

Guidelines for Members of ASCE
Younger Member Groups and Forums

YOUNGER MEMBER GROUP HANDBOOK

Revised January, 2017

ASCE Committee on Younger Members

PREFACE

It is not always an easy transition from classroom to the professional world. A young civil engineer may feel isolated and be confused about the best way to begin and/or advance his/her career in civil engineering. He or she may miss the support and friendships that developed during the time spent in the academic environment in general, and involved in an ASCE Student Chapter in particular. Becoming involved in an ASCE Younger Member group (ASCE defines Younger Members as those ASCE members who are age 35 or younger) can help by providing technical information, and networking opportunities with other Younger Members, as well as members of the local Section and Branch.

The ASCE Committee on Younger Members (CYM) coordinates contact between the individual Younger Member groups and the Society. CYM is composed of up to ten volunteer Society members. Members of the ASCE Headquarters staff assist CYM and the ASCE Younger Member groups in coordinating activities within the Society. Policies originating during CYM biannual meeting and monthly teleconferences are forwarded to the Board of Direction via the Member Communities Committee (MCC). Members of CYM are always available to assist in any matters concerning the operation of ASCE Younger Member groups.

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ABOUT ASCE

The American Society of Civil Engineers, the oldest national professional engineering society, was founded in 1852 with an objective to enhance the welfare of humanity by advancing the science and profession of civil engineering. More than 140,000 individual ASCE members are engaged in engineering education, research, public agency, industrial, construction, and private engineering practice.

An elected Board of Direction governs ASCE. The Society's mission, goals and objectives are implemented by a structure of volunteers in ten Regions, 75 Sections, 155 Branches, 130 Younger Member groups and 344 Student Chapters. ASCE's activities and service programs include:

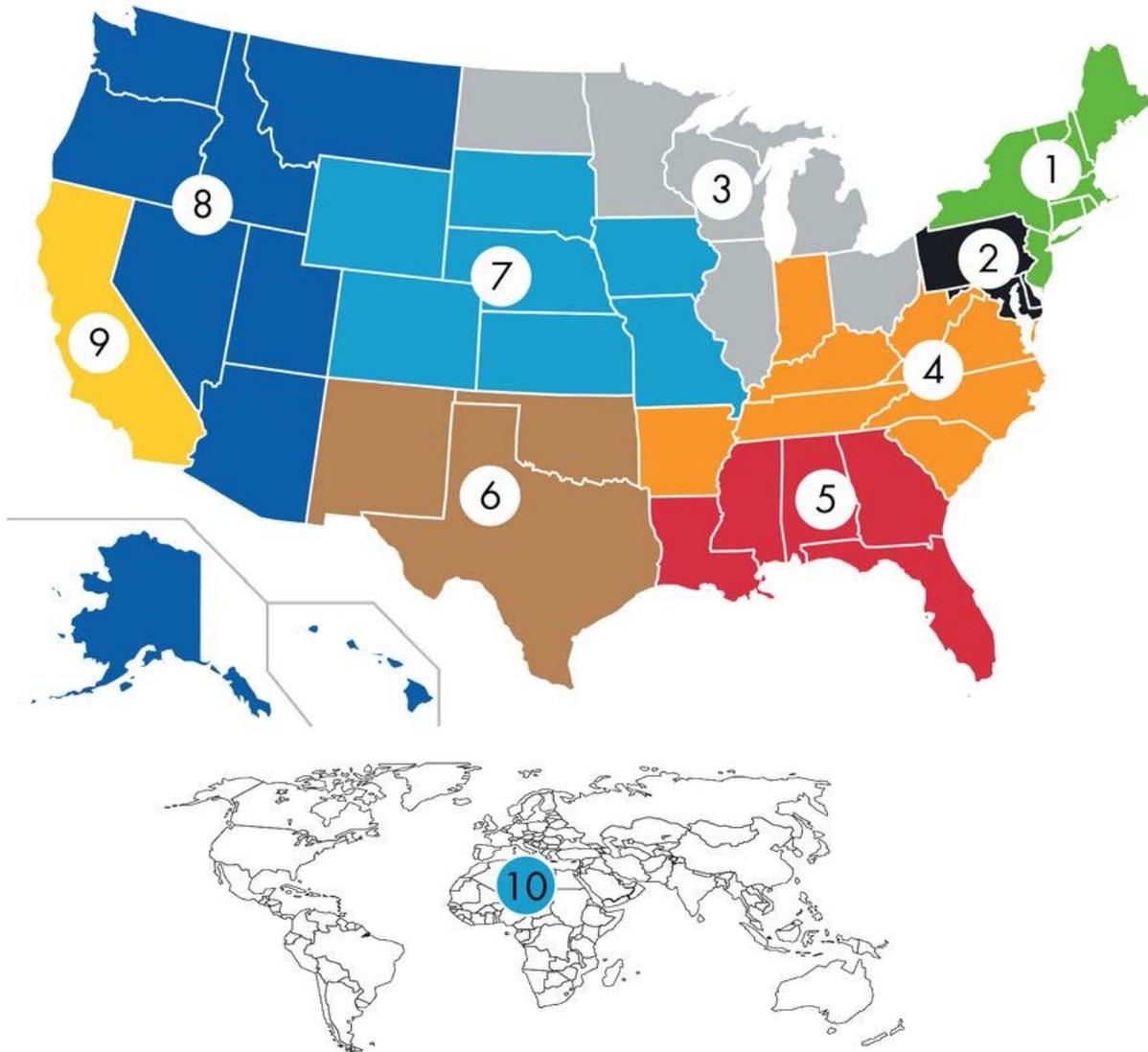
- Developing guidelines, codes, and standards through technical Divisions, Councils, and Institutes;
- Assisting in the development of civil engineering education curricula and participating in the engineering accreditation process;
- Establishing professional practice standards;
- Enhancing the public image of civil engineers;
- Promoting and providing continuing education for civil engineers; and
- Encouraging participation by members and components of the Society in public affairs and community service programs.

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

ASCE ORGANIZATIONAL STRUCTURE

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

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



Younger Member groups are affiliated with a Section or Branch, and organized into three regional groups called

Younger Member Councils. Helping the Sections support and serve the needs of the Younger Member groups is the volunteer ASCE Committee on Younger Members and its headquarters partners, the ASCE Student and Younger Member Programs department staff. These partners are described below.

ASCE Committee on Younger Members

The ASCE Committee on Younger Members are the lead volunteers supporting ASCE's Younger Member programs, including guidance on Younger Member group operations. CYM's organization, responsibilities, and services are explained below. More information about ASCE's organization and operation can be found in the *ASCE Official Register*, [available online](#). A roster of the current members of the Committee on Younger Members can also be [found online](#).

