

# RULES OF POLICY AND PROCEDURE

Current as of January 2020


## ARTICLE 1. GENERAL

**1.0 Marks.** Marks of the Society include, but are not limited to, names, acronyms, emblems, logos, and trademarks of the Society and its Organizational Entities. Such marks are the sole and exclusive property of the Society and may not be altered or used without the Society's permission.

**1.0.1 Official Society Marks.** Official marks of the Society include, but are not limited to, those identified below, which are registered Society marks with the U.S. Patent and Trademark Office.

**1.0.1.1 Name.** The official name of the Society is the American Society of Civil Engineers®.

**1.0.1.2 Acronym.** The official acronym of the Society is ASCE®.

**1.0.1.3 Emblem.** The official emblem of the Society is ®.

**1.0.1.4 Logo.** The official logo of the Society is **ASCE**®.

**1.0.1.5 Other Society Marks.** The Society also maintains marks for the following: Academy of Geo-Professionals (AGP); American Academy of Water Resources Engineering (AAWRE); Architectural Engineering Institute (AEI); Civil Engineering (CE); Civil Engineering Certification, Inc. (CEC); Coasts, Oceans, Ports and Rivers Institute (COPRI); Construction Institute (CI); Engineering Mechanics Institute (EMI); Environmental & Water Resources Institute (EWRI); Excellence in Civil Engineering Education (ExCEED); Geo-Institute (GI); National Concrete Canoe Competition; Outstanding Projects and Leaders (OPAL); Ports; PMC; Put the Brakes on Fatalities Day; Report Card for America's Infrastructure; Solutions to Coastal Disasters; Structural Engineering Institute (SEI); Transportation and Development Institute (T&DI); and Utility Engineering and Surveying Institute (UESI).

**1.0.2 Development and Approval of Marks.** All Society marks, including those of Organizational Entities, shall be developed in accordance with Society policy relative to look and content. Society marks shall be approved by the Society's Executive Committee except that Foundation and Affiliated Entity marks shall be developed and approved in accordance with the entity's governing documents.

**1.0.3 Use.** The Society's marks may only be used for official Society purposes in the manner prescribed by the Society. The Society's marks may not be used in any manner that discredits or tarnishes the Society's reputation or goodwill; is false or misleading; violates any law, regulation or public policy; or misrepresents the relationship between the Society and the user, including any use that might incorrectly be construed as an endorsement, sponsorship or approval by the Society.

**1.0.3.1 Society Use of Marks.** For the Society and its Organizational Entities, examples of permissible uses of Society marks include official: badges, charms, pins, placards, banners, awards, certificates, Society publications and Web site, reports, stationery, programs, identification cards, and apparel. The design of badges, charms, and pins denoting membership in the Society, as well as the cost to the Society members, of such badges, charms, or pins, shall be determined by the Executive Director. The Society's marks may not be used for personal or business use by members or others on items such as stationery and business cards, Web sites

and other electronic media for either individuals or companies, except as expressly provided herein or as otherwise authorized by the Executive Director.

**1.0.3.2 Member Use of Marks.** A Society member may use the following applicable abbreviation denoting grade of membership in connection with professional work, but must discontinue use in the event of separation from the Society.

Student Member–S.M.ASCE  
Affiliate Member–Aff.M.ASCE  
Associate Member–A.M.ASCE  
Member–M.ASCE  
Fellow–F.ASCE  
Distinguished Member–Dist.M.ASCE  
President-Emeritus–Pres.YY.ASCE

Society members in the grades of Affiliate Member, Associate Member, Member and Fellow, who have become Life Members may include the term Life Member following their appropriate membership grade abbreviation.

Aff.M.ASCE, Life Member  
A.M.ASCE, Life Member  
M.ASCE, Life Member  
F.ASCE, Life Member

Members may use the marks of Organizational Entities as defined in the entity's governing documents.

**1.0.3.2.1 Distinguished Member Use of Marks.** A Society Distinguished Member may use the Distinguished Member Emblem on business cards and stationery.

**1.0.3.2.2 Fellow Use of Marks.** A Society Fellow may use the Fellow Emblem on business cards and stationery.

## ARTICLE 2. MEMBERSHIP

### 2.0 *Process for Membership.*

**2.0.1 Submission of Application.** An individual must apply for membership or advancement in the Society through the submittal of the appropriate application form.

**2.0.1.1 References.** In some cases, applicants for admission to the Society or advancement from one (1) grade of Society membership to another must submit the names and addresses of individuals who have personal knowledge of the applicant and the applicant's work. Applicants are encouraged to submit references from Society members whenever possible. If an applicant is unable to provide the required number of references from Society members, the applicant may provide the same number of references from non-Society members who are: 1) licensed engineers or land surveyors, OR 2) Founder Society members, OR 3) members in engineering societies with which the Society has established a relationship. References by non-Society members are not permitted where the reference of a Society member is specifically stated as a requirement.

**2.0.2 Review of Application.** Society staff shall process applications of applicants for admission to membership in the Society who have met the grade requirements specified in the Bylaws.

**2.0.2.1 Non-Standard Applications.** Applications that do not exactly meet the stated criteria for admission or advancement to a particular grade of Society membership shall be referred to the Membership Application Review Committee.

**2.0.2.2 Waiver of Criteria.** Applicants who do not specifically meet the criteria for a grade of Society membership may request a waiver from the Membership Application Review Committee. The Membership Application Review Committee maintains guidelines for the waiver of criteria to ensure a measure of consistency in waiver review. Staff may admit an applicant to a reduced grade of membership pending review by the Membership Application Review Committee of advancement to a higher grade.

The Membership Application Review Committee shall have the authority, by majority vote, to grant a waiver for admission or advancement. A waiver of criteria for advancement to Fellow shall only be considered in the case of a Member with acknowledged eminence in some branch of engineering or in the arts and sciences related thereto. A vote to grant a waiver of criteria for advancement to Fellow by the Membership Application Review Committee shall be unanimous. The Criterion that a Fellow be a licensed Professional Engineer or Professional Surveyor, in the United States or in the country in which the Member resides (if such licensure is available), shall not be waived without Executive Committee approval.

**2.0.2.3 Declinations.** Any applicant for admission or advancement referred to the Membership Application Review Committee who shall not be elected or advanced shall be deemed not qualified for admission or advancement and shall be declined. An applicant who has been declined admission or advancement may appeal to the Executive Committee. A unanimous decision of the Executive Committee is required to overturn the decision of the Membership Application Review Committee.

**2.0.3 Notification and Acceptance.** All applicants shall be notified by the Society of a decision relative to the applicant's admission or declination. An applicant's membership in the Society commences upon receipt of the appropriate dues.

#### **2.0.4 Process for Distinguished Membership.**

**2.0.4.1 Nomination.** Not later than May 1 annually, a solicitation for Distinguished Member nomination shall be sent to Society members. Any Society member may initiate a nomination but self-nominations are not permitted. Completed nomination packages shall be submitted electronically by a Society member in good standing by the date specified in the solicitation for nomination. The nomination package shall consist of the completed nomination form including the endorsing signature from an officer of an Institute, Section, Branch or Society Committee; a forty (40) word citation highlighting the reason why the nominee should be elected; and a two hundred (200) word rationale statement describing why the nominee is eminent in the civil engineering profession. In addition, the nomination package shall include a one (1) page summary biography of the nominee, a detailed biography of the nominee and a list of no less than six (6) and no more than ten (10) individuals who will provide a letter of recommendation for the nominee. The letters of recommendation shall be sent electronically, directly to the Society Awards Committee. The Society Awards Committee places high value on the recommendation letters, including source, relationship to the nominee and originality.

**2.0.4.2 Review.** The Society Awards Committee will review the nominations received and transmit to all members of the Board of Direction, not later than one (1) month prior to the meeting at which they will be considered by the Board of Direction, the names and biographies of those nominees whom it recommends for election. The Society Awards Committee may make use of a committee of additional experts to be formed and comprised by vote of the Society Awards Committee for the purpose of gaining additional input on nomination. Names of candidates voted on but not elected may be resubmitted by the Society Awards Committee to the Board of Direction for two (2) years, after which their names will be dropped from the roster of candidates unless re-nominated. Names of candidates considered by the Society Awards Committee but not nominated for election will be reconsidered for two (2) years, after which their names will be dropped from the roster of candidates unless re-nominated.

**2.0.4.3 Election.** At least eighty percent (80%) of the members of the Board of Direction must be present for a vote on Distinguished Membership. Voting is by secret ballot, without discussion. The affirmative vote by at least eighty percent (80%) of those voting is required to elect, and three (3) negative ballots shall exclude.

**2.0.4.4 Notification.** A person elected to Distinguished Membership in the Society shall be notified promptly thereof by the Secretary. The election shall be canceled if an acceptance is not received within sixty (60) days after the mailing of such notice.

**2.0.4.5 Presentation.** Awards of Distinguished Membership shall be made during suitable ceremonies at such time and place prescribed by the Executive Committee.

**2.1 Reciprocal Membership Privileges.** The Society may enter into reciprocal membership agreements with other professional societies. Such agreement shall not offer grade reciprocity in any grade higher than Member.

**2.1.1 Founder Societies with Reciprocal Membership.** The Society provides to its fellow Founder Societies, consisting of the American Society of Mechanical Engineers (ASME), the Institute of Electrical and Electronic Engineers (IEEE), the American Institute of Mining, Metallurgical and Petroleum Engineers, Inc. (AIME), and the American Institute of Chemical Engineers (AIChE), the privilege of reciprocal membership in the Society for their members.

**2.1.2 Reciprocal Privileges for Chief Staff Executive.** The Membership Application Review Committee shall have the authority to admit to appropriate membership grade in the Society, upon presentation of an application but waiving fees and dues and without other established admission procedures, the chief staff executive of any engineering organization approved for this purpose by the Board of Direction, and provided such organization affords the Society reciprocal membership privileges. Waiver of dues for persons so elected shall terminate upon termination of their service as the chief staff executive of their engineering organization, or when the Board of Direction votes to no longer provide reciprocal membership privileges to their engineering organization.

**2.1.3 International Engineering Societies with Reciprocal Membership.** The Society may provide to international engineering societies the privilege of reciprocal membership in the Society for their members.

**2.2 Membership Requirement for Editorial Positions.** Editors-in-chief, editors, co-editors and associate editors of Society journals shall be members in good standing of ASCE or an Institute. Exceptions to this requirement shall only be made by the Executive Committee.

## ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

### 3.0 *Procedures for Professional Conduct Cases.*

**3.0.1 *Initiation.*** The Executive Committee shall consider proceedings for the discipline of any Society member (a) upon the recommendation of the Committee on Professional Conduct, or (b) upon the written request of ten (10) or more Society members.

**3.0.1.1 *Reference to Committee on Professional Conduct.*** Any complaint or other allegation of misconduct or any information indicating possible misconduct shall be referred promptly to the Committee on Professional Conduct by the Secretary of the Society.

**3.0.1.1.1 *Origin of Complaint.*** Complaints may be put forward by both ASCE members and non-members. Such complaints shall be submitted to the Society Secretary or his designee in writing on the ASCE ethics complaint form or in such other form as deemed acceptable by the Committee on Professional Conduct.

**3.0.1.1.2 *Geographic Unit Referrals.*** Society Sections or other geographic units may establish a professional conduct committee or office to conduct local investigations; however, such committees or offices shall have no disciplinary powers. To the extent that any such committee or office determines that a potential ethics violation has occurred, the committee or office shall report such matter to the Committee on Professional Conduct and shall assist the Committee on Professional Conduct in conducting its investigation.

**3.0.1.2 *Reasonable Expediency.*** The Committee on Professional Conduct shall act with reasonable expediency to determine whether or not the charges or evidence constitutes a proper case for its jurisdiction.

The Society's Presidential Officers shall not be subject to disciplinary sanctions under the Society's Code of Ethics for discharging their authorized Society duties in good faith unless the Presidential Officer engages in willful or reckless misconduct or gross negligence.

If the Committee on Professional Conduct determines that the case is not a proper one for its consideration, the Secretary shall be instructed to so advise any complainants or petitioners who may have filed charges.

**3.0.1.3 *Jurisdiction.*** Where the Committee on Professional Conduct may be in doubt as to its jurisdiction, it may request guidance or specific instruction from the Board of Direction, but the Committee on Professional Conduct shall not disclose to the Board of Direction prior to a hearing any evidence with respect to a possible disciplinary proceeding.

**3.0.1.4 *Litigation.*** It is the general policy of the Committee on Professional Conduct not to take action in professional conduct matters while a court case is underway.

**3.0.2 *Committee on Professional Conduct Investigation.*** The Committee on Professional Conduct shall conduct such investigation, as it shall deem necessary or appropriate, to ascertain the facts. One (1) or more of the following means of investigation may be employed, but, in any event, discretion shall be practiced to the end that publicity or unnecessary discussion of the case shall be avoided. Investigations may be made by any member or subcommittee of the Committee on Professional Conduct when designated by the Chair, the Secretary or a member of Society staff when designated by the

Secretary, an official appointee or committee of a Section or Branch of the Society when designated by the Chair of the Committee on Professional Conduct, or legal counsel of the Society through the office of the Secretary.

Expense of investigation shall be duly budgeted and shall not exceed the amounts appropriated. When considered by the Committee on Professional Conduct to be advisable, it or any representative officially designated by it may interview the complainants and persons against whom charges have been filed, and may obtain written statements.

**3.0.2.1 Purpose.** The primary purpose of the Committee on Professional Conduct is to promote compliance with the ASCE Code of Ethics.

**3.0.2.2 Governing Precepts.** The Committee on Professional Conduct shall exercise every means possible to resolve ethical questions and charges of professional misconduct through measures other than reference to the Executive Committee. Such measures may include, without limitation, mediation, discussion, letters of concern, or other measures. Cases shall be referred to the Executive Committee when it is the conclusion of the Committee on Professional Conduct that consideration of disciplinary action is the only appropriate course.

**3.0.2.3 Confidentiality.** Because of the delicate nature of matters coming before the Committee on Professional Conduct, its proceedings are considered to be confidential, to be discussed outside the meeting only with members of the Committee, staff members privy to Committee proceedings, and such other persons deemed by the Committee as having a need to know. Cases should not be discussed with members of the Board of Direction prior to formal presentation, as the members may later be required to sit in judgment upon such cases.

**3.0.3 Committee on Professional Conduct Recommendation.** Except where the case is required to be considered by the Executive Committee, i.e. upon the written request of ten (10) or more members, the Committee on Professional Conduct shall pursue its investigation until it can reach a firm recommendation as to the disposition of the case as follows:

**3.0.3.1 Table/Dismissal.** When, in the opinion of the Committee on Professional Conduct, the facts do not support the charges or where evidence is inconclusive, the Committee on Professional Conduct may table the matter or may determine that the case be dropped. The principals shall be duly notified when a case is dropped.

**3.0.3.2 Refer for Hearing before Executive Committee.** Where the evidence, in the opinion of the Committee on Professional Conduct, warrants disciplinary action, the Committee on Professional Conduct schedules a hearing with the Executive Committee. In addition, the Committee on Professional Conduct notifies the Respondent that upon investigation the Committee on Professional Conduct found that Fundamental Canon(s) (*nos.*) of the Code of Ethics may have been violated, that a hearing before the Executive Committee will take place on (*date*) and that the Respondent is invited to present a defense either in person or in writing at the hearing.

**3.0.3.3 Mandatory Referral to Executive Committee.** Where, upon the written request of ten (10) or more members, the case is required to be considered by the Executive Committee, the Committee on Professional Conduct shall upon completion of its investigation, give notice of the case to the Executive Committee in the general form:

“Charges having been filed (Evidence having been submitted) by *(insert number, being ten (10) or more)* members that a member of the Society has violated the Code of Ethics, the Committee on Professional Conduct has conducted its investigation and is prepared to present evidence in the case to the Executive Committee. The member has been notified of the charges by the Committee on Professional Conduct, and has been invited to present a defense either in person or in writing at a meeting of the Executive Committee.”

**3.0.4 Forfeiture of Membership and Resignation with Prejudice.** Upon its acceptance of the resignation of a member with prejudice or upon the forfeiture of membership with prejudice, as set forth in the Bylaws, the Board of Direction may direct the inclusion of a statement of the circumstances under which the member resigned or forfeited membership in the Official Society Publications. The Board of Direction may also direct notification of the fact of such resignation or forfeiture, and the circumstances under which the membership was terminated, to any other organization of engineers to which such member may belong or may have made application for membership, and to any Board of Registration which shall have licensed such member to practice engineering or to which the member may have made an application for such license.

**3.0.4.1 Form of Notice.** Following is the general form of the notice that may be published announcing the acceptance of such a resignation, or forfeiture of membership, with prejudice:

“On *(date)* the Board of Direction accepted the resignation, with prejudice towards readmission to the Society, of *(name)* of *(place)* in accordance with Article 3 of the Society’s Bylaws. *(Name)* tendered his/her resignation following notification by the Committee on Professional Conduct that it was investigating the possibility that he/she had violated Canon(s) *(nos.)* of the Code of Ethics.”

**OR**

“On *(date)* *(name)* forfeited his/her membership for nonpayment of dues, with prejudice towards readmission to the Society, following notification by the Committee on Professional Conduct that it was investigating the possibility that he/she had violated Canon(s) *(nos.)* of the Code of Ethics.”

**3.0.5 Notice of Executive Committee Hearing.** Prior to the Executive Committee’s considering any such case, the Society member shall be advised of the charges, shall be notified of the time and place of the meeting of the Executive Committee at which the case is to be considered, and shall be invited to present at such time a defense either in person or in writing.

**3.0.5.1 Form of Notice.** Following is the general form of the notice that shall be issued by registered mail in inviting a member to answer charges of misconduct:

“Information has been received which indicates that you may have violated Canon(s) *(nos.)* of the Code of Ethics. A detailed statement of the charges is enclosed.”

“You are accordingly notified that a hearing on the charges will be held by the Executive Committee at *(location)* on *(date)*. You are invited to present a defense in person or in writing. Please advise if you plan to appear in person.”

**3.0.6 Executive Committee Hearing Procedures and Rules.** The following rules shall govern the conduct of hearings.

**3.0.6.1 Attendance.** Attendance at hearings shall be limited to members of the Executive Committee, or the Board of Direction, in the case of expulsion; members of the Committee on

Professional Conduct currently in office or in office when the case originated; the Secretary and designated staff; the complainants; the person or persons against whom charges have been filed; witnesses; and legal counsel. The person or persons against whom charges have been filed may be accompanied by legal counsel and may present witnesses and shall have the right to be present throughout the hearing until the presentation of evidence and closing statements, if any, have been concluded.

**3.0.6.2 Record.** The Secretary shall keep a complete record of proceedings.

**3.0.6.3 President.** The hearing may be conducted by the President or, in the case of the absence or disability of the President, by such officer as may properly be designated by the Executive Committee.

**3.0.6.4 Agenda.** In the case of a hearing before the Board of Direction for expulsion, the same agenda shall apply, substituting "Board of Direction" for "Executive Committee." The agenda for the hearing shall be substantially as follows:

—Statement by the Presiding Officer that the Executive Committee will limit its deliberations and voting to the charges contained in the statement of charges and the evidence presented at the hearing, and briefly describing the manner in which the hearing is to be conducted.

—Opening statement by the Chair or other member of the Committee on Professional Conduct containing a brief summary of the charges and answers, if any, and the recommendations of the Committee, if any, and distribution of copies of the statement of charges and written answers, if any.

—Opening statement, if requested, by person(s) against whom charges have been filed, and/or by their legal counsel.

—Presentation of evidence by Chair or other member of the Committee on Professional Conduct.

—Presentation of defense.

—Recess for review of evidence by members of the Executive Committee, at which time members of the Executive Committee review the compilation of evidence and develop questions to be asked during the question period.

—The members of the Executive Committee shall have the right to question any witness or member of the Committee on Professional Conduct about the charges.

—At the conclusion of the presentation of evidence, the Executive Committee may hear brief closing statements about the charges and the evidence.

—After the conclusion of the presentation of evidence and the closing statements (if any), the Presiding Officer shall announce that the hearing has been concluded.

—Deliberation and action of the Executive Committee. The Executive Committee then goes into Executive Session to determine what disciplinary action, if any, shall be taken.



**3.0.6.5 Evidence.** Formal rules of evidence shall not apply, but Presiding Officers need not accept any evidence, which, in their opinion, is irrelevant or immaterial to the issues presented by the statement of charges and answers thereto.

**3.0.6.6 Additional Charges.** Whenever, on the hearing of any complaint, evidence shall be presented upon which another charge or other charges against the defendant might be made, the Committee on Professional Conduct may inform the person against whom charges have been filed of such additional charges and may prepare additional recommendations or reports. The Executive Committee, or Board of Direction, as the case may be, may, after reasonable notice to the person against whom charges are made and opportunity to answer, proceed to the consideration of such additional charge or charges and may render such decision upon all such charges as may be justified by the evidence in the case.

**3.0.6.7 Failure to Present Defense.** In the event that no defense is presented either in person or in writing by the defendant, the Executive Committee may proceed with the hearing of the case upon the basis of the statement of charges and other evidence presented at the hearing, but no disciplinary action shall be taken unless the Executive Committee finds the charges to have been sustained.

**3.0.6.8 Confidentiality.** All proceedings, except the action taken by the Executive Committee, or the Board of Direction, as the case may be, shall be confidential but a transcript or other recording of the proceeding may be taken at the discretion of the Secretary and retained in the office of the Secretary.

**3.0.7 Disciplinary Action.** Disciplinary action against a member shall be taken only after the member has been advised of the charges and given opportunity to present a defense in person or in writing. These conditions having been satisfied, the Executive Committee may take action in a duly constituted meeting. All voting shall be by secret ballot. A finding that a charge against a member has been sustained shall require the affirmative vote of a majority of the Executive Committee members present. If the charges are sustained, the Executive Committee may take such disciplinary action, other than expulsion from membership in the Society, as it may deem appropriate. The right of expulsion from membership in the Society is reserved to the Board of Direction and, if the Executive Committee votes to expel a Society member, the matter shall be referred to the Board of Direction for final disposition. Recommendations of expulsion or reinstatement of previously expelled Society members are the only grounds for a case to be considered by the Board of Direction.

In the case of a recommendation for expulsion, which requires a hearing before the Board of Direction, affirmative votes of not less than seventy-five percent (75%) of those members of the Board of Direction present shall be required for expulsion.

**3.0.7.1 Executive Committee Voting Procedures.** The following voting procedures shall be observed in an Executive Committee hearing:

**3.0.7.1.1 Professional Conduct Violation.** First, the Executive Committee shall determine whether each charge is sustained. The vote shall be on the question: "Has the defendant violated?" Separate ballots shall be voted on each article of the Constitution and Bylaws or Canon of the Code of Ethics alleged to have been violated. A majority vote of the members of the Executive Committee present shall prevail.

**3.0.7.1.2 Cleared of Charges.** If none of the charges are sustained by the Executive Committee, the defendant shall be declared “cleared of all charges” and shall be so notified.

**3.0.7.1.3 Expulsion.** One (1) or more charges having been sustained by affirmative vote of a majority of those present, a ballot shall be taken on the question: “Shall the Executive Committee recommend to the Board of Direction that the defendant be expelled from membership in the Society?”

**3.0.7.1.4 Suspension.** If less than a majority of the Executive Committee members present vote to recommend expulsion, a ballot shall be taken on the question: “Shall the defendant be suspended from membership in the Society?” A majority vote of the members present shall prevail.

**3.0.7.1.5 Term of Suspension.** The vote upon suspension being carried, a ballot shall be taken on the question: “Shall the defendant be suspended from membership for a period of five (5) years?” A majority vote of the members present shall prevail, and successive ballots on suspension terms of four (4), three (3), two (2) and one (1) years shall be taken in that order until majority vote is obtained.

**3.0.7.1.6 Letter of Admonition.** If the ballot upon suspension fails to carry, a vote shall be taken on the question: “Shall the defendant be sent a letter of admonition?” A majority vote of the members present shall prevail.

**3.0.7.1.7 Notification.** In the event that expulsion, suspension or other disciplinary action is voted, the Board of Direction or Executive Committee at its discretion may ballot upon the question: “Shall the membership of the Society be notified of the (*penalty*) of the defendant?” A majority vote of the members present shall prevail.

**3.0.7.2 Board of Direction Voting Procedures.** The following rules shall be observed in a Board of Direction hearing:

**3.0.7.2.1 Professional Conduct Violation.** First, the Board of Direction shall determine whether each charge is sustained. The vote shall be on the question: “Has the defendant violated?” Separate ballots shall be voted on each article of the Constitution and Bylaws or Canon of the Code of Ethics alleged to have been violated. A majority vote of the Board of Direction members present shall prevail.

**3.0.7.2.2 Cleared of Charges.** If none of the charges are sustained by the Board of Direction, the defendant shall be declared “cleared of all charges” and shall be so notified.

**3.0.7.2.3 Expulsion.** One (1) or more charges having been sustained by affirmative vote of a majority of those present, a ballot shall be taken on the question: “Shall the defendant be expelled from membership in the Society?” Affirmative votes of seventy-five percent (75%) of those Board of Direction members present are required for expulsion.

**3.0.7.2.4 Suspension.** If less than seventy-five percent (75%) of those Board of Direction members present vote to expel, a ballot shall be taken on the question: “Shall the defendant be suspended from membership in the Society?” A majority vote of the Board of Direction members present shall prevail.

**3.0.7.2.5 Term of Suspension.** The vote upon suspension being carried, a ballot shall be taken on the question: "Shall the defendant be suspended from membership for a period of five (5) years?" A majority vote of the Board of Direction members present shall prevail, and successive ballots on suspension terms of four (4), three (3), two (2) and one (1) years shall be taken in that order until majority vote is obtained.

**3.0.7.2.6 Letter of Admonition.** If the ballot upon suspension fails to carry, a vote shall be taken on the question: "Shall the defendant be sent a letter of admonition?" A majority vote of the Board of Direction members present shall prevail.

**3.0.7.2.7 Notification.** In the event that expulsion, suspension or other disciplinary action is voted, the Board of Direction at its discretion may ballot upon the question: "Shall the membership of the Society be notified of the (*penalty*) of the defendant?" A majority vote of the Board of Direction members present shall prevail.

**3.0.8 Consent Procedure.** Where evidence of a violation of the Constitution, Bylaws or Code of Ethics exists, the Committee on Professional Conduct may, with the consent of the Society member charged with the violation, submit to the Executive Committee in writing a statement of the facts of the case and a recommended disciplinary action other than expulsion.

**3.0.8.1 Admission/Waiver.** In consenting to the submission of the case to the Executive Committee upon the statement of facts, the Society member is deemed for the purposes of the submission to have admitted the facts as set forth in the statement and to have agreed to accept the recommended disciplinary action. The Society member has also waived the right to be present or to present a defense to the charges at the Executive Committee meeting at which the statement of facts and recommended disciplinary action are considered. The Society member's consent to the submission shall be evidenced by a letter, telegram or other written communication.

**3.0.8.2 Executive Committee Consideration.** The affirmative vote of a majority of the Executive Committee members present shall be required to take any such recommended disciplinary action. If the Executive Committee does not approve the recommended disciplinary action by such vote, the Society member shall be entitled to present a defense to the charges at a subsequent hearing. The statement of facts submitted with the consent of the Society member shall not constitute evidence at the subsequent hearing at which the case is to be considered.

**3.0.9 Execution of Disciplinary Action.**

**3.0.9.1 Expulsion.** The following *registered mail* notice shall be issued by the Secretary, on behalf of the Board of Direction, to the Society member who has been expelled from membership:

"As the result of proceedings conducted in accordance with Article 3 of the Bylaws, this Board of Direction finds that you have acted in violation of Canon(s) (*nos.*) of the Code of Ethics.

"You are accordingly expelled from membership in the Society and your name has been dropped from its rolls effective (*date*). It is requested that you return your membership card and Society certificate of membership.

For the Board of Direction

By: (*Secretary*)"

**3.0.9.2 Suspension.** A Society member who has been suspended under these proceedings shall be given notice by *registered mail* somewhat as follows:

“As the result of proceedings conducted in accordance with Article 3 of the Bylaws, this Executive Committee finds that you have acted in violation of Canon(s) (*nos.*) of the Code of Ethics.

“Accordingly, your membership in the Society has been suspended for a period of (*no.*) years, effective (*date*).

For the Executive Committee of the Board of Direction  
By: (*Secretary*)”

**3.0.9.3 Admonition.** A Society member who is to be admonished shall be sent by *registered mail* a letter appropriate to the circumstances of the case. Such letter shall be drafted by the Secretary for approval by legal counsel and by the Executive Committee. It shall be transmitted for the Executive Committee by the Secretary.

