

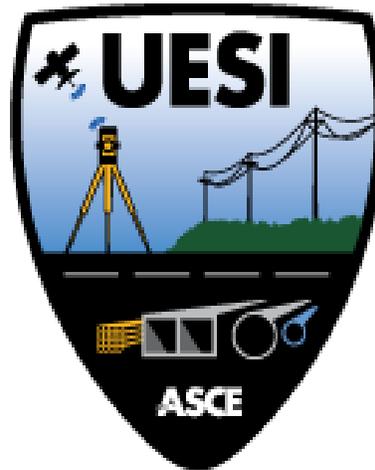
AMERICAN SOCIETY OF CIVIL ENGINEERS

**UTILITY ENGINEERING AND SURVEYING
INSTITUTE**

BOARD OF GOVERNORS (UESI-BOG)

REVISED DRAFT

**POLICIES AND PROCEDURES
FOR THE UESI BOG AND DIVISIONS**



**Final Draft
October 2017**

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

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



POLICIES AND PROCEDURES FOR UESI DIVISIONS

**Revised Draft
October 2017**

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1.0 INTRODUCTION

1.0 Purpose

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

The handbook also sets forth guidelines designed to accomplish the objectives of a fully developed Division in an orderly and efficient manner. The UESI Board of Governors (BOG) will determine whether a Division is considered fully developed.

If any Division is not considered fully developed they will operate under a specific tailored structure developed under UESI-BOG guidance, and will be evaluated at milestones as directed by the UESI.

The UESI Standards Division will operate in accordance with current Rules and Procedures developed by ASCE's Codes and Standards Committee (CSC) as approved by the American National Standards Institute (ANSI). As such, the Standards Division may require periodic adjustment in its operating procedures. Such adjustments will be approved by the UESI-BOG.

1.1 UESI

UESI is an organization of utility and surveying professionals who volunteer their services to advance the technical aspects of the utility engineering and surveying profession. UESI's objectives are to represent and advance the state of knowledge and practice of utility and surveying engineering by developing and disseminating technical information to the industry. As new developments occur in research and practice, UESI's Divisions, and their respective technical committees bring the information to the membership through publications, webinars, continuing education programs, workshops, symposiums, and conferences. Publications such as committee technical reports, manuals of practice, pre-standards, conference papers, journal articles, and policy recommendations help create knowledge of practice for the utility and surveying profession.

UESI believes that the most effective way to foster technical growth as an Institute is by supporting the autonomy of its technical Divisions. This is accomplished by allowing the Divisions to manage their own growth, selection of activity, and program development. This Handbook describes the organization and its rules of governance and should be thoroughly understood by all UESI committee members.

Under the umbrella of UESI BOG there is an additional level of management. Each

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

1.2 Review and Update of Handbook

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

First Edition: September 2016

First Revision: October 2017

2.0 ORGANIZATION

2.1 General

Each Division ExCom Chairperson or Co-Chair, in the absence of the Chair, will submit a monthly report to the UESI Director to be included on the UESI BOG conference call or Business Meeting agenda. All Division reports will be due prior to the BOG meeting, which is normally held the last Friday of each month. Reports will recap the Divisions activities including, but not limited to the following:

- a. Membership roster (if changes have been made)
- b. Progress of MOPs and/or Standards by Committee.
- c. Progress toward Division objectives.
- d. Proposed new committees
- e. Changes in committee leadership.

2.2 UESI

2.2.1 UESI BOG Composition

The UESI BOG composition is described in the UESI Bylaws, but in brief it is should be a balanced membership that includes; utility owners, consultants, surveyors, manufacturers, and academia. Currently the BOG is composed of nine (9) Board of Governors, all appointed by the ASCE Board of Direction prior to Fiscal Year (FY) 2019 (**Attachment 1**). Starting in Fiscal Year 2018, UESI will established a voting system to elect new Board members from the UESI membership and join the BOD in FY2019.

The UESI BOG is as follows:

- 1) UESI President
- 2) UESI President-elect
- 3) UESI Past President
- 2) Six Board members
- 3) One ASCE BOD Representative selected by the ASCE Board of Direction (BOD)

2.2.2 UESI BOG Term Limits

UESI BOG term limits for Board members is three (3) years unless they are chosen as a UESI Officer to become the President-elect of UESI. The ASCE BOD representative will serve a two (2) year term that can be extended an additional two – one-year options. The ASCE President-elect after the two-year term has the option to select a new BOD representative over the recommendation of the UESI BOG.

2.2.3 UESI BOG New Member Candidates

Starting in FY2018 new UESI Board members are voted on the Board by the UESI membership.

