AGENDA
ASCE TEXAS SECTION
FALL 2018-2019 BOARD OF DIRECTION MEETING
September 18, 2019 | 7:00 – 9:45 AM
Embassy Suites Hotel, Spa & Conference Center | San Marcos, Texas 78666 | Room: San Marcos River A & B

INVITED ATTENDEES
2018-2019 Board of Direction
ASCE President (Robin Kemper PE)
Region 6 Board of Governors
2019-2020 Officer Elects
Student Symposium Planners (Heather Guillen PE, Dr. James “Jim” Williams PhD, PE, and UTA Students)
Texas Civil Engineering Conference Planning Committee Chairs (Melanie Gavlik PE, Matt Singel PE)
Texas Civil Engineering Foundation (TCEF) President (Allen “Bud” Beene PE)
Communications Specialist (Bailey Pattison)
TSPE Executive Director (Trish Smith CAE) and President (Joe Rapier PE)
Texas State University (Dr. John J. Schemmel PhD, PE)

1.0 Convene
1.1 Call to Order (President Arthur M. Clendenin PE, President)
1.2 Roll Call, Determination of Quorum (Mike Sosa, Secretary)
1.3 Welcome Visitors, Announcements (President Clendenin)
1.4 Pledge of Allegiance and Invocation (Susan K. Roth PE, President Elect) Texas Pledge
1.5 Photograph of Board Members (Bailey Pattison, Communications Specialist)
1.6 Society Officer Comments (Robin Kemper PE, ASCE President)
1.7 Region 6 Comments (Nancy S. Cline PE, Region 6 Director)
1.8 Message from Texas State University (Dr. John J. Schemmel PhD, PE)
1.9 Executive Summary (President Clendenin)

Reports for Action or Discussion

2.0 Items for Executive Committee Action
[A] 2.1 Approve Substitute Section Directors.
[A] 2.2 The Board is asked for any changes to the agenda.
[A] 2.3 The Board is asked to adopt the consent agenda. See Attachment 1.
[C] 2.3.1 Approve Minutes of Board Meeting, April 11, 2019 (South Padre Island)
[C] 2.3.2 Approve Minutes of Executive Committee Meeting, July 12, 2019 (Austin)
[C] 2.3.3 Approve Texas Section Proposed Constitution (2019)
[C] 2.3.4 Approve Texas Section Leadership Handbook (2019) as Working Draft
[C] 2.3.5 Appoint Ottis Foster PE to serve as a J. Walter Porter Memorial Trust Fund Trustee for the Term 2019-2024
[C] 2.3.6 Receive all Reports marked [I] on the Agenda (including the July 2019 Financial Report)
[A] 2.5 Approve CECON Planning Manual (2016, Revised 2018) (O’Leary)
[A] 2.6 Acknowledgement of exemplary service to the Texas Section and J. Walter Porter Memorial Trust Fund for Donald Willhouse PE (retired) who served as Trustee for the Term 2012-2019. (Clendenin)

3.0 Items for Discussion
[D] 3.1 Leadership Development Weekend 2019 (Roth)
• Attendance Summary & Financial Report
• 2020 Presidential Goals
[D] 3.2 Texas Civil Engineering Conference (Roth, Gavlik, Singel)
• 2019 Welcome, Event Reminders, & Preliminary Financial Report
• Planning for 2020 (San Marcos)

([A]-action items, [C]-consent items, [D]-discussion items, [I]-information items)
* Reports received and distributed prior to board meeting.

Page 1 of 5
Theme & General Overview
- CECON Visioning Task Committee (CECON 2020 & Beyond) (Larry Goldberg PE)
- Texas/Mexico Student Conference Meeting & Competitions hosted by UT Arlington March 4-7
- Budget: Registration Fee, Sponsorship Targets
- Marketing Update: Theme, Sponsorship, & Career Fair Participation
- Status of Venue Contracts
- 2021 & Future Planning – Status of Rotation List for Hosting

Technical Institute Chapters (Rick Patrick PE)
- Upcoming Webinar
- Status of TxGI and TxCI Leadership

Government Relations Activities (Brandon Klenzendorf PhD, PE)
- 2020 ASCE Legislative Fly-In in Washington, D.C. – Section Delegates?
- Planning for 2021 Texas Infrastructure Report Card
- From April 11, 2019 Board Meeting: Status of Government Relations Webinar for Institute Chapter Leaders?

Means for Assisting Agencies with New Product Review (Goldberg)

Section Finances (Reem Zoun PE)
- Tabled Agenda Item from April 11, 2019 Board Meeting: Status of Treasurer’s financial evaluation to propose an amount for a dues increase based on past budgets and the proposed budget deficit for the upcoming year?

Texas Civil Engineer Digital Transition (Brady Stanford EIT)
- Call for Advertisers

Call for ASCE Texas Section Officer Nominations (Goldberg)
- Deadline is October 31st
- Also seeking Assistant Treasurer

Status of Caprock Branch Leadership & Support of Corpus Christi Branch (Robert Lys Jr. PE)

Use of Texas Section’s General Branch Fund (Clendenin)
- President and Branch/Section Relations Committee are charged with administering this fund
- Balance as of August 1st = $19,300; Funded through CECON Profit Sharing Agreement
- Recently used to support Leadership Development Weekend 2018 & 2019
- Possible future uses include supporting the Corpus Christi Branch’s 70th Anniversary Planning & Membership/Recruitment Drive for the Caprock Branch

Live-stream Policy for Events – Tabled During April 11, 2019 Board Meeting (Lindsay O’Leary PE)
- Should the Section establish a Task Committee to investigate further?
- Should the Section use Facebook Live? Consider impact to overall registration & required equipment/technology (including video camera resolution).

Identify 5 Board Items to be Reported Back to Branches (Clendenin)

Reports for Information (all reports marked [I] shall be received on consent unless pulled from the Consent Agenda for action or discussion)

4.0 Officers Reports
[I]* 4.1 President (Arthur M. Clendenin PE)
- Branch/Section Relations Committee
- Office/Personnel Committee
- Past Presidents Council

[I]* 4.2 Past President (Lawrence D. Goldberg PE)
- History & Heritage Committee
- Honors Committee
- Intra-society Committee
- Nominating Committee
- CECON Strategic Planning Task Committee

4.3 President Elect (Susan K. Roth PE)

(A)-action items, (C)-consent items, (D)-discussion items, (I)-information items
* Reports received and distributed prior to board meeting.
Editorial Committee
Membership Committee
Strategic Planning Committee
CECON Planning Committee

4.4 Vice President Educational (Kimberly C. Cornett PE)
- Webinars
- STEM Committee
- Student Activities Committee
- Younger Members Committee

4.5 Vice President Professional (J. Brandon Klenzendorf PhD PE)
- Governmental Affairs Committee
- Texas Infrastructure Report Cards Committee
- Public Relations & Professional Image Committee
- Infrastructure and Security Task Committee
- Residential Foundations Task Committees
- Task Committee for Post-Hurricane Harvey Recommendations

4.6 Vice President Technical (Richard L. Patrick PE)
- Institute Chapters
- CECON Sessions
- CECON Lightning Round and Poster Presentations
- Student Symposium Research Poster Competition

4.7 Treasurer (Reem J. Zoun PE)
- Budget/Finance Committee
- Investments

4.8 Directors at Large (Brady Stanford EIT, Senior Director at Large)
- Excellence in Journalism Award Committee
- Tellers Committee

5.0 Branch Reports

5.1 Austin (Genest L. Landry PE) (2018-2020)

5.2 Brazos (Robert Lys Jr. PE) (2017-2019)

5.3 Caprock (Russell Carter PE) (2019)

5.4 Central Texas (Brian J. Geiger PE) (2018-2020)

5.5 Corpus Christi (John D. Garcia PE) (2016-2020)

5.6 Dallas (Patrick Williams PE) (2017-2019)

5.7 El Paso (Marvin H. Gomez PE) (2017-2019)

5.8 Fort Worth (Clinton Hoover PE) (2017-2019)

5.9 High Plains (Joseph W. Shehan PE) (2018-2020)

5.10 Houston (Patrick M. Beecher) (2018-2020)

5.11 Northeast Texas (Russell W. Gibson PE) (2018-2020)


5.13 San Antonio (Amy C. Sone PE) (2018-2020)

5.14 Southeast Texas (Liv M. Haselbach PhD PE) (2017-2019)

5.15 West Texas (Adrian Frias EIT) (2018-2020)

6.0 Other Reports

6.1 Executive Director (Lindsay A. O'Leary PE)
- Section Office Update
- Communications/Marketing Report
- Texas Alliance for Minorities in Engineering (TAME)
- Non-dues Revenue

6.2 Section Operations (Mike Sosa)
- Conflict of Interest Forms
- Membership Data & Recruitment

([A]-action items, [C]-consent items, [D]-discussion items, [I]-information items)

* Reports received and distributed prior to board meeting.
- Payment Card Industry (PCI) Compliance
- Annual Reports for ASCE and IRS Form 990
- Governing Documents (Subsidiary Bylaws)

6.3 Trust Funds (O'Leary)
- Texas Civil Engineering Foundation (TCEF) Texas Section Past Presidents Educational Trust Fund (Allen "Bud" Beene PE)
- John B. Hawley (Ted Cleveland PhD, PE)
- J. Walter Porter (Ron Lemons PE)

7.0 Calendar of Events
See last page.

8.0 Closing Remarks & Final Comments (i.e., Lightning Round)

9.0 ADJOURN.
ASCE Texas Section advances our communities through the development of civil engineers as leaders who create a legacy of **Service** through: **Technical** proficiency, **Educational** opportunities, and **Professional** advocacy.

**2019-2020 CALENDAR**

September 22-23, 2019 – Reston, Virginia
**ASCE Presidents and Governors Forum**

October 10-13, 2019 – Miami, Florida
**ASCE Convention**

October 18-19, 2019 – Pace Bend Park, Spicewood, Texas
**4th Annual ASCE Texas Younger Members Camping Trip**

October 30, 2019 – ASCE Outstanding Section and Branch **Award Nominations Due**

October 31, 2019 – ASCE Texas Section 2020-2021 **Officer Nominations Due**

November 30, 2019 – Section and Branch **Annual Reports Due** to ASCE

January 10-11, 2020 – Detroit, MI
**ASCE Regions 3, 6, & 7 Multi-Region Leadership Conference**

January/February, 2020 – Austin, Texas
**TexASCE Executive Committee Meeting**

February 16-22, 2020 – Nationwide
**Engineers Week 2020**

March 4-7, 2020 – Arlington, Texas
**Student Symposium 2020** & TexASCE Board of Direction Meeting

March 11-12, 2020 – Washington, D.C.
**ASCE Legislative Fly-In 2020**

May 1, 2020 – **ASCE Texas Section 2020 Award Nominations Due**

June/July, 2020 – TBD, Texas
**Leadership Development Weekend 2020** & TexASCE Executive Committee Meeting

August 9-12, 2020 – San Antonio, Texas
**UESI Pipelines 2020 Conference**

September 23-25, 2020 – San Marcos, Texas
**CECON 2020** & TexASCE Board of Direction Meetings
Attachment 1
CONSENT AGENDA
September 18, 2019

Please notify the Executive Director Lindsay O’Leary PE at LLOleary@TexASCE.org by Friday, September 6, 2019, if you wish to remove an item from the consent agenda.

<table>
<thead>
<tr>
<th>AGENDA #</th>
<th>TOPIC</th>
<th>REMOVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.1</td>
<td>Approve Minutes of Board Meeting, April 11, 2019 (South Padre Island)</td>
<td></td>
</tr>
<tr>
<td>2.3.2</td>
<td>Approve Minutes of Executive Committee Meeting, July 12, 2019 (Austin)</td>
<td></td>
</tr>
<tr>
<td>2.3.3</td>
<td>Approve Texas Section Proposed Constitution (2019)</td>
<td></td>
</tr>
<tr>
<td>2.3.4</td>
<td>Approve Texas Section Leadership Handbook (2019)</td>
<td></td>
</tr>
<tr>
<td>2.3.5</td>
<td>Appoint Ottis Foster PE to serve as a Porter Fund Trustee for term 2019-2024</td>
<td></td>
</tr>
<tr>
<td>2.3.6</td>
<td>Receive all Reports marked [I] on the Agenda (including the July 2019 Financial Report)</td>
<td></td>
</tr>
</tbody>
</table>
To the Board of Directors
Texas Section - ASCE
Austin, Texas

Management is responsible for the accompanying financial statements of Texas Section – ASCE (a nonprofit organization), which comprise the statement of financial position as of July 31, 2019, and the related statement of activities for the one month and ten months then ended, and the accompanying supplementary information for the one month and ten months then ended, which is presented only for supplementary analysis purposes, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements or supplementary information nor were we required to perform any procedures to verify the accuracy of completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements or supplementary information.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user’s conclusions about the Association’s financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Texas Section – ASCE.

Austin, Texas
September 4, 2019

[Signature]
Texas Section American Society of Civil Engineers  
Statement of Financial Position (General)  
July 31, 2019  

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Jul 31, 19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>1102 - CHECKING - OPERATING</td>
<td>$15,365.34</td>
</tr>
<tr>
<td>1117 - EDWARD JONES INVESTMENTS</td>
<td>462,432.46</td>
</tr>
<tr>
<td>1151 - WF GENERAL BRANCH FUND SVGS</td>
<td>26,017.02</td>
</tr>
<tr>
<td>1153 - INSTITUTE CHAPTER SAVINGS</td>
<td>7.75</td>
</tr>
<tr>
<td>1153-01 - GI - GEOTECHNICAL INSTITUTE</td>
<td>4,805.81</td>
</tr>
<tr>
<td>1153-02 - EWRI - ENVIRONMENTAL WATER RESOURCES</td>
<td>2,913.90</td>
</tr>
<tr>
<td>1153-03 - CI - CONSTRUCTION</td>
<td>500.00</td>
</tr>
<tr>
<td>1153-04 - SEI - STRUCTURAL ENGINEERING</td>
<td>2,400.00</td>
</tr>
<tr>
<td>1153-05 - T&amp;DI - TRANSPORTATION &amp; DEVELOPMENT</td>
<td>1,500.00</td>
</tr>
<tr>
<td>1153-06 - UESI - UTILITIES ENGINEERING AND SURVEYING</td>
<td>3,470.80</td>
</tr>
<tr>
<td><strong>Total 1153 - INSTITUTE CHAPTER SAVINGS</strong></td>
<td>15,598.26</td>
</tr>
<tr>
<td><strong>Total 1154 - STUDENT SYMPOSIUM SVGS</strong></td>
<td>12,951.11</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>532,364.19</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>1190 - ACCOUNTS RECEIVABLE</td>
<td>3,569.62</td>
</tr>
<tr>
<td><strong>Total Accounts Receivable</strong></td>
<td>3,569.62</td>
</tr>
<tr>
<td><strong>Other Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>1175 - SECURITY DEPOSIT - OFFICE</td>
<td>1,110.42</td>
</tr>
<tr>
<td>1180 - PREPAID POSTAGE - BULK</td>
<td>1,297.41</td>
</tr>
<tr>
<td>1182 - PREPAID POSTAGE - BUSINESS REPLY</td>
<td>502.90</td>
</tr>
<tr>
<td>1300 - RECEIVABLE FROM PORTER FUND</td>
<td>504.54</td>
</tr>
<tr>
<td><strong>Total Other Current Assets</strong></td>
<td>3,415.27</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>539,349.08</td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
</tr>
<tr>
<td>1210 - FURNITURE AND EQUIPMENT</td>
<td>20,179.62</td>
</tr>
<tr>
<td>1220 - ACCUMULATED DEPRECIATION</td>
<td>(17,870.18)</td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>2,309.44</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$541,658.52</td>
</tr>
</tbody>
</table>
Texas Section American Society of Civil Engineers
Statement of Financial Position (General)
July 31, 2019

<table>
<thead>
<tr>
<th>LIABILITIES &amp; NET ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
</tr>
<tr>
<td>2100 - ACCOUNTS PAYABLE</td>
<td>$1,367.85</td>
</tr>
<tr>
<td>Total Accounts Payable</td>
<td>1,367.85</td>
</tr>
<tr>
<td>Credit Cards</td>
<td></td>
</tr>
<tr>
<td>2144 - Visa</td>
<td>6,715.94</td>
</tr>
<tr>
<td>Total Credit Cards</td>
<td>6,715.94</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>2210 - FUNDS HELD FOR GEN BRANCH FUND</td>
<td>33,243.67</td>
</tr>
<tr>
<td>2213 - FUNDS HELD FOR INSTITUTE CHAPTERS</td>
<td>27,826.82</td>
</tr>
<tr>
<td>2215 - FUNDS HELD FOR MEMORIAL GIFTS</td>
<td>4,558.41</td>
</tr>
<tr>
<td>2230 - DUE TO CECON</td>
<td>107,509.54</td>
</tr>
<tr>
<td>Total Other Current Liabilities</td>
<td>173,138.44</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>181,222.23</td>
</tr>
</tbody>
</table>

Total Liabilities 181,222.23

Net Assets

3100 - NET ASSETS WITHOUT RESTRICTIONS 336,352.45

Net Increase/(Decrease) in Net Assets 24,083.84

Total Net Assets 360,436.29

TOTAL LIABILITIES & NET ASSETS $541,658.52

See accountant's report.
ASSETS
Current Assets
  Checking/Savings
    1107 · WF CECON $ 136,695.20
  Total Checking/Savings 136,695.20

Other Current Assets
  1193 · DUE FROM GENERAL 107,509.54
  Total Other Current Assets 107,509.54

Total Current Assets 244,204.74

TOTAL ASSETS $ 244,204.74

LIABILITIES & NET ASSETS
Liabilities

  Total Liabilities $ -

Net Assets
  3100 · NET ASSETS WITHOUT RESTRICTIONS 267,339.64
  Net Increase/(Decrease) in Net Assets (23,134.90)
  Total Net Assets 244,204.74

TOTAL LIABILITIES & NET ASSETS $ 244,204.74

See accountant's report.
Texas Section American Society of Civil Engineers  
Statement of Activities (General)  
For One Month and Ten Months Ended July 31, 2019

<table>
<thead>
<tr>
<th>Operating Income/Expense</th>
<th>Jul 19</th>
<th>Oct 18 - Jul 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUES AND ALLOTMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4110 · NATIONAL ALLOTMENT</td>
<td>$ -</td>
<td>$ 43,969.04</td>
</tr>
<tr>
<td>4120 · BRANCH DUES</td>
<td>596.00</td>
<td>39,638.00</td>
</tr>
<tr>
<td>4130 · SECTION DUES</td>
<td>10.00</td>
<td>251,830.78</td>
</tr>
<tr>
<td>4140 · SECTION VOLUNTARY CONTRIBUTION</td>
<td>2,766.55</td>
<td>4,927.55</td>
</tr>
<tr>
<td><strong>Total DUES AND ALLOTMENT</strong></td>
<td><strong>3,372.55</strong></td>
<td><strong>340,365.37</strong></td>
</tr>
<tr>
<td>SECTION MEETINGS/CONFERENCES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4211 · STUDENT SYMPOSIUM GENERAL</td>
<td>0.28</td>
<td>2.75</td>
</tr>
<tr>
<td>4211-19 · STUDENT SYMPOSIUM - UTRGV</td>
<td>-</td>
<td>73,946.32</td>
</tr>
<tr>
<td>4215 · LEGISLATIVE DRIVE-IN</td>
<td>-</td>
<td>1,180.00</td>
</tr>
<tr>
<td>4221 · OTHER CONFERENCES</td>
<td>-</td>
<td>90.00</td>
</tr>
<tr>
<td>4231 · SECTION MEETINGS/CONFERENCES</td>
<td>-</td>
<td>36.87</td>
</tr>
<tr>
<td><strong>Total SECTION MEETINGS/CONFERENCES</strong></td>
<td><strong>0.28</strong></td>
<td><strong>75,255.94</strong></td>
</tr>
<tr>
<td>PUBLICATION REVENUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4331 · CLASSIFIED ADS TCE/WEB</td>
<td>1,229.50</td>
<td>9,106.10</td>
</tr>
<tr>
<td>4332 · DIGITAL ADVERTISING</td>
<td>-</td>
<td>94.25</td>
</tr>
<tr>
<td><strong>Total PUBLICATION REVENUE</strong></td>
<td><strong>1,229.50</strong></td>
<td><strong>9,200.35</strong></td>
</tr>
<tr>
<td>SEMINAR REVENUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4410 · CPDS - TXXS SPONSORED</td>
<td>300.00</td>
<td>4,780.00</td>
</tr>
<tr>
<td><strong>Total SEMINAR REVENUE</strong></td>
<td><strong>300.00</strong></td>
<td><strong>4,780.00</strong></td>
</tr>
<tr>
<td>OTHER REVENUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4550 · MISCELLANEOUS</td>
<td>536.54</td>
<td>830.39</td>
</tr>
<tr>
<td><strong>Total OTHER REVENUE</strong></td>
<td><strong>536.54</strong></td>
<td><strong>830.39</strong></td>
</tr>
<tr>
<td>DESIGNATED REVENUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4620 · TCEL/SAC</td>
<td>-</td>
<td>1,000.00</td>
</tr>
<tr>
<td>4630-18 · NATIONAL SPAG GRANTS FY 2017-18</td>
<td>-</td>
<td>1,875.00</td>
</tr>
<tr>
<td>4635 · OTHER ASCE GRANTS</td>
<td>-</td>
<td>600.00</td>
</tr>
<tr>
<td>4640 · REGION 6 CONTRIBUTIONS</td>
<td>-</td>
<td>1,500.00</td>
</tr>
<tr>
<td><strong>Total DESIGNATED REVENUE</strong></td>
<td><strong>-</strong></td>
<td><strong>5,175.00</strong></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>5,438.87</strong></td>
<td><strong>435,607.05</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES AND SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5111 · SALARIES</td>
<td>15,625.00</td>
<td>154,288.10</td>
</tr>
<tr>
<td>5112 · PAYROLL TAXES</td>
<td>1,179.24</td>
<td>11,681.46</td>
</tr>
<tr>
<td>5113 · BENEFITS</td>
<td>5,505.04</td>
<td>56,068.37</td>
</tr>
<tr>
<td>5121 · SERVICES - CONSULTING/TEMPS</td>
<td>1,450.00</td>
<td>15,011.35</td>
</tr>
<tr>
<td>5131 · SERVICES - PAYROLL ADMIN</td>
<td>100.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>Total SALARIES AND SERVICES</strong></td>
<td><strong>23,859.28</strong></td>
<td><strong>238,049.28</strong></td>
</tr>
<tr>
<td>SECTION MEETINGS/CONFERENCE EXP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5211-19 · SUPPORT STUDENT SYMPOSIUM 2019-S PADRE</td>
<td>682.68</td>
<td>66,997.86</td>
</tr>
<tr>
<td>5215 · LEGISLATIVE DRIVE-IN</td>
<td>140.00</td>
<td>3,384.49</td>
</tr>
<tr>
<td>5220 · LDW - LEADERSHIP DEVELOPMENT WEEKEND</td>
<td>9,551.77</td>
<td>11,435.06</td>
</tr>
<tr>
<td>5222 · EXEC COMMITTEE MEETINGS</td>
<td>-</td>
<td>42.00</td>
</tr>
<tr>
<td>5223 · BOD MEETING EXPENSES</td>
<td>413.00</td>
<td>413.00</td>
</tr>
<tr>
<td>5224 · PRESIDENT'S RECEPTION</td>
<td>415.40</td>
<td>1,159.34</td>
</tr>
<tr>
<td>5230-05 · HISTORY BOOK</td>
<td>-</td>
<td>249.05</td>
</tr>
<tr>
<td>5240 · ASCE CONFERENCE CONTRIBUTION</td>
<td>-</td>
<td>1,638.60</td>
</tr>
<tr>
<td><strong>Total SECTION MEETINGS/CONFERENCE EXP</strong></td>
<td><strong>11,203.85</strong></td>
<td><strong>85,318.60</strong></td>
</tr>
</tbody>
</table>

See accountant's report.
# Texas Section American Society of Civil Engineers
## Statement of Activities (General)
### For One Month and Ten Months Ended July 31, 2019