#### **3.0.9.4 Publication of Actions.**

**3.0.9.4.1 Society Publications.** At the discretion of the Executive Committee and/or the Board of Direction, notice of any disciplinary action may be published in the Official Society Publications. Such notice may include a statement of the circumstances surrounding such disciplinary action. The name of the Society member subjected to disciplinary action may be mentioned in such notice, provided the disciplined individual has first been notified of the disciplinary action and provided such notice is limited to (a) a factual statement of the action of the Executive Committee or Board of Direction and (b) only such facts surrounding the disciplinary action as are set forth in a publicly available judicial or administrative petition, decision, or related document.

**3.0.9.4.2 Notification of Other Organizations.** The Executive Committee and/or Board of Direction shall have discretionary authority to direct notification of any expulsion, suspension or other disciplinary action to any other organization of engineers to which the disciplined member of the Society may belong or may have made application for membership, and to any Board of Registration which shall have licensed the disciplined Society member to practice engineering or to which the member may have made an application for such a license. Any such notification may include a statement of the circumstances surrounding such disciplinary action.

#### **3.0.10 Delegation of Disciplinary Proceedings Duties.**

**3.0.10.1 Secretary.** Any act directed by this Article to be performed by the Secretary may be performed by such other person as the President or Secretary may designate or by legal counsel for the Society.

**3.0.10.2 President.** Any act directed by this Article to be performed by the President may be performed by such other person as the Executive Committee or Board of Direction may designate.

**3.0.10.3 Member Under Investigation.** Any act directed by this Article to be performed by a person or persons against whom charges have been filed may be performed by their legal counsel.

### **ARTICLE 4. FEES AND DUES**

**4.0 Annual Dues.** The Annual Dues payable by the Society membership shall be as follows:

**4.0.1 Student Members.** Annual Dues for Student Members shall be zero dollars (\$0.00).

**4.0.2 Affiliate Members.** Annual Dues for Affiliate Members shall be two hundred and forty-five dollars (\$245.00), unless the Affiliate Member is a new member or is advancing from Student Member:

- a) and is in the year of receiving an associate, baccalaureate, masters or doctoral degree or the first year after, and then there shall be Annual Dues of fifty dollars (\$50.00) due and payable;
- b) or is in the second year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of eighty-five dollars (\$85.00) due and payable;
- c) or is in the third year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of one hundred and twenty-five dollars (\$125.00) due and payable;
- d) or is in the fourth year after receiving an associate, baccalaureate, masters or doctoral degree and then there shall be Annual Dues of one hundred and seventy-five dollars (\$175.00) due and payable.

**4.0.3 Associate Members.** Annual Dues for Associate Members shall be two hundred and forty-five dollars (\$245.00), unless the Associate Member is a new member or is advancing from Student Member:

- a) and is in the year of receiving an associate, baccalaureate, masters or doctoral degree or the first year after, and then there shall be Annual Dues of fifty dollars (\$50.00) due and payable;
- b) or is in the second year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of eighty-five dollars (\$85.00) due and payable;
- c) or is in the third year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of one hundred and twenty-five dollars (\$125.00) due and payable;
- d) or is in the fourth year after receiving an associate, baccalaureate, masters or doctoral degree and then there shall be Annual Dues of one hundred and seventy-five dollars (\$175.00) due and payable.

**4.0.4 Members.** Annual Dues for Members shall be two hundred and forty-five dollars (\$245.00), unless the Member is a new member or is advancing from Student Member:

- a) and is in the year of receiving an associate, baccalaureate, masters or doctoral degree or the first year after, and then there shall be Annual Dues of fifty dollars (\$50.00) due and payable;
- b) or is in the second year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of eighty-five dollars (\$85.00) due and payable;
- c) or is in the third year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of one hundred and twenty-five dollars (\$125.00) due and payable;

d) or is in the fourth year after receiving an associate, baccalaureate, masters or doctoral degree and then there shall be Annual Dues of one hundred and seventy-five dollars (\$175.00) due and payable.

**4.0.5 Fellows.** Annual Dues for Fellows shall be two hundred and eighty dollars (\$280.00).

**4.0.6 Distinguished Members.** Distinguished Members shall be exempt from the payment of Annual Dues.

**4.0.7 President-Emeritus.** President-Emeritus Members shall be exempt from the payment of Annual Dues.

#### **4.1 Payment of Dues.**

**4.1.1 Currency for Payments.** Dues and other payments to the Society are acceptable in U.S. dollars only.

**4.1.2 Dues Notification.** Not later than December 1 each year, the Secretary shall mail to each Society member, at the latest address known to the Society, a statement of the amount of dues for the ensuing dues year.

**4.1.3 Notification of Dues Arrears.** A Society member who has not paid dues by February 1 shall receive notification from the Society Secretary that their dues are in arrears status.

**4.1.4 Loss of Benefits Resulting from Dues Arrears.** A member whose Annual Dues have not been received by April 1 shall lose the right to vote in the Society's current year's election and shall no longer receive publications normally furnished without charge to Society members in good standing. A member paying dues after April 1 shall resume receipt of publications but their right to participate in the current year's election shall have been forfeited. A Society member whose dues remain unpaid by December 31 for the current dues year shall forfeit connection with the Society. The Board of Direction may, for cause deemed by it to be sufficient, extend the time for payment of dues and for the application of these penalties.

**4.2 Dues Indexing.** Annually, the Program and Finance Committee will compute the amount dues would be in the Member Grade if increased to adjust for inflation, in accordance with the Consumer Price Index (CPI). If this adjustment is greater than two dollars and forty-nine cents (\$2.49), the Program and Finance Committee shall submit an amendment to the Board of Direction proposing an increase in dues to the nearest five dollar (\$5) increment for all grades except Student Member, Distinguished Member and President-Emeritus.

#### **4.3 Dues Reductions.**

**4.3.1 World Economies and International Affiliate Members.** Upon the recommendation of the Region 10 Director and the Executive Director, the Executive Committee may establish lower fees and/or dues for certain World Economies or International Affiliate Members.

**4.3.2 Government Agencies.** The Executive Committee may establish group dues for government agencies and their employees.

**4.3.3 Life Members.** Members who achieve the classification of Life Member are exempt from Annual Dues as defined in the Bylaws.

**4.3.3.1 Life Member Service Fee.** Life Members who elect to receive monthly publications shall be subject to a service fee of fifty dollars (\$50.00) per year unless at least that amount is contributed annually to any of the Society's voluntary funds or the Life Member has paid a one (1) time fee of five hundred dollars (\$500.00). Non-payment of the service fee does not affect Society member status.

**4.3.4 Reciprocal Membership Agreements.** Dues reduction may be included as part of a reciprocal membership agreement.

## ARTICLE 5. MANAGEMENT

### 5.0 *Board of Direction.*

**5.0.1 Strategic Plan.** The Board of Direction shall prioritize strategic planning issues, adopt action plans to address the issues, include funding for the adopted actions in the annual budgeting process and assess progress on impacting the issues.

**5.0.2 Review of Executive Director.** The Board of Direction shall annually review the Executive Committee's report of the performance of the Society's Executive Director. No evaluation of the Executive Director shall be considered complete until presented to the Board of Direction.

**5.0.2.1 Report of Review.** The Past President, on behalf of the Executive Committee, shall report to the Board of Direction annually at its Spring Meeting the results of the evaluation of the performance of the Executive Director during the prior fiscal year.

**5.0.3 Approval of Policy Documents.** The Board of Direction is presented proposed policy documents periodically. The Board of Direction may reject the proposed policy, remand the proposed policy to the originating entity with direction for further revision, approve the substance of the proposed policy as official policy while returning it for further editorial review, or approve the proposed policy as presented. The Board of Direction has independent authority over the policy process and may approve, revise or rescind any policy document without the recommendation of the Public Policy Committee.

**5.0.4 Membership Affiliations.** Membership affiliations involving the Society shall be initiated only by action of the Board of Direction. The annual operating budget shall make provision for dues commitments incident to such memberships by specific line item identification.

**5.0.5 Disaster Response Procedures.** The Board of Direction has approved Disaster Response Procedures to allow the Executive Director to respond on behalf of the Society to man-made or natural disasters.

**5.0.5.1 Disaster Response Coordinator.** When a disaster occurs that has major civil engineering implications, the Executive Director may appoint a Disaster Response Coordinator. The Disaster Response Coordinator shall serve as the central information clearing house for all Society-level activities in response to the disaster and shall facilitate the sharing of information among the Society's entities.

**5.0.5.2 Disaster Response Budget Authority.** The Executive Director and President, collectively, are authorized to expend up to twenty-five thousand dollars (\$25,000) from the Voluntary Fund in support of unanticipated disaster response by the Society. Expenditures

exceeding twenty-five thousand dollars (\$25,000) will require the authorization of the Board of Direction or Executive Committee.

**5.0.5.3 Notification of Use of Disaster Response Procedures.** The Executive Director shall notify the Board of Direction of each use of the Voluntary Fund for the support of unanticipated disaster response.

**5.0.6 Approval of Criteria for At-Large Director Candidates.** The Board of Direction shall annually approve criteria for the selection of At-Large Director Candidates based on the recommendation of the At-Large Director Review Panel.

**5.1 Executive Committee.** The Executive Committee is a Board of Direction Committee that reports to the Board of Direction, derives its authority from the Board of Direction and is accountable to the Board of Direction. The Executive Committee is not an entity independent of the Board of Direction, but rather is charged with exercising executive and management judgment in those areas designated by the Board of Direction, and in keeping the Board of Direction informed of its actions. The Executive Committee may review reports of Board of Direction committees and may provide input or alternate recommendations to the Board of Direction. All actions taken by the Executive Committee shall be in accordance with the policies of the Board of Direction and shall be reported to the Board of Direction at its next meeting. The Board of Direction may choose to take up any topic or revisit any issues under the Executive Committee's purview.

**5.1.1 Executive Committee Limitations of Authority.** In accordance with New York Law, the Executive Committee shall not have the authority to amend or repeal the Bylaws, adopt new Bylaws, fix compensation for Board of Direction members to serve on the Board of Direction or any committee, expel Society members, nor to fill vacancies on the Board of Direction or on any Board of Direction committee.

**5.1.2 General Supervision.** The Executive Committee shall assist the President in fulfilling responsibilities for general supervision of the affairs of the Society and shall have the authority, without urgency or prior Board of Direction approval, to approve the following: awards; membership resignations; fellowships and scholarships; employee compensation and benefits activities; and implementation of Board of Direction policies and activities related to the interests of the Society, including: international exchange of information and publications; communications and cooperation with foreign educational, scientific and professional organizations; and the formation of overseas groups.

**5.1.3 Disciplinary Proceedings.** The Executive Committee shall have the authority to consider and conduct disciplinary proceedings against any member as provided in the Bylaws and shall have final disciplinary authority except in cases involving recommendation of expulsion or reinstatement of members who have been expelled as provided in the Bylaws.

**5.1.4 Declaration of Urgency to Act for the Board of Direction.** Between meetings of the Board of Direction, and upon a finding of urgency, the Executive Committee shall exercise the full powers of the Board of Direction in matters that in the judgment of the Executive Committee must be acted upon before the next regular meeting of the Board of Direction, subject to the Executive Committee Limitations of Authority.

**5.1.5 Performance Review of Executive Director.** The Executive Committee, guided by the goals, objectives, and budget of the Society, shall review annually the performance of the Executive Director. The Executive Committee shall present findings from these reviews in an annual report to the Board of Direction.



**5.1.5.1 Timing of Review.** The review of the Executive Director will be finalized prior to convening the Spring Board of Direction meeting.

**5.1.5.2 Conduct of Review.** The Past President shall chair a meeting of the President and President-elect to prepare the review of the Executive Director. The President-elect Elect shall participate in the meeting as a non-voting observer. This review is based on a prescribed format, which shall minimally include an evaluation of the accomplishments relative to the Strategic Plan. The review shall be presented to the Executive Committee for approval prior to presentation to the Board of Direction. Following presentation to the Executive Committee, the Past President shall forward a signed copy of the written review to the Executive Director and the Society's Director of Human Resources.

## **5.2 Executive Director.**

**5.2.1 Operations.** As the chief staff officer of the Society, hired by the Board of Direction, the Executive Director has sole authority for employment matters for Society staff. The Executive Director shall manage and direct employees of the Society and shall oversee the correspondence of the Society. Under Executive Committee oversight, the Executive Director shall pursue accomplishment of the Society's Strategic Plan Strategies and shall present an annual report of all the Society's initiatives to the membership at the Annual Membership Meeting.

**5.2.1.1 Deputy Executive Director or Assistant Executive Director(s).** The Executive Director may designate one (1) employee as the Deputy Executive Director and/or one (1) or more employee(s) as the Assistant Executive Director(s).

**5.2.2 Sponsorship.** Management of sponsorship solicitations for certain Society activities, including the ASCE Convention and the OPAL Awards Program, shall be the responsibility of the Executive Director and coordinated with the American Society of Civil Engineers Foundation.

**5.2.3 Annual Report.** The Executive Director shall make an annual report to the membership and such other reports as may be prescribed by the Board of Direction.

**5.2.4 Fiscal Operations.** The Executive Director shall be responsible for the collection and proper accounting of all monies due the Society and for the transfer of such monies to the appropriate financial accounts of the Society.

The Executive Director shall sign all documents relating to transactions in securities. The Executive Director shall present annually to the Board of Direction a balance sheet of the Society's books, as of the end of the fiscal year, and shall furnish from time to time such other financial statements as may be required.

The Executive Director may expend Society funds as provided in the annual budget and in appropriations from Society reserve funds as approved by the Board of Direction. The Executive Director shall manage funds not needed for current disbursements. No expenditures shall be made from Society reserve funds except upon specific appropriations of the Board of Direction.

The Executive Director shall secure satisfactory surety for the faithful performance of the duties of the Directors, Secretary, Deputy Secretary, Assistant Secretaries, Treasurer, Assistant Treasurer and any employee of the Society whom the Executive Director may designate.

**5.2.4.1 Borrowing Authority.** In the event of emergency financial need, and to avoid adverse impact on reserves, the Executive Director is authorized to borrow up to one million dollars (\$1,000,000) on a short-term basis.

**5.2.5 ASCE Convention.** The Executive Director shall select the location and dates for the ASCE Convention.

**5.2.5.1 ASCE Convention Advisory Council.**

**5.2.5.1.1 Organization.** The ASCE Convention Advisory Council (ACAC) shall comprise no more than twelve (12) Society members: the Chairs of the Technical Program Subcommittee, the Local Planning Subcommittee, and the Convention Sponsorship Subcommittee; a current Technical Region Director; a current member of the Technical Region Board of Governors; a current member of the Committee on Technical Advancement; and the immediate past Chair of the Local Planning Subcommittee. The Executive Director shall appoint the Chair of the ASCE Convention Advisory Council. Additional members shall be appointed by the Executive Director upon recommendation of the Chair of the ASCE Convention Advisory Council. Members of the ASCE Convention Advisory Council shall have previous conference leadership and program experience and shall serve three (3) year staggered terms, which may be renewed.

**5.2.5.1.2 Responsibilities.** The ASCE Convention Advisory Council shall report to the Executive Director. The ASCE Convention Advisory Council shall provide oversight and long-term leadership for the ASCE Convention, serve as guardian of the process and content each year and establish policies and guidelines for the operation of the ASCE Convention. The ASCE Convention Advisory Council shall oversee the Technical Program Subcommittee, Local Subcommittee and the Convention Sponsorship Subcommittee.

**5.2.5.2 Technical Program Subcommittee.**

**5.2.5.2.1 Organization.** The Technical Program Subcommittee (TPS) shall comprise no more than twelve (12) Society members, including two (2) coordinators from the Local Planning Subcommittee(s) to represent short courses and technical tours. Members of the Technical Program Subcommittee shall be appointed by the ASCE Convention Advisory Council, upon recommendation of the Technical Program Subcommittee Chair. Members shall serve a three (3) year staggered term, which may be renewed. All terms are subject to annual review and may be modified based on the needs of the Technical Program Subcommittee. Members of the Technical Program Subcommittee shall have previous experience working on a conference program committee.

**5.2.5.2.2 Responsibilities.** The Technical Program Subcommittee shall operate continuously across multiple conventions to establish the technical program of each ASCE Convention, including the matrix of technical sessions and poster sessions, if applicable.

**5.2.5.3 Local Planning Subcommittee.**

**5.2.5.3.1 Organization.** The Local Planning Subcommittee (LPS) shall comprise Society members who reside in the geographic area where the ASCE Convention will be held to represent the local Section(s), Branch(es), Institute Chapters and other related local organizations as determined by the Chair. Members of the Local Planning

Subcommittee shall be appointed by the ASCE Convention Advisory Council upon recommendation of the Local Planning Subcommittee Chair to serve a one (1) year term, which may be renewed.

**5.2.5.3.2 Responsibilities.** The Local Planning Subcommittee shall lead the local aspects of each ASCE Convention, develop and recommend short course topics, identify local firms for sponsorships, develop and recommend local technical tours, and oversee a local community service project.

#### **5.2.5.4 Convention Sponsorship Subcommittee.**

**5.2.5.4.1 Organization.** The Convention Sponsorship Subcommittee (CSS) shall comprise no more than twelve (12) members with previous experience working on a sponsorship committee or fundraising organization. Members of the Convention Sponsorship Subcommittee shall be appointed by the ASCE Convention Advisory Council upon recommendation of the Convention Sponsorship Subcommittee Chair to serve a three (3) year staggered term, which may be renewed. A representative from the Local Planning Subcommittee shall attend the meetings of the Convention Sponsorship Subcommittee to serve as the local business representative for a one (1) year term, which may be renewed.

**5.2.5.4.2 Responsibilities.** The Convention Sponsorship Subcommittee shall lead the fundraising aspects of the ASCE Convention.

**5.2.6 ASCE Convention Content and Program.** In addition to the Annual Business Meeting and Awards, the content and program categories for the ASCE Convention shall be:

- State of the Industry/Profession
- Professional Development
- Multi-Discipline Technical
- Natural and Man-Made Disasters
- Strategic Issues and Public Policy affecting the profession
- Significant Projects
- History and Heritage

The content and program categories of the ASCE Convention shall be reviewed at least once every five (5) years by the ASCE Convention Advisory Council (ACAC) who may recommend any changes to the Board of Direction.

### **5.3 Region Boards.**

**5.3.1 Guidelines for Region Operations.** Region Boards may adopt guidelines covering any and all aspects of their operations or services. Such documents shall be consistent with and shall not contravene Society governing documents, policies or procedures.

#### **5.3.2 Geographic Region Boards.**

**5.3.2.1 Geographic Region Board Additional Duties.** The duties of Geographic Region Boards shall include but not be limited to: implementing the Strategic Plan and participating in the preparation of strategic plans; planning, organizing and implementing activities and events to develop leadership skills of civil engineers and the civil engineering profession, to advance the

technology of the civil engineering profession, to advocate lifelong learning for civil engineers, to promote the public's awareness and appreciation of civil engineers and civil engineering; managing the nomination process for Geographic Region Governors; completing and submitting an Annual Report; reviewing Annual Reports from their respective Organizational Entities and coordinating with the Member Communities Committee on how to resolve issues of concern; managing the proper use of Geographic Region funds; soliciting and coordinating nominations and submissions to Section and Branch awards and nominations for Society-level awards; recommending Society participation in Amicus Curiae briefs; and undertaking and promoting activities related to legislative advocacy and public policy.

**5.3.2.2 Geographic Region Board Allotment.** As part of the Society's annual budget process, the Board of Direction, upon the recommendation of the Program and Finance Committee, shall establish a Geographic Region Board Allotment. The allotment shall be disbursed equally and forwarded to each Geographic Region to be used for activities promoting the focus strategies of the Society, the Region, and the civil engineer profession.

### **5.3.3 Technical Region Boards.**

**5.3.3.1 Technical Region Board Additional Duties.** The Technical Region Board duties shall include but not be limited to overseeing the nomination process for Technical Region Directors.

## **5.4 Input to the Board of Direction and Executive Committee.**

**5.4.1 Resolutions.** The Society's Organizational Entities may submit to the Secretary resolutions which pertain to subjects currently being considered by the Executive Committee or Board of Direction, or which require action of the Executive Committee or Board of Direction.

**5.4.1.1 Tracking of Resolutions.** The Board of Direction shall receive in the agenda for its Spring and Fall meetings a matrix tracking responses to Resolutions received. The matrix will record the resolution number, adoption date, subject of the resolution, Board action/referral, and subsequent Board of Direction actions. Once the Board of Direction has accepted final action, the resolution may be removed from the matrix.

**5.4.1.2 Action on Resolutions.** The Board of Direction either receives and closes resolutions upon receipt or refers resolutions to an appropriate Region Board or Organizational Entity for their response and recommendation to the Board of Direction.

### **5.4.2 Reports.**

**5.4.2.1 Report of Region Boards of Governors.** Region Boards shall prepare annually reports indicating: activities and events sponsored by the Region, including the number of participants and the goals accomplished; progress on tasks supporting the Strategic Plan; an accounting of the finances of the Region; and other items required by the Board of Direction. The Report shall be submitted to the Secretary not later than November 30 following a prescribed format.

**5.4.2.2 Reports of Committees.** All Society Committees and Institutes are required to report to the Board of Direction on an annual basis in writing. The written report shall be provided to the Secretary not later than forty-five (45) days prior to the start of the Fall Board of Direction meeting. Reports are to be provided in a format specified by the Secretary.

**5.4.2.3 Reports of Representatives.** Representatives from the Society to committees or boards of other organizations or those formed jointly with other organizations shall submit a report to the Secretary not later than August 1, regardless of whether a meeting was held or not, in a format to be specified by the Secretary. The report should summarize the activities and accomplishments of the committee or board and contain recommendations as to continuing support and participation by the Society.

**5.4.2.4 Late Reports.** Late reports may be received by the Board of Direction or Executive Committee, but action items contained in these reports shall not be acted upon except under urgency rules as described.

**5.4.2.5 Requests for Action.** Board Committees, Society Committees, Task Committees and Region Boards of Governors shall submit Requests for Action by the Board of Direction or Executive Committee in the format specified by the Secretary. Requests for Board of Direction Action shall be received by the Secretary not later than forty-five (45) days prior to the Board of Direction meeting at which action is requested.

**5.4.3 Public Policy Documents.** Public Policy Documents articulate Society positions to members and the public. The creation of Public Policy Documents lies with Organizational Entities with expertise in the subject area of the Public Policy Document. The Society has three (3) types of Public Policy Documents: Public Policy Statements, Public Policy Position Papers, and Public Policy Resolutions. All Public Policy Documents include a chronology of approval dates by the originating committee(s), the Public Policy Committee, and the Board of Direction.

**5.4.3.1 Public Policy Statements.** A Public Policy Statement is a broad overview of policy on a topic of continuing concern to the civil engineering profession. The nature of the issue usually is one that will not change materially during a three (3) year period. A Public Policy Statement shall include a clear definition of the policy, an analysis of the issue that led to the development of the Public Policy Statement, and a rationale for involvement of the Society in the issue.

**5.4.3.2 Public Policy Position Papers.** A Public Policy Position Paper is a more specific examination of an issue, may deal with subsets of a broad Public Policy Statement, and is appropriate for a two (2) year period before being reviewed. A Public Policy Position Paper should include the position, the issue analyzed, and the rationale for Society involvement.

**5.4.3.3 Public Policy Resolutions.** A Public Policy Resolution is a short term or interim position of the Society that is intended to respond to an immediate concern or a specific event for a time frame of no longer than one (1) year. A Public Policy Resolution shall include one (1) or more clauses that outline the details of the issue and the reasons for concern of the Society, and one (1) or more "resolved" clauses that state the specific position of the Society on the topic.

**5.4.3.4 Development of Public Policy Documents.** Organizational Entities shall be participants in the public policy development process and endeavor to develop new and revised Public Policy Documents.

**5.4.3.5 Communication of Public Policy Documents.** Once the Board of Direction has approved a Public Policy Document, it shall be formally announced to the membership and made known to the public.

**5.4.3.6 Reassessment of Public Policy Documents.** The Public Policy Committee assesses Public Policy Statements, Position Papers and Public Policy Resolutions on a three (3) year, two (2) year and one (1) year cycle, respectively.

**5.4.4 Distribution of Agendas.** Agendas for Board of Direction meetings shall be distributed by a means or combination of means that ensures each Board of Direction and Region Board member shall receive the document in a timely manner and in compliance with notice requirements. Agendas for Executive Committee meetings shall be distributed by a means or combination of means that ensures each Executive Committee member shall receive the document in a timely manner and in compliance with notice requirements.

**5.4.5 Urgency.** Nothing in the Rules shall be construed as preventing any committee, any officially appointed person or Organizational Entity, or any member of the Board of Direction from formally presenting any matter to the Board of Direction or Executive Committee for action without compliance with the procedures set forth, provided: the group or individual requesting the action maintains that the matter involves such urgency as to have made compliance with the rules of procedure impossible or impracticable; a brief written statement justifying the urgent nature of the matter shall be submitted to the Board of Direction or Executive Committee; and the matter shall not receive immediate action by the Board of Direction or Executive Committee unless a decision is made by the Board of Direction or Executive Committee that the matter is of such urgency as to require immediate action. A decision of urgency requires three-fourths (3/4) vote of those present and voting.

**5.4.6 Fundraising.** Society representatives soliciting funds for Society-level activities on behalf of the Society should coordinate such activities with the American Society of Civil Engineers Foundation.

## **5.5 Financial Management.**

**5.5.1 Financial Philosophy.** The Society strives to accomplish its mission, as stated in its strategic plan, while meeting the financial goals necessary to do so. The Society shall assess its resources and make spending decisions based on available funds, taking into consideration the maintenance of a prudent level of corporate infrastructure and reserves.

The Society derives revenues from membership dues and sales of products and services, including publications, continuing education programs, conferences, advertising and royalties. It is important that the Society develop a balance of revenue sources and seek out new ones, so as not to become too dependent on individual sources. In order to provide funding for programs to meet the Society's goals and objectives, products and services shall be priced, where possible, so their revenue exceeds expense. At times, in meeting the Society's goals and objectives, the Society may produce products and services where the expenses exceed revenues. It is the policy of the Board of Direction that members of the Society be given the best available pricing for products and services.

The Society and its affiliates shall maintain an adequate system of internal accounting controls to ensure that accounting transactions are recorded and reported accurately. The accounting policies, procedures and controls shall be documented in an accounting manual.

**5.5.2 Cash and Investments.** The Society maintains funds for operations and long-term investment. Excess cash shall be invested in short-term, low-risk liquid investments. From time-to-time maturities of operating fund fixed-income securities may be extended up to intermediate-term based on market conditions and the amount of funds available for investment. Earnings from operating funds shall be used as a revenue source to fund operating activities. Long-term investments (funds with five (5) year or greater time horizon) shall be invested with the assistance of an investment management firm and in

accordance with an Investment Policy approved by the Board of Direction.

**5.5.2.1 Investment Policy.** The Society's Investment Policy shall specify asset allocations appropriate for a professional society and the type of funds within the Society (e.g., short-term investment fund, long-term investment fund, prizes and awards fund). The Investment Policy shall include the investment objectives, spending parameters and asset allocations for each fund, portfolio return objectives, diversification and rebalancing policies, and reporting requirements. The Investment Policy shall be developed for Board of Direction approval by the Program and Finance Committee in consultation with the investment management firm.

**5.5.3 Restricted Net Assets.** Certain of the Society's assets and net assets are restricted as to use by donors and cannot be used for general operations of the Society. Restricted money shall be held in separate funds and accounted for separately.

**5.5.4 Reserves Management.** The target level of Reserves shall be held to maintain financial stability in the event of unforeseen catastrophic events, economic downturns, uninsured claims, or to provide seed money for important new initiatives. Reserves are not available to fund ongoing Society programs. If the expendable net assets percentage drops below the target by over five percent (5%), the Program and Finance Committee shall present a plan to the Board of Direction to replenish expendable net assets as part of the annual budget process. If the amount of expendable net assets exceeds the target, the Program and Finance Committee shall consider using a portion of long-term investment earnings to fund operating activities. Once the thirty-five percent (35%) reserve target is attained, the Board may consider using a portion of the previous year's ending reserve balance to provide support for operations. That usage shall be limited by the average annual return for ASCE's long-term investments since June 30, 2006. Care must be taken when allocating these earnings to operations since investment earnings may turn negative in subsequent years, thus reducing the amount available to fund future operations.

**5.5.4.1 Institute Reserves.** Society Institutes are each authorized to have expendable net asset balances (reserves) that are designated for their use. Their target of expendable net assets (reserves) to Institute annual expenses is the same as the overall target for the Society. When an Institute's Reserves exceed fifty percent (50%) of that Institute's fiscal year's actual annual expense, the excess funds shall become part of the Society's Reserves and shall no longer be designated for Institute use.

**5.5.5 Annual Operating Budget.** The Society shall budget its programs and activities consistent with the Strategic Plan and the associated value propositions that the Society delivers on an ongoing basis. The Strategic Plan consists of the vision, mission, and goals; the radar screen of focus strategies; and the approved strategies to address the Board of Direction designated top priority focus strategies. Value propositions are statements that encapsulate the Society's ongoing delivery of value to members, as seen from the member's point of view, giving a finer breakdown of effort than provided by the goals. The Society will strive to coordinate the strategic planning and budget processes so that decisions for strategic budgets (funding strategies that address focus strategies) and the budgeting of annual operating plans (to deliver the value propositions) can be made on a reasonable and timely basis.

