee and their assigned standard(s).
- USPC shall approve by 2/3 majority the appointment of a Chair for each standard activity at the commencement of the initial development or revision cycle. Chairs can be re-appointed indefinitely.

2.8.2.3 USPC Chair Requirements

- USPC Chair shall review with the UESI Director and approve all standards activities that will require ASCE funds or reimbursement. Standards Committee Chairs shall give timely notice to the USPC chair for the request for funds.

- USPC Chair shall provide an annual report of Division activities, their status, and their expected financial expenditures for the upcoming fiscal year by May 1.

2.8.2.4 Standards Development and Promotion

USPC will be responsible for identifying new quality topics for standards development and growing the overall UESI standards program.

3.0 ADMINISTRATION

3.1 Utility Engineering & Surveying Institute

UESI's responsibilities include, but are not limited to the following:

- Reports to the ASCE BOD on UESI programs and relevant actions/activities.
- Recommend the development or the expansion of technical activities of UESI.
- Approve formation and termination of Divisions.
- Approve new members to Division ExComs upon recommendation received from Division ExCom.
- Appoint special technical committees or task committees.
- Monitor functions of the Divisions.
- Oversee the finances of the Divisions.
- Coordinate Society activities related to establishment, use, and discontinuance of codes and standards.
- Nominate liaisons to other organizations for ASCE BOD and Presidential appointments.
- Approve and recommend to the ASCE BOD, Division policy statements, position papers and resolutions (if those documents are intended to represent ASCE's position).
- Periodical review of the Institute Bylaws.
- Foster communication by its Divisions with other Institutes, Geographic Regions and the Academies.
- Approve Division's Specialty Conference proposals and monitor Specialty Conferences budgets.
- Approve formation of UESI local Chapters and monitor the Chapters progress and membership.
- Appoint Board Member Liaisons to each Institute ExCom. Board Member Liaisons' primary responsibility is to increase the communication between the Board and the ExCom. Board Member Liaisons should keep ExComs updated on Board activities. During ExCom meetings, Board Member Liaisons should enter discussions if asked and if appropriate. Board Member Liaisons should refrain from taking sides during crucial discussions, only providing guidance when appropriate.

3.2 Division Executive Committees

Duties and responsibilities of UESI Division ExComs include, but are not limited to, the following:

- Explore new areas of technical interest. Recommend to the UESI Board formation of new Divisions and committees as deemed necessary to maintain Institute leadership in the utility and surveying engineering profession.
- Communicate programs and activities with other UESI Divisions, the Institute Branches, and liaison organizations to foster cooperation and avoid duplication of effort.

- Report directly to UESI Board and supervise work of technical and administrative committees under its jurisdiction.
- Provide a report of the Division activities to UESI periodically, as requested in the format designated by UESI Board. The report is to be submitted to the Staff Contact with a copy provided to UESI Board Member Liaison responsible for the Division.
- Appoint new members to committees under its jurisdiction and report these actions to UESI and the UESI staff.
- Recommend discontinuance of committees under its supervision.
- Monitor the performance of committees.
- Develop Division reports and budgets and distribute them to UESI and UESI staff.
- Prioritize allocation of budget based on the proposed committee activities.
- Implement all policies and procedures established by the UESI Board.
- Review and recommend, for approval by UESI, proposed Division sponsored activities, e.g., specialty conferences, symposia, workshops, technical sessions, continuing education, and publications.
- Foster communications with other Institutes, Technical Regions and Academia.
- Approve Blue Ribbon Committees and recommend to ASCE Publications final approval to Manuals of Practice, Committee Reports, and any other publications.
- Appoint ADCOM members to act as liaisons to other Division ExComs or Councils. To facilitate communications with USPC, each ExCom should appoint a liaison to USPC.

3.3 UESI Staff Assistance/Support

The UESI staff contact is assigned by the Director of UESI and is responsible for helping and program development support for the Division and serving as a liaison council to staff support personnel. The staff contact shall provide administrative support to the Division, and shall maintain all official UESI records for the Division to which they are assigned. A current UESI Board member liaison and staff contact listing is available upon request.

Staff contacts accomplish their responsibilities through interaction with Division ExComs and their technical and task committees and attending committee meetings as required.

Responsibilities of staff contacts include, but are not limited to, the following:

- Assisting Divisions in identifying key technical topics which are of importance to the utility engineering and surveying community.
- Assisting Divisions in preparing the next fiscal year budget request.
- Assisting in development of specialty conference proposals.
- Assisting Divisions in identifying opportunities to cooperate with other organizations in developing technical activities.
- Provide advice on UESI policy and administrative assistance.
- Administering requests for committee activities and reimbursement of committee member expenses.
- Providing specialty conference management support in development of the technical sessions and content of brochures/programs.