2.2.3.1 Nominations

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

2.2.3.2 Declaration of Intent to Serve

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

2.2.3.3 Official Nominees

No later than April 15 of the year in which the election is to be held, the Nominations and Elections Committee shall select from among the declared candidates the nominees for the positions to be filled. These individuals shall be known as the Official Nominee(s) and be designated as such on the election ballot. Official Nominees shall be fully informed by the Secretary of the qualifications, duties and requirements of the office for which they are nominated.

2.2.3.4 Petition Nominees

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

2.2.3.5 Nomination Process for Petition Nominees

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

2.2.3.6 Notification of Nominees

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

2.2.4 Objective

The Utility Engineering & Surveying Institute shall become the worldwide leader in generating and promoting excellence in engineering, planning, design, construction, operations, and asset management for utility infrastructure and engineering surveying and geomatics.

2.2.5 Meetings

UESI Board President shall schedule regular monthly conference calls for a day and time that maximizes participation by its members. The BOG shall have a minimum of three (3) face to face meetings per year. One will be held in conjunction with the annual UESI Pipelines Conference, a second meeting will be held following the start of the Institute's fiscal year beginning October 1st, with purpose of introducing new members of the BOG. A third meeting will be scheduled at the discretion of the UESI BOG President.

2.2.6 Subcommittees that Report Directly to UESI

1. There may be several Administrative Committees under the UESI BOG. They include, but are not limited to the following:
 - a. Marketing & Membership
 - b. Nominations and Elections
 - c. Municipal Scholarship
 - d. Younger Member Outreach

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

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

To facilitate the growth and minimize duplication, the UESI membership shall consciously strive to foster collaboration and cooperation with the other ASCE's Institutes, ASCE Specialty Certification Academies (when needed) and Technical Regions in such ways as determined by all parties involved.

2.3 UESI Divisions

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

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

2.3.1 Divisions

UESI has been organized into five (5) Divisions:

1. Pipeline
2. Surveying & Geomatics
3. Utility Risk Management
4. Utility Asset Management
5. Standards

UESI Vision 2020 document has UESI establishing one (1) additional Division:

1. Construction Management

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

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

Division organizations become effective upon approval by UESI BOG.

2.3.2 Objectives

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

2.3.3 Enrollment

UESI members in any grade may volunteer for membership on a technical committee under any of UESI's Divisions. New members will be required to fill out a one-page technical committee membership form and submit it to the Division ExCom of that specific technical group. Based on their technical interests; it would be forwarded to the Chair of the appropriate technical committee for review and approval. A copy of the committee membership form is provided in **Attachment 2**.

2.3.4 Finances

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

2.3.5 Limit of Authority

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

2.3.6 Dissolution or Suspension

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

2.4 Division Organization

2.4.1 Executive Committees (ExCom)

2.4.1.1 Composition of the Divisions

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

2.4.1.2 Length of Service

ExCom members serve in rotation with new members starting on October 1st of each year. No ExCom member can serve for more than six consecutive years, including any service as committee secretary. ExCom members may serve in any rotation suitable to the ExCom provided the total consecutive term is six years or less.

No extensions shall be granted to a full normal term (6 years) as an ExCom member. In addition, a full normal term must elapse between the time an ExCom member appointment expires and when he/she is eligible to serve another term.

No member shall serve on both the UESI Board and a Division ExCom at the same time. Efforts must be made to replace an existing Division ExCom member when that individual begins their official rotation on the Board of Governors.

2.4.1.3 Vacancy

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

2.4.1.4 New Division

When starting a new Division, the initial ExCom chair and vice-chair are appointed by UESI BOG. After the first year of organization, the ExCom elects one of its own members as chair, and another as vice-chair.

2.4.1.5 UESI Special Committees

Special committees are appointed by UESI as needs arise within the Society. They start as a task committee and report directly to UESI. A joint committee may be established between interested Divisions and the Institutes.

2.4.2 Division Technical Committees

Technical committees of UESI's Divisions are established, altered, or discontinued by the appropriate ExCom. Membership of Division technical committees may include any UESI or Society member. ExCom's may approve specially qualified nonmembers. Nonmembers are classified as "Society Nonmembers" and so listed in the *ASCE Official Register*. Divisions may appoint task committees and/or subcommittees to consider special topics or activities.

2.4.2.1 Executive Committee (ExCom)

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

2.4.2.2 Technical Committees

Each technical committee is charged with completing assignments as approved or delegated by the ExCom; supervising the efforts of any task committee, subcommittee or ad hoc committee under it; and recommending activities to the ExCom which will promote the objective and purpose of the Division.