<table>
<thead>
<tr>
<th>Publication Expense</th>
<th>Jul 19</th>
<th>Oct 18 - Jul 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>5312 - TCE - OUTSOURCING/CONSULTING</td>
<td>-</td>
<td>1,881.50</td>
</tr>
<tr>
<td>5313 - TCE - PRINTING/PRODUCTION</td>
<td>111.00</td>
<td>111.00</td>
</tr>
<tr>
<td>5318 - WEBSITE - MAINTENANCE</td>
<td>-</td>
<td>636.11</td>
</tr>
<tr>
<td>5319 - WEBSITE - UPGRADES</td>
<td>58.00</td>
<td>5,672.25</td>
</tr>
<tr>
<td>5321 - COMMUNICATIONS SUPPORT</td>
<td>71.89</td>
<td>2,112.76</td>
</tr>
<tr>
<td><strong>Total Publication Expense</strong></td>
<td>240.89</td>
<td>10,413.82</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Services</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5511 - BRANCH DUES PASS-THRU</td>
<td>596.00</td>
<td>39,638.00</td>
</tr>
<tr>
<td>5513 - OFFICERS - TRAVEL/EXPENSES</td>
<td>-</td>
<td>1,547.59</td>
</tr>
<tr>
<td>5514 - MULTI REGION LEADERSHIP CONFERENCE</td>
<td>-</td>
<td>1,870.00</td>
</tr>
<tr>
<td>5521 - HISTORY COMMITTEE</td>
<td>-</td>
<td>500.00</td>
</tr>
<tr>
<td>5524 - PAST PRESIDENTS' COUNCIL/OCEA</td>
<td>-</td>
<td>668.76</td>
</tr>
<tr>
<td>5525 - GOVERNMENT AFFAIRS</td>
<td>-</td>
<td>466.20</td>
</tr>
<tr>
<td>5527 - TECHNOLOGY COMMITTEE</td>
<td>-</td>
<td>388.42</td>
</tr>
<tr>
<td>5527-10 - STEM COMMITTEE</td>
<td>-</td>
<td>2,002.81</td>
</tr>
<tr>
<td>5528 - YOUNGER MEMBERS COMMITTEE</td>
<td>-</td>
<td>343.50</td>
</tr>
<tr>
<td>5529 - OTHER COMMITTEES</td>
<td>223.00</td>
<td>223.00</td>
</tr>
<tr>
<td><strong>Total Section Services</strong></td>
<td>899.00</td>
<td>47,646.28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designated Expenses</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5620 - TCEL/SAC</td>
<td>-</td>
<td>1,000.00</td>
</tr>
<tr>
<td>5622 - KEITH McBRIE SPIRIT OF COMP. AWARD</td>
<td>-</td>
<td>900.00</td>
</tr>
<tr>
<td>5625 - SAC TRAVEL ALLOT CHAPTERS AND CHAIRS</td>
<td>-</td>
<td>860.56</td>
</tr>
<tr>
<td><strong>Total Designated Expenses</strong></td>
<td>-</td>
<td>2,760.56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Administration</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5710 - STAFF TRAINING</td>
<td>45.00</td>
<td>1,475.00</td>
</tr>
<tr>
<td>5711 - RENT</td>
<td>428.74</td>
<td>20,297.85</td>
</tr>
<tr>
<td>5721 - PROPERTY TAX</td>
<td>-</td>
<td>420.36</td>
</tr>
<tr>
<td>5722 - EQUIPMENT FUND &amp; EQUIP/FURN R&amp;M</td>
<td>852.20</td>
<td>7,793.13</td>
</tr>
<tr>
<td>5729 - BANK FEES</td>
<td>10.00</td>
<td>268.77</td>
</tr>
<tr>
<td>5731 - CREDIT CARD TRANSACTION FEES</td>
<td>17.59</td>
<td>2,710.57</td>
</tr>
<tr>
<td>5733 - INSURANCE (AUTO &amp; LIABILITY)</td>
<td>-</td>
<td>1,435.00</td>
</tr>
<tr>
<td>5734 - OFFSITE STORAGE/ARCHIVES</td>
<td>104.50</td>
<td>1,105.00</td>
</tr>
<tr>
<td>5735 - STAFF - TRAVEL/EXPENSES</td>
<td>241.04</td>
<td>10,000.77</td>
</tr>
<tr>
<td>5736 - MISCELLANEOUS</td>
<td>-</td>
<td>524.14</td>
</tr>
<tr>
<td>5737 - DUES &amp; SUBSCRIPTIONS</td>
<td>-</td>
<td>555.00</td>
</tr>
<tr>
<td>5741 - OFFICE SUPPLIES</td>
<td>104.63</td>
<td>1,096.59</td>
</tr>
<tr>
<td>5742 - POSTAGE</td>
<td>-</td>
<td>55.26</td>
</tr>
<tr>
<td>5743 - PRINTING</td>
<td>-</td>
<td>257.50</td>
</tr>
<tr>
<td>5744 - EX DIR CELL PHONE</td>
<td>39.87</td>
<td>477.27</td>
</tr>
<tr>
<td>5745 - EX DIR MARKETING BUDGET</td>
<td>-</td>
<td>424.22</td>
</tr>
<tr>
<td>5747 - TELECOMM SVC'S (PHONE EMAIL INTERNET)</td>
<td>224.28</td>
<td>2,170.06</td>
</tr>
<tr>
<td><strong>Total Section Administration</strong></td>
<td>2,067.85</td>
<td>51,126.49</td>
</tr>
</tbody>
</table>

| Total Expense | 38,190.87 | 435,312.83 |

**Operating Increase/(Decrease) in Net Assets**

- (32,752.00) - 294.22
- 37.77 - 455.82
- 5,195.14 - 24,985.03
- (165.42) - (1,654.23)

**Net Increase/(Decrease) in Net Assets**

$ (27,684.51) $ 24,083.84

See accountant's report.
<table>
<thead>
<tr>
<th></th>
<th>Jul '19</th>
<th>Oct 18 - Jul '19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordinary Income/Expense</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECTION MEETINGS/CONFERENCES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4210 · TX CECON</td>
<td>$44,025.00</td>
<td>$66,000.00</td>
</tr>
<tr>
<td>Total SECTION MEETINGS/CONFERENCES</td>
<td>$44,025.00</td>
<td>$66,000.00</td>
</tr>
<tr>
<td>Total Income</td>
<td>$44,025.00</td>
<td>$66,000.00</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECTION MEETINGS/CONFERENCE EXP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5210 · TX CECON</td>
<td>917.00</td>
<td>89,134.90</td>
</tr>
<tr>
<td>Total SECTION MEETINGS/CONFERENCE EXP</td>
<td>917.00</td>
<td>89,134.90</td>
</tr>
<tr>
<td>Total Expense</td>
<td>917.00</td>
<td>89,134.90</td>
</tr>
<tr>
<td><strong>Net Increase/(Decrease) in Net Assets</strong></td>
<td>$43,108.00</td>
<td>$(23,134.90)</td>
</tr>
</tbody>
</table>

See accountant’s report.
# Texas Section-ASCE

## Financial Summary (General)

**For One Month and Ten Months Ended July 31, 2019**

**With Comparison to July 2018**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues &amp; Allotment</td>
<td>4,721</td>
<td>3,373</td>
<td>352,578</td>
<td>340,365</td>
<td>404,220</td>
<td>364,500</td>
<td>87.22%</td>
<td>93.38%</td>
<td>51,642</td>
<td>24,135</td>
</tr>
<tr>
<td>SX Mtgs/Conf/Spec Events</td>
<td>1,858</td>
<td>-</td>
<td>20,502</td>
<td>75,256</td>
<td>4,575</td>
<td>1,600</td>
<td>448.13%</td>
<td>4703.50%</td>
<td>(15,927)</td>
<td>(73,656)</td>
</tr>
<tr>
<td>Publication Revenue</td>
<td>-</td>
<td>1,229</td>
<td>38,165</td>
<td>9,200</td>
<td>46,500</td>
<td>30,000</td>
<td>82.08%</td>
<td>30.67%</td>
<td>8,335</td>
<td>20,800</td>
</tr>
<tr>
<td>Cont Prof Dev Seminar</td>
<td>1,265</td>
<td>300</td>
<td>7,819</td>
<td>4,780</td>
<td>10,150</td>
<td>10,500</td>
<td>77.03%</td>
<td>45.62%</td>
<td>2,331</td>
<td>5,720</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>-</td>
<td>537</td>
<td>-</td>
<td>831</td>
<td>23,100</td>
<td>43,850</td>
<td>0.00%</td>
<td>1.90%</td>
<td>23,100</td>
<td>43,019</td>
</tr>
<tr>
<td>Designated Revenue</td>
<td>-</td>
<td>2,675</td>
<td>5,175</td>
<td>1,200</td>
<td>3,700</td>
<td>222.92%</td>
<td>139.68%</td>
<td>(1,475)</td>
<td>(1,475)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>7,844</td>
<td>5,439</td>
<td>421,739</td>
<td>435,607</td>
<td>489,745</td>
<td>454,150</td>
<td>86.11%</td>
<td>95.92%</td>
<td>68,006</td>
<td>18,543</td>
</tr>
<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Support</td>
<td>21,396</td>
<td>23,859</td>
<td>215,010</td>
<td>238,049</td>
<td>303,300</td>
<td>287,425</td>
<td>70.89%</td>
<td>82.82%</td>
<td>88,290</td>
<td>49,376</td>
</tr>
<tr>
<td>SX Mtgs/Conf/Spec Events</td>
<td>8,155</td>
<td>11,204</td>
<td>52,417</td>
<td>85,317</td>
<td>37,800</td>
<td>41,764</td>
<td>138.67%</td>
<td>204.28%</td>
<td>(14,617)</td>
<td>(43,553)</td>
</tr>
<tr>
<td>Publication Expense</td>
<td>7,769</td>
<td>241</td>
<td>22,884</td>
<td>10,414</td>
<td>44,200</td>
<td>15,800</td>
<td>51.77%</td>
<td>65.91%</td>
<td>21,316</td>
<td>5,386</td>
</tr>
<tr>
<td>Prof Dev Seminar</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Section Services</td>
<td>5,061</td>
<td>819</td>
<td>58,284</td>
<td>47,646</td>
<td>63,450</td>
<td>64,150</td>
<td>91.86%</td>
<td>74.27%</td>
<td>5,166</td>
<td>16,604</td>
</tr>
<tr>
<td>Designated Expenses</td>
<td>421</td>
<td>-</td>
<td>1,652</td>
<td>2,761</td>
<td>4,150</td>
<td>4,100</td>
<td>39.81%</td>
<td>67.34%</td>
<td>2,498</td>
<td>1,339</td>
</tr>
<tr>
<td>Section Administration</td>
<td>4,474</td>
<td>2,068</td>
<td>48,154</td>
<td>51,126</td>
<td>58,900</td>
<td>62,555</td>
<td>82.17%</td>
<td>81.70%</td>
<td>10,446</td>
<td>11,429</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>47,316</td>
<td>38,191</td>
<td>398,401</td>
<td>435,313</td>
<td>511,500</td>
<td>475,794</td>
<td>77.89%</td>
<td>91.49%</td>
<td>113,099</td>
<td>40,481</td>
</tr>
<tr>
<td><strong>Operational Excess Revenue/Expense</strong></td>
<td>(39,472)</td>
<td>(32,752)</td>
<td>23,338</td>
<td>294</td>
<td>(21,755)</td>
<td>(21,644)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget Over/Expended/ (UnderExpended)</strong></td>
<td>(45,093)</td>
<td>(21,938)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See accountant’s report.
TEXAS SECTION-ASCE
FINANCIAL SUMMARY (GENERAL)
FOR ONE MONTH AND TEN MONTHS ENDED JULY 31, 2019

REVENUE FOR MONTH ENDED JULY 31, 2019

- SX Mtgs/Conf/Spec Events, 3,373, 62%
- Dues & Allotment, 1,229, 23%
- Cont Prof Dev Seminar, 300, 5%
- Publication Revenue, 537, 10%
- Designated Revenue, - , 0%
- Other Revenue, 831, 0%
- Cont Prof Dev Seminar, 4,780, 1%
- Publication Revenue, 9,200, 2%
- SX Mtgs/Conf/Spec Events, 75,256, 18%
- Dues & Allotment, 340,365, 78%

TOTAL REVENUE FOR MONTH $ 5,439

TOTAL REVENUE YEAR-TO-DATE $ 435,607

EXPENSES FOR MONTH ENDED JULY 31, 2019

- Designated Expenses, - , 0%
- Salaries & Support, 23,859, 63%
- Section Administration, 2,068, 5%
- Publication Expense, 241, 1%
- Prof Dev Seminar, - , 0%
- Section Services, 819, 2%
- SX Mtgs/Conf/Spec Events, 11,204, 29%

TOTAL EXPENSES FOR MONTH $ 38,191

TOTAL EXPENSES YEAR-TO-DATE $ 435,313
# TEXAS SECTION-ASCE

**FINANCIAL SUMMARY (CECON)**

FOR ONE MONTH AND TEN MONTHS ENDED JULY 31, 2019

WITH COMPARISON TO JULY 2018

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Current</td>
<td>Year-To-Date</td>
<td>Year-To-Date</td>
<td>Annual</td>
<td>Annual</td>
<td>Percent Realized (Ideal - 83.33%)</td>
<td>Percent Realized (Ideal - 83.33%)</td>
<td>Budget Remaining</td>
<td>Budget Remaining</td>
</tr>
<tr>
<td>OPERATING REVENUE</td>
<td>23,000</td>
<td>44,025</td>
<td>71,809</td>
<td>66,000</td>
<td>22,000</td>
<td>22,000</td>
<td>326.40%</td>
<td>300.00%</td>
<td>(49,809)</td>
<td>(44,000)</td>
</tr>
<tr>
<td>SX Mtgs/Conf/Spec Events</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>23,000</td>
<td>44,025</td>
<td>71,809</td>
<td>66,000</td>
<td>22,000</td>
<td>22,000</td>
<td>326.40%</td>
<td>300.00%</td>
<td>(49,809)</td>
<td>(44,000)</td>
</tr>
<tr>
<td>OPERATING EXPENSE</td>
<td>780</td>
<td>917</td>
<td>32,844</td>
<td>89,135</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>0.00%</td>
<td>(32,844)</td>
<td>(89,135)</td>
</tr>
<tr>
<td>SX Mtgs/Conf/Spec Events</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSE</td>
<td>780</td>
<td>917</td>
<td>32,844</td>
<td>89,135</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>0.00%</td>
<td>(32,844)</td>
<td>(89,135)</td>
</tr>
<tr>
<td>OPERATIONAL EXCESS REVENUE/ (EXPENSE)</td>
<td>22,220</td>
<td>43,108</td>
<td>38,965</td>
<td>(23,135)</td>
<td>22,000</td>
<td>22,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUDGET OVEREXPENDED/ (UNDEREXPENDED)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(16,965)</td>
<td>45,135</td>
</tr>
</tbody>
</table>

See accountant's report.
<table>
<thead>
<tr>
<th>Budget</th>
<th>Remainder</th>
<th>% Act - Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td>34,000.00</td>
<td>5,999.99</td>
<td>99.94%</td>
</tr>
<tr>
<td>40,000.00</td>
<td>6,000.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>50,000.00</td>
<td>7,500.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>60,000.00</td>
<td>9,000.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>70,000.00</td>
<td>10,500.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>80,000.00</td>
<td>12,000.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>90,000.00</td>
<td>13,500.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>100,000.00</td>
<td>15,000.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>110,000.00</td>
<td>16,500.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>120,000.00</td>
<td>18,000.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>130,000.00</td>
<td>19,500.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>140,000.00</td>
<td>21,000.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>150,000.00</td>
<td>22,500.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>160,000.00</td>
<td>24,000.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>170,000.00</td>
<td>25,500.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>180,000.00</td>
<td>27,000.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>190,000.00</td>
<td>28,500.00</td>
<td>98.33%</td>
</tr>
<tr>
<td>200,000.00</td>
<td>30,000.00</td>
<td>98.33%</td>
</tr>
</tbody>
</table>

See accountant's report.
## Texas Section American Society of Civil Engineers
### Statement of Activities - Budget vs. Actual (General)
#### For One Month and Ten Months Ended July 31, 2019

<table>
<thead>
<tr>
<th>Publication Expense</th>
<th>Jul 19</th>
<th>Oct 18 - Jul 19</th>
<th>Budget</th>
<th>Remainder</th>
<th>% Act - Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td>5311 - TCE - POSTAGE</td>
<td>0.00</td>
<td>0.00</td>
<td>600.00</td>
<td>600.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>5312 - TCE - OUTSOURCING / CONSULTING</td>
<td>0.00</td>
<td>1,881.50</td>
<td>5,000.00</td>
<td>3,118.50</td>
<td>37.83%</td>
</tr>
<tr>
<td>5313 - TCE - PRINTING/PRODUCTION</td>
<td>111.00</td>
<td>111.00</td>
<td>4,000.00</td>
<td>3,889.00</td>
<td>2.88%</td>
</tr>
<tr>
<td>5318 - WEBSITE - MAINTENANCE</td>
<td>0.00</td>
<td>636.11</td>
<td>2,500.00</td>
<td>1,863.89</td>
<td>25.44%</td>
</tr>
<tr>
<td>5319 - WEBSITE - UPGRADES</td>
<td>58.00</td>
<td>5,672.25</td>
<td>0.00</td>
<td>-5,672.25</td>
<td>0.00%</td>
</tr>
<tr>
<td>5321 - COMMUNICATIONS SUPPORT</td>
<td>71.89</td>
<td>2,112.78</td>
<td>3,700.00</td>
<td>1,587.24</td>
<td>57.10%</td>
</tr>
<tr>
<td><strong>Total Publication Expense</strong></td>
<td><strong>240.89</strong></td>
<td><strong>10,413.52</strong></td>
<td><strong>15,800.00</strong></td>
<td><strong>5,386.38</strong></td>
<td><strong>65.91%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Services</th>
<th>Jul 19</th>
<th>Oct 18 - Jul 19</th>
<th>Budget</th>
<th>Remainder</th>
<th>% Act - Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td>5511 - BR DUES - PASS THROUGH</td>
<td>596.00</td>
<td>39,638.00</td>
<td>45,000.00</td>
<td>5,362.00</td>
<td>88.08%</td>
</tr>
<tr>
<td>5513 - OFFICERS - TRAVEL/EXPENSES</td>
<td>0.00</td>
<td>1,547.59</td>
<td>2,500.00</td>
<td>952.41</td>
<td>61.90%</td>
</tr>
<tr>
<td>5514 - MULTI REGION LEADERSHIP CONFERENCE</td>
<td>0.00</td>
<td>1,870.00</td>
<td>2,400.00</td>
<td>530.00</td>
<td>77.92%</td>
</tr>
<tr>
<td>5521 - HISTORY COMMITTEE</td>
<td>0.00</td>
<td>500.00</td>
<td>2,000.00</td>
<td>1,500.00</td>
<td>25.00%</td>
</tr>
<tr>
<td>5522 - HONORS COMMITTEE</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>5522-10 - JOURNALISM AWARD (ELJ)</td>
<td>0.00</td>
<td>0.00</td>
<td>250.00</td>
<td>250.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>5523 - MEMBERSHIP COMMITTEE</td>
<td>0.00</td>
<td>0.00</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>5524 - PAST PRESIDENTS' COUNCIL/OCEA</td>
<td>0.00</td>
<td>666.76</td>
<td>1,400.00</td>
<td>733.24</td>
<td>47.63%</td>
</tr>
<tr>
<td>5525 - GOVERNMENT AFFAIRS</td>
<td>0.00</td>
<td>466.20</td>
<td>1,000.00</td>
<td>533.80</td>
<td>46.62%</td>
</tr>
<tr>
<td>5526 - STUDENT ACTIVITIES</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>500.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>5527 - TECHNOLOGY COMMITTEE</td>
<td>0.00</td>
<td>388.42</td>
<td>0.00</td>
<td>-388.42</td>
<td>0.00%</td>
</tr>
<tr>
<td>5527-10 - STEM COMMITTEE</td>
<td>0.00</td>
<td>2,002.81</td>
<td>2,600.00</td>
<td>597.19</td>
<td>77.03%</td>
</tr>
<tr>
<td>5528 - YOUNGER MEMBERS COMMITTEE</td>
<td>0.00</td>
<td>343.50</td>
<td>500.00</td>
<td>156.50</td>
<td>68.70%</td>
</tr>
<tr>
<td>5529 - OTHER COMMITTEES</td>
<td>223.00</td>
<td>223.00</td>
<td>2,000.00</td>
<td>1,777.00</td>
<td>11.15%</td>
</tr>
<tr>
<td>5532 - INFRASTRUCTURE REPORT CARD CMTE</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>5560 - ASCE - TXSXS OFFS GIFTS/AWARDS</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>500.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Section Services</strong></td>
<td><strong>819.00</strong></td>
<td><strong>47,848.28</strong></td>
<td><strong>64,150.00</strong></td>
<td><strong>16,503.72</strong></td>
<td><strong>74.27%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designated Expense</th>
<th>Jul 19</th>
<th>Oct 18 - Jul 19</th>
<th>Budget</th>
<th>Remainder</th>
<th>% Act - Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>2,780.56</td>
<td>4,100.00</td>
<td>1,339.44</td>
<td>67.33%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Administration</th>
<th>Jul 19</th>
<th>Oct 18 - Jul 19</th>
<th>Budget</th>
<th>Remainder</th>
<th>% Act - Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td>5710 - STAFF TRAINING</td>
<td>45.00</td>
<td>1,475.00</td>
<td>2,400.00</td>
<td>925.00</td>
<td>61.46%</td>
</tr>
<tr>
<td>5711 - RENT</td>
<td>428.74</td>
<td>20,297.85</td>
<td>26,000.00</td>
<td>5,702.15</td>
<td>78.07%</td>
</tr>
<tr>
<td>5721 - PROPERTY TAX</td>
<td>0.00</td>
<td>420.36</td>
<td>510.00</td>
<td>89.64</td>
<td>82.42%</td>
</tr>
<tr>
<td>5722 - EQUIPMENT FUND &amp; EQUIP/FURN R &amp; M</td>
<td>852.20</td>
<td>7,793.13</td>
<td>7,500.00</td>
<td>-293.13</td>
<td>103.91%</td>
</tr>
<tr>
<td>5726 - TAX FEES</td>
<td>10.00</td>
<td>268.77</td>
<td>346.00</td>
<td>76.23</td>
<td>77.00%</td>
</tr>
<tr>
<td>5731 - CREDIT CARD TRANSACTION FEES</td>
<td>17.56</td>
<td>2,710.57</td>
<td>3,500.00</td>
<td>789.43</td>
<td>77.44%</td>
</tr>
<tr>
<td>5733 - INSURANCE</td>
<td>0.00</td>
<td>1,435.00</td>
<td>1,400.00</td>
<td>-35.00</td>
<td>102.50%</td>
</tr>
<tr>
<td>5734 - OFFSITE STORAGE/ARCHIVES</td>
<td>104.50</td>
<td>1,105.00</td>
<td>1,200.00</td>
<td>95.00</td>
<td>92.08%</td>
</tr>
<tr>
<td>5743 - STAFF - TRAVEL/EXPENSES</td>
<td>241.04</td>
<td>10,060.77</td>
<td>10,000.00</td>
<td>-60.77</td>
<td>100.61%</td>
</tr>
<tr>
<td>5766 - MISCELLANEOUS</td>
<td>0.00</td>
<td>524.14</td>
<td>500.00</td>
<td>-24.14</td>
<td>104.83%</td>
</tr>
<tr>
<td>5767 - DUES &amp; SUBSCRIPTIONS</td>
<td>0.00</td>
<td>555.00</td>
<td>1,450.00</td>
<td>895.00</td>
<td>38.28%</td>
</tr>
<tr>
<td>5741 - OFFICE SUPPLIES</td>
<td>104.63</td>
<td>1,096.59</td>
<td>750.00</td>
<td>-346.59</td>
<td>146.21%</td>
</tr>
<tr>
<td>5742 - POSTAGE &amp; SHIPPING</td>
<td>0.00</td>
<td>55.26</td>
<td>1,500.00</td>
<td>1,444.74</td>
<td>3.68%</td>
</tr>
<tr>
<td>5743 - PRINTING</td>
<td>0.00</td>
<td>257.50</td>
<td>500.00</td>
<td>242.50</td>
<td>51.50%</td>
</tr>
<tr>
<td>5744 - EX DIR CELL PHONE</td>
<td>39.87</td>
<td>477.27</td>
<td>850.00</td>
<td>372.73</td>
<td>56.15%</td>
</tr>
<tr>
<td>5745 - EX DIR MARKETING BUDGET</td>
<td>0.00</td>
<td>424.22</td>
<td>750.00</td>
<td>325.78</td>
<td>56.56%</td>
</tr>
<tr>
<td>5747 - TELECOMM SVCS (PHN EMAIL INTERNET)</td>
<td>224.28</td>
<td>2,170.06</td>
<td>3,400.00</td>
<td>1,229.94</td>
<td>63.83%</td>
</tr>
<tr>
<td><strong>Total Section Administration</strong></td>
<td><strong>2,067.85</strong></td>
<td><strong>51,126.49</strong></td>
<td><strong>62,555.00</strong></td>
<td><strong>11,428.51</strong></td>
<td><strong>81.73%</strong></td>
</tr>
</tbody>
</table>

| Total Expense | 38,190.87 | 435,312.83 | 475,795.00 | 40,492.17 | 509.02% |

| Net Increase/(Decrease) in Net Assets | -32,752.00 | 294.22 | -21,645.00 | -21,939.22 | -1.38% |