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.

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.

Products and Services

- Society Awards for Younger Members
- Committee on Younger Member Awards
- Younger Member Council Meetings
- Annual Younger Member Leadership Symposium (YMLS)
- Younger Member Group Handbook
- Younger Member Legislative Fly-in
- Professional Development Webinars

ASCE Student and Younger Member Programs

Managing the day-to-day functions of the Younger Member programs is the ASCE Student and Younger Member Programs staff of the Member Communities Division at ASCE headquarters. To contact ASCE Student and Younger Member Programs, write or call:

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

ASCE MEMBERSHIP

You can [join ASCE online](#). There are seven grades of membership in the Society: Honorary, Distinguished, Fellow, Member, Associate, Affiliate, and Student Member. Younger Members

are generally either Associate Members or Members (once they have received their P.E.). Membership in ASCE is on a calendar year basis, running from January through December. There is a five-year sliding scale for ASCE membership dues after college graduation. In order to join a Younger Member group, you must also pay yearly dues for membership in your local Section or Branch of ASCE. Renewal notices are emailed to ASCE members in the fall.

ASCE Society Member Benefits

ASCE Members have the following benefits:

- The right to identify themselves as Members of ASCE on correspondence relating to professional matters. (This is usually done by using the name in a letter, i.e. John E. Jones, P.E., M.ASCE).
- Monthly issues of [Civil Engineering magazine](#) and daily SmartBrief..
- Access to powerful online career resources in [ASCE Career Connections](#), devoted solely to civil engineering internships, jobs, and advice.
- Ten (10) issues of *The Ladder* – a Younger Member newsletter sent to your inbox every year.
- Special technical and professional activity information bulletins with free membership in one of [ASCE's nine technical institutes](#).
- Opportunity to join the local Section or Branch and participate in their activities.
- Updates on legislation affecting the profession when you become a [Key Contact](#).
- Discounts on ASCE-sponsored conferences, journals, books and manuals to increase your knowledge and research.
- Reduced fees on PE Review Courses to prepare you for your exams.
- Opportunity to serve on committees and councils at Society and local levels.
- Details of specialty conferences and meetings.
- Professional recognition through advancement to Affiliate Member, Associate Member, Member, Fellow and Distinguished Member grades.
- Opportunity to participate in group life, medical, auto insurance programs and car rental discounts through ASCE's [Member Advantages Program](#).
- The right to apply for fellowships (see the ASCE Official Register, [available online](#), for information on available fellowships and application requirements).

ASCE PUBLICATIONS

One way ASCE membership helps keep you connected to the profession and the ASCE family is through publications. A few of these publications are highlighted below.

Civil Engineering Magazine

Civil Engineering is published monthly and contains feature articles on technical and professional topics, short news stories of interest to civil engineers, general news on the profession, and reports on new developments in equipment, materials and methods.

Professional Journals

ASCE publishes numerous journals in a host of professional areas of interest to civil engineers. Journals consist of formal papers and their written discussions by members of the various technical and professional divisions. Many of these journals are [available online](#).

ASCE News

ASCE News– the news source for Society members – covers the activities of ASCE and its members, showcasing Society accomplishments and the many ways members can participate and benefit. - *ASCE News* is [available](#) online.

ASCE Official Register

Near the beginning of each calendar year the *ASCE Official Register* is published and may be [downloaded](#) from the ASCE web site. The *Official Register* contains lists of current officers of the Society; information about committee personnel and activities; the Society's Constitution, Bylaws and Rules of Policy and Procedure. The register also lists boundaries for Regions, Sections and Branches, information about Younger Member groups and Younger Member Councils, Student Chapters and Student Conference groups, outstanding civil engineering projects, prizes, scholarships, awards, conferences and many other items of general interest to members.

A catalogue of all current ASCE publications is [available online](#).

ASCE YOUNGER MEMBER GROUPS

ASCE recognizes that younger civil engineers make up the future of the profession and provides opportunities to help Younger Members make friends in the profession, grow their careers and develop as leaders in their communities. ASCE Sections and/or Branches sponsor Younger Member groups made up of civil engineers who are 35 years old or younger.

YOUNGER MEMBER GROUP STRUCTURE

Younger Member groups are not intended as a substitute for the Section or Branch activities, but rather a way to supplement normal Section or Branch functions with programs geared specifically for Younger Members. A listing of all active ASCE Younger Member groups can be [found online](#).

Younger Member groups:

- Help the transition from Younger Member group member to Section/Branch member
- Provide training for future Section/Branch leaders
- Bring together Younger Members for topics of mutual interest
- Get new members involved by providing programs specifically targeted towards Younger Member career stages
- Provide a forum for Younger Members to discuss their views and ideas on Society and Section/Branch matters
- Support Student chapters and provide a bridge into active Society participation

Administering a Younger Member group offers an excellent opportunity to develop leadership and organizational abilities. The officers and committee chairs work together, and discover that interest grows as they plan and execute numerous activities for the Group. This leadership

opportunity should be offered to as many Younger Members as possible, through appointment to working committees within the Younger Member group.

The success of any organization using volunteer workers is dependent upon a number of factors, including:

- Dedication of individual members to goals of the organization
- The clarity with which the goals are stated
- The officers' sensitivity towards member needs
- Organization and division of responsibility among officers and other volunteer workers
- Leadership style of the officers in charge

Recommended Elected Positions

- President
- Vice President
- Secretary
- Treasurer

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

Recommended Standing Committees

In addition to the elected and appointed positions of the Younger Member group, the following standing committees are recommended.

- Awards and Prizes Committee
- By-Laws and Legislation Committee
- Community Activities/Service Committee
- Membership Committee
- Field Trip and Picnic Committee
- Hospitality Committee
- Newsletter/Publicity Committee
- Program Committee
- University Liaison Committee
- Student Outreach (K-12) Committee

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

See [Officer Structure and Duties](#) for suggested specific officer and committee duties.

The Younger Member group structure described above helps:

- provide avenues for increased participation by Younger Member group members in leadership roles
- improve Younger Member group continuity from year to year
- provide opportunities for Younger Member group members to contribute to the Younger Member group by volunteering on committees
- provide a stepping stone to elected office for committee members

YOUNGER MEMBER GROUP ANNUAL REPORT

Younger Member groups must submit an Annual Report each year. The annual report provides a tool with which the Committee on Younger members may assess the health of the ASCE Younger Member group infrastructure, and provides an avenue for idea-sharing and identification of successful activities. ASCE Younger Member group Presidents and Secretaries should give special attention throughout the year to maintaining records in a form that permits speedy assembly of the Annual Report at the close of the fiscal year.

Templates are [made available](#) in the fall, and the deadline for submission is in November.

