

**TEXAS SECTION  
AMERICAN SOCIETY OF CIVIL ENGINEERS**



**RULES OF OPERATION  
2010-2011**

REVISED APRIL 29, 2011

# RULES OF OPERATION

## INTRODUCTION

The Constitution and Bylaws of the Texas Section govern the general management of the organization. The implementation of provisions in the Constitution and Bylaws is facilitated when specific procedures, assignment of responsibilities, and schedules are observed by persons elected and appointed to positions of service.

The President assumes responsibility for setting specific goals and providing advice for attaining the organization's objectives. All Officers and Committees should recognize that the President cannot carry out programs; the President can only provide direction and encouragement. Members must carry out the programs.

This publication contains statements of the organization, duties and responsibilities of Officers; Directors; Standing and Task Committees; Technical Institutes/Groups; Branch Officers and operations; and procedures as defined at the time of this writing. This edition of the *Rules of Operation* has been organized to show each Standing Committee under the general heading of the elected Officer with whom the Committee is to function.

**The *Rules of Operation* is subject to continuing review and revision as practice indicates improvements. It is considered part of the duty of each person serving the Texas Section to help define the task or office assigned and to communicate to the Executive Committee and the Board of Direction desirable changes within the guidelines of the Constitution and Bylaws. The *Rules of Operation* should be reviewed and updated as needed for endorsement by the Executive Committee for approval and adoption by the Board of Direction.**

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**TEXAS SECTION  
CONSTITUTION**  
(as amended October 2008)

**Article 1: General**

**1.1 Name.** The name of this organization shall be the Texas Section of the American Society of Civil Engineers (ASCE) (hereinafter referred to as the Texas Section-ASCE or the Texas Section).

**1.2 Objective.** The objective of the Texas Section-ASCE shall be the advancement of the science and profession of engineering, in a manner consistent with the purpose of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

**Article 2: Area and Membership**

**2.1 Area.** The area of the Texas Section-ASCE shall be the state of Texas.

**2.2 Assigned Members.** All members of the Society, of all grades, whose addresses of record are within the boundaries of the Texas Section, as defined by the Society, shall be Assigned Members of the Texas Section-ASCE.

**2.3 Subscribing Members.** All members of the Society, of all grades, who subscribe to the Constitution and Bylaws of the Texas Section-ASCE, who have paid the current dues of the Texas Section, or who have paid the Texas Section Publication Support Fee as set forth in the Texas Section-ASCE Bylaws, shall be Subscribing Members of the Texas Section.

**2.3.1 Rights of Subscribing Members.** Only Subscribing Members who meet the requirements of the Society’s governing documents shall be eligible to vote in Texas Section elections, to hold Texas Section office, to serve on Texas Section committees, or to represent the Texas Section officially.

**2.3.2 Termination of Rights for Non-payment of Dues.** Subscribing membership ceases for any member whose dues are more than twelve (12) months in arrears.

**2.4 Institute-only Members.** Institute-only Members of a Society Institute may be members of a Texas Section or Branch Technical Group or local Institute Chapter.

**Article 3: Separation from Membership**

**3.1 Separation from Membership.** Upon termination of membership in the Society, a person shall cease to be a member of the Texas Section-ASCE.

**Article 4: Dues and Fees**

**4.1 Annual Dues.** Annual dues shall be established by the Texas Section Board of Direction and set forth in the Bylaws of the Texas Section-ASCE.

**4.2 Exemption from Dues.** Society Life Members and Distinguished Members shall be exempt from payment of dues to the Texas Section.

**4.2 Fees.** Fees may be established by the Texas Section Board of Direction and set forth in



the Bylaws of the Texas Section-ASCE.

## **Article 5: Management**

**5.1 Board of Direction.** The governing body of the Texas Section-ASCE shall be a Board of Direction. The Board shall be responsible for the supervision, control and direction of the Texas Section, and shall manage the affairs of the Texas Section in accordance with the provisions of the Texas Section's governing documents. The Board of Direction shall adopt Bylaws for the regulation and conduct of the Section's powers and affairs.

**5.2 Executive Committee.** The direction of the affairs of the Texas Section between Board Meetings shall be vested in the Executive Committee, subject to review and approval by the Board of Direction.

**5.3 Executive Director.** The Executive Director of the Section is responsible for the detailed management of the affairs of the Texas Section-ASCE under the authority of the Board of Direction and subject to oversight by the Executive Committee.

## **Article 6: Officers and Directors**

**6.1 Officers.** The officers of the Texas Section-ASCE shall be a President, a President Elect, the Immediate Past President, a Vice President and a Vice President-Elect for Professional Affairs, a Vice President and a Vice President-Elect for Technical Affairs, a Vice President and a Vice President-Elect for Educational Affairs, and a Treasurer.

**6.2 Directors at Large.** There shall be four (4) Directors elected at-large. All four Directors at Large shall be Younger Members at the time of their election.

**6.3 Section Directors.** There shall be one (1) Section Director elected from each Branch of the Texas Section.

**6.4 Board of Direction.** The Board of Direction shall consist of the Officers, the elected Directors at Large and the Section Directors from the Branches. The Executive Director shall be a non-voting member of the Board of Direction.

**6.5 Executive Committee.** The Executive Committee shall consist of the Officers, and the Senior Director at Large. The Executive Director shall be a non-voting member of the Executive Committee.

## **Article 7: Elections**

The Texas Section-ASCE shall establish procedures for the annual election of Officers and Directors.

## **Article 8: Meetings**

**8.1 Membership Meetings.**

**8.1.1 Annual Meeting.** The Annual Meeting of the Texas Section shall be held in the fall on such date and at such place as the Board of Direction designates.

**8.1.2 Other Meetings.** Other meetings shall be called at the discretion of the Board of

Direction; or by the President upon the written request of at least ten (10) Subscribing Members of the Texas Section.

**8.1.3 Meeting Notice.** Notice of call for a meeting shall be sent to all Subscribing Members not less than thirty (30) days in advance of the meeting date.

## **8.2 Board of Direction Meetings.**

**8.2.1 Meeting Frequency.** The Board of Direction shall hold at least two meetings annually in conjunction with the Annual Meeting in the fall and the Spring Meeting. When matters of urgency requiring Board action arise between regularly scheduled Board Meetings, the Executive Committee may call special Board meetings.

**8.2.2 Meeting Notice.** Notice of call for a meeting shall be sent not less than thirty (30) days in advance of the meeting date.

## **8.3 Executive Committee Meetings.**

**8.3.1 Meeting Frequency.** The Executive Committee shall hold at least two meetings annually in the winter and in the summer on such date and at such place as the chairman designates.

**8.3.2 Meeting Notice.** Notice of call for a meeting shall be sent not less than thirty (30) days in advance of the meeting date.

## **Article 9: Subsidiary Organizations and Committees**

**9.1 Subsidiary Organizations.** Subsidiary organizations may be formed within the Texas Section-ASCE, to facilitate the carrying out of the objectives of the Texas Section, to promote interest in the Society and to provide to members of the Texas Section a better opportunity for participation in local Society activities, in accordance with the provisions of the Bylaws.

**9.1.1 Governing Documents.** Subsidiary organizations shall adopt Bylaws consistent with this Constitution and Society governing documents.

**9.2 Committees.** The Texas Section may establish standing or task committees to carry out the work of the Texas Section.

## **Article 10: Administrative Provisions**

**10.1 Proper Use of Section Resources.** No part of the net earnings of the Texas Section-ASCE shall inure to the benefit of, or be distributable to its Directors, Officers, or any other private persons, except that the Texas Section shall be authorized and empowered to pay reasonable reimbursements, payments or compensation for services rendered in furtherance of the purposes set forth above.

**10.2 Limitations on Political Activity.** No substantial part of the activities of the Texas Section-ASCE shall be carrying on propaganda or otherwise attempting to influence legislation, and the Texas Section shall not participate in, 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. The Texas Section shall not carry on any activities prohibited by the provisions of the Society's governing documents.

**10.3 Conflict of Interest.** A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the Texas Section or the Society, or in which the interests of an individual or another organization have the potential to be placed above those of the Texas Section or the Society. Any interested individual must disclose the existence of any actual or possible conflict of interest and all material facts to the Texas Section entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Texas Section entity.

**10.4 Distribution of Section Assets.** Upon dissolution of the Texas Section-ASCE, the assets remaining after the payment of the debts of the Texas Section-ASCE shall be distributed to such organization or organizations organized and operated exclusively for charitable, educational, literary, religious, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, as the Board of Direction shall determine, and in the absence of such designation they shall be conveyed to the Society.

## **Article 11: Amendments**

### **11.1 Amendment of the Constitution.**

**11.1.1 Proposal.** An amendment to this Constitution may be proposed by one (1) of the following two (2) methods:

**11.1.1.1 Section Board of Direction.** A two-thirds (2/3) vote of the members of the Texas Section Board of Direction present at a duly constituted Board meeting, where a quorum is in attendance, provided that a written notice containing the text of the proposed amendment is published to the membership at least thirty (30) days in advance of the meeting.

**11.1.1.2 Written Petition.** A Written Petition submitted to the Texas Section office, containing the text of the amendment, signed by not less than ten percent (10%) of the Subscribing Members of the Texas Section-ASCE.

**11.1.2 Society Approval.** The proposed amendment shall be reviewed and approved by the Society's Committee on Geographic Units before being voted upon by the Subscribing Members.

**11.1.2.1 Boundary Changes.** If the proposed amendment involves a change in the Texas Section boundaries, this change shall be approved by the Geographic Region Board of Governors prior to any consideration of the Constitution amendment.

**11.1.3 Section Approval.** The proposed amendment shall be distributed to the Subscribing Members of the Texas Section who shall be given the opportunity to vote. To become effective, the proposed amendment shall receive an affirmative vote of not less than two-thirds (2/3) of the Subscribing Members voting.

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**TEXAS SECTION  
BYLAWS**  
(as amended October 2009)

**Article 1: General**

**1.1 *Use of Name and Marks.*** The use and publication of the Society and Section name and marks shall be in accordance with the Society's governing documents and official policies.

**Article 2: Area and Membership**

Not used.

**Article 3: Separation from Membership**

Not used.

**Article 4: Dues and Fees**

**4.1 *Annual Dues.*** The Annual Dues for members of the Texas Section-ASCE shall be forty-five dollars (\$45.00) plus an amount specified by each Branch payable in U.S. currency in advance of January 1st. Of this amount, forty-five dollars (\$45.00) shall go to the treasury of the Texas Section, and the remainder shall be considered Branch dues and shall be sent to the branch wherein lies the mailing address of the member, unless the member requests that this portion be sent to another branch.

**4.2 *Life Member Section Support Fee.*** Life Members and Distinguished Members must pay Section dues or at least twenty dollars (\$20.00) as a Texas Section Voluntary Contribution to have full rights as a Subscribing Member of the Texas Section. These rights include casting a ballot in Texas Section elections and Constitutional Amendment votes, holding Section and Branch office and receiving Texas Section awards and publications.

**Article 5: Management**

**5.1 *Duties of the Board of Direction.*** Duties of the Texas Section Board of Direction shall include management of the Texas Section, responsibility for the budget and financial resources, strategic planning, providing leadership, overseeing the various activities within the Texas Section and its subsidiary organizations, communicating with the Region, and facilitating the election process for Officers and Directors of the Texas Section-ASCE and its subsidiary organizations. The Board of Directors shall have control of property of the Texas Section.

**5.2 *Duties of the Executive Committee.*** In order to conduct the affairs of the Texas Section between Board of Direction Meetings, the duties of the Executive Committee of the Texas Section-ASCE shall be as set forth for the Board of Direction in Article 5.1 and all actions taken by the Executive Committee shall be subject to the review and approval of the Board of Direction.

**5.3 *Duties of the Executive Director.*** The duties of the Executive Director shall be as set forth in the Policies and Procedures of the Texas Section-ASCE.

**5.4 *Annual Report.*** The Executive Director shall oversee the preparation of the Annual Report which shall be submitted to the Society in accordance with published requirements.

## **Article 6: Officers and Directors**

**6.1 *Officers and Directors at Large.*** The President Elect, the Vice Presidents Elect, Treasurer, and the Directors at Large of the Texas Section-ASCE shall be elected by the Subscribing Members. The President Elect shall automatically succeed to the office of President, and the Vice Presidents Elect shall succeed to the office of Vice President for which they were elected.

### **6.2 *Terms.***

**6.2.1 *Terms of the President, Vice Presidents and Elects.*** The term of office for the President, the President Elect, the Vice Presidents and the Vice Presidents Elect shall be one (1) year. Terms shall begin at the close of the Annual Meeting and continue until their successors are elected and assume their offices.

**6.2.2 *Term of the Treasurer.*** The term of office of the Treasurer shall be two (2) years. The term shall begin at the close of the Annual Meeting and continue until his/her successor is elected and assumes his/her office.

**6.2.3 *Term of the Directors at Large.*** The term of office of the Directors at Large shall be two (2) years. Two Directors at Large shall be elected in odd years and two Directors at Large shall be elected in even years. Terms shall begin at the close of the Annual Meeting and continue until their successors are elected and assume their offices.

**6.2.4 *Term of the Section Directors.*** The term of office for Section Directors shall be two years.

Section Directors from the following branches shall be elected in odd years prior to the annual meeting: Brazos, Dallas, El Paso, Fort Worth, Southeast Texas, West Texas, Deep East Texas, Rio Grande Valley, and Caprock.

Section Directors from the following branches shall be elected in even years prior to the annual meeting: Austin, Corpus Christi, High Plains, Houston, Northeast Texas, San Antonio, and Central Texas.

**6.3 *Vacancies.*** A vacancy in the office of President shall be filled by the President Elect, who will hold both offices until the next regular election. A vacancy in the office of President Elect, the office of President being filled, shall be filled by a special election of the Texas Section. Vacancies as Section Director shall be filled by the Branch. Other vacancies shall be filled for the unexpired term by appointment by the Board of Direction.

**6.4 *Limitation on Terms.*** Except for the office of Section Treasurer, no member shall be eligible to succeed themselves in their respective offices, except when they are serving out an unexpired term.

**6.5 *Reimbursement.*** Officers and Directors do not receive compensation for their services, but may be reimbursed for authorized expenses.

**6.6 *Executive Director.*** The Executive Director is a paid position selected by the Office and Personnel Committee and approved by the Board of Direction.

## **Article 7: Elections**

**7.1 Nominating Committee.** The Nominating Committee shall choose one (1) or more candidates for election to each office prescribed by the Constitution, except the offices of President and Vice Presidents, and obtain the consent of nominees to serve if elected. The Nominating Committee shall publish notice of open positions to the Section membership and set the date by which nominations must be received.

**7.2 Ballots.** The Section office shall send a ballot containing the list of all nominees and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the Section eligible to vote at least twenty (20) days prior to the Annual Meeting. Ballots may be distributed in the *Texas Civil Engineer*, and voting may be offered electronically.

**7.2.1 Tallying the Ballots.** Ballots returned to the Section office up to the time of counting shall be opened and counted at, or immediately prior to, the Annual Meeting by three tellers appointed by the President. For each office the candidate receiving the highest number of votes cast shall be declared elected. In the event of a tie vote, the Tellers Committee shall break the tie by lot.

## **Article 8: Meetings**

### **8.1 Membership Meetings**

**8.1.1 Frequency of Other Meetings.** In addition to the Annual Meeting in the fall, at least one (1) meeting shall be held each year in the spring.

**8.1.2 Quorum at Section Meeting.** Fifty (50) Subscribing Members shall constitute a quorum for transacting business at a meeting of the Texas Section.

**8.2 Quorum at Board of Direction Meeting.** A majority of the members of the Board of Direction shall constitute a quorum at any meeting of the Board of Direction.

**8.3 Quorum at Executive Committee Meeting.** A majority of the members of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee.

**8.4 Parliamentary Authority.** All business meetings of the Texas Section-ASCE and subsidiary organizations and meetings of the Board of Direction shall be governed by *Robert's Rules of Order, Newly Revised*, except where these rules are not applicable or are inconsistent with the Constitution and Bylaws of the Texas Section or the Society's governing documents.

## **Article 9: Subsidiary Organizations and Committees**

### **9.1 Subsidiary Organizations.**

**9.1.1 Types of Subsidiary Organizations.** Subsidiary organizations may be, but are not limited to, Branches, Younger Member Forums/Groups, Technical Groups, and local Institute Chapters. Names of subsidiary organizations shall be as set forth in the Society's governing documents.

**9.1.2 Formation.** Formation of subsidiary organizations shall be subject to the approval of the Texas Section Board of Direction and such other requirements as may be established by the Society. Formation of Branches shall also be subject to the approval of the Region Board of Governors. Bylaws of subsidiary organizations shall be approved by

the Section Board before becoming effective.

**9.1.3 Branches.** Branches of the Section may be created. Procedures for creating a Branch shall be as follows:

**9.1.3.1 Proposal.** A new Branch may be proposed by submission of a written proposal to the Section Board of Direction with the name, objective, officers, and brief comments on how the new Branch will be of advantage to members in the area.

**9.1.3.2 Petition.** The written proposal, along with a petition containing a minimum of fifteen (15) signatures of Subscribing Members residing in the area shall be submitted to the Section Board of Direction for approval.

**9.1.3.3 Membership.** A proposed Branch area shall contain a minimum potential of thirty (30) members of the Society.

**9.1.3.4 Boundaries.** A proposed Branch must have distinct boundaries by Zip Codes stated in the petition.

**9.1.3.5 Region Approval.** Upon Texas Section Board of Direction approval, the proposal and petition shall be submitted to the Region Board of Governors for review and final approval.

**9.1.4 Technical Groups.** Technical Groups or local Institute Chapters shall be created in accordance with the following requirements:

**9.1.4.1 Proposal.** A new Technical Group or local Institute Chapter shall be proposed by submission of a written proposal to the Texas Section Board of Direction with the name, objectives, officers, and brief comments on how the new Technical Group or local Institute Chapter will be of advantage to members in the area.

**9.1.4.2 Membership.** Not used.

**9.1.4.3 Approval.** Approval must be obtained from the Texas Section Board of Direction to activate the Technical Group or Institute Chapter. Approval shall be obtained from the appropriate Institute to activate the Institute Chapter.

**9.1.4.4 Texas Section Technical Groups.** The Texas Section Technical Groups shall consist of the:

- Environmental and Water Resources Group
- Construction Institute
- Geo-Institute
- Structural Group
- Transportation and Development Group
- Forensic Group

**9.1.5 Other Subsidiary Organizations.** Other Subsidiary Organizations may be formed by the Section Board of Direction.

**9.1.6 Annual Budget.** Not used.



**9.1.7 Annual Report.** Each Subsidiary Organization President or Chair shall submit an annual written report to the Texas Section Board of Direction on the activities and programs of the organization. This Annual Report, including a financial statement, shall be suitable for incorporation into the Texas Section's Annual Report.

**9.1.8 Level of Activity.** Each Subsidiary Organization shall hold a minimum of one (1) event per year. Any Subsidiary Organization that does not maintain the minimum activity level for two (2) successive years may be disbanded by vote of the Texas Section Board of Direction. Assets of a disbanded Subsidiary Organization shall be assumed by the Texas Section.

**9.2 Standing Committees.** The Texas Section shall have standing committees as established by the Texas Section Board of Direction and defined in the Policies and Procedures of the Texas Section.

**9.2.1 Terms of Standing Committee Chairs.** Unless otherwise specified, the chairs of committees shall be appointed by the Texas Section President at the beginning of the President's term, and shall serve a one (1) year term.

**9.3 Task Committees.** The President may appoint task committees as deemed necessary. The terms of Task Committee members shall end at the end of the term of the President.

## **Article 10: Administrative Provisions**

Not used.

## **Article 11: Amendments**

**11.1 Process.** These Bylaws may be amended only by the following procedure:

**11.1.1 Proposal.** An amendment to these Bylaws may be proposed by any member of the Board of Direction, the Executive Director, or by a written petition submitted to the Section office, containing the text of the amendment, signed by not less than ten (10) Subscribing Members of the Section.

**11.1.2 Approval.** The proposed Bylaws amendment(s) shall be approved by not less than a majority of the Board of Direction and submitted to the Society's Committee on Geographic Units for review and approval.

**11.1.3 Notice and Adoption.** Upon approval by the Committee on Geographic Units, the proposed Bylaws amendment(s) may be adopted by a two-thirds (2/3) vote of the Texas Section Board of Direction present at a duly constituted Board meeting, where a quorum is in attendance, provided that a written notice containing the text of the proposed amendment(s) is published to the Section membership at least thirty (30) days in advance of the meeting.

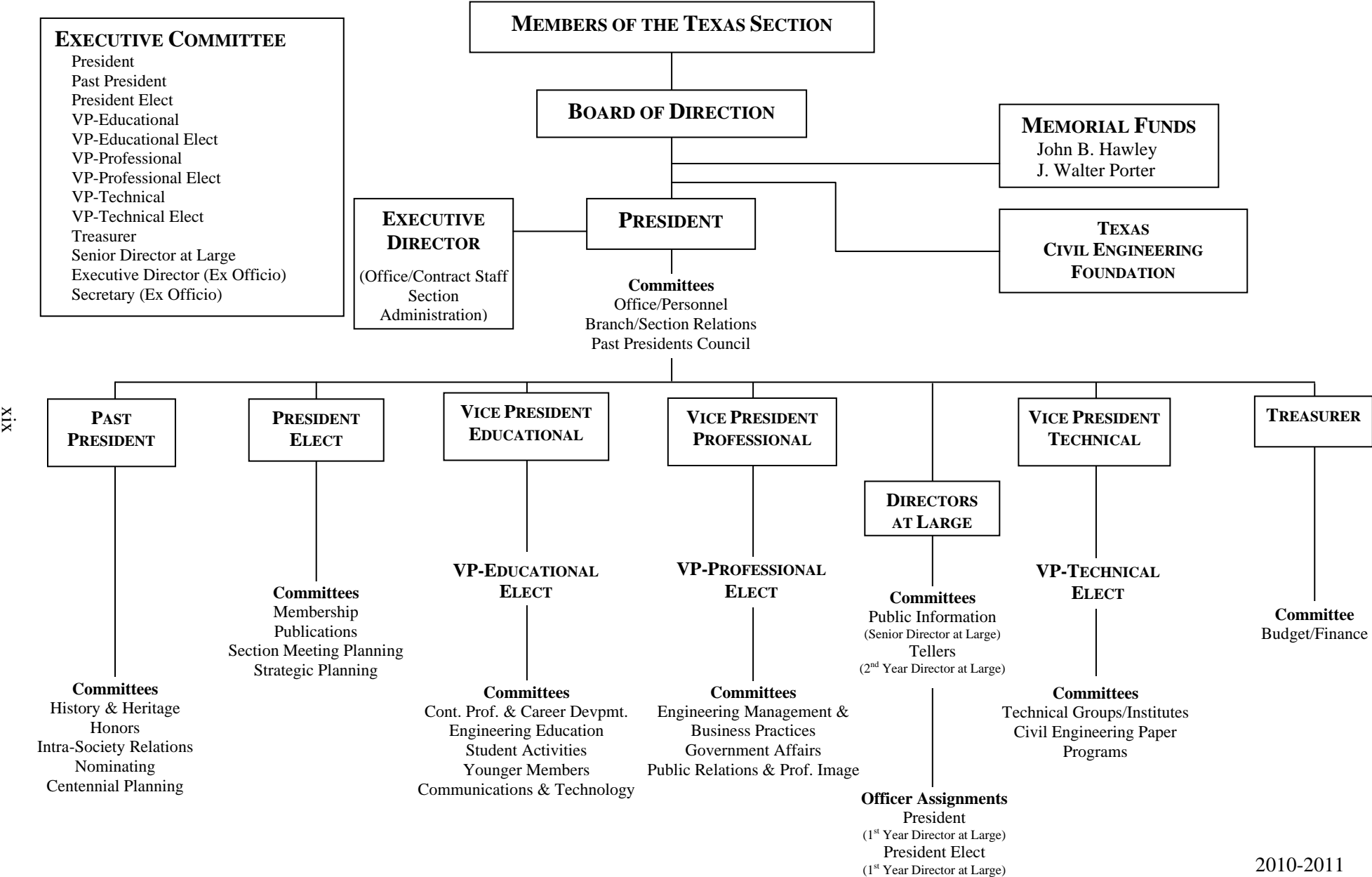
2010-2011

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# Organizational Chart

## Texas Section-American Society of Civil Engineers



XIX

2010-2011

## **1.0 BOARD OF DIRECTION**

The governing body of the Texas Section-ASCE is defined in Article VI, Section 1 of the Constitution, which states, “The Board of Direction is hereby vested with the authority necessary for the general administration and management of the affairs and property of the Section, subject to the Constitution and Bylaws.”

### ***Responsibilities***

1. Meet at least two times a year: once at each of the two semi-annual Section Meetings.
2. Schedule the time and place of the Fall (Annual) and the Spring Meetings of the Section as far in advance as practical.
3. Consider and act on all reports, resolutions, petitions, and questions of ethics presented to the Board of Direction. Authorize awards and recognition of member activities and assign responsibility of administration to appropriate committees. Recommendations by committees for recipients of designated awards must be approved by the Board prior to any announcement or notification.

### ***Membership***

The elected Officers, all Directors, and the Executive Director shall constitute the Board of Direction. The Executive Director will serve as an ex officio member. A majority of the members of the Board of Direction shall constitute a quorum.

2010-2011

## **2.0 EXECUTIVE COMMITTEE**

### ***Responsibilities***

1. Direct the affairs of the Section between meetings of the Board of Direction, subject to review and approval by the Board of Direction.
2. Conduct the affairs of the Section between meetings of the Board of Direction in accordance with the Constitution, Bylaws, and *Rules of Operation*.
3. Undertake specific tasks assigned by the Board of Direction.
4. Assist the President in making committee appointments.
5. Assist the President in translating goals for the year into attainable task assignments to the appropriate committees.
6. Assist the Budget/Finance Committee (Chair: Treasurer; Members: President, Past President, President Elect, Executive Director, and Operations Manager) in the preparation of the budget. (This should be accomplished with the newly elected officers present.)
7. All actions of the Executive Committee shall be reported to all members of the Board of Direction as soon thereafter as practical, forwarding supporting documentation when available.