- Assisting in the promotion of Division activities.
- Acting as liaison to other Institutes, Regions, and the Academies, and other staff departments to assure smooth handling of UESI business.
- Providing advice regarding interpretation of UESI Bylaws, as well as any other Society and UESI policy.
- Maintaining up-to-date budget status records and providing semi-annual status reports to the UESI Director.
- Compiling UESI input to the *ASCE Official Register* and maintain up-to-date committee rosters.
- Assisting the UESI Member Liaison in addressing requests from the Divisions.
- Provide Specialty Conferences Summary and financial reports to UESI and its corresponding Division ExCom. (The UESI Conference manager as the lead on all UESI conference summaries and financials.)

3.4 Conduct of Business, Online, and Conference Calls Meetings

All UESI business meeting requests should be made at least two months in advance of the actual meeting to allow members to make travel and hotel arrangements. *See Section 2.5.8 regarding Meeting Locations and [Minimum Cost Locations](#).*

Request for meetings at UESI conferences must be made at least 45 days in advance or the meeting. Any requests for a meeting room less than 2 week in advance of the meeting at a UESI Conference may not be approved.

UESI Board and Division ExCom should have monthly conference calls except during the month(s) where they will have a business meeting. All active technical committee should have at least two conference calls or online meetings and one business meeting during the fiscal year. This does not apply to task committees.

Business Meetings are conducted according to Robert's Rules of Order. All meetings are open unless there is a specific issue that needs to be addressed that requires a closed meeting. Staff should be included in any closed meeting. A quorum is required for any meeting which is defined as a majority of its members.

Options for conducting committee business include conference calls, written correspondence, ballots, meetings, etc. A minimum of six hours duration is suggested for an effective face-to-face committee meeting and required for expense reimbursement authorization (which must be pre-approved by Board)

3.5 Distribution of Minutes and Correspondence

3.5.1 UESI Board

Staff prepares the meeting agendas and draft meeting minutes. The UESI President will review both the agenda and the meeting minutes and provide comments (if needed) prior

to finalizing the documents for submission to the Board. The meeting agenda should be prepared at least one-week in advance of the meeting (conference calls) and one month prior to a business meeting (face-to-face meeting). Meeting minutes for conference calls should be completed within two weeks following the call and no more than one month after a business meeting.

3.5.2 UESI Division ExComs

Division ExCom agendas and meeting minutes should be prepared by the Division ExCom. The ExCom chair should prepare the draft agenda at least one-week in advance of the meeting (conference calls) and one month prior to a business meeting (face-to-face meeting) to allow the UESI staff the opportunity to review and make suggested changes and additions prior to finalize the agenda. The ExCom secretary will take the meeting minutes and submit to staff for review. Meeting minutes for conference calls should be completed within two weeks following the call and no more than one month after a business meeting.

3.5.3 UESI ExCom Committees

Should follow the Division ExCom requirements.

3.5.4 Minutes

Copies of the UESI Board minutes are sent to:

- 1) UESI Board members
- 2) UESI Headquarters (Staff Contact)
- 3) Electronic copy of the meeting minutes is saved on UESI's Collaborate site.
- 4) Can be made available to all UESI Division ExCom chairs.

Copies of all UESI Divisions ExCom, task, and administrative and technical committee minutes are sent to:

- 1) Division ExCom members
- 2) UESI Board Member Liaison
- 3) UESI Headquarters (Staff Contact)
- 4) Can be made available to technical committee chair
- 5) Electronic copies of the meeting minutes are placed in the committee's Collaborate site.

4.0 UESI DIVISION COMMITTEES DUTIES

4.1 General

The following sections describe the duties of the various types of committees in a Division.

4.1.1 Executive Committee (ExCom)

The Division ExCom is charged with managing the Division's affairs.

4.1.2 Administrative Committees

Administrative Committees assist the ExCom in handling items relating to business aspects of Divisions operation (e.g. Publications, Awards, etc.). Administrative Committees should generally meet in conjunction with other Divisions' meetings and may not require a financial resource commitment by ExCom. Administrative Committees are permanent committees

4.1.3 Technical Committees

Technical Committees are charged with completing technical assignments approved and delegated by the ExCom. Technical Committees may also supervise ad hoc and task committees. Technical Committees are permanent committees.

4.1.4 Task Committees

Task committees are charged with completing a specific task to produce a product, e.g. Manual of Practice, Committee Report, webinar, etc, of finite scope and duration. They are disbanded by the ExCom and/or after the specific task is completed. They are commonly supervised by a Technical or Administrative Committee but may report directly to an ExCom where required.

4.2 Formation and Termination

4.2.1 Administrative, Technical and Task Committees

Proposals for new committees and task committees are submitted to and approved by the ExCom.

4.2.3 Termination of Committees

Committees normally terminate upon completion of their stated objective. An ExCom or UESI Board may also terminate a committee for cause.