Younger Member groups are encouraged to keep copies of their Annual Reports so that a record of the activities of the Younger Member group can be maintained over the years.

YOUNGER MEMBER GROUP CALENDAR YEAR

Major ASCE Younger Member group events generally follow a standard fiscal-year calendar. Major events for a typical fiscal year include, but are not limited to:

October	<ul style="list-style-type: none">• New Committee/Board Members take office• Younger Member Council Invitation Letter and Registration
November	<ul style="list-style-type: none">• Younger Member Group Annual Report Submission Deadline• Younger Member Council Registration continues• Announcement of Employer Recognition Awards
December	<ul style="list-style-type: none">• Registration deadlines for Younger Member Councils• Deadline for Younger Member Council Award nominations
January	<ul style="list-style-type: none">• Younger Member Councils
February	<ul style="list-style-type: none">• Deadline for Daniel W. Mead Prize for Younger Members• Deadline for Collingwood Prize nominations• Deadline for Younger Member Group Award nominations• Deadline for Edmund Friedman Young Engineer Award nominations• Younger Member Councils continue
March	<ul style="list-style-type: none">• Legislative Fly-In
May	<ul style="list-style-type: none">• Announcement of Daniel W. Mead Younger Member Contest winner• Deadline for Alfred Noble Award nominations
August	<ul style="list-style-type: none">• Deadline for Employer Recognition Award nominations• Younger Member Leadership Symposium
September	<ul style="list-style-type: none">• New Committee/Board Members elected for upcoming year.• Daniel W. Mead Prize for Younger Member Topic Announcement

YOUNGER MEMBER GROUP SOCIETY LOGO USE

American Society of Civil Engineers Younger Member groups may use the Society logo on business stationery printed by the Younger Member group, on programs for Younger Member group events, on meeting notices, banners, websites, and in similar official ways. It should be clear that the event is a Younger Member group event, not that of a Section or of the Society itself. ASCE logos may be downloaded from the [ASCE Branding Toolkit](#), which has resources for creating PowerPoint presentations using ASCE templates, as well as ASCE letterhead for Younger Member group correspondence.

YOUNGER MEMBER GROUP EMAIL

ASCE recommends that each Younger Member group establish a generic email address – similar to [YMGName@gmail.com](#) that can be used by the officers of the Younger Member Group from year to year. Notify [youngermember@asce.org](#) if you establish or change this email address.

YOUNGER MEMBER GROUP ACTIVITIES

Younger Member groups are encouraged to host and attend various types of activities which will attract Younger Members with a variety of backgrounds and goals. The Younger Member group should strive to make its activities as self-sufficient as possible. An allocation may be made from their Section or Branch, but these monies should not be depended on to support all activities. Professional activities such as seminars and some social activities, in fact, can be structured to raise funds to support other activities.

Additionally, publicizing events hosted by the Younger Member group helps attract new members and informs the local community about the benefits civil engineers provide to society. Guidance on advertising and public affairs is given in [Publicity for Younger Member Group Activities](#).

Technical Activities

- Invite speakers to a lunch, dinner, or meeting time that works for your group to present on technical topic of interest to Younger Members. This could be a formal presentation, a panel discussion, or an informal discussion. These could be local or national projects, new techniques or technology, etc.
- Hold a short course or seminar in the evening or on a Saturday that is convenient for Younger Members to attend. You could provide professional development hours for attendees.
- Conduct construction site tours of on-going projects in the area.
- Sponsor EIT and PE refresher courses.
- Publicize seminars or other courses of interest to Younger Members that may be offered through other groups, universities or colleges, or local agencies or companies.
- Encourage technical development through Younger Member prizes and awards given by ASCE or other groups. Notify and nominate Younger Members for awards. These may include the Collingwood Prize given by CYM or Section/Branch, Region, Society, Institute, Committee level awards.

Social Activities

- Plan and promote an activity or sporting event, which could include golf, tennis, racquetball, volleyball, bowling, baseball, football, kickball, soccer, etc.
- Sponsor a youth sports team in a local recreation league.
- Plan and promote a spectacular sporting or cultural event for group attendance.
- Sponsor a casino dinner party.
- Sponsor a picnic or Younger Member activities at the Section/Branch picnic if one is held.
- Conduct a fundraising raffle or other event to support Younger Member activities.
- Hold regularly scheduled informal networking events at restaurants, coffee shops, etc.
- Consider a weekend event such as camping, hiking, fishing. Don't forget to invite the local Student Chapter!

Professional Activities

- Sponsor a meeting to discuss issues such as professional registration requirements, employment conditions, ethics, sustainable development, leadership development, etc.
- Provide speakers and activities to expose primary and secondary students to Civil Engineering as part of an active Pre-College Outreach Program.
- Promote individual involvement in political issues.
- Support the Section/Branch membership committee program.
- Maintain a current Younger Member membership list for both local and Society level members assigned to the Section/Branch. This list should include the individual's employer. This list may be obtained from your Section or from ASCE Headquarters.
- Contact new Younger Members and recent graduates, encouraging active participation in ASCE and particularly in local Younger Member groups. Inquire of their interest in serving on Group committees.
- Distribute ASCE membership application forms through active Younger Members in contact with non-member engineers within their respective organizations.
- Contact new Younger Members at the local Section/Branch to invite to meetings.
- Sponsor a Student Night to acquaint Student Members with Section/Branch and YMG activities.
- Encourage employer support of ASCE activities.

Community Service Activities

- Encourage activities in community service clubs, or sponsor a community service project.
- Obtain a list of members who are currently participating in community service groups and from this list, set up contacts for those Younger Members who want to join these groups.
- Use the "buddy system", mentoring, i.e., the assignment of an older member to a Younger Member.
- Organize a Community Service Project in conjunction with a Student Chapter.

Younger Member Councils

Younger Member Council meetings are held annually in January and February. These meetings are an opportunity for YMG leaders in each Council to share and discuss common problems and develop objectives for the following year.

There are three Younger Member Councils:

- Regions 1, 2, 4 & 5 Younger Member Council (ERYMC)
- Regions 3, 6 & 7 Younger Member Council (CRYMC)
- Regions 8 & 9 Younger Member Council (WRYMC)

Information and registration materials for the Younger Member Councils are [available](#) in late October and early November.

YOUNGER MEMBER AWARDS

Recognition for outstanding Younger Member groups and individual Younger Members is done through awards from the Society, the Committee on Younger Members, and the Younger Member Councils.

