

Guidelines for Establishing a new ASCE
Student Chapter

STUDENT CHAPTER BASICS

Revised July, 2016

ASCE Committee on Student Members

PREFACE

Civil engineering and civil engineering technology students learn about civil engineering when they participate as members of Student Chapters of the American Society of Civil Engineers. ASCE Student Chapters allow members to mature to their professional status more rapidly by providing support to supplement education programs and helping students develop professional autonomy.

This handbook is intended as a guide to establishing a new ASCE Student Chapter. It contains information about the structure of a typical Student Chapter, as well as suggestions and guidance on organizing and operating a student group during the initial one-year period that is necessary before a group can submit an application for formal recognition as an official ASCE Student Chapter.

American Society of Civil Engineers
1801 Alexander Bell Drive ❖ Reston, VA 20191-4400
703-295-6105 ❖ student@asce.org
www.asce.org/student_chapters

CONTENTS

ABOUT ASCE	1
ASCE Organizational Structure	2
ABOUT ASCE STUDENT CHAPTERS	3
Basic Student Chapter Structure	3
ESTABLISHING A NEW STUDENT CHAPTER	4
- Qualifications - Groups Within the United States	4
- Qualifications - Groups Outside the United States.....	5
Review Process	6
Required Actions -Groups Within the United States-	6
Required Actions -Groups Outside the United States-.....	7
Additional Tips.....	8
Submitting an Application	8
WHAT'S NEXT?	9
Annual Dues and Annual Report	9
Student Chapter Activities.....	9
APPENDIX A	A-1
The Role of the Advisor.....	A-1
APPENDIX B	B-1
Suggested Student Officer Duties	B-1
APPENDIX C	C-1
Sample Group Bylaws	C-1
APPENDIX D	D-1
Statement of Intent to Establish	Error! Bookmark not defined.
APPENDIX E	E-1
ASCE Student Chapter Application	E-1
APPENDIX F	F-1
Grading Rubrics	F-1

ABOUT ASCE

The American Society of Civil Engineers, the oldest national professional engineering society, was founded in 1852 with an objective to enhance the welfare of humanity by advancing the science and profession of civil engineering. More than 150,000 individual ASCE members are engaged in engineering education, research, public agency, industrial, construction, and private engineering practice.

An elected Board of Direction governs ASCE. The Society's mission, goals and objectives are implemented by a structure of volunteers in 10 Regions, 93 Sections, 155 Branches, and over 330 Student Chapters. ASCE's activities and service programs include:

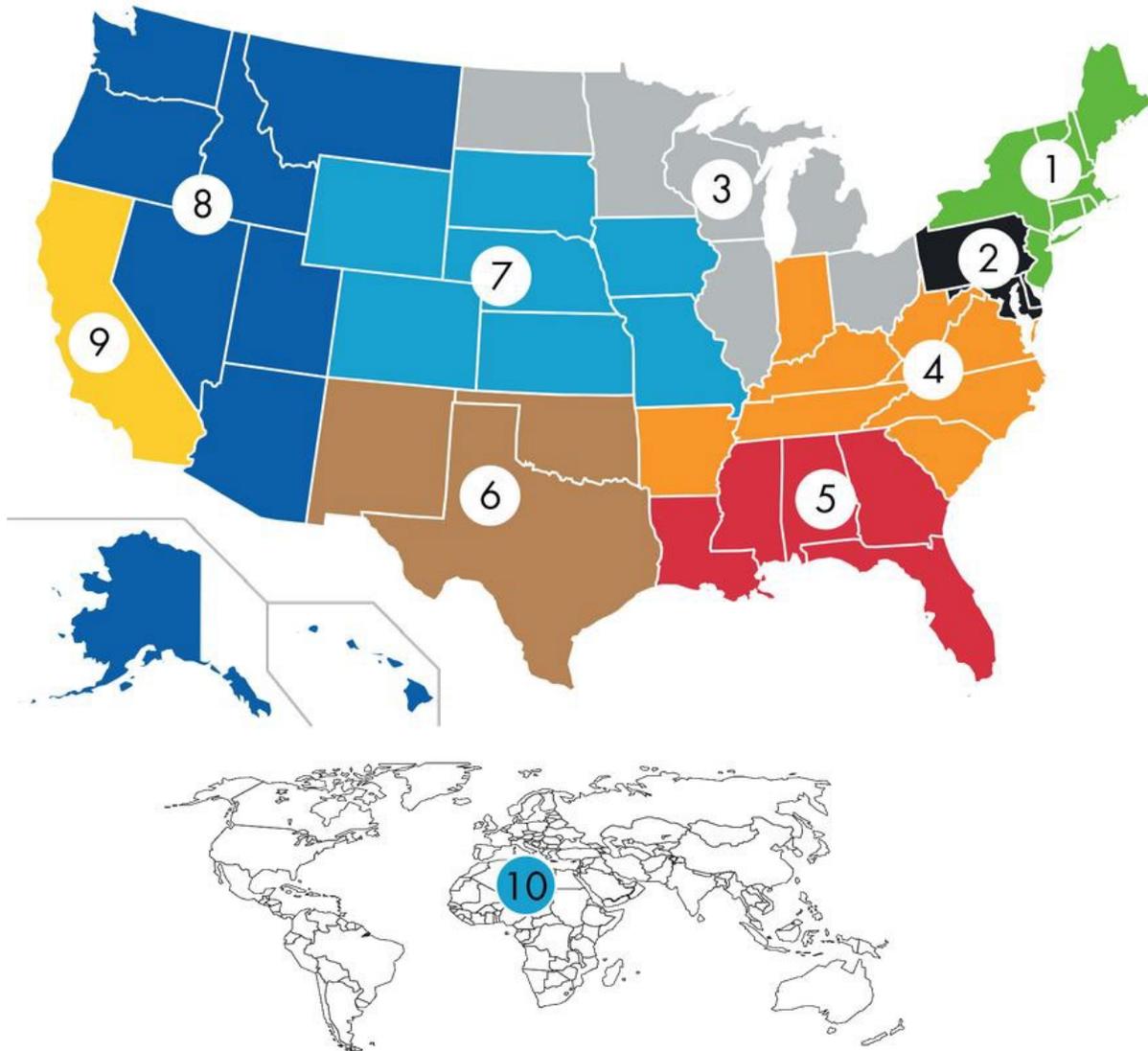
- Developing guidelines, codes, and standards through technical Divisions, Councils, and Institutes;
- Assisting in the development of civil engineering education curricula and participating in the engineering accreditation process;
- Establishing professional practice standards;
- Enhancing the public image of civil engineers;
- Promoting and providing continuing education for civil engineers;
- Encouraging participation by members and components of the Society in public affairs and community service programs;
- Encouraging undergraduate students and inviting them to form a life-long affiliation with ASCE;
- Engaging students and preparing the next generation of civil engineers to ensure the future of the Society and the profession.