The Program and Finance Committee is charged with the responsibility of preparing the Society's annual Operating Budget using Society staff and committees as resources. The Operating Budget shall be presented to the Board of Direction for their review and approval prior to the beginning of the Fiscal Year. Institute budgets, which are prepared by the individual Institutes, shall be presented to the Board of Direction for approval as well.

Each year, the ongoing activities of the Society shall be evaluated by Society staff leadership, operational committees, Program and Finance Committee, and the Board of Direction from an operational and financial standpoint to determine whether they should be continued and at what level of expenditure. Proposed new activities shall be evaluated by Society staff leadership, Program and Finance Committee, and the Board of Direction to determine their appropriateness from a strategic, operational and financial standpoint. Written information about proposed new activities shall be presented with the request, including a complete description of the activity, impact on members, benefit to the Society, budget data, coordination with the Strategic Plan, and methodology for evaluating success.

The Program and Finance Committee shall present an Operating Budget without a dues increase for consideration by the Board of Direction and may also present an Operating Budget that calls for a dues increase if the proposed annual Operating Budget requires it.

Operating Budgets are guides prepared in advance of the Fiscal Year and therefore are not always a precise plan for revenue and expense. Variances occur regularly for individual budget line items due to the passage of time and evolution of plans. The Executive Director has the responsibility to manage the execution of the Operating Budget within a reasonable framework of variances and within the budgeted total change in net assets. The Program and Finance Committee will receive a monthly budget to actual comparison with a quarterly comparison provided to the Board of Direction that includes descriptions of and reasons for significant variances.

**5.5.6 Annual Capital Budget.** The Program and Finance Committee is charged with the responsibility of preparing the Society's annual Capital Budget using Society staff as its resource. The Capital Budget shall be presented to the Board of Direction for their review and approval.

The Capital Budget is for the purchase of assets that have an expected useful life in excess of one (1) year and a cost in excess of the Society's capitalization limit. These assets are depreciated (charged as expense) over their estimated useful lives.

**5.5.7 Unbudgeted Expenditures.** During the budget year, requests may arise for additional funding for existing activities or for funding of a proposed activity. The Executive Committee shall have the authority, without prior Board of Direction approval, to approve additional or new expenditures of up to fifty thousand dollars (\$50,000) for individual activities or purchases. The annual limit of additional and new expenditures approved as above is one percent (1%) of the annual expense budget. The Executive Committee shall report these additional expenditure authorizations to the Board of Direction at its next scheduled meeting.

All budget additions in excess of fifty thousand dollars (\$50,000) shall be submitted to the Program and Finance Committee for review and recommendation before the request is presented to the Board of Direction for approval.

**5.5.8 Fundraising.** Society representatives soliciting funds for Society-level activities on behalf of the Society should coordinate such activities with the American Society of Civil Engineers Foundation.

## **ARTICLE 6. OFFICERS, DIRECTORS AND GOVERNORS**

**6.0 President.** The President is the chief elected officer of the Society and the chief representative and spokesperson for the Society, working in partnership with the Executive Director. As the chief elected executive, the President chairs the Board of Direction and the Executive Committee, and exercises those executive functions defined by the Society's governing documents. The President represents the Society, domestically and internationally, to members and others, and in this role strives to educate and motivate members and potential



members, strengthen the Society, promote Society principles and policies, fulfill Society goals, influence Society future directions, and implement Board of Direction decisions.

**6.0.1 *Additional Duties.*** The President also reviews agendas and minutes of Board of Direction and Executive Committee meetings prior to distribution and works with the Executive Director to determine their content; assists the Executive Director in keeping the Board of Direction, Executive Committee and Region Governors informed on the conditions and operations of the Society; works with the Executive Director in seeing that basic Society policies and programs are planned, formulated, and executed following Board of Direction approval; supports, defends and advocates policies and programs adopted by the Society membership, Board of Direction and Executive Committee; promotes interest and active participation within the Society on the part of the Society membership and communicates activities of the Board of Direction and the Society; with the Executive Director, acts as Society spokesperson to the press, the public, governments, and other organizations to raise awareness of policies, issues and priorities of concern for the Society and profession; recommends Society members as Society nominees for appointment to public office; exercises general supervision over the work and activities of the Board of Direction and Executive Committee; works with the Executive Director to carry out all charges, policies and resolutions of the Board of Direction and Executive Committee; extends invitations to representatives to serve on the Industry Leaders Council; assumes a key role in the orientation and transition of the President-elect to the duties of President; serves on the American Society of Civil Engineers Foundation Board of Directors; represents the Society at meetings with Founder Society Presidents and the American Association of Engineering Societies (AAES) Board of Governors and participates in meetings and conferences with other engineering societies; leads an international delegation to an area of strategic importance to the Society's globalization efforts; delivers an address at the Annual Meeting or other Society meeting during the term of office; signs International Agreements of Cooperation with international engineering societies; and attends all meetings of the Presidents-Emeriti Council, making a report on current Society activities.

**6.0.2 *Limits of Authority.*** The President must have approval of the Board of Direction when establishing or changing any policy matter and has limited authority to utilize Society resources or expend Society funds with the specific concurrence of the Executive Director, Executive Committee or Board of Direction.

**6.0.3 *Relationships to Others.*** The President is accountable to the Board of Direction and consults the Executive Director on all matters pertaining to Society policies, programs and finances.

**6.0.4 *Knowledge and Experience Required.*** The President shall have professional credibility with leadership skills, management experience and significant career accomplishments; should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder; and shall have current knowledge and understanding of the Society's corporate organization.

**6.0.5 *Financial Expectations of the President.*** The Society reimburses the President on the basis of reasonable, actual expense incurred subject to Society budgetary policies. The Society shall provide reimbursement, on the basis of the actual expense, for the spouse of the President when accompanying the President on official business of the Society.

**6.1 *President-elect.*** The President-elect's primary duty is to prepare for a term as President.

**6.1.1 *Additional Duties.*** The President-elect serves as the communications link between the Society and its Organizational Entities, serves as a member of Board Committees and Society Committees designated in the governing documents or as assigned, as a member of the Board of Direction and

Executive Committee, and as an ex-officio member of all other Board of Direction committees; represents the Society with other associations, industry groups or other organizations as requested by the President, Executive Committee or Board of Direction; plans and prepares for a term as President, sets goals and develops structure for the upcoming administration; nominates for Board of Direction approval members for service on the Board Committees and Society Committees for the upcoming term in presidential office; nominates for Executive Committee approval members of the Society to serve during the upcoming term in presidential office on task committees and as liaisons to external organizations; serves on the American Society of Civil Engineers Foundation Board of Directors; presents platform to Presidents-Emeriti Council; delivers an address at the Annual Meeting or other meeting of the Society during the term of office; works with the Executive Director to finalize the agenda for and chairs Leader Orientation prior to being inducted as President and chairs Leader Orientation; performs such other duties and assumes such responsibilities as assigned by the President, Executive Committee or Board of Direction; and advocates Society policies.

**6.1.2 *Limits of Authority.*** The President-elect has limited authority to utilize Society resources or expend Society funds with the specific concurrence of the Executive Director, Executive Committee or Board of Direction; has considerable authority to select and focus on key goals and themes for the upcoming term in the presidential office; and shall conform to the Society's governing documents when making nominations for service on committees and to external organizations.

**6.1.3 *Relationships to Others.*** The President-elect is accountable to the Board of Direction and works closely with the President so as to fully understand the duties of that office and to ensure a smooth transition.

**6.1.4 *Knowledge and Experience Required.*** The President-elect shall have professional credibility with leadership skills, management experience and significant career accomplishments; should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder; and shall have current knowledge and understanding of the Society's corporate organization.

**6.1.5 *Financial Expectations of the President-elect.*** The Society reimburses the President-elect on the basis of reasonable, actual expense incurred, subject to Society budgetary policies. The Society shall provide reimbursement, on the basis of the actual expense for the spouse of the President-elect when accompanying the President-elect on official business of the Society.

**6.2 *Past President.*** The Past President provides to the Society the experience and knowledge gained while serving as President and serves to assure continuing utilization of experience and knowledge gained while President.

**6.2.1 *Additional Duties.*** The Past President is a member of Board Committees and Society Committees designated in the governing documents or as assigned; serves on the Board of Direction and Executive Committee; serves on the American Society of Civil Engineers Foundation Board; is chair of the Presidents-Emeriti Council; is chair of the Executive Director's Compensation Review Panel; advocates Society policies; and performs such other duties as may be assigned by the President, Executive Committee or Board of Direction.

**6.2.2 *Limits of Authority.*** The Past President has decision-making authority as assigned by the Bylaws and delegated by the Board of Direction.

**6.2.3 Relationships to Others.** The Past President is accountable to the Board of Direction and supports and advises the other two (2) Presidential officers.

**6.2.4 Knowledge and Experience Required.** The Past President having served as President, shall possess the same knowledge, experience, and skills required of the President-elect and shall have a more complete knowledge of the Society's history, culture and organization.

**6.2.5 Financial Expectations of the Past President.** The Society reimburses the Past President on the basis of reasonable, actual expense incurred, subject to Society budgetary policies. The Society shall provide reimbursement, on the basis of the actual expense for the spouse of the Past President when accompanying the Past President on official business of the Society.

**6.3 Society Directors.** A Society Director represents the Society's best interests as a member of the Board of Direction. As a member of the Board of Direction, a Society Director helps monitor and steer the Society toward its goals. A Society Director acts as the conduit between Society corporate operations and the Organizational Entities and the members.

**6.3.1 Additional Duties.** A Society Director shall also serve on Board Committees and Society Committees, task committees and/or in other roles as assigned; debate and establish Society policy; work with staff, members and the Board of Direction to accomplish and monitor Society goals and objectives; represent the Society at other organizations and functions as assigned; and advocate Society policies.

**6.3.1.1 Region Director Additional Duties.** A Region Director shall also facilitate two-way communication between the Regions and the Board of Direction and recommend Region Governors to serve on Board Committees and Society Committees.

**6.3.1.1.1 Geographic Region Directors Additional Duties.** A Geographic Region Director shall also provide guidance to geographic Councils and Assemblies; provide leadership at Multi-Region Leadership Conferences; and periodically attend meetings of geographic Councils, Sections, Branches, Student Chapters, technical and professional groups, and Younger Members and file a report with the Society Secretary following each. The annual commitment of time for a Geographic Region Director to conduct all duties required is estimated to exceed fifty-one (51) days.

**6.3.1.1.2 Technical Region Directors Additional Duties.** A Technical Region Director shall also provide leadership at Technical Region Board of Governors meetings, and attend assigned institute board meetings, conferences, workshops and chapter meetings. In addition, the Technical Region Director should attend a Multi-Region Leadership Conferences, Section and Branch meetings, and meetings of Student Chapters, including Institute Chapters and file a report with the Society Secretary following each. The annual commitment of time for a Technical Region Director to conduct all duties required is estimated to exceed forty-five (45) travel days and eighty (80) hours of conference calls.

**6.3.2 Limits of Authority.** A Society Director has limited authority to utilize Society resources or expend Society funds within established guidelines or with the specific concurrence of the Executive Director, Executive Committee or Board of Direction.

**6.3.3 Relationships to Others.** A Society Director is accountable to the Board of Direction and responsible to the Board of Direction and the members for seeing that Society programs and policies reflect the needs and aspirations of the membership.

**6.3.4 Knowledge and Experience Required.** A Society Director shall have professional credibility with leadership skills, management experience and significant career accomplishments; and should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder.

**6.3.5 Financial Expectations of Society Directors.** The Society generally reimburses a Society Director for reasonable travel expenses in accordance with Society policy. A Society Director bears all other expenses.

The personal expense to a Society Director is estimated to be approximately two thousand dollars (\$2,000) to three thousand dollars (\$3,000) per year. This may vary depending on the boundaries of the Region and the number of units within that Region.

**6.4 Secretary.** The Secretary shall attend all meetings of the Society, of the Board of Direction, and of the Executive Committee, prepare the agendas thereof, record the proceedings thereof, and maintain all corporate documents.

**6.4.1 Additional Duties.** The Secretary shall resolve issues with elections, provide names of Official Nominees to the Society membership; provide a ballot to voting members prior to the Society-level election; receive petitions for Society-level office; receive completed Society-level election ballots; set dates for closing of the Society-level election and for the counting of Society-level election ballots; notify those elected and inform the secretaries of all Sections of such; notify members of dues status; give advance authorization for funding of committee meetings and meetings of the Board of Direction and Executive Committee meetings; notify appointees of committee assignments; furnish membership lists to local units upon request; receive resolutions from Branches, Sections, and Councils; receive reports from committees and representatives to external organizations; receive action requests for Board of Direction and Executive Committee meetings; refer complaints to the Committee on Professional Conduct, oversee professional conduct investigations and hearings; keep records of professional conduct proceedings, and issue appropriate notices to members under investigation.

**6.4.2 Limits of Authority.** The Secretary has decision-making authority as assigned by the Bylaws and delegated by the Board of Direction.

**6.4.3 Relationships to Others.** The Secretary is accountable to and serves at the pleasure of the Board of Direction.

**6.4.4 Knowledge and Experience Required.** The Secretary shall be a voting Society member and shall possess knowledge of and commitment to the Society's governing documents, operating procedures, policies, goals and objectives, and parliamentary procedure.

**6.5 Treasurer.** The Treasurer shall provide financial oversight on behalf of the Board of Direction and with staff assistance, oversees preparation and implementation of the Society's operating budget. The Treasurer also provides guidance in establishing the Society's financial goals and objectives.

**6.5.1 Additional Duties.** The Treasurer serves as the financial officer and chair of the Program and Finance Committee; monitors the Society's General Fund and trust funds, including investment transactions and their performance; manages Society budgets with the Program and Finance Committee

and assists the Board of Direction in its review of actions related to its financial responsibilities; monitors budget performance; works with the Executive Director and President to ensure appropriate financial reports are made available to the Board of Direction on a timely basis; assists the Executive Director and President in preparing the annual budget and future projections and presenting the budget to the Board of Direction for approval; attends all meetings of the Executive Committee and Board of Direction; and advocates Society policies.

**6.5.2 *Limits of Authority.*** The Treasurer has limited authority to utilize resources and expend Society funds within established guidelines or with the specific concurrence of the Executive Director, Executive Committee or Board of Direction.

**6.5.3 *Relationships to Others.*** The Treasurer is accountable to the Board of Direction.

**6.5.4 *Knowledge and Experience Required.*** The Treasurer shall possess knowledge of and commitment to the Society's governing documents, operating procedures, policies, goals and objectives; shall possess an understanding of corporate accounting; should be knowledgeable of tax codes affecting not-for-profit corporations; and shall be knowledgeable of securities investment and performance expectations.

**6.5.5 *Financial Expectations of the Treasurer.*** The Society reimburses the Treasurer for reasonable travel expenses in accordance with Society policy. The Treasurer bears all other expenses.

The personal expense to the Treasurer is estimated to be approximately two thousand dollars (\$2,000) to three thousand dollars (\$3,000) per year.

## **6.6 *Region Governors.***

**6.6.1 *Additional Duties.*** Region Governors shall serve on Board Committees and Society Committees as appointed; provide guidance to geographic Councils and Assemblies; provide leadership at Multi-Region Leadership Conferences and Younger Member Forums; review Annual Reports from their respective Organizational Entities and coordinate with the Member Communities Committee on how to resolve issues of concern; and attend meetings of geographic Councils, Sections, Branches, Student Chapters, technical and professional groups and Younger Members and file a report to the Region Board of Governors following each.

**6.6.2 *Limits of Authority.*** Region Governors have limited authority to utilize resources and expend Region funds within established guidelines or with the specific concurrence of the Region Board of Governors.

**6.6.3 *Relationships to Others.*** Region Governors are accountable to the Region Board of Governors and responsible to the members to plan, organize, direct, manage, and carry out events to engage and serve members in the Region.

**6.6.4 *Knowledge and Experience Required.*** Region Governors should have professional credibility with leadership skills, management experience and significant career accomplishments; and should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder. Region Governors shall also have skills in communicating with members and the public, in government relations and advocacy, and in conducting events which will engage and serve members.

**6.6.5 Financial Expectations of Geographic Region Governors.** The Society reimburses a Geographic Region Governor for reasonable travel expenses in accordance with Society policy. A Geographic Region Governor bears all other expenses.

The personal expense to a Geographic Region Governor is estimated to be approximately three hundred dollars (\$300) to one thousand two hundred dollars (\$1,200) per year. This may vary depending on the boundaries of the Region and the number of units within that Region.

**6.6.6 Financial Expectations of Technical Region Governors.** An Institute may reimburse a Technical Region Governor for reasonable travel expenses in accordance with Society policy. A Technical Region Governor will bear all other expenses.

**6.7 Absences from Meetings of the Board of Direction.** In the event of absence of an elected Director at two (2) consecutive meetings of the Board of Direction or of a Board Committee or Society Committee of which the elected Director is a member, the Secretary shall call the matter to the attention of the Board of Direction for possible action in accordance with Bylaws 6.3. In the case of a Region Director no action shall be taken without notice to and the opportunity for input by the Region Board of Governors that the Region Director represents.

**6.7.1 Notification to the Board of Direction of Absences.** The Secretary shall include notice of such absences in the agenda for the subsequent Board of Direction meeting.

**6.8 Installation of Officers, Directors and Governors.** A formal installation shall occur for duly elected or appointed Officers, Directors and Governors to commence their term of office.

## ARTICLE 7. REGIONS AND ELECTIONS

**7.0 Geographic Regions.** A Geographic Region shall be designated as Region “\_\_” (#) of the American Society of Civil Engineers.

**Region 1** is comprised of the following Sections: Boston Society, Buffalo, Connecticut Society, Ithaca, Maine, Metropolitan, Mohawk-Hudson, New Hampshire, New Jersey, Rhode Island, Rochester, Syracuse, Vermont, and the members in the Provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, Quebec (Canada);

**Region 2** is comprised of the following Sections: Central Pennsylvania, Delaware, Lehigh Valley, Maryland, National Capital, Philadelphia, Pittsburgh;

**Region 3** is comprised of the following Sections: Akron-Canton, Central Illinois, Central Ohio, Cincinnati, Cleveland, Dayton, Duluth, Illinois, Michigan, Minnesota, North Dakota, Quad-City, Toledo, Wisconsin, and the members in the Provinces of Manitoba, Nunavut, Ontario, Saskatchewan (Canada);

**Region 4** is comprised of the following Sections: Arkansas, Indiana, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, West Virginia;

**Region 5** is comprised of the following Sections: Alabama, Florida, Georgia, Louisiana, Mississippi, Puerto Rico;

**Region 6** is comprised of the following Sections: Mexico, New Mexico, Oklahoma, Texas;

**Region 7** is comprised of the following Sections: Colorado, Iowa, Kansas, Kansas City, Nebraska, South Dakota, St. Louis, Wyoming;

**Region 8** is comprised of the following Sections: Alaska, Arizona, Columbia, Hawaii, Inland Empire, Montana, Nevada, Oregon, Seattle, Southern Idaho, Tacoma-Olympia, Utah, and the members in the Provinces of Alberta, British Columbia, Northwest Territories, Yukon (Canada);

**Region 9** is comprised of the following Sections: Los Angeles, Sacramento, San Diego, San Francisco; and

**Region 10** is comprised of all remaining members in geographic territories worldwide.

**7.1 Objective of Society Election Process.** The objective of the Society's election process is to provide a fair and impartial framework by which each Candidate receives equal opportunity for promotion of the Candidate's qualifications for Society-level office to the voting membership.

All activities associated with the Society's election shall be conducted with due regard for the high character and dignity of the Society and the profession, and shall conform to the standards represented by the Code of Ethics.

The process should respect each member's needs and time. It is the intent of the process to inform the electorate, while also shielding members from unwanted intrusions and limiting expenses for Candidates and Nominees.

The Society's election process encourages qualified Society members to become Candidates for Society-level offices, engage members with leadership skills and vision at the time they are willing to serve, and provide adequate information on Candidates to the Society's voting membership.

**7.2 Authority Over Election Issues.** The Society manages the Society-level election process. Election questions and conflicts shall be referred to the Society Secretary for resolution. In the case of violations to stated election procedures, the Society Secretary may refer the violation to the Executive Committee for resolution. A Candidate or Nominee may be declared ineligible for office if the Candidate or Nominee is found to have violated the Society's election process. Organizational Entities who violate the Society's election process may be sanctioned by the Society.

In the event of violation of the Society's Code of Ethics, the violation shall be forwarded to the Committee on Professional Conduct for investigation.

The Society is the official source of information on the Nominees and the election process.

**7.3 Notification of Vacancy for Society Offices.** The Society shall publish not later than July 1 in an Official Society Publication a statement of openings in the Society's elected offices for the upcoming year.

**7.4 Expectations of Candidates for Society Office.** The Society expects all Candidates for office to review the Society's governing documents, consult with the incumbent office holder, and become familiar with the activities of the Society prior to declaring their intent to pursue office.

Candidates and Nominees shall inform their supporters of the Society's policies governing appropriate conduct relative to election campaigns.

**7.5 Election Cycle.** The Election Cycle of the Society-level election shall commence on September 1, regardless of whether this date falls on a weekend or holiday, and shall cease on the final date for ballot submission as stipulated by the Society Secretary.

## **7.6 Election Protocols for Candidates and Nominees Seeking Elected Office.**

**7.6.1 Deadline Dates.** Except for the start of the Election Cycle, when a due date falls on a non-work day, such as a holiday or weekend, the due date shall fall on the next immediate business day.

**7.6.2 Public Addresses.** Candidates and Nominees for elected office shall be permitted to make speeches in support of their candidacy and participate in debates in accordance with Society election rules. At all times, Candidates and Nominees shall focus on their background, qualifications, leadership skills, vision and goals for the Society relative to the office they seek. No discussion of any other Candidate or Nominee is permitted.

**7.6.3 Attendance at Organizational Entity Meetings.** An Organizational Entity may invite Candidates and Nominees for elected office to attend a meeting, provided a formal invitation is extended not later than thirty (30) days prior to the event to all Candidates and Nominees for the same office. Candidates and Nominees may make a presentation to the meeting attendees regardless of whether all Candidates and Nominees for the same office accept the invitation.

**7.6.4 Participation by Alternative Means.** An Organizational Entity shall make available means for participation by those Candidates and Nominees seeking elected office who are unable to accept an invitation in person but wish to be represented by alternative means.

**7.6.5 Attendance without an Invitation.** Candidates and Nominees for elected office may attend a meeting of an Organizational Entity without an invitation but shall not be allowed to make a presentation to those in attendance.

**7.6.6 Exception to Meeting Invitation.** Candidates and Nominees for elected office may address their assigned Section, Branch or Primary Institute without a formal invitation being extended to the remaining Candidates and Nominees who have an Address of Record outside the Section or Branch, or have designated another Institute as their Primary Institute. The Organizational Entity is encouraged to extend a formal invitation to all Candidates and Nominees for the same office, regardless of their Address of Record.

**7.6.6.1 Non-Election Meeting Invitation.** Candidates and Nominees for elected office may participate in non-election events without a formal invitation being extended to the remaining Candidates and Nominees, provided the event does not advertise or identify the individual as a Candidate or Nominee, and the Candidate or Nominee is not permitted to discuss their pursuit of elected office as part of the official program.

**7.6.7 Multi-Region Leadership Conferences.** Official Nominees for the office of President-elect shall attend the Multi-Region Leadership Conferences.

**7.6.8 Reimbursement.** Candidates and Nominees for elected office shall be responsible for all travel related costs when accepting an invitation from an Organizational Entity. Official Nominees for the office of President-elect shall be entitled to reimbursement for attendance at the Multi-Region Leadership Conferences in accordance with the Society's reimbursement policy.

**7.6.9 Pursuit of Nomination.** Candidates and Nominees for elected office may contact members to discuss their candidacy. However, contact with members of the Region Board Nominating Committee or Board of Direction Nominating Committee regarding nomination shall cease at least ten (10) days prior to the Nominating Committee meeting.



**7.6.10 Campaign Materials.** Neither Candidates nor Nominees for elected office nor their supporters shall produce or distribute signs, giveaway materials (i.e., key chains, pens, buttons, pins), press kits, or similar items.

**7.7 Society Support for Election.** The Society shall publish in an Official Society Publication and make available for publication by Organizational Entities, the election materials received for all Official and Petition Nominees for elected offices.

**7.8 Region Election Materials.** Candidates for the office of Region Governor and Region Director shall provide to the Chair of their Region Nominating Committee any additional information stipulated by the Region's governing documents.

**7.9 Candidacy for President-elect.** The process for pursuing the office of President-elect includes the following steps:

**7.9.1 Determination of Nomination Route.** Candidates for the office of President-elect shall determine whether to pursue nomination through their assigned Geographic Region or the Technical Region.

**7.9.1.1 Declaration of Intent through Geographic Region.** Candidates for the office of President-elect through their Geographic Region shall declare intent to pursue office by submitting to the Chair of their Geographic Region Board of Governors and the Society Secretary a Letter of Intent to Serve. The Letter of Intent to Serve shall include, in the format specified by the Society Secretary, a Biographical Statement, Vision Statement and color photograph suitable for publication. The Letter of Intent to Serve and required election materials shall be submitted not later than November 1.

**7.9.1.2 Declaration of Intent through Technical Region.** Candidates for the office of President-elect through the Technical Region shall declare intent to pursue office by submitting to the Chair or President of their selected Primary Institute, the Chair of the Technical Region Board of Governors, and the Society Secretary a Letter of Intent to Serve. The Letter of Intent to Serve shall include, in the format specified by the Society Secretary, a Biographical Statement, Vision Statement and color photograph suitable for publication. The Letter of Intent to Serve and required election materials shall be submitted not later than September 1.

**7.9.1.2.1 Technical Region Candidate Pool.** An Institute may forward the name of up to one (1) declared Candidate to the Chair of the Technical Region Board of Governors not later than November 1.

**7.9.2 Election Materials for President-elect Candidates.**

**7.9.2.1 Biographical Statement for President-elect Candidates.** All Candidates for the office of President-elect shall develop a Biographical Statement that shall not exceed one thousand (1,000) words. The Biographical Statement shall conform to the format specified by the Society Secretary. The Biographical Statement shall be submitted with the Candidate's Letter of Intent to Serve.

**7.9.2.2 Vision Statement for President-elect Candidates.** All Candidates for the office of President-elect shall develop a Vision Statement that shall not exceed one thousand (1,000) words. The Vision Statement shall detail the Candidate's vision for the Society and plans for

activities during their term in office. No discussion of any other Candidate is permitted in the Vision Statement. The Vision Statement shall be submitted with the Candidate's Letter of Intent to Serve.

**7.9.2.2.1 Revisions to the Biographical and Vision Statements for President-elect Nominees.** Official and Petition Nominees for President-elect may revise their Biographical and Vision Statements no more than one (1) time during the Election Cycle. Any revisions to the Biographical and Vision Statements shall be submitted to the Society Secretary not later than March 1.

**7.9.2.3 Photograph for President-elect Candidates.** All Candidates for the office of President-elect shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication. The photograph shall be submitted with the Candidate's Letter of Intent to Serve.

**7.9.3 Distribution of Consolidated Candidate Pool.** The Society Secretary shall distribute to the Region Boards of Governors a consolidated pool of declared Candidates from the Geographic and Technical Regions for the office of President-elect. The consolidated pool of Candidates, along with the election materials, shall be distributed to the Region Boards of Governors not later than November 5.

**7.9.4 Nomination of President-elect Nominees.** Region Nominating Committees may only meet after the Consolidated Pool of Candidates has been distributed.

**7.9.5 Geographic Region Nominating Committee.** A Geographic Region with declared Candidates may select up to two (2) individuals as Nominees for President-elect from among declared Candidates from their Region. The Chair of the Geographic Region Board of Governors shall convene a meeting on a date and time that will ensure the name(s) of their President-elect Nominee(s) are submitted to the Society Secretary not later than December 1 for consideration by the Board of Direction Nominating Committee.

**7.9.5.1 Restrictions.** The Geographic Region Nominating Committee shall not forward more than one (1) Nominee for President-elect from any Section in an Election Cycle.

**7.9.5.2 Petition Nomination for President-elect by Geographic Region Candidates.** Only Candidates for President-elect who were considered and not selected by their Geographic Region Nominating Committee as a Nominee for President-elect may declare their intent to acquire the required number of petition signatures to be considered by the Board of Direction Nominating Committee as an Official Nominee. Candidates shall inform the Society Secretary of their intent to pursue nomination for the office of President-elect by petition not later than December 3.