### ***Membership***

The Executive Committee shall consist of the President, Past President, President Elect, Vice Presidents, Vice Presidents-Elect, Treasurer, and Senior Director at Large. At the annual meeting of the incoming Board of Direction, a second-year Director at Large is appointed by the President to serve on the Executive Committee and is designated as Senior Director at Large. The Executive Director and Operations Manager will serve as non-voting advisors of the Executive Committee.

2010-2011

### **3.0 PRESIDENT**

#### ***Responsibilities***

The President shall be responsible for:

1. Providing general supervision and leadership regarding the affairs of the Texas Section of the American Society of Civil Engineers in accordance with the Constitution and Bylaws of the Texas Section.
2. Discussing with individual members of the incoming Executive Committee a “Plan” for their term to help them in preparing their realistic, attainable goals as early as possible before the beginning of the fiscal year. These goals are to be translated to definable, measurable tasks to their appropriate committees in addition to the normal committee functions.
3. Presiding at the Honors Luncheon and other official functions at the Meetings of the Texas Section, including but not limited to the Board of Direction and Executive Committee Meetings.
4. Appointing chairs to all committees, task and standing, in accordance with the *Rules of Operation*. Appointing either a Hawley or Porter Trustee to a six-year term.
5. Delivering a State of the Section Address at each Texas Section Meeting.
6. Contacting personally and/or speaking to as many Branches and Student Chapters as possible throughout the year.
7. Transmitting to the Chair of the Publications Committee and the Publisher of the *Texas Civil Engineer* a president’s message for each issue.
8. Representing the Texas Section in official functions, or designate a representative, that are affiliated with Civil Engineering activities in the State and/or Local Community.
9. Supervise the Executive Director and perform an annual evaluation.

#### **3.A PAST PRESIDENTS COUNCIL**

#### ***Responsibilities***

1. The Past Presidents Council is intended to serve as an advisory and support group to the Board of Direction and, in particular, to the President. The Council will meet in conjunction with each Texas Section Meeting.
2. Encourage nominations, serve as judges, and make recommendations to the Board for final approval of the winner of the Texas Outstanding Civil Engineering Achievement Award.
3. Suggest names for nominations for ASCE Distinguished Membership for Texas Section Members. Consider all nominations (theirs, Branches, or the Board) and select no more than two per year for submission and recommendation to the Executive Committee. A Past President will refine the submissions and assist in collecting at least 10 endorsements from each of the other three Zones.

## ***Membership***

All Past Presidents of the Texas Section will be members.

### **3.A.1 TEXAS OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT AWARD**

The Texas Outstanding Civil Engineering Achievement Award may be given on an annual basis to the completed project that demonstrates the greatest contribution to civil engineering progress and to society. The Texas OCEA award, thereby, honors the outstanding work of the many engineers who have contributed to the project. Merit Awards may also be presented to other projects, which are considered worthy.

The award is for civil engineering projects designed and/or built in Texas. Projects designed in Texas but built elsewhere, may be eligible for a joint award to be presented by both Sections. Eligibility for nomination will be determined as described in the ASCE Official Register for the Society-level OCEA. Winners of the Texas OCEA are required to submit their nomination to the Region Director for consideration for the Society-level Award.

#### ***Guidelines for Selection of Awardees***

1. The Chair of the Texas Section Past Presidents Council shall solicit in October nominations for Texas OCEA from the Branches through the Section Directors.
2. Nominations may be made by a Branch or any Subscribing Member of the Texas Section, and are to be submitted in triplicate to the Chair of the Past Presidents Council by March 1<sup>st</sup>.
3. The Past Presidents Council will serve as judges for the award at their Spring Meeting and make recommendations to the Executive Committee at their June Meeting. The recommendation of the Executive Committee will be made to the Fall Meeting of the Board of Direction for final action.
4. Judging criteria will be as described in the ASCE Official Register and will include:
  - a. Contribution to the well-being of people and communities.
  - b. Resourcefulness in the planning and in the solution of design problems.
  - c. Pioneering in the use of systems, materials, and methods.
  - d. Innovations used during construction.
  - e. Impact on physical environments, unusual aspects, and aesthetic values.
5. Nominations should include, as a minimum, a 100 to 300 word Synopsis telling in specific terms how the project meets each of the five judging criteria. Black and white or color photographs should be included. Tips for effective submittals are found in the ASCE Official Register.
6. The nomination and award schedule will be as follows:
  - a. Nominations (3 copies) received by the Chair of the Past Presidents Council by March 1<sup>st</sup>. Synopses distributed to Past Presidents.
  - b. Award judging will take place at the Spring Past Presidents Council meeting.



- c. Recommendations to the Executive Committee for their endorsement at their June meeting.
  - d. Board of Direction approval at the Fall Meeting, normally
  - e. Chair of the Past Presidents Council transmittal to Region 6 Board of Governors and Region Director by October 30 for Society-level OCEA.
  - f. Texas OCEA Award is to be presented at the following Texas Section Spring Meeting.
  - g. Texas OCEA plaque presented at the project site in conjunction with the Spring Meeting or at a later date as requested and approved by the Board of Direction.
7. The Texas OCEA Award will consist of an appropriate aluminum or bronze plaque which will be presented to the project owner's representative by an officer of the Texas Section and invited District Director(s) in ceremonies described above. The Merit Award, when given, will be a framed certificate presented to the owner's representative at the Spring Section meeting. The Past President, in coordination with the Section Office and Past Presidents Council Chair, will be responsible for (a) ordering the plaque and certificate(s) and having them ready for the Spring meeting and onsite presentations, (b) obtaining approval of the wording from the project owner, and (c) obtaining from the project owner the number and size of the plaque(s).
8. The Texas OCEA will be publicized by a media release and by an article in the *Texas Civil Engineer*, and by proper notice and publicity of the presentations noted above.

### **3.A.2 NOMINATIONS FOR ASCE DISTINGUISHED MEMBERS (formerly Honorary Member)**

According to the ASCE website "A Distinguished Member is a person who has attained acknowledged eminence in some branch of engineering or in the arts and sciences related thereto, including the fields of engineering education and construction."

Not later than May 1 annually, a solicitation for Honorary Member nomination shall be sent to the Region Board of Governors, Sections, Branches, Technical Councils and Divisions, Institutes, Foundations, the Board of Direction, and Board of Direction committees. Each nomination shall be proposed by an Organizational Entity. A nomination package shall include a one (1) page summary biography of the nominee; a complete biography of the nominee; a completed nomination form, including a one (1) sentence citation highlighting the reasons why the nominee should be elected and a two-hundred (200) word rationale describing why the nominee is eminent in the civil engineering profession; a minimum of six (6) and maximum of ten (10) letters of endorsement from individuals, at least one (1) of which shall be from an officer in an Organizational Entity. Completed nomination packages shall be transmitted to the Society Awards Committee not later than November 1....

The Society Awards Committee will review the nominations received and will transmit to all members of the Board of Direction, not later than one (1) month prior to the meeting at which they will be considered by the Board of Direction, the names and biographies of those nominees whom it recommends for election. Names of candidates voted on but not elected may be resubmitted by the Society Awards Committee to the Board of Direction for two (2) years, after which their names will be dropped from the roster of candidates unless re-nominated. Names of candidates considered by the Society Awards Committee but not nominated for election will be reconsidered for two (2) years, after which their names will be dropped from the roster of candidates unless re-nominated. (*source: ASCE Rules of Policy and Procedure 2.0.4.1 and 2.0.4.2*)

To provide order to the Honorary Member nomination process for the Texas Section, the following procedure is proposed:

1. Even though a nomination may be initiated by a Branch or the Board of Direction, it is recommended that the Chair of the Past Presidents Council contact each Branch through its Section Director during October to seek nominations. Copies of the solicitation shall also be sent to members of the Honors Committee.
2. Initial nominations shall consist of a complete biography and a one-page summary, be endorsed by no fewer than 10 members, and be received by the Chair of the Past Presidents Council by March 1<sup>st</sup>.
3. The Past Presidents' Council at their Spring meeting will consider all nominations and select no more than two per year to submit to ASCE headquarters. A past president will be selected to refine the submissions and assist in collecting at least 10 endorsements from each of the other three Zones. The District Director may also assist in this effort so that as many endorsements as possible from all of the Zones may be obtained.
4. The selections proposed by the Past Presidents Council will be submitted to the Executive Committee for their endorsement and approval at their June Meeting. Since the complete nomination must be submitted to ASCE headquarters before October 1<sup>st</sup>, only an announcement of the action taken by the Executive Committee will be made to the Board of Direction at its Fall meeting.
5. Support of the nominations from all members of the Texas Section will be solicited. Present or past Society-level officers may be significant sources of influence toward the Committee on Honorary Members and the ASCE Board of Direction in their selection of our nominees.

### **3.B OFFICE/PERSONNEL COMMITTEE**

#### ***Responsibilities***

Serve as a Review Board for the Executive Director and where necessary, all other employees of the Texas Section. The committee will meet at least annually with the Executive Director to address the performance and compensation of the Executive Director and the other employees of the Texas Section. The committee will serve as a Board of Review for appeals of termination or discipline, and may recommend personnel policies to the Executive Committee for approval by the Board of Direction.

#### ***Membership***

The Committee shall consist of the President, Past President, and President Elect. In addition, the Treasurer will serve as a non-voting member. The President will serve as Committee Chair.

### **3.C BRANCH/SECTION RELATIONS COMMITTEE**

#### ***Responsibilities***

The Branch/Section Relations Committee will explore ways to best use the funds received through the Meeting Revenue Sharing Program and held in the General Branch Fund, to assist the Branches in accomplishing the goals of the Section and Society.

### ***Membership***

The Committee shall consist of a Chair appointed by the President and one Contact Member from each Branch to be approved by the Branch President, the Section Director serving until a member is appointed.

### **3.D TASK COMMITTEES**

The President can establish and appoint members to task committees as needed.

## **4.0 PAST PRESIDENT**

### ***Responsibilities***

1. Serve on the Office/Personnel and the Budget/Finance Committees.
2. Attend Board of Direction and Executive Committee Meetings and submit written reports concerning activities of Committees for which the officer has coordination responsibilities.
3. Advise, monitor and coordinate the following committees:

### **4.A HISTORY AND HERITAGE COMMITTEE**

#### ***Responsibilities***

1. The History and Heritage Committee is established to function on the Section level along the general lines and in cooperation with the ASCE History and Heritage Committee (HHC).
2. The committee will endeavor to collect items of historical interest such as records, plans, photographs, journals, diaries, correspondence, personal papers, and artifacts that are either relevant to the history of Civil Engineering in Texas or that are contemporary to earlier periods of history with summary reports, photographs, or slides for the records of the Section office in Austin.
3. The committee will establish and maintain contact and liaison with organizations concerned with Texas history, with particular attention to the area of Civil Engineering. In this connection, the committee will endeavor to bring to the attention of the members of the Society information of historical interest in such State of Texas Departments as the General Land Office, the Texas Archives and Library, the Department of Transportation, the Texas Railroad Commission and the Texas Commission on Environmental Quality.
4. The committee will maintain contact with Civil Engineering Schools and Student Chapters and foster academic studies in the field of engineering history. The committee will consider the promotion of historical essay contests in high schools and colleges and propose history of engineering subjects as thesis topics for advanced degrees in History and Engineering Departments of Universities in Texas.
5. Realizing that much effective work can be done best on the local level, the committee will maintain contact with the Branches and make every effort to encourage each Branch to recover, record and report the engineering history of their area. Branches will be encouraged to have programs of historical interest and to present such programs to community groups. The committee will maintain contact with each Branch through a representative appointed by each Branch President to serve as a contact member of the committee. Until an appointment is made the Section Director shall serve.
6. The History and Heritage Committee shall be responsible for receiving from the Branches, or originating within the committee, nominations for the Texas Section History and Heritage Award (see description under Honors Committee). Nominations shall be forwarded to the Honors Committee in accordance with rules outlined in the description of the award. Recipients may be either individuals or Branches.
7. The committee will endeavor to have identified, documented, and properly marked important "Landmarks" significant to the history of civil engineering both in Texas and the nation.

8. The committee will present a quarterly report of committee activities to the Past President which in turn will be submitted to the Executive Committee or Board of Direction.

### ***Membership***

The committee shall consist of members chosen for their interest in the history of civil engineering. By nature of the duties of this Committee, changes in membership are expected to be infrequent. The Chair of the Committee shall be designated each year by the Texas Section President.

Vacancies on the committee shall be filled by appointment by the Section President.

In order to maintain contact with Branches, the Section President shall request each Branch to name a Branch representative as a contact member on this committee. The Section Director from the Branch will serve if another member is not designated.

### **4.A.1 TEXAS HISTORIC CIVIL ENGINEERING LANDMARK NOMINATIONS**

The designation of projects as Texas Historic Civil Engineering Landmarks is encouraged for several reasons. The preservation of the knowledge and the recognition of civil engineers is important. Informing the public of these projects and reminding them of the place in their lives that civil engineers play is equally important and mutually beneficial. To accomplish these objectives, the designation of deserving projects is encouraged. For Society-level designation, the project must be at least 50 years old from the time of completion, and the design or construction must have expanded the limits of the profession. For a project that may not qualify on the Society-level scale but is deemed significant for the region or local area as a noteworthy project, a Section may designate it to be a Texas Historic Civil Engineering Landmark. Both of these designations require a great amount of work and cannot be rushed. Therefore, the following are guidelines to accomplish the goal of having a suitable public ceremony with the necessary publicity at the desired time.

The following procedures will be followed in the nomination of a project for designation as a Texas Historic Civil Engineering Landmark. This process needs to start about two years before the scheduled meeting or desired ceremony time. Although the project may not qualify for Society-level status, the same format and procedures as a nomination for Society-level designation will be followed.

1. Contact the Texas Section Chair of the History and Heritage Committee with a proposal and seek the latest format or information on nominations. Cost sharing will be required with the local Branch, the project owners, and the Texas Section.
2. Begin gathering data, pictures, articles, and ways to prove that the project deserves to be designated, i.e., largest, not previously designed, new method of construction, new use of material, or otherwise important to the evolution of Civil Engineering technology.
3. Draft nomination and get others to review and suggest improvements or additional material. The Texas Section Chair and several experienced members of the History and Heritage Committee should be contacted for review and comments.
4. No nomination should be attempted without the project owner's approval and cooperation. When the nomination is nearing completion, a formal statement of the owner's endorsing the nomination and placing of a plaque on the project should be obtained. The plaque must be placed in a highly visible public area.

5. At approximately eight months to one year before the ceremony date, a completed draft copy of the final nomination must be presented to the Texas Section Chair of the History and Heritage Committee for review by the Committee and presentation to the Texas Section Board of Direction for approval. This presentation will be scheduled for a regular bi-annual Board Meeting. In order to allow sufficient time to have the plaque cast and to prepare properly for a public dedication ceremony, the nomination must receive approval at the Board of Directors Meeting held one Section Meeting prior to the ceremony. No deviation from this schedule and procedure will be entertained.
6. After approval is obtained, the final copies of the nomination will be prepared, signed, and forwarded as follows: one copy to the Texas Section Office, one copy to the Texas Section Chairman of the History and Heritage Committee, and six copies to the ASCE History and Heritage Committee (HHC). One of these copies and the one for retention in Texas Section should contain original copies of photos. The other six copies can contain quick copies of photos. Also to be sent to the Texas Section Office is a layout of the 14-inch by 20-inch plaque. A rubbing of the plaque will be returned for approval before the actual plaque is cast.
7. Hold the dedication ceremony at a suitable time and place for maximum public participation and press coverage. Local historical societies and other public officials should be invited to participate in and/or co-sponsor the ceremony.

#### **4.A.2 ASCE HISTORIC CIVIL ENGINEERING LANDMARK NOMINATIONS**

If ASCE Historic Civil Engineering Landmark designation is desired, the procedures may require additional time, as HHC generally meets twice a year, in January and July. When a nomination is received, one of the HHC committee members is appointed to be the project nomination presenter and to do extra research and preparation for the committee meeting. It is desirable that the presenter (from the same ASCE Zone as the project) also be an advocate. If the presenter can be appointed approximately 3 months prior to a meeting, then sufficient time to prepare may be available, and HHC committee action might be taken at the first board meeting after the nomination is received. (For instance, if the Texas Section Board approved submission of a nomination in March and the nomination were received in April, it might be possible for HHC to take action in their July meeting. Should there be any difficulty with the nomination or sufficient time to prepare for the committee meeting is not available, final action would have to be postponed until the following January meeting of HHC.)

When the designation is approved, the ordering of the plaque and preparation for the ceremony can be accomplished. A minimum of three to four months should be allowed for this phase of the procedure. A draft layout of the plaque should be submitted along with the nomination.

Hold the dedication ceremony at a suitable time and place for maximum public participation and press coverage. Representatives from Section, Society-level ASCE, HHC, and local historical societies and other public officials should be invited to participate in and/or co-sponsor the ceremony.

#### **4.B HONORS COMMITTEE**

##### ***Responsibilities***

1. The committee will consider one or more Texas Section members who may be recommended to the Executive Committee for endorsement and to the Board of Direction for approval for the Award of Honor, the Professional Service Award, the History and Heritage Award, the Service to People Award, the Professional Service to Students Award, the Government Civil Engineer Award, the Lifetime Service Award and the John A. Focht, Jr. Citizen Engineer Award. Only one John A. Focht, Jr. Citizen Engineer Award per year is to be awarded, and it should be awarded at the Fall Meeting

2. The committee will work with the Executive Committee, Board of Direction and Regional Governors in recommending Section members for special Society-level awards and recognition. (See ASCE *Official Register* and request announcements and deadlines for various Society-level awards be included in the *Texas Civil Engineer* by contacting the Chair of the Texas Section Honors Committee.)
3. The committee will present a quarterly report of committee activities to the Past President which in turn will be submitted to the Executive Committee or Board of Direction.

### ***Membership***

The committee shall consist of a Chair appointed by the President and one Contact Member from each Branch to be approved by the Branch President, the Section Director serving until a member is appointed. The members should be familiar with the history and customs of the Section through long and active participation in its activities.

## **4.B.1 SCHEDULE OF HONORS AWARDS NOMINATIONS AND PRESENTATIONS**

### **Nomination and Selection Schedule**

<u>Month or Meeting</u>	<u>Activity</u>
August	Solicit nominations for all awards to be given in following year <ul style="list-style-type: none"> <li>- notice in Fall TCE</li> <li>- broadcast email to Branch Presidents and Section Directors</li> </ul>
September 15 Fall Meeting	Deadline for submittal of nominations Committees meet to review nominations and prepare slate of nominees for January Executive Committee Meeting
January Spring Meeting	Executive Committee approves candidates for awards for current year Slate of Award recipients presented to Board for information

### **Awards Presentations Schedule**

Presentations at Spring Meetings:

<u>Number</u>	<u>Awards</u>
1	Award of Honor
1 - 3	Professional Service Award
1	History and Heritage Award
1 - 2	Service to the People Award
1 - 2	Professional Service to Students Award
1	Civil Engineers in Government Award

Presentations at Fall Meetings:

<u>Number</u>	<u>Awards</u>
1	John A. Focht, Jr. Citizen Engineer Awards
4	Lifetime Service Award

#### **4.B.2 NOMINATION FOR TEXAS SECTION-ASCE AWARDS**

**Award Name:**

Date Submitted:

Nominee: List full name, address, telephone and fax numbers, and ASCE membership grade.

Nominator: List name, address, telephone and fax numbers

Endorsements: List at least two with name, address, telephone and fax numbers.

Nomination: List specific items or actions, with date or time frame that indicate the nominee is deserving of this particular award.

Summary: In 50 words or less, summarize the nominee's contributions and/or eminence.

Other data: Within the limits of one page, list the following:

Full Name  
Birth Date  
Education  
Professional Registration  
Professional Society Membership  
Professional Achievements  
Honors and Awards  
Publications, Papers and Patents  
Civic and other Organization Memberships  
Family

The nomination must, as a minimum, contain the above listed data. Additional material, such as a more complete biography and written endorsements or recommendations supporting the nomination, may be submitted and will be considered by the Texas Section Honors committee. The nomination will be retained by the Committee for a period of two years. If, at that time, the Committee has not accepted the nomination, the nominator will be informed that the nomination is no longer pending. At that time, the nomination may be updated and resubmitted for consideration by the Committee.

#### **4.B.3 TEXAS SECTION AWARD OF HONOR**

The Texas Section Award of Honor is conferred on a limited number of subscribing members of the Texas Section for outstanding professional achievement in civil engineering, and for meritorious service to ASCE and the Texas Section.

##### ***Guidelines for Selection of Awardees and Presentation of Award***

1. Nominations may be made by a Branch through its officers, by a member of the Texas Section Board of Direction or by a member of the Honors Committee.



2. Each nomination shall be accompanied with adequate documentation on the nominee's professional service to the Texas Section and accomplishments in the civil engineering profession.
3. The Honors Committee shall review all nominations for the Texas Section Award of Honor and make recommendations to the Executive Committee for endorsement at least two Executive Committee Meetings prior to the Spring Section Meeting at which the presentation(s) is scheduled. The Board of Direction will approve the award at the Fall Section Meeting prior to the Spring Section Meeting where award is to be presented.
4. Awards shall normally be made at a Spring Texas Section Meeting although it may be presented at a Branch meeting if the recipient is unable to attend a Spring Section Meeting.
5. The award shall consist of the Award of Honor plaque.
6. Awardee shall receive four (4) complimentary tickets to the Honors Luncheon.

#### **4.B.4 TEXAS SECTION PROFESSIONAL SERVICE AWARD**

The Texas Section Professional Service Award is conferred on a subscribing member of the Texas Section for meritorious service to the Texas Section and to one or more of the Section's Branches upon recommendations of the Honors Committee.

##### ***Guidelines for Selection of Awardees and Presentation of Award***

1. Nominations may be made by a Branch through its officers, by a member of the Texas Section Board of Directors, or by a member of the Honors Committee.
2. Each nomination shall be accompanied with adequate documentation on the nominee's professional service to the Texas Section and one or more of the Branches.
3. The Honors Committee shall review all nominations for the Texas Section Professional Service Award and make recommendations to the Executive Committee for endorsement at least two Executive Committee meetings prior to the Spring Section Meeting at which the presentation is scheduled. The Board of Direction will approve the award at the Fall Section Meeting prior to the Spring Section Meeting where award is to be presented.
4. The award shall normally be made at a Spring Texas Section Meeting although it may be presented at a Branch meeting if the recipient is unable to attend a section meeting.
5. The award shall consist of the Professional Service Award plaque.
6. The Awardee shall receive two (2) complimentary tickets to the Honors Luncheon.
7. Section Presidents, Past Presidents, Society-level officers, and past Society-level officers shall not be eligible for the award.

#### **4.B.5 TEXAS SECTION HISTORY AND HERITAGE AWARD**

The Texas Section History and Heritage Award shall be given to an individual (not necessarily a member of the Texas Section) or Branch for making special contributions to recording and/or recognizing the history and heritage of civil engineering in Texas.

##### ***Guidelines for Selection of Awardees and Presentation of Award***

1. Nominations may be made by a Branch through its officers or by the History and Heritage Committee.
2. Nominations by Branches shall be sent to the History and Heritage Committee.
3. Nominations endorsed or originating with the History and Heritage Committee shall be sent to the Honors Committee with accompanying documentation on the Branch's or individual's specific contributions.
4. The Honors Committee shall review nominations for the Texas Section History and Heritage Award and make recommendations to the Executive Committee for endorsement at least two Executive Committee meetings prior to the Spring Section Meeting at which the presentation is scheduled. The Board of Directors will approve the award at the Fall Section Meeting prior to the Spring Section Meeting where the award is to be presented.
5. The Honors Committee shall coordinate plans for conferring the award with the History and Heritage Committee.
6. The award shall normally be presented at a Spring Texas Section Meeting although it may be presented at a Branch meeting if the recipient is unable to attend a Section Meeting.
7. The award shall consist of the History and Heritage plaque.
8. The Awardee shall receive two (2) complimentary tickets to the Honors Luncheon.

#### **4.B.6 TEXAS SECTION SERVICE TO PEOPLE AWARD**

The Texas Section Award for Service to People is made to a civil engineer (not necessarily a member of the Texas Section) who has distinguished himself with special service to people. The award is intended to recognize civil engineers who bring credit to their profession through community activities which are visible to the general public.

##### ***Guidelines for Selection of Awardees and Presentation of Award***

1. Nominations may be made by a Branch through its officers, by a member of the Texas Section Board of Direction, or by a member of the Honors Committee.
2. Each nomination shall be accompanied by documentation on the nominee's service to the community.
3. The Honors Committee shall review nominations for the Texas Section Award for Service to People and make recommendations to the Executive Committee for endorsement at least two Executive meetings prior to the Spring Section Meeting at which the presentation is scheduled. The

Board of Direction will approve the award at the Fall Section Meeting prior to the Spring Section Meeting where the award is to be presented.

4. The award shall normally be presented at a Spring Texas Section Meeting although it may be presented at a Branch meeting if the recipient is unable to attend a Spring Section Meeting.
5. The award shall consist of the Service to People plaque.
6. The Awardee shall receive two (2) complimentary tickets to the Honors Luncheon.

#### **4.B.7 TEXAS SECTION PROFESSIONAL SERVICE TO STUDENTS AWARD**

The Texas Section Award for Professional Service to Students is conferred on a subscribing member of the Texas Section for meritorious service to Student Chapters or Clubs through the Texas Section or through one or more of the Section's Branches upon recommendations of the Honors Committee.