See accountant's report.
<table>
<thead>
<tr>
<th></th>
<th>Jul 19</th>
<th>Oct 18 - Jul 19</th>
<th>Budget</th>
<th>Remainder</th>
<th>% Act - Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECTION MEETINGS/CONFERENCES</td>
<td>44,025.00</td>
<td>66,000.00</td>
<td>22,000.00</td>
<td>-44,000.00</td>
<td>300.00%</td>
</tr>
<tr>
<td>Total Income</td>
<td>44,025.00</td>
<td>66,000.00</td>
<td>22,000.00</td>
<td>-44,000.00</td>
<td>300.00%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECTION MEETINGS/CONFERENCE EXP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5210 - TX CECON</td>
<td>917.00</td>
<td>89,134.90</td>
<td>0.00</td>
<td>-89,134.90</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total SECTION MEETINGS/CONFERENCE EXP</td>
<td>917.00</td>
<td>89,134.90</td>
<td>0.00</td>
<td>-89,134.90</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Expense</td>
<td>917.00</td>
<td>89,134.90</td>
<td>0.00</td>
<td>-89,134.90</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Net Increase/(Decrease) in Net Assets</strong></td>
<td>43,108.00</td>
<td>-23,134.90</td>
<td>22,000.00</td>
<td>45,134.90</td>
<td>-105.16%</td>
</tr>
</tbody>
</table>

See accountant’s report.
### REVENUES & EXPENSES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DUES &amp; ALLOTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OTHER REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEMINAR/WEBINAR REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OTHER REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DESIGNATED REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DESIGNATED REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### ALLOTMENTS VOTED RELATE

<table>
<thead>
<tr>
<th><strong>LEGEND</strong></th>
<th><strong>CPDS-830</strong></th>
<th><strong>ELIBRARY - ETHICS PASS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>31,708</td>
<td>5,000</td>
<td>0</td>
</tr>
<tr>
<td>44,000</td>
<td>38,000</td>
<td>1,200</td>
</tr>
<tr>
<td>272,010</td>
<td>257,399</td>
<td>369,752</td>
</tr>
<tr>
<td>5,390</td>
<td>4,990</td>
<td>5,390</td>
</tr>
<tr>
<td>364,500</td>
<td>340,366</td>
<td>93%</td>
</tr>
<tr>
<td>15,621</td>
<td>1,875</td>
<td>0</td>
</tr>
<tr>
<td>40,535</td>
<td>42,650</td>
<td>1,500</td>
</tr>
<tr>
<td>294%</td>
<td>424%</td>
<td>440,220</td>
</tr>
<tr>
<td>1/1/2018</td>
<td>44,000</td>
<td>1,000</td>
</tr>
<tr>
<td>428%</td>
<td>424,440</td>
<td>382,476</td>
</tr>
<tr>
<td>15%</td>
<td>365,064</td>
<td>385,064</td>
</tr>
</tbody>
</table>

#### NOTES

- **FY17-18 Membership drives needed, including sell-inletter to new PE (get TBPE List)
- **FY17-18 Membership drives needed, including sell-inletter to new PE (get TBPE List)
- **FY15-16 $12k TTU Platinum Sponsorship (multi-year, $4k/yr - Symp16, 17, 18)
- **FY15-16 Website - Membership and Business Highlights
- **FY15-16 UEF grant for possible changes due to ASCE/AISC split
- **FY18-19 Grants for Planning 2021 Drive-In, STEM/Symposium, Membership
- **FY18-19 Membership drives needed, including sell-inletter to new PE (get TBPE List)
- **FY18-19 Numbers will likely change when TCE moves to 100% digital/online
### Total Salaries & Support

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2019-2020</th>
<th>% Change</th>
<th>2018-19</th>
<th>% Change</th>
<th>2017-18</th>
<th>% Change</th>
<th>2016-17</th>
<th>% Change</th>
<th>2015-16</th>
<th>% Change</th>
<th>2014-15</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries &amp; Support</td>
<td>194,000</td>
<td>-1%</td>
<td>192,500</td>
<td>-2%</td>
<td>194,280</td>
<td>-9%</td>
<td>200,862</td>
<td>-9%</td>
<td>214,026</td>
<td>-14%</td>
<td>213,571</td>
<td>-3%</td>
</tr>
<tr>
<td>Net Realized</td>
<td>17,816</td>
<td>1%</td>
<td>17,500</td>
<td>1%</td>
<td>15,298</td>
<td>10%</td>
<td>12,000</td>
<td>20%</td>
<td>11,000</td>
<td>92%</td>
<td>10,200</td>
<td>8%</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>14,500</td>
<td>3%</td>
<td>13,798</td>
<td>7%</td>
<td>12,840</td>
<td>7%</td>
<td>10,200</td>
<td>20%</td>
<td>10,200</td>
<td>10%</td>
<td>10,200</td>
<td>10%</td>
</tr>
<tr>
<td>Support &amp; Services</td>
<td>3,300</td>
<td>0%</td>
<td>3,000</td>
<td>0%</td>
<td>3,000</td>
<td>0%</td>
<td>1,000</td>
<td>0%</td>
<td>1,000</td>
<td>0%</td>
<td>1,000</td>
<td>0%</td>
</tr>
<tr>
<td>Services-Procurement</td>
<td>600</td>
<td>3%</td>
<td>600</td>
<td>3%</td>
<td>600</td>
<td>3%</td>
<td>1,200</td>
<td>20%</td>
<td>1,200</td>
<td>20%</td>
<td>1,200</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL Salaries &amp; Support</td>
<td>194,000</td>
<td>0%</td>
<td>192,500</td>
<td>0%</td>
<td>194,280</td>
<td>0%</td>
<td>200,862</td>
<td>0%</td>
<td>214,026</td>
<td>0%</td>
<td>213,571</td>
<td>0%</td>
</tr>
</tbody>
</table>

**NOTES**

- **TCE-POSTAGE**: Net $3764 for 2019 & $3785 for 2020
- **TCE-OUTSOURCING**: Net $3,647 for 2020
- **TCE-PRINTING/PRODUCTION**: Net $8,431 for 2020
- **WEBSITE-SMARTHOST**: Net $368 for 2020
- **TCE-SITE-MARKET**: Net $3,717 for 2020
- **TCE-TRANSPORTATION**: Net $9,039 for 2020
- **TCE-SITE-MARKET**: Net $1,514 for 2020
- **WASTE STREAMING**: Net $1,618 for 2020
- **WASTE STREAMING**: Net $1,595 for 2020
- **WASTE STREAMING**: Net $1,632 for 2020

### Other Expenses

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2019-2020</th>
<th>% Change</th>
<th>2018-19</th>
<th>% Change</th>
<th>2017-18</th>
<th>% Change</th>
<th>2016-17</th>
<th>% Change</th>
<th>2015-16</th>
<th>% Change</th>
<th>2014-15</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Other Expenses</td>
<td>7,161</td>
<td>-100%</td>
<td>14,032</td>
<td>-50%</td>
<td>11,536</td>
<td>-50%</td>
<td>7,871</td>
<td>-50%</td>
<td>11,304</td>
<td>-50%</td>
<td>11,304</td>
<td>-50%</td>
</tr>
<tr>
<td>Other Salaries</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other Services</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other Salaries</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other Services</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other Salaries</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other Salaries</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>OTHER Expenses</td>
<td>7,161</td>
<td>-100%</td>
<td>14,032</td>
<td>-50%</td>
<td>11,536</td>
<td>-50%</td>
<td>7,871</td>
<td>-50%</td>
<td>11,304</td>
<td>-50%</td>
<td>11,304</td>
<td>-50%</td>
</tr>
</tbody>
</table>

**NOTES**

- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020
- **Other Salaries**: Net $353 for 2020

### Total Salaries & Support

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2019-2020</th>
<th>% Change</th>
<th>2018-19</th>
<th>% Change</th>
<th>2017-18</th>
<th>% Change</th>
<th>2016-17</th>
<th>% Change</th>
<th>2015-16</th>
<th>% Change</th>
<th>2014-15</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL Salaries &amp; Support</td>
<td>194,000</td>
<td>0%</td>
<td>192,500</td>
<td>0%</td>
<td>194,280</td>
<td>0%</td>
<td>200,862</td>
<td>0%</td>
<td>214,026</td>
<td>0%</td>
<td>213,571</td>
<td>0%</td>
</tr>
</tbody>
</table>

**NOTES**

- **TOTAL Salaries & Support**: Net $287,425 for 2020
- **TOTAL Salaries & Support**: Net $287,425 for 2020
- **TOTAL Salaries & Support**: Net $287,425 for 2020
- **TOTAL Salaries & Support**: Net $287,425 for 2020
- **TOTAL Salaries & Support**: Net $287,425 for 2020
<table>
<thead>
<tr>
<th>DESIGNED EXPENSE</th>
<th>PROPOSED</th>
<th>CHANGED from 2018/2019 BUDGET</th>
<th>ADOPTED 2019/2020 BUDGET</th>
<th>ACTUAL as of 7/31/2019</th>
<th>% of Budget as of 7/31/2019</th>
<th>2017-2018 AMENDED as of 7/31/2018</th>
<th>ACTUAL as of 7/31/2018</th>
<th>% of Budget as of 7/31/2018</th>
<th>2016-2017 AMENDED as of 1/13/2017</th>
<th>ACTUAL as of 1/13/2017</th>
<th>% of Budget as of 1/13/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAFF</strong> QTR TRAVEL Allow</td>
<td>2,000</td>
<td>-5%</td>
<td>2,000</td>
<td>968</td>
<td>41%</td>
<td>2,000</td>
<td>3</td>
<td>41%</td>
<td>2,000</td>
<td>3</td>
<td>41%</td>
</tr>
<tr>
<td><strong>OFFICE</strong> RELOCATION</td>
<td>91%</td>
<td>1,300</td>
<td>3,783</td>
<td>120</td>
<td>-14%</td>
<td>1,000</td>
<td>3</td>
<td>-14%</td>
<td>1,000</td>
<td>3</td>
<td>-14%</td>
</tr>
<tr>
<td>Hartford Policy expires 1/22/20, Annual Premium $1,435, Includes Biz Personal Prop. &amp; Liability, &amp; Personal Injury</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ED: 7 Branches &amp; TAME STEM Compet.; ED &amp; Staff: Symposium, Leadership Wknd, Site Visits</strong> - Doesn't include CECON (See 5210)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EQUIPMENT FUND &amp; Equip/Furn R &amp; M</strong></td>
<td>25,000</td>
<td></td>
<td>118</td>
<td>332</td>
<td>0%</td>
<td>25,000</td>
<td>118</td>
<td>0%</td>
<td>25,000</td>
<td>118</td>
<td>0%</td>
</tr>
<tr>
<td><strong>SAC CHIEF TRAVEL ALLOW</strong></td>
<td>2,000</td>
<td>-5%</td>
<td>2,000</td>
<td>968</td>
<td>43%</td>
<td>2,000</td>
<td>2</td>
<td>43%</td>
<td>2,000</td>
<td>2</td>
<td>43%</td>
</tr>
<tr>
<td><strong>SECTION OFFICE RELOCATION</strong></td>
<td>2,000</td>
<td></td>
<td>2,000</td>
<td>968</td>
<td>43%</td>
<td>2,000</td>
<td>2</td>
<td>43%</td>
<td>2,000</td>
<td>2</td>
<td>43%</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td>600</td>
<td>-33%</td>
<td>424</td>
<td>57%</td>
<td>57%</td>
<td>500</td>
<td>750</td>
<td>130%</td>
<td>500</td>
<td>750</td>
<td>130%</td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td>508</td>
<td>-6%</td>
<td>508</td>
<td>9%</td>
<td>9%</td>
<td>500</td>
<td>750</td>
<td>130%</td>
<td>500</td>
<td>750</td>
<td>130%</td>
</tr>
<tr>
<td><strong>LEADERSHIP/PROFESSIONAL/CONFERENCES</strong></td>
<td>1,200</td>
<td></td>
<td>1,200</td>
<td>92%</td>
<td>92%</td>
<td>1,055</td>
<td>1,160</td>
<td>104%</td>
<td>1,055</td>
<td>1,160</td>
<td>104%</td>
</tr>
<tr>
<td><strong>ON-SITE MARKETING</strong></td>
<td>500</td>
<td>-33%</td>
<td>370</td>
<td>57%</td>
<td>57%</td>
<td>500</td>
<td>750</td>
<td>130%</td>
<td>500</td>
<td>750</td>
<td>130%</td>
</tr>
<tr>
<td><strong>TELECOM SUBV (TIME IN MAIL, INTERNET)</strong></td>
<td>2,000</td>
<td>-5%</td>
<td>2,000</td>
<td>968</td>
<td>43%</td>
<td>2,000</td>
<td>2</td>
<td>43%</td>
<td>2,000</td>
<td>2</td>
<td>43%</td>
</tr>
<tr>
<td><strong>TOTAL SECTION ADMIN</strong></td>
<td>63,865</td>
<td>-5%</td>
<td>64,055</td>
<td>51,127</td>
<td>80%</td>
<td>60,250</td>
<td>59,077</td>
<td>98%</td>
<td>61,240</td>
<td>57,264</td>
<td>95%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>548,336</td>
<td>15%</td>
<td>477,744</td>
<td>435,313</td>
<td>91%</td>
<td>522,000</td>
<td>486,247</td>
<td>93%</td>
<td>528,426</td>
<td>489,720</td>
<td>93%</td>
</tr>
</tbody>
</table>

**LEGEND:** Red = Line Item Change, either addition or deletion

**NOTES:**

- Prize awards equal TCEL donation at 4206. $600 - 1st, $300 - 2nd, $100 - 3rd
- 9/15 please e-mail $300 (price money) to TF 11-15 included previous years'. 9/15-19 (TF 11-15 custom 17)
- Report for previous months is over after 9th March, next issue for same month, no exceptions.
- Record expenses at committee level
- Record expenses at committee level
- Prometheus running mastery and new printing: 11/15-16 compose of $2,000 for printing $1,717 (11)
- FY18-19 Project not anticipated

**OPERATIONAL EXCESS REV (OR EXP)** 265 (1,354) 56,857 9,495 5,029 11,030 (25,375)
MINUTES
ASCE TEXAS SECTION
SPRING 2018-2019 BOARD OF DIRECTION MEETING
April 11, 2019 | 9:00 AM – 12:00 PM
South Padre Island Convention Centre | 7355 Padre Blvd, South Padre Island, Texas 78597 | Room 202

INVITED ATTENDEES
2018-2019 Board of Direction
Region 6 Board of Governors
2020 ASCE Texas Student Symposium Planners (Dr. James “Jim” Williams PhD, PE, and UTA Students)
Texas Civil Engineering Conference Planning Committee Chairs (Melanie Gavlik PE, Matt Singel PE)
Texas Civil Engineering Foundation (TCEF) President (Allen “Bud” Beene PE)
Governance Committee Chair (Craig Thompson PE)
History & Heritage Committee Chair (Melinda Luna PE)
Communications Specialist (Bailey Pattison)
TSPE Executive Director (Trish Smith CAE) and President (Joe Rapier PE)
Texas State University (Dr. John J. Schemmel PhD, PE)

(Note: all votes are unanimous unless otherwise noted.)

1.0 Convene
1.1 Call to Order. The meeting was called to order by President Arthur M. Clendenin PE at 9:06 AM.
1.2 Roll Call. Secretary Mike Sosa called the role. A quorum was present. Attachment 1.
1.3 Welcome Visitors, Announcements by President Clendenin.
1.4 Pledge of Allegiance and Invocation by Susan K. Roth PE, President Elect.
1.5 Photograph of Board Members by Bailey Pattison, Communications Specialist.
1.6 Society and Region 6 Comments
   Patricia Frayre PE, Region 6 Governor, updated the Board saying that the Region 6 Grant program is going along well, and they will continue to reach out to Branches in Texas until the money has all been used. O’Leary thanked the Region 6 Governors for their support through the Grant Program. Cornett seconded that thank you and announced that the Texas Section will be applying for another grant for the Thursday Night Social at the Student Symposium. This is a social event planned by the Younger Members Committee and is for the purpose of bringing together Student Members and Younger Members. Clendenin explained the UT Tyler Concrete Canoe situation from last year and asked the Board to be understanding of UT Tyler and to commend their willingness to “pay it forward” and involve high-school students on their 2019 Canoe Team.

1.7 Message from Texas State University
   Dr. John J. Schemmel PhD, PE, Chair, informed the group that there is a new Civil Engineering program at Texas State University, the 19th in the state. In addition to the analysis/design of infrastructure assets, the program will also focus on the importance of technology-enhanced infrastructure. They will use courses on event detection, data management, analytics, and asset management in addition to traditional Civil Engineering classes. They are building out the staff/professors to include at least one representative from the main civil engineering subdisciplines and will also be renovating the RF Mitte Building and building a new Infrastructure Research Laboratory (IRL). Dr. Schemmel is available to attend ASCE Branch programs to provide additional details about the program. They will also be included within the ASCE Education Summit in May 2019 (Dallas). Guests are invited to provide tours.
1.8 Executive Summary

President Clendenin requested Item 3.2 be discussed prior to Reports for Action. (see line item 3.2 below for discussion)

Reports for Action or Discussion

2.0 Items for Executive Committee Action

2.1 The Board is asked for any changes to the agenda.

Motion to accept agenda as is, no discussion. Move to approve. Seconded and passed without dissent.

2.2 The Board is asked to adopt the consent agenda.

Motion to adopt the consent agenda, no discussion. Move to adopt. Seconded and passed without dissent.

The following items were on the consent agenda:

2.2.1 Approve Minutes of Board Meeting, September 19, 2018
2.2.2 Approve Minutes of Board Meeting, September 21, 2018
2.2.3 Approve Minutes of Executive Committee Meeting, February 25, 2019
2.2.4 Approve Minutes of Board Meeting via Teleconference, March 25, 2019
2.2.5 Approve Executive Committee Endorsement of Texas OCEA 2019 Winner (Wichita Falls Direct Potable Reuse (DPR) & Indirect Potable Reuse (IPR) Project submitted by ASCE Fort Worth Branch)
2.2.6 Approve Houston Branch Bylaws as Amended on March 11, 2019
2.2.7 Receive all Reports marked [I] on the Agenda (including the February 2019 Financial and Dues Reports)

2.3 Approve Slate of Officer Nominees for 2019-2020

Motion to approve, no discussion. Move to approve. Seconded and passed without dissent.

3.0 Items for Discussion

3.1 Welcome to the 2019 ASCE Texas Student Symposium

- Texas/Mexico Student Conference Meeting and Competitions, April 10th – 13th
- Summary of Events
- Budget vs Actual
- Symposium Planning Manual: Finalize or hold until new student competition is determined?

Discussion: Kimberly Cornett PE welcomed everyone to the Symposium. Dora Marin-Robles gave a brief overview of the budget, stating the planning committee estimates $12,000 in profit. This is due to a solid attendance total (325 students + 100 professionals/judges/sponsors) as well as a great Sponsorship Revenue total ($30,300). Cornett gave an update on the various competition teams that are participating at the event and noted that participation has increased across the board. She also explained the growth of the Career Fair and noted that while it is not a traditional Career Fair event, it is still beneficial for the companies that attend because they get the opportunity to meet students who are very engaged in developing their careers.

Cornett also stated that they would like to formalize the planning manual in time for the 2020 Planners to use as a reference. Marin-Robles suggested using a file sharing service to upload the manual and relevant templates so that everyone can access them as well as make edits each year.

Action Item: Russell Carter will send the most updated version to O’Leary so she can create a Google Doc. Cornett and Marin-Robles to provide comments/edits in the Google Doc.
3.2 2020 ASCE Texas Student Symposium

- To be Hosted by ASCE Student Chapter at University of Arlington
- Status of Venue Contracts and Event Budget
- Possible 2021 Student Symposium Hosts?

**Discussion:** Dr. Williams from UTA gave a brief overview of the status of the 2020 Student Symposium Planning, including an update on the hotel status and lake venue. The tentative dates of March 4-7 were chosen to avoid conflict with college spring break and with the start of the 2020 MLB season. He noted that the room rates for the target weekends are a bit pricey ($150) so they will look for a sponsorship to subsidize that cost. Cornett noted that the room night guarantees need to be looked at for 2020 because we have been trending toward less rooms and there will be a lot of local attendees that won’t need hotel rooms. Clendenin asked about the status of a host for 2021 and it was noted that no school has come forward to express interest to the Board yet. This is usually taken care of each year at the Student Business Meeting during the Symposium (Friday evening).

3.3 Infrastructure Week 2019

- Event in Houston on May 17, 2019 (Petroleum Club)
- Free Webinar for Members on May 7, 2019

**Discussion:** O’Leary explained the Infrastructure Week event in Houston (hosted by the Infrastructure Week organization). It is a half-day program including breakfast and lunch, followed by a helicopter tour for media members and VIPs to get a view of some key infrastructure projects going on in Houston. There are only 30 spots available for Texas Section Members, which will be primarily reserved for Board Members and Houston Branch Board Members. O’Leary also noted that there will be a free webinar in early May to help Texas Section Members get prepared for I-Week.

Goldberg mentioned that the International Conference on Sustainable Infrastructure will be coming to Houston in 2021 and has reached out to the Houston Branch for support. He noted that they may be contacting the Texas Section shortly with a similar request.

**Action Item:** Texas State University (Dr. Schemmel) would like to be involved in a TexASCE Infrastructure Week event for 2020. (O’Leary)

3.4 2019 Leadership Development Weekend & Executive Committee Meeting

- July 12-14, 2019 in Austin (Specific location TBD)
- Goals/Target Attendees

**Discussion:** Roth explained that she is still evaluating a few options for the venues, but the dates are set for July 12-14. She noted that HNTB offered their office space, but the hotel rates in downtown Austin are too high for this event. She also noted that using the UT Pickle Campus for our Leadership Development sessions will be cost prohibitive for the Section. Lastly, she asked everyone to put a “Save the Date” on their calendar for this event.

**Action Item:** Save the Date & Please send your ideas for topics/speakers to Susan Roth: susan@srothconsulting.com

BREAK – 10:20 to 10:38 AM

3.5 Texas Civil Engineering Conference

3.5.1 CECON 2019 in San Marcos

- September 18th – 20th, Theme = Leadership by Design: Building a Legacy
- Status of Committee Member Recruitment & Committee Calls/Meetings Schedule
- Call for Topics Outcome
- Possible Order of the Engineer Ceremony
- Possibility of allocating a time slot at CECON for Technical Institute Board Meetings that don’t conflict with other technical sessions
- Promotion (PowerPoint slides, website)
g. Planning for 2020: Identify Theme to be revealed at CECON 2019

Discussion: Roth started off by updating the group on the status of committee involvement, including the recent addition of Nancy Cline and Mark Boyd to the programs team. They will be helping to solicit presentations and starting with 2019. CECON Committee has the opening address (given by ASCE President Robin Kemper PE) and one lunch keynote already confirmed for 2019. The next step for programs is to focus on Institute Chapter involvement. In addition, the “Order of the Engineer Ceremony” has been considered by the committee and will be included as part of the conference for 2019.

Lastly, she noted that sponsorship is currently behind where they would like it to be, so any extra help from Board members in that regard would be much appreciated.

Clendenin noted that the Texas Section is responsible for planning the Friday Lunch and asked the group for any suggestions on keynote speakers. Clendenin has contacted Astronaut Shane Kimbrel (no response yet), Roth suggested LCRA Director Phil Wilson, and Tiffany Reed-Villarreal suggested Clarence Whitworth (City of Pearland Public Works Director).