4.2.4 Property and Records

All intangible and tangible work products of UESI committees are required to be turned over to the UESI and the Society upon the committee's discharge, disbanding or completion of its term or mission. This is in accordance with [ASCE Rules of Policy and Procedure](#).

"Property and Records. The chair shall be responsible for the return of a committee's tangible property and records, and all records relating to any intangible property and work product of the committee, to UESI or the Society when discharged, or when requested by the UESI Board. Such materials, and any tangible and intangible property including work products prepared by or on behalf of the committee, are solely the property of the Society."[\(RPP, Section 9.2.5\)](#)

4.3 Membership Duties and Considerations

4.3.1 Executive Committee

The ExCom nominates candidates to replace outgoing members. ExCom members are approved by UESI Board. Candidates are selected from Institute members that are in good standing who have demonstrated an active interest in Divisions activities and who meet other specific criteria of the Divisions. The ExCom evaluates the background and qualifications of the candidates and selects its nominee. This nomination is submitted to UESI no later than August 1st of each year for approval by UESI before the end of September. The appropriate Staff Contact notifies the new ExCom member upon appointment by UESI.

When deliberating nomination of members, current ExCom members should consider:

- The nominee's stature among peers.
- Background, including education and experience in the specific field of engineering and/or surveying within UESI.
- Contributions to the profession through UESI or Society committee work and other societies; publications in UESI and or Society and other journals; attitudes relative to the profession; recommendation of fellow members; ethics and conduct of practice; a willingness to work with others in advancing the profession of utility engineering and surveying; availability of time and willingness to participate actively in ExCom assignments and works; diligence, integrity and other personal qualities necessary to ensure a viable and effective ExCom (such as leadership and team building skills, ability to serve as a networker and recruiter); professional speaking and writing abilities; and capability of controlling the conduct of meetings both at the executive level and at various UESI national meetings and specialty conferences.

- When nominating ExCom candidates, the intent is to consider diversity and balance among various segments in which the membership is engaged (education, government, private enterprise, industry, etc.) as to the membership make-up of its ExCom.

4.3.2 Administrative, Technical, and Task Committees

Appointments to the administrative, technical and task committees are made by the ExCom from committee chairs recommendations. Committee chairs inform the new member and all committee members of all new appointments

The ExCom may release committee members based on committee chair recommendation when due cause (such as prolonged absences, lack of communication, disregard for Society policy, etc.) is presented. The ExCom Chair informs the committee member, committee chair and the Staff Contact of any such releases.

4.3.3 Appointment of Committee Chairs

The ExCom can appoint committee chairs. Committee chairs must be ASCE members in good standing. The ExCom contact member informs the committee chair of the appointment and provides a list of other committee members. By separate letter, the ExCom chair thanks the outgoing committee chair and communicates the successor's name.

ExComs may release committee chairs that are not properly performing their duties. The ExCom contact member immediately notifies the released chair and the Staff Contact of such action

4.4 Executive Committee Liaison Members

Each technical and administrative committee is represented by an ExCom member designated as its liaison member. An ExCom member may be a liaison to more than one committee.

Duties of ExCom contact members include, but are not limited to, the following:

- Look for new activities for the technical group.
- Assist in developing its technical and task committees, budgets and monitor the product activity budgets and schedules throughout the fiscal year.
- Communicate the activities of the ExCom to its technical committees.
- Provide initial approval of committee rosters. This activity is made in concert with committee chairs.
- Recommend to ExComs initial formation and dissolution of committees.
- Approve requests for committee activities.
- Oversee the scope and performance of committee activities to ensure submittal of products.
- Keep the ExCom informed about committee activity.

- Ensure Society and Divisions policies and procedures are observed.
- Encourage communication among committees within the Division, with other UESI Divisions, and other ASCE Institutes.
- Provide advice to committees to stimulate activity and ensure leadership of the committee in technical accomplishments.
- Recommend to ExCom candidates for appointment as chairs of committees.
- Review committee manuals, technical committee reports, etc. and make recommendations to the ExCom regarding approval for publication.
- Information on the activities of their assigned committees needs to be forwarded to the ExCom Chair to compile into the Divisions annual report to UESI's Board.

4.5 Society Non-Members Service on Committees

Only UESI or ASCE members may serve on technical, task and administrative committees with the exception of standards committees which follow [ASCE Rules for Standards Committees](#).

4.6 Committee Operations and Review

Each technical, task and administrative committee's purpose is described in the [ASCE Official Register](#). Committee tasks are normally developed within the committee, but may be assigned by the Division ExCom, usually in consultation with the committee chair.

Each Division ExCom Chair is required to submit a technical, task and administrative committee activities report as requested by the UESI Board. ExCom Chairs may be asked to provide an oral report during a UESI Board meeting. Reports are normally submitted to the UESI Staff Contact and included in the UESI Board Meeting Agenda.