##### ***Guidelines for Selection of Awardees and Presentation of Award***

1. Nominations may be made by a Branch through its officers, by a member of the Texas Section Board of Direction, or by a member of the Honors Committee.
2. Each nomination shall be accompanied with adequate documentation of the nominee's service to civil engineering students.
3. The Honors Committee shall review nominations for the Texas Section Professional Service to Students Award and make recommendations to the Executive Committee for endorsement at least two Executive meetings prior to the Section Meeting at which the presentation is scheduled. The Board of Direction must approve the award at the Fall Section Meeting prior to the Spring Section Meeting where the award is to be presented.
4. The award shall be made at the Texas Section Spring Meeting although it may be presented at a Branch meeting in the event that the recipient is unable to attend the Section Meeting.
5. The award shall consist of the Professional Service to Students plaque.
6. The Awardee shall receive two (2) complimentary tickets to the Honors Luncheon.
7. Section Presidents, Past Presidents, Society-level officers, and past Society-level officers shall not be eligible for the award.

#### **4.B.8 TEXAS SECTION GOVERNMENT CIVIL ENGINEER AWARD**

The Texas Section Government Civil Engineer Award is conferred on a subscribing member of the Texas Section employed by a governmental organization for meritorious service to the Texas Section and to one or more of the Section's Branches upon recommendations of the Honors Committee.

##### ***Guidelines for Selection of Awardees and Presentation of Award***

1. Nominations may be made by a Branch through its officers, by a member of the Texas Section Board of Directors, or by a member of the Honors Committee.

2. Each nomination shall be accompanied with adequate documentation on the nominee's professional service to the Texas Section and one or more of the Branches.
3. The Honors Committee shall review all nominations for the Texas Section Government Civil Engineer Award and make recommendations to the Executive Committee for endorsement at least two Executive Committee meetings prior to the Spring Section Meeting at which the presentation is scheduled. The Board of Direction will approve the award at the Fall Section Meeting prior to the Spring Section Meeting where award is to be presented.
4. The nominees for this award will be evaluated in the following areas: (a) years in Public Service and involvement with elected officials and the media, (b) engineering achievements in Public Service, (c) civic, humanitarian and social activities, (d) professional activities, (e) publications, papers, and presentations.
5. The award shall normally be made at a Spring Texas Section Meeting although it may be presented at a Branch meeting if the recipient is unable to attend the Section Meeting.
6. The award shall consist of the Government Civil Engineer Award plaque.
7. The Awardee shall receive two (2) complimentary tickets to the Honors Luncheon.

#### **4.B.9 TEXAS SECTION JOHN A. FOCHT, JR. CITIZEN ENGINEER AWARD**

This award was established by the Texas Section Board of Direction in October 1990 to recognize John A. Focht, Jr.'s outstanding and continued dedication to the Texas Section of the American Society of Civil Engineers through his leadership and service as a Section Past President and Board member and service at ASCE as District Director, Vice President, and President as well as for his origination of the concept of encouraging members to become better citizen engineers.

##### ***Guidelines for Selection of Awardees and Presentation of Award***

1. Nominations may be made by a Branch through its officers, by a member of the Texas Section Board of Direction, or by a member of the Honors Committee.
2. Nominations will be submitted directly to the Honors Committee.
3. Eligibility for this award will require that the recipient be a subscribing member of the Texas Section-ASCE; the public involvement effort must be for a calendar year and shall be defined as, "Volunteer efforts that better our world in such as local or national legislation, education on all levels, non-profit volunteer organizations, community activities, and so forth."
4. The nominees for this award will be evaluated in the following areas: (a) overall positive impact and overall contribution as a result of the effort, (b) number of people involved or reached by the effort, (c) originality of the effort or its component parts, and (d) level of effort.
5. The Honors Committee shall review all nominations for the John A. Focht, Jr. Texas Section-ASCE Citizen Engineer Award and make recommendations to the Executive Committee for endorsement at least two meetings prior to the Fall Section Meeting at which the presentation is scheduled. The Board of Direction will approve the award at the Spring Section Meeting prior to the Fall Section Meeting where the award is to be presented. **No more than one award shall be awarded in any year and the presentation will be made at the Fall (Annual) Meeting.**

6. The award shall normally be presented at a Fall Texas Section Meeting although it may be presented at a Branch meeting if the recipient is unable to attend a Section Meeting.
7. The award shall consist of the John A. Focht, Jr. Citizen Engineer plaque to be presented by John A. Focht, Jr. or his designee.
8. The Awardee shall receive two (2) complimentary tickets to the Awards Luncheon.

#### **4.B.10 TEXAS SECTION LIFETIME SERVICE AWARD**

##### Introduction:

While the Texas Section Award of Honor and other awards recognize meritorious service to the Texas Section and ASCE, there is not an award for longer term service over a 20-25 year (or more) period of assistance to the Texas Section and to ASCE (generally some extended years after the other Texas Section Awards).

##### Purpose:

For Texas Section-ASCE members, the Texas Section ASCE Lifetime Service Awards are to honor ASCE Texas, Society-level and Branch lifetime service and leadership, generally to individuals in their mid-60s or later. Categories may include Private Practice, Government, Education, and Industry. More than one award by category may be voted and no award possible in some category, but there will be a limit of four total Lifetime Service Awards per anniversary.

##### Dates of Awards:

Lifetime Service Awards shall be presented at the Fall Texas Section Meeting on special occasion years: 2002 (ASCE 150th Anniversary), 2003 (Texas Section 90th Anniversary), 2008 (Texas Section 95th Anniversary), 2013 (Texas Section 100th Anniversary),.....

##### Nominations:

For the first year, nominations must be submitted before May 15, 2002, to the Honors Committee who will make recommendations to the Executive Committee for their endorsement in June 2002. The Board of Direction must approve the recommendations electronically for presentation at the Fall 2002 Meeting.

By March 1 of the subsequent years (2003, 2008, 2013, 2018,...), a minimum one page nomination outlining ASCE service at the Texas, Society-level and Branch levels and three letters of support shall be submitted to the Chair of the Texas Section Honors Committee.

##### Framed Award Certificate:

The Texas Section Lifetime Service Award shall be a framed certificate signed by the President of the Texas Section.

#### **4.C INTRA-SOCIETY RELATIONS COMMITTEE**

##### ***Responsibilities***

1. Establish and maintain working agreements on the rotation of Society-level officers to give equitable and uniform representation.
2. Consider vacancies that occur on Society-level committees and recommend qualified members of the Texas Section to fill these vacancies.
3. Submit and review nominations for Region Director, Region 6 Board of Governors and present a nomination to the Executive Committee for their endorsement for Board approval, cooperate and assist the New Mexico and Oklahoma Sections when the office falls in those Sections. The selection of Texas Section representatives to the Board of Governors shall be done in accordance with the Board of Governors Bylaws and the Constitution of ASCE
4. After consultation with the other Sections in the Region, present nominations for President-Elect of the Society when these nominations fall within Region 6.
5. Coordinate, where possible, with the Nominating Committee to assure a reservoir of qualified persons to be available for Region 6 nominations.
6. Maintain close liaison with the Region 6 Board of Governors.
7. The committee will present a quarterly report of committee activities to the Past President which in turn will be submitted to the Executive Committee or Board of Direction.

##### ***Membership***

The committee is to be composed of seven members, including the Past President and the Chair. All members of the committee should be selected based upon their length of experience in the Society and for their familiarity with the workings of Section, Board of Governors and the Society.

##### ***Leadership Criteria***

The following is excerpted from an article entitled "Election of ASCE National Officers and Directors," by A.C. Burkhalter, Jr., PE, F.ASCE, a past Branch, Section and Society Officer, which was published in the August/September 1994 issue of the *Texas Civil Engineer* and has been included in the Texas Section *Rules of Operation* with Mr. Burkhalter's concurrence.

##### ***Leadership Opportunity***

We want to make sure that every member who is interested understands the process and has an opportunity to take leadership role...if they want to. We're all volunteers and nobody can force you to take a "job" in ASCE against your will.

So, what can you do to seek an office in ASCE...whether it's as Committee Head, Director or Officer at the Branch, Section, or National level? Let me offer these suggestions:

1. The process starts in the Branch and moves up. Get active at the local level. Attend your Branch meetings whenever possible. Volunteer to help in Branch activities. Get to know other members in the Branch.

2. Volunteer to serve on a Committee (or Committees) including special task groups or projects. Move up to become Chairperson.
3. Contact the current officers and head of the Nominating Committee when candidates are being discussed and selected. Let them know of your interest.
4. Prepare and keep current a one-page resume emphasizing your ASCE activities. List other groups and organizations in which you actively participate and have held leadership positions. Keep copies of a current business photo (portrait) available.
5. Very important— Have the support of your employer, your family and your associates, in whatever role and activity you're seeking. If this is limited, still volunteer to serve but on a limited basis.
6. Be sincere and honest. Don't take on an assignment or seek an office if you don't intend to do the job.
7. When you become a Committee Head, Director, or Officer (at whatever level), perform your duties and fulfill your responsibilities to the best of your ability. The opportunity will probably not repeat itself so you only have "one shot" to do well.

#### **4.D NOMINATING COMMITTEE**

##### ***Responsibilities***

1. The Texas Section-ASCE Nominating Committee is appointed by the Section President. Its members are responsible for presenting a list of candidates for Section office to the Executive Committee at its January Meeting.
2. The committee will present a quarterly report of committee activities to the Past President which in turn will be submitted to the Executive Committee or Board of Direction.

##### ***Membership***

As far as practical, membership of the committee shall consist of the five most recent Past Presidents. Membership of the committee shall not include any current Society-level officers or any current Texas Section officers other than the Immediate Past President. The President and President Elect may be invited as ex-officio members at the discretion of the Chair of the Nominating Committee.

##### ***Guidelines***

At the Fall Section Meeting, the President should specifically charge the members of the Board of Direction from each Branch with the responsibility to solicit nominees from their Branch. The Committee Chair shall notify each committee member and Branch President of the Section offices to be filled at least one month prior to the first Nominating Committee Meeting.

The nominations, including biographies, should be submitted, in writing, from each Branch to the Chairman of the Nominating Committee by December 1st.

The President Elect position has traditionally been filled by a person who has served in a Section Vice President's office.

The Vice Presidents positions are desirably filled by those who have served at the Branch level and as members of the Section Board.

Directors at Large must be 35 years of age or younger, and are considered more favorably when they have been active in Section affairs. In all cases, a geographical balance is a consideration.

The chair's request shall include the furnishing of the following information:

1. Position and evidence of consent to serve the office for which individual is being suggested
2. Name
3. Address
4. Telephone number(s); Fax number; E-mail address
5. Branch, Section, and Society-level offices previously held (including committee membership and chairmanship)
6. Current Branch, Section and Society-level offices and committee membership held (including years of service in each assignment)
7. Evaluation of availability when the information can be obtained (shall include non-ASCE impacts on time, travel capability, and company policy on professional activities)

Two weeks prior to the first Nominating Committee meeting, the Chair shall circulate material to each Committee member for review and evaluation.

The Section office should provide each member of the Nominating Committee with a list of all previous officers by year with their Branch affiliation. This list should include the entire Board of Direction by year.

The Section office shall furnish data requested concerning potential nominees for office.

Suggestions formally submitted shall not in any way limit the Nominating Committee in its deliberations and selection of nominees for the vacancies of offices for which nominations must be made.

In the selection of Section officers, consideration shall be given to prior service on the Board of Direction and geographical distribution.

Prior to submitting any name to the Board of Direction of the Texas Section for nomination to a Section office, the Nominating Committee shall secure the permission of the individual.

The Nominating Committee shall submit to the Board of Direction of the Texas Section only one nominee for each office to be filled.

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## **5.0 PRESIDENT ELECT**

### ***Responsibilities***

1. Become familiar with the tasks and responsibilities of the office of President, Constitution, Bylaws, and *Rules of Operation*.
2. Be prepared to assume the office of President when a vacancy is created as defined in Article V., Section 6 of the Constitution.
3. Serve on the Board of Direction and the Executive Committee in accordance with the Constitution and Bylaws of the Texas Section and submit written reports concerning activities of Committees for which the officer has coordination responsibilities.
4. Serve on the Office/Personnel and Budget/Finance Committees.
5. Advise and monitor the activities of the Membership, Publications, and Section Meetings Planning Committees.
6. Schedule and plan any leadership training activities to be conducted by the Texas Section.

### **5.A MEMBERSHIP COMMITTEE**

#### ***Responsibilities***

1. Formulate a program encouraging qualified members of the civil engineering profession residing in Texas to affiliate with the American Society of Civil Engineers and to encourage members of ASCE to become Subscribing Members of the Texas Section. In broad categories, these activities would fall in the following divisions:
  - A. Those concerned with the existing membership:
    1. Developing a greater awareness of ASCE membership.
    2. Upgrading of individual membership.
    3. Stimulating Assigned Members to become Subscribing Members of the Texas Section.
    4. Evaluating present Branch areas and creating new ones as reflected by membership growth.
    5. Promoting the awareness of Society benefits and encouraging pride in membership.
    6. Reporting committee activities in person at Branch meetings.
  - B. Those concerned with new members:
    1. Cultivating potential members with and without cooperation of the Branches.
    2. Following up on transfers and special cases.

3. Contacting large employers of civil engineers as sources of new members.
4. Maintaining contact with Membership Committees at Branches and Society headquarters.
5. Reporting prospects in person at Branch meetings.

C. Those concerned with potential members

1. Obtain list of newly licensed Civil Engineers from TBPE for recruitment as new members
2. Consider such other duties as may come under the jurisdiction of the committee which are not in conflict with other duties that may be assigned by the Board of Direction.
3. Write a quarterly report of committee activities to the President-Elect which will be presented to the Executive Committee or Board of Direction.

***Membership***

The committee shall consist of the Section Membership Chair appointed by the Section President and one member from each Branch to be appointed by the Branch President. The Section Director will serve until such an appointment is made.

**5.B PUBLICATIONS COMMITTEE**

***Responsibilities***

1. Serve in an advisory capacity to the Board of Direction of the Texas Section and to assist the publisher of the *Texas Civil Engineer*. The committee will encourage Branches and membership to contribute publication items to the *Texas Civil Engineer*. The committee shall consider such other duties as may come under the jurisdiction of the committee which are not in conflict with other duties as assigned by the Board of Direction.
2. The committee will present a quarterly report of committee activities to the President Elect which in turn will be submitted to the Executive Committee or Board of Direction

***Membership***

The committee membership shall be six, two of who shall be the First Year Directors at Large, with each member serving for two years, excepting the First Year Directors at Large who shall serve only one year; thus three new members are appointed each year. Consideration shall be given to the geographical distribution of committee members with emphasis on representatives from each of the large population centers of the Section. The Chair of the Committee shall be designated each year by the newly elected Texas Section President and will not necessarily be the member with the longest service on the committee.

**5.C SECTION MEETINGS PLANNING COMMITTEE**

***Responsibilities***

1. The committee will meet at Section Meetings and will help plan future meetings. In particular, the committee will focus on the next two Section Meetings. The committee will provide more continuity and improved communications between the Branches. The goal is to provide more efficient programming of meetings by both the Section and the Branches.

2. Programming for Texas Section meetings has relied heavily upon the technical content in previous years. Continuing Professional Development requirements may increase interest in continuing education and standards of practice. Members have expressed an interest in topics such as ethics, fees, salaries, quality based selection, quality control, human resources and management practices.
3. The committee should review Section Meeting agendas and activities to try to improve the meetings. The goal is to make Section Meetings more attractive to a greater number of members.
4. The committee should guide the Branch Host Committee, provide historical information to them and monitor the planning process. Other Section committees and officers that will be involved in the final planning and preparations of a meeting may include the President, President Elect, VP-Technical VP-Professional, VP-Educational and the Publications Committee. The Section Meeting Planning Committee or Section officers should handle most of the issues associated with Section Meetings when they arise depending on the question. Additional supervision, on a limited basis, will be provided by the Section office who, if any serious errors or deviations from normal standards develop, will alert the applicable officers and committee.
5. The committee will present a quarterly report of committee activities to the President Elect which in turn will be submitted to the Executive Committee or Board of Direction.

### ***Membership***

The committee shall consist of the Section Meeting Planning Committee Chair appointed by the Section President. Its members will be the President Elect, Vice Presidents, Vice Presidents Elect, representatives from the host Branches which hosted meetings in the past year, and representatives from the Branches that will be hosting meetings during the next three years. The Section office staff will attend committee meetings held at the Section Meetings and provide input and continuity from year to year.

### ***Meetings Manual***

The Host Committee should use the Section Meetings Manual to provide them with initial direction for the meetings. The Manual is available from the Section office.

The Meetings Manual, to be of most benefit, needs to be reviewed and updated regularly as procedures change in planning for a meeting.

## **5.D STRATEGIC PLANNING COMMITTEE**

### ***Responsibilities***

1. Engage in long-term planning, implementation and review of established goals and priorities to ensure organizational and financial stability and growth of the Texas Section.
2. Report to the Board of Direction on, at least, an annual basis on goal progress, strengths and weaknesses, opportunities and threats to success, multi-year implementation plans, and revisions as required.

### ***Membership***

The Chair of the Strategic Planning Committee is appointed by the President. Additional committee members are selected from the general membership to head “component” areas of the plan which may include but are not limited to: Members, Strengthening of Branches, Improved Communications, Continuing Professional Development (CPD), Cost Control, and Training Program for Officers/Leaders

of Texas Section & Branches, Students and Community. Component Leaders will work with applicable Texas Section Board of Direction officers and committees, as well as, Branch and Student Chapter leadership to carry out their duties. Terms for committee members are 1 year.

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## **6.0 VICE PRESIDENT FOR EDUCATIONAL AFFAIRS**

### ***Responsibilities***

1. Be familiar with the Texas Section Constitution, Bylaws, *Rules of Operation*, and the Texas-Mexico Conference of Student Chapters' Constitution.
2. Attend Executive Committee and Board of Direction meetings and submit written reports concerning activities of Committees for which the officer has coordination responsibilities.
3. Plan, coordinate and preside alternately with the Vice President-Professional at the Plenary Session at the Texas Section Meetings.
4. Advise, monitor, and coordinate the activities of the following committees:

### **6.A CONTINUING PROFESSIONAL AND CAREER DEVELOPMENT COMMITTEE**

### ***Responsibilities***

1. Make available Continuing Education (CE) programs at the Texas Section meetings.
  - a. Develop CE programs which disseminate information of a practical nature in everyday engineering work. Printed lecture notes should be provided as a part of the CE programs which should be on a self-supporting basis with fees sufficient to pay all costs. Generally, CE programs take the form of one-day or half day seminars held in conjunction with the Texas Section Spring and Fall Meetings. Registration may be open to non-members, as the courses may encourage membership recruitment. CE seminars are to be self supporting and "stand alone." Attendance of CE Seminars does not require registration and attendance of the Section Meeting where they are held.
  - b. Develop programs and provide education opportunities that will enhance the career development of civil engineers, including skill development and lifelong learning. Ensure that ethics be a part of the career development program for civil engineers.
  - c. Recommend subjects and instructors for subsequent year courses.
2. Maintain liaison with the Committee on Career Development at Society-level.
3. Provide Leadership Development training for member and assist with the development of Leadership Training Modules for Branch Officers.
  - a. Volunteer Leaders of the Society. Individuals elected or appointed to a leadership position within ASCE.
  - b. Project Leaders. Civil engineers charged with project management and team leadership in their professional responsibilities.
  - c. Public Advocates. Members interested in seeking positions of leadership in local, state, and national agencies whereby they can affect public advocacy of infrastructure and other professional issues.
4. The Chair will serve on the planning committee of the host Branches planning the Texas Section meetings for the year of service.

5. Present a written quarterly report of committee activities to the Vice President-Educational which in turn will be submitted to the Executive Committee or Board of Direction.

### ***Membership***

The committee membership should be a broad technical and geographical representation and should be experienced in the issues dealing with Professional and Career Development. The committee shall consist of at least three members appointed by the President to a three year term; an incoming member, a chair and a vice chair. The committee shall be chaired by a member serving the third year term

## **6.B ENGINEERING EDUCATION COMMITTEE**

### ***Responsibilities***

Promote the development and progress of all phases of civil engineering education and related education, on both the undergraduate and graduate levels, within the Texas Section area.

1. Serve in an advisory capacity to the Board of Direction of the Texas Section relating to matters of civil engineering education.
2. Serve as a liaison between the Texas Section Board of Direction and other units of ASCE and non-ASCE organizations concerned with civil engineering education.
3. Perform other duties as assigned by the Vice President-Educational.
4. Present a written quarterly report of committee activities to the Vice President for Educational Affairs which in turn will be submitted to the Executive Committee or Board of Direction.

### ***Engineering Education Forum***

The Engineering Education Committee has the responsibility to plan one forum each year on ENGINEERING EDUCATION to be held at the Spring Meeting and to coordinate the time and room needs with the Vice President-Technical.

## **6.C STUDENT ACTIVITIES COMMITTEE**

### ***Responsibilities***

Encourage participation of students in ASCE activities to prepare them for future leadership roles.

1. Develop methods whereby the Texas Section can best assist the members of the Student Chapters in their educational and professional development.
2. Help students become Student Members of ASCE, Texas Section and a Branch.
3. Make arrangements for and conduct the Annual Student Paper Contest.
4. Maintain records of student attendance at Section Meetings.
5. Advise the Operations Manager as to the distribution of travel allowance to Student Chapters.
6. Determine winners of Texas Section Student Chapter Awards such as (1) Merit Award (given at Fall Meeting) and (2) Attendance Award (given at the Spring Meeting).

7. Work with the Branch Host Committee, Host Student Chapter and Faculty Advisor in coordinating student activities at the Meetings of the Texas Section and at Regional Student Chapter Meetings.
8. Coordinate arrangements and preside over the Picnic Lunch which may be held on Saturday at Meetings of the Texas Section.
9. Provide a permanent repository for the Texas-Mexico Conference of Student Chapters (TCSC) records before such records are added to the Texas Section archives at the appropriate archival facility.
10. Provide liaison between the Texas-Mexico Conference of Student Chapters and the Vice President-Educational as well as the other Section officers and committees and the Host Student Chapter for Section Meetings.
11. Prepare revisions to the *Students Handbook* and to distribute this handbook to Student Chapters and other interested parties. This handbook contains information on the relationship between the Texas Section and Student Chapters within the Section.
12. Perform other duties as assigned by the Vice President-Educational.
13. Present a written quarterly report of committee activities to the Vice President-Educational which in turn will be submitted to the Executive Committee or Board of Direction.

#### **6.C.1 TEXAS SECTION STUDENT CHAPTER AWARDS**

The Texas Section gives four Student Chapter Awards each year:

<u>Award Name</u>	<u>Award</u>	<u>Meeting</u>
1. Attendance	Certificate	Spring
2. Merit	Certificate	Fall
3. President's Award for Outstanding Student Chapter Activity	Certificate	Spring and/or Fall at the discretion of the President
4. President's Award for Most Improved Student Chapter/Club	Certificate	Spring and/or Fall at the discretion of the President

##### **6.C.1.a ATTENDANCE AWARD**

1. The winning Chapter is determined according to the following formula, consisting of the sum of:
 
$$\frac{(.25) \times \text{Chapter members attending Section meeting}}{\text{Total students attending Section meeting}}$$

+

$$\frac{(.75) \times (\text{Chapter members attending}) \times (\text{Airline miles from school to meeting})}{(\text{Total students attending}) \times (\text{Total Airline miles for all schools in attendance})}$$

All ASCE Student Chapters and Clubs that are members of the Texas-Mexico Conference of Student Chapters (not to include Mexico Chapters/Clubs) are eligible for this award.

2. For purposes of determining the percentage attendance at chapter meetings, the total chapter membership should be taken as the number of members of record who were actively attending school on the date of each Meeting. Co-op students not currently attending classes should not be

counted as part of the chapter membership for a given Meeting unless they attend the Meeting.

3. The winning chapter will be the one receiving the highest score under the above formula.
4. Each year's award will be presented at the Texas Section Spring Meeting of the following year.

#### **6.C.1.b MERIT AWARD**

Merit Award goes to the Student Chapter receiving the highest grade on its annual report which is evaluated by the Society-level Committee on Student Chapters. The Merit Award is presented at the Texas Section Fall Meeting.

#### **6.C.1.c PRESIDENT'S AWARD FOR OUTSTANDING STUDENT CHAPTER ACTIVITY**

1. Award is to be made only to a Student Chapter.
2. Award to be made to a Student Chapter whose activity level is sufficiently high to earn Ridgway Finalist recognition but not sufficiently high enough to earn Texas Section's Merit Award.
3. The Student Chapter selected to receive this award shall have been in attendance at each of the Texas Section Meetings held during the activity year.

The Student Activities Committee of the Texas Section will decide the recipient of this award. This award is not to be automatically awarded every year; rather, the committee is to use their discretion based on the Chapters/Clubs initiative and level of participation at the fall and spring regional meetings during the year for which the award is given.

#### **6.C.1.d. PRESIDENT'S AWARD FOR MOST IMPROVED STUDENT CHAPTER/CLUB**

1. Student Chapter/Club cannot be on probation during the year for which the award is given.
2. The Student/Club members shall be in attendance at either the Fall or Spring Meeting during the year for which the award is given.
3. The Student Activities Committee of the Texas Section will decide on the recipient of this award. This award is not to be automatically awarded every year; rather, the committee is to use their discretion based on the Chapters/Clubs initiative and level of participation at the Fall and Spring regional meetings during the year for which the award is given.