**7.9.5.3 Petition Signatures.** Signatures from at least four hundred (400) voting members from the Candidate's Geographic Region shall place the Candidate before the Board of Direction Nominating Committee as a Nominee for the office of President-elect. The Society Secretary shall make available the acceptable petition form and instructions. Completed petition forms shall be submitted to the Society Secretary for validation not later than December 16.

**7.9.6 Technical Region Nominating Committee.** The Technical Region Nominating Committee may select up to four (4) individuals from the declared Technical Region Candidates for President-elect. The Chair of the Technical Region Board of Governors shall convene a meeting on a date and time that will ensure the name(s) of the President-elect Nominee(s) are submitted to the Society Secretary not later than December 1.

**7.9.6.1 *Petition Nomination for President-elect by Technical Region Nominees.*** Only Nominees for President-elect who were considered and not selected by the Technical Region Nominating Committee as a Nominee for President-elect may declare their intent to acquire the required number of petition signatures to be considered by the Board of Direction Nominating Committee as an Official Nominee. Nominees shall inform the Society Secretary of their intent to pursue nomination for the office of President-elect by petition not later than December 3.

**7.9.6.2 *Petition Signatures.*** Signatures from at least four hundred (400) voting members from the Technical Region shall place the Nominee before the Board of Direction Nominating Committee as a Nominee for the office of President-elect. The Society Secretary shall make available the acceptable petition form and instructions. Completed petition forms shall be submitted to the Society Secretary for validation not later than December 16.

**7.9.7 *Interview of Nominees by Board of Direction Nominating Committee.*** All Nominees for President-elect whose names are properly submitted to the Chair of the Board of Direction Nominating Committee shall be invited to the January meeting of the Board of Direction, and shall be available for discussion with the Board of Direction Nominating Committee. Reimbursement of travel expenses in accordance with the Society's travel policy shall be provided, if requested.

**7.9.7.1 *Procedure.*** The Board of Direction Nominating Committee shall select up to two (2) Official Nominees for President-elect, in accordance with the Society's Bylaws.

**7.9.7.2 *Petition Nominees to Election Ballot.*** Only Nominees who were considered by the Board of Direction Nominating Committee but not selected as an Official Nominee for President-elect may seek a petition route to the election ballot. Nominees shall inform the Society Secretary of their intent to pursue nomination by petition no more than two (2) business days following the adjournment of the Board of Direction Nominating Committee meeting.

**7.9.7.2.1 *Petition Signatures.*** Signatures from at least one thousand five-hundred (1,500) voting Society members, validated by the Secretary, shall place the Nominee on the election ballot as a Petition Nominee for the office of President-elect. The petition signatures shall be received electronically by the Society Secretary starting not earlier than two (2) days following the date of declaration of petition and conclude on March 15. Nominees who acquired the required petition signatures at the Region Nominating Committee stage may apply those signatures toward the one thousand five-hundred (1,500) needed to be placed on the election ballot.

## **7.10 *Candidacy for Geographic Region Director.***

**7.10.1 *Declaration of Intent.*** Candidates for the office of Geographic Region Director shall declare their intent to pursue the office of Geographic Region Director to the Chair of their Geographic Region Nominating Committee and the Society Secretary not later than December 1.

**7.10.1.1 *Letter of Intent to Serve.*** All Candidates for the office of Geographic Region Director shall consent to their nomination by submitting a written Letter of Intent to Serve. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Society Directors outlined in the *Official Register*, understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Geographic Region Director. The Letter of Intent to Serve shall be submitted to the Chair of the Geographic Region Nominating Committee and the Society Secretary not later than December 1.

**7.10.1.2 *Biographical Statement for Geographic Region Director Candidates.*** All Candidates for the office of Geographic Region Director shall develop a Biographical Statement, in a format stipulated by the Society Secretary, not to exceed six hundred (600) words. The Biographical Statement shall be submitted to the Chair of the Geographic Region Nominating Committee and Society Secretary not later than December 1.

**7.10.1.3 *Vision Statement for Geographic Region Director Candidates.*** All Candidates for the office of Geographic Region Director shall develop a Vision Statement that shall not exceed six hundred (600) words. The Vision Statement shall detail the Candidate's vision for the Society and plans for activities during the term in office. No discussion of any other Candidate is permitted in the Vision Statement. The Vision Statement shall be submitted to the Chair of the Geographic Region Nominating Committee and Society Secretary not later than December 1.

**7.10.1.4 *Photograph for Geographic Region Director Candidates.*** All Candidates for the office of Geographic Region Director shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication. The photograph shall be submitted with the Candidate's Letter of Intent to Serve.

**7.10.2 *Nomination by Geographic Region Nominating Committee.*** The Geographic Region Nominating Committee shall select up to two (2) Official Nominees for Geographic Region Director according to defined Society and Region procedures. The Chair of the Geographic Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) are submitted to the Society Secretary not later than March 1.

**7.10.2.1 *Petition to Election Ballot for Geographic Region Director.*** Only Candidates for Geographic Region Director who were considered by the Geographic Region Nominating Committee but not selected as a Nominee for Geographic Region Director may pursue nomination by petition. Candidates shall inform the Society Secretary of their intent to pursue nomination for the office of Geographic Region Director by petition not later than March 3.

**7.10.2.2 *Petition Signatures.*** Signatures from at least two hundred-fifty (250) Society voting members from the Candidate's Geographic Region, validated by the Secretary, shall place the Nominee on the election ballot for the office of Geographic Region Director. The petition signatures shall be received electronically by the Society Secretary not earlier than March 5 and conclude on March 15.

## **7.11 *Candidacy for Technical Region Director.***

**7.11.1 *Candidate Pool.*** Each Institute Governing Board may select one (1) Candidate for Technical Region Director. The President of each Institute Governing Board, if it intends to submit a Candidate for Technical Region Director, shall convene a meeting on a date and time that will ensure the name of the Candidate is submitted to the Technical Region Nominating Committee not later than December 1.

**7.11.2 *Candidate Election Package.*** The President of each Institute submitting a candidate for the office of Technical Region Director, shall submit their Candidate's Election Package to the Chair of the Technical Region Board of Governors and the Society Secretary not later than December 1.

**7.11.2.1 *Letter of Intent to Serve.*** All Candidates for the office of Technical Region Director shall consent to their nomination by submitting a written Letter of Intent to Serve. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Society Directors outlined in the *Official Register*, understands the financial and personal

commitment required, and intends to comply with the responsibilities for service as a Technical Region Director.

**7.11.2.2 Biographical Statement for Technical Region Director Candidates.** All Candidates for the office of Technical Region Director shall develop a Biographical Statement, in a format stipulated by the Society Secretary, not to exceed six hundred (600) words.

**7.11.2.3 Vision Statement for Technical Region Director Candidates.** All Candidates for the office of Technical Region Director shall develop a Vision Statement that shall not exceed six hundred (600) words. The Vision Statement shall detail the Candidate's vision for the Society and plans for activities during the term in office. No discussion of any other Candidate is permitted in the Vision Statement.

**7.11.2.4 Photograph for Technical Region Director Candidates.** All Candidates for the office of Technical Region Director shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication. The photograph shall be submitted with the Candidate's Letter of Intent to Serve.

**7.11.2.5 Additional Material for Technical Region Director Candidates.** Candidates for Technical Region Director may be asked to submit written responses to questions developed by the Technical Region Board of Governors. The written responses will assist the Technical Region Board of Governors in determining the Official Nominee(s) for Technical Region Director.

**7.11.3 Nomination by Technical Region Nominating Committee.** The Technical Region Nominating Committee shall select the Official Nominee(s) for Technical Region Director according to defined Society and Region procedures. The Chair of the Technical Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) for Technical Region Director are submitted to the Society Secretary not later than March 1.

**7.11.3.1 Petition to Election Ballot for Technical Region Director.** Only Nominees for Technical Region Director who were considered by the Technical Region Nominating Committee but not selected as an Official Nominee for Technical Region Director may pursue nomination by petition. Nominees shall inform the Society Secretary of their intent to pursue nomination for the office of Technical Region Director by petition not later than March 3.

**7.11.3.2 Petition Signatures.** Signatures from at least two hundred-fifty (250) Society voting members from the Technical Region, validated by the Secretary, shall place the Nominee on the election ballot for the office of Technical Region Director. The petition signatures shall be received electronically by the Society Secretary not earlier than March 5 and conclude on March 15.

**7.12 Candidacy for At-Large Director.** The process for pursuing the office of At-Large Director includes the following steps:

**7.12.1 Review of Criteria for At-Large Director Candidates.** The Standing Board Committees, Society Committees, Executive Committee constituent committees, the Industry Leaders Council and the Younger Member Councils shall receive Board of Direction approved criteria for the At-Large Director position not later than November 15 of the year prior to that in which the vacancy will be filled.

**7.12.2 Candidate for At-Large Director.** Using the Board-approved criteria, Candidates for At-Large Director shall be nominated by a Standing Board Committee, Society Committee, Executive Committee constituent committee, the Industry Leaders Council, or the Younger Member Councils not later than

March 1, or by the At-Large Director Review Panel. The nomination package shall include a current resume, an explanation of why the individual fulfills the criteria established by the Board, and what valuable assets the individual will bring to the Board of Direction.

### **7.12.3 Process.**

**7.12.3.1 Development of Candidate Pool.** The At-Large Director Review Panel shall convene not later than April 15 to review the Candidates for At-Large Director. The At-Large Director Review Panel shall rank the Candidates in order of preference and submit a Candidate Pool of no more than three (3) individuals to the Society Secretary.

**7.12.3.2 Candidate Acceptance.** Not later than April 30 the Society Secretary shall contact the At-Large Director Candidates in the order of preference submitted by the At-Large Director Review Panel until one (1) Candidate's willingness to serve is obtained.

**7.12.3.2.1 Candidate Non-Acceptance.** If none of the three (3) Candidates for At-Large Director is able or willing to serve then the At-Large Director Review Panel shall propose additional At-Large Director Candidates until there is an acceptance.

**7.12.3.3 Letter of Intent to Serve.** The At-Large Director Candidate who verbally accepts a position on the Board of Direction shall confirm their decision by submitting to the Society Secretary a written Letter of Intent to Serve, with acknowledgement of and intent to comply with the duties and responsibilities of the office. The Letter of Intent to Serve shall be submitted to the Society Secretary not later than May 15.

**7.12.3.4 Submission of At-Large Director Nominee.** Upon completion of the review process, the At-Large Director Review Panel shall present no more than one (1) Nominee to the Board of Direction for appointment to the office of At-Large Director.

**7.12.4 Endorsements for At-Large Director Candidates.** Candidates and Nominees for the office of At-Large Director shall not seek or accept endorsements from Organizational Entities, Individual Members, or any other entity.

## **7.13 Candidacy for Geographic Region Governor.**

**7.13.1 Declaration of Intent.** Candidates for the office of Geographic Region Governor shall declare their intent to pursue the office of Geographic Region Governor to the Chair of their Geographic Region Nominating Committee and the Society Secretary not later than December 1.

**7.13.1.1 Letter of Intent to Serve.** All Candidates for the office of Geographic Region Governor shall consent to their nomination by submitting a written Letter of Intent to Serve. The Letter of Intent shall confirm the Candidate understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Geographic Region Governor. The Letter of Intent to Serve shall be submitted to the Chair of the Geographic Region Nominating Committee and the Society Secretary not later than December 1.

**7.13.1.2 Biographical Statement for Geographic Region Governor Candidates.** All Candidates for the office of Geographic Region Governor shall develop a Biographical Statement, in a format stipulated by the Society Secretary, not to exceed two hundred (200) words. The Biographical Statement shall be submitted to the Chair of the Geographic Region Nominating Committee and Society Secretary not later than December 1.

**7.13.1.3 Vision Statement for Geographic Region Governor Candidates.** All Candidates for the office of Geographic Region Governor shall develop a Vision Statement that shall not exceed two hundred (200) words. The Vision Statement shall detail the Candidate's vision for the Society and plans for activities during the term in office. No discussion of any other Candidate is permitted in the Vision Statement. The Vision Statement shall be submitted to the Chair of the Geographic Region Nominating Committee and Society Secretary not later than December 1.

**7.13.1.4 Photograph for Geographic Region Governor Candidates.** All Candidates for the office of Geographic Region Governor shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication. The photograph shall be submitted with the Candidate's Letter of Intent to Serve.

### **7.13.2 Nomination by Geographic Region Nominating Committee.**

**7.13.2.1 Procedure for a Single or Restricted Vacancy.** When there is a single vacancy or a vacancy restricted by Region governing documents, a Geographic Region Nominating Committee shall select up to two (2) Official Nominees for Geographic Region Governor as specified in the Society and Region documents.

**7.13.2.2 Procedure for Multiple Vacancies.** When there are multiple restricted vacancies for Geographic Region Governor, the Geographic Region Nominating Committee shall endeavor to select a number of Official Nominees not to exceed two (2) times the number of vacancies available.

**7.13.2.3 Official Nominees for Geographic Region Governor.** The Chair of the Geographic Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) are submitted to the Society Secretary not later than March 1.

**7.13.2.3.1 Petition to Election Ballot for Geographic Region Governor.** Only Candidates for Geographic Region Governor who were considered by the Geographic Region Nominating Committee but not selected as an Official Nominee for Geographic Region Governor may pursue nomination by petition. Candidates shall inform the Society Secretary of their intent to pursue nomination for the office of Geographic Region Governor by petition not later than March 3.

**7.13.2.3.2 Petition Signatures.** Signatures from at least one hundred (100) Society voting members from the Geographic Region, validated by the Secretary, shall place the Nominee on the election ballot for the office of Geographic Region Governor. The petition signatures shall be received electronically by the Society Secretary not earlier than March 5 and conclude on March 15.

### **7.14 Activities of Organizational Entities Relative to Society-level Elections.**

**7.14.1 Provision of Membership Information.** An Organizational Entity shall not provide membership lists of address records or e-mail addresses to Candidates, Nominees or their supporters for any purpose relative to a Society election.

**7.14.2 Publication of Information.** An Organizational Entity may publish information on Nominees that is obtained from the Society Secretary, provided the Organizational Entity publishes the same information for all Nominees for the same office.

**7.14.3 Promote Participation.** In advance of the Election Cycle, an Organizational Entity is encouraged to promote the list of vacancies, declaration dates, and other information regarding the Society-level election in its publications and Web site, including the election Web site, Nominee information, deadline dates and other election details.

**7.14.4 Written Questions for President-elect Nominees.** Written questions for the President-elect Nominees by Organizational Entities shall be submitted to the Society Secretary not later than March 1. Upon review, the Society Secretary may forward the questions to the Nominees and publish their responses in *ASCE News*, election podcasts, or other election venues. Questions posed to President-elect Nominees in a face-to-face meeting are not subject to prior approval by the Society Secretary.

**7.15 Election Ballot.** The election ballot shall include the names of all Nominees for Society-level and region office. In Society elections, proxy voting is allowed to the extent that members may authorize the Secretary to cast their electronic proxy ballot for designated Nominees.

**7.15.1 Instructions for Balloting.** Ballot processes shall ensure anonymity. Directions for voting shall be issued with the ballot.

**7.15.2 Distribution of Ballot to Members.** For all voting members of the Society in good standing on April 1, with a valid e-mail address on file, the current year's election ballot and instructions for voting shall be distributed electronically not later than May 1.

**7.15.3 Tallying of the Ballots.**

**7.15.3.1 Deadline for Receipt of Ballots.** The polls for the election shall close at the end of business on June 1 and the ballots shall be tallied on June 2, except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so that the close of balloting and the tallying of ballots shall fall on business days, and provided further that election ballots shall be tallied not later than June 5.

**7.15.3.2 Validation by Tellers Committee.** The election results shall be verified under the supervision of no fewer than three (3) tellers who shall be appointed by the President. These tellers, who shall be voting members of the Society in good standing, comprise the Tellers Committee. No tally or listing of votes cast in any Society election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board of Direction from the persons so tied.

**7.15.3.2.1 Tallying of Votes in Offices Where There are Multiple Vacancies.** When multiple vacancies for Geographic Region Governor exist within a specific Region, the individuals with the largest number of valid votes for that office shall be declared elected.

**7.15.3.3 Rejection of Ballots.** Ballots that violate any of the published instructions for balloting may be rejected. The ruling of the Tellers Committee relative to the rejection of ballots is subject only to appeal to the Board of Direction by the Nominee whose ballots were in question.

**7.15.3.4 Rejection of Vote.** Write-in votes are not accepted.



**7.15.3.5 Notification of Nominees.** Immediately following the validation of the ballots, the Secretary or his designee shall notify all Nominees of the election results.

**7.15.3.6 Disqualification Due to Relocation.** If a Nominated or Elected Geographic Region Director or Governor changes their Address of Record to outside their Region, then that individual shall be ineligible for the office to which they were nominated or elected.

**7.16 Announcement of Election Results.** Following notification of election results to the Official Nominees, the Secretary or his designee shall announce the names of the individuals elected to the Board of Direction, Presidents and secretaries of all Sections and Chairs of Region Boards of Governors. A general announcement shall also be published in an Official Society Publication. A voting member may request the full election report by submitting a written request to the Secretary.

## ARTICLE 8. MEETINGS

**8.0 Conflict with Business Meetings.** No Society-related business or activities shall be scheduled to be conducted coincident with the time of the Annual Membership Meeting of the Society, with any General Business Meeting, or any Special Business Meeting.

**8.1 Content of Business Meetings.** Unless otherwise provided by the Board of Direction, the items of business at Business Meetings shall include:

—At the Annual Membership Meeting, a report of the Executive Director for the year ending September 30 which shall include a financial report, announcements by the Secretary, a report on canvass of ballot for Officers, Society Directors and Region Governors, installation of new Officers and Society Directors, and other items as deemed necessary by the Board of Direction.

—At General Business Meetings, minutes, announcements and reports by the Secretary, and new business.

**8.2 Committee Meetings.** The frequency of committee meetings depends on the workload and tasks to be accomplished and on committee budgets. Emphasis should be placed on phone, fax, e-mail, mail communications, teleconferences or other alternatives wherever appropriate.

**8.2.1 Calling a Committee Meeting.** Committee meetings may be called by the chair or at the request of a majority of the committee.

**8.2.2 Notice of a Committee Meeting.** Ample advance notice of committee meetings shall be given to all committee members. The Executive Director shall be given advance notification of all committee meetings.

**8.2.3 Funding of a Committee Meeting.** The Executive Director must give advance authorization for any committee expenditures in excess of those funds budgeted for a committee.

**8.3 Reimbursement for Society Meetings.** These procedures apply to reimbursement for all approved Society travel. If travel cost is to be reimbursed by the Society, the following authorization procedure is required.

**8.3.1 Request for Reimbursement Authorization.** A request for authorization shall be submitted to the headquarters of the Society at least thirty (30) days prior to the proposed date for the meeting. The request shall contain a statement demonstrating the need for the meeting, and the following information:

the agenda, stating purposes of the meeting; the date, time and location of the meeting; and the persons expected to attend, identifying those requesting full or partial reimbursement of travel cost.

**8.3.2 *Minimum Cost Location.*** The location of the meeting shall be selected to assure minimum expense to 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.

**8.3.2.1 *Exception to Minimum Cost Location.*** Minimum cost location will not apply when the meeting is held at a Society-level conference, including the ASCE Convention, a Society Specialty Conference, a Board of Direction Meeting, or other major meeting of the Society; or at policy committee meetings in Washington, DC; or at Society headquarters.

**8.3.3 *Availability of Funds.*** Reimbursement authorization for attendance at meetings shall be subject to the availability of budgeted funds. The Chair is responsible for informing eligible members of the funds available prior to any authorized travel.

**8.3.4 *Requirement to Submit Report Prior to Reimbursement.*** Reimbursement of expenses may be withheld until the Secretary receives the required report or minutes.

**8.3.5 *Reimbursement for Attendance at Board of Direction Meetings.*** Reimbursement may be authorized by the Secretary for attendance at Board of Direction or Executive Committee meetings by the chairs of standing Board Committees and Society Committees, those special committees presenting a report, and Nominees included on an official Society ballot between the time the ballot is distributed and the time the Nominee is duly elected. Nominees for President-elect may receive reimbursement for attendance at Board of Direction or Executive Committee meetings following May 1 of the year of election.

**8.3.5.1 *Reimbursement for Attendance at Board of Direction Nominating Committee Meetings.*** Nominees for President-elect shall be available for interview by the Board of Direction Nominating Committee and reimbursement is authorized for attendance.

**8.4 *Region 10 Travel Authorization.*** All Region 10 travel undertaken by volunteers on behalf of the Society shall be authorized in advance by the Society's Executive Director. The Executive Director shall make periodic reports to the Executive Committee of approved Region 10 travel. In unusual circumstances, the Executive Director may seek approval from the Executive Committee before authorization is granted.

**8.4.1 *Region 10 Travel Reimbursement.*** Reimbursement of Region 10 travel is subject to the Society's travel policy, including submission of a trip report. The reimbursement request and trip report shall be submitted to the Executive Director for approval within sixty (60) days of the trip.

**8.5 *Travel and Reimbursement Policy.*** For authorized travel, costs incurred may be reimbursed, subject to specified conditions. All requests for reimbursement shall be made on standard forms provided by the Society. Requests for reimbursement must be submitted to Society staff not later than sixty (60) days after the associated meeting or activity, and must be accompanied by original receipts for airline or train travel. When original receipts are not available, copies of original receipts or a suitable explanation for their absence must be provided to support the request for reimbursement. Reimbursement requests received later than sixty (60) days after the associated meeting or activity may be reimbursed at the discretion of the Executive Director. Reimbursement

requests received later than one hundred twenty (120) days after the associated meeting or activity will not be reimbursed unless an exception is authorized by the Executive Committee.

**8.5.1 Eligibility.** Reimbursement of authorized travel expenses shall be limited to Society or Institute members who are in good standing at the time the travel expense was incurred.

**8.5.2 Transportation.** The cost of transportation may be reimbursed for air, ship, train, or motor vehicle travel, but not in excess of the applicable portion of a fourteen (14) day advance purchase, round-trip, coach airfare ticket. Reimbursement shall be provided for airfare that utilizes the most cost effective route of travel to and from the meeting location. Mileage reimbursement for use of motor vehicles shall not exceed the IRS allowable rate. With pre-approval, exceptions may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of the traveler. Exceptions may also be made when special circumstances result in higher transportation costs.

**8.5.3 Other Expenses.** Except for major transportation costs, expenses incurred during attendance at authorized meetings, including lodging and local transportation to and from airports and depots, may be reimbursed up to a maximum of one hundred thirty-five dollars (\$135.00) per night if overnight lodging is utilized, or forty-five dollars (\$45.00) per authorized meeting day if overnight lodging is not utilized. In addition to the room night(s) authorized for a meeting, one (1) additional room night of expense, not to exceed one hundred thirty-five dollars (\$135.00), may be requested if the resulting savings in airfare is equal to or greater than one hundred thirty-five dollars (\$135.00). Expenses are not payable for time in transit to or from the meeting, or for time between meetings. Registration fees incurred for attendance at the ASCE Convention and all other meetings of the Society are not eligible for reimbursement.

#### **8.5.4 Reimbursement Conditions and Exceptions.**

**8.5.4.1 Reimbursement for Presidential Officers, Presidential Spouses, and Society Staff.** For Presidential Officers, Presidential Spouses, and Society Staff, other expenses are reimbursed on the basis of reasonable, actual expense within established budgetary limits.

The President, Executive Director, and the President's spouse are authorized to travel outside North America via business class or its equivalent.

**8.5.4.2 Reimbursement for Travel on Behalf of the President and Executive Director.** Members of the Society who attend Region 10 or domestic meetings on behalf of the President or Executive Director shall be reimbursed in accordance with the Society's maximum authorized meeting day allowance. Reimbursement for members who travel outside North America on behalf of the President or Executive Director is restricted to the price of an economy ticket.

**8.5.4.3 Reimbursement from Another Source.** When all or part of a travel expense is covered from another source, the request to the Society shall signify either that no reimbursement is requested, or that only part, as stipulated, is requested.

**8.5.4.4 Unclaimed Funds.** If any member authorized for travel reimbursement to a meeting does not claim all or part of the funds available for that member, those unclaimed funds cannot be redistributed to another committee member authorized to attend the meeting.

**8.5.4.5 Liaison/Representative Reimbursement.** Society representatives to liaison committees and other external organizations shall not be eligible for travel reimbursement unless authorized in advance by the Executive Committee. Authorized reimbursement shall be made in

accordance with the Society's reimbursement policy. A written report concerning the meeting shall be submitted with the request for reimbursement.

**8.5.4.6 *International Travel for Committee Meetings.*** Members of the Society residing in Region 10 who are members of a Board Committee or Society Committee may be reimbursed for travel authorized in accordance with Society policy to the U.S. from a point outside the U.S. not to exceed the average cost of travel of the U.S. resident members of the committee.

**8.5.4.7 *Local Travel.*** Travel costs, including transportation and other expenses, may not be reimbursed for trips totaling less than one hundred (100) miles round trip.

**8.5.4.8 *No Authorization Required.*** Travel is approved for members of the Board of Direction for expenses connected with attendance at meetings of the Board of Direction, assigned Committee meetings, the ASCE Convention, applicable Multi-Region Leadership Conferences and applicable Student Conferences.

**8.5.4.9 *Travel by Domestic Geographic Region Directors.*** Travel expenses incurred by Domestic Geographic Region Directors on Society business and in their official capacity, are authorized provided such travel occurs in their own Regions. A request to travel outside of the assigned Region shall be authorized in advance by the Executive Committee.

**8.5.4.10 *Travel by Technical Region Director.*** Travel expenses incurred by Technical Region Directors under their own initiative, on Society business and in their official capacity, are authorized provided such travel occurs domestically. Attendance at Region 10 meetings must be authorized in advance by the Executive Committee.

**8.5.4.11 *Travel by Region 10 Director.*** Travel on the Region 10 Director's own initiative within Region 10 is reimbursable in an amount to be determined by the Executive Committee. Such reimbursement for the Region 10 Director's travel shall not exceed more than one hundred fifty percent (150%) of the average travel reimbursement of all Geographic Region Directors in the most recently completed fiscal year. Reimbursement of travel costs for trips beyond these limits is subject to prior approval by the Executive Committee.

Travel reimbursement for expenses connected with attendance at meetings of the Board of Direction and at meetings of any Board Committee or Society Committee of which the Region 10 Director is a member shall be authorized regardless of the place of residence of the Region 10 Director.

**8.5.4.12 *Travel by Domestic Region Governors.*** Travel expenses incurred by Domestic Region Governors on Society business within their Region, and in their official capacity, shall be authorized in advance by their Region Board of Governors. Domestic Region Governors may travel outside their Region for the purpose of attending their assigned Student Conferences and their assigned Multi-Region Leadership Conference only with prior approval from their Region Board of Governors and shall be entitled to reimbursement within the Society's travel policy. A Domestic Region Governor who wishes to travel outside their assigned Region for any other purpose shall submit a request to their Region Director for approval.

**8.5.4.13 *Policy Review.*** The Board of Direction shall reevaluate the travel reimbursement policy at least once every five (5) years.

## ARTICLE 9. COMMITTEES, INSTITUTES, ACADEMIES, GEOGRAPHIC UNITS, FOUNDATIONS, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES

### 9.0 *Committee Membership.*

**9.0.1 *Ex Officio Members.*** The President and President-elect shall be ex officio members of all Board Committees and Society Committees, and all Executive Committee constituent committees with the exception of the Committee on Professional Conduct, Audit Committee and the Society Awards Committee. Other ex officio members are identified in committee descriptions herein. Ex officio members shall receive all rights of membership but are not obligated to be present at committee meetings and shall therefore not be counted in the quorum of the meeting unless they are present.

**9.0.2 *Number of Members.*** The number of members on committees is primarily a function of committee responsibilities.

**9.0.2.1 *Corresponding Members.*** Corresponding Members may be added to a committee by the President or President-elect during the appointment process, or by the committee itself, from individuals who have expressed an interest in the committee's work. A Corresponding Member is not granted the right to participate in committee votes, receive reimbursement for expenses, but may attend the committee's meeting and shall receive all correspondence of the committee such as meeting agendas and minutes.

**9.0.3 *Length of Service.*** All committee members, chairs and other Officers, Society Directors and Region Governors serve a one (1) year term that begins and ends at the conclusion of the Society's Annual Meeting. A member may be reappointed to successive one (1) year terms but shall not exceed six (6) consecutive years of service on a given committee.

Having served six (6) consecutive years, a member of a committee shall be ineligible for reappointment to the same committee for three (3) years unless an exception is granted by the Society's Executive Committee. New appointments should be planned so about the same number of members begin each year to maximize experience and foster continuity on the committee.

**9.0.4 *Committee Officers.*** Unless otherwise identified in their Organization, each Board, Society, and Executive Committee constituent committee shall have a chair appointed by the President or President-elect. The chair shall preside at all committee meetings and shall be an ex officio of all constituent committees of the committee, unless named a member. The chair may, with the approval of the committee, designate a vice chair from the membership of the committee. The vice chair shall be authorized to chair the committee in the absence of the chair. The secretary of a committee may be appointed from the membership of the committee or be a staff member.