Action Items
1. Please send Susan Roth names of potential volunteers (susan@srothconsulting.com)
2. Discuss the speaker ideas from above before invitations are sent out for the Friday Business Meeting and/or Thursday Keynote (Roth)

3.5.2 CECON Visioning
a. Outcome of March 22nd Meeting: Reconvene Site Selection Committee and Speaker Advisory Council, consider shifting to Thursday-Saturday conference schedule, update logo, further engage Institute Chapters, etc.

Discussion: Goldberg gave a summary of the CECON Charette (small planning meeting) that took place in late March in Houston. The session was attended by a wide-variety of stakeholders including a student member and was moderated by a marketing firm, Meeks Marketing, to help keep the discussion on track. The group discussed the proper/ideal time of the year to have this conference as well as the best days of the week to have the conference. They also discussed ways to improve the branding, logos, and marketing efforts for CECON. Lastly, they discussed whether it was worth it to solicit well-known speakers in hopes of drawing in more attendees.

Cornett noted that the change in days of the week for CECON may conflict with the Younger Members Camping Trip. However, that may not be a large impact because the attendee overlap for those two events is not very high.

Action Item - Meet with the CECON 2019 Planning Committee to review ideas from the charrette. (Goldberg)

3.6 Technical Institute Chapters
- Status of CECON & Webinar MOUs
- Status of TxGI and TxCI Leadership
- Recap of TxUESI 1st Annual Conference
- Guidance needed in regard to lobbying activities and how to handle requests for lobbying

Discussion: Rich Patrick PE met with VP Technical Elect Andres Salazar for lunch to discuss their plans moving forward. They plan to hold conference calls with the State and Branch Institute Chapter leaders on April 23rd at 4 PM (and quarterly moving forward). O’Leary noted that TxGI and TxCI have been dormant recently and need help finding some new leadership. Andres Salazar mentioned that TxUESI had about 250 attendees at their first annual conference (held earlier in 2019).

O’Leary explained that guidance is needed in regard to lobbying activities and how to handle requests for lobbying because SEI is being asked to support a lobbyist with SEAoT. She suggested that the
Government Affairs Committee holds a webinar to educate our leaders and volunteers so we have a unified stance and everyone has a guideline on how to handle these situations. Genest Landry suggested discussing any possible stance on this subject with our membership before making a decision on whether or not to support the effort.

Clendenin gave an update on the PG License, stating that the sunset commission decided not to sunset the license due to the outreach of support they received in favor of continuing the PG licensure process.

**Action Items**

1. Patrick and Salazar to help TxGI and TxCI coordinate and find active leadership.
2. Government Affairs Committee to help provide an educational webinar for institute chapters regarding advocacy and lobbying

### 3.7 Means for Assisting Agencies with New Product Review

**Discussion:** This is an ongoing agenda item as Goldberg is looking for an active chair for this committee. The committee will essentially review new products to make sure that they meet specifications and standards and provide a soft endorsement (not a strong approval). Clint Hoover noted that we might want to investigate this a bit more before we go through because having the ASCE Texas Section name attached to a product endorsement could have some negative consequences. Reed-Villarreal also noted that this is similar to what she does in her professional job and she isn’t sure it would be best for us to provide these services for free.

**Action Item** - Please send Larry Goldberg names of possible volunteers: lgoldberg@civiltecheng.com

### 3.8 Section Finances

#### 3.8.1 Operating Budget Overview

- Requests for amendments based on committee or officer needs?
- Voluntary Contributions: Section retains voluntary contributions made by Branch members
  - Contributions are currently shown in the Section’s budget as revenue (GL 4140).
  - Should these funds remain part of the Section’s budget, be transferred to the Section’s General Branch Fund savings account, or be passed through to Branches?

**Discussion:** The Texas Section budget actuals have only been updated through February 2019, however it is currently being updated again to reflect recent changes. There have also been a few requests for budget amendments from committee chairs, details below.

Cornett has requested an additional $350 on behalf of the Younger Members Committee for this year’s budget in addition to the amount that was already approved for FY 2018-19. This will be used to create a branded item to promote the Texas Section Younger Members Group at various events.

Klenzendorf has requested support for one GAC member to travel to the ICONHIC Conference in Greece in June 2019 to present about the Texas Section Flood Risk Recommendations Report that was created last year in response to Hurricane Harvey. The estimated cost of travel is $3,500 and the first choice would be to send Andrew Wells (past chair of the Flood Risk Report committee who now lives in Alaska). Is there an option to apply for a Region 6 Grant and then have the Section match the grant money awarded?

O’Leary brought up that we did not meet our room night guarantees for either hotel this year. The costs would be about $5,000 total ($1,700 from Schlitterbahn and $3,300 from The Pearl). We have received confirmation that The Pearl will be charging us, but we have not received any update from Schlitterbahn yet. Also, the Texas Section normally contributes $10,000 to each Symposium. She asked the group how they feel about taking half of that normal contribution and putting it towards the hotel fees. This would remove the burden of having the host student chapter pay the remaining hotel fees and also still allow the Texas Section to contribute to the Symposium/host Student Chapter.
**Action Items**

1. Patrick Williams suggested negotiating out the $15/day resort fee. (O’Leary)
2. Budget Finance Committee to amend budget and distribute for Board vote. (O’Leary)

**3.8.2 Dues Revenue Adjustments**

a. 9/21/8 Board Meeting Suggestion: Equalize dues for all Branches instead of $6 for small Branches and $10 for large Branches. (Large Branches: Austin, Dallas, Fort Worth, Houston, and San Antonio.)

b. Status of Treasurer’s financial evaluation to propose an amount for a dues increase based on past budgets and the proposed budget deficit for the upcoming year?

c. Have Section Directors received input from Branch Boards?

**Discussion:** No issues reported by Section Directors to equalizing Large and Small Branch dues.

**3.9 Texas Civil Engineer Digital Transition**

- Project Status Update
- Call for Content from Branches

**3.10 Government Relations Activities**

- Recap of 2019 ASCE Texas Legislative Drive-In in Austin
- Recap 2019 ASCE Legislative Fly-In in Washington, D.C.
- Government Affairs Committee (GAC) Activities: Bill Review & Committee Testimony
- Residential Foundations Guidelines updates

**Discussion:** Reed-Villarreal gave an update on the GAC activities from earlier this year, including the Legislative Drive-In and Fly-In. Since those events, the committee members have provided comments/suggestions on various house and senate bills regarding infrastructure and flood preparation. The GAC also sent 15 members to the ASCE Legislative Fly-In and met for coffee with U.S. Senators Cruz and Cornyn.

**3.11 Call for ASCE Texas Section Award Nominations**

- Deadline is May 1st
- Awards to be Presented at CECON 2019

**Discussion:** Goldberg called for nominations.

**3.12 Caprock Branch Leadership**

**Discussion:** None. Tabled for future meeting.

**3.13 Section’s Rules of Operations & Planning Manuals**

- Status of Draft Constitution & Bylaws – Pending ASCE Review
- Updates to Policies & Procedures (operational guidance document)

**3.13.1 Nominating Committee approved a motion to present the following to the Board:**

a. Rules of Operation (Approved 2011) state: “In the selection of Section officers, consideration shall be given to prior service on the Board of Direction and geographical distribution.”

b. Recommend revision: “In the selection of Section officers, consideration shall be given to prior service on the Board of Direction and geographical distribution. Additionally, in the selection of President Elect, consideration shall be given to prior service on the Board of Direction specifically in the role of an Executive Committee member and professional licensure in the State of Texas.”

**Discussion:** O’Leary explained the recommended revision and there was general acceptance/approval of the revision from the Board.
3.13.2 **Election Process**
   a. Rules of Operation (Approved 2011) state: “The Nominating Committee shall submit to the Board of Direction of the Texas Section only one nominee for each office to be filled.
   b. When more than one nominee is an acceptable candidate, should the Section hold an open election?

**Discussion:** Tabled and move up on September Board meeting agenda.

3.13.3 **Live-stream Policy for Events**
   a. The Section does not have a formal policy and this topic arises occasionally.
   b. Should the Section establish a Policy?
   c. Should the Section Facebook Live? Consider impact to overall registration and required equipment/technology (including video camera resolution).

**Discussion:** Tabled and move up on September Board meeting agenda.

3.13.4 **Board & Committee Chair Privacy: Remove email addresses from Section website and/or hide behind member-only page (log-in required).**

**Discussion:** O’Leary informed the Board that we have removed their email addresses from the website because there was too much spam and email spoofing going on. Alternative options could be to use LinkedIn profiles or generic role-based email addresses instead.

3.14 **ASCE Initiatives**

   a. Toolkits for Every U.S. Public School
   b. ASCE is Seeking Outreach Champions: Identify Section and Branch Points of Contact

3.14.2 **ASCE Education Summit (Dallas, May 28-31)**
   a. Goal: Reflect on where we have been, where we are, & what will be needed in the future for civil engineering education. Update to 1995 meeting that resulted in the Body of Knowledge (BOK3) and Project ExCEEd (training for professors).
   b. Hosted by Southern Methodist University (SMU)

3.14.3 **Community Engineering Corps Program**
   a. ASCE Partnership with AWWA and Engineers Without Borders (EWB)
   b. What’s in My Backyard (WIMBY) Campaign – Summer 2019

3.15 **ASCE Elections**

- Texas Section Endorsement of Dr. Jean-Louis Briaud PhD, PE, D.GE, DIST.M.ASCE for President-Elect 2020
- The Society’s election will be conducted May 1st - June 1st via online balloting

3.16 Identify 5 Board Items to be Reported Back to Branches (Clendenin)

**Discussion/Action Items**
1. Inform your members about the Wednesday Keynote speaker at CECON
2. Start soliciting sponsors for CECON as well
   a. Please be sure to ask your employer to sponsor CECON and ask at least one other company.
   b. Ensure your Branch is showing slides to promote CECON.
3. Start advertising Leadership Development Weekend to your branches
4. Update Branch about I-Week prep webinar and solicit presenters for Texas Section webinars
5. Update Branch about Texas State University CE Program
6. Encourage your Branch to nominate people for 2019 Section Awards
7. Ask your Board for input regarding dues increases for 2021. 2020 will level Branch dues, so total combined section and branch dues will be $70.
Reports for Information

4.0 Officers Reports

4.1 President (Arthur M. Clendenin PE)
- Branch/Section Relations Committee
- Office/Personnel Committee
- Past Presidents Council

4.2 Past President (Lawrence D. Goldberg PE)
- History & Heritage Committee
- Honors Committee
- Intra-society Committee
- Nominating Committee
- CECON Strategic Planning Task Committee

4.3 President Elect (Susan K. Roth PE) report not received
- Editorial Committee
- Membership Committee
- Strategic Planning Committee
- CECON Planning Committee

4.4 Vice President Educational (Kimberly C. Cornett PE)
- Webinars
- STEM Committee
- Student Activities Committee
- Younger Members Committee

4.5 Vice President Professional (J. Brandon Klenzendorf PhD PE)
- Governmental Affairs Committee
- Texas Infrastructure Report Cards Committee
- Public Relations & Professional Image Committee
- Infrastructure and Security Task Committee
- Residential Foundations Task Committees
- Task Committee for Post-Hurricane Harvey Recommendations

4.6 Vice President Technical (Richard L. Patrick PE)
- Institute Chapters
- CECON Sessions
- CECON Lightning Round and Poster Presentations
- Student Symposium Research Poster Competition

4.7 Treasurer (Reem J. Zoun PE) report not received
- Budget/Finance Committee
- Investments

4.8 Directors at Large (Brady Stanford EIT, Senior Director at Large) report not received
- Excellence in Journalism Award Committee
- Tellers Committee

5.0 Branch Reports

5.1 Austin (Genest L. Landry PE) (2018-2020)
5.2 Brazos (Robert Lys Jr. PE) (2017-2019)
5.3 Caprock (Russell Carter PE) report not received
5.4 Central Texas (Brian J. Geiger PE) (2018-2020)
5.5 Corpus Christi (John D. Garcia PE) (2018-2020)
5.6 Dallas (Patrick Williams PE) (2017-2019)
5.7 El Paso (Marvin H. Gomez PE) (2017-2019) report not received
5.8 Fort Worth (Clinton Hoover PE) (2017-2019)
5.9 High Plains (Joseph W. Shehan PE) (2018-2020)
5.10 Houston (Patrick M. Beecher) (2018-2020)
5.11 Northeast Texas (Russell W. Gibson PE) (2018-2020)
5.13 San Antonio (Amy C. Sone PE) (2018-2020)
5.14 Southeast Texas (Liv M. Haselbach PhD PE) (2017-2019)
5.15 West Texas (Adrian Frias EIT) (2018-2020) report not received

6.0 Other Reports
6.1 Executive Director (Lindsay A. O'Leary PE)
6.2 Section Operations (Mike Sosa)
6.3 Trust Funds (O'Leary)

7.0 Calendar of Events. See last page.

8.0 Closing Remarks & Final Comments (i.e., Lightning Round)
   Discussion: None.

9.0 ADJOURN. Meeting adjourned at 12:21 PM.
ASCE Texas Section advances our communities through the development of civil engineers as leaders who create a legacy of **Service** through: **Technical** proficiency, **Educational** opportunities, and **Professional** advocacy.

### 2019 CALENDAR OF EVENTS

**Fall 2018 & June 2019 – Nationwide**

- **Dream Big Educational Toolkit Distribution (Ongoing)**

**April 10-13, 2019 – South Padre Island, Texas**

- **ASCE Texas Student Symposium 2019** and **TexASCE Board of Direction Meeting**
  
  *Hosted by the ASCE Student Chapter at UTRGV with support of ASCE Rio Grande Valley Branch*

**May 2-3, 2019 – Austin, Texas**

- **ASCE Seminar: Liability of Engineers: How to Stay Out of Trouble**

**May 7, 2019**

- **ASCE OTC Hall of Fame Gala**

**May 13-20, 2019 – Nationwide**

- **Infrastructure Week**

**May 16, 2019 – Austin, Texas**

- **ASCE Seminar: Significant Changes from ASCE 7-10 to ASCE 7-16**

**May 17, 2019 – Houston, Texas**

- **Infrastructure Week Event with ASCE Texas Section**

**May 28-31, 2019 – Dallas, Texas (SMU)**

- **2019 ASCE Education Summit** and Department Heads Conference

**June 20-21, 2019 – Houston, Texas**

- **ASCE Seminar: HEC-HMS Computer Workshop**

**July 12-14, 2019 – Austin, Texas**

- **TexASCE Leadership Development Weekend** and **TexASCE Executive Committee Meeting**

**July 25-26, 2019 – Dallas, Texas**

- **ASCE Seminar: Application of Soil-Structure Interaction to Buildings and Bridges**

**August 7, 2019**

- **Professional Engineers Day**

**August 15-16, 2019 – Dallas, Texas**

- **ASCE Seminar: Financial Management for the Professional Engineer**

**September 18-20, 2019 – San Marcos, Texas**

- **Texas Civil Engineering Conference (CECON) 2019** and **TexASCE Board of Direction Meetings**

**September (TBD) 2019 – TBD, Texas**

- **4th Annual ASCE Texas YM Camping Trip**

**October 10-13, 2019 – Miami, Florida**

- **ASCE Convention**
### Attachment 1 | Board Attendance List

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present/Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Art Clendenin PE</td>
<td>P</td>
</tr>
<tr>
<td>Past President</td>
<td>Larry Goldberg PE</td>
<td>P</td>
</tr>
<tr>
<td>President Elect</td>
<td>Susan Roth PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Educational</td>
<td>Kimberly Cornett PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Educational Elect</td>
<td>John Tyler PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Professional</td>
<td>Brandon Klenzendorf PhD, PE</td>
<td>REGRETS</td>
</tr>
<tr>
<td>VP Professional Elect</td>
<td>Tiffany Reed-Villarreal PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Technical</td>
<td>Rich Patrick PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Technical Elect</td>
<td>Andres Salazar PE</td>
<td>P</td>
</tr>
<tr>
<td>Senior Director at Large</td>
<td>Brady Stanford EIT</td>
<td>REGRETS</td>
</tr>
<tr>
<td>2nd Year Director at Large</td>
<td>Dora Marin-Robles PE</td>
<td>P</td>
</tr>
<tr>
<td>1st Year Director at Large</td>
<td>Jonathan Brower PE</td>
<td>REGRETS</td>
</tr>
<tr>
<td>1st Year Director at Large</td>
<td>Sergio Mendez PE</td>
<td>REGRETS</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Reem Zoun PE</td>
<td>REGRETS</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Lindsay O’Leary PE</td>
<td>P</td>
</tr>
<tr>
<td>Board Secretary</td>
<td>Mike Sosa</td>
<td>P</td>
</tr>
</tbody>
</table>

### Section Directors

<table>
<thead>
<tr>
<th>Section</th>
<th>Director</th>
<th>Present/Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin</td>
<td>Genest Landry PE (pronounced Genay)</td>
<td>P</td>
</tr>
<tr>
<td>Brazos</td>
<td>Bobby Lys Jr. PE</td>
<td>P</td>
</tr>
<tr>
<td>Caprock</td>
<td>OPEN Russell Carter PE</td>
<td>P</td>
</tr>
<tr>
<td>Central Texas</td>
<td>Brian Geiger PE</td>
<td>A</td>
</tr>
<tr>
<td>Corpus Christi</td>
<td>John Garcia PE</td>
<td>P</td>
</tr>
<tr>
<td>Dallas</td>
<td>Patrick Williams PE</td>
<td>P</td>
</tr>
<tr>
<td>El Paso</td>
<td>Marvin Gomez PE</td>
<td>REGRETS</td>
</tr>
<tr>
<td>Fort Worth</td>
<td>Clint Hoover PE</td>
<td>P</td>
</tr>
<tr>
<td>High Plains</td>
<td>Joe Shehan PE</td>
<td>REGRETS</td>
</tr>
<tr>
<td>Houston</td>
<td>Patrick Beecher PE</td>
<td>P</td>
</tr>
<tr>
<td>Northeast Texas</td>
<td>Rusty Gibson PE</td>
<td>REGRETS</td>
</tr>
<tr>
<td>Rio Grande Valley</td>
<td>Jesse Sanchez</td>
<td>P</td>
</tr>
<tr>
<td>San Antonio</td>
<td>Amy Stone PE</td>
<td>A</td>
</tr>
<tr>
<td>Southeast Texas</td>
<td>Liv Haselbach PhD, PE</td>
<td>P (sub)</td>
</tr>
<tr>
<td>West Texas</td>
<td>Adrian Frias EIT</td>
<td>REGRETS</td>
</tr>
</tbody>
</table>

P = Present  
A = Absent  
Sub = Substitute
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>ASCE or Texas Section Role</th>
<th>Reason/Interest</th>
<th>Contact # or Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>John Schemmel</td>
<td></td>
<td>New CE program</td>
<td><a href="mailto:John.Schemmel@astate.edu">John.Schemmel@astate.edu</a></td>
</tr>
<tr>
<td>2.</td>
<td>Eva Schiavone</td>
<td>Texas Tech Global Relations</td>
<td>Cool meeting</td>
<td><a href="mailto:EVAS64DXG@GMAIL.COM">EVAS64DXG@GMAIL.COM</a></td>
</tr>
<tr>
<td>3.</td>
<td>Patricia Allen</td>
<td>Region &amp; Governor</td>
<td>General</td>
<td><a href="mailto:pfrayre@frayre-ec.com">pfrayre@frayre-ec.com</a></td>
</tr>
<tr>
<td>4.</td>
<td>Sean Merrell</td>
<td>Dallas Branch</td>
<td>Awesome People</td>
<td><a href="mailto:Smerrell@bgeinc.com">Smerrell@bgeinc.com</a></td>
</tr>
</tbody>
</table>
MINUTES
ASCE TEXAS SECTION
SUMMER 2018-2019 EXECUTIVE COMMITTEE MEETING
July 12, 2019 | 1:05 PM – 4:13 PM
Home2 Suites | 2800 Esperanza Crossing, Austin, TX 78758 | Boardroom Meeting Room

INVITED ATTENDEES
2018-2019 Executive Committee
2016-2019 Region 6 Director (Nancy S. Cline PE)
Student Activities Committee Chair (Heather Guillen PE)
2019 Texas Civil Engineering Conference Planning Committee Chairs (Melanie Gavlik PE, Matt Singel PE)
2020 Student Symposium Planner (Dr. James "Jim" Williams, UT Arlington)
Texas Civil Engineering Foundation (TCEF) President (Allen “Bud” Beene PE)
Communications Specialist (Bailey Pattison)

(Note: all votes are unanimous unless otherwise noted.)

1.0 Convene
1.1 Call to Order. The meeting was called to order by President Arthur M. Clendenin at 1:05 PM.
1.2 Roll Call. Secretary Mike Sosa called the role, a quorum was present. See Attachment 1.
1.3 Welcome Visitors, Announcements
Discussion: President Clendenin welcomed Region 6 Governor Sanford LaHue PE to the meeting.
1.4 Pledge of Allegiance and Invocation by Susan K. Roth PE, President Elect.
1.5 Society and Region 6 Comments
Discussion: Region 6 Governor Sanford LaHue noted that Jerry Paz (New Mexico Section) will be taking over for Nancy Cline in 2019-2020 as Director of the Region 6 Board and Daniel Diaz is the new 2019-2020 Governor from the Mexico Section. He also mentioned that MRLC was held in Dallas in February 2019, and was attended by a lot of students and Younger Members. The Region 6 Governors also went to TransCon in Las Cruces, NM, and they all plan to attend CECON in September. He also mentioned that Region 6 Grant Funding is rolling (i.e., always available), so you can apply for funds at any time (no annual deadline). They have awarded 12 grants so far in 2019 (including 3 for Texas Section, 3 for Houston Branch, 3 for Dallas Branch, and 1 for Corpus Christi Branch).

ASCE Update - If you haven’t already heard, the incoming ASCE President Elect 2019-2020 is from Texas (Jean Louis Briaud PhD, PE). ASCE would like people to refer to them as “society” or “global” instead of “national”. There is also a task committee for student competitions to find a replacement for Steel Bridge, but no decision has been made yet. Sean Merrell (2019-2020 Texas Section President Elect) serves on this society committee. The Finance Committee is currently looking at eliminating some ASCE Programs in order to balance the budget for 2019-2020. Lastly, ASCE is looking at revising the current code of ethics.

1.6 Executive Summary
Discussion: Clendenin mentioned the passing of Dallas Branch President Anthony Luce PE and noted that the Texas Section is collecting donations for the Anthony Luce Memorial Fund that has been set up for his family. The total of that fund is currently 26,000. The Section has pledged a total of $5,345 including several Branch donations (Brazos, Houston, San Antonio, Northeast Texas, and Southeast Texas). O’Leary noted that the staff and editorial committee are making good progress on the TCE transition to digital. The current target for unveiling the new version is CECON 2019 (although there may be a soft launch before that).

President Clendenin congratulated Mike Sosa on his two-year anniversary with the ASCE Texas Section office.
Reports for Action or Discussion

2.0 Items for Executive Committee Action

2.1 The Executive Committee is asked for any changes to the agenda.

Motion to amend the agenda to include the addition of Item 2.5, Approval of the Student Symposium Planning, followed by discussion. Move to approve the amended agenda. Seconded and passed without dissent.

Discussion: Kimberly Cornett asked to add item 2.5: Approve the Student Symposium Planning Manual. A letter summarizing changes was provided to the Executive Committee on July 7, 2019. Cornett reviewed the summary letter provided to the Executive Committee on July 7th explained what the purpose of the manual is and how it has gotten to its current state.

2.2 The Executive Committee is asked to adopt the consent agenda.

Motion to adopt the consent agenda, no discussion. Move to adopt. Seconded and passed without dissent.

The following items were on the consent agenda:

2.2.1 Appoint Ken Struzyk PE as Chair of the Residential Foundations Evaluation & Repair Task Committee

2.2.2 Receive all Reports marked [I] on the Agenda (including the April 2019 Financial Report)

2.3 Receive 2019 Student Symposium Financial Report

Motion to accept 2019 Student Symposium Financial Report, followed by discussion. Move to accept. Seconded and passed without dissent.