Assisting volunteer members with coordination of these activities is the ASCE Headquarters Office and staff, located in Reston, Virginia, a suburb of Washington, DC. Approximately 250 full-time employees, under the general supervision of the Executive Director, manage the Society's affairs.

ASCE ORGANIZATIONAL STRUCTURE

Society members are organized by small local groups called Branches. Branches are grouped together into Sections. Sections are grouped together into Regions, each headed by a Director. For example, the Houston Branch and the Dallas Branch are part of the Texas Section. The Texas Section and the New Mexico Section are part of Region 6.

There are nine regions within the United States, and one region (Region 10) outside of the United States.



Sections have the responsibility to oversee the Student Chapters located within their geographic area. Helping the Sections oversee the Student Chapters are the ASCE Committee on Student

Members and the ASCE Student and Younger Member Programs department. These organizations are described below.

ASCE Committee on Student Members

The ASCE Committee on Student Members (CSM) has primary responsibility for overseeing ASCE's student programs, including guidance on Student Chapter operations, and reviewing applications from student groups wanting to be recognized as official ASCE Student Chapters.

ASCE Student and Younger Member Programs

Providing services to students and ASCE members who are 35 and under is the ASCE Student and Younger Member Services staff of the Member Communities Division at ASCE headquarters. To contact ASCE regarding student services, write or call:

American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191-4400
Attn: Student and Younger Member Programs
703-295-6105
student@asce.org

ABOUT ASCE STUDENT CHAPTERS

ASCE sponsors Student Chapters, made up of undergraduate civil engineering students. Student Chapters may be established at institutions that have a baccalaureate degree program in civil engineering or civil engineering technology.

BASIC STUDENT CHAPTER STRUCTURE

Administering a Student Chapter offers an excellent opportunity to develop leadership and organizational abilities. Officers and committee volunteers working together discover that their interest grows as they plan and execute the numerous activities of the group. This opportunity should be offered to as many students as possible. In addition to the Student Chapter officers, as many other members as possible should be appointed to working committees.

Recommended Elected Positions

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer

This organizational structure can be expanded to include appointed positions, and those filling such positions should work closely with the officers under which their positions fall.

Recommended Standing Committees

In addition to the elected and appointed positions of the organizational structure of the Student Chapter, the following standing committees are recommended:

- Social Activities
- Membership
- Publicity
- Fund Raising
- Community Service

Each committee should consist of an appointed chairperson and enough responsible volunteers to carry out the functions of the committee.

The Student Chapter structure described above helps to:

- provide a structure wherein student members run the Student Chapter,
- provide opportunities for younger student members to contribute to the Student Chapter by volunteering on committees,
- improve Student Chapter continuity from year to year,
- provide a stepping stone to elected office for volunteers on committees.

ESTABLISHING A NEW STUDENT CHAPTER

- QUALIFICATIONS - GROUPS WITHIN THE UNITED STATES

An organized group of engineering or engineering technology students enrolled in an educational institution may submit a **Statement of Intent to Establish** (see [Statement of Intent to Establish](#)) for review and comment by the Committee on Student Members (CSM), if all of the following qualifications have been met:

- Institution has an engineering or engineering technology degree program related to civil engineering that leads to an engineering or engineering technology degree
- Institution has at least one (1) full-time faculty member who is an ASCE member and who agrees to serve as faculty advisor

- Endorsement by the Civil Engineering department head or equivalent
- Endorsement by the ASCE Section or Branch in whose jurisdiction the institution is located, including appointment of two Practitioner Advisors.
- Existing organized group of students has a minimum membership of 12 undergraduate and/or graduate students (at least half-time) in an Engineering or Engineering Technology

Once CSM has acknowledged the **Statement of Intent to Establish**, and upon completion of **one year** of successful operation according to the plan outlined in the **Statement of Intent to Establish** the group may submit an **ASCE Student Chapter Application** (see [ASCE Student Chapter Application](#)) for consideration by the Committee on Student Members (CSM) to become an officially recognized ASCE Student Chapter.

- QUALIFICATIONS - GROUPS OUTSIDE THE UNITED STATES

An organized group of engineering or engineering technology students enrolled in an educational institution may submit a **Statement of Intent to Establish** (see [Statement of Intent to Establish](#)) for review and comment by the Committee on Student Members (CSM), if all of the following qualifications have been met:

- Institution has an engineering or engineering technology degree program related to civil engineering that leads to an engineering or engineering technology degree
- Institution has at least one (1) full-time faculty member who is an ASCE member and who agrees to serve as faculty advisor
- Endorsement by the Civil Engineering department head or equivalent
- Appointment of two Practitioner Advisors (contact international@asce.org for assistance)
- Existing organized group of students has a minimum membership of 12 undergraduate and/or graduate students (at least half-time) in an Engineering or Engineering Technology

Once CSM has acknowledged the **Statement of Intent to Establish**, and upon completion of **one year** of successful operation according to the plan outlined in the **Statement of Intent to Establish** the group may submit an **ASCE Student Chapter Application** (see [ASCE Student Chapter Application](#)) for consideration by the Committee on Student Members (CSM) to become an officially recognized ASCE Student Chapter.