2.4.2.3 Ad Hoc and Task Committees

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

2.4.2.4 Administrative Committees, Technical Committees and Subcommittees

These committees are established to carry out work of a continuing nature in an area. Task committees are established for specified time limits (but can be extended by ExCom) to perform specific tasks as defined in the task committee proposal and are disbanded upon completion of the tasks. Ad hoc committees are established to study and report on the need for further action on a subject.

2.5 Executive Committee Members

The ExCom may consists of up to five dues paying Institute members, and a Senior Advisor (also an Institute member). The Senior Advisor should be a member from the Division's Advisory Committee (ADCOM) selected annually at the discretion of the BOG. Each member of the ExCom should rotate through each of the ExCom positions not exceeding 5 years on the committee. The position will commence on October 1st and the retirement date of each member's responsibilities shall be September 30th of the following year.



Figure 2-1 – ExCom Committee Member Progression

2.5.1 Past Chair of ExCom

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

2.5.2 Chair of ExCom

The Chair should be the Institute member serving the fourth year of the term (unless otherwise agreed by ExCom). The Chair shall provide Division leadership and preside at meetings throughout the term. The Chair will prepare the meeting agenda with the support of the Institute at least 30 days prior to a face-to-face meeting and 14 days prior to a conference call.

2.5.3 Vice-Chair of ExCom

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

2.5.4 Secretary-Treasurer of ExCom

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

2.5.5 New Member of ExCom

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

2.5.6 Senior Advisor of ExCom

The Senior Advisor shall be a member of ADCOM. The Senior Advisor shall be appointed and serve at the direction of the ExCom, if requested. The Senior Advisor is a non-voting member.

The Senior Advisor's role is to provide guidance, direction, and leadership to the ExCom and the Division. The Senior Advisor will attend ExCom meetings and participate in ExCom and committee conference calls. The Senior Advisor can propose actions, provide advice, and counsel.

No member of ExCom shall serve for more than 6 consecutive years including service as Senior Advisor, unless approved by the BOG.

2.5.7 Meeting of the Division ExCom

The ExCom will meet at least once a year at a location and time decided by the ExCom Chair. The meeting should be held as soon into the new fiscal year but no later than the end of January. A second meeting could be held if it is in conjunction with UESI Conference or another special event. At any meeting, three of the five members plus the Senior Advisor, or four of the members without the Senior Advisor, constitutes a quorum.

2.5.8 Division ExCom Meeting Location

2.5.8.1 Minimum Cost Location.

UESI follows the ASCE travel policy that states:

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.

8.5.8.2 Exception to Minimum Cost Location.

UESI follows the ASCE travel policy that states:

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

2.5.8 ExCom Membership

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

2.5.9 Vacancies

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

2.5.10 The Division News Correspondent

If needed, ExCom can designate a News Correspondent. The Correspondent shall report appropriate news and announcements of the Division to UESI staff involved in the Institute Newsletter and website.

2.5.11 ExCom Contacts to the Technical Committees

ExCom contacts to the Division technical committee shall be designate by ExCom. Contacts shall be an ExCom member. The Contact shall report activities and assist with requests to ExCom. The Contact shall make every effort to attend technical committee meetings that include conference calls and business meetings.

2.6 Advisory Committee

2.6.1 Advisory Committee (ADCOM) Member

ADCOM members should consist of all willing and interested former members of the Division ExCom. It is not mandatory that a Division have an ADCOM. Historically, the ADCOM of the Pipeline Division has lead the effort to annually identify the Bechtel Pipeline Award recipient.

2.6.2 ADCOM Control Group

ADCOM Control Group consists of two members, being the two-immediate past ExCom members who have completed their appointments and are willing to serve. Funding for travel to the Division ExCom meeting for ADCOM Control Group is not normally provided.

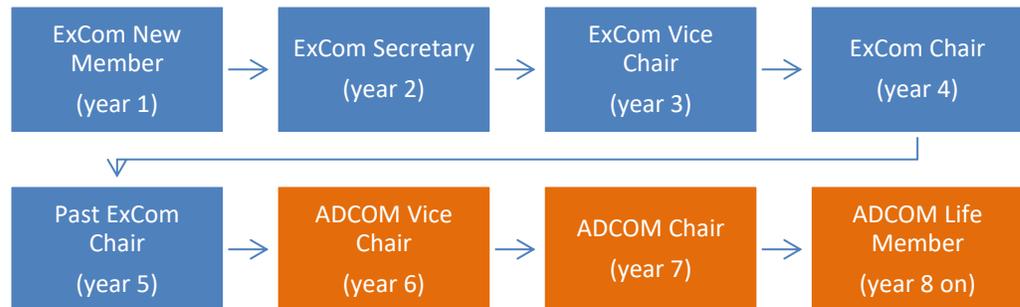


Figure 2-2 – ADCOM Progression

2.6.3 ADCOM Chair

ADCOM Chair shall be the second year removed past chairperson of ExCom.