Discussion: Cornett mentioned that the Symposium Planning team has reached a Final Report format that can be used as a template for host schools moving forward. She also provided a brief summary of registration, sponsorship, competitions, and expenses. $77,000 revenue - $70,000 expenses = profit of ~$7,000. That profit will be split amongst the UTRGV Student Chapter, the Student Symposium Savings Account, and the Section Office according to the established profit-sharing agreement. The final report has a full breakdown of transactions. Roth noted that she thought the Symposium was a great event and the students did a great job of planning and executing the event. One issue with 2019 was we didn’t reach our room block numbers in the Student or Professional hotels because we lost the Steel Bridge competition and it was a bit farther away than usual, so some professionals couldn’t make the trip. Clendenin asked Cornett if she thought that not having Steel Bridge made the event feel slow and provided too much down time for students. Cornett indicated the location was a bigger factor than the lack of Steel Bridge because we were able to fill the schedule with other student competitions and sessions. Unfortunately, the sessions are still not being highly attended and there were some dead spots throughout the weekend. Cornett noted that the Symposium Planning team has tried various ways to get students to attend the seminars with limited success. Lastly, she noted that the competition results are in her meeting report (Item 4.4).

2.4 Approve Texas Section Donation of Pledged Funds to Memorial Scholarship Fund for Anthony Luce’s Children.

Motion to approve $500 additional donation from Texas Section operating budget to the memorial scholarship fund, followed by discussion. Move to approve. Seconded and passed without dissent.

Motion to approve the donation of pledged funds received by the Texas Section Office and submit all funds upon receipt to the Dallas Branch and/or GoFundMe account moving forward. Move to approve. Seconded and passed without dissent.
**Discussion:** Lindsay O’Leary noted that we have collected funds but have yet to proceed with the donation. There will be another reminder sent out next week and then we will transfer the funds to the GoFundMe account.

Clendenin asked the Executive Committee if they would like to provide an additional donation from the Texas Section budget. He noted that we have used $30,000 from our investment/savings this year to cover operating expenses, but that is somewhat offset by interest earned this year (11% to-date). However, we shouldn’t expect to continue to rely on such high earnings annually to balance the budget. An 11% rate of return is not like to happen each year. Larry Goldberg suggested the Texas Section donate $500. John Tyler agreed with Goldberg and noted he would support a donation of $1,000.

### 2.5 Approve Texas Section Student Symposium Planning Manual

**New Agenda Item.**

Motion to approve and distribute manual. Move to approve. Seconded and passed without dissent

**Discussion:** Cornett noted that comments from 2017, 2018, and 2019 were all used to update the document and it is ready to be distributed for 2020 “as-is”. She also noted that using a universal term like “ASCE Endorsed Competitions” instead of listing individual competitions throughout the document will help in the future if any competitions change. She noted that the Younger Member Committee started planning the Thursday Night Social at the Symposium because it reduces some of planning burden on the students. It also encourages Younger Members to attend the social. Lastly, she explained that all the appendices are reference documents and templates for the host school and planning committee. She also noted that the manual will be reviewed by the host chapter annually and updated at least every three years.

**Break from 2:19 to 2:35 PM**

### 3.0 Items for Discussion

#### 3.1 Results of 2020 ASCE Texas Section Elections

**Discussion:** Brady Stanford informed the Executive Committee that 21 ballots were cast this year. This number is usually low, but it is especially low in 2019 potentially due to issues accessing the electronic ballot on our new website. The elected officers include:

- Sean Merrell PE – President Elect
- Natalie Weiershausen PE – Vice President for Educational Affairs Elect
- Griselda Gonzales PE – Vice President for Professional Affairs Elect
- Robert Stevens PhD, PE – Vice President for Technical Affairs Elect
- Alik McCoy, and Bilkis Olazaran M. – Directors at Large

#### 3.2 Summary of 86th Legislative Session

- Water Resources Bills
- Change to Texas Board of Professional Engineers (TBPE): Seat for Licensed Surveyor
- Ongoing Government Affairs Committee Initiatives

**Discussion:** Brandon Klenzendorf informed the Executive Committee that the Section’s Government Affairs Committee sent a letter to Governor Abbott to request that he sign and support three bills related to water resources.

Stanford noted that TBPE and the Surveyors Board will combine, effective September 1, 2019. There will be one position open for a licensed surveyor on the Board and there will also be an advisory committee made up of licensed surveyors. The TBPE will add an “S” for Surveyors to its name. These boards used to be combined in Texas and are currently combined in about 30 other states.

Klenzendorf listed current activities of the Government Affairs Committee including inviting Legislators or elected officials to speak on a panel at CECON 2019. Villarreal noted that they want to do a “recap of the 86th Legislature as it pertains to infrastructure with a focus on the flood bills.” Stanford suggested
Representative Brooks Landgraf as a potential participant on the panel and noted that he will reach out to him in the coming week or so.


3.3 Governing Documents

- Symposium Planning Manual: Shared documents created June 4, 2019; updates are underway by the 2019 Student Symposium Planners and VP for Educational Affairs.
- Status of Draft Policies & Procedures (operational guidance document)

Discussion: O’Leary informed the Executive Committee that ASCE’s Governing Documents Committee provided feedback on our governing documents in June. The most significant changes in the proposed Constitution is the addition of Secretary as non-voting member of the Board; inclusion of the immediate Section Past President available and willing to serve on the Executive Committee; and the removal of a specified time of year for the annual Section meeting, the two annual Board meetings, and the two annual Executive Committee meetings. Other changes include formatting and language changes consistent with ASCE’s Constitution. O’Leary also noted the process for approval of the Constitution – membership must be notified, the Board needs to vote, then the Society needs to provide formal approve, and then the Board needs to accept the Society’s approval. O’Leary will provide written notice to membership before the Board votes in September.

The Bylaws will also need Board approval, but do not require approval by every member. O’Leary had two specific items from these bylaws to discuss with the Executive Committee.

1. Term limits for Section Directors. The Executive Committee was opposed to setting term limits due to fear of losing representation from small Branches. Often small Branches struggle to find active volunteers so the Executive Committee doesn’t want to limit them even further by imposing a term limit.

2. The Society no longer accepts “write-in” votes and recommends the Texas Section switch to a “petitioned nominees” process. This process would require a certain number of petition signatures for a petition candidate to be added to the ballot. There was concern expressed for a variety of reasons including large Branches may turn the election into a “popularity contest” and unqualified members may end up on the ballot. Since there is low voter turnout, it may also be hard for prospective candidates to get enough signatures to reach the limit. The last idea is to have petition candidates meet the criteria outlined in the Texas Section’s Policies & Procedures, endorsed by their respective Branch Board, and have an endorsement from at least ONE Texas Section Board member. O’Leary will ask ASCE Governing Documents Committee about this proposition.

The Section maintains a master governance document titled the “Rules of Operation”. This document contains the Constitution, Bylaws, Organizational Structure, and the Policies & Procedures. The Policies & Procedures contains a job description for each Board member and Committee, as well as policies such as rules for endorsing an ASCE candidate. The current version is dated 2011. Updating this specific part of the Rules of Operation has been an arduous undertaking, originally started by the Governance Task Committee in 2016. After working with Past President Craig Thompson this year, O’Leary noted the document is almost complete. The draft is being provided to incoming Texas Section leaders on Sunday as part of Leadership Development Weekend. O’Leary has prepared a summary of changes to be sent within a letter. The letter along draft Rules of Operation will be provided to the Board within the next few weeks along with a request to review the document by September 1st for subsequent approval at the September 18th Board meeting.

Action Item – O’Leary to contact ASCE Governing Documents Committee about proposed changes to ballot/nomination process and share their feedback with the Executive Committee.
Action Item – O’Leary to coordinate membership notice regarding Constitution revisions.
Action Item – O’Leary to send letter and documents to Board members for review and comment.
Action Item – Executive Committee members to review letter and documents by September 1st.
3.4 Section Finances

- FY2018-2019 Operating Budget has not been amended as discussed during April 11, 2019 Board meeting.
  - Funding was not available for a Texas Section member to present the *Addressing Flood Risk* report during ICONHIC in Greece. However, ASCE President Robin Kemper PE presented on the Texas Section’s behalf in June.
  - Requested budget amendment to be addressed. Per K. Cornett on April 11, 2019 – The Younger Members Committee would like an additional $350.
  - Call for Committee Budgets and Officer Comments – Due August 9, 2019.
  - Suggestions for Time/Date in early September for Board Teleconference to review Preliminary Budget prior to Board meetings during CECON?

**Discussion:** Reem Zoun gave a brief overview of the current status of the 2018-2019 operating budget (see attachment). O’Leary explained the 2019-2020 proposed budget to the committee including the markups (red text = addition, red strikethrough = removal, yellow highlight = TBD and requires officer input). One major change to the budget for 2019-2020 is the addition of $75,000 to both the Symposium expense and revenue line items. This event has been occurring for years but will now be officially reflected in the Texas Section’s budget. Other small changes include the investment draw tentatively being reduced to $20,000 and the revenues from Texas Civil Engineer (TCE) magazine advertisers are expected to increase now that the digital version will be available soon. Zoun went through the budget and explained the purpose of each sub-section. Lastly, O’Leary explained the Staff and Section Office sub-sections included an update on our transition to new equipment, cloud servers, and a new website. Staff doesn’t predict any significant equipment expenses in the coming year.

3.5 CECON 2019 in San Marcos

- Status of Registration and Sponsorship
- Programs Summary: Keynotes, Breakout Sessions, Panels, Lightning & Poster Presentations
- Social Events and Relationship Building Activities: Awards Gala, Technical Tour, & BBQ
- *From April 2019 Board Meeting Agenda:* Possibility of allocating a time slot at CECON for Technical Institute Board Meetings that don’t conflict with other technical sessions

**Discussion:** Roth updated the group on the status of the CECON program including that keynote speakers and technical sessions are starting to fill out. Revenue is tracking to be higher than 2018 due to an increase in exhibitors and sponsors. Roth also thanked Rich Patrick, Andres Salazar, and Nancy Cline for their efforts in coordinating with Institute Chapters to provide speakers. The program is available online, but a re-formatted version will be widely published soon. Visit [www.TexasCECON.org](http://www.TexasCECON.org) for details.

O’Leary noted that Institute Chapters and all Texas Section Committees are invited to meet in conjunction with CECON. However, the CECON Planning Committee kindly requests that these meetings take place before or after the conference programing to avoid conflict with conference programing.

**Action Item –** Executive Committee members to solicit CECON 2019 sponsors and attendees.

3.6 Technical Institute Chapters

- Status of TxGI and TxCI Leadership
- Government Relations Training Webinar to be scheduled for Institute Chapters Leaders, with support of the Government Affairs Committee

**Discussion:** Patrick and Salazar have been communicating with Institute Chapter leaders on a monthly basis and have been starting to get some traction on setting up webinars for the end of 2019 and 2020. They have also reached out to the Houston Branch COPRI Chair and asked about his interest in becoming chair of COPRI at the Texas Section level. TxGI and TxCI have not participated in the monthly conference calls and have not had active leadership for at least a year. O’Leary suggested that Salazar and Patrick start to brainstorm ideas for potential new chairs of those two institute chapters. Goldberg suggested Brent McNeme for TxGI and Cornett suggested Dr. Raugh.
Reed-Villarreal and the Section Government Affairs Committee will coordinate a training session for the institute chapter chairs.

**Action Item – Patrick & Salazar to contact McNeme & Dr. Raugh regarding TxGI leadership.**  
**Action Item – Villarreal to coordinate training session with Government Affairs Committee.**

### 3.7 2020 ASCE Texas Student Symposium in Arlington

- Texas/Mexico Student Conference Meeting and Competitions, March 4th – 7th
- Status of Venue Contracts & Preliminary Budget
- Status of potential host Student Chapter for 2021 Student Symposium
- Other Items

**Discussion:** Cornett noted that the contracts for the conference center, hotel, and lake venue are still under review and should be finalized in the coming weeks. The 2020 Student Symposium Planning team will be using a lake inside a community called Lake Vridian; which should be a nice location and not have many other users during the day we need the venue. Unfortunately, the convention center does not have rooms for power skills sessions and other side-events, so those will have to take place at the Sheraton Hotel.

In regard to the lack of a host for 2021, Cornett noted that UT Austin is the only large school who has yet to step up and host the Symposium event. O’Leary said she will speak with Dr. Bob Gilbert from UT Austin about their willingness and availability to host. Cornett will work with Jessica Hilscher (incoming 2019-2020 Student Competitions Coordinator) to draft a “host rotation list” for review by Texas Student Chapters.

**Action Item – O’Leary to contact Dr. Gilbert about UT Austin hosting the 2021 Symposium.**  
**Action Item – Hilscher to create draft version of proposed “host school rotation list” for eventual review. O’Leary to follow-up.**

### 3.8 CECON Visioning Task Committee

- Meeting to be scheduled with CECON 2019 Planning Committee Leadership
- Site Selection Task Committee to reconvene – San Marcos Embassy Suites Option for 2022 expires February 2020
- Conference Timeline – Shift days of week from Wednesday through Friday to Thursday to Saturday in 2021?

**Discussion:** Goldberg reported that the committee met in March and had a productive session with the goal of planning for the growth/future of CECON. LeAnne Napolillo will be heading up the Site Selection Task Committee to find venue options for after our contract expires with the Embassy Suites San Marcos (Contract through 2021 with option for 2022).

Villarreal inquired about a Sunday through Tuesday format and Goldberg said he would like to speak with the CECON Planning Committee about that suggestion. Based on that discussion, this may be an item on the September 18th Board Meeting Agenda. Clendenin noted that he would like a decision to be made before CECON 2019 so that the change is decided upon and can be announced at CECON 2019. O’Leary will follow-up to help push this along and confirm with the hotel if a Thursday to Saturday format is still an option for 2020.

**Action Item – Goldberg/O’Leary to follow-up with CECON Planning Committee and hotel to discuss the possibility of changing the format to Sunday – Tuesday or Thursday – Saturday.**

### 3.9 Trust Fund Trustee Appointments

- Seeking two Trustee nominations, to be appointed during Fall 2019 Board of Direction Meeting
- John B. Hawley Memorial Trust Fund
  - Outgoing Trustee: Theodore Cleveland PhD, PE (2013-2019)
  - Other Trustees: Mark Boyd PhD, PE (2015-2021) and Sean Merrell PE (2017*-2023) *began term in 2018
- J. Walter Porter Memorial Trust Fund
  - Outgoing Trustee: Donald Willhouse PE (2012-2018*) *agreed to extend term until 2019
3.10 2021 Report Card for Texas’ Infrastructure

- Preliminary milestones to be identified for full report card update in 2021
- Committee members to be recruited – Seeking technical experts for each of the 16 categories

**Discussion:** Klenzendorf reported that he has spoken with Travis Attanasio and confirmed that he will chair the IRC again for the 2021 update. He also suggested that the first steps be to set a schedule to complete the project in 2021 and recruit more members for support. Clendenin suggested having a kick-off meeting at CECON 2019 to get the ball rolling on planning.

**Action Item –** Klenzendorf to coordinate with Attanasio about the possibility of a 2021 IRC Kickoff Meeting at CECON 2019. Consider inviting ASCE Government Relations staff member to attend.

3.11 2019 Leadership Development Weekend

- Registration Overview
- Preliminary Financial Report
- Summary of 2020 Presidential Goals

**Discussion:** Roth announced that the Section is expecting 50 attendees this weekend. She is looking forward to the technical tour of Austin Central Library. She also asked all Officers who will be rolling off the Board to consider staying involved with the Section in some capacity.

4.0 Officers Reports

4.1 President (Arthur M. Clendenin PE)

- Branch/Section Relations Committee
- Office/Personnel Committee
- Past Presidents Council

4.2 Past President (Lawrence D. Goldberg PE)

- History & Heritage Committee
- Honors Committee
- Intra-society Committee
- Nominating Committee
- CECON Strategic Planning Task Committee

4.3 President Elect (Susan K. Roth PE) *report received at meeting*

- Editorial Committee
- Membership Committee
- Strategic Planning Committee
- CECON Planning Committee

4.4 Vice President Educational (Kimberly C. Cornett PE)

- Webinars
- STEM Committee
- Student Activities Committee
- Younger Members Committee
4.5 Vice President Professional (J. Brandon Klenzendorf PhD PE) *report received at meeting*
   - Governmental Affairs Committee
   - Texas Infrastructure Report Cards Committee
   - Public Relations & Professional Image Committee
   - Infrastructure and Security Task Committee
   - Residential Foundations Task Committees
   - Task Committee for Post-Hurricane Harvey Recommendations

4.6 Vice President Technical (Richard L. Patrick PE)
   - Institute Chapters
   - CECON Sessions
   - CECON Lightning Round and Poster Presentations
   - Student Symposium Research Poster Competition

4.7 Treasurer (Reem J. Zoun PE)
   - Budget/Finance Committee
   - Investments

4.8 Directors at Large (Brady Stanford EIT, Senior Director at Large)
   - Excellence in Journalism Award Committee
   - Tellers Committee

5.0 Other Reports

5.1 Executive Director (Lindsay A. O'Leary PE)
   - Section Office Update
   - Communications/Marketing Report
   - Texas Alliance for Minoties in Engineering (TAME)
   - Non-dues Revenue Streams
   - Other Activities

5.2 Section Operations (Mike Sosa)
   - Annual Reports and Tax Returns; Inventory; Subsidiary Bylaws; Section Meeting Schedule

5.3 Trust Funds (O'Leary)
   - Texas Civil Engineering Foundation (TCEF) Texas Section Past Presidents Educational Trust Fund (Allen Bud Beene PE)
   - John B. Hawley (Theodore Cleveland PhD, PE)
   - J. Walter Porter (Donald E. Willhouse PE)

6.0 Calendar of Events. See last page.

7.0 Closing Remarks and Final Comments
   **Discussion:** NONE

Meeting adjourned at 4:42 PM
2019 CALENDAR OF EVENTS

Fall 2018 & June 2019 – Nationwide
   Dream Big Educational Toolkit Distribution (Ongoing)

July through August 2019 – Reston, Virginia
   ASCE Younger Member Leadership Symposia (3 Options)
   Choose your weekend: July 26-28, 2019 or August 9-11, 2019 or August 23-25, 2019

July 25-26, 2019 – Dallas, Texas
   ASCE Seminar: Application of Soil-Structure Interaction to Buildings and Bridges

August 7, 2019
   Professional Engineers Day

August 15-16, 2019 – Dallas, Texas
   ASCE Seminar: Financial Management for the Professional Engineer

September 18-20, 2019 – San Marcos, Texas
   CECON 2019 & TexASCE Board of Direction Meetings

September 22-23, 2019 – Reston, Virginia
   ASCE Presidents and Governors Forum

October 10-13, 2019 – Miami, Florida
   ASCE Convention

October 18-19, 2019 – Pace Bend Park, Spicewood, Texas
   4th Annual ASCE Texas Younger Members Camping Trip
## Attachment 1 | Attendance List

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present/Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Art Clendenin PE</td>
<td>P</td>
</tr>
<tr>
<td>Past President</td>
<td>Larry Goldberg PE</td>
<td>P</td>
</tr>
<tr>
<td>President Elect</td>
<td>Susan Roth PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Educational</td>
<td>Kimberly Cornett PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Educational Elect</td>
<td>John Tyler PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Professional</td>
<td>Brandon Klenzendorf PhD, PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Professional Elect</td>
<td>Tiffany Reed-Villarreal PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Technical</td>
<td>Rich Patrick PE</td>
<td>P</td>
</tr>
<tr>
<td>VP Technical Elect</td>
<td>Andres Salazar PE</td>
<td>P</td>
</tr>
<tr>
<td>Senior Director at Large</td>
<td>Brady Stanford EIT</td>
<td>P</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Reem Zoun PE</td>
<td>P</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Lindsay O’Leary PE</td>
<td>P</td>
</tr>
<tr>
<td>Board Secretary</td>
<td>Mike Sosa</td>
<td>P</td>
</tr>
</tbody>
</table>

P = Present  
A = Absent  
Sub = Substitute

## Guest List

1. Bailey Pattison, TexASCE Communications Specialist  
2. Sanford LaHue PE, Region 6 Governor
TEXAS SECTION
CONSTITUTION
(as amended <month> 2019)

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

2.0 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 are exempt from dues under Article 4, and have paid the Texas current annual Section Publication Support Fee as set forth in the Texas Section-ASCE Bylaws, shall be Subscribing Members of the Texas Section in Good Standing.

2.3.1 Rights of Subscribing Members. Only Subscribing Members who meet Good Standing, in a voting grade of membership as defined by the requirements of the Society’s governing documents, Society, 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.

Commented [LO1]: Track Changes shown in this document represent changes to the October 2008 Constitution, except for unsubstantial formatting changes (bold, italics, alignment, etc.). Formatting changes have not been "tracked".

Commented [LO2]: Use of “Section” is proposed to replace “Texas Section-ASCE” from 2008 version to streamline document.

Commented [LO3]: Note: This part was slightly revised to add more detail (referencing Article 4) and remove the word “Publication” from the “Section Publication Support Fee”. 
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.

4.1 Fees. An annual Section Support Fee may be established by the Section Board of Direction and will be set forth in the Section Bylaws. The purpose of the Section Support Fee is to provide a mechanism for Society Life Members and Distinguished Members to financially support the Section.

4.2 Exemption from Dues. Society Life Members and Distinguished Members shall be exempt from payment of Annual Dues to the Texas Section. Society Life Members and Distinguished Members must pay the current annual Section Support Fee in order to be deemed as Subscribing Members in Good Standing.

ARTICLE 5: MANAGEMENT

5.0 Board of Direction. The governing body of the Texas Section-ASCE shall be a Board of Direction, (hereinafter “the Board”). 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 Section and Society governing documents. The Board of Direction shall adopt Bylaws for the regulation and conduct of the Section's powers and affairs.

5.1 Executive Committee. The direction of the affairs of the Texas Section between Board Meetings shall be vested in the Executive Committee. The Executive Committee shall exercise such part of the authority of the Board as delegated and permitted under applicable laws and the Section’s governing documents. Action taken by the Executive Committee shall be subject to review and approval by the Board of Direction.

5.2 Executive Director. The Executive Director of the Section is the Chief Executive and Staff Officer responsible for the detailed management of the affairs.
ARTICLE 6: OFFICERS AND DIRECTORS

6.0 Officers and Directors

6.1. The 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 elected from Among the Subscribing Section Members in Good Standing. The Directors at Large shall be Younger Members in good standing in a voting grade of membership at the time of their election, as defined by the Society.

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, and the immediate Section Past President available and willing to serve. The Executive Director and Secretary shall be non-voting members of the Board of Direction.

6.5. Executive Committee. The Executive Committee shall consist of the Officers, the immediate Section Past President available and willing to serve, and the Senior Director at Large. The Executive Director and Secretary shall be non-voting members of the Executive Committee.

ARTICLE 7: ELECTIONS

7.0 Elections

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

ARTICLE 8: MEETINGS

8.1 Membership Meetings.
8.0.1.1 Annual Meeting. The Section shall hold at least one (1) business meeting annually, termed the Annual Meeting of the Texas Section shall be held in the fall, on such a date and at such place as the Board of Direction designates in accordance with the Bylaws.

8.10.2 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.

8.10.3 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_1 Board of Direction Meetings.

8.2.1.1 Meeting Frequency. The Board of Direction shall hold at least two (2) 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.

8.1.2.2 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.

8.3_2 Executive Committee Meetings.

8.3.2.1 Meeting Frequency. The Executive Committee shall hold at least two (2) meetings annually in the winter and in the summer on such date and at such place as the chairman designates.

8.3.2.2 Meeting Notice. Notice of call for a meeting shall be sent to the members of the Executive Committee not less than thirty (30) days in advance of the meeting date.

ARTICLE 9: SUBSIDIARY ORGANIZATIONS AND COMMITTEES

9.0 Subsidiary Organizations and Committees

9.1 Subsidiary Organizations. Subsidiary organizations may be formed within the Texas Section, 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.

9.0.1 Governing Documents. Subsidiary Organizations shall adopt Bylaws consistent with this Constitution and Society governing documents.
9.2 Committees. The Texas Section Board 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 or 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.

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

11.01.1 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.

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

**11.10.2 Society Approval.** The proposed amendment shall be reviewed and approved by the Society’s appropriate Society Committee on Geographic Unit(s) before being voted upon by the Subscribing Members.