REVIEW PROCESS

CSM reviews **Statements of Intent to Establish** and **ASCE Student Chapter Applications** three times a year – in the spring, the summer, and in the fall. Deadlines for submitting these documents are:

- **February 28** for the spring meeting
- **June 30** for the summer teleconference
- **September 30** for the fall meeting

Statements of Intent to Establish are reviewed, acknowledged, and recommendations may be made to help the organizing group during the establishment year.

ASCE Student Chapter Applications from qualified groups (see - [Qualifications](#)) that receive a minimum score of 50 on the Excel and PowerPoint portions of the application are recommended by CSM to the Member Communities Committee (MCC) for establishment. See [Grading Rubrics](#).

MCC will then review and endorse the recommendation, forwarding it to the appropriate Region Board of Governors for official action. Final approval will be made by the Region Board of Governors with notification from ASCE Student and Younger Member Programs made to the institution shortly thereafter.

REQUIRED ACTIONS

-GROUPS WITHIN THE UNITED STATES-

The following required actions must be taken by your group before an application to be an official ASCE Student Chapter can be considered.

1. Contact your ASCE Section or Branch and request the assistance and guidance of two Practitioner Advisors in organizing an ASCE Student Chapter. Contact information can be [found online](#).
2. Work with your Practitioner and Faculty Advisors to develop a schedule of **student-planned** meetings and activities for the group during the 12-month establishment period. See [Student Chapter Activities](#) for examples and guidance. Ideally, your plan should include a variety of activities, such as:
 - a. Professional meetings with an invited speaker
 - b. Meetings with a student talk or student paper presented
 - c. Field Trips
 - d. Social Functions
 - e. Officer Planning Meetings
 - f. Special Projects (Community Service)

3. Submit a **Statement of Intent to Establish** (See [Statement of Intent to Establish](#)) to student@asce.org. **Note:** Submission and acceptance by CSM of a **Statement of Intent to Establish** marks the beginning of the *one-year establishment period* necessary before you may submit a **Student Chapter Application**.
4. Set achievable and measurable goals and track their achievement. Example goals:
 - a. Increase club membership by 20 percent
 - b. Increase participation by underclassmen by 10%
 - c. Complete at least one community service project this year
5. Hold regular and organized **student-planned** meetings and events for student officers and general members as planned, for a period of one year.
6. Maintain records of the **student-planned** meetings and activities of the group. **Note:** Activities that are part of the regular curriculum, or that were organized and led by a member of the faculty/department/college do NOT count as **student-planned** activities.
7. Submit an application to ASCE Student and Younger Member Programs for consideration by the Committee on Student Members, the Member Communities Committee, and official action by the Region Board of Governors (see [ASCE Student Chapter Application](#)).

REQUIRED ACTIONS -GROUPS OUTSIDE THE UNITED STATES-

The following required actions must be taken by your group before an application to be an official ASCE Student Chapter can be considered.

1. Contact the Global Programs Department at international@asce.org for assistance in having two Practitioner Advisors assigned to work with your group.
2. Work with your Practitioner and Faculty Advisors to develop a schedule of **student-planned** meetings and activities for the group during the 12-month establishment period. See [Student Chapter Activities](#) for examples and guidance. Ideally, your plan should include a variety of activities, such as:
 - a. Professional meetings with an invited speaker
 - b. Meetings with a student talk or student paper presented
 - c. Field Trips
 - d. Social Functions
 - e. Officer Planning Meetings
 - f. Special Projects (Community Service)
3. Submit a **Statement of Intent to Establish** (See [Statement of Intent to Establish](#)) to student@asce.org. **Note:** Submission and acceptance by CSM of a **Statement of Intent to Establish** marks the beginning of the *one-year establishment period* necessary before you may submit a **Student Chapter Application**.
4. Set achievable and measurable goals and track their achievement. Example goals:

- a. Increase club membership by 20 percent
 - b. Increase participation by underclassmen by 10%
 - c. Complete at least one community service project this year
5. Hold regular and organized **student-planned** meetings and events for student officers and general members as planned, for a period of one year.
 6. Maintain records of the **student-planned** meetings and activities of the group. **Note:** Activities that are part of the regular curriculum, or that were organized and led by a member of the faculty/department/college do NOT count as **student-planned** activities.
 7. Submit an application to ASCE Student and Younger Member Programs for consideration by the Committee on Student Members, the Member Communities Committee, and official action by the Region Board of Governors (see [ASCE Student Chapter Application](#))

ADDITIONAL TIPS

These suggestions may be helpful to you in organizing your group:

- Organize your student leadership by positions with descriptions of responsibility and committees for large tasks (such as performing a community service project) to accomplish work. See [Recommended Elected Positions](#)
- Develop a mission statement for your chapter to help with direction, planning and organization. Examples might include such wording as:
 - ...to expose our members to the real-life challenges of engineering...
 - ...to develop a support network for students within the civil engineering program...
 - ...to use learned civil engineering skills to benefit the local community...
 - ...to develop contacts with the local, regional, and national engineering community...
- **Optional** - Develop By-Laws to help your group function in an orderly manner. See [Sample Group Bylaws](#)

SUBMITTING AN APPLICATION

A completed submission will consist of a **single email** with the following three files attached:

1. A completed [ASCE Student Chapter Application](#).
2. **Chapter Data File** (Excel template available [online](#)), which contains information for the previous 12-month period.
Chapter Activities File (PowerPoint template available [online](#)), which contains information for the previous 12-month period.