2.6.4 ADCOM Vice-Chair

ADCOM Vice-Chair shall be the most immediate past chairperson ExCom.

2.6.5 Vacancy in the ADCOM Control Group

Vacancy will be filled with another ADCOM member appointed by the ADCOM chair.

2.6.6 ADCOM Meeting

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

2.7 Other Administrative and Technical Committees

The usual term of membership on administrative and technical committees of the Division can be up to four years. With the approval of the ExCom, membership may be extended for an indefinite number of terms. Appointments begin on October 1, except new members that are appointed at other times at the discretion of the ExCom. The Secretary of the ExCom shall keep an accounting of dates of appointment and normal termination dates for each committee member.

2.7.1 Committee Chairs Appointments

Committee Chairs are appointed by the ExCom. The usual term of service as chair is two years, and may be renewed. Appointments begin on October, and committee chairs may organize their committee as necessary to achieve their goals. Any committee member with a dispute not resolved by the Chair shall be resolved by the Division ExCom.

2.7.2 Membership of Administrative and Technical Committees

Membership is open to UESI members.

2.7.3 Committees Timeline

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

2.7.4 Technical Committee Control Groups

Each Division technical committee and task committee has a "Control Group" of not less than three (Chair, Vice Chair and Secretary) or more than five members depending on the committee type. The Control Group has continuing committee administrative responsibility for such activities as organizing meetings and conference calls, preparing meeting minutes, and developing task committee budgets for the Division. Control group personnel are nominated by the committee chair and approved by the Division ExCom's. Control Group members must be Society members and may receive expense reimbursement for committee activities as prescribed in the *ASCE Official Register*. Reimbursement is limited to the number of Control Group members allowed for standing technical committees (5) and task committees (5). Non-ASCE/Institute members are not eligible to be reimbursed for travel by UESI.

2.7.5 Administrative Committees

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

2.8 Standards Division

The UESI Standards Division (USD) will oversee and coordinate activities of UESI related to the development, revision, or discontinuance of standards in the areas of surveying, geomatics and utility engineering. The Standards Division shall adhere to the *ASCE Rules for Standard Committees* as published in the Official Register and as administered by the Committee on Technical Advancement (CTA) & the CSC.

2.8.1 Membership

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

USD shall have a Chair appointed by BOG for a term of three years, and eligible for re-appointment.

USD members may be officers of other Committees and/or ExCom.

2.8.2 UESI BOG Requirements

2.8.2.1 Codes & Standards Representative

UESI may recommend for a three-year term to CTA an appropriate representative. This representative will have standards experience, preferably as a chair or vice-chair. This position is eligible for reappointment for 3 terms.

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

2.8.2.2 USD Management Requirements

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

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

2.8.2.3 USD Chair Requirements

- USD Chair shall review with the UESI Director and approve all standards activities that will require ASCE funds or reimbursement. Standards Committee Chairs shall give timely notice to the USD chair for the request for funds.
- USD Chair shall provide an annual report of Division activities, their status, and their expected financial expenditures for the upcoming fiscal year by May 1.

2.8.2.4 Standards Development and Promotion

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

3.0 ADMINISTRATION

3.1 Utility Engineering & Surveying Institute

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

- Reports to the ASCE BOD on UESI programs and relevant actions/activities.
- Recommend the development or the expansion of technical activities of UESI.
- Approve formation and termination of Divisions.
- Appoint new members to Division ExCom's upon nominations received from those
- Appoint special technical committees or task committees.
- Monitor functions of the Divisions.
- Oversee the finances of the Divisions.
- Coordinate all Society activities related to establishment, use, and discontinuance of codes and standards.
- Nominate liaisons to other organizations for BOD and Presidential appointments.
- Approve and recommend to the BOD, Division policy statements, position papers and resolutions (if those documents are intended to represent ASCE's position).
- Periodically review of the Institute Bylaws
- Fosters communication by its Divisions with other Institutes, Technical Regions and the Academies.
- Approve Division's Specialty Conference proposals and monitor Specialty Conferences budgets.
- Approve formation of UESI local Chapters and monitor the Chapters progress and membership.

3.2 Division Executive Committees

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

- Explore new areas of technical interest. Recommend to the UESI BOG formation of new Divisions and committees as deemed necessary to maintain Institute leadership in the utility and surveying engineering profession.
- Communicate programs and activities with other UESI Divisions, the Institute Branches, and liaison organizations to foster cooperation and avoid duplication of effort.
- Report directly to UESI BOG and supervise work of technical and administrative committees under its jurisdiction.
- Provide a report of the Division activities to UESI annually in the format designated by UESI BOG (**Attachment 3**). The report is to be submitted to the Staff Contact with a copy provided to UESI Member Liaison responsible for the Division.