**11.10.2.1 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.

**11.10.3 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.
Reviewers: This document’s table of contents is bookmarked for easy navigation. Use Adobe software to access these bookmarks.
# TABLE OF CONTENTS

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>ii</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>CONSTITUTION</td>
<td>2</td>
</tr>
<tr>
<td>BYLAWS</td>
<td>7</td>
</tr>
<tr>
<td>ORGANIZATIONAL STRUCTURE</td>
<td>17</td>
</tr>
<tr>
<td>LEADERSHIP HANDBOOK</td>
<td>19</td>
</tr>
<tr>
<td>1.0 BOARD OF DIRECTION</td>
<td>20</td>
</tr>
<tr>
<td>2.0 EXECUTIVE COMMITTEE</td>
<td>20</td>
</tr>
<tr>
<td>3.0 PRESIDENT</td>
<td>21</td>
</tr>
<tr>
<td>3.A PAST PRESIDENTS COUNCIL</td>
<td>22</td>
</tr>
<tr>
<td>3.A.1 TEXAS OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT AWARD</td>
<td>22</td>
</tr>
<tr>
<td>3.A.2 NOMINATIONS FOR ASCE DISTINGUISHED MEMBERS</td>
<td>23</td>
</tr>
<tr>
<td>3.B OFFICE/PERSONNEL COMMITTEE</td>
<td>25</td>
</tr>
<tr>
<td>3.C BRANCH/SECTION RELATIONS COMMITTEE</td>
<td>26</td>
</tr>
<tr>
<td>4.0 PAST PRESIDENT</td>
<td>27</td>
</tr>
<tr>
<td>4.A HISTORY AND HERITAGE COMMITTEE</td>
<td>28</td>
</tr>
<tr>
<td>4.A.1 TEXAS HISTORIC CIVIL ENGINEERING LANDMARK NOMINATIONS</td>
<td>29</td>
</tr>
<tr>
<td>4.A.2 ASCE HISTORIC CIVIL ENGINEERING LANDMARK NOMINATIONS</td>
<td>30</td>
</tr>
<tr>
<td>4.B HONORS COMMITTEE</td>
<td>31</td>
</tr>
<tr>
<td>4.B.1 SCHEDULE OF HONORS AWARDS NOMINATIONS AND PRESENTATIONS</td>
<td>31</td>
</tr>
<tr>
<td>4.B.2 NOMINATION FOR TEXAS SECTION-ASCE AWARDS</td>
<td>32</td>
</tr>
<tr>
<td>4.B.3 TEXAS SECTION AWARD OF HONOR</td>
<td>33</td>
</tr>
<tr>
<td>4.B.4 TEXAS SECTION PROFESSIONAL SERVICE AWARD</td>
<td>33</td>
</tr>
<tr>
<td>4.B.5 TEXAS SECTION HISTORY AND HERITAGE AWARD</td>
<td>33</td>
</tr>
<tr>
<td>4.B.6 TEXAS SECTION SERVICE TO PEOPLE AWARD</td>
<td>33</td>
</tr>
<tr>
<td>4.B.7 TEXAS SECTION PROFESSIONAL SERVICE TO STUDENTS AWARD</td>
<td>34</td>
</tr>
<tr>
<td>4.B.8 TEXAS SECTION GOVERNMENT CIVIL ENGINEER AWARD</td>
<td>34</td>
</tr>
<tr>
<td>4.B.9 TEXAS SECTION JOHN A. FOCHT, JR. CITIZEN ENGINEER AWARD</td>
<td>34</td>
</tr>
<tr>
<td>4.B.10 TEXAS SECTION LIFETIME SERVICE AWARD</td>
<td>35</td>
</tr>
<tr>
<td>4.C INTRA-SOCIETY RELATIONS COMMITTEE</td>
<td>36</td>
</tr>
<tr>
<td>4.D NOMINATING COMMITTEE</td>
<td>37</td>
</tr>
<tr>
<td>5.0 PRESIDENT-ELECT</td>
<td>39</td>
</tr>
<tr>
<td>5.A MEMBERSHIP COMMITTEE</td>
<td>40</td>
</tr>
<tr>
<td>5.B EDITORIAL COMMITTEE</td>
<td>41</td>
</tr>
<tr>
<td>5.C CECON PLANNING COMMITTEE</td>
<td>42</td>
</tr>
<tr>
<td>5.D STRATEGIC PLANNING COMMITTEE</td>
<td>43</td>
</tr>
<tr>
<td>6.0 VICE PRESIDENT FOR EDUCATIONAL AFFAIRS</td>
<td>44</td>
</tr>
<tr>
<td>6.A VICE PRESIDENT FOR EDUCATIONAL AFFAIRS ELECT</td>
<td>45</td>
</tr>
<tr>
<td>6.B STEM COMMITTEE</td>
<td>46</td>
</tr>
<tr>
<td>Section Name</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>6.C STUDENT ACTIVITIES COMMITTEE</td>
<td>47</td>
</tr>
<tr>
<td>6.C.1 Student Competitions Coordinator</td>
<td>47</td>
</tr>
<tr>
<td>6.D Younger Members Committee</td>
<td>49</td>
</tr>
<tr>
<td>7.0 VICE PRESIDENT FOR PROFESSIONAL AFFAIRS</td>
<td>50</td>
</tr>
<tr>
<td>7.A VICE PRESIDENT FOR PROFESSIONAL AFFAIRS ELECT</td>
<td>51</td>
</tr>
<tr>
<td>7.B GOVERNMENT AFFAIRS COMMITTEE</td>
<td>52</td>
</tr>
<tr>
<td>7.C TEXAS INFRASTRUCTURE REPORT CARD COMMITTEE</td>
<td>53</td>
</tr>
<tr>
<td>7.D PUBLIC RELATIONS AND PROFESSIONAL IMAGE (PR&amp;PI) COMMITTEE</td>
<td>54</td>
</tr>
<tr>
<td>7.E TASK COMMITTEES</td>
<td>55</td>
</tr>
<tr>
<td>7.E.1 Infrastructure &amp; Security</td>
<td>55</td>
</tr>
<tr>
<td>7.E.2 Residential Foundations Oversight</td>
<td>55</td>
</tr>
<tr>
<td>8.0 VICE PRESIDENT FOR TECHNICAL AFFAIRS</td>
<td>56</td>
</tr>
<tr>
<td>8.A VICE PRESIDENT FOR TECHNICAL AFFAIRS ELECT</td>
<td>58</td>
</tr>
<tr>
<td>8.C INSTITUTE CHAPTERS AND TECHNICAL GROUPS</td>
<td>59</td>
</tr>
<tr>
<td>9.0 TREASURER</td>
<td>60</td>
</tr>
<tr>
<td>9.A ASSISTANT TREASURER</td>
<td>61</td>
</tr>
<tr>
<td>9.B BUDGET AND FINANCE COMMITTEE</td>
<td>62</td>
</tr>
<tr>
<td>10.0 DIRECTORS AT LARGE</td>
<td>63</td>
</tr>
<tr>
<td>10.A SENIOR DIRECTOR AT LARGE</td>
<td>64</td>
</tr>
<tr>
<td>10.A.1 EXCELLENCE IN JOURNALISM AWARD</td>
<td>64</td>
</tr>
<tr>
<td>10.B SECOND YEAR DIRECTOR AT LARGE</td>
<td>66</td>
</tr>
<tr>
<td>10.B.1 TELLERS COMMITTEE</td>
<td>66</td>
</tr>
<tr>
<td>11.0 SECTION DIRECTORS</td>
<td>67</td>
</tr>
<tr>
<td>11.A SECTION DIRECTORS ELECTION YEARS</td>
<td>68</td>
</tr>
<tr>
<td>12.0 EXECUTIVE DIRECTOR</td>
<td>69</td>
</tr>
<tr>
<td>12.A PRINCIPAL ACCOUNTABILITIES</td>
<td>71</td>
</tr>
<tr>
<td>12.B REPORTING RELATIONSHIPS</td>
<td>71</td>
</tr>
<tr>
<td>12.C OFFICE OPERATIONS &amp; ADMINISTRATION</td>
<td>71</td>
</tr>
<tr>
<td>12.C.1 ACCOUNTING</td>
<td>71</td>
</tr>
<tr>
<td>12.C.2 BANKING AND INVESTMENTS</td>
<td>71</td>
</tr>
<tr>
<td>12.C.3 MEMBERSHIP &amp; DATA</td>
<td>72</td>
</tr>
<tr>
<td>12.C.4 COMMUNICATIONS</td>
<td>72</td>
</tr>
<tr>
<td>12.C.5 COORDINATION WITH ASCE</td>
<td>73</td>
</tr>
<tr>
<td>12.C.6 MEETINGS</td>
<td>73</td>
</tr>
<tr>
<td>12.C.7 RULES OF OPERATION</td>
<td>74</td>
</tr>
<tr>
<td>12.C.8 SECTION OFFICE</td>
<td>74</td>
</tr>
<tr>
<td>13.0 SECRETARY</td>
<td>75</td>
</tr>
<tr>
<td>14.0 MEMORIAL TRUST FUNDS</td>
<td>76</td>
</tr>
<tr>
<td>14.A JOHN B. HAWLEY MEMORIAL FUND</td>
<td>76</td>
</tr>
<tr>
<td>14.A.1 HAWLEY PAPER AWARD</td>
<td>76</td>
</tr>
<tr>
<td>14.A.2 HAWLEY FELLOWSHIP</td>
<td>77</td>
</tr>
<tr>
<td>14.B J. WALTER PORTER MEMORIAL FUND</td>
<td>77</td>
</tr>
<tr>
<td>14.C TCEF PAST PRESIDENTS EDUCATIONAL TRUST FUND</td>
<td>78</td>
</tr>
<tr>
<td>15.0 POLICIES &amp; SUPPLEMENTARY INFORMATION</td>
<td>79</td>
</tr>
<tr>
<td>15.A POLICY STATEMENT ON THE USE OF THE TEXAS SECTION-ASCE MEMBERSHIP DATA</td>
<td>79</td>
</tr>
<tr>
<td>15.B PROTOCOL FOR INVITING SOCIETY OFFICERS TO TEXAS SECTION MEETINGS</td>
<td>79</td>
</tr>
<tr>
<td>15.C SENIOR OFFICER FOR THE PURPOSE OF INSTALLATION OF SECTION/BRANCH OFFICERS</td>
<td>80</td>
</tr>
<tr>
<td>15.D PRIVACY POLICY FOR THE USE OF BOARD &amp; COMMITTEE CHAIR CONTACT INFORMATION</td>
<td>80</td>
</tr>
</tbody>
</table>
15.D EXPENSE REIMBURSEMENT POLICY
15.E POLICY FOR ENDORSEMENT OF OFFICIAL NOMINEES IN AN ASCE ELECTION
15.F POLICY ON BOARD MEMBER PARTICIPATION
15.G POLICY ON LIFE MEMBER ACCESS TO SECTION PLATFORMS
15.H POLICY ON DUES CHANGES
INTRODUCTION

The Rules of Operation for the Texas Section of the American Society of Civil Engineers (ASCE), hereafter referred to as “Texas Section”, include the Constitution, Bylaws, and Leadership Handbook. The Constitution and Bylaws of the Texas Section govern the general management of the organization. The Leadership Handbook of the Texas Section provide guidance for the implementation of provisions in the Constitution and Bylaws including the recommended assignment of responsibilities and schedules by persons elected and appointed to positions of service. This guidance informs leaders of the unique aspects associated with governing a membership organization.

The Board of Direction (Board) has fiduciary responsibility and shall determine the Texas Section’s strategic direction. The Texas Section’s Strategic Plan is a separate document that provides a roadmap for leadership and staff. The plan is updated every five (5) years or less and defines the vision, mission, values, and goals of the Texas Section.

The President is responsible for leading the Board as it carries out governance functions and the development of policy and procedure. The President is responsible for setting specific goals and providing advice for attaining the organization’s strategic initiatives and strategic goals.

The Executive Director is the general manager and chief executive officer and has, subject to the control of the Board, general supervision, direction and control of the business activities of the Texas Section. The Executive Director is responsible for ensuring the Texas Section’s activities are compliant and in furtherance of its mission.

All Board members and Committees should recognize that the President cannot carry out programs and projects; the President can only provide direction and encouragement. It is the responsibility of Committee members to carry out the programs and projects under the oversight of Officers and with the support of staff.

This document contains duties and responsibilities of Board members, Standing and Task Committees, and Institutes Chapters; and documents approved procedures and policies. This edition of the Rules of Operation has been organized to show each Committee under the general heading of the Board member who is charged with oversight of each respective committee.

The Rules of Operation is subject to continuing review and revision. 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 Board desirable changes within the guidelines of the Constitution and Bylaws. The Rules of Operation should be endorsed by the Executive Committee for approval and adoption by the Board.
CONSTITUTION

Note: This 2019 draft version of the constitution includes changes to the October 2008 Constitution. ASCE’s Governing Documents Committee is in the final stages of approving this version. The Texas Section Board will be asked to approve the final version at the September 2019 Board meeting (pending ASCE’s response timeline).

TEXAS SECTION CONSTITUTION
(as amended <month> 2019)

ARTICLE 1: GENERAL

1.0 Name. The name of this organization shall be the Texas Section of the American Society of Civil Engineers (ASCE) (hereinafter referred to as the “Section”).

1.1 Objective. The objective of the Section 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

2.0 Area. The area of the Section shall be the state of Texas.

2.1 Assigned Members. All members of the Society, of all grades, whose addresses of record are within the boundaries of the Section, as defined by the Society, shall be Assigned Members of the Section.

2.2 Subscribing Members. All members of the Society, of all grades, who subscribe to the Constitution and Bylaws of the Section, who have paid the current dues of the Section, or are exempt from dues under Article 4, and have paid the current annual Section Support Fee, shall be Subscribing Members of the Texas Section in Good Standing.

2.2.1 Rights of Subscribing Members. Only Subscribing Members in Good Standing, in a voting grade of membership as defined by the Society, shall be eligible to vote in Section elections, to hold Section office, to serve on Section committees, or to represent the Section officially.

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

2.3 Institute-only Members. Institute-only Members of a Society Institute may be members of a Section or Branch Technical Group or local Institute Chapter.
ARTICLE 3: SEPARATION FROM MEMBERSHIP

3.0 Separation from Membership. Upon termination of membership in the Society, a person shall cease to be a member of the Section.

ARTICLE 4: DUES AND FEES

4.0 Annual Dues. Annual Dues shall be established by the Section Board of Direction as set forth in the Section Bylaws.

4.1 Fees. An annual Section Support Fee may be established by the Section Board of Direction and will be set forth in the Section Bylaws. The purpose of the Section Support Fee is to provide a mechanism for Society Life Members and Distinguished Members to financially support the Section.

4.2 Exemption from Dues. Society Life Members and Distinguished Members shall be exempt from payment of Annual Dues to the Section. Society Life Members and Distinguished Members must pay the current annual Section Support Fee in order to be deemed as Subscribing Members in Good Standing.

4.3 Good Standing. A Section Member whose obligation to pay is current shall be a Section Member in Good Standing

ARTICLE 5: MANAGEMENT

5.0 Board of Direction. The governing body of the Section shall be a Board of Direction (hereinafter “the Board”). The Board shall be responsible for the supervision, control and direction of the Section and shall manage the affairs of the Section in accordance with the provisions of the Section and Society governing documents.

5.1 Executive Committee. The Executive Committee shall exercise such part of the authority of the Board as delegated and permitted under applicable laws and the Section’s governing documents. Action taken by the Executive Committee shall be subject to review and approval by the Board.

5.2 Executive Director. The Executive Director of the Section is the Chief Executive and Staff Officer responsible for the detailed management of the Section. The Executive Director is under the authority of the Board of Direction and subject to oversight by the Office and Personnel Committee.

ARTICLE 6: OFFICERS AND DIRECTORS

6.0 Officers. The Officers of the Section shall be a President, a President-Elect, 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.

6.1 **Directors at Large.** There shall be four (4) Directors at Large elected from among the Subscribing Section Members in Good Standing. The Directors at Large shall be Younger Members in good standing in a voting grade of membership at the time of election, as defined by the Society.

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

6.3 **Board of Direction.** The Board of Direction shall consist of the Officers, the Directors at Large, the Section Directors, and the immediate Section Past President available and willing to serve. The Executive Director and Secretary shall be non-voting attendees of the Board.

6.4 **Executive Committee.** The Executive Committee shall consist of the Officers, the immediate Section Past President available and willing to serve, and the Senior Director at Large. The Executive Director and Secretary shall be non-voting attendees of the Executive Committee.

6.5 **Ex Officio Positions.** The Executive Director and Secretary are paid staff and shall attend all meetings of the Board and the Executive Committee where they shall have a voice but shall not vote.

**ARTICLE 7: ELECTIONS**

7.0 **Elections.** The Section shall establish procedures for the annual election of Officers and Directors.

**ARTICLE 8: MEETINGS**

8.0 **Membership Meetings.**

8.0.1 **Annual Meeting.** The Section shall hold at least one (1) business meeting annually, termed the Annual Meeting, on a date fixed in accordance with the Bylaws.

8.0.2 **Other Meetings.** Other meetings shall be called at the discretion of the Board, or by the President upon the written request of at least ten (10) Subscribing Members of the Section.

8.1 **Board of Direction Meetings.**

8.1.1 **Meeting Frequency.** The Board shall hold at least two (2) meetings annually.
8.2 **Executive Committee Meetings.**

8.2.1 **Meeting Frequency.** The Executive Committee shall hold at least two (2) meetings annually on such date and at such place as the President designates.

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

### ARTICLE 9: SUBSIDIARY ORGANIZATIONS AND COMMITTEES

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

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

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

### ARTICLE 10: ADMINISTRATIVE PROVISIONS

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

10.1 **Limitations on Political Activity.** No substantial part of the activities of the Section shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Section shall not participate in or intervene in, including the publishing or distribution of statements, any political campaign on behalf of or in opposition to any candidate for public office. The Section shall not carry on any activities prohibited by the provisions of the Society’s governing documents.

10.2 **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 Section or the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the 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 Section entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual...
or the Section entity.

10.3 Distribution of Section Assets. Upon dissolution of the Section, the assets remaining after the payment of the debts of the Section 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 shall determine, and in the absence of such designation they shall be conveyed to the Society.

ARTICLE 11: AMENDMENTS

11.0 Amendment of the Constitution.

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

11.0.1.1 Board of Direction. A two-thirds (2/3) vote of the members of the Board 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.

11.0.1.2 Written Petition. A Written Petition submitted to the Secretary containing the text of the amendment, signed by not less than ten percent (10%) of the Subscribing Members of the Section.

11.0.2 Society Approval. The proposed amendment shall be reviewed and approved by the appropriate Society Committee(s) before being voted upon by the Subscribing Members.

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

11.0.3 Section Approval. The proposed amendment shall be distributed to the Subscribing Members of the 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.
BYLAWS

Note: This 2019 draft version of the bylaws includes changes to the 2009 Bylaws. ASCE’s Governing Documents Committee has completed their review of this version. Next, the Texas Section Board will be asked to approve this version at the September 2019 Board meeting (a redline/strikethrough version will be provided to facilitate review and approval). Then the Society’s committee will approve the proposed amendments and the Texas Section Board can adopt the amended version.

TEXAS SECTION BYLAWS
(as amended <month> 2019)

ARTICLE 1: GENERAL

1.0 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

2.0 Grades of Membership. The Subscribing Membership grades shall consist of the Society-level membership grades of Student Member, Affiliate Member, Associate Member, Member, Fellow, and Distinguished Member. The qualifications for Society-level membership grades shall be as set forth by the Society. The voting membership grades of the Section shall be Associate Member, Member, Fellow, and Distinguished Member. The non-voting membership grades of the Section shall be Student Member and Affiliate Member.

ARTICLE 3: SEPARATION FROM MEMBERSHIP

Not used.

ARTICLE 4: DUES AND FEES

4.0 Annual Dues. The Annual Dues for members of the Section shall be established by two-thirds (2/3) vote of the Board of Direction, payable in advance of January 1st.

4.0.1 Delinquency. A Section member who is not in good standing, as defined within the Constitution of the Section, may forfeit rights and privileges of Section membership as determined by the Board.

4.0.2 Notice of Non-Payment. Eleven (11) months after the start of the calendar year the Section shall notify each Subscribing Member who has not yet paid Section dues for the current year that unless payment is made within thirty (30) days, Subscribing Membership in the Section shall cease and the Member’s name shall be removed from the list of Subscribing Members of the Section.
4.1 **Dues Abatement.** The Executive Committee may excuse any Section member from the payment of Annual Dues or Support Fee with reasonable cause.

4.2 **Section Support Fee.** A Section Support Fee shall be established by two-thirds (2/3) vote of the Board.

**ARTICLE 5: MANAGEMENT**

5.0 **Duties of the Board of Direction.** Duties of the Board of Direction (hereinafter the “Board”) shall include managing the Section; administering the budget, financial resources and strategic plan; overseeing the various activities within the Section and its Subsidiary Organizations; communicating with the Region; and facilitating the election process for Officers and Directors of the Section and its Subsidiary Organizations. The Board shall have control of property of the Section.

5.1 **Duties of the Executive Committee.** Duties of the Executive Committee of the Section shall be as set forth by the Board and all actions taken by the Executive Committee shall be subject to the review and approval of the Board.

5.2 **Duties of the Executive Director.** Under the oversight of the Office and Personnel Committee and the Board of Direction, the Executive Director shall be the chief staff officer of the Section. The Executive Director shall have charge of the property, books, accounts, and the quarters of the Section, and shall be responsible for the management and administration of the Section.

5.3 **Annual Report.** The Executive Director, in consultation with Section Officers and/or individual Section members, shall oversee the preparation of the Annual Report which shall be submitted to the Society in accordance with published requirements.

5.4 **Fiscal Year.** The fiscal year of the Section shall be from October 1 to September 30.

5.5 **Annual Operating Budget.** The Treasurer, in consultation with Section Officers and the Executive Director, shall oversee the preparation of the Section’s annual operating budget to be approved by the Board.

**ARTICLE 6: OFFICERS AND DIRECTORS**

6.0 **Qualifications.** Officers and Directors shall be Subscribing Members of the Section in a voting grade of Society membership who have demonstrated interest and ability regarding Section affairs, have declared a willingness to serve, and have made a commitment to the time and travel required.

6.1 **Officers.** The Officers of the Section shall be elected by the Subscribing Members of the Section, with the exception of the President, immediate Past President, and Vice Presidents.
6.1.1 President. The President shall have general supervision of the affairs of
the Section and shall delegate duties to Section Officers. The President shall
preside at meetings of the Section, Board and Executive Committee at which the
President may be present.

6.1.1.1 Term. The President shall serve a one (1) year term. The
President shall assume the office immediately following the conclusion of a
term as President-elect. After serving one (1) full term, the President shall
be ineligible for re-election to the same office.

6.1.1.2 Vacancy. A vacancy in the office of President shall be filled for
the unexpired portion of the term by a Past President or qualified member
of the Board, as determined by the Board at the time of the vacancy.

6.1.2 President-elect. The President-elect shall preside at meetings in the
absence of the President, attend meetings of the Section, Board and Executive
Committee, and assume duties as delegated by the President.

6.1.2.1 Term. The President-elect shall serve a one (1) year term. After
serving one (1) full term, the President-elect shall be ineligible for re-election
to the same office. The term of office of the President-elect shall begin upon
installation and shall continue until a successor is installed.

6.1.2.2 Vacancy. A vacancy in the office of President-elect shall be filled
by a special election of the Section. The Board shall establish procedures
for a special election.

6.1.3 Vice Presidents. The Section shall have three (3) Vice Presidents,
representing Educational Affairs, Professional Affairs, and Technical Affairs. The
Vice Presidents shall attend meetings of the Board and Executive Committee and
assume all other duties as delegated.

6.1.3.1 Term. The Vice Presidents shall serve a one (1) year term. The
Vice Presidents shall assume the office immediately following the
conclusion of a term as Vice President-elect.

6.1.3.2 Vacancies. Vacancies in an office of Vice President shall be
filled for the unexpired portion of the term by the Vice President-elect for
that office.

6.1.4 Vice Presidents-elect. The Section shall have three (3) Vice Presidents-elect representing Educational Affairs, Professional Affairs, and Technical Affairs. The Vice Presidents-elect shall attend meetings of the Board and Executive Committee and assume all other duties as delegated.
6.1.4.1 **Term.** The Vice Presidents-elect shall serve a one (1) year term. After serving one (1) full term, a Vice President-elect shall be ineligible for re-election to the same represented position but may seek election to another Vice President-elect position. The term of office of the Vice President-elect shall begin upon installation and shall continue until a successor is installed.

6.1.4.2 **Vacancies.** Vacancies in an office of Vice President-elect shall be filled for the unexpired portion of the term by a special election of the Section. The Board shall establish procedures for a special election.