Deadlines for submitting these documents are

- **February 28** for the spring meeting
- **June 30** for the summer teleconference
- **September 30** for the fall meeting

For groups within the United States: Attach all files to one email and send to student@asce.org

For groups outside the United States: Attach all files to one email and send to international@asce.org.

WHAT'S NEXT?

ANNUAL DUES AND ANNUAL REPORT

Once your group has been officially established, your Student Chapter must submit an [Annual Report](#) and pay Annual Dues (\$25/Student Chapter) by February 1 of each year in order to remain in good standing.

Your Student Chapter's annual report will be used to help the Committee on Student Members determine the overall health of the Society's Student Chapter infrastructure and make recommendations to Region Boards of Governors, Sections, Branches, and Younger Member Groups about your Student Chapter.

STUDENT CHAPTER ACTIVITIES

(Before and after establishment)

Student Chapters are encouraged to host and attend activities (where possible) that serve their membership and the purpose of the Student Chapter and ASCE. Described below are some typical Student Chapters activities.

Meetings

Student Chapter members are encouraged to host and attend various types of meetings that offer a forum for presenting opinions and papers by faculty, students and practicing engineers - thus complementing classroom work. While these meetings may take many forms and achieve different purposes, one possibility is outlined below.

Typical Meeting Agenda

- Call to Order
- Personal Introductions
- Welcome members and guests
- Welcome advisors, other professors and practitioners
- Approval of Minutes from Previous Meeting
- Treasurer's Report
- Committee Reports

- New Business
- Student/Guest Speaker Presentation
- Meeting Adjourned
- Refreshments and socializing

Checklist for a Typical Meeting

- Invite guest speakers several weeks or months prior to the meeting.
- Secure meeting place.
- Follow up with speaker and arrange for accommodations as required.
- Publicize the meeting well in advance.
- Arrange field trip transportation.
- Secure and set up necessary equipment.
- Arrange for meal and refreshment functions.
- Write letters of thanks to speakers and/or field trip guides immediately after the meeting.
- Prepare and distribute meeting minutes soon afterwards.

Potential Guest Speakers

- Prominent local civil engineers
- Faculty Members and alumni
- Section and Branch leaders and members
- Project Managers on local projects

Student Conferences

Once established, each ASCE Student Chapter is assigned to one of 18 ASCE Student Conferences. These Student Conferences hold regional conferences every spring, each including such activities as:

- a business meeting,
- professional/technical presentations,
- competitions (surveying, technical paper presentations, concrete canoe, steel bridge),
- social activities and
- an awards banquet.

Workshop for Student Chapters

The [Workshop for Student Chapter Leaders](#) (WSCL) is a training session for new student officers in ASCE Student Chapters.

The WSCL is sponsored by the Committee on Student Members (CSM) - the national committee that oversees all ASCE Student Chapter activities. Faculty and Practitioner Advisors are also encouraged to attend.

The WSCL is held each year in January and February in conjunction with the Workshop for Section and Branch Leaders (WSBL) and the Younger Member Council Meeting (YMC).

Field Trips and Site Visits

One of the most important functions of the Student Chapter is to serve as a mechanism for introducing students to construction sites and plant operation activities. Graduates recall many of the details of a facility for years after touring it as a Student Chapter member. In addition, job seekers realize that the ability to converse about projects that they have visited is extremely valuable during interviewing sessions.

Special Projects

A special project is a constructive undertaking requiring planning and implementation that go beyond routine organizational activity. Opportunities for leadership experience and participation in a team effort are made available by these projects. Student Chapters should be cautioned not to provide professional engineering services without the supervision of a licensed professional engineer. **To do so is unlawful.** Some other helpful items are listed below.

Special Project Considerations

- Student participation should be professionally rewarding and involve the execution of the creative civil engineering process from conception through implementation.
- The resulting project should be beneficial to the affected academic or non-academic community according to the people-serving charge to all civil engineers.
- The scope of the project should be feasible.

Tips to Ensure a Successful Project

- Always approach the project as mature representatives of the ASCE Student Chapter and the school.
- Set a schedule and stick to it.
- Obtain all required approvals early in the planning stage.
- Keep concerned students, staff, and local civil engineers informed, with written or oral reports.
- Utilize the special talents of Student Chapter members, especially engineering imagination, technical expertise, moral responsiveness, and social awareness.
- Encourage students to benefit from active participation rather than passive observance.
- Mix adequate socializing with each project.
- Keep detailed records in the Student Chapter file for future endeavors, for publicity by the Section, and to include in the Annual Report sent to the ASCE CSM.

Sample Community Service Projects

- Habitat for Humanity
- Bridge repair or construction
- Dam analysis-water & severe storm analysis
- Building signs
- Water distribution display for public
- Engineers Week booth

- Food & clothing drive
- Building playground for day care center or park
- Gazebo improvements
- Earthfill dam feasibility study
- Construction of footbridge
- Surveying & clearing for park site
- Develop property for park recreation areas
- Cross walk survey
- Improve facilities for disabled persons
- Making topographic map for museum
- Rehabilitation of local sidewalks
- Topographic details of park land
- Survey for an emergency management office
- Infrastructure survey for state

Appendix A

THE ROLE OF THE ADVISOR

New Student Chapter Advisors are encouraged (where possible) to attend the Practitioner and Faculty Advisor Training Workshop (PFATW) at ASCE headquarters in August. For more information, email student@asce.org.

Faculty Advisors

The Faculty Advisor (FA), an ASCE member, is appointed by the Department Head at the Student Chapter's college or university. Typical FA responsibilities are listed below.