- Appoint new members to committees under its jurisdiction and report these actions to UESI and the UESI staff.
- Recommend discontinuance of committees under its supervision.
- Monitor the performance of committees.
- Develop Division reports and budgets and distribute them to UESI and UESI staff.
- Prioritize allocation of budget based on the proposed committee activities.
- Implement all policies and procedures established by the UESI BOG.
- Review and recommend for approval by UESI, proposed Division sponsored activities, e.g., specialty conferences, symposia, workshops, technical sessions, continuing education, and publications.
- Foster communications with other Institutes, Technical Regions and Academia.
- Approve Blue Ribbon Committees and recommend to ASCE Publications final approval to publish Standards, Manuals of Practice, Committee Reports and any other publications.

3.3 UESI Staff Assistance/Support

Each UESI Division is assigned a member of the UESI BOG to serve as a liaison and is a non-voting member of the ExCom. The liaison should attend ExCom meetings, conference calls, and specialty conferences. The UESI staff contact is assigned by the Director of UESI and is responsible for providing assistance and program development support for the Division and serving as a liaison council to staff support personnel. The staff contact shall provide administrative support to the Division, and shall maintain all official UESI records for the Division to which they are assigned. A current UESI BOG member liaison and staff contact listing is included in **Attachment 4**.

Staff contacts accomplish their responsibilities through interaction with Division ExCom's and their technical and task committees, and attending committee meetings as required.

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

- Assisting Divisions in identifying key technical topics which are of importance to the utility engineering and surveying community.
- Assisting Divisions in preparing the next fiscal year budget request.
- Assisting in development of specialty conference proposals. The UESI Conference manager as the lead on all UESI conference proposals.
- Assisting Divisions in identifying opportunities to cooperate with other organizations in developing technical activities.
- Provide advice on UESI policy and administrative assistance.
- Administering requests for committee activities and reimbursement of committee member expenses.
- Providing specialty conference management support in development of the technical sessions and content of brochures/programs.
- Assisting in the promotion of Division activities.
- Acting as liaison to other Institutes, Regions, and the Academies, and other staff departments to assure smooth handling of UESI business.

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

3.4 Conduct of Business and Conference Calls Meetings

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

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

Conference calls schedules should be set at the beginning of the fiscal year. UESI BOG and Division ExCom should have monthly conference calls except of during the month(s) where they will have a business meeting. All active technical committee should have at least two conference calls and one business meeting during the fiscal year. This does not apply to task committees.

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

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

3.5 Distribution of Minutes and Correspondence

3.5.1 UESI Board of Governors

Staff prepares the meeting agendas and draft meeting minutes. The UESI President will review both the agenda and the meeting minutes and provide comments (if needed) prior to finalizing the documents for submission to the Board. The meeting agenda should be prepared at least one-week in advance of the meeting (conference calls) and one month prior to a business meeting (face-to-face meeting). Meeting

minutes for conference calls should be completed within two weeks following the call and no more than one month after a business meeting.

3.5.2 UESI Division ExCom

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

3.5.3 UESI ExCom Technical Committees

Should follow the Division ExCom requirements.

3.5.4 Minutes

Copies of the UESI ExCom minutes are sent to:

- a) UESI BOG members
- b) UESI Headquarters (Staff Contact)
- c) Electronic copy of the meeting minutes is placed in UESI's Collaborate site.
- d) Can be made available to all UESI Division ExCom chairs.

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

- a) Division ExCom members
- b) UESI BOG Member Liaison
- c) UESI Headquarters (Staff Contact)
- d) Can be made available to technical committee chair
- e) Electronic copies of the meeting minutes are placed in the committee's Collaborate site.

3.6 Reimbursement of Committee Operating Expenses

Committee members and their organizations normally absorb routine committee operation expenses. The Society may reimburse postage, copying, and telephone expenses incurred by committee members subject to the availability of Division's budget. Reimbursement is subject to prior approval of the activity and expense by the ExCom. Reimbursement is limited to those persons who are members of the Institute (at any grade level) at the time the expense is incurred.

UESI stationery for committee correspondence can be obtained from UESI Staff by

contacting the assigned Division Staff Contact.