Each Division technical, task and administrative committee's activities and related budget requests are prioritized by the Division ExCom. The prioritization at the UESI ExComs' level is based on:

1. The activity's contribution to civil engineering and surveying and the members of the UESI.
2. Adherence to the UESI's strategic plan.
3. The availability of funds.

The Division ExComs review each technical, task and administrative committee's efforts and results at each ExCom meeting. This duty also includes an evaluation of committee chairs' effectiveness and review of committee purpose, function, and structure.

ExCom makes recommendations and may implement inter-committee and inter-Society liaison where a topic of study overlaps the objectives of more than one technical, task and administrative committee.

Technical, task and administrative committee chairs keep ExCom contact members fully informed of all activities and sends them copies of all correspondence.

5.0 ACTIVITIES

5.1 Conferences

5.1.1 General

UESI specialty conferences are most often organized by the UESI Board through one of its technical divisions. A specialty conference is an in-person event intended to advance the knowledge within a specialty area of civil engineering and surveying often embedded within a UESI division. It should be recognized, however, that there are other types of in-person events that might be worthwhile undertaking before taking on the organization of a multi-day, multi-track specialty conference. Workshops, symposia, and summits have all been used as mechanisms to build knowledge and advance the mission of the Society.

Everyone, including volunteers, ASCE-UESI staff, and ASCE Conferences & Meeting Services staff, has the shared goal of achieving a successful conference and good experience for everyone involved: the attendees, the volunteer organizers and the staff. The success of a specialty conference is highly dependent on the teamwork and collaboration of a wide range of participants including the members of the organizing committees, presenters, moderators, oversight committees (such as the UESI Board and/or an ExCom of a UESI division), and the members of UESI and ASCE staff. Each participant has an important role to play in addressing the challenges and opportunities posed by each specialty conference and must be committed to working in an open and collaborative manner.

5.1.2 ASCE Conference Guidance Manuals

The initiation process for both new and reoccurring specialty conferences is done in accordance with the requirements contained in the *Guide for the Management of UESI Specialty Conferences*. (separate document)

The Division ExComs are the ultimate authority in the selection of volunteers. ExComs periodically solicit for volunteers for involvement on a conference Steering Committee.

5.1.3 Resolution of Disputes

The UESI Board is responsible for deciding or delegating any disputes on a Steering Committee or any of the Division conference committees. Consideration and ruling must be objective, and if any ExCom member is active on any of the Conference committees they must excuse themselves from the decision-making process.

5.1.3.1 Appeal process of Conference Paper Submission

An author of a draft paper submission to a UESI conference can request an appeal of the Conference Technical Committee decision that rejected their submission. The appeal process that must be followed as contained in the Guide for the Management of UESI Specialty Conferences.

5.1.4 Students Participation in Conferences

Students are welcome to be involved in UESI conferences. However, funding for student participation must be approved by the Division ExCom and/or UESI Board.

5.1.4.1 Student Scholarship Program

UESI conferences may have a student scholarship program to support students to attend the conference. Supporting a student sector scholarship program will be done on a conference-by-conference-basis, and funding to support the scholarship will come from the income of the specific conference or can be provided by the UESI Board if the annual Institute budget permits. The UESI Board determines the conferences that will have student sector scholarships and how many it will support per conference.

5.1.4.2 Student Scholarship Committee

Each student scholarship program will have its own scholarship committee that must be approved by the Younger Member Engagement Committee (YMEC). The committee will be comprised of active members of the YMEC. The committee will develop the scoring system and rate the candidates based on the committee's policy and procedures document, which also must be approved by the YMEC.

5.1.4.3 Student Competition

UESI conferences may have student competitions to promote outreach and engagement with colleges, universities and students. Supporting a student competition will be done a conference-by-conference basis and funding to support the scholarship will come from the income of the specific conference or can be provided by the UESI Board if the annual Institute budget permits. The UESI Board determines the conferences that will have student competitions and how many it will support per conference.

5.1.5 Public Sector Scholarship Program

UESI conferences may have public sector scholarship programs to support public sector professionals to attend the conference. Supporting a public sector scholarship program will be done on a conference-by-conference basis and funding to support the scholarship will come from the income of the specific conference or can be provided by the UESI Board if the annual Institute budget permits. The UESI Board determines the

conferences that will have public sector scholarships and how many it will support per conference.

5.1.6 Public Sector Scholarship Committee

Each public sector scholarship program will have its own scholarship committee that must be approved by the Board. The committee will be comprised of both public and private sector UESI members with the majority of the committee membership being public sector employees and/or retired employees. The committee will develop the scoring system and rate the candidates based on the committee's policy and procedures document, which also must be approved by the UESI Board.