Student Chapter Officer Mentor

- Help the Student Chapter Officers to initiate, plan, organize, execute and document Student Chapter activities
- Meet regularly (recommended weekly) with the Officers
- Provide and/or facilitate professional contacts
- Encourage students to try a variety of activities
- Be knowledgeable about institutional resources and practices
- Maintain records of Student Chapter activities and membership
- Guide and review the preparation of the Annual Report, and check it for adequacy and accuracy

ASCE Representative

- Work with Practitioner Advisors (PAs) to mentor and develop students
- Be a point of contact between the Student Chapter, the Section and/or Branch and ASCE
- Communicate with ASCE and the Committee on Student Members
- Attend Student Chapter meetings and events as often as possible
- Attend Workshop for Student Chapter Leaders (WSCL) and ASCE Student Conferences regularly
- Exemplify and foster professional attitude

ASCE Advocate

- Encourage students to become ASCE members, and provide the means to do so
- Encourage other faculty members to participate in Student Chapter, Section, and Branch activities
- Represent the society to the University/College

Practitioner Advisors

Practitioner Advisors are essential to the goal of introducing students to the profession and helping them develop professional autonomy. Every Student Chapter should have two

Practitioner Advisors (PAs). PAs are members of the Society who reside within convenient distance of the university, but who are not full-time faculty members of that, or any other university. Ideally, one of the Practitioner Advisors is a Younger Member of the Society (aged 35 or younger). The primary role of the Practitioner Advisor is to motivate, encourage, offer constructive criticism, compliment, question, and be an example of high-caliber professional performance.

PAs are appointed by the appropriate ASCE Section, which seeks recommendations from within the Section/Branch and the Student Chapter FA. Appointments are authorized at the Section level on behalf of the ASCE Board of Direction. Where there is no ASCE Section, ASCE's Global Programs Department works with the Student Chapter to find suitable local Practitioner Advisors, who are then appointed by ASCE's Executive Committee. The exact function of a Practitioner Advisor will vary among Student Chapters according to the personalities involved. However, following are some guidelines and suggestions whereby Practitioner Advisors can initiate and maintain an effective working relationship with the Student Chapter as well as assist in the development of the Student Chapter.

PA Guidelines

- Work with Faculty Advisor to mentor and develop students as pre-professionals
- Meet with the Faculty Advisor, other faculty and the Department Head prior to the academic year to discuss the coming year and the role and importance of the ASCE Student Chapter
- Meet with the Student Chapter officers throughout the academic year and encourage them to set goals for the year and meet their responsibilities
- Help the Student Chapter officers identify field trip opportunities and speakers (but do not contact speakers or do the students' work)
- Report on the activities of the Younger Member Group, Section, and Branch at each Student Chapter meeting and encourage students to participate in their activities where possible
- Arrange for a joint meeting with the Younger Member Group, Section, and Branch where possible
- Encourage Student Chapter Members to be ASCE Student Members and encourage graduates to continue on as Associate Members of ASCE
- Attend the annual Workshop for Student Chapter Leaders and encourage the Faculty Advisor and Student Chapter officers to attend, if possible
- Attend the ASCE Student Conference held in the spring, if possible

Appendix B

SUGGESTED STUDENT OFFICER DUTIES

The following are the suggested officer positions and committees needed to run a successful Student Chapter.

President

The President is the leader of the Student Chapter and the manager of the Student Chapter affairs. As a leader he or she is to motivate fellow officers and members so that they may perform their respective duties with diligence, initiative and responsibility. As a manager, he or she must delegate to each officer the authority of his or her respective position and ensure that he or she accepts and performs the responsibilities of that position to enhance progress.

Typical Duties

- Preside at each Student Chapter meeting by following a prepared agenda.
- Carefully staff the organization's committees by appointing responsible chairpersons prior to installation and shall announce said appointees upon installation.
- Be prepared to make all major decisions of Student Chapter affairs that do not require voting by the Student Chapter members.
- Call all special meetings including a weekly joint meeting of officers and committee chairpersons.
- Be a member of the program committee together with the Faculty Advisor and the Corresponding Secretary. These three individuals should plan and organize the Student Chapter programs for the semester.
- Maintain a close contact with the Faculty Advisor and Practitioner Advisors.
- Set an example of professionalism as well as sociability.
- Approve or disapprove Student Chapter expenditures.
- Attend the Workshop for Student Chapter Leaders, if possible.

Vice-President

The Vice-President shall perform the duties of the President in the absence of that officer and/or at the incapability or request to perform those duties delegated.

Typical Duties

- Coordinate the Student Chapter committees.
- Call periodic committees meetings to review their progress and performance.

- Appoint special committees to perform tasks not specifically delegated to the standing committees. A special committee should be appointed to organize each special community project undertaken by the Student Chapter.
- Serve as officer advisor to the Membership Committee.
- Serve as officer advisor to the Activities Committee. As an extension to this duty the Vice-President shall coordinate all activities involving the Civil Engineering Department's participation in university functions (e.g. Parents' Day, University Day, etc.). May request the aid of other Student Chapters.
- Accompany the President in representing the Student Chapter at non-ASCE functions whenever possible.
- Attend the Workshop for Student Chapter Leaders, if possible.

Recording Secretary

The Recording Secretary is the custodian of the Student Chapter records. The duties of this office require organization and neatness.

Typical Duties

- Maintain a complete up-to-date file of Student Chapter records concerning every activity that goes on. These records include but are not limited to:
 - membership lists,
 - meeting minutes for all major and minor meetings,
 - attendance records of each regular Student Chapter meeting,
 - complete reports on each activity or project including names of participants, date, functions performed, etc.,
 - copies of correspondence,
- Be responsible for recording the proceedings of Student Chapter meetings and reading or distributing these minutes at the following meeting for approval for members.
- Be responsible for obtaining all other records from the respective officers or committee chairpersons.
- Be responsible for the typing and publication of Student Chapter material (i.e., lists, reports, other records) except correspondence material. These should be distributed in copy to officers and committee chairpersons if necessary.
- Make all records readily accessible to the officers, committee chairpersons, and Faculty Advisor upon request.

Corresponding Secretary

The Corresponding Secretary shall be responsible for carrying on all Student Chapter correspondence with other parties. The bulk of correspondence is with prospective guest speakers for regular Student Chapter meetings. The Corresponding Secretary is a member of the program committee who selects prospective guest speakers. After selections have been made and approved by the Faculty Advisor, he or she should follow a procedure similar to that given here.