Society Awards

- **Collingwood Prize** – awarded for a paper describing an engineering project
- **Daniel W. Mead Prize for Younger Members** – awarded for a paper on professional ethics
- **Younger Member Group Award** (for large and small groups) – awarded to the most outstanding Younger Member groups of the previous year
- **Edmund Friedman Young Engineer Award** – recognizes a Younger Member who has advanced the profession, exhibited technical competence, high character and integrity; developed improved member attitudes toward the profession; and contributed to public service outside his/her professional career
- **Alfred Noble Award** – recognizes a published technical paper of exceptional merit accepted by the Committee on Publications, or a committee of like standing, for publication in any of their technical publications, provided the author has not passed his/her 35th birthday at the time the paper is published in print by the nominating society.

Committee on Younger Member Awards

- **Young Government Civil Engineer of the Year** – presented to a young civil engineer who has demonstrated leadership and made significant contributions to public service engineering
- **Younger Member Group Website of the Year** – promotes and encourages Younger Member groups to host a website to share information with their members
- **Younger Member Employer Recognition Award** – awarded to those employers that encourage their young engineers to get involved in ASCE activities

Younger Member Council Awards

- **Outstanding Young Civil Engineer in the Private Sector** – awarded to a Younger Member who has demonstrated leadership potential in private sector civil engineering
- **Outstanding Young Civil Engineer in the Public Sector** – awarded to a younger Member who has demonstrated leadership potential in public sector civil engineering
- **Outstanding Younger Member in Community Activities** – awarded to a Younger Member who had demonstrated outstanding leadership and participation in community service
- **Outstanding Support of a Student Chapter** (*Western Region only*) – awarded to a Younger Member group or Practitioner Advisor that has demonstrated outstanding support for one or more Student Chapters.
- **Outstanding Practitioner Advisor** (*Eastern and Central Regions only*) – awarded to a Younger Member who has demonstrated outstanding support for a Student Chapter
- **Outstanding Younger Member Group Project** – awarded for a Younger Member group project that had a favorable and measurable impact on the community
- **Peers Group Award** (*Eastern Region only*) – awarded to an outstanding Younger Member group in the Eastern Region, as judged by all Younger Member groups in the Eastern Region
- **Outstanding Younger Member in ASCE Activities** (*Western Region only*) – awarded to a Younger Member in the Western Region who has demonstrated leadership in ASCE activities.

ESTABLISHING A NEW YOUNGER MEMBER GROUP

Established Younger Member groups are:

- included in the Younger Member Leader announcements email list
- listed in the [ASCE Official Register](#)
- listed as an active group on the [ASCE website](#)

It's easy to establish a new Younger Member Group!

1. Contact your governing Section or Branch to request support and assistance in forming a Younger Member Group.
2. Send an email to youngermember@asce.org. Tell us about your plans to establish a Younger Member Group and give us your contact information so we can follow your progress and offer assistance to you during this process. (If your group is outside the U.S., send an email to international@asce.org.)
3. Begin organizing your Younger Member Group according to the guidelines in this handbook.
 - Create Bylaws for your Younger Member Group and share them with your ASCE Section for initial review and approval. See [Sample Younger Member Group Bylaws](#).)

- Elect officers (see [Recommended Elected Positions](#)) and plan some activities for your Younger Member group for the next few months (see [Younger Member Group Activities](#)).
 - Publicize your schedule to interested Younger Members in your ASCE Section or Branch. You might want create a website with current information about the group’s activities.
4. Submit your Bylaws to ASCE, along with an [ASCE Younger Member Group](#) to youngermember@asce.org or international@asce.org (if your group is located outside the U.S.). Your Bylaws will be reviewed by ASCE Headquarters, and changes will be recommended (if needed).
 5. Make changes to your Bylaws, if recommended by ASCE Headquarters, and re-submit until final approval is received from ASCE Headquarters.
 - Keep a copy of your final Bylaws. Refer to them regularly and update as needed.
 - Send a copy of your final Bylaws to your governing ASCE Section or Branch.
 6. Register your group officers with ASCE Headquarters. (See [ASCE Younger Member Group Registration](#))
 7. Keep a record of your activities so you can complete an annual report in November of each year.
 8. Send one or more delegates to your Younger Member Council meeting (this may not be feasible if your Younger Member group is outside the U.S.).

If you need assistance at any point in this process, contact youngermember@asce.org.

KEYS TO SUCCESS

The following suggestions will help make your Younger Member group successful.

- Organize your leadership by positions with descriptions of responsibility and committees for large tasks to accomplish work. See [Officer Structure and Duties](#) for suggested roles. Then have your leadership attend the Younger Member Council meeting in January or February. (This may not be feasible if your group is located outside the U.S.).
- Develop a mission statement to help with direction, planning and organization. Examples include the following.
 - ...to expose our members to the real-life challenges of engineering...
 - ...to develop a support network for Younger Members...
 - ...to use learned civil engineering skills to benefit the local community...
 - ...to develop contacts with the local, regional, and national engineering community...
- Set achievable and measurable goals, track their achievement, and assess them at the end of the year. Examples goals include the following.
 - Increase YMG membership by 20 percent this year
 - Complete at least one community service project this year
 - Host a “Welcome to the Profession” event for a Student Chapter
- Hold regular and organized meetings and events for officers and general members. See the [Younger Member Group Activities](#) section for examples and guidance

- Advertise your successes. Doing so will help cultivate and continue support received from your ASCE Section and Branch, and the local community.
See [Publicity for Younger Member Group Activities](#) for publicity guidance.
 - Establish a website for your YMG and keep it up to date with your activities. Send the link to youngermember@asce.org so it can be included on [ASCE's website](#).
- Use historical sources (annual reports, local files, previous YMG members and officers) and maintain them during your tenure. These sources will give you ideas on what has worked for your YMG in the past.
- Maintain the lines of communication.
 - Notify youngermember@asce.org of changes in the leadership of your YMG.
 - Establish a generic email address for your YMG officers and pass it down as your leadership changes (be sure to notify youngermember@asce.org of your generic email address!).
 - Stay in contact with your ASCE Section and keep them informed about your activities.
- Send at least one delegate to your assigned Younger Member Council each year (This may not be feasible if your group is located outside the U.S.).

YOUNGER MEMBER GROUP STATUS

YOUNGER MEMBER GROUP HEALTH REPORT

Once a year a Younger Member Group Health Report will be created and shared with the Committee on Younger Members and the Region Directors and Governors. The Younger Member Group Health Report will assign a Status to each YMG.

Within the U.S

Fully Active

YMGs will be considered **Fully Active** that have:

1. Submitted Bylaws to ASCE Headquarters (youngermember@asce.org).
2. Submitted an annual report by November 20.
3. Sent at least one delegate to the Younger Member Council for the Eastern, Central, or Western Region.