4.0 UESI DIVISION COMMITTEES DUTIES

4.1 General

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

4.1.1 Executive Committee (ExCom)

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

4.1.2 Administrative Committees

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

4.1.3 Technical Committees

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

4.1.4 Task Committees

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

4.1.5 Subcommittees

Subcommittees are assigned responsibility for a significant segment of an Administrative or Technical Committee's standing work effort and usually consist of members of that parent committee.

4.2 Formation and Termination

4.2.1 Administrative, Technical and Task Committees

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

4.2.2 Subcommittees

Subcommittees are formed and appointed by approved technical or administrative committees. Subcommittees are not eligible for expense reimbursement unless they were specifically budgeted for the fiscal year.

4.2.3 Termination of Committees

Committees normally terminate upon completion of their stated objective. An ExCom or UESI BOG may also terminate a committee for cause. Task committees have an automatic termination date of two years after their formation unless extended by the ExCom for an additional term.

4.2.4 Property and Records

All intangible and tangible work products of UESI committees are required to be turned over to the UESI and the Society upon the committee's discharge, disbanding or completion of its term or mission. This is in accordance with [Article 9.1.4 of the ASCE Rules of Policy and Procedure](#).

"Property and Records. The chair shall be responsible for the return of a committee's tangible property and records, and all records relating to any intangible property and work product of the committee, to UESI or the Society when discharged, or when requested by the UESI BOG. Such materials, and any tangible and intangible property including work products prepared by or on behalf of the committee, are solely the property of the Society."[\(RPP, Section 9.1.3.1\)](#)

4.3 Membership Duties and Considerations

4.3.1 Executive Committee

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

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

The nominee's stature among peers.

Background, including education and experience in the specific field of engineering within UESI.

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

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

4.3.2 Administrative, Technical, and Task Committees

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

Appointments to subcommittees are made by the technical committee chair. No ExCom approval is necessary.

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

4.3.3 Appointment of Committee Chairs

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

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

4.4 Control Groups

Each Divisions administrative, technical, and task committee has certain members designated as the Control Group. Control Group members are responsible for defining and executing the committee activity based on the committee members' opinions and Division's needs. The Control Group has continuing committee administrative responsibility.

Only Institute members may be Control Group members.

The Control Group of committees consists of not less than three or more than five members. It is recommended the Control Group include the ExCom contact member. Control Group personnel are named annually by ExCom action, and changes in Control Group membership are only made by ExCom action. Notices of changes in Control Group membership are forwarded by the ExCom secretary to the Staff Contact. Control Group appointments become effective upon filing with the Staff Contact. Control Groups should be representative geographically and of various interest groups.

Control group members may be entitled to reimbursement for expenses (incurred while participating in authorized committee activities) in accordance with Society policies as stated in the *ASCE Official Register*. Reimbursement to Control Group members for any committee activity is limited to five members. Committee Control Group members requesting reimbursement authorization must be identified 30 days prior to any activity by the committee chair.

Some Divisions have "technical administrative committees", which supervise the efforts of one or more committees. The membership of "technical administrative committees" should include the committee chairs they supervise. The "technical administrative committee" is considered a "Control Group" in its entirety.

4.5 Executive Committee Contact Members

Each technical and administrative committee is represented by an ExCom member designated as its contact member. An ExCom member may be contact member to more than one committee. ExCom contact members may be committee Control Group members.

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

- Look for new activities for the technical group.
- Assist in developing its technical and task committees, budgets and monitor the product activity budgets and schedules throughout the fiscal year.
- Communicate the activities of the ExCom to its technical committees.
- Provide initial approval of committee rosters. This activity is made in concert with committee chairs.
- Recommend to ExCom's initial formation and dissolution of committees.
- Approve requests for committee activities.
- Oversee the scope and performance of committee activities to ensure submittal of products.
- Keep the ExCom informed about committee activity.
- Ensure Society and Divisions policies and procedures are observed.
- Encourage communication among committees within the Division, with other UESI Divisions, and other ASCE Institutes.
- Provide advice to committees to stimulate activity and ensure leadership of the committee in technical accomplishments.
- Recommend to ExCom candidates for appointment as chairs of committees.
- Review committee manuals, technical committee reports, etc. and make recommendations to the ExCom regarding approval for publication.
- Information on the activities of their assigned committees needs to be forwarded to the ExCom Chair to compile into the Divisions annual report to UESI's Board of Governors.

4.6 Society Non-Members Service on Committees

UESI and Society non-members may serve on technical, task and administrative committees but may not hold office nor be committee Control Group members. UESI and Society non-members are not eligible for reimbursement of expenses associated with their committee activity. UESI and Society non-members serving on committees are encouraged to join UESI.

4.7 Committee Operations and Review

Each technical, task and administrative committees purpose is described in the *ASCE Official Register*. Committee tasks are normally developed within the

committee, but may be assigned by the Division ExCom, usually in consultation with the committee chair.