The Corresponding Secretary should write a letter of invitation well in advance of the event to the potential guest introducing him or her to the Student Chapter and the meeting program. If an

affirmative reply is received, ask for title of presentation, lodging accommodations required, if any, visual or audio aids required, and extend an invitation to meet for lunch or dinner (time, place, etc.). Thank the guest for accepting and ask for confirmation of date and accommodations. Ask for a biographical sketch for introductory purposes. A copy of the biographical sketch and topic of presentation should be given to the President and the Publicity Committee Chairman. A copy of the complete correspondence should be given to the Recording Secretary and the Faculty Advisor. Copies of correspondence should be kept in a file notebook.

Typical Duties

- Create and manage correspondence with parties outside the Student Chapter as described above.
- Manage any other correspondence requested by any officer or committee chairperson.
- Create and/or maintain a generic email account, for use by officers of the Student Chapter.
- Notify student@asce.org of the generic email address the Student Chapter officers are using.
- Replying to email in a timely manner, using the Student Chapter generic email account.
- Notifying Practitioner Advisors of each regular meeting.

Treasurer

The Treasurer shall keep a complete and up-to-date account of Student Chapter budget. Standard accounting and bookkeeping practices should be followed in maintaining these accounts.

Typical Duties

- Prepare an operating budget for Student Chapter activities for the semester making allowances for each committee so that they may plan activities with the range allotted to them. Items that may be included are:
 - Society-level dues,
 - Program – (meals),
 - Publicity – (material),
 - Activities – (outings & field trips),
 - Refreshments,
 - Newsletter – (materials),
 - Supplies – (postage, paper),
 - Cash on hand, and
 - Miscellaneous.
- Have the authority to sign all checks as approved by the President.
- Report to the attendants at each weekly leadership meeting, including the balance of the Student Chapter checking account, the cash on hand, outstanding bills and current balance.
- Pay all bills immediately upon receiving them.

- Reconcile the checking account upon receipt of the bank statement and resolve any discrepancies.
- Maintain a complete file containing all paid bills and receipts of Student Chapter purchases.
- Maintain a detailed list on membership money received.
- Collect cash received for refreshments.
- Reimburse any Student Chapter member who presents a receipt for an authorized purchase by the Student Chapter.

Appendix C

SAMPLE GROUP BYLAWS

ARTICLE I. Name and Objectives

1. *Name.* The name of the group is *Your University* Student Civil Engineering Club (hereinafter referred to as the “Engineering Club.”)
2. *Objective.* The objective of the Engineering Club shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of ASCE. Other objective shall include:
 - a. To cooperate with the _____ Section of ASCE (hereafter “_____ Section”) in the furtherance of ASCE’s aim and activities, particularly in reference to students.
 - b. To support and foster the development of undergraduate college students as they prepare to enter the civil engineering profession.
 - c. To provide a training ground for developing future leaders of ASCE.
 - d. To foster a broader social life among its members.
 - e. To improve and maintain the public images of the civil engineering profession.
 - f. To do all other things incidental or conducive to the attainment of the above-named objectives.
3. *Authority.* The activities and actions of the Engineering Club shall be consistent with the provisions as set forth in the Constitution and Bylaws of the _____ Section.

ARTICLE II. Membership

1. *Members.* Any student at *Your University* who is pursuing an undergraduate degree in civil engineering may be a member of the Engineering Club.
2. *Rights of Members.* All members shall have equal rights and privileges, except as provided elsewhere in the Bylaws of the Engineering Club.

ARTICLE III – Dues

1. *Member Dues.*
 - a. There shall be no entrance fee for any grade of membership to which an applicant is subscribing.
 - b. The Annual Dues payable by group membership shall be a follows:
 - i. Freshman – None
 - ii. Sophomore - \$5.00
 - iii. Junior - \$13.00
 - iv. Senior - \$15.00
 - v. Graduate - \$17.00
 - vi. Associate - \$5.00
 - c. Dues shall be payable annual in advance of September 1.

ARTICLE IV - Management

1. *Executive Committee.* The management of the Engineering Club shall be vested in an Executive Committee whose voting members shall consist of the officers of the Engineering Club.
2. *Officers.* The Officers of the Executive Committee shall be a President, Vice President, a Secretary, a Treasurer and a Past President.

ARTICLE V – Duties of Officers

1. *President.* It shall be the duty of the President to coordinate and oversee all activities of the Engineering Club with the assistance of the other members of the Executive Committee, to preside at all meetings of the Engineering Club and/or the Executive Committee, to keep the _____ Section informed of the Engineering Club’s activities, to represent the Engineering Club at _____ Section meetings, and such other duties as are customary and proper for such office.
2. *Vice President.* It shall be the duty of the Vice President to perform the duties of the President in the President’s absence and to coordinate such activities of the committees of the Engineering Club as assigned by the President and/or the Executive Committee.
3. *Secretary.* It shall be the duty of the Secretary to coordinate distribution of announcements for the Engineering Club meetings and events, to record proceedings of the Engineering Club meetings and Executive Committee meetings, and to maintain the administrative records of the Engineering Club.
4. *Treasurer.* It shall be the duty of the Treasurer to prepare the operating budget of the Engineering Club, to manage the prompt payment of bills, to keep accurate records and receipts of the Engineering Club expenditures, and to submit a detailed accounting of the Engineering Club’s expenditures at each Executive Committee meeting.
5. *Past President.* The current President shall automatically advance to the position of Past President for the next Engineering Club administration. If the outgoing President is unable or unwilling to serve as Past President, a former Engineering Club President may be recalled to serve as such.
6. *Terms.* Each officer shall serve a term of one year, commencing at the end of the Engineering Club Annual Meeting. No Engineering Club member may serve as President for more than 2 terms.
7. *Vacancies.* A vacancy in any office shall be filled by order of the Executive Committee, as necessary, and the officer so appointed shall hold office for the remainder of the un-expired term.