At Risk

YMGs will be considered **At Risk** if they have not sent a delegate to a Younger Member Council meeting for three consecutive years **OR** if they have not submitted an annual report for three consecutive years. **At Risk** groups may be contacted by CYM or Region leadership willing to offer assistance.

Inactive

YMGs will be considered **Inactive** if they have not submitted an annual report and have not attended a Younger Member Council meeting for three consecutive years. **Inactive** groups will be removed from the Younger Member Leader Announcements email list and the ASCE website, and will need to contact ASCE to become re-activated.

Outside the U.S

Fully Active

YMGs will be considered **Fully Active** that have:

1. Submitted Bylaws to ASCE Headquarters (youngermember@asce.org).
2. Submitted an annual report by November 20.

At Risk

YMGs will be considered **At Risk** if they have not submitted an annual report for two consecutive years. **At Risk** groups may be contacted by CYM or Region leadership willing to offer assistance.

Inactive

YMGs will be considered **Inactive** if they have not submitted an annual three consecutive years. **Inactive** groups will be removed from the Younger Member Leader Announcements email list and the ASCE website, and will need to contact ASCE to become re-activated.

Appendix A

AMERICAN SOCIETY OF CIVIL ENGINEERS CODE OF ETHICS

Fundamental Principles*

Engineers uphold and advance the integrity, honor and dignity of the engineering profession by:

- using their knowledge and skill for the enhancement of human welfare and the environment;
- being honest and impartial and serving with fidelity the public, their employers and clients;
- striving to increase the competence and prestige of the engineering profession; and
- supporting the professional and technical societies of their disciplines.

Fundamental Canons

- Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.
- Engineers shall perform services only in areas of their competence.
- Engineers shall issue public statements only in an objective and truthful manner.
- Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.
- Engineers shall build their professional reputation on the merit of their service and shall not compete unfairly with others.
- Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the engineering profession.
- Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those engineers under their supervision.

*The American Society of Civil Engineers adopted THE FUNDAMENTAL PRINCIPLES of the ABET Code of Ethics of Engineers as accepted by ABET.

(This is an excerpt of the Code of Ethics. The entire code can be found in the *ASCE Official Register*, available [online](#).)

Appendix B

OFFICER STRUCTURE AND DUTIES

Typically, a larger group is governed by an Executive Committee or Board of Directors, which includes elected officers and the immediate Past President. Elected officers may include:

President

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

Typical Duties

- Prepare an agenda and preside at each Younger Member group meeting.
- Carefully staff the group's committees by appointing responsible chairpersons prior to installation and announce the appointments upon installation.
- Be prepared to make all major decisions of the Younger Member group affairs that do not require voting by the Younger Member group members.
- Call all special meetings including a regular joint meeting of officers and committee chairpersons.
- Maintain a close contact with the Section/Branch President.
- Represent the Younger Member group on the affairs of the Society. The President should become familiar with the structure of the Section or Branch and Region. He or she should introduce himself or herself to the Section or Branch officers.
- Set an example of professionalism as well as sociability.
- Prepare regular columns for the Section or Branch Newsletter summarizing activities.
- Approve or disapprove Younger Member group expenditures.
- Prepare the Annual Report for the Younger Member group. Templates are made available in the fall, with due dates typically in November. Reports should be solicited from the YMG committee chairs.
- Assist the incoming President with committee assignments and organization.
- Represent the Younger Member group, or appoint a delegate for the annual Younger Member Council or the Younger Member Leadership Symposium.
- Prepare miscellaneous correspondence for the YMG.
- Take responsibility for a monthly column in the Section or Branch Newsletter summarizing activities.

Immediate Past President

The immediate Past President assists the President, serving as a source of information and guidance, as requested. He/she has the responsibility for the Awards Committee serving as the chairperson of that committee (if applicable). He/she may also serve as Board contact for one or

more committees/technical groups. In many groups the Immediate Past President chairs the nominations committee.

Vice-President

The Vice-President assists the President according to specific needs and traditions of the Younger Member group. The Vice-President performs the duties of the President in the President's absence and/or inability to perform those duties.

Typical Duties

- Coordinate the Younger Member group committees and call periodic committee meetings to review progress and performance.
- Appoint special committees to perform tasks not specifically delegated to the standing committees. A special committee should be appointed to organize each special community project undertaken by the Younger Member group.
- Accompany the President in representing the Younger Member group at ASCE functions whenever possible.

Secretary

The Recording Secretary is the custodian of the Younger Member group records. The duties of this office require organization and attention to detail.

Typical Duties

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

Treasurer

The Treasurer shall keep a complete and up-to-date account of Younger Member group monies. Standard accounting and bookkeeping practices should be followed in maintaining these accounts.

Typical Duties

- Prepare an operating budget for Younger Member group activities for the fiscal year making allowances for each committee so that they may plan activities with the range allotted to them. Items that may be included are:
 - Society-level dues
 - Program – (meals)
 - Publicity – (material)
 - Activities – (outing & field trips)
 - Refreshments
 - Newsletter – (materials)
 - Supplies – (postage, paper)
 - Cash on hand
 - Website
 - Miscellaneous.
- Have the authority to sign all checks as approved by the President.
- Provide a Treasurer's report including all itemized disbursements and receipts since the last report, the balance of the checking account, the cash on hand, and outstanding bills. The Treasurer should also supervise all fundraising activities and report on their status at each meeting.
- Announce the current balance of Younger Member group accounts at each regular meeting.
- Have possession of the Younger Member group checkbook.
- Pay all bills immediately upon receiving them.
- Reconcile the checking account upon receipt of the bank statement and any discrepancies should be resolved immediately.
- Maintain a complete file containing all paid bills and receipts of Younger Member group purchases.
- Maintain a detailed list on membership money received.
- Collect cash received for refreshments.
- Reimburse any Younger Member group member who presents a receipt for an authorized purchase by the Younger Member group.

POTENTIAL COMMITTEE STRUCTURE

Typically, a committee would be organized with a chairperson. Each committee can be organized with as many members as deemed desirable or necessary to carry out the mission of the committee. It is recommended that the President set goals at the beginning of the term of office and meet these through modern management techniques. All committees should be given specific assignments and time to produce results.

Awards and Prizes

The Awards and Prizes Committee honors members for outstanding accomplishments, and nominates members for Society, CYM, or Younger Member Council Awards.

Bylaws and Legislation

The Bylaws and Legislation Committee maintains the YMG Bylaws, updates, publishes and distributes a policy and procedure manual, and coordinates with the Section or Branch Legislative Committee to keep the YMG informed about legislation of interest at the local, state and Society level.

Community Activities/Service Committee

The Community Activities/Service Committee encourages and assists members in becoming interested and active in their community and finds areas of community involvement for members or YMG as a whole.