6.1.5 **Treasurer.** The Treasurer serves as the chief financial advisor and shall be responsible for the maintenance and disbursement of all funds. The Treasurer shall oversee the financial condition of the Section and shall assist in preparation of the Section’s annual budget. The Treasurer shall attend meetings of the Board and Executive Committee.

6.1.5.1 **Term.** The Treasurer shall serve a two (2) year term. The Treasurer is eligible for re-election and shall not serve more than two (2) successive terms in the same office. The term of office of the Treasurer shall begin upon installation and shall continue until a successor is installed.

6.1.5.2 **Vacancy.** A vacancy in the office of Treasurer shall be filled for the unexpired portion of the term by the Assistant Treasurer.

6.1.5.3 **Assistant Treasurer.** An Assistant Treasurer shall be appointed by the Section President and approved by the Board for a one (1) year term and may be reappointed. The term shall commence at the beginning of the Section President’s term. The Assistant Treasurer shall serve under the direction of the Treasurer and may temporarily assume duties of the Treasurer when the Treasurer is absent or disabled.

6.2 **Directors.** (I put the following in the order you listed in the Constitution.)

6.2.1 **Directors at Large.** There shall be four (4) Directors at Large – One (1) Senior Director at Large, one (1) Second-Year Director at Large and Two (2) First Year Directors at Large. The Directors at Large shall attend meetings of the Board and assume other duties as delegated. The Senior Director at Large is appointed by the President from amongst the two Second Year Directors at Large and approved by the Board and shall attend meetings of the Executive Committee.

6.2.1.1 **Term.** Directors at Large shall serve a two (2) year term. After serving one (1) full term, a Director at Large shall be ineligible for re-election to the same office. Two (2) Directors at Large shall be elected annually to serve as First Year Directors at Large. First Year Directors should assume the roles as Senior Director at Large and Second Year Director at Large as
approved by the Board. The term of office of the Directors at Large shall begin upon installation and shall continue until a successor is installed.

6.2.1.2 **Vacancies.** Vacancies in the office of First Year Director at Large shall be filled for the unexpired portion of the term by a special election of the Section. Vacancies in the office of Second Year Director at Large shall be filled for the unexpired portion of the term by an appointment of the President and approval of the Board.

6.2.2 **Section Directors.** Section Directors shall be elected by the Subscribing Members of the Branch they represent. The Section Directors shall attend meetings of the Board and assume other duties as delegated.

6.2.2.1 **Term.** Section Directors shall serve a two (2) year term and are ineligible for re-election to the same office. The term of office of the Section Directors shall begin upon installation and continue until a successor is designated by their Branch.

Section Directors from the following Branches shall be elected in odd years: Brazos, Caprock, Dallas, El Paso, Fort Worth, Rio Grande Valley, Southeast Texas, and West Texas.

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

6.2.2.2 **Vacancies.** A vacancy in the office of Section Director shall be filled for the unexpired portion of the term by the Branch the Section Director represents.

6.2.3 **Past President.** The immediate Past President shall attend meetings of the Board and Executive Committee and shall assume other duties as delegated by the President.

6.2.3.1 **Term.** The Past President shall serve a one (1) year term immediately following the conclusion of a term as President and shall continue until a successor is installed.

6.2.3.2 **Vacancy.** A vacancy in the office of Past President shall be filled for the unexpired portion of the term by the most recent Past President, available and willing to serve, as recommended by the Board.

6.3 **Compensation.** Section Officers and Directors do not receive compensation for service, but may be reimbursed for reasonable expenses.
6.4 **Ex Officio Positions.** The Executive Director and Secretary are non-voting members of the Board and the Executive Committee.

6.4.1 **Executive Director.** The Executive Director of the Section is the Chief Executive and Staff Officer and is responsible for the detailed management of the affairs of the Section under the authority of the Board of Direction and subject to oversight by the Office and Personnel Committee.

6.4.2 **Secretary.** The Executive Director shall designate the Secretary from among the Section paid staff. The Secretary shall keep the records of meetings of the Section, maintain the membership roster, authenticating all paid dues with the Society, and be responsible for submission of the Section's annual tax return and Annual Report of the Section. The Secretary shall also assume other duties as delegated by the President or Executive Director.

**ARTICLE 7: ELECTIONS**

7.0 **Nomination Process.** The Nominating Committee shall publish notice of open positions to the Section membership at least thirty (30) days prior to the election and set the date by which nominations must be received. Nominations shall be submitted to the Nominating Committee from within the Section membership in a format prescribed by the Nominating Committee. Candidates shall submit to the Nominating Committee a letter of intent to serve, if elected. No person shall be a Candidate for more than one (1) office per election cycle. In a contested election, the Nominating Committee shall propose for Board approval election rules to ensure a fair contest.

7.0.1 **Official Nominees.** The Nominating Committee shall choose one (1) or more Candidates for each elected vacancy for inclusion on the ballot, with the exception of the offices of President and Vice Presidents. These Nominees shall be known as Official Nominees and designated on the ballot as such.

7.0.2 **Petition Nominees.** A written petition containing the signatures of eligible voting Subscribing Members of the Section shall place a Candidate on the ballot as a Petition Nominee.

7.0.3 **Write-Ins.** Write-in names on the election ballot are not permitted.

7.1 **Ballots.** The Secretary shall send a ballot containing the list of all Official and Petition Nominees 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 be offered electronically.

7.1.1 **Tallying the Ballots.** Ballots returned to the Secretary up to the time of counting shall be opened and counted prior to the Annual Meeting by the Tellers
Committee as set forth in the Leadership Handbook of the Section. For each office the Nominee receiving the highest number of votes cast shall be declared elected. In the event of a tie vote, the Board should determine the successful nominee from among those so tied.

ARTICLE 8: MEETINGS

8.0 Membership Meetings

8.0.1 Annual Membership Meeting. There shall be an Annual Meeting of the membership.

8.0.2 Frequency of Other Membership Meetings. Additional meetings may be held on such date and at such place as the Board designates.

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

8.0.4 Meeting Notice. Notice of call for a Board or Executive Committee meeting shall be sent to the members of the Board or Executive Committee, respectively, not less than thirty (30) days in advance of the meeting date.

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

8.2 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.

8.3 Parliamentary Authority. All business meetings of the Section, Subsidiary Organizations and meetings of the Board 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 Section or the Society’s governing documents.

8.4 Meeting Participation by Alternative Means. Any member of the Board or any Board committee may participate in a meeting of the Board or any Board committee by means of a conference telephone or similar communications system that allows all persons participating in the meeting to hear each other at the same time. Such participation shall be considered presence in person at the meeting.

8.5 Action without a Meeting. Any corporate action required or permitted to be taken by the Board or any Board committee may be taken without a meeting if all members of the Board or Board committee unanimously approve such action in writing.
ARTICLE 9: SUBSIDIARY ORGANIZATIONS AND COMMITTEES

9.0 Subsidiary Organizations.

9.0.1 Types of Subsidiary Organizations. Subsidiary Organizations may be, but are not limited to, Branches, Younger Member Groups, local Institute Chapters, and Technical Groups. Names of Subsidiary Organizations shall be as set forth in the Society’s governing documents.

9.0.2 Formation. Formation of Subsidiary Organizations shall be subject to the approval of the Board 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 Board before becoming effective.

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

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

9.0.3.2 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 Board for approval.

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

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

9.0.3.5 Region Approval. Upon approval of the Board, the proposal and petition shall be submitted to the Region Board of Governors for review and final approval.

9.0.4 Institute Chapters and Technical Groups. Technical Groups or Section Institute Chapters shall be created in accordance with the following requirements:

9.0.4.1 Proposal. A new Technical Group or Section Institute Chapter may be proposed submission of a written proposal to the Board 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.
9.0.4.2 **Membership.** Not less than five (5) Subscribing Members of the Section may form a Technical Group or Section Institute Chapter.

9.0.4.3 **Approval.** Approval must be obtained from the Board to activate the Technical Group or Section Institute Chapter. Approval shall be obtained from the appropriate Institute to activate the Section Institute Chapter.

9.0.5 **Other Subsidiary Organizations.** Other Subsidiary Organizations may be formed by the Board.

9.0.6 **Annual Budget.** Each Subsidiary Organization shall submit an annual budget and financial statement to the Board for approval.

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

9.0.8 **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 the Board. Assets of a disbanded Subsidiary Organization shall be assumed by the Section.

9.1 **Standing Committees.** The Section shall have Standing Committees established and approved by the Board.

9.1.1 **Nominating Committee.** The Section shall have a Nominating Committee consisting of not less than four (4) Subscribing Members of the Section, plus other duly selected members, appointed by the Board. The President shall determine the Chair.

9.1.2 **Terms of Standing Committee Members.** Unless otherwise specified, the committee chairs shall be appointed by the Board upon recommendation of the President for a one (1) year term. The term shall commence at the beginning of the President’s term.

9.1.3 **Standing Committee Member.** The Section has the following Standing Committees: Past Presidents Council, Officer/Personnel, Branch/Section Relations, History and Heritage, Honors, Intra-Society Relations, Membership, Editorial, CECON Planning, Strategic Planning, STEM, Student Activities, Younger Members, Government Affairs, Texas Infrastructure Report Card, Public Relations and Professional Image, and Budget and Finance.
9.2 Task Committees. The President may appoint task committees as deemed necessary. The terms of Task Committee members shall end at the conclusion of the term of the President.

ARTICLE 10: ADMINISTRATIVE PROVISIONS.

Not used.

ARTICLE 11: AMENDMENTS

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

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

11.0.2 Approval. The proposed Bylaws amendment(s) shall be approved by the Board and submitted to the appropriate Society Committee(s) for review and approval.

11.0.3 Notice and Adoption. Upon approval by the appropriate Society Committee(s), the proposed Bylaws amendment(s) may be adopted by a two-thirds (2/3) vote of the Board 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.
# AMERICAN SOCIETY OF CIVIL ENGINEERS TEXAS SECTION 2018-2019 ORGANIZATIONAL CHART

## SECTION DIRECTORS

<table>
<thead>
<tr>
<th>Branch</th>
<th>Term</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin</td>
<td>2018-2020</td>
<td>Genest Landry PE</td>
</tr>
<tr>
<td>Brazos</td>
<td>2017-2019</td>
<td>Robert Lys Jr. PE</td>
</tr>
<tr>
<td>Caprock</td>
<td>2018-2019</td>
<td>Russell Carter PE</td>
</tr>
<tr>
<td>Central Texas</td>
<td>2018-2020</td>
<td>Brian Gelger PE</td>
</tr>
<tr>
<td>Corpus Christi</td>
<td>2018-2020</td>
<td>John Garcia PE</td>
</tr>
<tr>
<td>Dallas</td>
<td>2018-2020</td>
<td>Patrick Williams PE</td>
</tr>
<tr>
<td>El Paso</td>
<td>2017-2019</td>
<td>Marvin Gomez PE</td>
</tr>
<tr>
<td>Fort Worth</td>
<td>2017-2019</td>
<td>Clint Hoover PE</td>
</tr>
<tr>
<td>High Plains</td>
<td>2018-2020</td>
<td>Joseph Shehan PE</td>
</tr>
<tr>
<td>Houston</td>
<td>2018-2020</td>
<td>Patrick Beecher PE</td>
</tr>
<tr>
<td>Northeast Texas</td>
<td>2018-2020</td>
<td>Russell Gibson PE</td>
</tr>
<tr>
<td>Rio Grande Valley</td>
<td>2017-2019</td>
<td>Jesse Sanchez</td>
</tr>
<tr>
<td>San Antonio</td>
<td>2018-2020</td>
<td>Amy Stone PE</td>
</tr>
<tr>
<td>Southeast Texas</td>
<td>2017-2019</td>
<td>Liv Haselbach PhD, PE</td>
</tr>
<tr>
<td>West Texas</td>
<td>2018-2020</td>
<td>Adrian Fras EIT</td>
</tr>
</tbody>
</table>

## REGION 6 BOARD OF GOVERNORS

<table>
<thead>
<tr>
<th>Title</th>
<th>Term</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair &amp; Director</td>
<td>2016-2019</td>
<td>Nancy Cline PE</td>
</tr>
<tr>
<td>Governor – Texas</td>
<td>2016-2019</td>
<td>Patricia Frayre PE</td>
</tr>
<tr>
<td>Governor – Texas</td>
<td>2017-2020</td>
<td>Tim Newton PE</td>
</tr>
<tr>
<td>Governor – Texas</td>
<td>2018-2021</td>
<td>Sanford LaHue PE</td>
</tr>
<tr>
<td>Governor – Oklahoma</td>
<td>2017-2020</td>
<td>Steven Johnson PE</td>
</tr>
<tr>
<td>Governor – New Mexico</td>
<td>2018-2021</td>
<td>TBD</td>
</tr>
</tbody>
</table>

## JOHN B. HAWLEY MEMORIAL TRUST FUND

<table>
<thead>
<tr>
<th>Title</th>
<th>Term</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustee</td>
<td>2013-2019</td>
<td>Theodore Cleveland PhD, PE</td>
</tr>
<tr>
<td>Trustee</td>
<td>2015-2021</td>
<td>Mark Boyd PhD, PE</td>
</tr>
<tr>
<td>Trustee</td>
<td>2017-2023</td>
<td>Sean Merrell PE</td>
</tr>
</tbody>
</table>

## J. WALTER PORTER MEMORIAL TRUST FUND

<table>
<thead>
<tr>
<th>Title</th>
<th>Term</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustee</td>
<td>2012-2019</td>
<td>Donald Willhouse PE</td>
</tr>
<tr>
<td>Trustee</td>
<td>2014-2020</td>
<td>Ron Lemons PE</td>
</tr>
<tr>
<td>Trustee</td>
<td>2016-2022</td>
<td>Brett Pope PE</td>
</tr>
</tbody>
</table>

## ANNUAL MEETINGS

<table>
<thead>
<tr>
<th>Season</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>Executive Committee (Austin)</td>
</tr>
<tr>
<td>Spring</td>
<td>Board of Direction at Student Symposium (rotating)</td>
</tr>
<tr>
<td>Summer</td>
<td>Executive Committee at Leadership Development (rotating)</td>
</tr>
<tr>
<td>Fall</td>
<td>Board of Direction at Texas CECON (San Marcos)</td>
</tr>
</tbody>
</table>
1.0 BOARD OF DIRECTION

The governing body of ASCE Texas Section 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.”

Board of Direction (Board) members determine the Texas Section’s mission and strategic goals.

Responsibilities

1. Implement the Section’s Strategic Plan. Oversee and direct the management of all current Texas Section programs and projects.

2. Provide financial oversight and serve as a resource for the Texas Section.

3. Ensure legal and ethical integrity and maintain accountability.

4. Meet at least two times a year: once at the Texas Civil Engineering Conference (CECON) and once during the ASCE Texas Student Symposium (Student Symposium)

5. Ensure the time and place of CECON and the Symposium is scheduled as far in advance as practical.

6. Consider and act on all reports, resolutions, petitions, and questions of ethics presented to the Board.

7. Promote the Texas Section and recognize members for their efforts. 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.)

8. Develop future Texas Section leaders.

9. Approving hiring of an Executive Director as needed upon the recommendation of the Office Personnel Committee.

Membership

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

Responsibilities

1. In addition to Board meetings, meet at least two times a year: once in the winter and once in the summer, in conjunction with Leadership Development Weekend.

2. Direct the affairs of the Texas Section between meetings of the Board, subject to review and approval by the Board.

3. Conduct the affairs of the Texas Section in accordance with the Rules of Operation and Strategic Plan.

4. Provide oversight of assigned Committees and help Committee Chairs turn strategic goals into actionable plans with attainable task assignments. Ensure adequate recourses, such as funds, time, and volunteers are available to achieve goals.

5. Assist the President in making committee appointments.

6. Assist the Budget/Finance Committee President-Elect in the preparation of the annual operating budget.

7. Serve on task committees and execute additional assignments as directed by the President.

8. All actions of the Executive Committee shall be reported to all members of the Board 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. Additionally, the Executive Director and Secretary will serve as ex officio members of the Executive Committee.
3.0 PRESIDENT

Responsibilities

The President shall be responsible for:

1. Providing general supervision and leadership regarding the affairs of the Texas Section in accordance with the Rules of Operation and Strategic Plan.

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 annual business meeting during CECON and other official functions at the Meetings of the Texas Section, including but not limited to the Board of Direction and Executive Committee Meetings. Delivering a State of the Section Address at each Texas Section Meeting.

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. Visiting as many Branches and Student Chapters as possible throughout the year.

6. Transmitting to the Chair of the Editorial Committee and the Publisher of the Texas Civil Engineer a president’s message for each issue.

7. Representing, or designating a representative for, the Texas Section in official functions that are affiliated with Civil Engineering activities in the state and/or local community.

8. Supervise the Executive Director and complete an annual performance evaluation.

9. Advise, monitor, and coordinate the activities of the following committees:

   - Past Presidents Council
   - Office/Personnel Committee
   - Branch/Section Relations Committee
   - Task Committees (The President can establish and appoint members to task committees as needed.)

10. When applicable, recognize the successful activities of the above committees through the nomination of committees and/or individuals for Texas Section and Society level awards.

11. Identify grant opportunities for applicable committee activities and encourage committees to apply for grant funding.
3.A  PAST PRESIDENTS COUNCIL

Responsibilities

1. The Past Presidents Council is intended to serve as an advisory and support group to the Board and to the President. The Council will meet in conjunction with the annual Texas Civil Engineering Conference (CECON).

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 (Texas OCEA) 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 endorsements.

Membership

All Past Presidents of the Texas Section will be members.

3.A.1 TEXAS OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT AWARD

The Texas OCEA 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 nominations for Texas OCEA from the Branches through the Section Directors. Other members of the council shall solicit nominations from within their network to ensure members of the Society who have achieved the rank of Member or Fellow and who demonstrate eminence in some branch of civil engineering are considered for this recognition.

2. Nominations may be made by a Branch or any Subscribing Member of the Texas Section, and are to be submitted to the Chair of the Past Presidents Council.

3. The Past Presidents Council will make recommendations to the Executive Committee at their Winter Meeting based upon the prescribed judging criteria established by ASCE for the Society-level OCEA Award. The recommendation of the Executive Committee will be made to the Spring Meeting of the Board for action.
4. The nomination and award schedule will be as follows:

   a. Solicit nominations in September and October.

   b. Nominations received by October 31st. Synopses distributed to Past Presidents.

   c. Award judging will take place at a Past Presidents Council meeting (in-person or via teleconference) at least three (3) weeks prior to the Winter Executive Committee meeting.

   d. Recommendations to the Executive Committee for their endorsement at their Winter meeting.

   e. Board approval at the Board’s Spring Meeting.

   f. Chair of the Past Presidents Council transmittal to Region 6 Board of Governors and Region Director by May 1st for Society-level OCEA. (Society-level Award Deadline is June 1st)

   g. Texas OCEA Award is to be presented at CECON.

   h. Texas OCEA plaque may be presented at the project site at a later date as requested and approved by the Board.

5. The Texas OCEA Award will consist of an appropriate plaque which will be presented to the project owner’s representative by an officer of the Texas Section and invited Region Director in ceremonies described above. The Merit Award, when given, will be a certificate presented to the owner’s representative. The Past Presidents Council Chair, in coordination with the Executive Director and Past Presidents Council, will be responsible for (a) ordering the plaque and certificate(s) and having them ready for CECON 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 duplicate plaque(s) if requested. Duplicate plaques will be provided at the expenses of the project owner.

6. 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

According to ASCE, "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 February 1st, a solicitation for Distinguished Member nomination shall be sent to the Region Board of Governors, Sections, Branches, Institutes, Foundations, the Board of Direction, and Board of Direction committees. Each nomination shall be proposed by an Organizational Entity. A nomination package shall comply with ASCE requirements available online and follow the published Step by Step Guide. Completed nomination packages shall be transmitted to the Society Awards Committee not later than October 1st.

The Society Awards Committee will review the nominations received. 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. 
(source: ASCE Rules of Policy and Procedure 2.0.4.1 and 2.0.4.2)

To provide order to the Distinguished 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 each February to seek nominations.

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 May 1st.

3. The Past Presidents' Council will consider all nominations and select no more than two per year to submit to ASCE headquarters.

4. The selections proposed by the Past Presidents Council will be submitted to the Executive Committee for their endorsement at their Summer Meeting. The recommendation of the Executive Committee will be made to the Fall Meeting of the Board of Direction at CECON for final action.

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 Distinguished Member and the ASCE Board of Direction in their selection of our nominees.
3.B OFFICE/PERSOONEL 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. The President will serve as Committee Chair.
3.C  BRANCH/SECTION RELATIONS COMMITTEE

Responsibilities

1. 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.

2. Participate in regular Branch Presidents’ and Section Directors’ teleconferences hosted by the President.

3. Identify at-risk Branches and assist in coordinating activities to engage leaders, identify potential incoming leaders, and update governing documents as needed.

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

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.
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. Serve on the Past Presidents Council as President Emeritus after completion of the one-year term.

4. Advise, monitor and coordinate the activities of the following committees:

   - History and Heritage Committee
   - Honors Committee
   - Intra-Society Relations Committee
   - Nominating Committee

4. When applicable, recognize the successful activities of the above committees through the nomination of committees and/or individuals for Texas Section and Society level awards.

5. Identify grant opportunities for applicable committee activities and encourage committees to apply for grant funding.
4.A  HISTORY AND HERITAGE COMMITTEE

The History and Heritage Committee is established to function on the Texas Section level along the general lines and in cooperation with the ASCE History and Heritage Committee (HHC).

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.

Responsibilities

1. Provide summary reports, photographs, or slides for the records of the Texas Section office in Austin.

2. Prepare regular articles for the Texas Civil Engineer.

3. 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. Maintain contact with Civil Engineering Schools and Student Chapters and foster academic studies in the field of engineering history. 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. When possible, coordinate with the STEM Committee.

5. 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.

6. Solicit 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.

7. 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.

9. Host one to two Section webinars each year and present annually at CECON.

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.
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 preservation of the knowledge and the recognition of civil engineers is important. Informing the public of Civil Engineering Landmark projects and reminding them of the role in their lives that civil engineers play is equally important and mutually beneficial.

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 Texas Section may designate it to be a Texas Historic Civil Engineering Landmark.

Procedure for 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. Whenever possible, the plaque should 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 for approval. 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 a regularly scheduled Board Meeting held at least six (6) months prior to the ceremony.

6. After approval is obtained, the final copies of the nomination will be prepared, signed, and provided to the Texas Section Office, the Texas Section Chair of the History and Heritage Committee, and the ASCE
Also, to be sent to the Texas Section Office is a layout of the 14-inch by 20-inch plaque. A draft 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.

4.4.2 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. 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 Region 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.

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 the Texas 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 for the following awards and honors at the annual **CECON Gala & ASCE Texas Section Awards Banquet:**

   - i. Award of Honor
   - ii. Professional Service Award
   - iii. History and Heritage Award
   - iv. Service to People Award
   - v. Professional Service to Students Award
   - vi. Government Civil Engineer Award
   - vii. John A. Focht, Jr. Citizen Engineer Award
   - viii. Lifetime Service Award (special occasions or every five years)

2. The committee will work with the Executive Committee, Board and Region Governors in recommending Texas Section members for special Society-level awards and recognition. (See ASCE Official Register. Chair shall request announcements and deadlines for various Society-level awards be included in the **Texas Civil Engineer** by Section staff.)

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.

**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 shall serve as the Contact Member until a member is appointed. The members should be familiar with the history and customs of the Texas Section through active participation in its activities.

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>November - April</td>
<td>Solicit nominations for all awards to be given in following year</td>
</tr>
<tr>
<td>May 1</td>
<td>Deadline for submittal of nominations</td>
</tr>
<tr>
<td>May</td>
<td>Committee members meet to review nominations and prepare slate of nominees for summer Executive Committee Meeting</td>
</tr>
<tr>
<td>June/July</td>
<td>Executive Committee approves candidates for awards for current year</td>
</tr>
<tr>
<td>August 1</td>
<td>Notify award recipients and invite them to annual awards banquet at <strong>CECON</strong></td>
</tr>
<tr>
<td>August 1</td>
<td>Coordinate with Section staff to order awards. Provide headshot and bio for each award recipient for use in Gala program.</td>
</tr>
<tr>
<td>September</td>
<td>Presentation of awards at <strong>CECON Gala &amp; ASCE Texas Section Awards Banquet</strong></td>
</tr>
</tbody>
</table>
4.B.2 NOMINATION FOR TEXAS SECTION-ASCE AWARDS

Each nomination must contain the below data. The Honors Committee may use a standard form to collect this data or work with Texas Section staff to collect data electronically.