ARTICLE VI – Nomination and Election of Officers

1. *Nominating Committee.* The Nominating Committee shall select one (1) or more candidate for each office (except for Past President) to be filled in the ensuing year and shall obtain the consent of each nominee to serve if elected. In addition, candidates may be nominated by written petition containing signatures of at least _____ Members.

2. *Ballots.* The Secretary shall send a ballot, containing a list of all nominees, petition nominees, and a space for a write-in vote for another candidate for each office, to each Member of the Engineering Club at least two (2) weeks prior to the Annual Meeting.
3. *Tallying the Ballots.* Ballots returned to the Secretary up to the time of counting shall be opened and counted at the Annual Meeting by the current President and Past President. For each office the candidate receiving the highest number of votes cast shall be declared elected. In the event of a tie, the vote shall be retaken for tying candidates. In the event of a write in victory, the write in candidate must be verified for eligibility to hold office by the Nominating Committee and must accept the Office. The results of the election will be announced by the current President.

ARTICLE VII – Activities and Meetings

1. *Annual Meeting.* The Annual Meeting shall be held on such date and at such place as the Executive Committee shall designate. Meeting announcements shall be distributed by the Secretary.
2. *Other Activities.* Regular and special meetings, field trips, and activities of the Engineering Club shall be held at such times and places as designated by the Executive Committee.
3. *Executive Committee Meetings.* Meetings of the Executive Committee shall be held at such times and places as deemed necessary, or business may be conducted by mail, conference call, or e-mail in lieu of meetings at the discretion of the President. Meetings of the Executive Committee shall be open to all members of the Engineering Club.
4. *Quorum.* At all membership meetings where business is transacted, __ Members shall constitute a quorum. A majority of the members of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee.

ARTICLE VIII - Committees

1. *Standing Committees.* The Engineering Club shall have the following Standing Committees:
 - a. Nominating Committee
 - b. Annual Report Committee
 - c. Student Conference Committee
2. *Task Committees.* The Executive Committee shall establish such other committees as needed. Except as otherwise established by the Executive Committee, each such committee shall have a minimum of three committee members and each member shall serve a one-year term.

ARTICLE IX – Administrative Provisions

1. Activities and actions undertaken by the group shall be consistent with the policies of the American Society of Civil Engineers.
2. The group and all members shall act in accordance with the **Your University** Code of Conduct, as presented in the **Your University** Student Handbook. Misconduct will be brought to the attention of the Faculty Advisor, who will take necessary action in accordance with the Handbook.

ARTICLE X - Amendments

1. *Proposal.* An amendment to these Bylaws may be proposed by any member of the Executive Committee, or by a written petition submitted to the Engineering Club Secretary, containing the text of the amendment, signed by not less than ____ Members of the Engineering Club.
2. *Process.* These Bylaws may be amended only by an affirmative vote of no less than two-thirds of the Members present and eligible to vote at a duly constituted meeting of the Engineering Club membership where a quorum is present, provided that written notice containing the text of the proposed amendment(s) is published to the Engineering Club membership at least two (2) weeks in advance of the meeting, or by an affirmative mail or email ballot of no less than two-thirds voting.

Appendix D

STATEMENT OF INTENT TO ESTABLISH

Name of Institution

City and State (Country)

Present Student Organization

Name of current student organization: _____

Date founded: _____

Current number of members: _____

Curriculum Information

Name of curriculum: _____

This curriculum leads to the following degree: _____

The degree program is accredited by:

(check one)

Student Members (S.M.ASCE) of ASCE Student Chapters are upgraded to Associate Members of the Society (A.M.ASCE) upon graduation if the University is accredited by ABET or is a signatory of the Washington Accord. Student Members (S.M.ASCE) of non-accredited Universities are upgraded to Affiliate Members of the Society (Aff.M.ASCE) upon graduation.

Engineering Accreditation Commission (EAC) of the [Accreditation Board for Engineering and Technology \(ABET\)](#)

A signatory to the [Washington Accord](#) named: _____

non-ABET-accredited

STATEMENT OF INTENT TO ESTABLISH

List months when school is not in session: _____

Current number of students enrolled in this curriculum: _____

Seniors: _____ Sophomores: _____ Master's: _____
Juniors: _____ Freshmen: _____ Ph.D.: _____

Total graduates with a bachelor's degree from this curriculum during past 12 months: _____

Are bachelor's degree seniors required to sit for the
EIT/FE exam (or equivalent) to graduate?

Yes No

Total graduates with a master's degree and/or Ph.D.
from this curriculum during past 12 months: _____

Department Head Endorsement

I have reviewed the Statement of Intent to Establish. The department fully supports the establishment of an ASCE Student Chapter at our institution.

Signature: _____

Name (please print): _____

Title: _____

Date: _____

Identification of Student Chapter Faculty Advisor

Faculty Advisor Name: _____

ASCE ID Number: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

STATEMENT OF INTENT TO ESTABLISH

Identification of Practitioner Advisors

Practitioner Advisor #1:

Name: _____ ASCE ID: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Practitioner Advisor #2:

Name: _____ ASCE ID: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

STATEMENT OF INTENT TO ESTABLISH

Our Section/Branch endorses the establishment of this ASCE Student Chapter. I confirm the Section/Branch is prepared to sponsor, promote and direct the Student Chapter as its parent Section/Branch during the upcoming year as outlined above, and also following establishment.

President's

Signature:

Name (please print):

Date:

Mailing Address:

Phone Number:

Email Address:

STATEMENT OF INTENT TO ESTABLISH

Summary of Planned Meetings & Activities

Complete the following for planned meetings and activities for the next 12 months. Attach additional pages as necessary.