**9.1 *Committee Administration.*** The purpose of all Board Committees and Society Committees is to assist the Board of Direction in the responsibility of planning and managing Society programs and business.

**9.1.1 *Appointment to Committees.*** The Board of Direction shall appoint members to Board Committees, Society Committees, Executive Committee constituent committees, and special representative or liaison appointments upon recommendation of the President or President-elect. The President or President-elect may not deviate from the Organization of a committee without advance approval from the Executive Committee.

In appointing members to committees, consideration should be given to the appointee's experience and professional competence in the area of the committee's charge and interest in, and willingness to contribute to, the committee's work; as well as the committee's composition in terms of representation from different geographic locations, practice areas experience bases, and diverse groups. Consideration shall be given to the inclusion of members with an international perspective on all committees. Region Directors serving on the Executive Committee should not be appointed to additional committees unless it is specifically stated in the committee organization.

**9.1.2 *Membership on Committees.*** Membership on Board Committees and Society Committees and their constituent committees shall be limited to ASCE members in good standing.

Exceptions for non-ASCE members to serve on Board Committees and Society Committees and their constituent committees shall be evaluated by the Executive Committee on a case-by-case basis, and authorization for reimbursement may or may not be granted by the Executive Committee.

**9.1.2.1 *Participation on Committees by Institute-only Members.*** Institute-only members may not serve on Board Committees, Society Committees, and their constituent committees unless the committee organization requires an Institute member. If an ASCE/Institute member cannot be identified to fill the vacancy then an Institute-only member may serve and be entitled to reimbursement within the Society's travel policy.

**9.1.2.2 *Appointment to Task Committees and Other Organizations.*** The Executive Committee shall approve appointments made by the President or President-elect to task committees and liaison appointments to other organizations.

**9.1.2.3 *Appointment to Constituent Committees of Society Committees.*** The Society Committee shall make appointments to its constituent committees no later than August 1.

**9.1.3 *Review of Committee Effectiveness.*** It shall be the responsibility of the Board of Direction and all standing Board Committees and Society Committees to review periodically their activities and the activities of their constituent committees to determine progress in the accomplishment of the committee's charge; to review their written policies and procedures for currency; to identify effective committee and constituent committee members, and to recommend replacement of committee and constituent committee members who are ineffective.

**9.1.4 *Committee Budget and Expenditures.*** Committees become involved at least twice in the budget development process: (a) providing early input to the Program and Finance Committee at the start of the budget cycle, and (b) anticipating the final approved budget to prepare a funding plan for the Committee's activities during the coming year. Requests for additions to the Society's budget after its approval by the Board of Direction must be made to the Executive Committee.

**9.1.4.1 *Supplementary Assistance.*** On occasion, committee members engage supplementary assistance independently for work by non-members of their committee. Funds of the Society shall not be expended to reimburse personnel for service rendered under the direction of members of committees of the Society, unless such service has been requested in advance, approved in advance by the appropriate standing Board Committee or Society Committee and funds provided in advance, for such specific payment, by action of the Executive Committee.

**9.1.5 *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 the Society when discharged, or when requested by the Board of Direction. Such materials,

and any tangible and intangible property including work product prepared by or on behalf of the committee, are solely the property of the Society.

**9.2 Standing Board Committees.** The following are standing Board of Direction committees:

**9.2.1 Audit Committee.**

*Organization.* The Audit Committee (AC) shall consist of no more than three (3) current Society Directors, one (1) of whom shall serve as Chair. Members of the Audit Committee shall be financially literate. Program and Finance Committee members may not serve on the Audit Committee. The Chair of the Audit Committee shall be recommended by the President-elect and approved by the Board of Direction. A signed Conflict of Interest statement shall be required from all members of the Committee.

*Responsibilities.* The Audit Committee shall oversee all aspects of the Society's financial audits.

**9.2.2 Executive Committee.**

*Constituent Committees.* The Executive Committee shall include the following standing constituent committees:

**9.2.2.1 Committee on Pre-College Outreach**

*Organization.* The Committee on Pre-College Outreach (CPO) shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Preference shall be given to current and past Geographic and Technical Region Governors.

*Responsibilities.* The Committee on Pre-College Outreach shall develop, implement, and support quality programs and resources, based on research, to increase awareness, understanding and interest in civil engineering among students in grades pre-K through 12 with the goal of developing a large diverse population of future engineers and a more knowledgeable public.

**9.2.2.1.1 National Engineers Week/DiscoverE Committee.**

*Organization.* The National Engineers Week/DiscoverE Committee shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

*Responsibilities.* The National Engineers Week/DiscoverE Committee shall identify, implement, and promote engagement among ASCE members around the Engineers Week theme and DiscoverE programs.

**9.2.2.2 Committee on Professional Conduct.**

*Organization.* The Committee on Professional Conduct (CPC) shall consist of no more than eight (8) Society members. At least four (4) members shall have previous service on the Board of Direction. Preference shall be given to Professional Engineers or Professional Surveyors in the United States or the country in which they reside (if such licensure is available), and to members representing diversity in terms of geography, technical discipline, and area of practice.

*Responsibilities.* The Committee on Professional Conduct shall investigate charges of misconduct against members of the Society as provided in the governing documents and shall provide support and guidance on Society policies and programs to advance the ethical practice of engineering.

#### **9.2.2.3 Executive Director Compensation Review Panel.**

*Organization.* The Executive Director Compensation Review Panel (EDCRP) shall consist of the President, President-elect and the Past President who shall serve as chair. The President-elect Elect shall participate as a non-voting observer.

*Responsibilities.* The Executive Director Compensation Review Panel shall, following the prescribed format, prepare the review of the Executive Director for presentation to the Executive Committee.

#### **9.2.2.4 Governing Documents Committee.**

*Organization.* The Governing Documents Committee (GDC) shall consist of no more than four (4) members, at least two (2) of whom shall be past members of the Board of Direction. At least one (1) member shall be a Younger Member at the time of appointment. Members shall have interest and experience in governance and parliamentary procedure.

*Responsibilities.* The Governing Documents Committee shall provide oversight for proposed amendments to the Society's governing documents and provide counsel to the Board of Direction on issues related to the governing documents; and, as directed, review amendments to the governing documents of Organizational Entities.

#### **9.2.2.5 History and Heritage Committee.**

*Organization.* The History and Heritage Committee (HHC) shall consist of no more than eight (8) Society members.

*Responsibilities.* The History and Heritage Committee shall promote the civil engineering profession's history and heritage.

#### **9.2.2.6 Membership Application Review Committee.**

*Organization.* The Membership Application Review Committee (MARC) shall consist of no more than eleven (11) Society members, comprised of no more than ten (10) Members, Fellows or Distinguished Members of the Society. At least one (1) member shall be a Younger Member at the time of appointment.

*Responsibilities.* The Membership Application Review Committee shall review for possible waiver membership applications that do not qualify according to the Society's criteria for specific membership grades.

#### **9.2.2.7 Presidents-Emeriti Council.**

*Organization.* The Presidents-Emeriti Council (PEC) shall consist of all Presidents-Emeriti of the Society and be chaired by the Past President of the Society. The quorum for the Presidents-Emeriti Council is fifteen percent (15%) of the Council's membership.



*Responsibilities.* The Presidents-Emeriti Council shall serve in an advisory capacity to the Board of Direction and Executive Committee.

#### **9.2.2.8 Society Awards Committee.**

*Organization.* The Society Awards Committee (SAC) shall consist of no more than nine (9) members approximately balanced between academics and practitioners: two (2) past Society Directors, two (2) Distinguished Members, two (2) Society members who are Society Award or OPAL lifetime achievement winners, two (2) most recent available Presidents Emeriti, and the Past President. At least one (1) member shall be a Younger Member at the time of appointment. Terms shall be two (2) years and be staggered to maintain balance, except that the Past President shall serve for one (1) year. The Chair shall be the past Director who has served on the Committee for the longer period of time, with the other serving as Vice-Chair.

*Responsibilities.* The Society Awards Committee shall annually consider and recommend to the Board of Direction nominations for Distinguished Membership in the Society in accordance with the Constitution and Bylaws; recommend to the Executive Committee the recipient of the Norman, Croes, Wellington, and ASCE State of the Art of Civil Engineering prizes; recommend to the Executive Committee nominations for the Outstanding Projects And Leaders (OPAL) Leadership awards; oversee Society Award, Scholarship and Fellowship endowments and the establishment of new Society Awards, Scholarships, and Fellowships; and consider nominations for and award Society Scholarships and Society Fellowships.

#### **9.2.3 Members of Society Advancing Inclusion Council.**

*Organization.* The Members of Society Advancing Inclusion Council (MOSAIC) shall consist of no more than ten (10) Society members that represent key strategic entities across the ASCE community. Preference shall be given to Younger Members, current and past Geographic and Technical Region Governors.

*Responsibilities.* The Members of Society Advancing Inclusion Council shall act as a representative, informed, and responsible decision-maker advancing diversity, equity, and inclusion interests of the civil engineering community; monitor the development and coordination of products and resources within the civil engineering community that promote and advance diversity, equity, and inclusion; and represent the interest of ASCE to the wider STEM and professional engineering communities.

#### **9.2.4 Program and Finance Committee.**

*Organization.* The Program and Finance Committee (PFC) shall consist of no more than ten (10) Society members, including four (4) current Society directors; the current Treasurer who shall serve as Chair; the Assistant Treasurer who shall serve as Vice Chair; and four (4) members with preference given to current Region Governors.

*Responsibilities.* The Program and Finance Committee shall oversee the Society's financial resource planning including budget development and investment management.

**9.3 Standing Society Committees.** The following are standing Society Committees:

**9.3.1 Committee on Education.**

*Organization.* The Committee on Education (COE) shall consist of no more than nine (9) members, including one (1) current Society Director who shall not serve as chair, one (1) current Society delegate to ABET, the current chair of the Department Heads Coordinating Council (DHCC), and five (5) additional Society members. There shall also be one (1) current representative of the Civil Engineering Division of the American Society for Engineering Education (ASEE), who may or may not be a Society member. At least one (1) member shall be a Younger Member at the time of appointment. COE shall strive to promote diversity and inclusion in its membership consistent with ASCE Policies and the ASCE Code of Ethics.

*Responsibilities.* The Committee on Education shall focus on matters that affect the undergraduate and graduate education of civil engineers.

*Constituent Committees.* The Committee on Education shall include the following standing constituent committees:

**9.3.1.1 Committee on Accreditation.**

*Organization.* The Committee on Accreditation (COA) shall consist of no more than ten (10) Members, including the chair. Consideration shall be given to a current ASCE delegate to the ABET Board of Delegates who also serves on the Engineering Area Delegation (EAD), a current ASCE delegate to the ABET Board of Delegates who also serves on the Engineering Technology Area Delegation (ETAD), a current ASCE commissioner on the ABET Engineering Accreditation Commission (EAC), a current ASCE commissioner on the Engineering Technology Accreditation Commission (ETAC), a current member of the Committee on Education (COE), a current or past Region Governor, a current Department Heads Coordinating Council (DHCC) member, and the chair of the Committee on Accreditation Operations (COAO). The Committee will strive to achieve a membership consistent with ASCE Policies and Code of Ethics on Promoting Diversity and Inclusion.

*Responsibilities.* The Committee on Accreditation shall administer all activities involving ASCE's participation in ABET accreditation, specifically including strategic accreditation priorities, policies, and programs.

**9.3.1.2 Committee on Faculty Development.**

*Organization.* The Committee on Faculty Development (CFD) shall consist of no more than seven (7) Society members, including one (1) current member of the Department Heads Coordinating Council (DHCC) and one (1) current member of the Committee on Education (COE). Consideration shall be given to Geographic or Technical Region Governors, practitioners, and faculty members representing a variety of programs, institutions, and backgrounds. At least one (1) member shall be a Younger Member at the time of appointment.

*Responsibilities.* The Committee on Faculty Development shall create and implement programs to foster the development and advancement of faculty as effective educators.

### **9.3.1.3 Department Heads Coordinating Council.**

*Organization.* The Department Heads Coordinating Council (DHCC) shall consist of no more than twelve (12) Department Heads or Chairs who are members of the Society. Preference shall be given to a member nominated by the Architectural Engineering Institute (AEI); a member to represent institutions with ABET accredited Construction Engineering programs; and members from ABET accredited Civil Engineering programs that represent diversity of program types, Geographic Regions, and other attributes as described in the DHCC charge. The DHCC will also strive to achieve a membership consistent with ASCE Policies and the Code of Ethics on Promoting Diversity and Inclusion.

*Responsibilities.* The Department Heads Coordinating Council shall assist and advise the Committee on Education on the initiation, development, and execution of policies, programs, and procedures designed to enhance civil engineering education and research; foster communication on educational and research matters among all civil engineering department heads, faculty, students, and practitioners; and represent the Society to peer engineering societies' department heads groups both nationally and internationally.

### **9.3.2 Committee on Professional Advancement.**

*Organization.* The Committee on Professional Advancement (CPA) shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

*Responsibilities.* The Committee on Professional Advancement shall build opportunities in global leadership, engagement, and service to advance the civil engineering professional.

*Constituent Committees.* The Committee on Professional Advancement shall include the following standing constituent committees:

#### **9.3.2.1 Committee on Developing Leaders.**

*Organization.* The Committee on Developing Leaders (CDL) shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

*Responsibilities.* The Committee on Developing Leaders shall empower civil engineers to develop their leadership and interpersonal skills more purposefully, identify knowledge and skills gaps, and navigate existing and new tools/resources that ASCE offers in this area.

#### **9.3.2.2 Committee on Preparing the Future Civil Engineer.**

*Organization.* The Committee on Preparing the Future Civil Engineer (PFCE) shall consist of no more than ten (10) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

*Responsibilities.* The Committee on Preparing the Future Civil Engineer shall advance the Society's educational qualifications and professional standards for the practice of civil engineering.

### **9.3.2.3 Committee on Professional Career Growth.**

*Organization.* The Committee on Professional Career Growth (CPCG) shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

*Responsibilities.* The Committee on Professional Career Growth shall update existing and develop new resources to help members identify career paths, set goals for achieving career milestones, progress toward career goals, and track progress toward reaching career milestones.

### **9.3.2.4 Committee on Sustainability.**

*Organization.* The Committee on Sustainability (COS) shall consist of no more than twelve (12) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Preference will be given to members with leadership experience such as current or past members of the Committee on Professional Advancement (CPA), Committee on Technical Advancement (CTA), Committee on Younger Members (CYM), and Institutes.

*Responsibilities.* The Committee on Sustainability shall direct, oversee, and coordinate the Society's implementation of ASCE's Sustainability Roadmap. The Committee on Sustainability shall also provide oversight of ASCE's involvement in the Institute for Sustainable Infrastructure (ISI).

### **9.3.2.5 Public Agency Peer Review Committee.**

*Organization.* The Public Agency Peer Review Committee (PAPRC) shall consist of no more than eight (8) Society members who have obtained the qualifications to serve as peer reviewers.

*Responsibilities.* The Public Agency Peer Review Committee shall provide the leadership for and the organization and management of the peer review for public agencies program. The Public Agency Peer Review Committee shall also establish criteria for selecting and training reviewers and conducting reviews.

## **9.3.3 Committee on Technical Advancement.**

*Organization.* The Committee on Technical Advancement (CTA) shall consist of no more than twelve (12) Society members, including one (1) current Society Director who shall not serve as chair and two (2) current or past members of an Institute Board.

*Responsibilities.* The Committee on Technical Advancement shall collaborate with the Technical Region, the Institutes and the Academies on the technical activities of the Society.

*Constituent Committees.* The Committee on Technical Advancement shall include the following standing constituent committees:

### **9.3.3.1 Aerospace Division Executive Committee.**

*Organization.* The Aerospace Division Executive Committee (ASDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

*Responsibilities.* The Aerospace Division Executive Committee shall oversee the activities of the Aerospace Division.

#### **9.3.3.2 Codes and Standards Committee.**

*Organization.* The Codes and Standards Committee (CSC) shall consist of no more than twelve (12) Society members, including representation from each of the Society's Standards Councils, and two (2) current or past Geographic or Technical Region Governors.

*Responsibilities.* The Codes and Standards Committee shall oversee the Society's Codes and Standards development activities, maintain the American National Standards Institute accreditation, and enforce the ASCE Rules for Standards Committees.

#### **9.3.3.3 Cold Regions Engineering Division Executive Committee.**

*Organization.* The Cold Regions Engineering Division Executive Committee (CREDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

*Responsibilities.* The Cold Regions Engineering Division Executive Committee shall oversee the activities of the Cold Region Engineering Division.

#### **9.3.3.4 Energy Division Executive Committee.**

*Organization.* The Energy Division Executive Committee (EDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

*Responsibilities.* The Energy Division Executive Committee shall oversee the activities of the Energy Division.

#### **9.3.3.5 Infrastructure Resilience Division Executive Committee.**

*Organization.* The Infrastructure Resilience Division Executive Committee (IRDEC) shall consist of no more than six (6) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

*Responsibilities.* The Infrastructure Resilience Division Executive Committee shall oversee the activities of Infrastructure Resilience Division.

#### **9.3.3.6 The Committee on Adaption to a Changing Climate Executive Committee.**

*Organization.* The Committee on Adaption to a Changing Climate Executive Committee (CACCEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

*Responsibilities.* The Committee on Adaption to a Changing Climate Executive Committee shall oversee the activities assigned to them by the Committee on Technical Advancement involving adaption to changing climate.

#### **9.3.3.7 The Computing Division Executive Committee.**

*Organization.* The Computing Division Executive Committee (CDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

*Responsibilities.* The Computing Division Executive Committee shall oversee the activities of the Computing Division.

#### **9.3.3.8 The Forensic Engineering Division Executive Committee.**

*Organization.* The Forensic Engineering Division Executive Committee (FEDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

*Responsibilities.* The Forensic Engineering Division Executive Committee shall oversee the activities of the Forensic Engineering Division.

#### **9.3.3.9 The Wind Engineering Division Executive Committee.**

*Organization.* The Wind Engineering Division Executive Committee (WEDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

*Responsibilities.* The Wind Engineering Division Executive Committee shall oversee the activities of the Wind Engineering Division.

### **9.3.4 Member Communities Committee.**

*Organization.* The Member Communities Committee (MCC) shall consist of no more than twelve (12) Society members, including one (1) Chair who has no current affiliation with a constituent committee of the Member Communities Committee, one (1) current Society Director who shall not serve as chair, one (1) member representing technical activities, one (1) current member from the Leader Training Committee (LTC), one (1) current member from the Committee on Younger Members (CYM), one (1) current member from the Committee on Student Members (CSM), one (1) current member from the Committee on Student Conferences and Competitions (CSCC), one (1) current or past Geographic Region Governor, and one (1) member representing international interests.

*Responsibilities.* The Member Communities Committee shall be responsible for member support, engagement, and communication. The Member Communities Committee shall provide support and oversight to the Society's Geographic Units.

*Constituent Committees.* The Member Communities Committee shall include the following standing constituent committees:

#### **9.3.4.1 Committee on Student Conferences and Competitions**

*Organization.* The Committee on Student Conferences and Competitions shall consist of no more than nine (9) members. At least one (1) member shall be a Younger Member at the time of appointment. Consideration should be given to a balanced mix of educators and practitioners who have experience with the Committee on Student Members, Committee on Education, Institutes, Younger Members, or Student Competitions.

*Responsibilities.* The Committee on Student Conferences and Competitions shall support a sustainable portfolio of multi-discipline student competitions and professional development opportunities and oversee the student member experience at ASCE student conferences to provide exceptional value and strong impetus for students to continue their journey with ASCE.

#### **9.3.4.2 Committee on Student Members.**

*Organization.* The Committee on Student Members (CSM) shall consist of no more than twelve (12) Society members, including at least one (1) member representing international interests. Consideration shall be given to current or past Geographic or Technical Region Governors.

*Responsibilities.* The Committee on Student Members shall provide for the development and engagement of students through activities and programs that enhance the formal education process and the transition of Student Members into the profession as ASCE members.

#### **9.3.4.3 Committee on Younger Members.**

*Organization.* The Committee on Younger Members (CYM) shall consist of no more than ten (10) Society members who are Younger Members at the time of their appointment, including one (1) representative from each of the three (3) Younger Member Councils. The two (2) current At-Large Directors shall serve as ex officio non-voting members and shall not be included in the total membership of the Committee.

*Responsibilities.* The Committee on Younger Members shall focus on matters of the professional development of civil engineers 35 years of age and younger, and facilitate their engagement with, and participation in, the society.

#### **9.3.4.4 Leader Training Committee.**

*Organization.* The Leader Training Committee (LTC) shall consist of no more than ten (10) Society members, including two (2) current or past Geographic or Technical Region Governors. A minimum of five (5) different Geographic Regions shall be represented.

*Responsibilities.* The Leader Training Committee shall be responsible for the coordination and delivery of leader training and development for the Society.

#### **9.3.5 Public Policy Committee**

*Organization.* The Public Policy Committee (PPC) shall consist of no more than twelve (12) Society members, including one (1) current Society Director who shall not serve as chair.

*Responsibilities.* The Public Policy Committee shall coordinate public policy and government relations activities affecting the civil engineering profession and work with allied organizations on matters of mutual interest.

*Constituent Committees.* The Public Policy Committee shall include the following standing constituent committees:

#### **9.3.5.1 Committee for America's Infrastructure.**

*Organization.* The Committee for America's Infrastructure (CAI) shall consist of no more than sixteen (16) Society members, including two (2) current or past Geographic or Technical Region Governors. The Committee may consist of no more than thirty-two (32) Society members, including four (4) current or past Geographic or Technical Region Governors the year prior to and the year in which an ASCE Report Card on America's Infrastructure is to be released.

*Responsibilities.* The Committee for America's Infrastructure shall coordinate all activities related to the Report Card for America's Infrastructure.

#### **9.3.5.2 Committee on Licensure.**

*Organization.* The Committee on Licensure (COL) shall consist of no more than nine (9) Society members. Preference for membership on this Committee will be given in the following order: 1) current or past state licensing board members, 2) those who have experience with National Council of Examiners for Engineering and Surveying (NCEES), and 3) others with interest in licensing issues.

*Responsibilities.* The Committee on Licensure shall promote the licensure of civil engineers, collaborate with others involved in professional licensure, and monitor, support, and encourage licensure activities.

#### **9.3.5.3 Energy, Environment and Water Policy Committee.**

*Organization.* The Energy, Environment and Water Policy Committee (EEWPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the areas of energy, environment and water.

*Responsibilities.* The Energy, Environment and Water Policy Committee shall develop and maintain ASCE policies related to the areas of energy, environment and water.

#### **9.3.5.4 Engineering Practice Policy Committee.**

*Organization.* The Engineering Practice Policy Committee (EPPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the area of engineering practice.

*Responsibilities.* The Engineering Practice Policy Committee shall develop and maintain ASCE policies related to the area of engineering practice.



#### **9.3.5.5 Infrastructure and Research Policy Committee.**

*Organization.* The Infrastructure and Research Policy Committee (IRPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the areas of infrastructure and research.

*Responsibilities.* The Infrastructure and Research Policy Committee shall develop and maintain ASCE policies related to the areas of infrastructure and research.

#### **9.3.5.6 State Government Relations and Grassroots Committee**

*Organization.* The State Government Relations and Grassroots Committee (SGRGC) shall consist of no more than twelve (12) Society members, including one (1) from each domestic Geographic Region.

*Responsibilities.* The State Government Relations and Grassroots Committee shall assist ASCE's local units and individual members with programs to effectively participate in legislative activities that are of significance to the civil engineering profession.

#### **9.3.5.7 Transportation Policy Committee.**

*Organization.* The Transportation Policy Committee (TPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the area of transportation.

*Responsibilities.* The Transportation Policy Committee shall develop and maintain ASCE policies related to the area of transportation.

### **9.4 Other Organizations.**

#### **9.4.1 Industry Leaders Council.**

*Organization.* The Industry Leaders Council (ILC) shall consist of representatives from industry, academia, government, and non-governmental organizations to identify tactical actions for ASCE and the civil engineering profession. Membership in the Industry Leaders Council is by invitation only from the Chair of the Industry Leaders Council, with concurrence from the ASCE Executive Director. Members shall serve a two (2) year term which may be renewed upon invitation by the Chair of the Industry Leaders Council. The Chair and Vice Chair of the Industry Leaders Council shall be selected by the membership of the Industry Leaders Council and shall serve two (2) year terms.

*Responsibilities.* The Industry Leaders Council shall serve in an advisory capacity to the Board of Direction and Executive Committee, and may submit At-Large Director nominations to the At-Large Director Review Panel for consideration.

**9.5 Institutes.** Institutes are discipline-oriented, semi-autonomous organizations that operate with their own Bylaws under the direction of their own boards, but remain a part of the Society's corporate structure. All policies and activities of the Institutes shall be consistent with and subject to the Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics.

**9.5.1 Institute Purpose.** Institutes are focused on specific areas of specialization within the civil engineering profession and provide their members with a full range of educational, professional and technical programs, activities, products and services. Institutes lead in the development and

dissemination of new and evolving technology within their specialty areas of civil engineering. A Board directs each Institute in much the same manner as the Board of Direction directs the Society. The majority of Institute Board members are elected by the Institute members, but some Institute Board members shall be appointed by the Board of Direction.

**9.5.2 *Institute Organization.*** Each Institute has the authority to establish its own internal organizational structure, which may include committees, executive committees, task committees, divisions, and councils that it considers necessary and appropriate for the efficient and cost-effective operation of its activities.

**9.5.3 *Institute Funding from Dues.*** Not earlier than January 1 and not later than March 31, seven and one quarter percent (7.25%) of the annual Member grade dues for the preceding Dues Year shall be provided to each Institute on the basis of their Society dues-paying membership as of September 30 of the preceding Fiscal Year. Additionally, Base Funding for each Institute shall be provided in an amount of three hundred and thirty-three (333) times the annual Member grade dues for the preceding Dues Year.

**9.5.4 *Institute Funding on Start-Up.*** Recognizing that on start-up, Institutes may require additional income as they grow their revenue sources, the Society shall provide an additional amount equal to the amount of the Institute Base Funding, fifty percent (50%) to be provided in the Institute's first (1<sup>st</sup>) year of operation, thirty-three percent (33%) in the second (2<sup>nd</sup>) year of operation, and seventeen percent (17%) in the third (3<sup>rd</sup>) year of operation.

**9.5.5 *Institute Business Plans.*** Institutes are required to have three (3) year business plans and to update these annually.

**9.5.6 *Institute Chapters.*** Institute Chapters are subsidiary units of Institutes operating cooperatively within a Section, across multiple Sections, or within a Region or state.

## **9.6 *Operational Institutes.***

**9.6.1 *Architectural Engineering Institute.*** The objective of the Architectural Engineering Institute (AEI) shall be to advance the state-of-the-art and state-of-the practice of the world-wide building industry by facilitating effective and timely technology transfer; to integrate the technical and professional activities of all individuals engaged in the building industry; to provide a multi-disciplinary forum for building industry professionals to examine technical, educational, scientific and professional issues of common interest; and to promote the objectives of the Society.

**9.6.2 *Coasts, Oceans, Ports and Rivers Institute.*** The vision of the Coasts, Oceans, Ports and Rivers Institute (COPRI) is to serve as a multi-disciplinary and international leader in improving knowledge, education, developments and the practice of civil engineering and other disciplines in the coastal, ocean, port, waterways, riverine, and wetlands environment for the benefit of society in the United States and other countries.

**9.6.3 *Construction Institute.*** The objective of the Construction Institute (CI) is to bring together all stakeholders to advance and improve the construction industry by: 1) being the entity responsible for developing relationships and fostering communications within the engineering and construction industry; 2) improving construction practice through the development of knowledge and the transfer of technology throughout the industry; 3) improving the image of the construction industry; and 4) attracting talent to the industry.

**9.6.4 Engineering Mechanics Institute.** The vision of the Engineering Mechanics Institute (EMI) is to be a premier organization representing engineering mechanics by effectively serving the needs of the world-wide engineering community and promoting both research and application of scientific and mathematical principles to address a broad spectrum of existing and emerging engineering and societal problems.

**9.6.5 Environmental and Water Resources Institute.** The objective of the Environmental and Water Resources Institute (EWRI) is to provide for the technical, educational and professional needs of its members, and to serve the public in the use, conservation and protection of natural resources and in the enhancement of human well-being by advancing the knowledge and improving the practice of engineering and the related sciences; lending expertise to the development of public policy; and partnering with government, industrial, educational, and other organizations. The EWRI shall strive to be the leader for integrating technical expertise and public policy into the planning, design, construction, operation, management, and regulation of environmentally sound and sustainable infrastructure involving air, land and water resources. The EWRI shall strive for a diverse, active and empowered membership, excellence in products and services, collaborative associations and innovative programs.