Membership Committee

The Membership Committee promotes professional affiliation and participation in ASCE and encourage young engineers and engineering students to become more active in local Section/Branch activities.

Field Trip and Picnic Committee

The Field Trip and Picnic Committee investigates, proposes and organizes field trips of interest in any are of civil engineering and coordinates various activities for an annual picnic.

Hospitality Committee

The Hospitality Committee is generally responsible for the arrangements and functioning of the YMG meetings. The committee may also be assigned specific tasks by the President or Board. The purpose of the committee is to ensure that the YMG meetings run smoothly, all new members attending those meetings are made to feel welcome, and all guests are properly recognized.

Newsletter/Publicity Committee

The Newsletter/Publicity Committee solicits and/or prepares pertinent news article for inclusion in the Section/Branch Newsletters and submission for consideration for ASCE's Student and Younger Member enewsletter, The Ladder. Such articles should clearly publicize and report all YMG activities, thereby creating interest and encouraging participation. The committee should also prepare news releases for submission to local newspapers on involvement in community activities such as PTA, Boy Scouts, political and professional activities.

Program Committee

The Program Committee provides topics and speaker(s) for general meetings. The committee should research and present information of professional interest such as salaries, educational opportunities and other career-related matters, and arrange the speakers and subject for each program well in advance of the meetings. The committee is also responsible for seeing what equipment is needed by the speakers and forwarding this information on to the Hospitality

Committee so that the equipment will be available at the meeting. The committee is responsible for preparing a yearly budget and also forwarding its requests for reimbursement for any expenses the committee accrues.

University Liaison Committee

The University Liaison Committee promotes participation at the Student Chapter level by distributing information on current ASCE and related activities to Student Chapters supported by the YMG. Coordinate activities such as Student Night and Younger Member support of student conferences (concrete canoe competition, steel bridge competition, etc.). Ensure each Student Chapter has a Practitioner Advisor.

Student Outreach (K-12) Committee

The Student Outreach Committee plans activities to teach children about civil engineering to help promote awareness of the profession. Resources maybe found at www.asceville.org.

Appendix C

SAMPLE YOUNGER MEMBER GROUP MEMBERSHIP DRIVE EMAIL

Dear young civil engineer:

As a civil engineer who is age 35 or younger, you are eligible to join [*name of Younger Member group*] of the American Society of Civil Engineers (ASCE). As a member you will be able to vote, to hold office, and to exercise your abilities in making the group more effective in the professional development of young civil engineers. Attached is literature about ASCE and Younger Member groups

We are proud of the [*name of Younger Member group*]. This is more than just a social organization. It is part of the professional society that unites all civil engineers throughout the world. Through the activities of ASCE, civil engineers have the opportunity to work toward the advancement of knowledge in Civil Engineering and to make contacts that benefit their own professional development. Joining a Younger Member group is your first opportunity to show your professional consciousness in Civil Engineering. The Younger Member group offers you an opportunity to expand your technical education, leadership skills, and to become an involved civil engineer.

Here's information about our next meeting.

Date:

Time:

Location:

A new secretary is to be nominated and elected; it could be the person of your choice if you attend. We will have a special guest joining us – Mr. John Smith, President of the local ASCE Section. We will also view two prize-winning films on water supply and pollution control and serve light refreshments.

For further details on the meeting or the ASCE Younger Member group, look for me at the meeting -- or feel free to contact me at YMGname@gmail.com or 111-555-1234.

Sincerely,

President

[*name of Younger Member group*]

Appendix D

SAMPLE EMAIL REQUEST FOR A SPEAKER

Subject: REQUEST FOR SPEAKER FOR ASCE YOUNGER MEMBER GROUP MEETING
January 21, 20XX at 7:00 P.M.

Dear Sir/Madam:

The *[name of Younger Member group]* will be meeting on January 21, 20XX, and the topic we have chosen is:

"Changing Opportunities for Civil Engineers"

Since your company is well known for its diversified consulting activities, and employs many civil engineers, we are writing to inquire if you could provide us with a guest speaker on this subject.

A 20- to 30-minute talk from one speaker seems to be quite effective. Alternatively, a panel with two or three speakers would work just as well. The audience will consist of approximately 20 civil engineers, (age 35 and younger) with a variety of specialties and interests. Following the talk, we welcome the opportunity to hold an informal discussion period.

The objective of this program is to give the *[name of Younger Member group]* members technical information about the changes that are happening in the field of civil engineering and what they might do to position themselves well for career advancement. We would be grateful if you could provide us with a speaker.

We would appreciate a reply by October 15. We look forward to hearing from you.

Sincerely,

Program Chairman
ASCE Younger Member group

cc: Branch President
Section President

Appendix E

SAMPLE YOUNGER MEMBER GROUP BYLAWS

YOUNGER MEMBER GROUP, _____ SECTION/BRANCH
AMERICAN SOCIETY OF CIVIL ENGINEERS

BYLAWS

ARTICLE I - Name and Objectives

3. *Name.* The name of this organization shall be the [*name of Younger Member group*], American Society of Civil Engineers (ASCE) (hereinafter referred to as the “*YMG*”).
4. *Objective.* The objective of the *YMG* shall be the {advancement of the science and profession of engineering, development of Younger Members, etc.} in a manner consistent with the purpose of the American Society of Civil Engineers.
5. *Authority.* The activities and actions of the *YMG* shall be consistent with the provisions as set forth in the Constitution and Bylaws of the _____ Section {and _____ Branch}.

ARTICLE II - Membership

1. *Younger Members.* As used in the Bylaws of the *YMG*, the term "Younger Member" shall include any Associate Member, Member, or Affiliate Member of ASCE thirty-five (35) years of age or younger.
2. *Subscribing Members.* Only Younger Members who are current members in good standing of the _____ Section/Branch of ASCE shall be entitled to vote, to hold office, to serve on committees, or to represent the *YMG* officially.
3. *Rights of Members.* All members shall have equal rights and privileges, except as provided elsewhere in the Bylaws of the *YMG*.

ARTICLE III - Dues

1. *Member Dues.* There shall be no entrance fees or annual dues for the *YMG*.

ARTICLE IV – Management

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

ARTICLE V – Duties of Officers

1. *Chair(s)*. It shall be the duty of the Chair(s) to coordinate and oversee all *YMG* activities, to preside at all meetings of the *YMG*, to keep the _____ Section/Branch informed of the *YMG*'s activities, to represent the *YMG* at _____ Section/Branch meetings, ensure the completion and submittal of the *YMG* Annual Report, and such other duties as are customary and proper for such office. The Chair(s) shall keep administrative and budgetary records for the *YMG* and report to the Section/Branch annually. The Chairs(s) or duly appointed representative shall be a voting member of the _____ Section/Branch Board.
2. *Terms*. The Chair(s) serve one (1) year, renewable terms, commencing at the end of the _____ Section/Branch (or *YMG*) Annual Meeting, on October 1.
3. *Vacancies*. A vacancy by previous Chair(s) shall be filled by order of the Section/Branch Board, as necessary, and the individual so appointed shall hold office for the remainder of the unexpired term.