5.2 Publications

5.2.1 General

Society publications are developed by or include contributions from the committees and Divisions of UESI. These include:

UESI Newsletter is prepared by UESI staff with oversight by the UESI president. The newsletter is published electronically monthly and contains information on UESI that would be of value to the membership. Staff will contact each Division ExCom to obtain news worthy information approximately two weeks prior to the publication of the next newsletter.

UESI Website is managed by UESI and ASCE staff and can be used to promote the activities of the Institute. UESI members should submit stories of interest to UESI staff and also inform staff if there are errors or updates needed on the website.

Journals of UESI are the media through which members exchange their experiences and results of their studies for advancement of the profession. Published papers are thought-provoking studies and original work that advance new ideas in planning, analysis, design, construction, or maintenance of civil engineering and surveying activities and are subject to rigorous peer review. Journals are subject to a rigid set of development and publication standards. Technical groups should work with their Journal Editor, UESI and ASCE Publications Department. [See Section 5.2.2 regarding the Journal Editor.](#)

The *ASCE Official Register* is published annually as a guide to the Society's current activities, policies, and procedures. Electronic version is available on the ASCE website at www.asce.org/about-asce/official-register.

ASCE Publications Information is a bimonthly abstracting service for all Society journals, books, and *Civil Engineering* articles.

A Manual of Practice (MOP) is an authoritative document presenting facts and criteria which are commonly considered in planning, design, and/or construction of engineering

projects and facilities and/or surveying supplemented by an analysis of limitations and applications of these facts. It contains information useful to engineers in their everyday work. Manuals of Practice go through a rigorous Blue Ribbon Panel review. For more information about the process please see the MOP Writing and Editing page on the UESI website. MOPs do not have the authority of standards, but are more permanent than Technical Reports and are often relied upon by practitioners as high level technical information carrying the weight of the Society's collective expertise. A formatting guide is available on the ASCE Publications Author Services webpage.

Technical Reports are a less rigorous publication than a MOP but still contain rigorous and peer-reviewed content important to the profession. Technical Reports are reviewed by the committee that wrote the publication and approved for publication by the division ExCom. Technical committee reports can also be a cohesive collection of articles on one particular area of practice and conform to a predetermined format. There are also emerging formats for Technical Reports that are shorter and more topical as an electronic publication.

Proceedings are peer-reviewed collections of conference papers approved in concept when the ExCom approves the activity.

Standards, also published by the Society, are discussed under Section 5.2.4.

5.2.2 UESI Journals

UESI currently has two ASCE journals:

- Journal on Surveying Engineering;
- Journal of Pipeline System Engineering and Practice

The UESI are managed by the ASCE Journals Department. The Executive Committee of the Division is responsible for ensuring that the journal has an active Journal Editor and meets and/or exceeds the ASCE journal statistics for being a healthy and growing publication.

5.2.2.1 Journal Editor Position Requirements

In order to be appointed a UESI Journal Editor, the basic requirements for the position should be:

- The individual must be an ASCE member/UESI member.
- The individual must have a solid reputation in the specific field the journal covers;
- The individual must have the necessary time available to devote to managing the journal;
- The individual should have published and reviewed papers with ASCE;

- The individual should have served as an associate editor and have a firm understanding of ASCE peer review process.

5.2.2.2 Standard Terms for Serving as Journal Editor

The journal editor shall serve a standard three (3) year term with the option to renew their term an additional three years (as approved by the Board). The decision to renew or retain an existing editor should be based on the following criteria:

- **Journal statistics** – is the journal increasing or maintaining submission of new papers? Is the editor meeting or exceeding the standard turnaround times in the process of having a paper published?
- **ASCE Publication Recommendation** – is the ASCE publications department satisfied with the quality of the journal and the work effort of the editor?
- **Feedback from the Membership/Associate Journal Editors** – if issues arise from the editorial board of the journal or from the membership regarding issues involving the journal that were based on the Editor’s decision or lack of decision.

5.2.2.3 Journal Editor Review

If the Division ExCom wishes to extend the Journal Editor’s services an additional three years, the journal editor must prepare a business plan by February of their last year of their term that will include goals and expectations on how the journal will grow and/or continue to meet or exceed its yearly statistics. The plan will be used by the Division ExCom to monitor the progress of the journal and the journal editor and be the basis deciding to either extend the journal editors services or replaced him/her during their next 3-year term.

Procedure for Replacing a Journal Editor

If the UESI Division believe it is necessary to replace a current editor, the best option is to phase in their replacement over a 6-month process. The journal should have a Managing Editor reporting directly to the Journal Editor in order to make the transition as smooth as possible.

If it is necessary to replace a journal editor quickly, the UESI Board, UESI staff and the ASCE Publication Department will step in to work with the Division to assess new candidates and decide the most appropriate steps that need to be taken.

