

# Quick Reference Guide for Establishing a new ASCE Younger Member Group (within the United States)



## STEP 1

### Contact ASCE

- Request support from your governing Section or Branch
- Contact [youngermember@asce.org](mailto:youngermember@asce.org)
- See page 11\*



## STEP 2

### Organize Group

- Create your Group Bylaws
- See page E-1\*
- Elect Officers
- See page 6\*



## STEP 3

### Submit Bylaws for Approval

- Submit your Bylaws to your governing ASCE Section or Branch for initial review and approval



## STEP 4

### Begin Group Activities

- Plan meetings and activities for the next 6-12 months
- See page 8\*
- (Be sure to keep track of your activities for your Annual Report!)



## STEP 5

### Register with ASCE Headquarters

- See page G-1\*

(If you need help at any time, or feel that the process is being delayed, contact [youngermember@asce.org](mailto:youngermember@asce.org))

\*Younger Member Group Handbook