#### **6.C.2 ANNUAL STUDENT PAPER PRESENTATION COMPETITION**

The annual Student Paper Presentation Competition is a Society requirement for Student Chapters to be eligible for participation in the National Steel Bridge or Concrete Canoe Competitions. At least one representative from a Student Chapter must compete in the Student Paper Presentation Competition at the Regional level. The format of this competition follows the requirements outlined for the Society's Daniel W. Mead Paper Presentation in order to allow the student to not only enter the Regional Competition, but to also be eligible to submit their paper for the Society Competition. The Daniel W. Mead Paper Presentation has a specific topic outlined each year that the student must write about for this competition. Texas Section will accept any meaningful presentations on technical subjects relating to the practice of Civil Engineering for the Regional Competition. The presentations will be judged on the basis of the inherent quality of the material presented and the effectiveness of the presentation. The competition, which is sponsored by the Texas Section of the American Society of Civil Engineers, is held once a year,



at the Spring Meeting of the Texas Section.

Papers are not to exceed 2,000 words in length, must be written by only one person, and should not have appeared in any publications other than in school or chapter/club publications. Reference citations of the papers should conform to the official *ASCE Authors' Guide to Journals and Practice Periodicals*, which can be found on the ASCE Publications website <http://www.pubs.asce.org/authors/index.html>. A complete bibliography should also be included, if appropriate.

The rules governing the competition are as follows:

- A. **Eligibility:** Authors must be undergraduate students and both ASCE Student Organization members and ASCE national student members in good standing at the time of submission to be considered.

Only one student is to prepare any one presentation. Contestants are to be undergraduate Civil Engineering students carrying a minimum of 9 hours who are members in good standing of a student chapter which is a member of the Texas Conference of Student Chapters or of an officially recognized ASCE Club in Texas.

- B. **One Entry per Student Chapter:** Each student chapter member of the Texas Conference of Student Chapters is entitled to one entry in the competition. Responsibility for procedures by which contestants are selected to represent each individual chapter will rest with the respective chapter faculty advisor. One electronic copy of the paper representing the Student Chapter must be submitted to the Chair of the Student Activities Committee prior to the competition.

- C. **Scoring:** The presentation will be evaluated by judges (see Rule E) with the following maximum point values attributed to specific criteria:

1. Significance and interest of the subject to civil engineers	10
2. Presence of original ideas and research	12
3. Organization of the material	15
4. Technical command of the subject matter	10
5. The author's personal bearing (i.e. appearance, poise, eye control with audience)	10
6. Style of delivery - verbatim, memorized, conversational	10
7. Diction and pronunciation	8
8. Choice of words (i.e. appropriate technical language and grammar)	5
9. Time (see Rule D)	5
10. Overall clarity and quality of presentation as presented	<u>15</u>

Total = 100

- D. **Timing:** Each presentation is to be (5) five minutes\* in duration of formal delivery. Up to five minutes of questioning by judges will be allotted following each presentation. (\*Allowance of + or - 5 seconds without penalty.)

- E. **Judging:** Presentations at the contest will be judged by a minimum of three judges selected in advance of the competition by the Chair of the Student Activities Committee. The judges will evaluate the presentations independently and will not compare their ratings until all presentations have been completed. The paper portion of the competition constitutes 50% of the final score, while the oral presentation accounts for the remaining 50% of the score. A detailed breakdown of the scoring procedure is outlined on the scoring summary sheet.

F. **Prizes:** Unless specified otherwise by the Board of Direction, the following prizes will be awarded:

1. First prize - \$300 in cash, a certificate, and other gifts as may be made available from the Texas Section.
2. Second prize - \$150 in cash and a certificate.
3. Third prize - \$50 in cash and a certificate.

G. **No Ranking of Presentations:** There will be no stated ranking of the presentations other than the first, second, and third prize winners.

**6.C.2.a TEXAS SECTION-ASCE STUDENT PAPER PRESENTATION COMPETITION**

**SCORING SHEET SUMMARY**

Author's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Chapter Represented: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

\_\_\_\_\_

SCORING CRITERIA	Judges				
	#1	#2	#3	#4	#5
<b>Paper Scoring Criteria</b>					
1. Adherence to topic (10%)					
2. Presence of original ideas and research involved (10%)					
3. Command of subject matter (10%)					
4. Spelling and grammar / length (2000 word max) (5%)					
5. Overall clarity, organization, quality of paper & references (15%)					
<i>Paper Subtotal (50%)</i>					
<b>Presentation Scoring Criteria</b>					
1. Degree to which presentation addressed and supported key concepts of written paper and theme of contest (10%)					
2. Ability to communicate key concepts from written paper and to convince audience of their importance (25%)					
3. Personal bearing (i.e. appearance, poise, eye contact) (5%)					
4. Delivery style (i.e. reading, memorized, conversational) / pronunciation and proper use of technical language and grammar / enthusiasm and voice projection (5%)					
5. Time (5 minutes +/- 5 seconds) (5%; Beyond 5-second allowance: 0.05 point penalty per second difference from required 5 minutes, i.e. 5:20 or 4:40 = 1 point penalty)					
6. Errors in logic or facts (up to 10 points penalty)					
<i>Presentation Subtotal (50%)</i>					
<b>OVERALL SCORE (100 maximum)</b>					

Average Score of Judges = \_\_\_\_\_

### **6.C.3 TEXAS SECTION STUDENT CHAPTER ALLOTMENT**

In order to encourage student attendance at Section Meetings and help defray the associated cost, \$3,000 is distributed among the member Chapters of the TCSC officially represented at the meetings of the preceding fiscal year (i.e. chapter members registered for the Section's Meetings). The allotment will be computed and distributed at the beginning of the fiscal year based on the previous year's travel. If the Host Student Chapter is located in the Meeting city, it does not receive any of the travel allowance for that Meeting. The basis of the distribution of the allowance per Meeting is as follows:

1. Determine the air miles from the home city of the Chapter to the Meeting cities, for each chapter which is to receive part of the travel allowance for the meetings.
2. Calculate the sum of the air miles determined in step 1.
3. Determine what percentage each chapter's air miles is of the total obtained in step 2.
4. The percentage obtained in step 3 is then multiplied by \$3,000 to arrive at the travel allowance for the chapter.

In addition, the Chair of the Student Activities Committee may be reimbursed up to \$500 for travel expenses to Section related student activities.

### **6.C.4 TEXAS SECTION ASCE OUTSTANDING CIVIL ENGINEERING STUDENT AWARD SPONSORED BY FREESE AND NICHOLS, INC.**

This award has been endowed by Freese and Nichols, Inc. to recognize outstanding Civil Engineering Students in the universities with Student Chapters sponsored by the Texas Section ASCE. It is the intent of this award to both provide recognition opportunities to encourage civil engineering students to excel in both their academic and professional development and to promote increased exposure and participation in ASCE student chapters.

The rules governing the competition are as follows:

- A. **Eligibility:** Candidates must be undergraduate Civil Engineering students in their junior or senior year who are members in good standing of a student chapter that is a member of the Texas Conference of Student Chapters
- B. **Selection Process:** Candidates are to be selected from each student chapter by the Faculty Advisor, or by a selections committee chaired by the Faculty advisor. At his/her discretion, input from other professors may be solicited and incorporated into the decision. Faculty Advisors are to notify the Chair of the Student Activities Committee of their selected recipient by March 1 of each year. The Faculty Advisor, working with the recipient, is to provide a brief bio for the selected student and a summary statement of why this student was selected. This information should be suitable for publication, with editing, in the Texas Civil Engineer magazine.
- C. **Selection Criteria:** Recipients of the award are to be selected on the basis of:
  - Strong academic achievements
  - Participation in ASCE, other engineering organizations or student government
  - High moral and ethical character

- D. **Recognition:** Recipients from each Student Chapter will be recognized at an appropriate breakfast or lunch meeting at the Texas Section ASCE Spring Meeting and featured in the Summer issue of the *Texas Civil Engineer*. Each participant will receive:
- Travel allowance to the ASCE Section meeting to receive award
  - Inscribed paper weight
  - Certificate
  - 1st year's dues in ASCE (Society-level and Section Dues)
  - Hosted as a group for a day at Freese and Nichols, Inc.
- E. **Administration:** The Student Activities Committee, upon receiving the names and biographical information for each recipient, will forward this information to the Secretary of the Texas Section and to Freese and Nichols. Freese and Nichols, with oversight from the Section's Secretary, will prepare awards and provide disbursement of funds to cover the cost of recognition and awards. The cost associated with recognition of recipient is paid by Freese and Nichols, Inc.

## **6.D YOUNGER MEMBERS COMMITTEE**

### ***Responsibilities***

Encourage participation of younger members in society activities so as to prepare them for future leadership roles in their jobs, community and ASCE.

1. Encourage participation among younger members for the annual Daniel W. Mead prize on engineering ethics.
2. Make arrangements for and encourage participation in the Texas Section Hawley Paper Award.
3. Encourage Branches to make use of the talents of their younger members in Branch operations.
4. Help Branches to encourage younger members to request full Member grade as soon as eligibility is assured.
5. Perform other duties as assigned by the Vice President-Educational.
6. Present a written quarterly report of committee activities to the Vice President for Educational Affairs which in turn will be submitted to the Executive Committee or Board of Direction.

### ***Membership***

Membership consists of a Section Chair and one representative designated by each Branch President. The Section Director must serve until such appointment is made.

#### **6.D.1 DANIEL W. MEAD PRIZE FOR YOUNGER MEMBERS**

The Mead Contest is a Section and Society-level contest for younger members. Each year a specific topic is chosen for the contest by ASCE's Committee on Younger Members (CYM) and is announced during the summer by the CYM. Only one paper, not exceeding 2,000 words, can be submitted to ASCE Headquarters from each Section of ASCE. The paper must have only one author who is an Associate or regular Member 35 years of age or less on February 1 of the award year, and not have previously appeared in an ASCE publication.

The winning Section paper must be submitted to ASCE Headquarters by February 1. Therefore, the deadline for submittal of papers to the Chair of the Younger Members' Committee of the Texas Section is January 1. The papers submitted should be read by at least three people selected by the Younger Members Committee Chair, and ranked. The rank of the first will be equal to three points, the rank of the second will be equal to two points, and the rank of the third will be equal to one point. The points should be tabulated to determine the highest winning score. The winner receives the Texas Section Daniel W. Mead plaque and presents the paper at the Texas Section Spring Meeting of that year and the paper is published in the Meeting *Proceedings*.

Papers for the Society-level award are judged by the CYM. Each Section or Branch may submit only one paper. The Committee shall select one nominee as the Society winner and present it to the Executive Committee for approval. The Society-level winner may be invited to present his or her paper at the ASCE Annual Conference in the Fall.

#### **6.D.2 YOUNGER MEMBERS PAPER AWARD**

The Younger Members Paper Award is a Section award which is given to the member 35 years or under who has written and presented the best paper at the Spring and Fall Texas Section Meetings Civil Engineering Sessions.

The contest should be advertised among the Branches and is intended to encourage younger members to prepare and present papers at the Civil Engineering Sessions. The Chairs of the Technical Groups will indicate a Best of Session Paper from among those presented by younger members. The award for the previous year will be presented at the Texas Section Spring Meeting.

#### **6.D.3 EDMUND FRIEDMUND YOUNG ENGINEER AWARD FOR PROFESSIONAL ACHIEVEMENT**

The Edmund Friedmund Young Engineer Award for Professional Achievement is awarded annually by ASCE to member engineers who are 35 years of age or under on February 1 in the year of the award and who are judged to have attained significant professional achievement by the degree to which the candidates have shown:

1. Service to the advancement of the profession.
2. Evidence of technical competence, high character, and integrity.
3. Leadership in the development of younger members' attitudes toward the profession.
4. Contributions to public service outside of their professional career.
5. Other evidence of merit which, in the judgment of the award committee, shall have advanced the Society's objectives.

The nominations must be submitted to the ASCE Honors and Awards Program office by February 1 of each year for referral to the Committee on Younger Members (CYM). The CYM will submit its recommendations to the Executive Committee for final action. Up to five awards can be made each year.

The Texas Section Younger Members Committee encourages each Branch to nominate a younger member for the award. Anyone may nominate any number of people for the award, and the Section may submit several nominees each year.

#### 6.D.4 EMPLOYER RECOGNITION PROGRAM

The Employer Recognition Program was developed by the Committee on Younger Members (CYM) in response to the Strategic Plan. The purpose of the Program is to recognize those organizations which foster younger member involvement in ASCE.

##### *The Program*

Young Engineer enthusiasm, meaningful involvement, and growth are the keys to ASCE's future. As a means of fostering individual Young Engineer participation in Society activities, the ASCE Committee on Younger Members (CYM) has developed a program to help Sections and Branches recognize those employers who encourage their Young Engineers to get involved. Special recognition will go to those organizations that exhibit exemplary support evidenced by efforts such as:

- \* Providing a model for involvement through company-wide participation in local, regional and Society-level ASCE activities
- \* Encouraging and supporting Young Engineers to attend ASCE meetings and seminars
- \* Encouraging Young Engineers to prepare articles for publication in ASCE professional and technical journals
- \* Assisting in the payment of local and Society-level dues

Young Engineers who want their organization to be considered for recognition should complete the nomination form detailing their organization's level of encouragement and support and submit the completed form to their Section/Branch leadership. Sections/Branches or their Younger Member groups should forward meritorious submittals to CYM.

A Young Engineer is defined as an engineer 35 years of age or younger.

##### *Program Operation*

The program will operate as follows:

1. CYM will review nominations at its Fall meeting and select organizations for recognition. Additional credit will not be awarded for packages in addition to this form.
2. Incomplete nomination forms will be disqualified.
3. For those organizations selected, CYM will:
  - (a) Submit a list of winning organizations for publication in Civil Engineering magazine or ASCE News in addition to the Younger Member Newsletter
  - (b) Encourage Sections/Branches to provide winning organizations with local recognition
4. CYM will award **Superior Employer Recognition** to a nominee that shows exemplary support of Young Engineers in their organization. This award was created to recognize admired employers who acknowledge that Young Engineers are today's leaders in the profession and set goals for their personal development. The name of the winning organization will be submitted for publication in Civil Engineering magazine or ASCE News in addition to the Younger Member Newsletter.

5. Your organization may be nominated for the award each year. If your organization is a previous winner of the award, the nominator must be a different Young Engineer in the firm. The nominator must be an ASCE member in good standing.

#### **6.D.5 NOMINATION FORMS FOR COMMITTEE ON YOUNGER MEMBERS AWARDS**

Criteria, forms and more information about the ASCE CYM Awards are available on the ASCE website at [www.asce.org/pressroom/honors/cym\\_awrds.cfm](http://www.asce.org/pressroom/honors/cym_awrds.cfm).

#### **6.E COMMUNICATIONS & TECHNOLOGY COMMITTEE**

##### ***Responsibilities***

1. Coordinate and produce lectures utilizing teleconferencing technology for members of the Texas Section that features a speaker of professional renown.
2. Work with Branch Section Directors in coordinating the location of viewing sites.
3. Present a written quarterly report of committee activities to the Vice President-Educational which in turn will be submitted to the Executive Committee or Board of Direction.

##### ***Membership***

The Committee shall consist of a Chair appointed by the President and one Contact Member from each Branch to be approved by the Branch President, the Section Director serving until a member is appointed.

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## **7.0 VICE PRESIDENT FOR PROFESSIONAL AFFAIRS**

### ***Responsibilities***

1. Become familiar with the Texas Section Constitution, Bylaws, *Rules of Operation*, and other reports intended to develop and enhance the profession of civil engineering and the Texas Section.
2. Attend Executive Committee and Board of Direction meetings and submit written reports concerning activities of Committees for which the officer has coordination responsibilities.
3. Promote and coordinate professional information and professional functions of civil engineering within the Texas Section.
4. Plan Coordinate and preside alternately with the Vice President-Educational over the Plenary Sessions at the semi-annual Texas Section Meetings.
5. Assist the President in translating goals into attainable tasks for appropriate committees being directed.
6. Assist the President in making committee appointments and budget preparation.
7. Provide liaison between assigned committees and the Board of Direction.
8. Cooperate with and assist Section and Branch Officers in development of professional programs for the advancement of the profession of civil engineering.
9. Establish and maintain liaison with the Texas Society of Professional Engineers (TSPE), the Texas Board of Professional Engineers (TBPE), and the Consulting Engineers Council of Texas (CEC-TX) on matters of mutual concern.
10. Serve on task committees and execute additional assignments as directed by the President.
11. Recommend formation of task committees for special or unusual professional affairs assignments.
12. Work with chairman of assigned committees to develop and assign tasks to ensure the goals and objectives of the committee will be accomplished during the year.
13. Prepare articles for publication in the *Texas Civil Engineer* for the purpose of summarizing the current activities of the committees under the Vice President-Professional.
14. Work with the Vice President-Professional Elect to ensure the continuity of the current activities that will ensure a smooth transition into the following fiscal year. Also make appropriate assignments to the Vice President-Professional Elect in order to distribute the workload and for job orientation. See “Section 7.F” for the responsibilities of the Vice President-Professional Elect.
15. By June 15, prepare a list of goals and objectives for each assigned committee for the subsequent year. Transmit these goals and objectives to the President Elect for use in preparing the goals and objectives for the Vice President-Professional Elect. If requested, assist the President Elect in refining or altering the goals and objectives.

16. If requested by the President Elect, prepare a list of candidates recommended to be Chairman and Member for each of the assigned committees for the subsequent year.
17. Obtain written reports from assigned committees, assemble the reports and summarize the progress of the committees in meeting their goals and objectives, and present the report at the quarterly meeting of the Board of Directors or Executive Committee.
18. Ensure at least one of the assigned committees presents a Continuing Education program or a Civil Engineering Paper Program at each Section Meeting.
19. Contact the President of the Texas Society of Professional Engineers (TSPE), the Texas Board of Professional Engineers (TBPE), and the Consulting Engineers Council of Texas (CEC-TX) to maintain communication and ensure matters of mutual concern are addressed.
20. Be responsible for and coordinate the activities of the following Standing and Task Committees:

#### **7.A COMMITTEE ON PUBLIC RELATIONS AND PROFESSIONAL IMAGE**

Many ASCE members believe that Civil Engineers do not have a good professional image in the eyes of the public. When we say “public” we really mean the “informed public”, that is people who care about what we do. There is not enough time or money to get our message out to everyone in the Country and there is really no point in reaching people that don’t care anyway.

ASCE National and some Sections/Branches have worked for many years to improve the image of the Civil Engineer. There are a number of programs in place at the Society level that reach out to the informed public in order to get the word out. The word we are trying to get out is that Civil Engineers touch everything that people need in everyday life. We need to tell people what we do and how much we impact their lives. We also need various vehicles for getting our image message out to the informed public.

ASCE has already sponsored numerous activities to promote our image. The following is a partial list of some of those imitative:

- Government Relations: Key Contact Program; Infrastructure Report Card and the Annual Legislative Fly-in to Washington, D.C.
- ASCE Honors and Awards
- Disaster Response
- Programs to reach the Next Generation Civil Engineer: Building Big; Zoom into Engineering and the West Point Bridge Design Contest

All of these initiatives bring attention to the CE and the work we do. It promotes interest in our profession and has many positive results. Among those are: an increased awareness of what infrastructure is; an increased awareness that civil engineers have a hand in designing all forms of infrastructure; increasing interest in young people to pursue civil engineering as a career and increased funding to improve our infrastructure and thereby improving our quality of life.

The Society has performed two major surveys of the public – the first in 1997 and the second in 2005. The result of the 1997 survey essentially was that the public generally did not understand what infrastructure is and the civil engineer’s connection. The National Report Card was conceived for the purpose of conveying this message to the public. The result of the 2005 survey revealed that the campaign was working – people are “starting to get it” with understanding infrastructure and the civil engineer’s role. What they also revealed is that they do not see enough of the civil engineer. Therefore, it is time for more grass roots action.

The members of Texas Section Board of Direction believe there is still a lot of work for us to do for improving our image. The work now, according to the 2005 National survey, is to identify ways to be more visible to the public so our message will be heard. The result of increasing our visibility will be a better understanding of what the civil engineer does; understanding that the country's and state's infrastructure is indeed crumbling and that there is an impact on the abilities for our communities to function and grow. Spending the energy and time to be more visible to the public and to get this message out the industry will have greater success in funding needed improvements.

We must always be mindful first that the ultimate goal of improving the nation's infrastructure is for the purpose of enhancing the quality of life of our communities and not for enhancing our income.

The purpose of the Committee on Public Relations and Professional Image is to find ways to call our members to action to get the word out.

### ***Responsibilities***

1. Coordinate activities with the appropriate Society-level contacts – likely the Director of Communications and Government Affairs.
2. Work with the Section President and Public Information Committee (under the Senior Director at Large) to find specific activities that will promote the civil engineer's image. The goal would be to plan and execute at least two activities annually. Suggested activities could be:
  - a. Media releases – press advisories, press releases or press conferences around major Section events.
  - b. Promote and train Section Board members and all Section/Branch members to make visitations to their State elected officials and “Back Home Visits” to their US congressman and senators. The Society has developed a tool kit for this purpose.
  - c. Promote members speaking to organizations where our informed public exists: home owners associations, parent teacher groups and civic clubs.
  - d. Promote member visitations and speaking engagements in schools and universities.
  - e. Promote members establishing relationships with the media.
  - f. Develop surveys/focus groups with the public to check progress.
3. Support the Honors Committee with nominations for awards and honors to members and to community advocates.
4. Coordinate activities with other societies such as TSPE, TCEC and AGC.
5. Coordinate with the VP Professional's Government Affairs Committee Chair.
6. Educate and inform Section members with at least one article a year in the *Texas Civil Engineer* magazine and at least one Civil Engineering Session annually at a Section meeting.

### ***Membership***

The membership should be of broad technical and geographical representation and should be experienced in the issues dealing with Professional Image. Younger members should be included and some members should have an understanding of the legislative process in Texas and in the United States. The Chairman of the committee shall be designated each year by the newly elected Texas Section President with candidates submitted by the Vice President for Professional Affairs.

## **7.B COMMITTEE ON ENGINEERING MANAGEMENT AND BUSINESS PRACTICES**

### ***Responsibilities***

Advance the civil engineering profession by increasing awareness of and expertise in modern techniques in the effective utilization of engineering personnel and other resources.

1. Maintain liaison with the following national ASCE committees:
  - a. Committee on Professional Practice (CPP)
  - b. Task Committee on Engineering Management and Business Practices
  - c. Ad Hoc Committee for the update of Manual 73: "Quality in the Constructed Project."
2. Disseminate information on engineering management techniques to Texas Section members through:
  - a. Publishing at least one article each year in the *Texas Civil Engineer* magazine.
  - b. Presenting at least one Civil Engineering Session each year at a Texas Section Meeting.
  - c. Holding Continuing Education Seminars in conjunction with Texas Section meetings.
  - d. Assisting in the development of Engineering Management Committees in Branches of the Texas Section.
3. Develop information which can be disseminated to Texas universities and colleges with engineering programs to cultivate an awareness of engineering management in students. The actual dissemination of information will be through the Engineering Education Committee; therefore, there must be coordination between the two committees prior to the development of materials.
4. Serve as liaison between the Texas Section Board of Direction and other units of ASCE and non-ASCE organizations concerned with civil engineering management.
5. Submit by June 1 a list of suggested goals and objectives for your committee for the subsequent year to the Vice President-Professional.
6. Present a written quarterly report of committee activities to the Vice President-Professional which in turn will be submitted to the Executive Committee or the Board of Direction.

### ***Membership***

The membership should be of broad technical and geographical representation and should be experienced in engineering management. The Chairman of the committee shall be designated each year by the newly elected Texas Section President.

## **7.C COMMITTEE ON GOVERNMENT AFFAIRS**

### ***Responsibilities***

Inform the Executive Committee and the Board of Direction of the Texas Section of proposed legislation or policies that may impact engineers, the engineering profession, or the public welfare where the engineering viewpoint is important.

1. Recommend to the Executive Committee such action or measures as may be appropriate on legislation. For example: to initiate, endorse, oppose, or appoint task committees to make

recommendations in cases requiring specific technical knowledge.

2. Inform the Executive Committee of appointments to be made on public policy-making commissions, boards of federal, state or local governmental agencies for which engineers should be considered by the appropriate authority. The committee will submit to the Executive Committee the names of several engineering candidates for such appointments.
3. Maintain liaison with the Society-level Board of Direction's Committee on Governmental Affairs (CGA).
4. Serve as liaison between the Texas Section Board of Direction and other units of ASCE and non-ASCE organizations concerned with governmental affairs.
5. Disseminate information on governmental affairs to Texas Section members through:
  - a. Publishing at least one article each year in the *Texas Civil Engineer* magazine.
  - b. Presenting at least one Civil Engineering Session each year at a Texas Section Meeting.
  - c. Holding Continuing Education Seminars in conjunction with Texas Section meetings.
  - d. Assisting in the development of Governmental Affairs Committees in Branches of the Texas Section.
6. Promote the Civil Engineering viewpoint in the community affairs of Texas, particularly in connection with public policies affecting the development, use, and protection of the environment.
7. Coordinate with the Society for mass e-mails to members of Key Alert actions
8. By June 1, submit a list of suggested goals and objectives for your committee for the subsequent year to the Vice President-Professional.
9. Present a written quarterly report of committee activities to the Vice President-Professional which in turn will be submitted to the Executive Committee or the Board of Direction.

### ***Membership***

The membership should be one of broad technical representation and familiarity with legislative matters. The Chairman of the committee shall be designated each year by the newly elected Texas Section President.

## **7.D TASK COMMITTEE ON GOVERNMENT AND PUBLIC AFFAIRS GRANT APPLICATIONS**

### ***Responsibilities***

The Grant Review Task Committee is charged with coordinating efforts to obtain and use grant funds from the Society, including submitting request applications, monitoring the progress of grant projects and submitting any final paperwork required by ASCE.

### ***Membership***

The Grants Review Task Committee shall consist of the Committee Chair, the Vice President-Professional, the Vice President-Professional Elect and the President.