5.2.2.4 Conflict Resolutions

Any issues involving the Journal and or Journal Editor should be discussed with the ASCE publications Department in combination with the Division and UESI Board.

5.2.3 Basic Requirements for Publishing at ASCE

See *Publishing Books with ASCE: A Guide for Authors, Editors, and Committees* on the ASCE website at: <https://ascelibrary.org/doi/book/10.1061/9780784478998> (free download). Also available on this website is all the up to date information regarding the entire publishing process. This Guide has the process and requirements for Blue Ribbon Committees, copyright requirements, and notification to the Society's Publications Department that a product is ready for publication.

5.2.4 ASCE Standards

The Society produces standards, and it is necessarily a complex and expensive process requiring special rules for committee membership and activities.

A standard is a document developed via the ANSI consensus process including balloting by a balanced standards committee made up of Society members and non-members, Society membership and the public. Standards carry the highest level of respect within the practice.

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

5.2.5 Complimentary Copies of Published MOPs and Technical Reports

Up to ten complimentary copies of MOPs and technical committee reports are provided by the Publications Department to the committee which develops a publication.

5.3 Continuing Education

UESI Divisions are encouraged to develop continuing education programs and webinars in cooperation with the Society's Continuing Education Department.

Continuing education and webinars specialize in providing programs on applications, codes and standards, and professional/management development topics with emphasis on:

- 1) Acquiring new skills
- 2) Staying abreast of new techniques
- 3) Becoming generally more efficient and effective
- 4) Maintaining quality in the profession

Divisions intending to prepare a continuing education activity should contact UESI staff and the Society's Continuing Education Department.

5.4 Creation of UESI Chapters

UESI believes the creation, development and growth of its Chapters is an effective way to provide much needed training and the transfer of information to our members and non-members. UESI has developed the *UESI Chapter Handbook* to assist members on how to create a Chapter and for established UESI Chapters. Please contact the UESI Director for a copy of the handbook.

The *UESI Chapter Handbook* contains a section on how to establish a new Chapter. One of the key items to establish a Chapter is to develop a Memorandum of Understanding (MOU) which is an agreement between the ASCE Section/Branch and the UESI Chapter. The new Chapter will need to fill out the MOU and have it signed by the ASCE Section/Branch President and the UESI Chapter Chair. The signed MOU should be sent to the UESI Director for signature by either the Director or UESI President. In some cases, the ASCE Section will require that the UESI Chapter prepare Chapter Bylaws. An example template of the Chapter Bylaws can be provided by staff if needed.

5.5 UESI Presentations at UESI Events, Education Institutions, and Other Organizations

UESI is developing a guidance document on promoting UESI to Students, UESI Chapters and other organizations. The guidance document will provide volunteers the tools to market UESI to potential new members and capture information to help UESI market those in attendance to join the Institute. For further information please contact the UESI Director.

5.6 Society Representation to Other Organizations

The Society encourages liaisons and joint committee assignments with outside organizations involved in areas which are closely related to UESI's Division Committee activities.

The Society does not provide support to, nor does it nominate, individuals to officially represent the Society on outside standards-writing bodies.

The representatives to other organizations are listed in the *ASCE Official Register*.

Rules governing UESI liaisons and joint committee assignments are as follows:

- Where membership fees (or the equivalent) are required, the administering Division must identify the need in the annual budget process.
- Appointees must prepare reports for each meeting attended and submit them to the administering Divisions. In addition, an annual summary report is submitted.
- Divisions annually review and recommend to UESI Board whether the liaison is continued or terminated.

- New liaisons or joint committee assignments are proposed by Divisions to UESI Board. UESI Board is responsible for securing approvals for new activities. Requests should include:
 1. Organization name
 2. Description of organization activities along with justification for UESI representation
 3. Names and backgrounds of nominated representative(s)
 4. Financial arrangements (i.e. travel reimbursement, dues, etc.) are included in the Division's Budget.
 5. Liaison activity travel reimbursement, if funded, is subject to the same regulations as provided in the ASCE Travel Policy. Travel is authorized in advance of the fact by the UESI staff contact. Travel funding requests submitted after the fact will not be approved.

6.0 FINANCES

6.1 Allowable Expenses

Committee activity expenses are reimbursed only when the Divisions' ExCom projects have been first approved under the Institute's budgeting process. Exceptions/additions to the UESI budget listing must be approved by the UESI Board prior to undertaking the activity.

Travel expenses are reimbursed only when funding is available and prior authorization for the activity is obtained as stated above. Policy for approved travel expense reimbursement is established by the UESI Board. Details are in the *ASCE Official Register*. Completed invoices or reimbursement forms should be received by the appropriate UESI staff contact no later than one month following the activity.