ARTICLE VI – Nomination and Election of Officers

1. *Nominating Committee*. The Nominating Committee shall select one (1) or more candidate for each office except for Past President to be filled in the ensuing year and shall obtain the consent of each nominee to serve if elected. In addition, candidates may be nominated by written petition containing signatures of at least _____ Subscribing Members.
2. *Ballots*. The Secretary shall send a ballot, containing a list of all nominees, petition nominees, and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the *YMG* at least two (2) weeks prior to the Annual Meeting.
3. *Tallying the Ballots*. Ballots returned to the Secretary up to the time of counting shall be opened and counted at the Annual Meeting by the current President and Past President. For each office the candidate receiving the highest number of votes cast shall be declared elected. In the event of a tie, the vote shall be retaken for tying candidates. In the event of a write in victory, the write in candidate must be verified for eligibility to hold office by the Nominating Committee and must accept the Office. The results of the election will be announced by the current President.

ARTICLE VII - Activities and Meetings

1. *General Meeting*. General Meetings shall be held at regular intervals for the purposes of promoting active participation. A minimum number of _____ (x) meetings or activities shall be sponsored by the *YMG* each year.
2. *Annual Meeting*. The Annual Meeting shall be held on such date and at such place as the Executive Board shall designate, in coordination with the _____ Section/Branch. Meeting announcements shall be distributed by the Secretary.
3. *Other Activities*. Special meetings, field trips, and activities of the *YMG* shall be held at such times and places as designated by the Executive Committee.
4. *Quorum*. At all membership meetings where business is transacted, _____ Subscribing Members shall constitute a quorum. A majority of the members of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee

ARTICLE VII – Committees

1. **Standing Committees.** The *YMG* shall have a Nominating Committee consisting of three (3) individuals, who shall be appointed by the Executive Committee and shall serve a one (1) year term.
2. **Task Committees.** The President may establish such other committees as needed. Examples of such include: outreach, social, technical, tours, PE review, etc. Except as otherwise established by the Executive Committee, each such committee shall have a minimum of three committee members and each member shall serve a one-year term.
3. **Limitations.** No individual may serve on more than three *YMG* committees concurrently except for the President, who will serve as *ex officio* member of all *YMG* committees.

ARTICLE VII – Administrative Provisions

1. No part of the net earnings of the *YMG* shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the *YMG* shall be carrying on propaganda or otherwise attempting to influence legislation. The *YMG* shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.
2. Upon dissolution of the *YMG*, the assets remaining after the payment of the debts of the *YMG* shall be distributed to the _____ Section/Branch.

ARTICLE IX - Amendments

1. **Proposal.** An amendment to these Bylaws may be proposed by the President, any member of the Executive Board, or by a written petition submitted to the *YMG* Secretary, containing the text of the amendment, signed by not less than ____ Subscribing Members of the *YMG*. Proposed Bylaws changes shall be reviewed and approved by the _____ Section/Branch.
2. **Process.** These Bylaws may be amended only by an affirmative vote of no less than two-thirds of the Subscribing Members present and eligible to vote at a duly constituted meeting of the *YMG* membership where a quorum is present, provided that written notice containing the text of the proposed amendment(s) is published to the *YMG* membership at least two (2) weeks in advance of the meeting; or by an affirmative mail or email ballot of no less than two-thirds the number of ballots returned.
3. **Approval.** Following any amendment of the Bylaws, the revised Bylaws shall be immediately forwarded to the Committee on Younger Members for approval by the American Society of Civil Engineers Executive Committee.

Appendix F

PUBLICITY FOR YOUNGER MEMBER GROUP ACTIVITIES

There are recognized advantages in informing others about the activities of the Younger Member group. Appropriate publicity should be written and distributed to local print and electronic media and wire services for maximum coverage.

A publicity committee should prepare releases for local newspapers and submission to ASCE for possible inclusion in ASCE newsletters. Your press release should contain brief accounts of activities, giving names, and details of accomplishments, and digital photographs, if possible. The lead-in paragraphs should answer the questions of who, what, when, where, why and how.

Some Younger Member groups issue a newsletter or similar publication to acquaint each Younger Member group member with on-going activities, advance notice of meetings, and highlights of interesting discussions or papers presented before the Younger Member group. Such publicity stimulates interest among Younger Member group members.

An active media relations program can pay big dividends for you. Those big dividends translate into coverage for your ASCE Younger Member group, your Section or Branch and for the Society at large.

By following the tips included in this section, you will increase your chances not only of receiving the coverage you want, but also of getting your message across to the public accurately, and you'll make the efforts of your Younger Member group more visible in your surrounding community.

In this section you'll find tips on getting coverage from media in your area; how to write a press release; how to write a public service announcement (PSA); and how to create a Younger Member group Backgrounder.

Advice on Working with the Media

In dealing with the press in your area, it helps to keep some things in mind:

- Try to do some planning before you began writing your release. Ask yourself these basic public relations questions:
 - What is the message you want to convey?
 - Who is your audience? (Other Younger Members? Students? The general public?)
 - Should the media come calling with questions in response to release(s) you sent out, who are your spokespersons going to be?

- Who can get your message across in quick, 5-10 second sound bites full of information?
- Who is your most vocal, enthusiastic representative?
- Would this person represent ASCE well?
- What is the most realistic outcome you can expect from coverage?
- National, regional or local newspapers?
- TV and radio stations?
- News Bureaus such as AP and Reuters?
- Engineering trade press magazines?
- Regional and national general interest publications?
- Find out the most appropriate contact at the paper in your town, city or state. In most cases, the education editor or science editor is your best bet. In the event your paper doesn't list either one, the contact should be the individual listed as "Metro Editor."
- Find out the appropriate contacts at the television stations in your area. The best way to insure TV coverage of an event is to address your release to the assignment editor, or if your event is to take place on Saturday or Sunday, the weekend assignment editor.
- Most radio stations employ a "News Director;" addressing your release to this individual will ensure that your release gets noticed by the right person.
- Timing is critical to getting coverage of your event. The more advance notice you give the media, the better your chances of seeing your event in the papers and on the news.
- To compete successfully against other story ideas and news releases being sent to your paper, TV and radio station, follow-up is a must. If you fax your release to a newspaper or TV station, give them two days to take a look at it and then call that contact. If you mail your release, call within 5 to 7 business days.
- Your phone manner can often make or break story coverage for you. Remember that time is a precious commodity in a newsroom. When calling it is often a good idea to ask up front "Am I getting you at a bad time?" or "Do you have a minute to talk?" It may seem academic, but a polite, professional attitude wins you more coverage than you'll ever realize.