## **7.E TASK COMMITTEE ON RESIDENTIAL FOUNDATIONS OVERSIGHT**

### ***Responsibilities***

5. Serve in an advisory capacity to the Board of Direction of the Texas Section relating to matters of residential foundation design, evaluation, repair and the publishing of Guidelines pertaining to these matters.
6. Oversee the activities of the two sub-committees responsible for the development and revising of the Residential Foundation Guidelines:
  - a. Residential Foundations Evaluation and Repair Subcommittee
  - b. Residential Foundations Investigation and Design Subcommittee
7. Oversee the publishing of the Guidelines produced by the two subcommittees, and evaluate any comments for possible revision.
4. Present a written quarterly report of committee activities to the Vice President-Professional which in turn will be submitted to the Executive Committee or Board of Direction.

### ***Membership***

The membership should be one of specific knowledge pertaining to the design and repair of residential foundations and related issues. The Chairman of the committee shall be designated each year by the newly elected Texas Section President.

## **7.F VICE PRESIDENT-PROFESSIONAL ELECT**

### ***Responsibilities***

1. Become familiar with the Section Constitution, Bylaws, *Rules of Operation*, and other reports intended to develop and enhance the profession of civil engineering.
2. Attend the Board of Direction and Executive Committee meetings and participate as a voting member.
3. Assist the Vice President-Professional in translating goals into attainable tasks for the appropriate committees being directed.
4. Maintain a close working relationship with the Vice President-Professional in order to assist with the assigned committees and to maintain continuity of the current programs into the following fiscal year.
5. Serve on task committees and execute additional assignments as directed by the Vice President-Professional.
6. Prepare articles for the *Texas Civil Engineer* for the purpose of summarizing the current activities of the committees under the Vice President-Professional.

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## **8.0 VICE PRESIDENT FOR TECHNICAL AFFAIRS**

### ***Responsibilities***

1. Become familiar with the Texas Section Constitution, Bylaws, *Rules of Operation*, and other reports intended to develop and enhance the profession of civil engineering and the Texas Section.
2. Attend Executive Committee and Board of Direction meetings and submit written reports concerning activities of Institutes and Committees for which the officer has coordination responsibilities.
3. Promote, disseminate, and coordinate technical information for the advancement of the members in civil engineering disciplines within the Texas Section. Also, the Vice President-Technical shall promote and coordinate functions of civil engineering on technical issues.
4. Coordinate with the Vice Presidents for Educational and Professional Affairs on technical matters associated with continuing education and professional issues.
5. Assist the President in translating goals into attainable tasks for appropriate committees being directed.
6. Assist the President in making committee appointments and budget preparation.
7. Coordinate Texas Section technical activities with those of the Society, promote the placement of Texas Section members on Society Institutes, and encourage Texas Section members to submit articles for presentation at the Texas Section Meetings and publication in the Texas Section *Proceedings*. Members should also be encouraged to submit articles for publication in the Society journals.
8. Provide liaison between assigned committees, Institutes and Technical Groups and the Board of Direction.
9. Cooperate with and assist Section and Branch Officers in developing of technical programs for the advancement of civil engineering.
10. Provide training for the Vice President-Technical Elect to facilitate a smooth transfer of duties. Utilize the Vice President-Technical Elect to assist in the duties and the responsibilities of the office.
11. Be responsible for and coordinate the activities of the Institutes, Technical Groups, Civil Engineering Sessions, and Civil Engineering Best of Session Awards.
12. Be responsible for the development and coordination of Section technical programs and affairs.
13. Serve on special task committees and execute additional assignments as directed by the President.

### **8.A INSTITUTES and TECHNICAL GROUPS**

#### ***Responsibilities***

1. Provide a medium for exchange of ideas between engineers engaged in the same technical field, providing an organization where closer contact and coordination are possible.

2. Keep the Executive Committee and the Board of Direction through the Vice President-Technical informed of the activities and developments concerning technical issues in Texas. The Institutes and Groups may recommend to the Board such action on technical matters as may be appropriate. The Institutes and Groups will endeavor to ensure that the voice of the civil engineer is heard in affairs of Texas, particularly in connection with the formulation of public policies relating to technical issues associated with civil engineering.
3. The following Institutes and Technical Group shall function in the Texas Section-ASCE:
  - a. Construction Institute (Construction & Industry, and Materials)
  - b. Environmental and Water Resources Institute (Environmental, Hydraulics, and Water Resources)
  - c. Geo-Institute
  - d. Structural Institute
  - e. Transportation and Development Institute
  - f. Forensic Technical Group
4. Work with the Vice President-Technical within the guidelines of each Institute's and Group's rules of operation, which shall become a subdivision of the *Rules of Operation* for the Texas Section. Establish liaison with state regulatory agencies and other professional organizations that are involved with technical issues.
5. Establish a close working relationship with the Committee on Government Affairs to assist that committee in ensuring that the civil engineer is adequately informed and represented in governmental legislation and appointments concerning technical issues.
6. Work in concert with its respective Institute of the Society, in order to promote its activities and enhance its effectiveness. The Institutes and Technical Group shall provide assistance on Continuing Education programs as may be requested through the Vice President-Technical.
7. Score all papers presented during the Civil Engineering Sessions and forward results to the Vice President-Technical for selection of Best of Session.
8. Present a written quarterly report of committee activities to the Vice President-Technical which in turn will be submitted to the Executive Committee or Board of Direction.
9. If an Institute or Group maintains their own financial accounts, they must acquire their own tax ID number and make all reports required by the IRS

### ***Membership***

Any member of the Texas Section is eligible to become an active member of any Technical Group by attendance at a designated meeting. Any member of the Texas Section is eligible for membership in an Institute Chapter in accordance with that Chapter's Bylaws.

The elective Officers of each Technical Group, elected from and by its active members, shall be the Chair, Chair-Elect, and Secretary-Treasurer. Larger Groups may elect to have Co-chairs to better meet the needs of the Group members.

The terms of office of each Officer shall be for one year. A new Secretary-Treasurer will be elected each year with the Chair-Elect becoming Chair and the Secretary-Treasurer becoming Chair-Elect. Any



vacancy occurring during the year shall be filled by appointment by the remaining officers. It is desirable that the three Officers come from different areas of government, private practice, industry, education, and geographical location to obtain a cross-section of expertise.

The election and term of officers for Institute Chapters shall be as set forth in the Chapter's Bylaws, as approved by the Texas Section Board of Direction.

## **8.B CIVIL ENGINEERING PAPERS PROGRAM COMMITTEE**

### ***Responsibilities***

The technical program shall be of broad interest so as to promote Meeting attendance and Section membership. Specialties (disciplines) outside engineering may be invited to make presentations which will contribute to the advancement of engineers. The Vice President-Technical with assistance from the Institute and Technical Group Chairs shall constitute the Civil Engineering Papers Committee.

1. Organize and plan the Civil Engineering Sessions portion of the program at each Texas Section Meeting.
2. Arrange for the technical papers, field trips, and speakers for the program of the Spring and Fall Meetings. The Vice President-Technical shall organize in conjunction with the Host Branch Committee the program schedule and the space available for each speaker.
3. Forward abstracts of papers to the Vice President-Technical on schedule.
4. To be eligible for presentation at a Section Meeting, a written paper must be provided for publication in the meeting Proceedings, and produced in accordance with the "Call for Papers" of the meeting.
5. Provide, administer, and enforce all Civil Engineering Paper Contest rules.
6. Determine the winning papers for each Meeting to receive the Civil Engineering Best of Session Awards.
7. Cooperate with the Vice President-Educational and the Continuing Education Committee in formulating seminars to advance technical expertise and the engineering profession.

### ***Membership***

This committee shall consist of the Vice President-Technical as Chair and the Chairs of the Institutes and Technical Group.

## **8.C CIVIL ENGINEERING PAPER BEST OF SESSION AWARD RULES**

A maximum of six outstanding papers by a Member, and one outstanding paper by a Younger Member, presented at each Texas Section Meeting may be designated as the Best of Session of that Texas Section meeting. Papers shall be graded and selected in accordance with the following rules:

### ***To Qualify for Award***

1. A written paper must be prepared for presentation at the Civil Engineering Sessions of a Section Meeting. Deadlines for submittals of an abstract, as described in each "Call for Papers," should also be met.

2. Copies of the complete written paper must be submitted to the Vice President-Technical on schedule. Along with the copies of the paper, authors shall include the Texas Section Copyright License Agreement and Biographical Form. The Copyright License Agreement is required for the papers to be published in the *Proceedings*. The Biographical Form is used by the Session Chair in introducing the author prior to his or her presentation, and may be used later by the Section for press releases on authors with winning papers.
3. Only members of the Texas Section-ASCE are eligible for the Civil Engineering Best of Session Award. If a winning paper has multiple authors and one or more are Texas Section members, those member authors will be recognized.
4. A paper must score a minimum of 80 points (out of a possible 100) to be judged outstanding and should have investigative research, not simply a summary of how the subject was handled.

### ***Grading Procedures Following Each Section Meeting***

1. Grading will be based on the criteria shown on the "Texas Section-ASCE Civil Engineering Paper Scoring Sheet" (8.E.9).
2. Oral presentation should be judged by the Session Chair and one Group Member. Where another Group Member is not available, the Session Chair may select a member of the audience to complete the scoring sheet for the oral presentation. The same judges should score all oral presentations for that session to insure consistency and fairness in grading. Where it is not possible to have the same second judge for the entire session, the Session Chair may serve as the sole judge of the oral presentation.
3. The written paper should be judged by the Session Chair and a member of their group, or by two members of the group, as appointed by the Session Chair. The same two judges should score all papers for the session to maintain consistency and fairness.
4. Session Chairs will be responsible for completing and summarizing scores for each paper presented at their session. The Session Chair will forward his/her scoring sheets to the Vice President-Technical within one month after the Section Meeting.
5. The Vice President-Technical may enlist the aid of the Vice President-Technical Elect to select the six Best of Session Papers, one Best of Session by a Younger Member, and two alternates. Alternate papers are selected in case membership and age requirements are not met. The Vice President-Technical will forward the selected papers to the Section office for membership and age verification.
6. The verified list of Best of Session Papers by a Member is returned to the Vice President-Technical for submission to the Hawley Fund Trustees for selection of the Hawley Paper.
7. Once the Best of Session Papers by Members have been selected for the Spring and Fall Meetings, the Vice President-Technical forwards an electronic copy of each, or the *Proceedings* on CD, with the list of the winning papers to each of the three Hawley Trustees; the Hawley Fund Chair will oversee the selection of the winner of the Hawley Paper Award and notify the Vice President-Technical and the Section Office.
8. As soon as the winning papers are selected, the Vice President-Technical will notify the authors that their papers have been selected for submission to the Hawley Fund Trustees for consideration for the Major John B. Hawley Memorial Fund Outstanding Paper Award for the current calendar year. The Hawley Award recognizes the best technical, educational, and professional paper with

investigative research. More information about the Hawley Award is included in later sections of the *Rules of Operation*.

9. Authors of the outstanding papers will be recognized and awarded certificates at the following year's Spring Meeting. A winner of the Hawley Award may be announced and awarded with the Hawley plaque.

#### ***Publication and Distribution of Papers***

1. All papers will be published in the *Proceedings*. The Copyright Licensing Agreement, signed by all authors, must be on file with the Texas Section prior to publication. If a paper cannot be published, the abstract will be included.

#### **8.D YOUNGER MEMBERS CIVIL ENGINEERING PAPER AWARD**

The Vice President-Technical will enlist the aid of the Vice President-Technical Elect and select the winning paper. To be eligible, the principal author must be a younger member of the Texas Section (35 years of age or under at the time the paper was presented). Also, the paper must have scored at least 80.

Authors winning the Younger Members Civil Engineering Paper Award will be recognized and awarded certificates at the following year's Spring Meeting.

**8.E.1 APPLICATION FOR MEMBERSHIP IN INSTITUTE OR TECHNICAL GROUP**

**TEXAS SECTION-ASCE  
APPLICANT'S DATASHEET: INSTITUTE OR TECHNICAL GROUP**

Membership in an Institute or a Technical Group (standing committee) of the Section carries with it an obligation to participate actively in the work of the committee through contribution of technical information, prompt reply to requests for comments on draft committee reports, attendance at committee meetings, and review of papers submitted for presentation in the technical program of Section Meetings. (Use second sheet if necessary.)

Committee members are chosen as individuals, not as representatives of industries or firms.

- 1) Name of Institute or Technical Group (standing committee) to which assignment is requested: \_\_\_\_\_  
\_\_\_\_\_
- 2) Name and job title \_\_\_\_\_  
\_\_\_\_\_
- 3) Employer \_\_\_\_\_
- 4) Employer's principal business \_\_\_\_\_  
\_\_\_\_\_
- 5) Your mailing address \_\_\_\_\_  
\_\_\_\_\_
- 6) Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_
- 7) Educational background (degree(s) and dates \_\_\_\_\_  
\_\_\_\_\_
- 8) Professional accomplishments & published works pertinent to this application (continue on separate sheet if desired)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9) Brief statement of your job responsibilities in relation to the work of the Institute or Technical Group named \_\_\_\_\_  
\_\_\_\_\_
- 10) Past and present service on committees of ASCE or other technical organizations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 11) Are there any other contributions you feel you can make to the work of the Institute or Technical Group named? \_\_\_\_\_  
\_\_\_\_\_
- 12) Are you an ASCE member? \_\_\_\_\_ If yes, what grade? \_\_\_\_\_  
ASCE ID No. \_\_\_\_\_

MAIL TO: Texas Section-ASCE, 1524 S. IH-35, Suite 180, Austin, Texas 78704 or FAX TO: 512-472-5641

Date \_\_\_\_\_ Signature \_\_\_\_\_

**8.E.2 NOMINATION FOR INSTITUTE OR TECHNICAL GROUP CHAIR**

**TEXAS SECTION-ASCE  
NOMINATION FORM: INSTITUTE OR TECHNICAL GROUP CHAIR**

Committee members are chosen as individuals, not as representatives of industries or firms. (Use second sheet if necessary.)

- 1) Name of Institute or Technical Group (standing committee) for which nomination is submitted: \_\_\_\_\_  
\_\_\_\_\_
- 2) Nominee's name and job title \_\_\_\_\_  
\_\_\_\_\_
- 3) Employer \_\_\_\_\_
- 4) Employer's principal business \_\_\_\_\_
- 5) Nominee's mailing address \_\_\_\_\_  
\_\_\_\_\_
- 6) Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_
- 7) Educational background (degree(s) and dates) \_\_\_\_\_  
\_\_\_\_\_
- 8) Professional accomplishments & published works pertinent to this application (continue on separate sheet if desired) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9) Brief statement of job responsibilities in relation to the work of the Institute or Technical Group named \_\_\_\_\_  
\_\_\_\_\_
- 10) Past and present service on committees of ASCE or other technical organizations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 11) Are there any other contributions nominee can make to the work of the Institute or Technical Group named? \_\_\_\_\_  
\_\_\_\_\_
- 12) Is nominee an ASCE member? \_\_\_\_\_ If yes, what grade? \_\_\_\_\_  
ASCE ID No. \_\_\_\_\_

EMAIL TO: office@texasce.org or MAIL TO: Texas Section-ASCE, 1524 S. IH-35, Suite 180, Austin, Texas 78704 or TO FAX call: 512-472-8905 first.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**8.E.3 CE SESSION PRESENTER INTRODUCTION**

Texas Section-ASCE \_\_\_\_\_ Meeting  
\_\_\_\_\_ Institute or Technical Group

Slide Projector  
 Overhead Projector

**TEXAS SECTION-ASCE  
CIVIL ENGINEERING SESSION  
PRESENTER INTRODUCTION**

Paper title: \_\_\_\_\_  
\_\_\_\_\_

Author: \_\_\_\_\_  
\_\_\_\_\_

Presenter: \_\_\_\_\_  
\_\_\_\_\_

Is presenter:       principal author       ASCE member  
                          Texas Section member       Under age 35\*

Education History: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employment History: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Career Highlights & Expertise: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Awards, Special Recognition, Professional Societies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* For consideration for Younger Member Award*

#### **8.E.4 EXAMPLE OF A PREVIOUSLY PUBLISHED PAPER TO BE PRESENTED AT A TEXAS SECTION-ASCE MEETING**

Vice President-Technical, Texas Section-ASCE

**ABSTRACT:** Authors who present papers which have been previously published should submit a one-page description to be included in the Meeting *Proceedings*. These descriptions should follow the format presented herein and the guidelines given in “Guide to Preparation of Manuscripts for Texas Section ASCE Conference Proceedings” concerning margins and type size. The instructions given herein are prepared in the correct format for publication. Authors must include title, full name of author, a footnote containing the author’s current employer, address and telephone number, a brief abstract, and a reference to the published paper. Abstracts should be short summaries outlining the scope and conclusions presented in the paper and must fit on a single page with the title, author’s name and footnote, and publication reference as shown below. This format should also be utilized for the abstracts submitted for consideration to the Vice President-Technical.

**REFERENCE:** The full paper was published in the *Journal of Hydraulic Engineering*, Vol. 113, No. 4, E. John List, editor. Published by the American Society of Civil Engineers, April 1967, pages 463-497.

## 8.E.5 GUIDE TO THE PREPARATION OF MANUSCRIPTS FOR *PROCEEDINGS*

The Texas Section-ASCE will publish meeting *Proceedings* from camera-ready copy received from the authors. No editing of the manuscripts will normally be performed by the Texas Section. Authors are required to use the format described below in order to produce a quality document that can be reproduced as necessary. These instructions are presented in the correct format for publication. The *Proceedings* may be ordered from the Section office as available.

All copy must be word processed or typewritten clearly on plain white paper. For word processors, use a letter quality or laser printer. Papers that are faxed or photocopied will not be accepted. Authors printing papers on an ink-jet or bubble-jet printer should use regular matte paper, and avoid the use of glossy paper. All text must be single-spaced. Use the equivalent of 12 point type. For typewriters, use a fresh black or carbon ribbon and use a 10 pitch typeface (10 characters per inch). Use one inch margins (left, right, top, bottom). All mathematics included in the text should have typed characters to the extent possible.

The paper may not be longer than 25 pages in length. Authors should be reminded that the *Proceedings* are a supplement to the presentation given at the Meeting, not a transcript of the actual presentation. As such, papers submitted for the *Proceedings* do not need to include all slides, exhibits, etc. used in the actual presentation. The paper should however be a good, complete, technical summary of the presentation which will be useful as a reference document in the future. All papers must be presented at the Meeting in order to be included in the *Proceedings*.

Place the title of the paper on the first page of the manuscript 1½ inches from the top of the paper. Titles should be centered on the page and should be no longer than 100 characters, including spaces between words. The author's full name must be given below the title. The author's current place of employment, including address and telephone number, should be stated in a footnote at the bottom of the first page. All pages must be numbered in the center at the bottom margin of each page.

Illustrations must be originals, drawn in black ink, and either generated as part of the text file or physically placed on a numbered page where they are to appear in the text. Illustrations which are not printed as part of the text file should be pasted onto the page with captions directly beneath the illustration. Illustrations and text may appear on the same page. Photographs should be submitted as black and white glossy prints pasted onto the page where they will appear in the text, with typewritten caption directly beneath the photograph. Color photographs that are scanned and inserted into the electronic text file should be converted to black and white and printed as such, for best reproduction results. Please note that if a figure or photograph has been published previously, it will be necessary for the author to obtain written permission from the original publisher for ASCE to reprint the figure or photograph. A form letter is attached.

It is the author's responsibility to obtain all necessary approvals from the author's employer, etc., prior to submission of the paper. The paper cannot be withdrawn from the *Proceedings* once the Texas Section receives the manuscript. The enclosed transfer of copyright must be completed by the author and submitted with the manuscript. No paper can be included in the proceedings unless the transfer of copyright form has been received by the Section office.

If a paper has already been published by someone other than ASCE, a single page in the Proceedings will show the title, author's name and a brief abstract with a reference given to the other publication. Authors are asked to submit this information in camera-ready format according to the attached example.



## **8.E.6 GUIDELINES FOR SUBMISSION OF PAPER DISCUSSIONS**

The Texas Section-ASCE invites written discussions for the technical papers presented in the *Proceedings*. Discussions must present value-added materials to the paper and must be professionally written. The Texas Section-ASCE reserves all rights to edit for brevity and clarity and to reject publication. Discussions which contain obvious commercial intent, are purely speculative, introduce personalities or controvert established fact will be subject to rejection. The paper author will be given an opportunity to review all submitted discussions and to provide closure comments. The guidelines for paper discussions must be followed including the deadlines printed in the *Proceedings* of that meeting. Discussions deadlines are approximately one month following the meeting the paper was presented at. Discussions and closures will normally be printed in the *Proceedings* of the next scheduled Texas Section Meeting.

Discussions must be no longer than one page, single-spaced using 12 point Times Roman style, and include the full title of the paper and names of the authors. The discussor's name, mailing address, telephone number, fax number, and e-mail address must be included at the bottom of the one page submittal.

Submit the discussion in both hard copy and electronic text to the Vice President for Technical Affairs at the address provided in the *Proceedings* and to the Texas Section office at 1524 S. IH-35, Suite 180, Austin, Texas 78704 (e-mail: [office@texasce.org](mailto:office@texasce.org)).

**8.E.7 COPYRIGHT LICENSE AGREEMENT**

**TEXAS SECTION-ASCE  
COPYRIGHT LICENSE AGREEMENT**

Paper Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

\_\_\_\_\_

The author(s) warrants that the above-cited manuscript is the original work of the author(s) and has never been published in its present form.

The undersigned, with the consent of all authors, hereby transfers, to the extent that there is a copyright to be transferred, the following non-exclusive rights in the above-cited paper (hereinafter the “work”) to the Texas Section, American Society of Civil engineers (hereinafter the “Texas Section”):

- The right to publish the work in the *Proceedings*, the *Texas Civil Engineer* magazine and other publications of the Texas Section.
- The right to reproduce and distribute the work to interested parties who request a copy of the work from the Texas Section.

The transfer is subject to the following:

- The author(s) retains all copyright interest in the work, except for those specifically transferred herein.
- The author(s) shall neither state nor imply that the work has received the endorsement of the Texas Section or of ASCE.
- An author who is a U.S. Government employee and prepared the above-cited work does not own copyright in it. If at least one of the authors is not in this category, that author should sign below. If all the authors are in this category, check here \_\_\_\_ and return the signed form.

Author’s name (please print) \_\_\_\_\_

Author’s signature (in ink) \_\_\_\_\_

Date \_\_\_\_\_

**8.E.8 REQUEST FOR PERMISSION TO REPUBLISH**

**TEXAS SECTION-ASCE  
REQUEST FOR PERMISSION TO REPUBLISH**

Reprints and Permissions Department

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Publisher:

I am preparing a paper for publication by the American Society of Civil Engineers in the Proceeding of the Conference on \_\_\_\_\_ .

I would like to include in my paper the following figure(s)/table(s) included in the noted publications, published by your organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate your permission for ASCE to reprint this figure/table by signing the enclosed copy of this letter and returning it to me. Appropriate credit will be given to the original source.

Your cooperation is appreciated.

Sincerely,

\_\_\_\_\_

Permission for ASCE to reprint the noted material, royalty free, is hereby granted.

Name of Copyright Owner: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

**8.E.9 CIVIL ENGINEERING PAPER SCORING SHEET**

**TEXAS SECTION-ASCE  
CIVIL ENGINEERING PAPER SCORING SHEET**

Author(s) Name(s) \_\_\_\_\_

Institute or Technical Group \_\_\_\_\_

Title of Paper \_\_\_\_\_

Presenter \_\_\_\_\_ Date \_\_\_\_\_ City \_\_\_\_\_

Check all that apply

Attendance at presentation \_\_\_\_\_

The presenter is the principal author an ASCE member a Texas Section member under 35

<i>Scoring Criteria</i>	<i>Possible Points</i>	<i>Judge A</i>	<i>Judge B</i>	<i>Judge YM*</i>	<i>Category Average</i>	<i>Tie Break**</i>
<b>I. ORAL PRESENTATION</b>						
A. Clarity of volume and delivery	5	_____	_____	_____	_____	_____
B. Sequence, continuity, directness	5	_____	_____	_____	_____	_____
C. Clarity and visibility of visual aids	5	_____	_____	_____	_____	_____
D. Ability to answer questions regarding efforts	5	_____	_____	_____	_____	_____
Category total	20	_____	_____	_____	_____	_____
<b>II. WRITTEN PAPER</b>						
<b>A. Informational Content</b>						
a. Relevance of Topic to Session	5	_____	_____	_____	_____	_____
b. Development of new knowledge or technique	15	_____	_____	_____	_____	_____
c. Practicality/applicability of effort	20	_____	_____	_____	_____	_____
d. Requirement for substantial research	10	_____	_____	_____	_____	_____
e. Knowledge of subject	10	_____	_____	_____	_____	_____
Category total	60	_____	_____	_____	_____	_____
<b>B. Written Presentation</b>						
a. Logical order of presentation	5	_____	_____	_____	_____	_____
b. Relevancy of material presented to paper	5	_____	_____	_____	_____	_____
c. Grammar, punctuation and structure	5	_____	_____	_____	_____	_____
d. Clarity of graphics	5	_____	_____	_____	_____	_____
Category total	20	_____	_____	_____	_____	_____
<b>Overall total scoring</b>	100	_____	_____	_____	_____	_____

Provide name and ASCE title for each judge:

Judge A \_\_\_\_\_ *Judging date* \_\_\_\_\_  
 Judge B \_\_\_\_\_ *Judging date* \_\_\_\_\_  
 Judge YM\* \_\_\_\_\_ *Judging date* \_\_\_\_\_  
 VP Technical\*\* \_\_\_\_\_ *Judging date* \_\_\_\_\_

\* YM Judge: Younger Member Chair serves as judge for applicable papers.  
 \*\* VP Technical serves as a judge only in the case of a tie between presented papers.