Expenses for items other than travel (airfare) and per diem will not be approved unless previously approved in the UESI budgeting process and accompanied by proper documentation. Per diem is \$135 per day and covers all expenses other than airfare or mileage to attend the meeting. Any expenses such as parking, taxi, food, tips are not reimbursed but considered part of the daily per diem. Per diem is based on the number of overnight stays for the meeting. For example, if one travels to a one-day meeting for arrival on Saturday and returns home on Sunday, the per diem is one day.

Requests for reimbursement of a technical editor or technical writer to complete the final draft of a technical report must first be reviewed and approved by the UESI Board.

UESI funds are not advanced in anticipation of expenditure. Payment is made promptly on receipt by UESI staff of statements detailing these expenditures.

UESI-Society funds are not available for:

Travel costs and miscellaneous expense reimbursement for individuals who are not UESI members at the time the expense was incurred.

Rental of a meeting room for use by a committee, unless:

- a. the meeting is held in conjunction with other UESI activities (conventions, conferences, committee weeks, etc.), or
- b. it can be shown that an overall savings in expenses was realized by holding the meeting in the location where room rental was required.

Costs incurred by organizers and participants in a conference, symposium, or any other session conducted by a Division. However, these costs are frequently included in the specialty conference budget.

6.2 Development of Division Budgets.

Please review Sections 2.3.4 and 2.5.3 regarding annual budget submissions.

Divisions ExComs are responsible for preparing and submitting budget requests for their Division for funding for the next fiscal year by March 1. Staff will prepare the initial UESI Budgeting Form that the ExCom will complete by March 1st for funding for the next fiscal year. The ExCom vice-chair is considered the budget officer and is responsible for preparing budget requests because they will be the Division Chair in the next fiscal year.

Final budget requests for the subsequent fiscal year are submitted to UESI staff no later than March 1. Budget requests should list each specific project or committee requiring funding and a schedule of deliverables to aid the UESI Board in preparing the budget request to ASCE Program and Finance Committee by early April. The UESI Board can reduce or increase a Division budget request based on the overall projected revenues and expenses for the next fiscal year. The Institute should not operate in the negative unless absolutely unavoidable.

Division budgets are not final until the ASCE BOD approves the Institute budget for the next year.

General information:

The Society's Fiscal Year begins on October 1st and ends on September 30th. Funds budgeted for a specific Fiscal Year that are not spent are carried over as surplus funds and returned to UESI's Reserves.

6.3 Fiscal Control

ExComs are responsible for monitoring their Divisions' actual expenditures versus budgeted funding.

Division ExComs allocate funds among their committees. However, assigned budgets may not be exceeded. Any allocation of funds to activities not previously prioritized in annual activities budget submission requires prior approval of ExCom. Designated ExCom members, along with UESI staff, monitor the budget and schedule of products and availability of funds.

UESI staff maintains a summary of activity expenditures by UESI units and administers all requests for funds against this summary. ExCom chairs and the UESI Board are regularly notified of budget status by the staff contact. This notification includes: budgeted activities; budgeted amount; amount committed (amount authorized, but not yet claimed); amount claimed; and remaining funds.

6.4 Program, Product, and Service Assessment

The UESI Board will require the Divisions' ExComs to self-assess their current programs, products, and services to be certain they meet the UESI's strategic goals and objectives and deliver added value to the members for the previous fiscal year. This information will be evaluated by the UESI Board and determine if the budget requested meets the needs of the

Division. The UESI Board needs to approve the Institute's requested budget which is then sent to ASCE for review. The proposed budget is submitted to the ASCE BOD Program/Finance Committee through the UESI Director. The Program/Finance Committee is charged with evaluating the Society's entire offering of programs, products, and services, prioritizing them as part of the Society's budget development process.

7.0 AWARDS

7.1 Society Awards

7.1.1 Purpose and Procedures

The basic objective of Society awards is to advance the engineering and surveying profession by recognizing meritorious achievement. The Society administers a group of awards (honors) for which prescribed endowments are established to fund the necessary costs of plaques, medals, honoraria, certificates, etc.

Awards are made by the BOD on recommendation of Society elements designated for each award. Most awards are bestowed annually. Details, including eligibility, nominations, and presentations are given in the *ASCE Official Register*. UESI Divisions may be responsible for recommending nominees for awards.

7.1.2 Establishment

Procedures for establishing Society awards are contained in the *ASCE Official Register*. An award which is named for an individual (e.g., Roebling Award) requires a minimum endowment of \$25,000. All other Society awards require a minimum \$15,000 endowment. See the *Official Register* for more information on each individual award.

7.1.3 Administration

Once established and properly funded, Society awards are administered by the ASCE BOD Executive Committee through the ASCE Awards department. Each award has its own process for nomination. The *ASCE Official Register* outlines those processes.