Each Division chair submits an annual technical, task and administrative committee activities report one month prior to the date specified by UESI BOG meeting and the budget request by those dates specified by UESI (**Attachment 5**). Reports are normally submitted to the UESI Staff Contact and included in the UESI BOG Meeting Agenda.

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

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

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

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

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

5.0 ACTIVITIES

5.1 Conferences

5.1.1 General

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

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

5.1.2 ASCE Conference Guidance Manuals

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

5.1.3 Resolution of Disputes

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

5.1.4 Students Participation in Conferences

Students are welcome to be involved in UESI conferences. However, funding for student participation must be approved by the Division ExCom and UESI BOG with the following conditions:

- If funding comes from a sponsor of the conference and will support student participation;
- If UESI approved funding student participation and provides Institute funds to support the activity (only after removal of provisional status) then the students must be members of ASCE-UESI and have some end product that is provided such as a paper, etc.

5.2 Publications

5.2.1 General

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

ASCE e-News is the Society's monthly newspaper carrying articles communicating ASCE news. The newspaper editor is responsible for article selection. All potential authors should contact or submit articles directly to the staff of ASCE e-News.

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

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

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

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

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

Manuals of Practice and Technical reports on engineering practice are subjected to a rigorous peer-review process and must receive approval from the appropriate UESI Division ExCom and the Society's Publications Department. A Manual of Practice (MOP) is an authoritative document presenting facts and criteria which are commonly considered in planning, design, and/or construction of engineering projects and facilities supplemented by an analysis of limitations and applications of these facts. It contains information useful to engineers in their everyday work. MOPs do not have the authority of standards, but are more permanent than special publications and are often relied upon by practitioners as high level technical information carrying the weight of the Society's collective expertise. Committee reports are a less rigorous publication than a MOP. The copyediting, layout and proofreading are done by the committee and given to Publications to finish, and then reviewed by a Blue Ribbon Panel. Blue Ribbon Panel members are suggested by the committee writing the manual, and are approved by the division ExCom. After the Blue Ribbon Panel completes its review, the committee that wrote the manual, the Technical Committee that oversees it, and the Division ExCom, vote on approving publication. Once all committees above the writing committee give approval, staff forwards the manual manuscript, copyright transfer agreement, permissions inventory, and any other required documents to ASCE Publications. Monographs are written by one person on one subject. Until recently, ASCE has been calling various types of publications “monographs” when they were a different type of publication by definition. Most of these documents will be Committee Reports.

Special publications include proceedings of conferences and symposiums, and technical committee reports. These proceedings may or may not be peer reviewed based subjects, presentation format, and speaker requirements. Reports and technical committee reports receive appropriate Division ExCom approval. Proceedings are approved in concept when the ExCom approves the activity. Special publications follow the Society's [Publications Department rules](#). Reports are usually less than 30 single-space typed pages and often appear in the appropriate journal depending on report length and have the same review process as a journal article. Technical committee reports can also be a cohesive collection of articles on one particular area of practice and conform to a predetermined format. Special publications (except those published in a journal) are usually published from electronic manuscripts prepared by the

authors.

Standards and pre-standards are also published by the Society. They are discussed under Section 5.3.5.

5.2.2 UESI Journals

UESI has two ASCE journals:

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

The UESI journals are the responsibility of the UESI BOG to ensure that the journal content is current and is of importance to the engineers and researchers in the field. The responsibility of the day-to-day oversight of the journals are assigned to the UESI Division most closely aligned to the journal itself. The Executive Committee of the Division is responsible for ensuring that the journal has an active Journal Editor and meets and/or exceeds the ASCE journal statistics for being a healthy and growing publication.

5.2.2.1 Journal Editor Position Requirements

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

- The individual must be an ASCE member/UESI member.
- The individual must have a solid reputation in the specific field of the journal covers;
- The individual must have the necessary time available to devote to managing the journal;
- The individual should have published and reviewed papers with ASCE;
- The individual should have served as an associate editor and has a firm understanding of ASCE peer review process.

5.2.2.2 Standard Terms for Serving as Journal Editor

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

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

5.2.2.3 Journal Editor Review

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

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

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

5.2.2.4 Conflict Resolutions

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

5.2.3 Basic Requirements for Publishing at ASCE

See *Authors' Guide to Journals, Books, and Reference Publications* on the ASCE website at: <http://www.asce.org/LandingPage.aspx?id=61>. Also

available on this website is all the up to date information regarding the entire publishing process. This Guide has the process and requirements for Blue Ribbon Committees, copyright requirements, and notification to the Society's Publications Department that a product is ready for publication.