**8.E.10 POSTER SESSION EVALUATION FORM**

**TEXAS SECTION-ASCE  
CIVIL ENGINEERING SESSION  
POSTER SESSION EVALUATION FORM**

Author: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ Judge: \_\_\_\_\_

Visual Effect	Introduction	Body	Conclusion	Overall Technical Contents
Readable at 3 feet?  Yes _____ No _____	Informative Title?  Yes _____ No _____	Arguments/Methods /Approach clear and concise?  Yes _____ No _____	Conclusions summarized?  Yes _____ No _____	Originality?  Yes _____ No _____
Various print sizes?  Yes _____ No _____	Purpose clear?  Yes _____ No _____	Arguments/Methods /Approach appropriate to the questions asked?  Yes _____ No _____	Conclusions follow from results?  Yes _____ No _____	Relevant to Civil Engineering?  Yes _____ No _____
Organized by headings?  Yes _____ No _____	Clear statement of questions to be answered?  Yes _____ No _____	Results clear?  Yes _____ No _____	Meaning of conclusions stated?  Yes _____ No _____	Research effort required?  Yes _____ No _____
Clear reading headings?  Yes _____ No _____	Short, clear and concise narrative?  Yes _____ No _____	Graphs & charts when possible?  Yes _____ No _____		
Quality graphs and charts?  Yes _____ No _____				
Visually pleasing?  Yes _____ No _____				
Visual effect score: (1-10)	Introduction score: (1-10)	Body score: (1-10)	Conclusions: score: (1-10)	Overall Technical Content score: (1-10)
Categories to be rated as follows: Poor (1-2); Weak (3-4); Average (5-6); Good (7-8); Excellent (9-10)				
<b>OVERALL EVALUATION SCORE:</b> (Maximum score of 50 points)				

## **9.0 TREASURER**

The Constitution of the Texas Section as amended October 1, 1989 establishes the Treasurer position as a two-year term. The Treasurer is an Officer of the Section and serves on the Executive Committee. The Treasurer functions as the chief financial advisor for the Texas Section, and as such, shall oversee the budget process, Section investments, reserve funds, operating funds, and provide long-term financial planning. The 2006-2007 Board of Direction approved the addition of an Assistant Treasurer to be appointed by the President, to help with the management of the Section's funds, especially regarding the investment accounts. This Board also approved the formation of two teams to manage the Section's Mutual Funds which specify two designated signatories for specific transactions. The first team comprises the Executive Director and the Treasurer by positions and the second team comprises the Executive Director and the Assistant Treasurer, also by position, when the Section Treasurer is not available.

### ***Responsibilities***

1. Serve as the Chair of the Budget and Finance Committee.
2. Co-sign checks through the Texas Section office when the check amount exceeds \$3,000.
3. Review the monthly financial statements produced by the Texas Section office.
4. Determine operational cash-flow requirements of the Section and allocate Section funds among checking, money market, certificate of deposits, and other investment accounts.
5. Through the Budget and Finance Committee provides an annual budget proposal to the Board of Direction.
6. Report to the Executive Committee and the Board of Direction about the financial status of the Texas Section including the status of cash/reserve accounts and investment funds.
7. Arrange and cooperate in outside audits as directed by the Board of Direction.
8. Oversee the investment program through the Budget and Finance Committee.
9. Be available for financial consultation with the trustees of the Hawley and Porter Memorial Funds.

### **9.A BUDGET AND FINANCE COMMITTEE**

Provide the Texas Section with financial planning, investment management, budget development, and oversight of the Section activities as related to expenditures of Section funds.

### ***Responsibilities***

1. Prepare the annual budget utilizing past historical records, projected income, and anticipated expenses associated with Section operation, programs, and member services. Submit the budget to the Executive Committee and Board of Direction for approval.
2. Provide strategic planning regarding financial matters to insure the long-term financial health of the Section.

3. Cooperate with the Board of Direction and provide financial advice during consideration of new programs.
4. Evaluate the Section's allocation of funds to optimize the return on investments while maintaining a conservative investment approach and maintaining sufficient operational cash.
5. Evaluate the cost effectiveness of member programs and services.

***Membership***

The Budget and Finance Committee shall consist of the Treasurer as Chair, President, Past President, President Elect, and Assistant Treasurer. The Executive Director and Secretary serve as ex officio members.

2010-2011

F:\Files\Admin-Organization\TxSx\Governing Documents\Rules of Operation\Rules of Operation 2010-2011.doc

## **10.0 DIRECTORS AT LARGE**

Four Directors at Large serve on the Board of Direction in accordance with the Constitution and Bylaws of the Texas Section.

Each year the Texas Section elects two Directors at Large who are Younger Members (35 years or under).

Directors at Large provide to the Board of Direction the viewpoints of Younger and Student Members. Additionally, Younger Members gain valuable experience to prepare them for more effective service in the Branches and to help qualify them for other offices at the Section level.

### ***Responsibilities***

1. Be thoroughly familiar with the Constitution, Bylaws, and *Rules of Operation*.
2. Attend all Board Meetings as a policy maker for the Texas Section.
3. One First Year Director at Large will be assigned to assist the President.
4. The other First Year Director at Large will be assigned to assist the President Elect.
5. Both First Year Directors at Large serve during their first year term on the Publications Committee to provide assistance to the committee chair in publishing the *Texas Civil Engineer*.
6. One Second Year Director at Large will be appointed by the President to serve as Senior Director at Large, a member of the Executive Committee, and will chair the Public Information Committee.
7. The other Second Year Director at Large will serve as assigned by the President, and will chair the Tellers Committee.

### **10.A SENIOR DIRECTOR AT LARGE**

#### ***Responsibilities***

1. Attend all Executive Committee and Board Meetings.
2. Prepare reports for the Executive Committee and Board Meetings.
3. Serve as Chair of the Public Information Committee.

#### **10.A.1 PUBLIC INFORMATION COMMITTEE**

##### ***Responsibilities***

1. Help keep civil engineers and civil engineering before the public.
2. Generate press releases about members, firms, engineering projects and events for Branch/Section publications and local/statewide media.
3. Encourage all members to select print media articles and submit nominations for the Texas Section



Excellence in Journalism Award.

4. The Public Information Committee will judge the entries for the Texas Section Excellence in Journalism Award and the Chair will make a recommendation concerning the winner to the Executive Committee at the June Meeting and will enter the winner in the Society-level Contest by \*June 1 each year. The Section Award will be presented at the Fall meeting.
5. Maintain or acquire a database of Texas newspapers for media contacts.
6. The Chair shall prepare and furnish reports for each Executive Committee and Board of Direction Meeting.

\* Section office and committee Chair need to watch for final submission date each year.

### ***Membership***

The Public Information Committee shall be chaired by the Senior Director at Large and shall have one Public Information Committee Contact Member from each Branch appointed by the Branch President. The Branch Section Director shall serve until the contact member is appointed.

### **10.A.1.a TEXAS SECTION-ASCE EXCELLENCE IN JOURNALISM AWARD**

The Texas Section-ASCE Excellence in Journalism Award honors journalists for outstanding coverage of civil engineers, civil engineering projects and civil engineering issues. The media have tremendous impact on public opinion. Journalism that enhances public understanding of the role of civil engineers and the impact their designs have on water supply, transportation, public works projects and the environment can engage the public in the infrastructure initiatives that impact their communities. Public opinion can influence legislation about funding infrastructure—and it can affect regulation such as licensing. It can also convince talented young people to choose careers in civil engineering.

The Award shall consist of a wood plaque which will be given to the journalist(s) by an officer of the Texas Section at the Texas Section Fall Meeting. The winner(s) will receive two (2) complimentary tickets for the Awards Luncheon at the Texas Section Fall Meeting. In addition, an honorarium will be offered to help cover the travel expenses of the winner(s). The Award will also be publicized by a media release and by being the subject of an article in the *Texas Civil Engineer*. The winning story will be submitted to ASCE for consideration in the "ASCE Excellence in Journalism Award" contest.

### ***Criteria***

Judging will, in general, follow the rules, eligibility and criteria of ASCE which can be found on the ASCE website at [www.asce.org/pressroom/honors/excel\\_journalism.cfm](http://www.asce.org/pressroom/honors/excel_journalism.cfm). The story may be nominated by any Texas Section Branch, by a Texas Section member, or by a journalist. Judging will be conducted by the Texas Section Public Information Committee with recommendations to the Board for final approval. Selection of the Winner is to be guided by the following criteria.

Did the story:

1. Cover all sides of the civil engineering issue fairly? **20 points**
2. Accurately describe the civil engineering project or issue? **20 points**
3. Effectively explain how the engineering project or outcome of an issue benefits the community or region? **15 points**

- |  |                   |
|--|-------------------|
| 4. Clearly describe the engineer's role (Examples: How did engineers contribute to the project's completion? How did engineers influence the positive outcome of an environmental issue, natural disaster or key legislation?) | <b>15 points</b>  |
| 5. Advance public knowledge and understanding of civil engineering?  | <b>15 points</b>  |
| 6. Include the most knowledgeable civil engineering experts?   | <b>15 points</b>  |
| <b>TOTAL</b>   | <b>100 POINTS</b> |

***Eligibility***

- The award honors English-language stories from media outlets based in Texas in one of the following categories:
  - Daily and weekly newspapers
  - General circulation (non-trade) related magazines
  - Electronic/Web-based, non-trade related news outlets
  - Radio shows
  - Television news shows
- Eligible stories must be published or broadcast between November 1 and October 31 of the following year.
- A single story, series or special section is eligible. A series is a coordinated sequence of articles/broadcast segments appearing closely in time and covering unified story angles. A special section also is a coordinated package, but the stories all appear the same day.
- If an entry is co-authored/produced, at least one author must be a full-time journalist. The story will be considered a single entry and the honorarium will be divided between all journalists listed on the entry form.

Branches can nominate up to two entries for the Texas Section Award. However, those nominees must be the Branch's duly recognized co-winners — not a winner and a runner-up.

***Entry Format***

**All entries must include two copies of all the following as the winning nomination being forwarded for the Society-level contest will require an original copy, while one copy will be retained in the Section office:**

- A description in two single-spaced typewritten pages or less how your entry meets the six official criteria.
- A completed and signed ASCE Excellence in Journalism Award Entry Form. This can be obtained from the ASCE web site at <http://www.asce.org/files/pdf/pressroom/eawardentryform.pdf>
- *All print entries (newspapers, non-trade related magazines) must include:*
  - An original clipping of the article as it appeared in the publication, including date of publication at the top of the first page, and a copy of the publication's name plate; and
  - A legible photocopy of the article, including date of publication at the top of the first page and a copy of the publication's nameplate, on white, 8 ½" by 11" or legal-sized paper.

- *All radio and television entries must include:*
  - A digital copy of the segment/program, including any introductory information or station ID's, on a PC formatted CD.
- *All electronic and Web-based news outlet entries (electronic, non-trade related magazines and newspapers) must include:*
  - An HTML copy of the story, including the Web site banner, on a PC formatted CD; and an 8 ½" by 11" printed copy of the story, including the date of publication.

***To Enter***

The ASCE Excellence in Journalism Award nomination deadline is June 1<sup>st</sup>, therefore the Texas Section Office must receive the completed entry by the close of business on a day in May to be established by the Public Information Committee Chair.

Mail your entry to:

Texas Section ASCE  
1524 S. IH-35, Suite 180  
Austin, Texas 78704  
Attn: Public Information Committee  
Journalism Award Nomination

For any questions, call the Texas Section Office at 512-472-8905, or e-mail [office@texasce.org](mailto:office@texasce.org).

**10.A.1.b ASCE EXCELLENCE IN JOURNALISM AWARD**

***About the Award***

Civil engineering touches virtually every aspect of our daily lives. From our safe and abundant drinking water supply to the sophisticated arteries of our interstate highway system, civil engineering has been the backbone of our evolving civilization. A sound infrastructure and a clean environment are critical to our economy and quality of life. With such high expectations for our nation's infrastructure, it's only natural that issues such as traffic congestion, sprawling suburbs, abundant and safe drinking water, and new construction make headlines each and every day. When journalists are insightful and judicious in their reporting, citizens can play a more informed role in the infrastructure debate that shapes their communities.

Nominations of regional or national general interest news stories are accepted in five categories: Daily and Weekly Newspapers, Magazines, Electronic/Web-Based News Outlets, Radio and Television. ASCE's Committee on Communications may choose a winner, or winners, in any of these categories.

One entry will be selected to receive the overall Excellence in Journalism Award, and that journalist will receive an honorarium and a plaque, which will be presented at ASCE's Outstanding Projects and Leaders (OPAL) Awards Gala. If an entry is authored or produced by more than one journalist, the honorarium will be divided amongst the winners. Merit Certificate(s), as well as overall honorable mention awards, may also be awarded within the five categories at the discretion of the committee. The committee may also choose not to present an award.

Journalists are encouraged to nominate themselves and apply for the award directly to ASCE.

Criteria, eligibility, entry format and nomination and selection information is available from ASCE by visiting the ASCE website at [http://www.asce.org/pressroom/honors/excel\\_journalism.cfm](http://www.asce.org/pressroom/honors/excel_journalism.cfm) or contacting Karen Albers at 703-295-6404; E-mail: [kalbers@asce.org](mailto:kalbers@asce.org).

**10.A.1.c ASCE EXCELLENCE IN JOURNALISM AWARD ENTRY FORM**

*Please submit a copy of this form with each entry, and print clearly in ink.*

Title of entry: \_\_\_\_\_

Publication/Air date(s): \_\_\_\_\_

News organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip code: \_\_\_\_\_

Journalist name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

Email: \_\_\_\_\_

Editor/publisher/producer name: \_\_\_\_\_

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

Email: \_\_\_\_\_

**IF NOT SELF NOMINATED PLEASE COMPLETE BELOW**

Nominated by: \_\_\_\_\_

ASCE Member (circle one)?: YES NO Nominating on Section/Branch behalf? YES NO

Section/Branch name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

Email: \_\_\_\_\_

*I hereby submit this entry for nomination in the ASCE Excellence in Journalism Award.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **10.B SECOND YEAR DIRECTOR AT LARGE**

### ***Responsibilities***

1. Attend all Board of Direction Meetings.
2. Prepare reports for the Board of Direction Meetings.
3. Serve as Chair of the Tellers Committee

### **10.B.1 TELLERS COMMITTEE**

#### ***Responsibilities***

1. Count, authenticate, tally, and certify the results of the ballots of all elections authorized by the Constitution, Bylaws, and by the Board of Direction.
2. The Chair shall furnish notice to all members of the Executive Committee incorporating the following information:
  - a. Date the Tellers Committee counted the ballots.
  - b. Total number of ballots counted.
  - c. Statement that all nominees were elected by a majority of votes or whatever is the outcome.
  - d. Statement that the ballots and the Committee's tallies will be sent to the Texas Section Office.
  - e. List of the Offices and names of Elected Officers.
3. The Chair shall report to the Board of Direction.

#### ***Membership***

This committee shall be chaired by the Second Year Director at Large and shall be composed of at least three people preferably residing near the office of the Committee Chair.

## **11.0 EXECUTIVE DIRECTOR**

The Executive Director shall be a member of the Texas Section and a Licensed Professional Engineer who is a civil engineer. The Executive Director will supervise the activities and operations of the Section Office. The office will be at a location approved by the Board of Direction. The position of the Executive Director shall be advertised every three years beginning in 2010, or as directed by the Office/Personnel Committee.

### ***Responsibilities***

1. **Summary Statement:** The Executive Director, under the direction of the serving President and the Board of Direction, is the general manager of the Texas Section. He/she will be bonded. The Executive Director is responsible for: ensuring the decisions and policies of the Board of Direction are implemented in an orderly manner; providing leadership to the staff of the Section Office; and, advising the President with regards to activities and issues facing the Section. The Executive Director position is a part-time position with hours and benefits specified in a contractual agreement with the Section as approved by the President.
2. **Nature and Scope:** Within the limits of the Bylaws and policies established by the Texas Section Board of Direction, the Executive Director, under the Board of Direction has the authority to perform and is responsible for accomplishing the duties set forth below:
  - a. Operate and supervise the Section office, including the supervision of staff, maintenance of records, administration of finances, handling of correspondence, and oversight of communications with National ASCE, Branches, Student Chapters, members of the Texas Section, and others.
  - b. Represent the Section in testimony before the Texas Legislature committees which affect the practice of civil engineering and meet with members of the legislature as appropriate. (note: there are specific lobbying and reporting requirements for this activity.)
  - c. Represent the Section in correspondence/meetings with other professional societies, the Texas Board of Professional Engineers, National ASCE, Branches, Student Chapters, and others with respect to issues related to the civil engineering profession or activities promoting the civil engineering profession in Texas.
  - d. Under prescribed guidelines, develop and maintain appropriate budgetary and monetary control procedures over monies received and disbursed by the Section Office.
  - e. Attend all meetings of the Texas Section Board of Direction and the Executive Committee (EXCOM).
  - f. Work with Section Meeting Planning Committee and Host Committees to plan for and execute Section Meetings. Act as on-site representative of the Section during Section Meetings, providing support as necessary to the Host Committee, President, Section Officers, members and attendees. (Note: reimbursement for expenses will not exceed those approved for any staff member.)
  - g. Provide support to the President, including:
    - 1) Ensuring the staff has prepared agendas and other documents for the President and Board of Direction.
    - 2) Reporting regularly on the activities, operations, plans, and programs assigned to the Section Office.

- 3) Alerting the President to issues or problems facing the Section which may deserve Board discussion or action.
- 4) Ensuring the Board is fully aware of its own prior commitments and activities previously authorized or initiated by the Board.
  - a. Maintain appropriate contact with the National ASCE Staff to provide information interchange between the organizations.
  - b. Oversee the preparation of the Texas Section Annual Report by office staff so that the report is properly completed and filed with the ASCE Headquarters in accordance with published requirements, and to make the Annual Report available to the membership.
  - j. Provide guidance to Section Committees and Officers. Make certain that Texas Section Officers are submitted for the ASCE Official register before the August deadline. Remind Branches to submit Branch Officer and Committee Chair information to the Section and National ASCE offices before August deadlines. Coordinate communications between Section officers and Branch officers as necessary to encourage Branch activities, ensure Branch organization structures are continuous, and encourage Branch participation in Section and National committees and activities.
  - k. Recruit, hire, train, promote, compensate and discharge staff as appropriate and administer an effective personnel program which includes position descriptions, performance standards, performance appraisals, and compensation systems. Responsible for the effective performance of the staff which is in the best interest of achieving the goals of the Texas Section. Foster an environment of cooperation and enthusiasm for the Texas Section's mission and maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
  - l. Execute contracts and commitments as may be authorized by the President and Board of Direction. Identify and utilize outside contractors, such as legal counsel, publishing, bookkeeping and computer support.
  - m. Develop and manage marketing and public relations strategies to promote the programs, activities and image of the Texas Section. Establish and maintain sound working relationships and cooperative arrangements with other professional societies.
  - n. In the absence of the Operations Manager, the Executive Director will serve as the Executive Secretary of the Board of Direction.
3. Principal Accountabilities:
  - a. Ensure that the affairs of the Texas Section-ASCE are conducted within prescribed budgets in a professional and ethical manner.
  - b. Assure that available income is allocated to provide the greatest return to the membership.
4. Reporting Relationships: The Executive Director reports to the current President of the Texas Section and is accountable to the Office/Personnel Committee of the Texas Section.

## **11.A SECTION OFFICE OPERATIONS**

### **11.A.1 BUSINESS ADMINISTRATION**

#### ***Accounting***

Process AP invoices, GL statements etc; scan and save as PDFs.

Generate monthly postage reports.

Maintain adequate funds in postage and bulk mail accounts

Prepare and file all required IRS reports for the Texas Section. Advise Texas Section subsidiaries on preparation and filing of IRS reports.

#### ***Databases***

##### **Membership**

Download data from ASCE, process and upload to our website.

Generate Monthly Membership Report on the 1<sup>st</sup> of each month.

Update Annual “Membership Breakdown for Fiscal Year” in October.

Generate other reports as requested (Younger Members, Member Grades, interest areas).

Maintain log and files of Deceased Members.

Maintain files of data changes and notify Member Records at ASCE.

##### **Officers Roster**

Solicit and maintain contact info on new Section, Branch and Chapter Officers, Committee Chairs and members, Trustees.

Generate “President’s Appointments for FY” spreadsheet.

Periodically review Section Dues Status of Roster population.

##### **Awards**

Enter recipient information for Texas Section Honors after the Section meeting at which honor bestowed, and project information for Texas Section Historic Civil Engineering Landmark and Outstanding Civil Engineering Award projects when nominated and record date award bestowed by Texas Section and/or ASCE.

Generate reports as needed.

Update website as needed.

##### **Meeting Profiles**

Enter meeting info as it becomes available (Host Branch, dates, facilities etc.).

Enter CE Session info when abstracts printed in *TCE*. Update after meeting for cancelled papers, changes in titles and presenters, head count.



Enter occupancy, registrant breakdowns, activities with head counts, exhibitors/sponsors, financial data etc. as information becomes available from the Host Committee after the meeting.

Generate Profile report and distribute to Section Meeting Planning Chair and Host Committee Chairs for upcoming meetings.

## **11.A.2 COMMUNICATIONS ADMINISTRATION**

### ***Website***

Update Officers/Branches/Chapters/Links pages as needed.

Update Section Meetings page (HTML and PDF) once dates and hotel are confirmed (signed contract).

Update Calendar page each month.

Update magazine display quarterly; remove oldest issue to archive page.

Update History pages (Past Meetings, Past Awards) after each Section Meeting.

Update History page (Past Boards) in October.

Upload Membership data whenever new data retrieved from ASCE.

Upload revised *Rules of Operation* as needed.

Upload other revised pages as needed.

### **Rules of Operation**

Maintain MASTER as electronic file and printed copy in office.

Make revisions as needed.

Upload revisions to website;

### **Texas Civil Engineer magazine**

Generate report for mail count of quarterly issue.

Generate mailing list for quarterly mailing.

Maintain records of purchased and complimentary subscriptions.

## **11.A.3 ORGANIZATION ADMINISTRATION**

### ***ASCE***

Staff Representative for Texas Section-ASCE.

Oversee, review, and approve all reports required of the Texas Section and furnish on time.

Maintain working relationship with ASCE Officers and Staff.

Provide information for Officer/Staff Representatives as requested.

Cooperate/coordinate with ASCE with planning certain meetings in Texas with Texas Section/Branches/Student Chapters, e.g., ASCE Conferences, Regional Meetings, Workshops.

### ***Texas Section***

#### **Associations/State Agencies and Boards (Interaction With)**

Maintain association/cooperation for legislative matters particularly with Texas Society of Professional Engineers and Texas-Council of Engineering Companies.

Maintain openness/cooperation with other associations and organizations for agreed upon mutually beneficial activities, e.g., Engineers Week activities and provision of Residential Foundations Guidelines.

#### **Banking and investments**

Review and approve all accounting reports before distribution.

Review, approve for payment, sign and/or co-sign checks for payment to vendors.

Open and maintain bank and investment accounts and secure signatories.

Provide Branches with tax information and guidance regarding tax exempt status.

Participate in yearly budget process.

Arrange for Audit for the years designated.

#### **Meetings**

Assist the President with responsibilities as host of the Texas Section Meetings.

Help plan and assist with all details of the Board of Direction Meetings.

Oversee preparation and delivery of all Honors and others awards and assist in the presentation of the awards at the Honors Luncheon at the Spring Meetings and the Installation/Awards Luncheon at the Fall Meetings.

Oversee the Texas Section's financial aspects of Section Meetings.

Help plan and assist with all details of the Executive Committee Meetings.

Help by providing facilities and attend the Strategic Planning Committee Meeting held in conjunction with the June Executive Committee Meetings.

#### **Section Office**

##### **Maintenance**

Maintain the physical structure, furnishings, and professional decorum of the Section Office at all times in carrying out the responsibilities listed above.

##### **Staffing**

Hire, supervise, review and terminate when necessary Office/Contract Staff.

Work with Treasurer on Draft Budget each year regarding salaries, benefits, and expenses for Office Staff and rates/monthly fees for Contract Staff.

##### **Storage/Archives**

Help preserve and maintain the “history” and research opportunity of the Texas Section Membership through archival storage in the past and hopefully in the future at Texas A & M University in College Station, Texas. Maintain offsite storage in Austin, Texas to store occasionally needed files and items prior to archiving but within reach of the Section office.

## **11.B POLICY STATEMENT ON THE USE OF THE TEXAS SECTION-ASCE MEMBERSHIP DATA**

The Texas Section maintains a current roster of the names and addresses of its assigned and subscribing members. This roster is based on information and revisions processed by ASCE in Reston, Virginia. Use of the membership roster will be controlled as established in ASCE’s *Rules for Region, Section & Branch Membership Records Use* and outlined below:

- 1) ASCE membership data is the sole property of ASCE. ASCE at all times retains exclusive ownership rights of all data. Membership data must be held secure and in strict confidence, without disclosure to third parties. It is to be used only for official ASCE Region, Section and/or Branch business.
- 2) This data should never be duplicated/transferred/copied/scanned/keyed/reused/provided/sold to nonmembers or distributed for any purpose other than official ASCE business.
- 3) ASCE will provide specific membership data to the Regions, Sections and Branches to conduct the typical business of the Region, Section or Branch. ASCE reserves the right to reject any inappropriate mailing program(s), and ASCE’s approval of a specific mailing program does not guarantee approval of future requests. Questions regarding appropriate mailings or use of lists should be directed to the Geographic Services Department at 800-548-2723.
  - a) Examples of “typical business” include but are not limited to: sending newsletters to Region, Section and/or Branch members, marketing Region, Section and/or Branch services and products, informing members of Region, Section and/or Branch Board actions, networking, etc.
  - b) Examples of “atypical business” include but are not limited to: giving/selling/bartering the list to anyone outside the Region, Section and/or Branch for any reason, providing the lists to individuals for direct mailings relating to an ASCE election, sending information that conflicts with ASCE Policy Statements, etc.
- 4) The Region, Section and/or Branch shall not use ASCE’s name, emblem or logo to promote any unofficial/inappropriate product or program.
- 5) The Region, Section and/or Branch must not use membership data that is older than thirty days.
- 6) Membership data is to be downloaded only by the person listed on this form as recipient of membership data. The account holder assumes the responsibility of proper use of the information contained in the database, as stipulated in these rules. Information contained in the database may be shared with other Region, Section and/or Branch officers of the subscribing Region, Section and/or Branch provided they are cognizant of and adhere to these rules.
- 7) ASCE shall not be liable for any damages or loss sustained as a result of the use or nonuse of the Records.