**9.6.6 Geo-Institute.** The purpose of the Geo-Institute is to advance the geo-engineering community. The scope of the Geo-Institute shall encompass geo-science, geo-engineering, and geotechnology related to improving the built environment, mitigating natural hazards, and constructing engineered facilities.

**9.6.7 Structural Engineering Institute.** The objective of the Structural Engineering Institute (SEI) is to serve and promote the worldwide structural engineering profession and related industries; to embrace and support the Society, individual members and structural industry organizations; to advance the art and practice of structural engineering; provide a forum for research, education, design, testing, manufacturing, construction and operations in the structural engineering profession; develop and implement programs and activities to enhance technology transfer, business practices and professional activities; advance the structural engineering profession; define and promote a vision for structural engineering; and provide a means for coordination and communication with global programs.

**9.6.8 Transportation and Development Institute.** The vision of the Transportation and Development Institute (T&DI) is to be recognized as the leader for integrated transportation and development.

**9.6.9 Utility Engineering and Surveying Institute.** The objective of the Utility Engineering and Surveying Institute (UESI) is to become the worldwide leader in generating and promoting excellence in engineering, planning, design, construction, operations, and asset management for utility infrastructure and engineering surveying.

**9.7 Geographic Units.** The business of the Society's geographic units is considered to be Society business.

**9.7.1 Types of Section and Branch Members.** Membership in a Section or Branch shall be available to all Society members who reside or work in the assigned area of the Section or Branch.

**9.7.1.1 Assigned Section Member.** All members whose Address of Record lies within the boundaries of an approved Section shall be assigned to that Section and termed an Assigned Section Member of that Section.

**9.7.1.2 Subscribing Section Member.** All members who subscribe to the Constitution and Bylaws of a Section and who have paid Section dues or are exempt from the payment of Section dues shall be termed a Subscribing Section Member.

**9.7.1.2.1 Rights of Subscribing Section Member.** Only Subscribing Section Members shall be eligible to vote in Section elections, hold Section office, serve on Section committees, or to represent the Section officially.

**9.7.2 Section Allotment Formula.** An amount not to exceed seven percent (7%) of the Society's Membership Dues collected as of September 30 of the preceding fiscal year will be allocated to Sections based on their Assigned Section Members less Student Members.

**9.7.3 Section Subsidiary Organizations.** Any Section, with the approval of the appropriate Region Board of Governors, may establish Branches to facilitate the carrying out of the objectives of the Section and to provide all members of the Section a better opportunity for mutual acquaintance and greater participation in Section activities. Any Section may establish technical groups. Any Section may establish a group of Younger Members.

All such Subsidiary Organizations of a Section shall be subject to the control of the Section of which they are a part. Subject to Section control, and to Bylaws and Rules of Policy and Procedure of the Society, Subsidiary Organizations of a Section may perform any of the functions proper to the Section.

**9.7.4 Section and Branch Responsibilities.** It is the responsibility of a Section or Branch to hold meetings of its members and it has authority to set up any program of meetings deemed to be in the interest of its members. The Section or Branch is responsible for promoting the general welfare of its members.

Sections and Branches shall annually review and audit their accounts in accordance with prescribed procedures.

Sections and Branches are encouraged to actively participate in public affairs impacting the civil engineering community. It is important, however, to limit such activities to the geographical area of the Section or Branch.

As the Society is an international organization, the Sections and Branches shall not affiliate with other organizations or movements of national or international scope without prior approval of the Society's Board of Direction.

**9.7.4.1 Section and Branch Officer Installation.** An installation procedure for Section and Branch officers is encouraged. Installation shall be performed by a current or former Society office holder.

**9.7.5 Section and Branch Position and Policy Statements.** Sections and Branches shall endeavor to develop and propose new and revised position papers on public policy issues of concern to engineers. On issues of national concern, such positions become policy of the Society only after their adoption by the Board of Direction. On issues of concern only to a Section's or Branch's geographic area, such positions may be taken by the Section or Branch and shall be identified as the position of the Section or Branch in all written and oral statements. Sections and Branches shall endeavor to communicate directly to appropriate officials and the public the adopted Society policy statements. Any amplification, interpretation, or application of Society policy statements should identify its source as distinguished from Society policy.

**9.7.6 Multi-Region Leadership Conferences.** The Member Communities Committee shall recommend annually to the Executive Committee the dates, locations and Regions to be included for each of the Multi-Region Leadership Conferences for the ensuing year.

**9.7.6.1 Workshops for Section and Branch Leaders.** In order to provide opportunities for the interchange of ideas among officers of the Society and delegates of various Sections, Workshops for Section and Branch Leaders (WSBLs) may be held. Each participating Branch and each Section with Branches may nominate for attendance one (1) delegate without regard to Society membership grade. Each participating Section without Branches may nominate for attendance two (2) delegates, at least one (1) of whom is encouraged to be an Associate Member not over thirty-five (35) years old.

**9.7.6.2 Workshops for Student Chapter Leaders.** As a component of the Multi-Region Leadership Conferences, annual Workshops for Student Chapter Leaders (WSCLs) may be conducted to provide the basis for the interchange of ideas, methods, and procedures that have contributed to Student Chapter activities.

**9.7.6.3 Younger Member Council Meetings.** As a component of the Multi-Region Leadership Conferences, the Younger Member Councils may conduct annual meetings to provide the basis for the interchange of ideas, methods, and procedures.

**9.7.7 Student Chapter Advisors.** The appointment of Faculty and Practitioner Advisors shall be by the respective Section in which the Student Chapter is located. The term for Faculty and Practitioner Advisors is three (3) years, commencing on July 1 of the year of appointment.

**9.7.7.1 Faculty Advisor.** Duties of the Faculty Advisor should include, but are not limited to: acting as liaison between students and the Society; stimulating interest in the profession; providing counseling to individual members of the Student Chapter; providing guidance on the operation of the Student Chapter; counseling student officers in developing programs that supplement classroom studies; guiding the preparation of and review the annual report; and providing continuity for the Student Chapter. Additionally, the Faculty Advisor is expected to attend the Workshop for Student Chapter Leaders as well as the student regional conferences.

**9.7.7.2 Practitioner Advisor.** Duties of the Practitioner Advisor will vary with the needs of the particular Student Chapter. The duties may include, but are not limited to: periodic attendance at meetings of the Student Chapter; and meetings with student officers to plan joint activities with other practitioners in order to supplement academic studies. Practitioner Advisors will be invited to attend the Workshop for Student Chapter Leaders and the student regional conferences.

**9.7.8 Student Chapter Dues.** The Committee on Student Members shall review and recommend to the Member Communities Committee the proposed annual dues of Student Chapters. The annual Student Chapter dues shall be part of the budget process approved by the Board of Direction. Annual Student Chapter dues shall be due and payable to the Society by February 1.

**9.7.9 Student Chapter Procedures.** Each Student Chapter shall establish its own rules of procedure and shall conform to the regulations of the Society. Each Student Chapter shall control the occurrence and character of its meetings, but the Society may aid in promoting the success and value of Student Chapters by frequent consultations and advice as well as, upon request, by arranging for speakers whose addresses will supplement the class work or other professional interests of the members. Student Chapters are encouraged to communicate directly with the appropriate Section.

**9.7.10 Student Chapter Probationary Status.** A Student Chapter may be placed on probationary status by the Committee on Student Members when the Student Chapter is not performing satisfactorily in all respects or in the best interest of the Society. While a Student Chapter is on probationary status it shall not be eligible for any awards, including the Robert Ridgway Student Chapter Award.

**9.7.11 Student Chapter Awards.** The Committee on Student Members, not later than May 1 each year, shall recommend to the President a number of Student Chapters to receive certificates of commendation for outstanding activities. The number of Student Chapters to receive certificates of commendation shall not exceed five percent (5%) of the total number of Student Chapters. The recommendations shall be accepted without referral to the Board of Direction or Executive Committee, and the President shall be empowered to sign the letters on behalf of the Board of Direction.

**9.7.12 Naming of Geographic Units.** Geographic Units shall be designated only by appropriate geographic names and in the prescribed format.

**9.7.12.1 Naming of Groupings of Sections.** A grouping of Sections shall be designated as the \_\_\_\_\_ Council.

**9.7.12.2 Naming of Sections.** A Section shall be known as the \_\_\_\_\_ Section.

**9.7.12.3 Naming of Branches.** A Branch shall be known as the \_\_\_\_\_ Branch of the \_\_\_\_\_ Section.

**9.7.12.4 Naming of Younger Member Groups/Forums.** A Region, Section or Branch Younger Member Group/Forum shall be known as the \_\_\_\_\_ Younger Member Group/Forum.

**9.7.12.5 Naming of Technical Groups of Sections.** A Section technical group shall be known as the \_\_\_\_\_ Section \_\_\_\_\_ Group.

**9.7.12.6 Naming of Student Chapters.** The name of a Student Chapter shall include the name of the educational institution at which the particular Student Chapter is situated.

**9.7.12.7 Naming of Groups of Student Chapters.** A group of Student Chapters shall be known as the \_\_\_\_\_ Student Conference.

**9.7.13 Guidelines and Handbooks of Organizational Entities.** The Society's Organizational Entities may adopt guidelines or handbooks covering any and all aspects of their operations or services. Such documents shall be consistent with and shall not contravene Society governing documents, policies or procedures.

## ARTICLE 10. ADMINISTRATIVE PROVISIONS

### 10.0 Legal Matters.

**10.0.1 Legal Counsel.** Legal Counsel may be appointed by the Executive Committee.

**10.0.2 Amicus Curiae Briefs.** The Society may participate in an Amicus Curiae (friend of the court) Brief upon recommendation of the Executive Director and approval of the Executive Committee. When considering participation in an Amicus Curiae Brief, the Society shall consider the following criteria: the case must be of major importance to the general area of civil engineering or to the Society, the Society's participation in the brief must not pose an undue financial burden on the Society, and the anticipated

benefits of filing the brief must be weighed against the costs. Consideration should be given to the likely attorneys' fees, printing costs, and other expenses associated with filing the brief, as well as financial participation of other societies. The Society should consult with other professional societies most directly affected by the case.

**10.1 Address Records.** The Address Records held by the Society are intended for use solely for Society business. The Executive Director is authorized to utilize Address Records when, in the Executive Director's judgment, the interests of the Society will be served, or when the Executive Committee authorizes a special use.

**10.1.1 Provision of Address Records to Organizational Entities.** Organizational Entities shall have the right to periodically receive membership lists from current address records pertaining to the Organizational Entity. The use of such lists shall be for Society business and shall not include selling, giving, or bartering the list.

**10.2 Society Awards.** A Society Award is an award that a) serves to advance the science and profession of engineering in support of the Society's Purpose and Objective AND b) for which recipients shall be approved by either the Board of Direction or Executive Committee AND c) for which the Society has all supporting funds and rights of administration.

**10.2.1 Criteria for Society Awards.** The criteria for a Society Award shall include the following: a) the purpose of the Society Award AND b) membership or non-membership in the Society as a restriction AND c) the criteria for selection of the recipient AND d) the composition and selection process of the nominating committee AND e) any time limitations on the accomplishment of the achievement being recognized AND f) a provision to allow for non-award in any cycle AND g) the maximum number of recipients allowed per cycle AND h) definition of the award's cycle AND i) definition of the nomination materials required AND j) if applicable, enable the provision of an honorarium AND k) definition of the plaque or other symbol of the Society Award if such an item is to be provided to the recipient AND l) if applicable, enable the provision that the Society Award may be given to the same individual more than one (1) time AND m) if applicable, enable if more than one (1) individual may be selected for a joint effort.

**10.2.2 Nomination for Society Awards.** To be considered for nomination, all nomination packets submitted for Society Awards shall a) include all nomination materials required in the individual Society Award rules AND b) include a completed Society nomination form AND c) be received on or before the date specified in the Society Award criteria.

**10.2.3 Funding of Society Awards.** A Society Award may be established by funds received from individuals, business, industrial organizations, or by a Society grant. Such funds shall carry an obligation on the part of the donor to support the Purposes and Objective of the Society without advocating or seeming to advocate commercial interests.

**10.2.3.1 Direct Costs of Society Awards.** Direct costs are borne by the individual award funds. Direct costs of an award are the initial and ongoing costs of the plaque or other symbol of the Society Award, honorarium, shipping the award to the award site or to the recipient if an in-person presentation is not possible, printing of the recipients booklet, printing of the nomination booklet, production of the award ceremonies, and the expense paid to the investment advisor who manages the portfolio of endowed awards.

**10.2.3.2 Administrative Charges of Society Awards Program.** In addition to awards program direct costs, the Society incurs labor and other program management expenses, including those for soliciting nominations, reviewing nominations for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, writing of press

releases, and organizing luncheons and receptions for the recipients. To cover those expenses, the Society charges each Society Award an annual general and administrative fee of one and one-quarter percent (1.25%) of the Society Award's fund balance held in the Prizes and Awards investment portfolio as of the beginning of each fiscal year. This fee is waived for Society Awards that have spendable balances below \$30,000 at the beginning of each fiscal year.

**10.2.3.3 Endowment of Society Awards.** There are minimum endowments required for Society Awards, whether named or unnamed. An additional sum is required at start-up to cover direct costs associated with the award. The Society Awards Committee shall annually evaluate the minimum requirements relative to the previous year's Consumer Price Index and may make adjustments to ensure the long-term viability of the Society Awards.

**10.2.3.4 Minimum Funding to Confer Award.** Awards may only be conferred if 1) the principle balance meets the required endowment and 2) the Award has sufficient additional funds to pay all direct costs. A waiver may be provided by the Society Awards Committee if special circumstances apply, but no honoraria shall be provided. No honoraria shall be given if doing so would reduce the funds available for direct costs to below one thousand dollars (\$1,000).

**10.2.4 New Society Awards.** To establish a new Society Award, a proposal outlining the proposed purpose, identity of possible donors and a detailed estimation of the finances shall be presented to the Secretary.

**10.2.4.1 Number of Society Awards.** At the time a proposal is received to establish a new Society Award, a determination shall be made of the total number of Society Awards and new Society Award proposals in process. The proposal shall be denied if its acceptance would result in the total number of Society Awards exceeding one (1) award per one thousand five hundred (1,500) Society members.

**10.2.4.2 Naming of Society Awards.** To name a Society Award after an individual, such individual shall be judged by the Society Awards Committee to have or have had eminent professional status, shall be a Life Member of the Society, or shall be deceased.

**10.2.4.3 Process for Proposal of New Society Award.** The Society Awards Committee shall receive proposals for new Society Awards from the Secretary and initiate contact with the Award organizing group. The Award organizing group shall assemble the necessary funds and then present proof of the funds, a final proposal and a complete set of administrative rules to the Secretary for transmission to the Society Awards Committee within two (2) years of initial submission. A request for a one (1) year extension may be made to the Society Awards Committee, which has the right to deny such request.

**10.2.4.4 Acceptance of Proposal of New Society Award.** The Society Awards Committee forwards the proposal for the new Society Award to the Executive Committee with its recommendation for action. No Society Award is established until the funds are received by the Society from the Award organizing group. If funds are not received by the Society within one (1) year of conditional approval of the new Society Award by the Executive Committee, the approval shall be revoked.

**10.2.5 Rules of Society Awards.** Beginning ten (10) years after the establishment of a Society Award, changes and modifications may be made to its official rules by the Executive Committee with the advice of the Society Awards Committee, whether or not the original donors are available for consultation.



**10.2.6 Presentation of Society Awards.** Society Awards should be presented in person by the President or the President's designee whenever possible. The time and place of such presentation shall be determined by the Executive Director who may delegate this authority on an award-by-award basis. Potential presentation venues include the ASCE Convention, a regional or specialty conference, or a meeting of an Organizational Entity. Society Awards whose recipients are solely non-members of the Society shall not be presented at the ASCE Convention unless they fall into a Special Category designated for recognition by the Society. Society Awards whose recipients include both Society members and non-members are eligible for presentation at the ASCE Convention.

**10.2.7 Item(s) Associated with Society Awards.** The item(s) associated with a Society Award could include a certificate, trophy, plaque, or medal, and may include an honorarium. Recipients of awards shall receive the award item(s) as provided in the individual award rules. Society Awards presented to a group shall allow for the lead recipient to be presented the award item(s). Award recipients who are not the lead recipient shall receive a certificate.

Recipients of awards that do not require Society membership may be considered for a one (1) year complimentary membership in the Society at the grade for which they qualify. The Society Awards Committee shall recommend not more than twenty (20) non-member winners per year. In the following year, these winners shall be billed at the normal membership rate.

**10.2.8 Review of Society Awards Program.** The Executive Committee shall, at least once every three (3) years, review the operating rules of Society Awards and determine if any Society Awards should be eliminated, combined with another award, or awarded on a different cycle.

**10.2.9 Awards of Organizational Entities.** Organizational Entities may support and administer awards within their area and without Board of Direction, Executive Committee or Society Awards Committee action in making the award. The names of Society Awards shall not be used to also name awards presented by any Organizational Entity. The rules of the awards of the Organizational Entities shall, however, conform to Society policy.

**10.3 Approved Society Awards.** The following are the approved Society Awards:

**10.3.1 Alfredo Ang Award on Risk Analysis and Management of Civil Infrastructure.** This award was established in 2015.

*Purpose:* The purpose of the award is to recognize an individual who has made significant technical or technological contributions to the field of risk analysis and management of civil infrastructure, specifically in the following fields of research: risk analysis, safety and reliability of engineering systems; life-cycle performance under uncertainty; durability and resilience of engineering systems; safety and performance under natural hazards, and related fields.

*Criteria:* The award is not restricted to members of the Society, but ASCE or institute members shall receive preference where candidates are considered equal in all other ways.

*Selection:* The award selection committee, which shall be composed of representatives of the Infrastructure Resilience Division (IRD) and Technical Council on Life-Cycle Performance, Safety, Reliability and Risk of Structural Systems (TCLC) of the Structural Engineering Institute, shall recommend a recipient to the Society's Executive Committee for approval.

**10.3.2 Arid Lands Hydraulic Engineering Award.** This award was instituted in 1986.

*Purpose:* The purpose of this award is to contribute to the understanding and development of new technology in river basins.

*Criteria:* The award is given without regard to Society membership. It is given on the basis of a paper or other noteworthy original contribution in hydraulics, hydrology (including climatology), planning, irrigation and drainage, hydroelectric power development, or navigation especially applicable to arid or semi-arid climates. Theoretical research should include discussion and recommendations as to how the research can be applied to planning, design, construction, or operation and maintenance of water resource projects or programs.

*Selection:* The recipient of the Arid Lands Hydraulic Engineering Award is nominated by the Environmental and Water Resources Institute Board of Governors for approval of the Executive Committee.

**10.3.3 ASCE Excellence in Journalism Award.** This award was established in 1994.

*Purpose:* The award is to encourage reporters to cover engineering fairly, accurately and positively.

*Criteria:* This award is given to a reporter or reporters whose news coverage enhances public understanding of civil engineering. It is judged on how well they fairly cover all sides of the civil engineering project or issue; accurately describe the civil engineering project or issue; effectively explain how the project or outcome of the issue benefits the community or region; clearly show the civil engineer's role; include the most knowledgeable civil engineering experts; and advance public knowledge and understanding of civil engineers' issues and profession.

*Selection:* The award selection committee, as defined in the Society governing documents, shall recommend to the Executive Committee the recipient(s) of the award.

**10.3.4 ASCE Presidents' Award.** This award was established in 1976.

*Purpose:* The purpose of the award is to commemorate the nation's first President, who was a civil engineer and land surveyor.

*Criteria:* The award is made to a Society member who has given distinguished service to the member's country. The recipient may be of any nationality.

*Selection:* The recipient is recommended by the Presidents-Emeriti Council and approved by the Executive Committee.

**10.3.5 ASCE President's Medal.** This award was established in 1986.

*Purpose:* The award's purpose is to recognize the accomplishments and contributions of eminent engineers to the profession, the Society or the public.

*Criteria:* The award may be presented to no more than two (2) individuals per year.

*Selection:* The award shall be conferred at the initiative of the President with the concurrence of the Executive Committee, who may consider recommendations from any source.

**10.3.6 ASCE State-of-the-Art of Civil Engineering Award.** This award was established in 1966.

*Purpose:* The award is for the purpose of scholarly review, evaluation, and documentation of the scientific and technical information needed by the profession.

*Criteria:* Papers and books on the state-of-the-art of civil engineering (new information which impacts the practice), published by ASCE in the twelve (12) month period ending with June of the year preceding the year of award are eligible.

*Selection:* The nominated papers and books shall be reviewed by the Society Awards Committee, which shall recommend to the Executive Committee the recipient(s) of the award.

**10.3.7 Harland Bartholomew Award.** This award was established in 1968.

*Purpose:* The purpose of this award is to recognize a person who has made special contributions to the enhancement of the role of the civil engineer in urban planning and development.

*Criteria:* This award is restricted to Fellows, Members, and Associate Members of the Society. The award is made to the person judged worthy of special commendation for contributions to the enhancement of the role of the civil engineer in urban planning and development. The contribution may be in the form of a paper published by the Society or in the form of personal efforts and achievements toward that goal.

*Selection:* The recipient of the award is recommended by the Transportation and Development Institute, subject to ratification by the Executive Committee.

**10.3.8 Zdenek P. Bazant Medal for Failure and Damage Prevention.** This award was established in 2015.

*Purpose:* The purpose of this award is to recognize an individual for significant contributions to the engineering science of failure and damage prevention.

*Criteria:* The selection committee shall evaluate senior-level civil engineers or engineering scientists based upon outstanding performance or specific and noteworthy actions which may include publications, patents or other forms of scientific invention demonstrating a clear impact on failure and damage prevention.

*Selection:* This award is made not more often than every two (2) years. The award selection committee, which is composed of members of the Engineering Mechanics Institute and the U.S. National Committee on Theoretical and Applied Mechanics (USNCTAM), shall recommend a recipient to the Society's Executive Committee for approval.

**10.3.9 Stephen D. Bechtel, Jr. Energy Award.** This award was established in 1992.

*Purpose:* The purpose of this award is to recognize outstanding achievements in the energy field by a civil engineer.

*Criteria:* The award is made to a member of the Society who has made a definite contribution to the advancement of the energy field in research, planning, design or construction. The contribution may have been made in the form of papers or other written presentations, or through outstanding performance or

specific noteworthy actions that have served to advance the art, science and technology of the energy field.

*Selection:* The Executive Committee of the Energy Division recommends the recipient to the Society's Executive Committee for approval.

**10.3.10 *Stephen D. Bechtel Pipeline Engineering Award.*** This award was established in 1970.

*Purpose:* The purpose of this award is to recognize outstanding achievements in pipeline engineering.

*Criteria:* The award is made to a member of the Society who has made a definite contribution to the advancement of pipeline engineering, either in research, planning, design, or construction. This contribution may be made either in the form of papers or other forms of written presentations, or through outstanding performance or specific and noteworthy actions, which have served to advance the art, science, and technology of pipeline engineering.

*Selection:* The Utility Engineering and Surveying Institute shall recommend the recipient to the Society's Executive Committee for approval.

**10.3.11 *John O. Bickel Award.*** This award was established in 1986.

*Purpose:* The purpose of the award is to recognize the best original article or paper published concerning the design and/or construction of a rail or vehicular tunnel.

*Criteria:* All authors, members and non-members alike, of papers are eligible. The award is for the best original article or paper published concerning the design and/or construction of a rail or vehicular tunnel. Articles or papers must be published in the twelve (12) months ending with June of the year preceding the year of award.

*Selection:* The recipient(s) of the John O. Bickel Award is recommended by the Construction Institute and approved by the Society's Executive Committee.

**10.3.12 *Maurice A. Biot Medal.*** This medal was instituted in 2002.

*Purpose:* This medal was established to recognize the lifetime achievement of Dr. Maurice A. Biot.

*Criteria:* This medal is awarded to an individual who has made outstanding research contributions to the mechanics of porous materials and will ordinarily be granted for cumulative distinguished contributions. The medal is given without regard for Society membership or nationality. No individual shall receive the medal more than once.

*Selection:* The Engineering Mechanics Institute shall recommend a recipient for approval by the Society's Executive Committee. At the discretion of the EMI Board, one (1) or more outside experts in the above-stated field may be consulted.

**10.3.13 *H. Bolton Seed Medal.*** This award was established in 1993.

*Purpose:* The purpose of this award is to recognize outstanding contributions to teaching, research, and/or practice in geotechnical engineering.

*Criteria:* Eligible candidates for the medal shall be members of the Society, or of a member society of the International Society of Soil Mechanics and Geotechnical Engineering (ISSMGE). The recipient will be chosen without regard for nationality.

*Selection:* The recommended recipient will be made by the Geo-Institute Board of Governors for approval by the Society's Executive Committee.

**10.3.14 CAN-AM Civil Engineering Amity Award.** This award was established in 1972.

*Purpose:* The purpose of this award is to give recognition to those civil engineers who have made outstanding and unusual contributions toward the advancement of professional relationships between the civil engineers of the United States of America and Canada.

*Criteria:* This award is made to a member of the Society or the Canadian Society of Civil Engineers for either a specific instance that has had continuing benefit in understanding and good will, or a career of exemplary professional activity that has contributed to the amity of the United States of America and Canada.

*Selection:* The Cold Regions Engineering Division Executive Committee shall recommend a recipient to the Society's Executive Committee for approval.

**10.3.15 Arthur Casagrande Professional Development Award.**

*Purpose:* The purpose of this award is to provide professional development opportunities for outstanding Younger Member practitioners, researchers, and teachers of geotechnical engineering.

*Criteria:* This award is given in recognition of outstanding accomplishments as evidenced by completed works, reports, or papers in the field of geotechnical engineering. It is intended to further the professional development of an outstanding practitioner, researcher, or teacher of geotechnical engineering. Candidates cannot have reached their thirty-fifth (35<sup>th</sup>) birthday by December 31 of the calendar year nominated.

*Selection:* The Geo-Institute Board of Governors will recommend recipients for approval by the Society's Executive Committee.

**10.3.16 Jack E. Cermak Medal.** This medal was instituted in 2000.

*Purpose:* The medal was established to recognize the lifetime achievements in wind engineering and industrial aerodynamics of Dr. Jack E. Cermak.

*Criteria:* The medal is awarded for cumulative distinguished contributions to research and/or practice in wind engineering. In exceptional cases, it may be awarded for a single contribution of outstanding merit. The award is made to a single individual, unless a nomination is based on work which was a joint effort of a substantial duration. In such cases, multiple medals will be tendered only if the balance then available in the award fund is adequate for this purpose. The medal is conferred without regard for Society membership or nationality. No individual shall receive the medal more than once. During the year following receipt of the medal, the recipient will be invited to deliver the Jack E. Cermak Lecture on a topic within the designated subject area of the award, to be presented at a Society-level meeting, conference, congress, or convention.

*Selection:* The Cermak Medal Selection Committee shall recommend a recipient to the Society's Executive Committee.

**10.3.17 Ven Te Chow Award.** This award was established in 1995.

*Purpose:* The purpose of this award is to recognize lifetime achievement in the field of hydrologic engineering.

*Criteria:* The award is presented to individuals whose careers in the field of hydrologic engineering have been distinguished by exceptional achievement and significant contribution in research, education, or practice. The award is given without regard for Society membership or nationality.

*Selection:* The Environmental and Water Resources Institute Board of Governors will recommend a recipient for approval by the Society's Executive Committee.

**10.3.18 Civil Engineering History and Heritage Award.** This award was established in 1966.

*Purpose:* The purpose of this award is to recognize those persons who through their writing, research or other efforts have made outstanding contributions toward a better knowledge of, or appreciation of, the history and heritage of civil engineering.

*Criteria:* The award is made to recognize the recipients' contribution toward a better knowledge of or appreciation of the history and heritage of civil engineering. It is not restricted to members of the Society.

*Selection:* The History and Heritage Committee shall recommend the recipient(s) for approval by the Society's Executive Committee.

**10.3.19 Collingwood Prize.** This prize was established in 1894.

*Purpose:* The prize is awarded to the author or authors of a paper describing an engineering work with which the author(s) have been directly connected; or recording investigations contributing to engineering knowledge to which the author(s) have contributed some essential part; or as an appendix to a report of an ASCE committee; and containing a rational digest of results.

*Criteria:* This prize is restricted to Affiliate Members, Associate Members, and Members of the Society who were thirty-five (35) years of age or less at the time the paper was submitted in its final form. Any mathematical treatment must show immediate adaptability to professional practice. Accuracy of language and excellence of style are factors in the award. Papers published by the Society during the twelve (12) month period ending with June of the year preceding the year of award are eligible.

*Selection:* The Committee on Younger Members recommends recipient(s) for approval by the Society's Executive Committee.

**10.3.20 Columbia Medal.** This award was established in 1982.

*Purpose:* The award recognizes sustained outstanding contributions to the advancement of aerospace engineering, science and technology.