Name of Event:			
Date(s) of Event:		Expected Number of Participants:	
Involvement (if any) by Section/Branch/PA:			
Type of Event (check one):			
<input type="checkbox"/> Professional Meeting with invited speaker (NOT a class lecture, software training, or any other activity that is part of the engineering curriculum)			
<input type="checkbox"/> Student talk or paper presentation			
<input type="checkbox"/> Field Trip			
<input type="checkbox"/> Social Function			
<input type="checkbox"/> Officer Planning Meeting			
<input type="checkbox"/> Collaborate with another Student organization			
<input type="checkbox"/> Community Service Project			
Summary of Event:			

STATEMENT OF INTENT TO ESTABLISH

Name of Event:			
Date(s) of Event:		Expected Number of Participants:	
Involvement (if any) by Section/Branch/PA:			
Type of Event (check one):			
<input type="checkbox"/> Professional Meeting with invited speaker (NOT a class lecture, software training, or any other activity that is part of the engineering curriculum)			
<input type="checkbox"/> Student talk or paper presentation			
<input type="checkbox"/> Field Trip			
<input type="checkbox"/> Social Function			
<input type="checkbox"/> Officer Planning Meeting			
<input type="checkbox"/> Collaborate with another Student organization			
<input type="checkbox"/> Community Service Project			
Summary of Event:			

STATEMENT OF INTENT TO ESTABLISH

Name of Event:			
Date(s) of Event:		Expected Number of Participants:	
Involvement (if any) by Section/Branch/PA:			
Type of Event (check one):			
<input type="checkbox"/> Professional Meeting with invited speaker (NOT a class lecture, software training, or any other activity that is part of the engineering curriculum)			
<input type="checkbox"/> Student talk or paper presentation			
<input type="checkbox"/> Field Trip			
<input type="checkbox"/> Social Function			
<input type="checkbox"/> Officer Planning Meeting			
<input type="checkbox"/> Collaborate with another Student organization			
<input type="checkbox"/> Community Service Project			
Summary of Event:			

STATEMENT OF INTENT TO ESTABLISH

Name of Event:			
Date(s) of Event:		Expected Number of Participants:	
Involvement (if any) by Section/Branch/PA:			
Type of Event (check one):			
<input type="checkbox"/> Professional Meeting with invited speaker (NOT a class lecture, software training, or any other activity that is part of the engineering curriculum)			
<input type="checkbox"/> Student talk or paper presentation			
<input type="checkbox"/> Field Trip			
<input type="checkbox"/> Social Function			
<input type="checkbox"/> Officer Planning Meeting			
<input type="checkbox"/> Collaborate with another Student organization			
<input type="checkbox"/> Community Service Project			
Summary of Event:			

(add additional pages as necessary)

STATEMENT OF INTENT TO ESTABLISH

Submission instructions:

A completed submission will consist of a **single email** with the following files attached:

A **single .pdf file** containing:

3. Completed **Statement of Intent to Establish**
4. A copy of the section of the current school catalog containing a description of the qualifying curriculum.

This email should be sent to student@asce.org

This Statement of Intent to Establish was prepared and submitted by:

Name

Signature

Title

Date

Telephone Number

E-mail Address

Appendix E

ASCE STUDENT CHAPTER APPLICATION

Name of Institution

City and State (or Country)

Date Statement of Intent to Establish was submitted

Faculty Advisor

Faculty Advisor Name:

ASCE ID Number:

Mailing Address:

Phone Number:

E-mail Address:

ASCE STUDENT CHAPTER APPLICATION

Practitioner Advisor #1 Statement of Support:

Name: _____ ASCE ID: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Explain in detail how you assisted and supported this group of students during the 12 months of their establishment period in their efforts to establish an ASCE Student Chapter. **Please be specific about direct interactions and activities.** Attach additional pages if necessary.

ASCE STUDENT CHAPTER APPLICATION

Section/Branch Endorsement

This page is to be completed by the President of the sponsoring ASCE Section or Branch in whose jurisdiction the requesting institution is located. (If there is no ASCE Section in your country, this Section/Branch Endorsement may be omitted).

Name of sponsoring Section/Branch: _____

Our Section/Branch endorses the establishment of this ASCE Student Chapter. I confirm the Section/Branch is prepared to continue to sponsor, promote and direct the Student Chapter as its parent Section/Branch following establishment.

President's

Signature: _____

Name (please print): _____

Date: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

ASCE STUDENT CHAPTER APPLICATION

Submission instructions:

A completed submission will consist of a **single email** with the following files attached:

1. A completed **ASCE Student Chapter Application**
2. A **Chapter Data File** (Excel template available [online](#))
3. A **Chapter Activities File** (PowerPoint template available [online](#))

Within the US: This email should be sent to student@asce.org

Outside the US: This email should be sent to international@asce.org

This application was prepared and submitted by:

Name

Signature

Title

Date

Telephone Number

Email Address

Appendix F

GRADING RUBRICS

CSM uses the following rubrics to evaluate the applications that are received. In order to be approved, an application must receive 50 points.

Activities

Activity	Suggested Number	Points per Event	Maximum Points
Professional meetings with an invited speaker	4	5	20
Student talks or papers presented	2	5	10
Field Trips	2	5	10
Social Functions	2	4	8
Officer Planning Meetings	5	2	10
Newsletter, Web/Social Media	-	8	8
Collaboration with other student Organizations	1	4	4
Total Possible			70

Goals and Assessments

Criteria	Maximum Points
Specific	2.5
Measurable	2.5
Action Plan	2.5
Assessment	2.5
Total Possible	10

Special Projects

Criteria	Maximum Points
Engineering Component	3
Percent of Chapter Involvement	3
Write-up	3
Impact	6
Total Possible	15

GRADING RUBRICS FOR APPLICATION ACTIVITIES FILES

Application Presentation

Criteria	Maximum Points
Organization	3
Presentation	1
Professional Quality	1
Total Possible	5