Tips on Writing a News/Press Release

The news or press release is the workhorse of public relations communication efforts. The more time you put into communicating your "news," the better your chances of receiving coverage or at least a response. With that in mind, consider the tips listed below as a guide for news or press release writing:

Keep your release to no more than two sides of a page. This translates to roughly 375 words or less. Be sure to put "more" at the bottom of the first page, so the reader knows the release continues.

Two elements of the news releases are crucial in getting the attention of editors and reporters – your headline and your lead paragraph. If you don't have their interest by the end of the first paragraph, your release – and your coverage – could end up in the wastebasket.

With that in mind, before writing your lead paragraph, ask yourself the following questions.

- What is the most important aspect of this event?
- Who is going to be there?

- What's so newsworthy about it?
- How many people will participate, and from where?
- If you were a newspaper reporter, why would you want to cover this event?

If you are really at a loss on how to write the lead, remember the "5Ws" rule: Who, What, Why, When, Where. If you include a little of each in the lead, you've got a good paragraph. Granted, it has been done a million times, but it is still effective and gets the job done quickly.

Vary your sentence length. Releases dominated by long sentences can be intimidating. Releases with only short sentences don't tell the whole story. Interchanging the two, guides the reader and keeps their attention.

Editors and reporters appreciate the visual aid provided by bold type and bullets. By bolding the name of the event or important facts regarding it, you allow the reader to skim your release. Bullets are good for listing conference sessions, speakers or reasons why the event is so newsworthy.

Somewhere on the release – preferably in the top right-hand corner – include a contact person and phone number for the editor or reporter to get in touch with from your organization. Your last paragraph should serve as "boilerplate" material that supplies the year your Younger Member group was founded, its purpose and possibly the number of members.

Here is an example of a press release put out by ASCE:

ASCE Announces Open Submissions for First-Ever Bridges Photo Contest

Media Contact(s):

Clark Barrineau, 202-789-7853, cbarrineau@asce.org

Friday, March 01, 20XX

Reston, Virginia. – The American Society of Civil Engineers is calling on all photographers, government agencies, and engineers to submit their photos to the ASCE Bridges Photo Contest. If you love bridges, we want your photos! The ASCE Bridges Photo Contest seeks to celebrate the design and engineering achievements of civil engineers.

ASCE will recognize 13 winners and 25 finalists from a variety of categories including best general photo; best green bridge; best small town or city bridge; best new bridge; best High Dynamic Range photograph of a bridge; and best bridge photo by an ASCE student member. Winning photos are eligible for inclusion in ASCE's 20XX Bridges Calendar.

Each winner will receive a cash award and will be eligible for inclusion in the ASCE 20XX Bridges Calendar. The contest will be judged by a panel of experts, including professional photographers, design professionals, and civil engineers.

Anyone over 18 years of age can enter. The contest closes March 31, 20XX.

To submit your photos or to learn more about the complete contest guidelines, please visit <website URL>.

Public Service Announcements (PSAs)

PSAs are short (15-30, or 60 seconds) segments broadcast during the morning news on the radio and at various times on TV stations. The goal behind producing a PSA is to attract an audience of interested citizens to your event, as opposed to gaining media coverage.

As a rule, PSAs are short; a 30-second PSA should be approximately 75 words or less.

When writing a PSA, you should again apply the “5Ws” of who, what, why, when and where – and do it all in the first sentence. Remember to include the time the event will take place as well as the date. Also be sure to mention if the event is free of charge. They should be more conversational in tone as often times they are read by live talent.

For radio stations, your best contact for a PSA broadcast is the Public Affairs or Public Service Director. This information can be found by consulting the PBI Media Services for Radio Contacts.

For TV, you should contact the News Director.

How to Write a Younger Member Group Backgrounder

In this day and age where convenience is everything and people prefer to have everything at their fingertips, the backgrounder is becoming a staple of public relations materials.

A backgrounder contains everything about an organization in one easy-to-read document. More than a history of the organization, the backgrounder gives the outside world a sense of the organization’s “party line” – what that organization stands for, what they do, how they do it, who is involved and what they achieve.

When putting together a Younger Member group backgrounder, there are some basic questions to ask yourself. The answers to these questions will provide you with the “guts” of the backgrounder. Those questions include the following topics.

- When was your Younger Member group founded?
- Why was it founded?
- How many members are there in your Younger Member group?
- How is your Younger Member group governed? Who is your President, Vice-President,
- Do you have a budget? How is revenue generated for this budget – through support from your ASCE Section or Branch or solely by fundraising by the Younger Member group?
- What are your Younger Member group goals? How are those goals fulfilled?
- What are the various committees that operate within your Younger Member group?

- What programs do you sponsor?
- At monthly meetings, are local speakers invited to address your Younger Member group?
- Does your Younger Member group have a canon of ethics?
- Does the Younger Member group publish reports, papers or a newsletter on a monthly or annual basis?
- What awards or special commendations have been bestowed upon your Younger Member group?
- Are there notable past members of your Younger Member group who are outstanding members of the engineering, business or political arena who are well-known in your town, city, state or nationwide?

ASCE YOUNGER MEMBER GROUP REGISTRATION

Appendix G

ASCE YOUNGER MEMBER GROUP REGISTRATION

Governing ASCE Section or Branch

Current Number of Members

Date Established

President

Name: _____ ASCE ID Number: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Vice President

Name: _____ ASCE ID Number: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

ASCE YOUNGER MEMBER GROUP REGISTRATION

Secretary:

Name: _____ ASCE ID: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Treasurer:

Name: _____ ASCE ID: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

ASCE YOUNGER MEMBER GROUP REGISTRATION

Section/Branch Endorsement

This page is to be completed by the President of the governing ASCE Section or Branch.

Name of sponsoring Section or Branch: _____

Our Section Branch (check one) endorses the establishment of this ASCE Younger Member group. I confirm the Section (or Branch) is prepared to continue to sponsor, promote and support the Younger Member Group following establishment.

President's
Signature: _____ Date: _____

Name (please print): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Submission instructions:

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

1. A completed **ASCE Younger Member Group Registration**
2. A copy of the **Younger Member Group By-Laws** (approved by the sponsoring ASCE Section or Branch)

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

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

This registration was prepared and submitted by:

Name

Signature

Title

Date

Telephone Number

Email Address

If you need assistance at any point in this process, contact youngermember@asce.org.