*Criteria.* The selection will be based on the nominee's contributions to the advancement of aerospace engineering, science and technology in at least one (1) of the following areas: teaching, research, design,

development, planning, construction, management, or direct participation in space-borne missions and/or ground-support activities. The recipient shall be an ASCE member in any grade except Student Member.

*Selection:* The recipient is recommended to the Society's Executive Committee by the Aerospace Division Executive Committee.

**10.3.21 *Computing in Civil Engineering Award.*** This award was established in 1995.

*Purpose:* The purpose of this award is to recognize outstanding achievement and contribution in the use of computers in the practice of civil engineering.

*Criteria:* This award is made to a member of the Society who has made an outstanding contribution to the application of computers to the practice of civil engineering. Computer-related contributions in any technical discipline or professional context are eligible for this award without restriction.

*Selection:* The Computer Division Executive Committee shall recommend a recipient to the Society's Executive Committee for approval.

**10.3.22 *Construction Management Award.*** This award was established in 1973.

*Purpose:* This award is given annually to a member of the Construction Institute who has made outstanding contributions to the field of construction management as a practitioner, educator, or in research, either in the form of a written presentation, scholarly work or notable performance.

*Criteria:* The recipient shall have been a member of the Construction Institute for a minimum of five (5) years and shall have made significant contributions to the body of knowledge or the practice of construction management, or performed outstanding service while managing a significant construction project.

*Selection:* The recipient of the award shall be recommended by the Construction Institute Board of Governors for approval by the Society's Executive Committee.

**10.3.23 *J. James R. Croes Medal.*** This award was established in 1912.

*Purpose:* The award is presented to the author, or authors, of such paper as may be judged worthy of the award and be next in order of merit to the paper to which the Norman Medal is awarded; or, if the Norman Medal is not awarded, then to the author, or authors, of a paper, if any, which is judged worthy of the award of this prize for its merit as a contribution to engineering science.

*Criteria:* This award is open to papers written jointly by members and non-members, provided at least half of the authors are ASCE members. Papers published in the twelve (12) month period ending with June of the preceding year of award are eligible.

*Selection:* The nominated papers shall be reviewed by the Society Awards Committee, which recommends the recipient(s) to the Society's Executive Committee.

**10.3.24 *Charles Martin Duke Lifeline Earthquake Engineering Award.*** This award was established in 1990.

*Purpose:* The purpose of this award is to honor Charles Martin Duke for his pioneering contributions in lifeline earthquake engineering.

*Criteria:* This award is made to an individual who has made a definite contribution to the advancement of lifeline earthquake engineering. Contributions may be made either in the form of papers or other written presentations, or through outstanding performances or specific and noteworthy actions, which have served to advance the art, science and technology of lifeline earthquake engineering.

*Selection:* The award committee shall recommend a recipient for approval by the Society's Executive Committee.

**10.3.25 Hans Albert Einstein Award.** This award was established in 1988.

*Purpose:* This award was established to honor Hans Albert Einstein for his outstanding contributions to the engineering profession and his advancements in the areas of erosion control, sedimentation and alluvial waterways.

*Criteria:* The award is made to a member of the Society who has made a significant contribution to the engineering profession in the areas of erosion control, sedimentation and/or waterway development either in teaching, research, planning, design, or management. Contributions can be made either in the form of papers or through notable performances which have served to advance engineering in these areas.

*Selection:* The award recipient is recommended by an awards committee, subject to approval of the Society's Executive Committee.

**10.3.26 Simon W. Freese Environmental Engineering Award and Lecture.** This award and lectureship was established in 1975.

*Purpose:* This award was endowed by the firm of Freese & Nichols to honor Simon Wilke Freese.

*Criteria:* The Executive Director upon the recommendation of the Environmental and Water Resources Institute will invite a distinguished person to prepare for publication and deliver the Simon W. Freese Environmental Engineering Lecture at an appropriate meeting of the Society. The lecturer will be selected without restrictions as to Society membership or nationality.

*Selection:* This award and lecturer is subject to the approval of the Society's Executive Committee.

**10.3.27 Alfred M. Freudenthal Medal.** This medal was established in 1975.

*Purpose:* This medal is established to recognize an individual who has demonstrated distinguished achievement in safety and reliability studies applicable to any branch of civil engineering.

*Criteria:* The award is presented to an individual in recognition of distinguished achievement in safety and reliability studies applicable to any branch of civil engineering. Age, nationality, and Society membership shall not be considerations in making the award.

*Selection:* This award is normally made every two (2) years. The Engineering Mechanics Institute shall recommend a recipient for approval by the Society's Executive Committee.



**10.3.28 Edmund Friedman Professional Recognition Award.** This award was established in 1960.

*Purpose:* This award was established to recognize the importance of professional attainment in the advancement of “the science and profession of engineering,” as defined by the Constitution of the Society.

*Criteria:* This recognition is awarded to a Society member who is judged to have contributed substantially to the status of the engineering profession by: exemplary professional conduct in a specific outstanding instance; an established reputation for professional service; objective and lasting achievement in improving the conditions under which professional engineers serve in public and private practice; significant contribution toward improvement of employment conditions among civil engineers; significant contribution toward improving the professional aspects of civil engineering education; professional guidance of qualified young persons who would seek civil engineering as a career; and professional development of young civil engineers in the formative stages of their careers; or, other evidence of merit which in the judgment of the award committee shall have advanced the Society’s professional objectives. At the time of nomination members of the Committee on Professional Advancement and its constituent committees are not eligible for the award. In addition, Distinguished Members at the time of the Edmund Friedman Professional Recognition Award nomination are not eligible to be considered for the award.

*Selection:* The Committee on Professional Advancement shall recommend a nominee for approval by the Society’s Executive Committee.

**10.3.29 Edmund Friedman Young Engineer Award for Professional Achievement.** This award was established in 1972.

*Purpose:* The purpose of this award is to recognize the professional contributions of younger members of the Society.

*Criteria:* This recognition is awarded to Affiliate Members, Associate Members, or Members who are Engineering Intern (E.I.), Engineer-In-Training (E.I.T.) or Professional Engineer (P.E.) and thirty-five (35) years of age or less on February 1 in the year of the award who are judged to have attained significant professional achievement, by the degree to which the candidates have shown: service to the advancement of the profession; evidence of technical competence, high character and integrity; leadership in the development of younger member attitudes towards the profession; contributions to public service outside of their professional career; and other evidence of merit, which in the judgment of the award committee, shall have advanced the Society’s objectives.

*Selection:* The Committee on Younger Members submits its recommendations to the Society’s Executive Committee for approval. No more than five (5) recipients will be named in any year.

**10.3.30 Samuel Arnold Greeley Award.** This award was established in 1968.

*Purpose:* The award is made to the author(s) of the paper that makes the most valuable contribution to the environmental engineering profession.

*Criteria:* All original papers dealing with the design, construction, operation or financing of water supply, pollution control, storm drainage or solid waste collection and disposal facilities published by the Society in the twelve (12) month period ending with June of the year preceding the year of award are eligible. An individual author must be a Society member engaged as a principal or employee in the private practice of environmental engineering. In the case of two (2) authors, one (1) must be a Society member engaged as principal or employee in the private practice of environmental engineering. If there are more than two

(2) authors, a majority of the authors must be Society members engaged as principals or employees in the private practice of environmental engineering.

*Selection:* A recipient is recommended by the Environmental and Water Resources Institute for approval by the Society's Executive Committee.

**10.3.31 Daniel W. Halpin Award for Scholarship in Construction.** This award was established in 2011.

*Purpose:* This award is presented to an individual who has demonstrated outstanding scholarship that advances construction engineering as a science.

*Criteria:* The award may be made annually to a member of ASCE or the Construction Institute who has attained a doctoral degree within the last ten (10) years. The award is given on the basis of the candidate's independent scholarly activity, for which they have been primarily responsible.

*Selection:* The Board of Directors of the Construction Institute shall recommend to the Society's Executive Committee the award recipient.

**10.3.32 Ernest E. Howard Award.** This award was instituted in 1954.

*Purpose:* This award was instituted and endowed by Mrs. Howard in honor of her husband, Ernest E. Howard, Past President.

*Criteria:* The award is made to a Society member who has made a definite contribution to the advancement of structural engineering, either in research, planning, design or construction, including methods and materials, these contributions being made either in the form of a paper or other written presentation, or through notable performance or specific actions, which have served to advance structural engineering.

*Selection:* The recipient shall be recommended by the Committee on the Ernest E. Howard Award, subject to approval of the Society's Executive Committee.

**10.3.33 Shortridge Hardesty Award.** The award was instituted in 1987.

*Purpose:* This award is made annually to an individual (or individuals, if recommended) who contribute substantially in applying fundamental results of research to solution of practical engineering problems in the field of structural stability.

*Criteria:* The award shall be based on either a paper published or upon any other effective contribution in the form of personal efforts and achievements. The recipient must be an individual or individuals holding any grade of Society membership.

*Selection:* The Structural Engineering Institute will recommend an individual(s) to the Society's Executive Committee for approval.

**10.3.34 Rudolph Hering Medal.** This medal was instituted in 1924.

*Purpose:* The medal was instituted and endowed in honor of Rudolph Hering, past Vice President of the Society.

*Criteria:* The medal is awarded to the author, or authors, of the paper which contains the most valuable contribution to the increase of knowledge in, and to the advancement of, the environmental branch of the engineering profession. All original papers authored or co-authored by Society members dealing with water works, sewerage works, drainage, refuse collection and disposal, or any branch of environmental engineering which are presented to the Society, in finished form, whether presented to the Environmental and Water Resources Institute or otherwise, are open to the award, provided that such papers have not been previously contributed or published elsewhere. Papers published by the Society in the twelve (12) month period ending with June of the year preceding the year of award are eligible.

*Selection:* The Award Committee shall recommend the author(s) to the Society's Executive Committee for approval.

**10.3.35 Karl Emil Hilgard Hydraulic Prize.** This award was established in 1939.

*Purpose:* The award is given to the author, or authors, of that paper which is judged to be of superior merit, dealing with a problem of flowing water, either in theory or practice.

*Criteria:* Preferably, the award is given to a paper that is not otherwise recognized by receiving another Society prize. The value of the paper is judged both on the basis of the subject matter and the method of presentation.

*Selection:* The Environmental and Water Resources Institute shall make a recommendation, if any, to the Society's Executive Committee for approval.

**10.3.36 Julian Hinds Award.** This award was established in 1974.

*Purpose:* The award was endowed in recognition of the outstanding professional contributions of Julian Hinds.

*Criteria:* Only an individual holding any grade of Society membership is eligible for the award. In the case of papers written by more than one (1) person, at least one (1) author must be a Society member. The award is to be made to the author(s) of that paper which is judged to be the most meritorious contribution to the field of water resources development such as multi-purpose water projects for irrigation, flood control, municipal and industrial water, hydroelectric power or any combination thereof. The award can also be made to an individual for notable performance, long years of distinguished service, or specific actions that have served to advance engineering in the field of planning, development, and management of water resources.

*Selection:* The Environmental and Water Resources Institute shall recommend a recipient or recipients to the Society's Executive Committee for approval.

**10.3.37 Phillip R. Hoffman Award.** This award was established in 1987.

*Purpose:* The purpose of this memorial award is to encourage others to concern themselves with the field of design and development of hydroelectric generation-pumped storage.

*Criteria:* All original papers in the field of grid energy storage development and advancement (e.g. hydroelectric pumped-storage, battery flywheel, compressed air), published in a print issue of an ASCE journal in the twelve-month period ending with June of the year preceding the year of award, are eligible.

*Selection:* The Executive Committee of the Energy Division shall recommend the recipient to the Society's Executive Committee for approval.

**10.3.38 Wesley W. Horner Award.** This award was established in 1968.

*Purpose:* The award is made to the author(s) of the paper that makes the most valuable contribution to the environmental engineering profession, with preference given to those authors who are in the private practice of engineering.

*Criteria:* All papers dealing with hydrology, urban drainage, or sewerage that are published by the Society in the twelve (12) month period ending with June of the preceding year of the award are eligible.

*Selection:* The Environmental and Water Resources Institute shall nominate a recipient to the Society's Executive Committee for approval.

**10.3.39 George W. Housner Structural Control and Monitoring Medal.** This award was established in 2011.

*Purpose:* This award may be presented annually to an individual for research contributions to the field of structural control and health monitoring.

*Criteria:* The award shall be made without regard to Society membership. The recipient shall demonstrate outstanding contributions to structural control and health monitoring either through significant research, educational activities, or to the practice of science and engineering through invention, design or implementation of innovations in the field of structural control and health monitoring.

*Selection:* The Engineering Mechanics Institute Board of Governors recommends a winner to the Society's Executive Committee for final action.

**10.3.40 Walter L. Huber Civil Engineering Research Prizes.** This award was established in 1946.

*Purpose:* This award was created to stimulate research in civil engineering.

*Criteria:* Research Prizes are awarded to members of the Society in any grade for notable achievements in research related to civil engineering. At the time of nomination nominees must either be under 40 years of age or have worked no more than twelve (12) years since receiving a doctoral degree, whichever is less restrictive.

*Selection:* The Huber Selection Committee shall recommend up to five (5) recipients for approval by the Society's Executive Committee.

**10.3.41 Hydraulic Structures Medal.** This award was established in 1983.

*Purpose:* The medal is intended to award an individual or individuals for significant contributions to the advancement of the art and science of hydraulic engineering as applied to hydraulic structures.

*Criteria:* The award will be given without restrictions as to Society membership or nationality. It is made to an individual or individuals for significant contributions to the advancement of the art and science of hydraulic engineering as applied to hydraulic structures. The contribution may be in the form of a paper published in the Society's technical journals, innovative application of hydraulic principles, individual achievements, or distinguished or meritorious service.

*Selection:* The Environmental and Water Resources Institute shall make their recommendation of the winner to the Society's Executive Committee by February 15<sup>th</sup> of each year.

**10.3.42 Innovation in Sustainable Engineering Award.** This award was established in 1981 as the Innovation in Civil Engineering Award and renamed the Innovation in Sustainable Engineering Award in 2011.

*Purpose:* This award recognizes a project that demonstrates replicable innovative concepts in sustainability.

*Criteria:* Projects shall be evaluated based on (a) the extent to which innovative design or construction methods improve economic, social and environmental sustainability; (b) the promise shown by the innovation to extend future developments in sustainability which may be evidenced in part by Envision™ rating and/or institute, section or branch sustainability awards; and (c) the degree to which the project extends public understanding of sustainability in construction as demonstrated by working with the public at the planning, design, construction, and operations stages in the development of the project; and (d) collaboration was an important aspect of the project as demonstrated by significant participation by other disciplines on the team. The award shall be limited to projects developed or implemented in the six (6) year period preceding the year of award and shall not be either a current nominee or previous finalist for the Outstanding Civil Engineering Achievement Award.

*Selection:* The recipient shall be recommended by the Committee on Sustainability to the Society's Executive Committee for approval.

**10.3.43 International Coastal Engineering Award.** This award was established in 1977.

*Purpose:* The purpose of this award is to provide international recognition for outstanding leadership and development in the field of coastal engineering.

*Criteria:* This award is made annually to an individual who has made a significant contribution to the advancement of coastal engineering in the manner of engineering design, teaching, professional leadership, construction, research, planning, or a combination thereof. The recipient is chosen from the international community of coastal engineers, without restriction as to nationality or Society membership.

*Selection:* The Coasts, Oceans, Ports and Rivers Institute's Board of Governors shall recommend the recipient of the award for approval by the Society's Executive Committee.

**10.3.44 Martin S. Kapp Foundation Engineering Award.** This award was established in 1973.

*Purpose:* This award is to honor an individual on the basis of the best example of innovative or outstanding design or construction of foundations, earthworks, retaining structures, or underground construction.

*Criteria:* Emphasis shall be placed on constructed works where serious difficulties were overcome or where substantial economies were achieved. The example shall have been described in published form available to the entire engineering community. The award is not restricted to members of the Society.

*Selection:* The recipient is recommended by the Geo-Institute for approval by the Society's Executive Committee.

**10.3.45 James Laurie Prize.** This award was established in 1912.

*Purpose:* The purpose of this prize is to award an individual who has made contributions to the advancement of transportation engineering.

*Criteria:* This award is made to a member of the Society who has made a definite contribution to the advancement of transportation engineering, either in research, planning, design, or construction, these contributions being made either in the form of papers or other written presentations, or through notable performance or specific actions which have served to advance transportation engineering.

*Selection:* The Transportation and Development Institute shall recommend the recipient, if any, to the Society's Executive Committee for final action.

**10.3.46 Walter LeFevre Award.** The award was established in 2007.

*Purpose:* The purpose of the award is to promote licensure, ethics and professionalism.

*Criteria:* Evaluation of nominees is made on basis of the percent of graduates in a particular Academic Year who took the FE while enrolled in the program, the percent of graduates who passed the exam while enrolled in the program, the percent of eligible faculty who are licensed in a U.S. jurisdiction, and a subjective evaluation of a narrative detailing the extent of the curricula devoted to licensure, ethics and professionalism and activities undertaken by the Department to promote these topics to include improvement from previous Academic Years.

*Selection:* The Committee on Education shall recommend to the Society's Executive Committee the recipient of the award.

**10.3.47 T. Y. Lin Award.** The award was established in 1968.

*Purpose:* The purpose of this award is to encourage the preparation of meaningful papers in the field of pre-stressed concrete.

*Criteria:* All papers written or co-authored by members of the Society that deal with pre-stressed concrete and which are published in the twelve (12) month period ending with June of the year preceding the year of the award are eligible. Preference will be given to papers written by Younger Members.

*Selection:* The Structural Engineering Institute shall recommend the recipient for approval by the Society's Executive Committee.

**10.3.48 Le Val Lund Award for Practicing Lifeline Risk Reduction.** This award was established in 2012.

*Purpose:* This award may be presented for research contributions to the practice of reducing risks to lifeline systems and preparing communities for natural and technological hazards.

*Criteria:* This award may be presented annually to an ASCE member of any grade, except Student Member. The recipient shall have demonstrated exemplary leadership and an understanding of the inter-relationship between engineering and social, economic, and political factors in lifeline risk reduction.

*Selection:* The Award Selection Committee shall recommend a nominee for approval by the Society's Executive Committee.

**10.3.49 Orville T. Magoon Sustainable Coasts Awards.** This award was established in 2013.

*Purpose:* This award may be presented for outstanding contributions to sustainable engineering practices in managing shorelines and coastal infrastructure through research, design, construction or management of the natural and built environment in the coastal zone.

*Criteria:* This award may be presented annually without regard to Society membership. The recipient shall have demonstrated recognition of the balance of coastal values with project needs.

*Selection:* The recipient is recommended for approval to the Society's Executive Committee by the Awards Committee of the Coasts, Oceans, Ports and Rivers Institute.

**10.3.50 Frank M. Masters Transportation Engineering Award.** This award was established in 1975.

*Purpose:* This award is made on the basis of the best example of innovative or noteworthy planning, design, or construction of transportation facilities.

*Criteria:* The example shall have been described in published form available to the entire engineering community. Not more than one (1) award is made each year unless the achievement upon which the award is based is considered to be the contribution of more than one (1) person, such as joint authorship of a paper. In such cases, duplicate or multiple prizes will be awarded. No one shall receive the honor, or any portion thereof, more than once.

*Selection:* The recipient is recommended to the Society's Executive Committee for approval by the Transportation and Development Institute.

**10.3.51 Daniel W. Mead Prizes.** This award was established in 1939.

*Purpose:* This prize is awarded on the basis of papers on professional ethics.

*Criteria:* Younger Members and members of the Society's Student Chapters who are in good standing at the time their papers are submitted are eligible for the respective contests. To be eligible, Younger Members shall have reached thirty-five (35) years of age or less on February 1 in the year of the award.

*Selection:* Younger Member papers shall be judged by the Committee on Younger Members. The Committee on Student Members shall review the Student Member papers. The nominations shall be presented to the Society's Executive Committee for final action.

**10.3.52 Henry L. Michel Award for Industry Advancement of Research.** This award was instituted in 1996 and made a Society Award in 2008.

*Purpose:* This award is to honor a visionary leader whose work has impacted research and innovation in the design, construction, and/or environmental community.

*Criteria:* The individual must be a visionary leader whose work has had an impact on research and innovation in the design, construction, and/or environmental community. Not only can prior contributions be considered, but also the nominee's potential for advancing the industry in the future. The candidate's future potential can be given as much weight as their past accomplishments.

*Selection:* The recipient shall be recommended by the Henry L. Michel Award Selection Committee for approval by the Society's Executive Committee.

**10.3.53 Thomas A. Middlebrooks Award.** This award was established in 1955.

*Purpose:* This award honors the author of a special paper published on geotechnical engineering.

*Criteria:* This award is not restricted to members of the Society. The award is made to the author of a paper published by the Society during the twelve (12) month period ending with June of the year preceding the year of award, which shall be judged worthy of special commendation for its merit as a contribution to geotechnical engineering. The papers which receive the Norman Medal and the Croes Medal shall not be eligible for consideration for this award.

*Selection:* The recipient shall be recommended by the Geo-Institute for approval by the Society's Executive Committee.

**10.3.54 Raymond D. Mindlin Medal.** This award was established in 2007.

*Purpose:* The purpose of the award is to recognize research contributions to applied solid mechanics.

*Criteria:* Evaluation of nominees is made on basis of the extent of lasting contributions made to the study of solid mechanics.

*Selection:* The Awards Committee of the Engineering Mechanics Institute shall recommend to the Society's Executive Committee the recipient of the award.

**10.3.55 John G. Moffatt–Frank E. Nichol Harbor and Coastal Engineering Award.** This award was established in 1977.

*Purpose:* This award is designed to recognize new ideas and concepts that can be efficiently implemented to expand the engineering or construction techniques available for harbor and coastal projects.

*Criteria:* The award is made to a member of the Society who has made a definite contribution in the fields of harbor and coastal engineering. This contribution may have been made either in the form of written presentations or notable performance.

*Selection:* The recipient shall be recommended by the Coasts, Oceans, Ports and Rivers Institute for approval by the Society's Executive Committee.

**10.3.56 Moisseiff Award.** This award was established in 1947.

*Purpose:* This award honors the author of an important paper published by the Society dealing with the broad field of structural design, including applied mechanics as well as the theoretical analysis, or constructive improvement, of engineering structures such as bridges and frames, of any structural material.

*Criteria:* All authors, whether members or non-members, are eligible to receive the prize.

*Selection:* The Structural Engineering Institute shall recommend a paper for approval by the Society's Executive Committee.



**10.3.57 Nathan M. Newmark Medal.** The award was established in 1975.

*Purpose:* This award was established by the Engineering Mechanics and Structural Divisions to honor Nathan M. Newmark, Hon.M.ASCE, for outstanding contributions in structural engineering and mechanics.

*Criteria:* The award is made to a member of the Society who, through contributions in structural mechanics, has helped substantially to strengthen the scientific base of structural engineering, these contributions having been made in the form of papers or other written presentations. The field of structural mechanics should be interpreted broadly and should include continuum mechanics related to structural and geotechnical engineering.

*Selection:* The recipient is recommended by the Awards Committee to the Society's Executive Committee for approval.

**10.3.58 Norman Medal.** This award was established in 1872.

*Purpose:* The medal and certificate are awarded to the author, or authors, of a paper, which shall be judged worthy of special commendation for its merit as a contribution to engineering science.

*Criteria:* All original papers are open to the award, provided that such papers have not been previously contributed in whole or in part to any other association, and have not appeared in print prior to their publication by the Society. Papers written jointly by members and non-members are eligible, provided at least half of the authors are ASCE members.

*Selection:* The recipient of the Norman Medal is recommended by the Society Awards Committee to the Society's Executive Committee for approval.

**10.3.59 Outstanding Public Official Award.** This award was established in 1963.

*Purpose:* The purpose of this award is to recognize those members of the engineering profession who have rendered meritorious service in elective or appointive positions in government.

*Criteria:* The award is made to those members of the Society who have contributed substantially to the status of the engineering profession by meritorious public service in elective or appointive positions in civil government. In the selection of the recipients, primary consideration shall be given to public service that does not require the qualifications of an engineer. The award is intended to recognize service by engineers in such capacities as: mayor, city manager, city councilman, municipal department head, county or special authority official, state governor, member of legislature, state department head, member of Congress, cabinet member, federal department administrator, or U.S. President. The nominees must be licensed professional engineers. This award is given without regard for nationality of the recipient. At the time of nomination members of the Committee on Professional Advancement and its constituent committees are not eligible for the award. In addition, Distinguished Members at the time of the Outstanding Public Official Award nomination are not eligible to be considered for the award.

*Selection:* The recipient is recommended by the Committee on Professional Advancement for approval by the Society's Executive Committee.

**10.3.60 Charles Pankow Award for Innovation.** This award was established in 1996 and made a Society Award in 2008.

*Purpose:* The award is to recognize emerging collaborative innovations in design, materials, or construction-related research and development. Innovations must be new to the design/construction profession.

*Criteria:* Nominations must meet the following requirements: Innovative Technologies – must demonstrate innovative design, materials, or construction-related research transferred into practice; Collaborative Research and Implementation – must demonstrate that collaboration was involved during any part of the cycle from development to application; Impact on Construction Industry Performance – must demonstrate innovative approaches that have a positive impact on society.

*Selection:* The recipient is recommended by the Charles Pankow Award Selection Committee for approval by the Society's Executive Committee.

**10.3.61 John I. Parcel–Leif J. Sverdrup Civil Engineering Management Award.** This award was established in 1976.

*Purpose:* The purpose of this award is to encourage effective leadership and management skills in the civil engineering profession.

*Criteria:* The award is made to a member of the Society who has made a definite contribution in the field of civil engineering management, evidencing high character and professional integrity and regional, national or international professional reputation. This contribution may have been made either in the form of written presentations or notable performance.

*Selection:* The recipient is recommended by the Committee on Professional Advancement for approval by the Society's Executive Committee.

**10.3.62 Ralph B. Peck Award.** This award was established in 1999.

*Purpose:* This award is presented for outstanding contributions to the geotechnical engineering profession through the publication of a thoughtful, carefully researched case history or histories, or the publication of recommended practices or design methodologies based on the evaluation of case histories.

*Criteria:* This award is given without regard for Society membership or nationality. The award recipient or recipients will be invited to deliver the Peck Lecture describing the lessons learned from the relevant case history or histories.

*Selection:* The selection of the award recipient will be made by the Geo-Institute.

**10.3.63 Margaret S. Petersen Award.** This award was established in 2013.

*Purpose:* This award may be presented for exemplary service to the water resources and environmental science and engineering community.

*Criteria:* This award may be presented annually to a woman who is a member of ASCE or EWRI of any grade, except Student Member. The recipient shall have demonstrated exemplary leadership through council, standing, or task committee participation, or university or industry excellence in the water resources, hydraulics, or environmental-related science and engineering profession.

*Selection:* The award selection committee shall recommend a nominee for approval by the Society's Executive Committee.

**10.3.64 *Peurifoy Construction Research Award.*** This award was established in 1984.

*Purpose:* The purpose of this award is to recognize individuals who have made outstanding contributions to the advancement of construction engineering through research and development of new technology, principles or practices.

*Criteria:* This award is made to a member of ASCE or the Construction Institute who has made an outstanding contribution to the advancement of construction engineering through research and development of new technology, principles or practices.

*Selection:* The Construction Institute may recommend a nominee to the Society's Executive Committee for approval.

**10.3.65 *Harold R. Peyton Award for Cold Regions Engineering.*** This award was established in 1988.

*Purpose:* This award was established to stimulate awareness and interest in the challenges of cold regions engineering.

*Criteria:* This award is made to a member of the Society who has made outstanding contributions to cold regions engineering or to a basic understanding of cold environments, including dissemination of knowledge of cold climate technology through publishing innovative technical or research papers.

*Selection:* The Cold Regions Engineering Division Executive Committee shall recommend a recipient to the Society's Executive Committee for approval.

**10.3.66 *The Professional Practice Ethics and Leadership Award.*** This award was originally established in 2005.

*Purpose:* This award was established to promote and recognize civil engineering leadership in professional practice and ethics.

*Criteria:* The award is made to a licensed professional engineer for a specific accomplishment or for lifetime achievements that demonstrate superior ethics and leadership while the individual participated in professional practice or service to the public.

*Selection:* The recipient is recommended by a committee of representatives from the Society and from the Geoprofessional Business Association for approval by the Society's Executive Committee.

**10.3.67 *Raymond C. Reese Research Prize.*** This award was established in 1970.

*Purpose:* This award was established to recognize outstanding contributions to the application of structural engineering research.

*Criteria:* This award is presented to the author or authors of a paper published by the Society in the twelve (12) month period ending with June of the year preceding the year of the award that describes a notable achievement in research related to structural engineering and which indicates how the research can be used. The paper should include the results of research, and, in particular, should indicate and recommend how the research can be applied to design.

*Selection:* The Structural Engineering Institute shall recommend the nominee or nominees to the Society's Executive Committee for approval.