5.2.4 ASCE Standards

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

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

Standards development is strictly governed by Society rules contained in the *ASCE Official Register*.

5.2.5 Complimentary Copies of Published MOPs and Technical Reports

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

5.3 Continuing Education

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

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

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

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

5.4 Creation of UESI Chapters

UESI members are strongly encouraged to establish UESI Chapters in coordination with ASCE Section and Branches across the country and Internationally. In addition, with the help of UESI BOG:

- Encourage UESI Chapters to sponsor sessions at UESI specialty conferences.
- Encourage UESI Chapters to propose symposiums or workshops within their geographical area.
- Provide items for the UESI Newsletters and to submit items of national interest for publication in *ASCE e-News*.
- Periodically notify UESI BOG about specific items that are better followed up by an appropriate technical committee (e.g.: case studies, legislation, etc.).
- Encourage UESI Chapters to submit papers for possible publication in the UESI journals.

5.5 Society Representation to Other Organizations

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

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

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

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

- Where membership fees (or the equivalent) are required, the administering Division must identify the need in the annual budget process.
- Appointees must prepare reports for each meeting attended and submit them to the administering Divisions. In addition, an annual summary report is submitted.
- Divisions annually review and recommend to UESI BOG whether the liaison is continued or terminated.
- New liaisons or joint committee assignments are proposed by Divisions to UESI BOG. UESI BOG is responsible for securing approvals for new activities. Requests should include:
 1. Organization name
 2. Description of organization activities along with justification on for UESI representation
 3. Names and backgrounds of nominated representative(s)

4. Financial arrangements (i.e. travel reimbursement, dues, etc.) are included in the Division's Budget.
5. Liaison activity travel reimbursement, if funded, is subject to the same regulations as provided in Section 3.6 of this Handbook. Travel is authorized in advance of the fact by the UESI staff contact. Travel funding requests submitted after the fact will not be approved.

6.0 FINANCES

6.1 Allowable Expenses

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

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

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

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

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

UESI-Society funds are not available for:

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

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

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

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

6.2 Development of Division Budgets.

Please review Sections 2.3.4, 2.4.2.1 and 2.5.3 regarding annual budget submissions.

Divisions ExCom's are responsible for preparing and submitting budget requests for their Division for funding for the next fiscal year by March 1. The ExCom vice-chair is considered the budget officer and is responsible for preparing budget requests because they will be the Division Chair in the next fiscal year.

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

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

General information:

The Society's Fiscal Year begins on October 1st

Funds budgeted for a specific Fiscal Year that is not spent, is it carried over as surplus funds are returned to UESI's Reserves.

6.3 Fiscal Control

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

Division ExCom's allocate funds among their committees. However, assigned

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

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

6.4 Program, Product, and Service Assessment

UESI will be assigning a UESI Board member as Treasurer to monitoring the Institute's revenues and expenses for the fiscal year starting in FY2018. The UESI Board will require the Divisions ExCom's to self-assess their current programs, products, and services to be certain they meet the UESI's strategic goals and objectives and deliver added value to the members for the previous fiscal year. This information will be evaluated by the UESI Board and determine if the budget requested meets the needs of the Division. The UESI BOD need approved the Institute's requested budget which is then sent to ASCE for review. The proposed budget is submitted to the ASCE BOD Program/Finance Committee through the UESI Director. The Program/Finance Committee is charged with evaluating the Society's entire offering of programs, products, and services, prioritizing them as part of the Society's budget development process.

7.0 AWARDS

7.1 Society Awards

7.1.1 Purpose and Procedures

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

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

7.1.2 Establishment

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

7.1.3 Administration

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

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

ASCE National Awards

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

UESI Awards

- Award of Excellence (Pipeline Division)

Other Awards

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

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

7.1.4 Endowments

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

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

7.1.5 Awards Provided by Organizational Entities

None to date.

7.2 Division Awards

7.2.1 Purpose

Divisions may establish awards for:

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

- 3) Student papers.

7.2.2 Establishment

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

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

7.2.3 Administration

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

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

7.2.4 Award Embodiment

Division awards may be one of several forms:

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

Cash or honoraria may not be presented unless funded by contributions or other previously UESI authorized alternate method.

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

7.2.5 Cost and Funding

Division awards may be funded by UESI as part of the annual budget. Requests for awards are made explicitly by ExCom's each year in their

budgeting forms. The maximum amount budgeted for any Division award is \$250 unless funded by alternate UESI authorized methods.

There are two acceptable alternative funding methods for Division Awards:

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

7.3 Expressions of Appreciation

7.3.1 Purpose

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

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

ATTACHMENTS