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## **11.1 OPERATIONS MANAGER**

The Operations Manager assists the Executive Director in performance of his/her duties, provides general day-to-day supervision of the office activities and operations, and represents the Executive Director, when required.

### ***Responsibilities***

1. **Summary Statement:** The Operations Manager, under the direction of the Executive Director (President if there is no Executive Director), manages the day-to-day operations of the Section. The Operations Manager is responsible for carrying out assigned policies and decisions of the Board; is responsible for organizing and managing the daily operations of the Texas Section Office; advises the Executive Director with regard to activities of and issues facing the Section; serves as administrative assistant, as required and advisor to the Executive Director. The Operations Manager is the Corporate Secretary of the Texas Section and also serves the Board of Direction in the role of “Secretary”.
2. **Nature and Scope:** Within the limits of the Bylaws and policies established by the Texas Section Board of Direction, the Operations Manager, under authority of the Board of Direction, has authority to perform and is responsible for accomplishing the duties set forth below:
  - a. Exercise detailed management of the affairs of the Texas Section Office under the supervision of the Executive Director.
  - b. Under prescribed guidelines, develop and maintain appropriate budgetary and monetary control procedures over monies received and disbursed by the Section Office.
  - c. Attend all meetings of the Texas Section Board of Direction, assigned committees, and Executive Committee. Participate in the Section Meetings to the fullest extent possible.
  - d. Serve as custodian of Section records and property not stored at College Station Professional Society Archives. Assure that all funds, physical assets and other Section property assigned to the custody of the Texas Section are adequately safeguarded and properly administered.
3. **Provide support to the Section, including:**
  - a. Preparing agendas and meetings minutes in close concert with the President and Executive Director, and serving as Secretary at Meetings of the Board and Executive Committee.
  - b. Reporting regularly to the Executive Director on the activities, operations, plans, and programs assigned to the Section Office.
  - c. Alerting the Executive Director to issues or problems facing the Section which may require Board discussion or action.
    - a. Preparing reports to the Board so that it is fully aware of its own prior commitments and the status of current programs and activities previously authorized or initiated by the Board.
    - b. Working with the Executive Director, make certain the Texas Section Annual Report is properly completed and available to the membership.

4. Maintain appropriate contact with Society-level staff to provide information interchange between the two organizations.
5. Provide guidance to Section committees and officers. Under the supervision of the Executive Director, make certain that Texas Section officers and updated committees are submitted for the ASCE Official Register before the August deadline. Remind Branches to submit Branch officer and committee information both to the Section and Society offices before the August deadline.
6. Principal Accountabilities: See that the affairs and operations of the office of the Texas Section-ASCE are conducted within prescribed budgets in a professional and ethical manner.
7. Reporting Relationships: The Operations Manager reports to and is accountable to the Executive Director of the Texas Section.

### **Protocol for Inviting Society Officers to Section Meeting**

It is the duty of the Society's President Elect to attend Section and Branch meetings. The Society President attends regional meetings and special events.

It is very difficult to get any Society officers to attend Section meetings in the spring, since they have many other committee and Board meetings at that time of year. Since the Fall Meeting is our annual meeting, and we have the installation of officers at that meeting (at which a Society officer can preside), the preference is for them to attend our Fall Meetings.

1. As soon as the candidates are announced in the Spring, a written invitation should be sent to the candidate for President Elect to attend our Fall Meetings for the next two years.
2. Send a letter of invitation in January to the Region 6 Board of Governors inviting them to attend the Spring and Fall meetings, and to send a representative to the Executive Committee meetings in January and June.

### **Senior Officer for the Purpose of Installation of Section/Branch Officers**

1. Current President of ASCE
2. President-elect of ASCE
3. Current Society Director for that Section/Branch
4. Governor from Region that Section/Branch assigned (If more than one Governor is present the Governor with the most seniority installs)
5. Society Director from another Region (Includes Technical)
6. Past President of ASCE
7. Past Vice President of ASCE
8. Past Society Director for that Section/Branch
9. Any Past Society Director
10. Any Past Governor
11. Past President of Section/Branch
12. Any ASCE member currently on a National ASCE Committee
13. The current Section President may install Branch Officers

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## **12.0 SECTION DIRECTORS**

One Section Director is elected from each Branch in accordance with the Constitution and Bylaws of the Texas Section. These Section Directors serve for two years and are elected in alternating years according to the schedule shown in Table 12.A.

Section Directors provide the primary interface between the Section and their Branch. The Section Director is responsible for obtaining the views of Branch members on pertinent issues prior to Board meetings and representing the members of the Branch in voting on actions of the Board.

### ***Responsibilities***

1. Be thoroughly familiar with the Texas Section Constitution, Bylaws and *Rules of Operations*.
2. Attend all Section Board of Direction Meetings as a Branch representative, or select a substitute for any meetings the Section Director cannot attend, in conjunction with the Branch President. Present to the Board matters of concern and/or interest to the Branch and request official action when required.
3. Prepare reports to the Board of Direction for presentation at each Section Meeting. Submit written reports electronically as requested prior to the Section Meeting.
4. Attend Branch Meetings and report to the members on the activities of the Board of Direction.
5. Serve as Branch Contact for the following Section committees until a Branch Contact Member has been designated by the Branch President: Continuing Education, History and Heritage, Membership, and Younger Members.
6. Notify the Texas Section Office and the Society Office of any deceased members of the Branch, including obituary and any notable ASCE or civil engineering accomplishments.
7. Assist the Branch President in arranging for recognition of Life Members and presentation of Life Member Certificates at the appropriate Branch event.
8. Assist the Branch in making nominations for the various Section officer positions and for those to be considered for honors recognition from its Branch members. The Section Director should also help make nominations for the Texas Section Excellence in Journalism Award, the Outstanding Civil Engineering Achievement Award, and the Historic Civil Engineering Landmark for the Branch area.
9. Locate sites and act as site facilitator for Section sponsored webinars.

## 12.A SECTION DIRECTORS ELECTION YEARS

<b>Branch Name</b>	<b>Election Year</b>
Austin	Even
Brazos	Odd
Caprock	Odd
Central Texas	Even
Corpus Christi	Even
Dallas	Odd
Deep East Texas	Odd
El Paso	Odd
Fort Worth	Odd
High Plains	Even
Houston	Even
Northeast Texas	Even
Rio Grande Valley	Odd
San Antonio	Even
Southeast Texas	Odd
West Texas	Odd

A current list of Section Directors and their terms is available from the Section office.

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## **13.0 BRANCHES**

The objectives of the Branches in the Texas Section shall be compatible with those of ASCE and the Texas Section and provide an opportunity at the local level for activities and participation compatible with Society objectives.

### **13.A CONSTITUTION AND BYLAWS**

Texas Section Branches operate under the Constitution of the Texas Section.

Branches maintain a set of Bylaws that must be approved by the Texas Section Board of Direction. Any changes must be approved by the Texas Section Board.

### **13.B FORMATION OF NEW BRANCHES**

Branches are created to encourage active member participation by making Society activities more accessible. Establishing additional Branches within a Section is preferred to forming new Sections, in order that area or state-wide coordination of ASCE activities can be continued. The operation of a Branch is similar to that of a Section. ASCE encourages the formation of Branches where geographical distribution of Section members warrant and it is in the best interest of the Society.

#### **13.B.1 PROCEDURE TO FORM A NEW BRANCH**

- Petitioners of a new Branch should explain, in writing, how the Branch will enhance Society objectives
- A petition, with a minimum of 15 signatures of Society members residing in the area, should be submitted to the Section for tentative approval. The Section then submits the application to the Regional Board of Governors for review and approval
- A proposed Branch area should contain a minimum of 30 potential members
- A proposed Branch should have distinct boundaries by zip codes stated in the petition or other distinguishable boundaries where zip codes are not customary

### **13.C BRANCH FISCAL YEAR**

The fiscal year of Branches will conform to that of the Society that which being from October 1 to September 30.

Terms of office for Branch officers shall be aligned with the fiscal year of the Society.

### **13.D LEADERSHIP ROSTER**

Branch Officers and Committee Chairs are elected and/or appointed as set forth in the Bylaws of each Branch.

Branches furnish their list of elected and appointed officers and committee chairs to ASCE annually by a designated deadline to be published in the *ASCE Official Register*.

The Texas Section Office requests this information be furnished immediately after Branch elections are held each year for the *Texas Section Leadership Roster*.



### **13.E BRANCH OFFICERS AND SECTION COMMITTEE CONTACTS RESPONSIBILITIES**

Certain Section committees have a Section chair and rely on members or contacts in each Branch to comprise the various committees. If a Branch President does not appoint the Section committee contact the Section Director shall serve.

Branch Officers and Section Committee Contacts who specifically interact with the Texas Section are:

Section Director (13.E.1 and section 12.0)

President (13.E.2)

Secretary (13.E.3)

Treasurer (13.E.4)

Newsletter Editor/Public Information Committee Contact (13.E.5)

Continuing Education Committee Contact (13.E.6)

History and Heritage Committee Contact (13.E.7)

Membership Committee Contact (13.E.8)

Student Chapter Practitioner Advisor(s) (13.E.9)

Younger Members Committee Contact (13.E.10)

#### **13.E.1 SECTION DIRECTOR**

See Section Director at 12.0.

#### **13.E.2 PRESIDENT**

1. Call and preside at all Branch Meetings.
2. Appoint necessary Branch standing and special committees.
3. Appoint all Section Committee Contact members. Unless all appointments are made the Section Director must function in these positions.
4. Call regular meetings of the officers and/or directors of the Branch. Dispose of as much routine business as possible at these meetings, thus freeing the Branch meetings for primary emphasis on the planned program.
5. Coordinate Branch activity of a joint nature with other engineering societies in the Branch area, such as Engineers' Week, and other events of general or engineering interest.
6. Encourage Branch members to participate in Section technical groups and activities of the Section and the Society.
7. Arrange for recognition of Life Members and presentation of certificates at appropriate Branch events.

8. See that information from Society headquarters and the Texas Section is passed on to Branch members by appropriate means.
9. Attend the Texas Section Meetings during term of office.
10. Plan a meeting, if possible, around the visit of the Texas Section President or Society-level officer who may be in the area.
11. Properly welcome new and transfer members to your Branch.
12. Work with the Section Director on Section activities that are related to the Branch.
13. Send names and supporting material for members to be considered for Section Honors to the Honors Committee.
14. Prepare an Annual Report of Branch Activities and submit to the Section office by October 30 for inclusion in the Section's Annual Report.

### **13.E.3 SECRETARY**

1. Attend to the routine duties of the Secretary of the organization.
2. Have regular reports and minutes ready for Officers and Branch meetings.
3. Register each year with ASCE Geoservices Department as the Branch officer authorized to access the ASCE FTP server and download updated membership data from the ASCE website on a regular basis. Membership updates are available every morning.
4. In cooperation with the Branch Membership Chair and/or the Section Membership Committee Contact:
  - a. Maintain a supply of Membership Application Forms.
  - b. Distribute membership materials to prospective members and provide them with the ASCE website address for online application ([www.asce.org/membership/join\\_renew.cfm](http://www.asce.org/membership/join_renew.cfm)).
  - c. Encourage upgrade of membership classifications.
  - d. Send to the Texas Section Office the names, addresses, phone and fax numbers, and e-mail addresses of newly elected Branch Officers, Committee Chairs, and Section Contact Members immediately after election and/or appointment.
5. Provide to the Texas Section Office the Branch Monthly Meeting Report after each Branch Meeting. (13.E.3.a)

**13.E.3.a BRANCH SECRETARY'S MONTHLY MEETING REPORT**

**BRANCH MONTHLY MEETING REPORT  
TEXAS SECTION-ASCE**

Please send to the Operations Manager, Texas Section-ASCE, 1524 S. IH-35, Suite 180, Austin, TX 78704, after each meeting. (Phone: 512-472-8905, e-mail: office@texasce.org)

Branch: _____	<u>Attendance</u>
Date of Meeting: _____	Members: _____
Location: _____ _____	Spouses: _____ Guests: _____
Presiding: _____	Students: _____
( ) President           ( ) Other _____	<b>Total:</b> _____

A. Business Meeting Comments:

B. Program Highlights:

Speaker: \_\_\_\_\_  
Firm Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
Title of Presentation: \_\_\_\_\_  
\_\_\_\_\_  
Program Comments or Highlights:

C. News items for *Texas Civil Engineer*: (Please write an article or news of member(s), i.e. job change, awards, etc., as you would like it to appear. Use additional pages if necessary.)

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

#### **13.E.4 TREASURER**

1. Maintain the Branch's checking and/or other financial accounts.
2. Collect payment for meals and other items at Branch Meetings or other events.
3. Deposit the Section Dues Pass Thru checks promptly on receipt.
4. Provide Branch financial reports.
5. Prepare the Branch's annual tax return and submit to the IRS and the Section Office.
  - a. Each Branch must file its own form 990 with the IRS.
  - b. Each Branch must use its own federal tax identification number (EIN).
  - c. Proof of IRS filing (or proof of a filing extension) is due in the Section office by January 20. An electronic copy only is requested.
  - d. Consult with the Section's CPA or a local CPA knowledgeable in non-profit tax matters for current revenue limits and other requirements posted by the IRS in preparation of the annual return (Form 990).
  - e. Submit an electronic copy of the Branch's annual return (Form 990) to the Section Office by January 20 to be included in the Texas Section Annual Report.

#### **13.E.5 NEWSLETTER EDITOR/PUBLIC INFORMATION COMMITTEE CONTACT**

1. Produce the Branch newsletter in a timely manner, sufficiently ahead of the upcoming Branch Meeting.
2. Provide the managing editor of the *Texas Civil Engineer*, the President Elect, the Section office and all other Branches with copies of all newsletters produced either in electronic or printed format.
3. Provide:
  - a. News Releases about members, firms or events for general media distribution.
  - b. Items for publication in the *Texas Civil Engineer*, Section website, and other statewide media.
  - c. Photos for use in the Section publications.
  - d. Lead the Branch in securing and submitting nominations for the Texas Section Excellence in Journalism Award.
4. Secure advertising for the Branch newsletter as appropriate.

#### **13.E.6 CONTINUING PROFESSIONAL AND CAREER DEVELOPMENT CONTACT**

1. Work closely with the Section Continuing Professional and Career Development Chair and other Branch Continuing Professional and Career Development Contacts to develop and carry out the plans for Section and Section/Branch seminars.
2. The Section Director is to serve as Branch Continuing Professional and Career Development Committee Contact unless another member has been designated by the Branch President for this position.

3. Develop Branch continuing education (CE) seminars.
4. Include non-members and members of other engineering related associations in planning for Continuing Education seminars.
5. Recommend subjects and presenters for continuing education seminars for your Branch and the Section.
6. Consider presenting your Branch's seminar to another Texas Section Branch.

#### **13.E.7 HISTORY AND HERITAGE COMMITTEE CONTACT**

1. Work closely with the Section History and Heritage Chair and all other History and Heritage Committee Contacts, as well as, the Society-level ASCE History and Heritage Committee (HHC).
2. The Section Director is to serve as Branch History and Heritage Committee Contact unless another member has been designated by the Branch President for this position.
3. Lead Branch members in:
  - a. Collecting items of historical interest.
  - b. Producing or updating the Branch's history.
  - c. Preparing nominations for Texas Section Historic Civil Engineering Landmarks.
  - d. Preparing nominations for Society-level Historic Civil Engineering Landmarks.
  - e. Preparing nominations for Texas Section History and Heritage Award and forwarding nominations to the Texas Section Honors Committee Chair.

#### **13.E.8 MEMBERSHIP COMMITTEE CONTACT**

1. Assist in activities designed to increase and maintain membership.
2. The Section Director is to serve as Branch Membership Committee Contact unless another member has been designated by the Branch President for this position.
3. In cooperation with the Branch Secretary:
  - a. Maintain a supply of Membership Application Forms.
  - b. Distribute membership materials to prospective members.
  - c. Encourage members to upgrade their membership classifications.
  - d. Cooperate with the Section Membership Chair and the Section Office in membership projects.
  - e. Notify the Section Office of the death of all members and provide appropriate information for a memorial in the *Texas Civil Engineer* and at the Annual Section Meeting.
4. Be sure that all new members and visitors are properly welcomed to the Branch Meetings.

#### **13.E.9 STUDENT CHAPTER PRACTITIONER ADVISOR(S)**

1. Work closely with the Section Student Activities Committee Chair and Committee Members.

2. The Section Director is to serve as Branch Student Chapter Practitioner Advisor unless another member has been designated by the Branch President for this position.
3. Keep in close contact with the Student Chapter Faculty Advisor(s).
4. Encourage student attendance at Branch Meetings.
5. Encourage student attendance at Section Meetings.
6. Lead Branch in subsidizing student member costs when possible.
7. Assist in planning a joint Branch/Student Meeting with the students at least once a year.
8. Work with Faculty Advisor and students in writing papers for Branch and/or Section Paper Contests.
9. Attend all Student Chapter Meetings possible.

#### **13.E.10 YOUNGER MEMBERS COMMITTEE CONTACT**

1. The Section Younger Members Committee consists of the Section Younger Members Committee Chair and one representative designated by each Branch President.
2. If the Branch President does not appoint a Younger Members Committee Contact the Section Director shall serve in this position.
3. Be available to assist the Section Vice President for Educational Affairs.
4. Encourage younger members to:
  - a. Use their talents to support Branch operations.
  - b. Participate in all Branch activities.
  - c. Participate in the Texas Section Hawley Paper Contest.
  - d. Request full member grade as soon as eligibility is assured.

#### **13.F SCHEDULED MEETINGS OF TEXAS SECTION BRANCHES**

Branches hold scheduled meetings ranging from six to twelve times yearly during their fiscal years. The day and time for the meetings are set according to the Branch's Bylaws. The current Branch meeting schedule is maintained by the Section Office or may be obtained from the Branch website (as available).

#### **13.G BRANCHES AND ASSOCIATED STUDENT CHAPTERS**

Several Branches have been assigned Texas Section Student Chapters within the boundaries of their Branches. Activities regarding interaction of Branches and Student Chapters are discussed under Student Chapter Practitioner Advisor's responsibilities in section 13.E.9. See Section 14, Student Chapters, for a map of Branch boundaries and their associated Student Chapters.

### **13.H LIFE MEMBER CERTIFICATES**

The ASCE Secretary prepares annually a list of those members of the Society who will qualify as Life Members at the end of the calendar year. Individual Certificates of Life Membership are transmitted to the secretaries of the Branches to which the designee is assigned.

As defined by ASCE Bylaws 2.2.1 “To be eligible for Life Member, individuals in the grade of Fellow, Member, Associate Member, or Affiliate a) shall have reached the age of 65 years AND b) shall have paid dues in any membership grade except Student Member for at least thirty (30) years AND c) shall have had ten (10) years continuous membership immediately preceding the attainment of Life Member.”

The Life Membership Certificates awarded to the members of the Texas Section should be presented each year at a Branch Meeting. Presentation of certificates and recognition by the Branches should be in January or as early in the year as possible. A photo of the presentation should be sent to the Section Office for publication in the *Texas Civil Engineer* and Section website. If presentation at a Branch meeting is not practicable, certificates of life membership shall be mailed.

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## **14.0 STUDENT CHAPTERS**

Civil Engineering students are the future of our profession and of ASCE. They are on the leading edge of innovation and bring energy, creativity, and fresh ideas to our field. Likewise, the Texas Section-ASCE and local Branches are valuable resources to Student Chapters. These organizations can provide guidance, information, professional networking and practical experience within the civil engineering community, helping them to make a smooth transition from student to practicing engineer.

### **14.A RELATIONSHIP TO THE TEXAS SECTION**

A voluntary association to the Texas Section-ASCE brings a wealth of resources to students and Student Chapters. Section meetings and conferences are ideal opportunities to meet professional engineers, ask questions, attend educational sessions on the latest issues, and to make possible internship and employment contacts. Frequently, the Section Meeting will be held in conjunction with or concurrent to Texas and Mexico Student Regional Conferences and events (See Section 14.D).

The Section's website provides a high visibility platform for Student Chapter leadership information, the link to the Student Chapter's website, and to feature stories on Student Chapter activities and accomplishments. The Student Chapter Secretary should regularly provide this information to the Section Office to enhance Chapter promotion. Additionally, the Section Office is the repository of vast historical information which is available for student research.

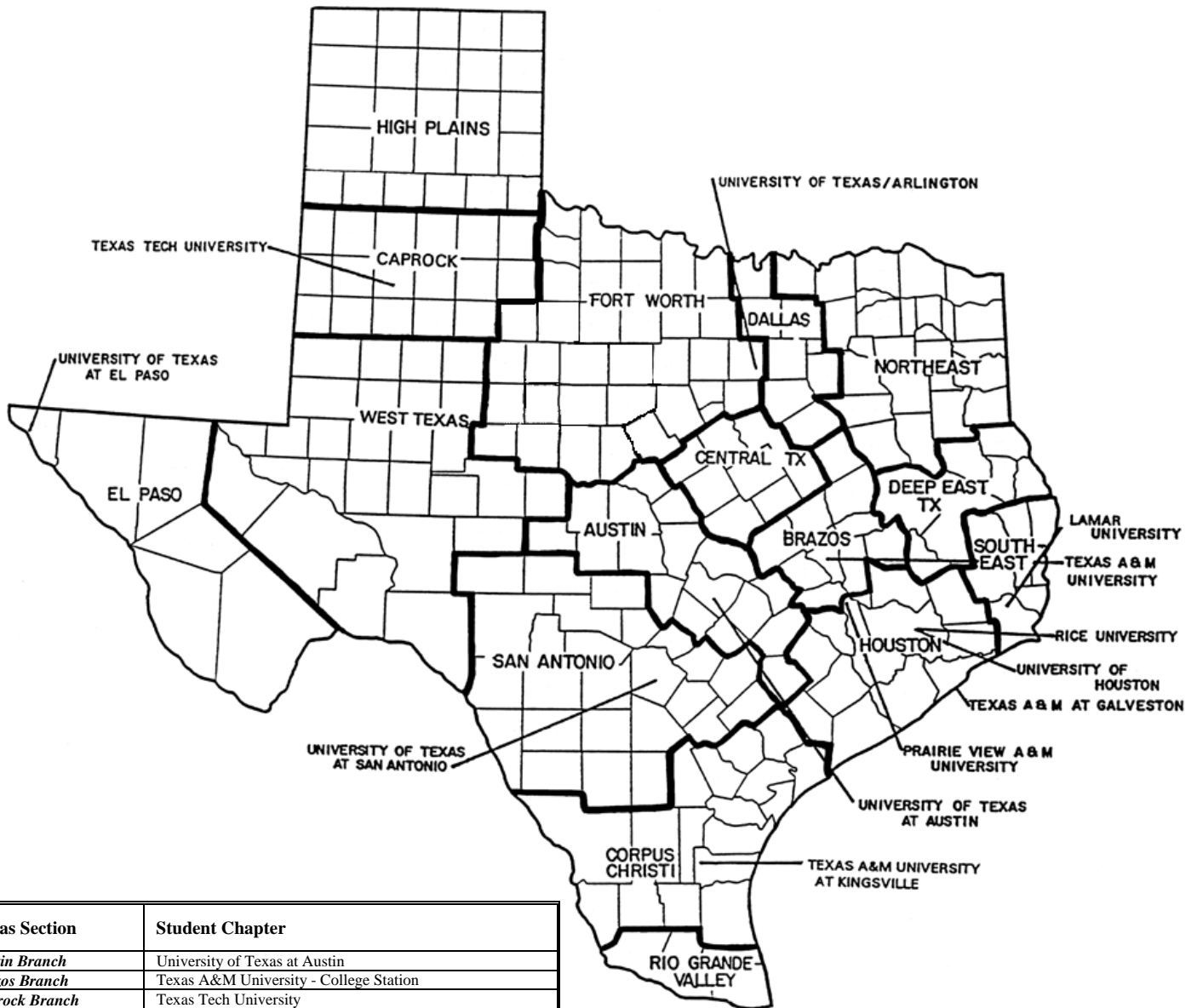
### **14.B RELATIONSHIP TO THE BRANCHES**

Branches can provide the advantage of networking and education on a regular basis and additionally focus on local issues. The President of the Student Chapter serves as the Student Liaison to their local Branch and should participate in monthly meetings (See Section 14.C to identify Branch and Student Chapter associations). Branches are encouraged to hold joint meetings with Student Chapters from time to time, to promote greater participation in Branch activities.