**10.3.68 Rickey Medal.** This award was established in 1947.

*Purpose:* The medal is given to an individual for achievement in the general field of hydroelectric engineering, including any of its branches.

*Criteria:* The medal is given for an achievement in hydroelectric engineering.

*Selection:* The Executive Committee of the Energy Division recommends the recipient of the Society's Executive Committee for approval

**10.3.69 Robert Ridgway Student Chapter Award.** This award was established in 1965.

*Purpose:* This award was instituted to promote excellence among the Student Chapters.

*Criteria:* The award is made annually to the single most outstanding Student Chapter based on judging of Student Chapter Annual Reports.

*Selection:* The Committee on Student Members shall recommend a recipient to the Society's Executive Committee for approval.

**10.3.70 Roebling Award.** This award was established in 1987.

*Purpose:* This award is to recognize and honor an individual who has made an outstanding contribution toward the advancement of Construction Engineering.

*Criteria:* This award is given to a member of ASCE or the Construction Institute. The recipient of the award may be invited to deliver a "Roebling Lecture" at an appropriate meeting of the Society.

*Selection:* The Construction Institute shall recommend a recipient for approval by the Society's Executive Committee.

**10.3.71 Hunter Rouse Hydraulic Engineering Award.** This award was originally established as a lectureship in 1979.

*Purpose:* The award recognizes outstanding contributions to hydraulics and waterways.

*Criteria:* The recipient shall be selected without restrictions as to Society membership or nationality.

*Selection:* The Environmental and Water Resources Institute shall recommend a recipient for approval by the Society's Executive Committee.

**10.3.72 Thomas Fitch Rowland Prize.** This award was established in 1884.

*Purpose:* This award is intended to honor authors whose papers describe, in detail, accomplished works of construction or which are valuable contributions to construction management and construction engineering.

*Criteria:* This award is not restricted to members of the Society. Only papers published by the Society in the twelve (12) month period ending with June of the year preceding the year of award are eligible.

*Selection:* The recipient will be recommended by the Construction Institute for approval by the Society's Executive Committee.

**10.3.73 Robert H. Scanlan Medal.** This medal was instituted in 2002.

*Purpose:* The purpose of the medal is to commemorate Professor Robert H. Scanlan's lifetime achievements in the field of engineering mechanics.

*Criteria:* The medal is awarded to an individual in recognition of distinguished achievement in engineering mechanics based upon scholarly contributions to both theory and practice. The areas of achievement will generally be structural mechanics, wind engineering, and aerodynamics. The award is limited to one (1) individual, without regard for Society membership or nationality.

*Selection:* The Engineering Mechanics Institute Advisory Board shall recommend a recipient for approval by the Society's Executive Committee.

**10.3.74 Masanobu Shinozuka Medal.** This award was established in 2013.

*Purpose:* This award was established to recognize an individual for outstanding contributions in stochastic systems with applications to several branches of civil engineering.

*Criteria:* The award may be presented to an individual in recognition of outstanding contributions in stochastic systems with applications to several branches of civil engineering. Society membership shall not be a consideration in making the award.

*Selection:* One (1) award may be made in odd-numbered years. The recipient is recommended for approval to the Society's Executive Committee by the Awards Committee of the Engineering Mechanics Institute.

**10.3.75 Wilbur S. Smith Award.** This award was established in 1984.

*Purpose:* This award is intended to honor the person who, during the fiscal year preceding the year of the award, shall be judged worthy of special commendation for his or her contribution to the enhancement of the role of the civil engineer in highway engineering.

*Criteria:* This award is restricted to Fellows, Members and Associate Members of the Society.

*Selection:* The recipient shall be recommended by the Transportation and Development Institute for approval by the Society's Executive Committee.

**10.3.76 J. C. Stevens Award.** This award was established in 1943.

*Purpose:* This award is to honor the best published discussion in the field of hydraulics.

*Criteria:* Papers written jointly by an ASCE or Environmental and Water Resources Institute-only members and non-members are eligible, provided at least one (1) of the authors is either an ASCE or EWRI-only member. The paper shall be in the field of hydraulics (including fluid mechanics and hydrology).

published by the Society during the twelve (12) month period ending with June of the year preceding the year of award.

*Selection:* The recipient shall be recommended by the Environmental and Water Resources Institute for approval by the Society's Executive Committee.

**10.3.77 *Surveying and Mapping Award.*** This award was established in 1969.

*Purpose:* This award honors the individual who has made a definite contribution during the year to the advancement of surveying and mapping either in teaching, writing, research, planning, design, construction, or management.

*Criteria:* The award is made annually. These individual contributions are made in the form of papers or other written presentations, or in some instances through notable performance, long years of service, or specific actions which have served to advance surveying and mapping.

*Selection:* The Utility Engineering and Surveying Institute shall recommend a recipient for approval by the Society's Executive Committee.

**10.3.78 *Karl Terzaghi Award.*** This award was established in 1960.

*Purpose:* This award gives honor to an author of outstanding contributions to knowledge in the fields of soil mechanics, subsurface and earthwork engineering, and subsurface and earthwork construction.

*Criteria:* This award is given without restrictions as to Society membership or nationality. Contributions which have been published by the Society shall be cited as the principal basis for the Award.

*Selection:* The recipient is recommended by the Geo-Institute for approval by the Society's Executive Committee.

**10.3.79 *Karl Terzaghi Lecture.*** This lectureship was established in 1960.

*Purpose:* This lectureship was established to fund honoraria and certificates.

*Criteria:* At about yearly intervals, a distinguished engineer to deliver a "Terzaghi Lecture" at an appropriate meeting of the Society.

*Selection:* The recipient is recommended by the Geo-Institute for approval by the Society's Executive Committee.

**10.3.80 *Royce J. Tipton Award.*** This award was established in 1964.

*Purpose:* This award is to recognize contributions to the advancement of irrigation and drainage engineering.

*Criteria:* The award is made to an ASCE or an Environmental and Water Resources Institute-only member who has made a definite contribution to the advancement of irrigation and drainage engineering either in teaching, research, planning, design, construction or management, these contributions being made through notable performance, long years of service, or specific actions which have served to advance

the science of irrigation and drainage engineering. The recipient may be invited to present a lecture at an appropriate meeting of the Society.

*Selection:* The Environmental and Water Resources Institute shall recommend a recipient for approval by the Society's Executive Committee.

**10.3.81 Francis C. Turner Award.** This award was originally established as a lectureship in 1988.

*Purpose:* The award recognizes outstanding contributions to transportation engineering.

*Criteria:* The selection will be based on the nominee's contributions to the advancement of the knowledge and practice of transportation engineering. The recipient shall be either an ASCE member or member of the Transportation and Development Institute.

*Selection:* The recipient will be recommended by the Transportation and Development Institute to the Society's Executive Committee for approval.

**10.3.82 Theodore von Karman Medal.** This award was established in 1960.

*Purpose:* This award is to honor an individual in recognition of distinguished achievement in engineering mechanics, applicable to any branch of civil engineering.

*Criteria:* Age, nationality, and Society membership shall not be a consideration in making the award.

*Selection:* The Engineering Mechanics Institute Advisory Board shall recommend a recipient for approval by the Society's Executive Committee.

**10.3.83 Arthur M. Wellington Prize.** This award was established in 1921.

*Purpose:* This award may be presented annually for papers on transportation on land, on the water, in the air, or on foundations and closely related subjects, not including contributions in the form of reports and manuals.

*Criteria:* This award is not restricted to members of the Society.

*Selection:* The Society Awards Committee will recommend the recipients(s) to the Society's Executive Committee for approval.

**10.3.84 George Winter Award.** This award was established in 1990.

*Purpose:* The purpose is to recognize the achievements of an active structural engineering researcher, educator or practitioner who best typifies the late Dr. George Winter's humanistic approach to his profession: i.e., an equal concern for matters technical and social, for art as well as science, for soul as well as intellect.

*Criteria:* The award shall be made to any individual without regard to Society membership. The recipient shall be a structural engineer, who has consistently worked at advancing the state-of-the-art of the profession through the practical application of design and/or research studies. This individual must have demonstrated a commitment to the social or artistic needs of the community through work performed in an area not directly related to engineering or science.

*Selection:* The Structural Engineering Institute shall recommend the recipient, if any, to the Society's Executive Committee for approval.

**10.3.85 William H. Wisely American Civil Engineer Award.** This award was established in 1983.

*Purpose:* The award's purpose is to recognize not more than three (3) individuals who have exhibited continuing efforts to better the history, tradition, developments and technical and professional activities of the Society.

*Criteria:* The recipient or recipients shall be members of the Society.

*Selection:* The award may be conferred at the initiative of the President with the concurrence of the Society's Executive Committee.

**10.3.86 Younger Member Group/Forum Award.** This award was established in 1985.

*Purpose:* The purpose of the award is to promote excellence among the Younger Member groups/forums.

*Criteria:* This award is made to the most outstanding large and small Younger Member Groups/Forums. Nomination documents should list professional, technical, social and special activities sponsored by the Younger Member Group/Forum for the preceding fiscal year (October to September). Application should be made by March 1 of the year of the award.

*Selection:* The Committee on Younger Members shall recommend to the Society's Executive Committee the winners of the award and those groups receiving Certificates of Commendation.

**10.4 Approved Special Society Recognitions.** The following are the approved Special Society Recognitions:

**10.4.1 Historic Civil Engineering Landmark Program.** This program was established in 1966.

*Purpose:* The purpose of this program is to recognize with a plaque a significant achievement in civil engineering history and to bring such recognition to the attention of the profession and the public.

*Criteria:* To be named a Historic Civil Engineering Landmark, a project of at least fifty (50) years of age must either: 1) have greatly advanced the state of the art of civil engineering; 2) be a unique or outstanding example of its genre; or 3) have had an important impact on the development of at least the region in which it is located.

*Selection:* The History and Heritage Committee recommends projects for Board of Direction approval.

**10.4.2 Outstanding Civil Engineering Achievement.** This award was established in 1960.

*Purpose:* The purpose of this award is to annually recognize an exemplary civil engineering project as an "Outstanding Civil Engineering Achievement." It honors the project that best illustrates superior civil engineering skills and represents a significant contribution to civil engineering progress and society. Honoring an overall project rather than an individual, the award recognizes the contributions of many engineers.



*Criteria:* Any civil engineering or construction project is eligible. The general criteria are:

- 1) Originality and Innovation
  - a) New or innovative application of technology, design, materials, process/methods and construction;
- 2) Resourcefulness in Planning and Solving Design Challenges
  - a) Complexity of the problem or situation addressed;
  - b) Creativity in solutions;
- 3) Sustainability Considerations
  - a) Environmental;
  - b) Social;
  - c) Economic;
- 4) Project Planning and Delivery
  - a) Financing, budget and schedule;
  - b) Meeting the client's needs particularly related to budget and schedule adherence; and
- 5) Contribution to the Well-being of People and Communities, including Aesthetic Value.

Specific criteria may be approved by the Board of Direction and reviewed at a minimum of three (3) year intervals by a constituent committee of the Society Awards Committee. The constituent committee shall have three (3) members including a member appointed by the chair of the Society Awards Committee.

*Selection:* Judging is by a volunteer jury. The Jury shall be comprised of the Past President, the most recent President-Emeritus who shall chair the Jury, six (6) Society members appointed by the Technical Region Board of Governors and the Editor-in-Chief of Civil Engineering magazine who shall serve as Secretary. Appointed members of the Jury shall serve two (2) year overlapping terms; three (3) members appointed by the Technical Region Board of Governors shall be replaced each year. The Jury shall recommend to the Executive Committee for approval a list of finalists and the OCEA recipient. In the case of extraordinary circumstances, the Executive Committee may refer the recommendation(s) back to the Jury for further deliberations.

**10.4.3 Outstanding Projects and Leaders (OPAL) Program.** This award was established in 1999.

*Purpose:* This award is to recognize and honor outstanding civil engineering leaders whose lifetime accomplishments and achievements have made significant differences in design, construction, public works, education, or management.

*Criteria:* The awards are given to model civil engineers who have demonstrated outstanding lifetime achievement, leadership, and a long-term commitment to excellence in the categories of design, construction, public works, education, and management. The awards are not restricted to members of the Society. Members who have been inducted to the office of President-elect shall not be eligible to receive this award.

*Selection:* The Society Awards Committee will review the nominations and nominate one (1) recipient in each of the five (5) categories for Executive Committee approval.

**10.5 Society Scholarships.** A Society Scholarship is a cash award that a) serves to support the undergraduate education of civil engineering students AND b) advances the Society's Purpose and Objective AND c) for which recipients shall be approved by the Executive Committee AND d) for which the Society has all supporting funds and rights of administration.

**10.5.1 Criteria for Society Scholarships.** The criteria for a Society Scholarship shall include the following: a) the purpose of the Society Scholarship AND b) membership or non-membership in the Society as a restriction AND c) the criteria for selection of the recipient AND d) the composition and selection process of the selection committee AND e) the enrollment status of the applicant AND f) a provision to allow for non-award in any cycle AND g) the maximum number of recipients per cycle AND h) definition of the award's cycle AND i) definition of the application materials required AND j) if applicable, enable the provision that the Society Scholarship may be given to the same individual more than one (1) time AND k) if applicable, enable if more than one (1) individual may be selected.

**10.5.1.1 Donor Participation in Society Scholarship Decisions.** Neither donors nor their heirs shall have a role in selecting recipients of Society Scholarships.

**10.5.2 Application for Society Scholarships.** To be considered for a Society Scholarship, all application packets submitted for consideration shall: a) include all application materials required in the individual Society Scholarship rules AND b) include a completed Society Scholarship application form AND c) be received on or before the date specified in the Society Scholarship criteria.

**10.5.3 Funding of Society Scholarships.** The proposed Society Scholarship may be established by funds received from individuals, businesses or industrial organizations, or by a Society grant.

**10.5.3.1 Funding from Wills and Estates.** The Society is not obligated to establish a Society Scholarship in an individual's name from funds received from wills and estates. The Society may apply funds from wills and estates to supplement existing Society Scholarships.

**10.5.4 Direct Costs of Society Scholarships.** Direct costs of Society Scholarships are borne by the individual scholarship fund. Direct costs of a Society Scholarship are the initial and ongoing costs of the scholarship and the expense paid to the investment advisor who manages the portfolio of endowed Society Scholarship funds.

**10.5.5 Administrative Charges of Society Scholarships.** In addition to Society Scholarship direct costs, the Society incurs labor and other program management expenses, including those for soliciting applications, reviewing applications for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, and writing of press releases. To cover those expenses, the Society charges each Society Scholarship an annual general and administrative fee of one and one-quarter percent (1.25%) of the Society Scholarship's fund balance held in the Prizes and Awards investment portfolio as of the beginning of each fiscal year. This fee is waived for Society Scholarships that have spendable balances below \$30,000 at the beginning of each fiscal year.

**10.5.6 Endowment of Society Scholarships.** There is a minimum endowment to establish any new Society Scholarship. An additional sum is required at start-up to cover direct costs associated with the Society Scholarship. The Society Awards Committee shall annually evaluate the minimum requirements and may make adjustments to ensure the long-term viability of Society Scholarships.

**10.5.7 Minimum Funding to Confer Society Scholarship.** Society Scholarships may only be conferred if 1) the principal balance meets the required endowment and 2) the Society Scholarship has sufficient additional funds to pay all Direct Costs. No Scholarship shall be given if doing so would reduce the funds available for direct costs to below one thousand dollars (\$1,000).

**10.5.8 Approval of New Society Scholarships.** The Executive Committee, with the advice of the Society Awards Committee, shall approve all new Society Scholarships proposed to be administered by the Society.

**10.5.8.1 Naming of Society Scholarships.** To name a Society Scholarship after a person, such person shall be judged by the Society Awards Committee to have or have had a reputable association with the engineering or construction communities and shall have been a Society member in good standing for at least twenty-five (25) years.

**10.5.9 Rules of Society Scholarships.** Beginning ten (10) years after the establishment of a named Society Scholarship, changes and modification may be made to its official rules by the Executive Committee with the advice of the Society Awards Committee, whether or not the original donors are available for consultation.

**10.6 Approved Society Scholarships.** The following are the approved Society Scholarships:

**10.6.1 Lawrence W. and Francis W. Cox Scholarship.** This scholarship was established in 2008.

*Purpose:* The scholarship is for the benefit of undergraduate students pursuing a degree in civil engineering.

*Criteria:* The recipient of the Lawrence W. and Francis W. Cox Scholarship shall be an ASCE Student Member at the time of application and award and be an undergraduate in an ABET-accredited program at a recognized educational institution.

*Selection:* Selection is based on the applicant's essay, justification to receive the award, educational plan, academic performance, potential for development, leadership capacity, and financial need. The recipient of the Lawrence W. and Francis W. Cox Scholarship shall be approved by the Society's Executive Committee upon recommendation of the Society Awards Committee.

**10.6.2 Eugene C. Figg, Jr. Civil Engineering Scholarship.** This scholarship was established in 2004.

*Purpose:* The scholarship is for the purpose of encouraging the creation of bridges as art.

*Criteria:* Applicants must be Student Members to be eligible.

*Selection:* The recipient(s) of the Eugene C. Figg, Jr. Civil Engineering Scholarship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.6.3 John Lenard Civil Engineering Scholarship.** This scholarship was established in 2008.

*Purpose:* This scholarship is to encourage outstanding junior or senior civil engineering students to consider water supply or environmental engineering as a career goal.

*Criteria:* The recipient of the John Lenard Scholarship shall be an ASCE Student Member in good standing at the time of application and award, and be a junior or senior student at the time of award, majoring in civil or environmental engineering in an ABET-accredited program at the time of award, and demonstrate a commitment to either water supply or environmental engineering.

*Selection:* The recipient(s) of the John Lenard Scholarship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.6.4 Robert B. B. and Josephine N. Moorman Scholarship.** This scholarship was established in 2008.

*Purpose:* The scholarship is for the benefit of students pursuing a degree in civil engineering.

*Criteria:* The recipient of the Robert B. B. and Josephine N. Moorman Scholarship shall be an ASCE Student Member at the time of application and award and be an undergraduate in an ABET-accredited program in civil engineering or related field.

*Selection:* The recipient of the Robert B. B. and Josephine N. Moorman Scholarship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.6.5 Samuel Fletcher Tapman Scholarship.** This scholarship was established in 1961.

*Purpose:* The scholarship is for the continuation of formal undergraduate education in a recognized educational institution.

*Criteria:* A Student Member may apply for this scholarship and shall be a member in good standing at the time of application and award. No more than one (1) application shall be submitted from the membership of any one (1) Student Chapter.

*Selection:* The recipient(s) of the Tapman Scholarship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.6.6 B. Charles Tiney Scholarship.** This scholarship was established in 1980.

*Purpose:* The scholarship is for tuition assistance to needy and deserving college students who are studying in the field of engineering.

*Criteria:* A Student Member who is in good standing may apply for this scholarship.

*Selection:* The recipient(s) of the B. Charles Tiney Scholarship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.6.7 Arthur S. Tuttle Scholarship.** This scholarship was established in 1983.

*Purpose:* The scholarship is for the purpose of encouraging graduate education in civil engineering.

*Criteria:* All members are eligible.

*Selection:* The recipient(s) of the Arthur S. Tuttle Scholarship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.6.8 Y. C. Yang Civil Engineering Scholarship.** This scholarship was established in 2004.

*Purpose:* The scholarship is to foster interest in structural engineering and to encourage students to further their civil engineering education.

*Criteria:* The recipient of the Y. C. Yang Civil Engineering Scholarship shall be an ASCE Student Member in good standing at the time of application and award, be a junior or senior civil engineering student who will be registered in fall as an undergraduate of the year of award, and will have an interest in structural engineering.

*Selection:* The recipient of the Y. C. Yang Civil Engineering Scholarship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.7 Society Fellowships.** A Society Fellowship is a cash award that a) serves to support the graduate education of civil engineering students AND b) advances the Society's Purpose and Objective AND c) for which recipients shall be approved by the Executive Committee AND d) for which the Society has all supporting funds and rights of administration.

**10.7.1 Criteria for Society Fellowships.** The criteria for a Society Fellowship shall include the following: a) the purpose of the Society Fellowship AND b) membership or non-membership in the Society as a restriction AND c) the criteria for selection of the recipient AND d) the composition and selection process of the selection committee AND e) the enrollment status of the applicant AND f) a provision to allow for non-award in any cycle AND g) the maximum number of recipients per cycle AND h) definition of the award's cycle AND i) definition of the application materials required AND j) if applicable, enable the provision that the Society Scholarship may be given to the same individual more than one (1) time AND k) if applicable, enable if more than one (1) individual may be selected.

**10.7.1.1 Donor Participation in Society Fellowship Decisions.** Neither donors nor their heirs shall have a role in selecting recipients of Society Fellowships.

**10.7.2 Application for Society Fellowships.** To be considered for a Society Fellowship, all application packets submitted for consideration shall: a) include all application materials required in the individual Society Fellowship rules AND b) include a completed Society Fellowship application form AND c) be received on or before the date specified in the Society Fellowship criteria.

**10.7.3 Funding of Society Fellowships.** The proposed Society Fellowship may be established by funds received from individuals, businesses or industrial organizations, or by a Society grant.

**10.7.3.1 Funding from Wills and Estates.** The Society is not obligated to establish a Society Fellowship in an individual's name from funds received from wills and estates. The Society may apply funds from wills and estates to supplement existing Society Fellowships.

**10.7.4 Direct Costs of Society Fellowships.** Direct costs of Society Fellowships are borne by the individual fellowship fund. Direct costs of a Society Fellowship are the initial and ongoing costs of the fellowship and the expense paid to the investment advisor who manages the portfolio of endowed Society Fellowship funds.

**10.7.5 Administrative Charges of Society Fellowships.** In addition to Society Fellowship direct costs, the Society incurs labor and other program management expenses, including those for soliciting applications, reviewing applications for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, and writing of press releases. To cover those expenses, the Society charges each Society Fellowship an annual general and administrative fee of one and one-quarter percent (1.25%) of the Society Fellowship's fund balance held in the Prizes and Awards investment portfolio as of the beginning of each fiscal year. This fee is waived for Society Fellowships that have spendable balances below \$30,000 at the beginning of each fiscal year.

**10.7.6 Endowment of Society Fellowships.** There is a minimum endowment for Society Fellowships. An additional sum is required at start-up to cover direct costs associated with the Society Fellowship. The Society Awards Committee shall annually evaluate the minimum requirements and may make adjustments to ensure the long-term viability of Society Fellowships.

**10.7.7 Minimum Funding to Confer Society Fellowship.** Society Fellowships may only be conferred if 1) the principal balance meets the required endowment and 2) the Society Fellowship has sufficient additional funds to pay all Direct Costs. No Fellowship shall be given if doing so would reduce the funds available for Direct Costs to below one thousand dollars (\$1,000).

**10.7.8 Approval of New Society Fellowships.** The Executive Committee, with the advice of the Society Awards Committee, shall approve all new Society Fellowships proposed to be administered by the Society.

**10.7.8.1 Naming of Society Fellowships.** To name a Society Fellowship after a person, such person shall be judged by the Society Awards Committee to have or have had a reputable association with the engineering or construction communities and shall have been a Society member in good standing for at least twenty-five (25) years.

**10.7.9 Rules of Society Fellowships.** Beginning ten (10) years after the establishment of a named Society Fellowship, changes and modification may be made to its official rules by the Executive Committee with the advice of the Society Awards Committee, whether or not the original donors are available for consultation.

**10.8 Approved Society Fellowships.** The following are the approved Society Fellowships:

**10.8.1 O. H. Ammann Research Fellowship in Structural Engineering.** This fellowship was established in 1963.

*Purpose:* The fellowship is for the purpose of encouraging the creation of knowledge in the field of structural design and construction.

*Criteria:* All members or applicants for membership are eligible. The fellowship is awarded on the basis of transcripts of scholastic records, evidence the applicant has the ability to conceive and explore original ideas in the field of structural engineering, and a description of the proposed research and its objectives.

*Selection:* The recipient(s) of the O.H. Ammann Research Fellowship in Structural Engineering shall be nominated by the Structural Engineering Institute and approved by the Society's Executive Committee.

**10.8.2 Trent R. Dames and William W. Moore Fellowship.** This fellowship was established in 1990.

*Purpose:* The fellowship is for the purpose of advancing the science and profession of engineering and to enhance the overall welfare of mankind.

*Criteria:* Applicants must be practicing engineers or earth scientists, professors or graduate students. Membership in the Society is not a requirement for the award.

*Selection:* The recipient(s) of the Trent R. Dames and William W. Moore Fellowship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.8.3 Freeman Fellowship.** This fellowship was established in 1924.

*Purpose:* The fellowship is for the purpose of discovery of new and accurate data useful in engineering with an emphasis on hydraulic science and art.

*Criteria:* All members are eligible.

*Selection:* The recipient(s) of the Freeman Fellowship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.8.4 J. Waldo Smith Hydraulic Fellowship.** This fellowship was established in 1938.

*Purpose:* The fellowship is for the purpose of promoting research in the field of experimental hydraulics.

*Criteria:* All members enrolled in a formal graduate program are eligible.

*Selection:* The recipient(s) of the J. Waldo Smith Hydraulic Fellowship shall be recommended by the Society Awards Committee for approval by the Society's Executive Committee.

**10.9 Joint Activities with Other Organizations.** The Society and/or its Organizational Entities may appoint representation to committees or boards of other organizations, and sponsor or endorse activities of other organizations or individuals that are consistent with the goals and purposes of the Society and which are deemed to have value for the Society's membership.

**10.9.1 Liaisons to Other Organizations.** Appointments of Society members may be made to represent the Society on committees or boards of other organizations or those formed jointly with other organizations for the purpose of advancing the technical, professional, or economic status of engineers. The Society appointee shall furnish reports to the Society administrative unit supervising the principal subject area of the joint committee. Such report shall be submitted not more than thirty (30) days following each event attended on behalf of the Society and should summarize the activities and accomplishments of the other organization and contain recommendations as to continuing support and participation by the Society.

Appointments of delegates and representatives to represent the Society at conferences and meetings, or on committees or boards of other organizations and those formed jointly with other organizations, shall be selected from members of the Society, as deemed appropriate by the Board of Direction.

**10.9.2 Process to Initiate Joint Activities.** Requests for Society sponsorship or endorsement of local events shall be made in writing to the appropriate Organizational Entity. Requests for Society sponsorship or endorsement of regional, national or international events shall be made in writing to the Secretary, or his designee. Approvals granting Society sponsorship or endorsement must describe the extent or conditions of the Society participation. Each approval shall be for a single event. For all events, the approving Society entity shall request a "Hold Harmless" agreement as a pre-condition to ASCE involvement.

When determining approval or disapproval of a request for sponsorship, consideration shall be given to the nature and reputation of the requesting organization, applicability of the material to the civil engineering professions, possible conflicts with other Society events, and the quality of program and presenters.

**10.10 Provision of Society Member Benefits Through Affinity Programs.** The Society may offer Affinity Programs to the members. The purpose of Affinity Programs is to meet the wants and needs of Society members. Periodic Society member feedback shall be solicited to monitor the wants and needs and the levels of service provided.

**10.10.1 Criteria for Affinity Programs.** Affinity Programs offered to Society members shall meet the following criteria:

—Affinity Programs shall provide products and/or services affecting the well-being of the Society's membership and be high quality, not available to those who are not Society members or available at a cost savings due to membership in the Society.

—The Society shall enter into a contractual arrangement with the vendors/suppliers of Affinity Programs the Society offers. The contract shall: include provisions relative to the monitoring and review of programs, operations, compensation and fees; state that costs to Society members at least match the lowest cost at which the product is offered; include provisions that the vendor/supplier will match documented competitor costs or total value; and provide controls for the Society if contract terms are not met.

—Endorsement of durable goods/hardware products shall be noncommittal and nonexclusive to a single product or dealer if more than one (1) source may be available.

—Suitable product guarantees and/or service shall be available to all Society members.

—The Affinity Program benefit shall be a true benefit offering reduced cost, quality, and convenience to the Society member.

—The Society shall have no marketing obligation and shall be mindful of the Society's members' welfare and privacy by controlling access to lists of Society member addresses and providing means to prevent unwanted, excessive or unsuitable advertising or marketing activities by vendors/suppliers.

—Financial benefits to the Society for the provision of Affinity Programs shall be considered once other criteria are satisfied. Such benefits may consist of royalties, fees, rebates, funding or other legal and lawful payments made to the Society by vendor/suppliers through any such Affinity Program. Financial benefit to the Society shall not, in and of itself, be a criterion for endorsement of an Affinity Program but shall be considered an acceptable enhancement to an Affinity Program, which meets other criteria.

—Products/services, which do not meet the criteria of an Affinity Program, may be advertised to Society members without endorsement through the Society's normal paid advertising channels.

## **ARTICLE 11. AMENDMENTS**

The Rules of Policy and Procedure may be amended by the Board of Direction as provided in the Bylaws.