The UESI Awards will currently be handled at the Division level by the Division most closely aligned by the awards. The UESI division will assume the administrative duties and review and make the final recommendation to the UESI Board. UESI responsibilities are:

ASCE Society Awards

- Stephen D. Bechtel Pipeline Engineering Award (Pipeline Division)
- Survey and Mapping Award (Surveying & Geomatics Division)

UESI Institute Awards

- Award of Excellence (Pipeline Division)
- UESI Outstanding Paper (Approved by UESI Board in September 2020 and to be established in 2021 with the first award to be presented in 2022)

- UESI Young Member of the Year (Approved by UESI Board in September 2020 and to be established in 2021 with the first award to be presented in 2022 or 2023)
- Other UESI Awards to be considered for future years:
 - a. UESI Project of the Year
 - b. UESI Person of the Year
 - c. UESI Volunteer of the Year

Other ASCE Society Awards

- Distinguished Member candidates to ASCE Honors & Awards Program
- OPAL (UESI Board)
- Other ASCE Awards
- Awards that may be established by UESI

The primary award recipient shall receive the award object (medal, plaque, glass figurine, etc.) and cash prize (if one is offered). All co-recipients shall receive only a certificate.

Also refer to the *Awards* section of the *ASCE Official Register* and the annual *Awards Nomination Information* brochure.

7.1.4 Endowments

Each Society award is required to have an endowment fund that generates sufficient income to cover the direct costs of presenting that award. These costs may include: certificate, plaques, medals, honorarium, custody fees, program printing, etc. Income from the endowment fund is credited to a separate income/expense account from which expenses are paid. It is highly recommended that a portion of the interest income is returned to the endowment account each year to protect the fund against the effects of inflation.

The BOD Executive Committee is responsible for monitoring the endowment and interest/expense accounts. Endowment account funds are designated to support the award in perpetuity and are not used to cover operating expenses. All operating expense transactions occur from the associated income/expense fund. The BOD Executive Committee may suspend or rescind a Society award if adequate funds are not available in the income/expense fund to cover the costs of giving the award. Society award expenses cannot be funded from Division annual operating budgets.

7.1.5 Awards Provided by Organizational Entities

None to date.

7.2 Division Awards

7.2.1 Purpose

Divisions may establish awards for:

- 1) Service and achievement in their technical area of interest;
- 2) Quality papers published in any Divisions Publications, and;
- 3) Student papers.

7.2.2 Establishment

A formal proposal is developed to establish each award and approved by the appropriate ExCom and UESI. The proposal must contain:

- 1) The sponsoring Division name;
- 2) The award name;
- 3) Justification for establishing the award;
- 4) Criteria for selecting the award recipient (service, paper, etc.);
- 5) Required documentation to support nominations;
- 6) Timetable for approval process;
- 7) Nomination Process for Selection Committee
- 8) Selection Committee Responsibilities
- 9) Frequency of awards;
- 10) Embodiment of award (plaque, etc.);
- 11) Source of funding and approximate cost, and;
- 12) Forum for award presentation (e.g., specialty conference, etc.).

7.2.3 Administration

Divisions awards are administered by the respective ExCom as described in the initial proposal. The Divisions may assign a committee to oversee the nomination process and recommend recipients to the ExCom.

Appropriate records must be kept by the Division regarding nominees and recipients. ExComs report to UESI all award recipients during the year and the date and location of presentations.

7.2.4 Award Embodiment

Division awards may be one of several forms:

- 1) Paper Certificate
- 2) Certificate laminated to a plaque
- 3) Plaque
- 4) Similar suitable device

Cash or honoraria may not be presented unless funded by contributions or other previously UESI authorized alternate method. For groups of 2 or more receiving a shared

award, only one object will be awarded. Alternate tokens, i.e. certificates, can be provided to the each on the team. Thus, only one plaque, glass award, etc. will be created.

It is desirable that a similar award be presented each year.

7.2.5 Cost and Funding

Division awards may be funded by UESI as part of the annual budget. Requests for awards are made explicitly by ExComs each year in their budgeting forms. The maximum amount budgeted for any Division award is \$250 unless funded by alternate UESI authorized methods.

There are two acceptable alternative funding methods for Division Awards:

- 1) Include the cost in the budget for a specialty conference at which the award is presented.
- 2) Solicit contributions from outside sources. Solicitations must have UESI approval in advance. UESI staff will establish an account to manage Divisions award contributions.

7.3 Expressions of Appreciation

7.3.1 Purpose

The UESI Divisions can annually recognize the service of chairs of Divisions who have completed their terms of office by issuing *Certificates of Appreciation* at the request of the ExComs.

Divisions may wish to present *Certificates of Appreciation* or other forms of appreciation to its active committee members for accomplishments as part of UESI's various activities (e.g., outgoing technical and task committee chairs, conference steering committee chairs, journal and publication editors, etc.).