The Branch Practitioner Advisors provide a personal contact between the students and the civil engineering professionals in the area. These individuals provide guidance to the student leaders, help maintain a balance in group activities and foster the development of professionalism and leadership in the members of the ASCE group. (See "Student Chapter Practitioner Advisor" Section 13.E.9)



## 14.C TEXAS SECTION-ASCE BRANCHES AND ASSOCIATED STUDENT CHAPTERS



Texas Section	Student Chapter
<i>Austin Branch</i>	University of Texas at Austin
<i>Brazos Branch</i>	Texas A&M University - College Station
<i>Caprock Branch</i>	Texas Tech University
<i>Corpus Christi Branch</i>	Texas A&M University - Kingsville
<i>El Paso Branch</i>	University of Texas at El Paso
<i>Fort Worth &amp; Dallas</i>	University of Texas at Arlington
<i>Dallas Branch</i>	Southern Methodist University
<i>Houston Branch</i>	Prairie View A&M University
	Rice University
	University of Houston
<i>Northeast Texas Branch</i>	University of Texas at Tyler
<i>San Antonio Branch</i>	University of Texas at San Antonio
<i>Southeast Texas Branch</i>	Lamar University
<b>Mexico Section</b>	
	Instituto Tecnológico de Estudios Superiores de Monterrey
	Universidad de las Americas, Puebla
	Universidad La Salle
	Universidad Nacional Autónoma de México

#### **14.D TEXAS-MEXICO REGIONAL STUDENT CONFERENCE**

Meetings of the Regional Student Conferences are held every spring, hosted by an ASCE Student Organization belonging to the Conference. Texan and Mexican universities make up the Conference in our region. Most conferences include a business meeting, professional/technical presentations, competitions (surveying, technical paper presentations, concrete canoe, and steel bridge), social activities and an awards banquet. Conference information is distributed by the host school to all ASCE Student Organizations belonging to the Conference.

A list of current Chapters in the Texas/Mexico Student Regional Conference is available from ASCE. The current Constitution of the Conference is available from the Section's Student Activities Committee Chair.

2010-2011

F:\Files\Admin-Organization\TxSx\Governing Documents\Rules of Operation\Rules of Operation 2010-2011.doc

## **15.0 MEMORIAL (TRUST) FUNDS**

### **15.A JOHN B. HAWLEY MEMORIAL FUND**

The John B. Hawley Memorial Fund was established in 1961 as an endowment to provide for professional recognition of engineering achievement and engineering talent in the form of (1) a plaque for outstanding technical papers and (2) a fellowship for graduate study or research in hydraulics and sanitary engineering by individuals associated with ASCE with the work and research done preferably in Texas.

A committee of three (3) trustees, appointed by the Board of Direction of the Texas Section, are responsible for administration of the fund. A trust agreement for the fund was established in 1965.

#### **15.A.1 HAWLEY PAPER AWARD**

1. The Hawley Paper Award is selected from the Best of Session winners each year to recognize the “Best Technical, Educational, and Professional Paper with Investigative Research.”
2. The Hawley Paper Award shall be given in recognition of an outstanding paper presented by a subscribing member at a Texas Section Meeting. This award shall be the Hawley plaque.
3. The Hawley Paper Award is presented at the Spring Meeting following the Section Meeting when the paper was presented.

#### **15.A.2 HAWLEY FELLOWSHIP**

The Hawley Fellowship was established in 1961 to promote graduate study and research in hydraulic and sanitary engineering. The Fellowship is supported by the John B. Hawley Memorial Fund, which was initiated within the Texas Section-ASCE by S.W. Freese and M.C. Nichols to honor a leading engineer in the early days of Texas.

**The recipient must have an affiliation with Texas Section-ASCE and with a Texas school at the time of application.** The study should preferably be done in Texas.

The stipend of up to \$5,000 is a gift to the recipient, whose only obligations are to make the most of the opportunity and to file a short terminal report with the trustees. The stipend will be payable on a schedule to be agreed upon with the trustees.

To apply, an application is sent to the Chair of the trustees. To be included in the letter of application are the following:

1. Objectives of program of study and/or research;
2. Description of program;
3. Education background, including grade record;
4. Work experience;
5. Dependents of the applicant;
6. Financial requirements to accomplish program and all expected sources of financial support;

7. Two letters of recommendation by persons familiar with the educational and professional background of applicant and his/her potential to benefit from the program.

**The application deadline is March 15 of each year.**

### **15.B J. WALTER PORTER MEMORIAL FUND**

The J. Walter Porter Memorial Fund was established in 1978 to finance an annual fellowship for graduate study and/or research in water resources engineering to individuals who demonstrate outstanding ability and promise of excellence in engineering.

A committee of three (3) trustees, appointed by the Board of Direction of the Texas Section, are responsible for administration of the fund.

The recipient must have an affiliation with the Texas Section-ASCE at the time of application, and the graduate study or research must be done in Texas.

The award stipend of up to \$5,000 is a gift to the recipient whose obligations are to make the most of the opportunity, to file a short report with the trustees at the conclusion of the academic year, and to prepare a paper for possible presentation at a regular meeting of the Texas Section-ASCE on the results of the study and/or research. The stipend will be paid monthly for a twelve-month period beginning September 1.

Applicants should address their applications to the Secretary-Treasurer of the Porter Memorial Fund trustees. The following information should be included:

1. Description and objectives of program of study and/or research;
2. Educational background including grade record;
3. Work experience;
4. Two letters of recommendation by persons familiar with the applicant's educational and professional background, and the applicant's potential to benefit from the program.

**The application deadline is March 15 of each year.**

### **15.C HAWLEY AND PORTER TRUSTEES**

#### ***General Procedures***

1. The terms of the six Trustees (three Hawley and three Porter) will be staggered such that each incoming Texas Section President will make one appointment. The term of a trustee is six (6) years.
2. The Chair of each trust will make a full written report to the Board of Directors at the Fall Meeting. This report should include the following:
  - a. Names of Trustees with term ending dates
  - b. Complete financial report
  - c. Copies of solicitation of fellowship nominees

- d. Copies of winning technical paper from Hawley Fund
- 3. Trustees may serve no more than two (2) six-year terms.
- 4. The Chair and Secretary/Treasurer of each Trust will be elected annually by the Trustees.
- 5. A Trustee may resign at any time. The President of the Texas Section will appoint a person to complete the unexpired term within 30 days of receipt of a written resignation.
- 6. A current list of Trustees is available from the Section office.

## **16.0 ADDITIONAL INFORMATION**

### **16.A SUGGESTED SCRIPT FOR THE INSTALLATION OF SECTION AND BRANCH OFFICERS**

#### ***Introduction of Installing Officer by Presiding Officer***

#### ***Opening Remarks of Installing Officer:***

(Installing Officer to tell audience [from the Constitution and Bylaws] the duties of those officers being installed.)

#### ***Charge of responsibility to the Incoming Officers:***

“Election to a position of leadership in a volunteer organization is an honor and unique responsibility. Your fellow members, in electing each of you to your respective offices, have expressed confidence in you; first, that you will be able with effectiveness and distinction to discharge your several duties and, second, they have given you their trust. You have indicated that you are willing to provide your leadership.

“As officers of the \_\_\_\_\_ Section (or Branch) of the American Society of Civil Engineers, you will represent to the people of this state (area) the true nature of our people-serving profession: to the best of your ability you will communicate our voice in the interests of our Section (Branch). You will be our special link and bond with civil engineers throughout this area, the United States and the world.

“It is important that this link and bond be preserved, strengthened and alerted to these changing times. As civil engineers, we are determined to give an honorable and useful application of our special talents to the many people we serve. We must present a people-serving and ethical dedication in all our professional activities. We must be outstanding examples of true professionals in whom all people may have confidence. People must be assured continually that they can rely on the civil engineering profession in matters affecting their health, safety, and welfare. Only thus shall we grow and fulfill the highest ideal of mankind that the world shall be a better place, because civil engineers have served people here.

“As a civil engineer, you have dedicated your professional and technical knowledge to the advancement and betterment of people. You have pledged to do your best, to participate in none but honest enterprise, to live and work according to the moral laws of mankind and highest ethical standards of professional engineering conduct, and to serve the public above all other considerations.

“To the best of your ability, do you pledge to uphold the Constitution and Bylaws of the American Society of Civil Engineers and those of this Section (Branch), and do you, in the presence of your fellow members, pledge yourself faithfully to discharge the duties of the office to which you have been elected? If so please answer I will.

“As the delegated representative of the President and the Board of Direction of the American Society of Civil Engineers, I now declare each of you officially installed into the office of \_\_\_\_\_. My congratulations and best wishes to each one of you.”

## *Presentation of Gavel*

(The installing officer calls upon the Immediate Past President to present the gavel to the newly installed President.)

"Past President \_\_\_\_\_, will you please hand the gavel to President \_\_\_\_\_. By this symbolic act, the authority and responsibility of leadership is transferred to you and the other new officers."

## *Response by the New President*

## **16.B PROTOCOL PROCEDURES FOR VISITS BY ASCE SOCIETY-LEVEL OFFICERS**

The following are some recommended protocol procedures for Section/Branch/Council visits by ASCE Society-level officers developed for your reference and use.

PLANNING ("check box" for your use)

### *ESTABLISH OBJECTIVE FOR VISIT*

- Define purpose and goal in very specific terms.
- What will constitute a successful visit?
- How will the visit supplement or complement your total program?
- Will the visit include contact with Student Chapters, community leaders, engineering management people, other professionals, interviews with local radio, TV and news media, etc.

### *LAY OUT VISIT ITINERARY AND TIMETABLE*

- Detail a stop-by-stop and hour-by-hour listing of planned events.
- What do you want Society-level officer to present and discuss?
- Don't overlook even the smallest detail!
- Assume something will go wrong and plan alternatives.
- Provide some flexibility in the timetable for 'personal time' (sightseeing, shopping, etc.)

### *DEVELOP AND ORGANIZE INVITATION*

- 12 month lead time is suggested.
- Write directly to the Society-level officer.
- Telephone for acceptance and confirmation of plans.
- Will you accept a "substitute" in the event of schedule conflict?
- Who will be the officer's Contact?

## ORGANIZATION

### *CHECK OUT ALL PLANS*

- Assign responsibility for every detail of visit.
- Who will pick up Society-level officer at the airport?
- Hotel reservations? Ground transportation?
- Will Society-level officer bring a guest, spouse, etc?
- Who will contact Society-level officer a month and/or week before visit to finalize plans?

### *REVIEW ALL ASPECTS OF THE ACTUAL VISIT*

- Will Society-level officer receive "value" from visit?
- Is your timetable too tight?
- How will news media get in touch with Society-level officer?
- Should you have a dry run?
- Suppose it snows where you are or where the Society-level officer is coming from?
- Is visiting officer seated at head table?
- Have you obtained background information or a biographical sketch on Society-level officer to insure a proper introduction? (This is generally available from ASCE headquarters).

## FOLLOW-UP

### *REVIEW YOUR EXPERIENCES*

- What can we improve for the next visit?
- How do we follow up with the local contacts, etc. to take full advantage of visit?
- Should we ask Society-level for objective feedback about the visit?
- Did we get our money's worth?

The PROTOCOL PROCEDURES are not intended to cover each and every circumstance or situation that you may encounter. They will highlight some items and parameters you should consider as part of the approach to a SUCCESSFUL visit by a Society-level ASCE OFFICER.

## **16.C CONSTITUTION AND BYLAWS REVISIONS OF SECTION AND BRANCHES**

The Bylaws of the subsidiary organizations of the Texas Section, as initially created or subsequently amended, must be approved by the Section's Board of Direction and amendments to the Section's Constitution and Bylaws must be approved by the Society's Committee on Geographic Units. To clearly identify changes in an existing document, when making an addition, underline that portion being added. When a deletion is made, print a line through the deleted portion light enough to allow for the deleted portion to be read. These techniques should be used regardless of how brief or extensive the revisions are. Using a text marking function such as "Track Changes" in Microsoft Word is allowed.

The following is an example of the proper format to follow when submitting amendments:

- Article II.        **NOMINATION AND ELECTION OF OFFICERS**
- Section 1.        The President shall appoint a nominating committee composed of three most recent available past Presidents of the Section.
- Section 2. ~~The fiscal year of the Section shall be from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year.~~
- Section 2.       The names of all candidates chosen by the Nominating Committee shall be printed in the March and April editions of the Section Newsletter. Nominees selected by petition shall be printed in the written notice of the April meeting. In order for a nominee to be selected by petition, the endorsing signatures of a minimum of twenty subscribing members of the Cleveland Section must be obtained.



## **16.D SECTION/BRANCH NEWSLETTER GUIDE**

### ***COMMUNICATION***

The primary function of the newsletter is to keep the membership informed of the various activities of ASCE at the local, state, district and Society level. The newsletter provides the members with an essential source of information. Newsletters should be generated on a routine basis, such as monthly or following local Board of Directors' meetings.

### ***CONTENT***

Although each newsletter will be unique, some ideas for content could include the following:

1. Names, addresses and phone numbers of current Board members and committee chairs, if applicable.
2. Calendar of local, state, district and society events.
3. Society Convention information or highlights.
4. Zonal Management Conference information or highlights.
5. District or Regional Council information or highlights.
6. Specialty conference or continuing education program announcements.
7. Call for papers.
8. Scholarship announcements and awards.
9. Section, Branch or Society-level award nominations and winners.
10. Student Chapter activities.
11. Highlights of member accomplishments.
12. Membership drive information.
13. Humor and/or brainteasers.
14. President's message.
15. Articles regarding professional and/or technical issues.
16. Society-level committee vacancies.
17. Classified advertisements.
18. Employment classified advertisements.
19. Photographs of local, state, district or Society-level events.
20. Local, state and society ASCE logos.
21. Membership Drive/Renewal information
22. Local, state and society website addresses

## ***SOURCES FOR ARTICLES***

The best sources of articles are usually the Section or Branch Board of Directors and the committee chairs. In some Sections/Branches, it may be appropriate to offer certain primary committees a standing column in the newsletter. Also, the Section/Branch president receives a large volume of mail from Society ASCE that may be newsworthy. Local organizations, such as technical committees, younger member groups or student chapters should be routinely contacted for articles. Finally, local members are often members of Society-level committees and can provide articles of interest to the membership.

## ***NEWSLETTER PRODUCTION AND DISTRIBUTION***

The production and distribution of the newsletter will depend largely on the budget. Advertising revenue can be a means by which to increase the budget without increasing dues. This can be done on a small scale with business card advertisements or full newsletter sponsorships can be sold. Contacting other similar Branches or Sections regarding their experiences with advertisement sales is recommended.

The cost of newsletter production includes costs relating to preparation, reproduction and mailing. The mailing costs will depend upon the volume of mail to be sent. For large volume mailings, a bulk mail permit may be obtained from the U.S. Postal Service. Contact the Texas Section Office for documentation regarding nonprofit, tax-exempt status. Bulk mailings should be used cautiously, as it is sometimes not delivered in a timely manner. The local post office should be contacted regarding their own parameters for service. The distribution of the newsletter should also be considered. Some Branches/Sections mail only to dues paying members, while others mail to non-member engineers or engineering companies in an effort to attract new members. Sections/Branches also send the newsletter via electronic mail, which is quite cost effective. Currently many Sections and Branches have newsletters posted on their web sites. This is a great way to save on mailing and reproduction costs and provide instantaneous access to members. Appropriate zone administrators should be included in newsletter distribution.

It is imperative to maintain an accurate database of the mailing list. Those who mail bulk rate should do an occasional mailing first class to receive return mail. Recognize the accuracy limitations of Society-level's mailing list for your Section or Branch. A locally generated mailing list is preferable, if feasible.

Reproduction costs also will vary with quality. This can be done professionally, or can be done on a volunteer basis by a member or firm willing to contribute the time and expense associated with reproduction.

Production costs will similarly vary with quality. Again, this service can be accomplished by a professional or can be done with local ingenuity.

In some cases a cooperative effort between the local newsletter editor and a professional firm may be the optimum means of newsletter production.

Editors should contact Sections/Branches of similar size for assistance and guidance in developing the budget and producing the newsletter.

## ***NEWSLETTER AWARD***

ASCE offers annual newsletter awards in five categories:

1. Very Large Section: 2001 members or more
2. Large Section: 1001 to 2000 members
3. Small Section: 1000 members or less
4. Large Branch: 251 members or more
5. Small Branch: 250 members or less

The award in each category will be presented to the recipients at the Multi-Region Leadership Conferences each year.

The newsletters will be judged by the Committee for Section and Branch Leaders (CSBL). Each judge will evaluate one of the above categories. Enter your newsletter by mailing it to the committee members representing your newsletter category. The Section/Branch Newsletter Guide is available for download in PDF format from the ASCE website ([www.asce.org/PPLContent.aspx?id=8067](http://www.asce.org/PPLContent.aspx?id=8067)).

The newsletters will be comparatively judged as to how well they serve the membership.

## ***HELP***

If you need help with developing or producing your newsletter, contact the Geographic Services Department at ASCE Headquarters for further information at 1-800-548-ASCE, Ext. 6010.

Also, the best source of information can be someone with similar experience. Contact other Branches and Sections that are similar to yours and ask to be placed on their mailing list. Some of the best newsletter ideas can be recycled to fit your local needs.

## **16.D.1 ASCE NEWSLETTER AWARD EVALUATION FORM**

The Newsletter Award Evaluation Form and deadline for submittal can be downloaded from the ASCE website at [www.asce.org/uploadedFiles/Regions\\_Sections\\_Branches\\_-\\_New/nlform.pdf](http://www.asce.org/uploadedFiles/Regions_Sections_Branches_-_New/nlform.pdf).

## **16.E BRANCH WEBSITES**

Branches of the Texas Section are encouraged to create and maintain a website to enhance communication with their members and the general public. Although, the content of the site is to be handled by the individual Branches, the site can be hosted through the Texas Section and ASCE has a hosting program also. To find out more about having a Branch site hosted by ASCE contact the Geographic Services Department at ASCE Headquarters at 1-800-548-ASCE, Ext. 6010. For information on Texas Section hosting a Branch site contact the Texas Section office.

## **16.F ASCE OUTSTANDING SECTION/BRANCH WEB AWARD**

The purpose of this award is to promote the use of a website among the Sections and Branches of the American Society of Civil Engineers. This award was formally instituted by action of the Society in 2002.

1. The award is known as the Outstanding Section and Branch Web Award. It is made annually to the most outstanding Section and Branch Web Sites of the American Society of Civil Engineers.
2. The Award Judging Committee shall be appointed annually by the Committee on Geographic Units (CGU). The web sites will be evaluated by October 30 in the year of the award and will be reviewed periodically throughout the year. The Judging Committee shall recommend to the CGU the winners of the award.
3. The award will be presented to the winning Sections and Branches Web Sites at the annual Multi Region Leadership Conferences.
4. The evaluation process involves scoring of the web site based on the three areas noted on the Web Award Evaluation Form. The three areas of important consideration are web format, web content, and special features including timeliness of the information.
5. Categories consist of:

Very large Sections and Branches: >2,500  
Large Sections and Branches: 1,001-2500  
Medium Sections and Branches: 501-1,000  
Small Sections and Branches: <501

#### **16.F.1 ASCE OUTSTANDING SECTION/BRANCH WEB AWARD EVALUATION FORM**

Contact Nancy Berson at ASCE (nberson@asce.org) for the Outstanding Section/Branch Web Award Evaluation Form and deadline for submittal.

#### **16.G BIOGRAPHICAL FORM**

Everyone actively involved in the Section should send an up-to-date biographical form (see below) to the Section office for our files. Please include a head and shoulder photo with your bio.

2010-2011

Today's Date: \_\_\_\_\_



TEXAS SECTION-ASCE  
Biographical Form

NAME: \_\_\_\_\_  
(FIRST) (MIDDLE) (LAST) Date of Birth

Residence Address

City State Zip Code Telephone No.

1. **ASCE Member Grade:** \_\_\_\_\_ **Branch:** \_\_\_\_\_  
**Registered** ( ) **P.E.** ( ) **L.S.** ( ) **E.I.T.**

2. **AWARDED:** \_\_\_\_\_  
**ELECTED:** \_\_\_\_\_  
**APPOINTED:** \_\_\_\_\_

3. **Education:**  
*University:* \_\_\_\_\_  
*Degree(s):* \_\_\_\_\_  
*Date(s):* \_\_\_\_\_

4. **Current Position:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

Business Address

City State Zip Code Telephone No. Fax No.

5. Please list below **other awards** you have received or **other personal achievements**.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

**6. Service to ASCE** (Branch, Section and Society: list all offices held; list all committees and positions held, such as Chairman, etc.)

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

**7. Service to Other Organizations** (Professional Societies, Civic Activities, Public Service, Business Organizations)

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

**8. Please list personal information** as requested and other items not listed if you would like.

1. Background: \_\_\_\_\_  
\_\_\_\_\_

2. Family: \_\_\_\_\_  
\_\_\_\_\_

3. Religious Affiliation: \_\_\_\_\_

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4. Hobbies: \_\_\_\_\_

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5. Other: \_\_\_\_\_

9. Please list below the **name(s) and address(es)** of your **employer, supervisor, Dept Chairman,** so that a congratulatory letter can be sent by the Texas Section President.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

10. Please attach to this form and send to the Section Office any other prepared **resume or biographical material** which would be helpful.

11. **Press Release Information:**

1. Please include with this form a **glossy black-and-white photograph** of yourself. (The most common sizes we receive are 2 X 3, 3 X 5, 5 X 7. Color photographs can be used if necessary.) Digital photographs will be accepted at 300 dpi resolution quality. Digital photos can be emailed to [office@texasce.org](mailto:office@texasce.org)

2. Please list cities or towns (e.g., your hometown) that you would like news releases sent to in addition to your current location.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

*Mail to:*

*Texas Section-ASCE*  
**1524 S. IH-35, Suite 180**  
*Austin, TX 78704*  
*PHN 512-472-8905*  
*EMAIL office@texasce.org*

Your immediate attention will be greatly appreciated. Thank you and congratulations.



## **16.H Policy Governing Texas Section Participation in Annual Leadership Training in Government Relations (Legislative Fly-In)**

The Society sponsors an Annual Leadership Training in Government Relations (Legislative Fly-in) each Spring. Representatives from Sections and Branches are asked to travel to Washington, D.C., receive training from Society staff, and visit their state Senators and Representatives. Traditionally, the annual Legislative Fly-in is scheduled for early March. The Society finances one designated representative from each Section (paying airfare and \$100 per diem). Others may be financed by their employers or may receive Society funding if funds are available.

Traditionally, the Section President has solicited volunteers and submitted a list of applicants to the Society office in Washington, D.C. Volunteers should be active members of the Texas Section who are interested in legislative activities related to civil engineering and who are willing to participate fully in the Legislative Fly-in. Subsequent to the Fly-in, participants may be asked to share their experiences to Section members through an article in the Texas Civil Engineer, a paper/presentation at a Section meeting, or participation in a Government Relations workshop sponsored by the Section.

Priority for nomination by the Section will be given to officers and committee chairs who are participate in Government Relations-type activities or who are active politically in their community. The following Section members may apply to be a representative of the Texas Section for the Legislative Fly-in (in order of priority for selection):

1. President-Elect
2. Executive Director
3. VP Professional-Elect
4. Chair of Committee on Government Affairs
5. Senior Director-at-Large
6. Branch President-Elects
7. Politically active members

A solicitation will be sent each year to the Section officers and committee chairs listed above. The solicitation will be sent via email prior to the deadline for applications set by the Society, and applications will be returned to the Section office. The President will designate the official Section representative, prioritize the remaining applications, and submit them with a cover letter to the Society on or before the application deadline.

## **16.I Policy Governing Revenue Sharing**

The Texas Section ASCE Board of Direction has established a formula for sharing revenue received from Section Meetings with the host branch. Upon paying all invoices and satisfying all debts accrued for the meeting, the excess revenue will be divided according to this formula:

- 50 percent to the Texas Section as general revenue
- 12.5 percent to the Texas Section "Branch General Fund"
- 37.5 percent to the host Branch as general revenue

Within a reasonable time after the conclusion of the meeting, the Host Committee will provide a summary report showing total income, expenses, the revenue sharing calculations, and the final payment to the Section. Included with the report will be a check for the 62.5% of the excess revenue payable to the Texas Section ASCE.

This policy will be incorporated into the Meeting Manual of the Texas Section ASCE.

## **16.J Policy Governing General Branch Fund**

The Board of Direction has established a General Branch Fund which is funded by a portion of the excess revenues from each Texas Section Meeting (see Policy Governing Revenue Sharing).

This fund is available for use by the Section to assist Branches with the following programs:

- \* membership retention and growth;
- \* leadership recruitment; and,
- \* financial management and planning.

The fund will be administered by the Section President through the Section/Branch Relations Committee. Although the Committee may work with any Branch as directed by the President, the Committee's primary objective will be to work with Branches experiencing operational difficulties, usually characterized by one or more of the following:

- \* declining membership,
- \* irregular scheduling of branch meetings,
- \* difficulty retaining members or recruiting officers,
- \* inability to fund branch activities,
- \* inability to file annual financial reports to the Section.

The Committee, with the Branch officers if possible, will identify problem areas and develop a program to address the problem(s). The Committee may solicit assistance from outside of the Branch, if necessary, and may propose to use the General Branch Fund to pay for this assistance or for other resources identified in the program. The Committee will write a proposal detailing the program and requesting funding from the General Branch Fund. The proposal must be submitted through the President to the Board of Direction for approval.

## **16.K Policy Governing the Use of Broadcast Emails to ASCE Texas Section Members**

The Texas Section occasionally sends broadcast emails to its members, officers or committees using the electronic mailing addresses provided by each member to the Society (through dues statements or online updates). In order to limit the frequency of these emails, the following guidelines have been established:

1. Broadcast emails to all section members may only be transmitted by the Section office upon approval by the Executive Director or upon written request by the Section President. Unless otherwise requested and/or approved by the Section President, broadcast emails to all section members shall only be used for the following activities:

- \* Reminder of Section Meeting registration deadline or other meeting-related deadlines;
- \* Notification of error or omission in previous Section communications, including the Texas Civil Engineer;
- \* Notification of Section-sponsored educational opportunity;
- \* Reminder of deadlines for member-related activities such as annual dues, awards, scholarships, ballots for Society and Section offices, etc.

2. Broadcast emails to officers and/or committee chairs may be made by the Section office at the request of an officer or a committee chair.

3. Broadcast emails to officers and/or committee chairs may be made by the Section office at a member's request upon approval by the Executive Director.

2010-2011