**Award Name:**

**Date Submitted:**

**Nominee:** List full name, address, telephone number, email address, and ASCE membership grade.

**Nominator:** List name, address, telephone number, and email address.

**Endorsements:** List at least two with name, address, telephone number, and email address.

**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 300 words, a biography including the following:
- Full Name
- Education
- Professional Registration
- Professional Society Membership
- Professional Achievements
- Civic and other Organization Memberships
- Family
- *Additional data may be provided in list or bullet format on supplement pages, including: Honors and Awards, Publications, Papers, and Patents. (*optional)

High-resolution headshot to be submitted as separate .jpg file.

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.

**General Guidelines for Selection and Presentation of Awards and Honors**

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. The Honors Committee shall review all nominations and make recommendations to the Executive Committee for endorsement and to the Board for approval.
3. Awards shall normally be presented at **CECON** although they may be presented at a Branch meeting if the recipient is unable to attend CECON.

4. Each award shall consist of a plaque or another suitable award style, unless specifically noted herein.

5. Each awardee shall receive two (2) complimentary tickets to the annual CECON Gala & ASCE Texas Section Awards Banquet. CECON conference registration is not included.

### 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.

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. One (1) recipient per year may be selected.

### 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.

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. One (1) to three (3) recipients per year may be selected.

Texas 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.

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.

The Honors Committee shall coordinate plans for conferring the award with the History and Heritage Committee. One (1) recipient per year may be selected.

### 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
Leadership Handbook
Past President

recognize civil engineers who bring credit to their profession through community activities which are visible to the general public.

Each nomination shall be accompanied by documentation on the nominee’s service to the community. One (1) to two (2) recipients per year may be selected.

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.

Each nomination shall be accompanied with adequate documentation of the nominee’s service to civil engineering students. One (1) to two (2) recipients per year may be selected.

Texas 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.

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. One (1) recipient per year may be selected.

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.

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

1. 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.”

2. 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. One (1) recipient per year may be selected.
3. The award shall consist of the John A. Focht, Jr. Citizen Engineer plaque, or another suitable award style.

4.B.10  TEXAS SECTION LIFETIME SERVICE AWARD

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. This award honors Texas Section, 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. There shall be be a limit of four (4) total Lifetime Service Awards per anniversary.

Lifetime Service Awards shall be presented at CECON on special occasion years: 2002 (ASCE 150th Anniversary), 2003 (Texas Section 90th Anniversary), 2008 (Texas Section 95th Anniversary), 2013 (Texas Section 100th Anniversary), 2018 (Texas Section 105th Anniversary), etc.

Detailed Guidelines for Selection of Awardees and Presentation of Award

1. 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.
2. Although this award is generally conferred upon individuals in their mid-60s or later, the Honors Committee may present the award to a younger member of the Texas Section due to extenuating circumstances.
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 Mexico, 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 (7) 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.
4.D NOMINATING COMMITTEE

Responsibilities

1. Solicit nominations for Texas Section officers from Branches and the Board, with support of the Texas Section President and office.

2. Present a list of candidates to the Executive Committee at its Winter Meeting.

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.

Membership

Membership of the committee shall consist of the five (5) most recent Past Presidents, available and willing to serve. 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 most senior Past President shall serve as the Chair of the committee.

The President, President-Elect, and Executive Director may be invited as non-voting, ex-officio members at the discretion of the Committee Chair.

Section Officer Positions Filled by Election

- President-Elect
- Vice President for Educational Affairs Elect
- Vice President for Professional Affairs Elect
- Vice President for Technical Affairs Elect
- First Year Directors at Large (two positions)
- Treasurer (even years only)

Timeline and Nomination Packet Requirements

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Contact Branch Presidents to begin soliciting nominations from their respective Branches (communication by email or telephone)</td>
</tr>
<tr>
<td>September</td>
<td>Ask President to charge Section Directors during Board meeting to work with Branch Presidents as they solicit nominations from their respective Branches</td>
</tr>
<tr>
<td>October 1</td>
<td>General Call for Nominations to all Texas Section Members. Committee Chair to provide Texas Section office with desired communication language.</td>
</tr>
<tr>
<td>October 31</td>
<td>Nomination Packets Due to Committee Chair</td>
</tr>
<tr>
<td>Nov. – Dec.</td>
<td>Review of Nominations by Committee. Committee Chair shall notify each committee member at least one (1) month prior to the first Committee Meeting.</td>
</tr>
<tr>
<td>January</td>
<td>Committee presents a list of Texas Section officer candidates at Executive Committee Meeting</td>
</tr>
</tbody>
</table>

Each nomination must contain the following data. The Nominating Committee may use a standard form to collect this data or work with Texas Section staff to collect data electronically.
1. Position and evidence of consent to serve the office for which individual is being suggested
2. Name
3. Address
4. Telephone number(s); E-mail address
5. Branch, Section, and Society-level offices previously held (including committee positions)
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)

Additionally, each nomination shall include a biography (300 words or less) and a high-resolution headshot (.jpg file). All materials shall be submitted from each Branch to the Chair of the Nominating Committee.

**General Guidelines for Selection of Recommended Candidates**

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

2. The Nominating Committee shall submit to the Board only one nominee for each office to be filled.

3. Additional Items for Consideration:
   
   i. In the selection of Texas Section officers, consideration shall be given to prior service on the Board and geographical distribution. Additionally, in the selection of President-Elect, consideration shall be given to prior service on the Board specifically in the role of an Executive Committee member and professional licensure in the State of Texas.

   ii. President-Elect The Vice Presidents positions are desirably filled by those who have served at the Branch level and as members of the Texas Section Board or committees.

      a. The Vice President for Technical Affairs Elect position is desirably filled by a member who has served on a Texas Section or Branch Institute Chapter Board.

   iii. Directors at Large must be 35 years of age or younger and are considered more favorably when they have been active in Texas Section affairs.

   iv. 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.

**Support from the Section Office:** 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.
5.0 PRESIDENT-ELECT

Responsibilities
1. Become familiar with the tasks and responsibilities of the office of President, Rules of Operation and Strategic Plan.

2. Serve on the Board 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.

3. Serve on the Office/Personnel and Budget/Finance Committees.

4. Assist the President in making committee appointments and budget preparation.

5. By June 1, compile recommended goals and objectives from each Vice President for each of their respective committees for the subsequent year.

6. Plan, coordinate and execute the annual ASCE Texas Leadership Development Weekend with support from Section staff.

7. Advise, monitor, coordinate the activities of the following committees:
   - Membership Committee
   - Editorial Committee
   - CECON Planning Committee
   - Strategic Planning Committee

8. When applicable, recognize the successful activities of the above committees through the nomination of committees and/or individuals for Texas Section and Society level awards.

9. Identify grant opportunities for applicable committee activities and encourage committees to apply for grant funding.

10. Be prepared to assume the office of President when a vacancy is created as defined by the Texas Section’s the Constitution.
5. A MEMBERSHIP COMMITTEE

Responsibilities

1. Formulate a program encouraging qualified members of the civil engineering profession residing in Texas to affiliate with ASCE and to encourage members of ASCE to become Subscribing Members of the Texas Section. These activities fall into the following divisions:
   - Existing membership:
     - Developing a greater awareness of ASCE membership.
     - Upgrading of individual membership.
     - Motivating Assigned Members to become Subscribing Members of the Section.
     - Evaluating present Branch areas and creating new ones as reflected by membership growth.
     - Promoting the awareness of Society benefits and encouraging pride in membership.
     - Promoting advancement to Fellow Membership status.
   - New members:
     - Cultivating potential members with and without cooperation of the Branches.
     - Following up on transfers and special cases.
     - Contacting large employers of civil engineers as sources of new members.
     - Maintaining contact with Membership Committees at Branches and Society headquarters.
   - Potential members
     - Obtain a list of newly licensed Civil Engineers from TBPE for recruitment as new members.

2. Prepare regular articles regarding for the Texas Civil Engineer magazine. These articles should summarize committee activities and highlight newly licensed professional engineers.
3. Perform other duties as assigned by the President-Elect.
4. Present a written quarterly report of committee activities to President-Elect which in turn will be submitted to the Executive Committee or Board.

Membership

The committee shall consist of the Membership Chair appointed by the Texas 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 EDITORIAL COMMITTEE

Responsibilities

1. Manage the production of the *Texas Civil Engineer* and other communication vehicles for the Texas Section.
   - Develop an annual editorial calendar for the *Texas Civil Engineer*, with support of Section staff or designated publisher.
   - Solicit feature articles for each issue of the *Texas Civil Engineer*.
     - Coordinate with the Vice President for Technical Affairs and CECON Co-Chairs to obtain technical features that were not selected for CECON due to topic overlap or redundancy.
     - Poor quality CECON program submissions should not be considered for articles.
   - Encourage Branches, Younger Member Groups/Forums, Institute Chapters, and membership to contribute publication items for the *Texas Civil Engineer*.
   - Develop social media content related to each article within the *Texas Civil Engineer*. Provide content to the Texas Section office for online posting.
   - Assist Texas Section staff and Section advertising consultant(s) in the development of a target marketing list for publication advertisements.

2. Serve in an advisory capacity to the Board of Direction and to assist with the development and maintenance of the Texas Section website.

3. Perform other duties as assigned by the President-Elect.

4. Present a written quarterly report of committee activities to President-Elect which in turn will be submitted to the Executive Committee or Board.

Membership

The Editorial Committee shall be chaired by the Senior Director at Large. The other three Directors at Large shall serve on the committee along with one committee Contact Member from each Branch appointed by the Branch President. The Branch Section Director shall serve until the contact member is appointed. In addition, any interested and willing member of the Texas Section may serve on the Committee.

The publisher of the *Texas Civil Engineer* magazine will be determined by the Section office, either a staff member or a consultant, and will work closely with the Committee to produce communication vehicles. The publisher is not responsible for creating content.
5.C CECON PLANNING COMMITTEE

Responsibilities

1. Plan, coordinate and execute the annual Texas Civil Engineering Conference (CECON) in accordance with the CECON Planning Manual and with support from the President-Elect, Vice President and Vice President-Elect for Technical Affairs, and Section staff.
   - Establish Program Coordinators as needed to plan a successful conference. These may include: Marketing, Programs, Budget, Exhibitors, Sponsorship, Younger Members, etc.
2. Develop an annual operations plan that includes communication protocols, document control, quality control procedures, and committee/sub-committee operations.
3. Prepare an annual budget for the Board’s review and approval.
4. Prepare an annual report, post-conference, for the Board’s review.
5. Review the CECON Planning Manual annually and recommend revisions as needed.
6. Perform other duties as assigned by the President-Elect or identified within the CECON Planning Manual.
7. Present a written quarterly report of committee activities to President-Elect which in turn will be submitted to the Executive Committee or Board.

Membership

The committee shall consist of the CECON Planning Committee Chair or Co-Chairs appointed by the Texas Section President. Any ASCE Branch may nominate candidates for the CECON Chair position, regardless of geographic location of the conference or Branch. The CECON Chair or Co-Chairs will oversee development of the specific annual conference.

Committee members include Texas Section Vice President for Technical Affairs and Vice President for Technical Affairs Elect. Additionally, the Program Coordinators specified within the CECON Planning Manual will be appointed by the Texas Section Board.

When possible, at least one representative from each large Branch (Austin, Dallas, Fort Worth, Houston, and San Antonio) will serve on the Committee. Representatives from small Branches are encouraged to serve on the Committee when available. ASCE membership is strongly encouraged, but not required, for participation on the Committee.

Texas Section staff will facilitate Committee meetings and provide input and continuity from year to year.

CECON Planning Manual

The CECON Planning Committee should use the CECON Planning Manual to provide them with direction for planning all conference logistics. The Manual is available from the Texas Section office.

The CECON Planning Manual, to be of most benefit, should be reviewed and updated regularly by the CECON Chair or Co-Chairs as procedures change in planning for the conference.
5.D STRATEGIC PLANNING COMMITTEE

Engage in long-term planning, implementation and review of established strategic goals and priorities to ensure organizational and financial stability and growth of the Texas Section.

Responsibilities

1. Develop a strategic plan for the Texas Section every five years, or sooner.
2. Perform a Sunset evaluation of Texas Section Standing and Task Committees during years when strategic plan development is not active.
3. Two years prior to strategic planning sessions, begin the identification of strengths and weaknesses, opportunities and threats to the Texas Section’s success.
4. Develop and evaluate a multi-year implementation plan for the Texas Section’s Strategic Plan, in conjunction with the Texas Section President. Provide recommendations to modify the implementation plan as needed.
5. Present a written quarterly report of committee activities to President-Elect which in turn will be submitted to the Executive Committee or Board.
6. Perform other duties as assigned by the President-Elect.

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 officers and committees, as well as, Branch and Student Chapter leadership to carry out their duties. By nature of the duties of this committee, membership terms are expected to be multi-year. The minimum term for committee members is two years.
6.0 VICE PRESIDENT FOR EDUCATIONAL AFFAIRS

Responsibilities

Promote and coordinate the transformation of future civil engineers, engineering students, and young engineers into professionals within the Texas Section. Oversee strategic programing and projects that support Student Chapters, Faculty Advisors, Practitioner Advisors, and Younger Members and increase careerlong engagement with the Texas Section and the Society.


2. Attend Executive Committee and Board meetings and submit written reports concerning activities of Committees for which the officer has coordination responsibilities.

3. Assist the President in making committee appointments and budget preparation.

4. Assign tasks to the Vice President for Educational Affairs Elect as needed.

5. By June 1, prepare a list of recommended goals and objectives for each assigned committee for the subsequent year. Transmit this information to the President-Elect.

6. Work with the Vice President for Educational Affairs Elect to ensure the continuity of the current activities and a smooth transition into the following fiscal year.

7. Advise, monitor, and coordinate the activities of the following committees, including the planning of the annual ASCE Texas Student Symposium:
   - STEM Committee
   - Student Activities Committee
   - Student Competitions Coordination
   - Younger Members Committee

8. When applicable, recognize the successful activities of the above committees through the nomination of committees and/or individuals for Texas Section and Society level awards.

9. Identify grant opportunities for applicable committee activities and encourage committees to apply for grant funding.
6.A VICE PRESIDENT FOR EDUCATIONAL AFFAIRS ELECT

Responsibilities


2. Attend Executive Committee and Board meetings and participate as a voting member.

3. Assist the Vice President for Educational Affairs in translating goals into attainable tasks for the appropriate committees being directed.

4. Plan, coordinate and preside over the annual Research Poster Competition Session at the **ASCE Texas Student Symposium**.

5. Maintain a close working relationship with the Vice President for Educational Affairs to assist with the assigned committees and to maintain continuity of the current programs into the following fiscal year.

6. Execute additional assignments as directed by the Vice President for Educational Affairs.
6.B STEM COMMITTEE

Responsibilities

Promote the development and progress of Science, Technology, Engineering, and Math (STEM) education and civil engineering education at the pre-college level, within the Texas Section area.

1. Serve in an advisory capacity to the Board relating to matters of STEM and civil engineering education.
2. Coordinate STEM and civil engineering education outreach opportunities with the Student Activities and Younger Member Committees.
3. Serve as a liaison between the Board and other units of ASCE and non-ASCE organizations concerned with civil engineering education, including the Texas Alliance for Minorities in Engineering (TAME). The Texas Section and TAME executed a memorandum of understanding (MOU) in July 2016.
4. Develop opportunities to involve TAME Chapters and pre-college students in the annual Student Symposium.
5. Provide regular updates/news for publication within the Texas Civil Engineer or other applicable Texas Section communications (coordinate with the Editorial Committee).
6. Perform other duties as assigned by the Vice President for Educational Affairs.
7. 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.

Membership

The committee shall consist of the STEM Committee Chair appointed by the Texas 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. In addition, any interested and willing member of the Texas Section may serve on the Committee.
6.C STUDENT ACTIVITIES COMMITTEE

Responsibilities

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

1. Coordinate the planning of the annual Student Symposium, working with the local Branch, Host Student Chapter, and Student Competitions Coordinator.
2. Assist the members of the Student Chapters in their educational and professional development.
3. Help students transition from Student Member to Professional Member.
4. Provide liaison between the Texas-Mexico Conference of Student Chapters and the Vice President for Educational Affairs for Texas Section events.
5. Be familiar with and facilitate regular updates to the Student Symposium Planning Manual. Distribute this manual to Student Chapters and other interested parties.
6. Perform other duties as assigned by the Vice President for Educational Affairs and as indicated in the Student Symposium Planning Manual.
7. 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.

6.C.1 Student Competitions Coordinator

Given the detailed nature of Texas-Mexico Conference competitions, a Student Competitions Coordinator will be appointed to serve on the Student Activities Committee to support the Student Symposium.

Student Competitions Coordinator Responsibilities

1. Plan, coordinate and execute annual Texas-Mexico Regional Student Competitions at the Student Symposium in accordance with the Student Symposium Planning Manual.
2. Arrange for, conduct, and determine winners of Awards presented at the Student Symposium: Student Technical Paper Contest, Student Research Poster Competition (with support from Vice President-Technical Elect), Keith McBride Spirit of the Competition, and Texas-Mexico Regional Student Competitions.
3. Perform other duties as assigned by the Vice President for Educational Affairs and as indicated in the Student Symposium Planning Manual.
4. Present a written quarterly report of committee activities to the Student Activities Committee Chair which in turn will be submitted to the Vice President for Educational Affairs.

Keith McBride Spirit of the Competition Award

This award honors the memory of Keith McBride, a longtime advocate of ASCE and student involvement. It is presented to a Student Chapter during the annual Student Symposium along with a $300.00 monetary prize. The Student Competitions Coordinator is responsible for soliciting recommendations from competition judges and selecting the recipient.

In the past the two awards were presented: one for the Concrete Canoe Competition and one for the Steel Bridge Competition. As of 2019, one award is presented annually for the Concrete Canoe Competition.
Membership

The Committee shall consist of the Student Activities Committee Chair appointed by the Texas Section President, the Student Competitions Coordinator, and the Practitioner Advisor(s) from each ASCE Student Chapter within Texas. The suggested term for Chair is two (2) years. In addition, any interested and willing member of the Texas Section may serve on the Committee for a minimum 1-year term.

The Student Competitions Coordinator will recruit a team of volunteer judges to provide oversight of competitions during the annual Student Symposium and will train a replacement Coordinator. The suggested term for Coordinator is three (3) years.
6.D Younger Members Committee

Responsibilities

Encourage participation of Younger Members in Texas Section and Society activities 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. Provide regular updates/news for publication within the Texas Civil Engineer or other applicable Texas Section communications (coordinate with the Editorial Committee).
3. Plan, coordinate, and execute the annual CECON Gala & ASCE Texas Section Awards Banquet with support of the Honors Committee and Section staff.
4. Plan, coordinate, and execute the annual CECON Technical Tour.
5. Plan, coordinate, and execute an annual state-wide event for Younger Members to facilitate professional relationships, such as a Camping Trip.
6. Coordinate with the Student Activities Committee to develop programing during the annual Student Symposium that encourages student member to professional member transition.
7. Encourage Branches to make use of the talents of their Younger Members in Branch operations.
8. Help Branches to encourage Younger Members to request full Member grade as soon as eligibility is assured.
9. Perform other duties as assigned by the Vice President for Educational Affairs.
10. 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.

Membership

Membership consists of a Younger Member Committee Chair appointed by the Texas Section President and one representative designated by each Branch President. The Section Director will serve until such appointment is made.
7.0 VICE PRESIDENT FOR PROFESSIONAL AFFAIRS

Promote and coordinate advocacy and professional functions of civil engineering within the Texas Section. Oversee strategic programing and projects that provide infrastructure education for local and state legislatures, promote the public recognition of civil engineers as stewards of infrastructure, and increase careerlong engagement within the Texas Section and the Society.

Responsibilities

1. Provide leadership in accordance with Rules of Operation and Strategic Plan.

2. Attend Executive Committee and Board meetings and submit written reports concerning activities of committees for which the officer has coordination responsibilities.

3. Assist the President in making committee appointments and budget preparation.

4. 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 (CECTX) on matters of mutual concern.

5. Prepare articles for publication in the Texas Civil Engineer (or other applicable Section communications), summarizing the current activities of assigned committees. (Coordinate with Editorial Committee.)

6. Assign tasks to the Vice President for Professional Affairs Elect as needed.

7. By June 1, prepare a list of recommended goals and objectives for each assigned committee for the subsequent year. Transmit this information to the President-Elect.

8. Work with the Vice President for Professional Affairs Elect to ensure the continuity of the current activities and a smooth transition into the following fiscal year.

9. Advise, monitor, and coordinate the activities of the following committees, including the planning of the biennial ASCE Texas Legislative Drive-In and the quadrennial development of the Report Card for Texas' Infrastructure:

   - Government Affairs Committee
   - Texas Infrastructure Report Card (IRC) Committee
   - Public Relations & Professional Image (PR&PI) Committee
   - Infrastructure and Security Task Committee
   - Residential Foundations Oversight Task Committee

10. When applicable, recognize the successful activities of the above committees through the nomination of committees and/or individuals for Texas Section and Society level awards.

11. Identify grant opportunities for applicable committee activities and encourage committees to apply for grant funding.
7. A VICE PRESIDENT FOR PROFESSIONAL AFFAIRS ELECT

Responsibilities

1. Become familiar with the tasks and responsibilities of the office of Vice President, Rules of Operation and Strategic Plan.

2. Attend Executive Committee and Board meetings and participate as a voting member.

3. Assist the Vice President for Professional Affairs in translating goals into attainable tasks for the appropriate committees being directed.

4. Maintain a close working relationship with the Vice President for Professional Affairs to assist with the assigned committees and to maintain continuity of the current programs into the following fiscal year.

5. Execute additional assignments as directed by the Vice President for Professional Affairs.
7.B GOVERNMENT AFFAIRS COMMITTEE

Responsibilities

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

1. Plan, coordinate and execute the biennial ASCE Texas Legislative Drive-In (concurrent with Texas Legislative Sessions) with the support of Section staff.
2. Apply for ASCE State Public Affairs Grants (SPAG), when offered.
3. 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.
4. 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.
5. Maintain liaison with the Society-level Government Relations staff and applicable committees.
6. Disseminate information on governmental affairs to Texas Section members through:
   - Publishing at least one article each year in the Texas Civil Engineer.
   - Presenting at least one session each year at CECON.
   - Assisting in the development of Governmental Affairs Committees in Branches of the Texas Section.
7. Promote the Civil Engineering viewpoint in the community affairs of Texas, particularly in connection with public policies relevant to the Society’s Key Programs and Priority Issues.
8. Present a written quarterly report of committee activities to the Vice President for Professional Affairs which in turn will be submitted to the Executive Committee or Board.

Membership

The membership should be one of broad technical and geographical representation and familiarity with legislative matters. The Chair of the committee shall be appointed each year by the Texas Section President.
7.C TEXAS INFRASTRUCTURE REPORT CARD COMMITTEE

Responsibilities

1. Plan, coordinate and prepare the *Report Card for Texas’ Infrastructure* approximately every four years.
   - Maintain liaison with the Society-level Government Relations staff and applicable committees, and work with them to develop a reporting schedule.
   - Recruit subject matter experts for each infrastructure category to be evaluated in the infrastructure report card (IRC). These committee members should include a cross-section of private- and public-sector engineers, including academia.
   - Work with the Vice President for Professional Affairs and the Executive Director to evaluate hiring a consultant to gather applicable data for evaluation by the Committee.
   - All reports shall be prepared in accordance with ASCE requirements and reviewed by the appropriate Society-level committee(s) prior to finalization.

2. Promote both the current National and Texas IRCs through the planning and execution annual activities, with support from the Public Relations & Professional Image Committee.

3. Perform other duties as assigned by the Vice President for Professional Affairs.

4. Present a written quarterly report of committee activities to the Vice President for Professional Affairs which in turn will be submitted to the Executive Committee or Board.

Membership

The membership should be one of broad industry representation, including at least two members representing each discipline of civil engineering. Members should have familiarity with technical design standards, construction, and operation and maintenance of infrastructure. The Chair of the committee shall be appointed each year by the Texas Section President.
7.D PUBLIC RELATIONS AND PROFESSIONAL IMAGE (PR&PI) COMMITTEE

**Responsibilities**

Improve the image of the civil engineer and educate the public about the impact civil engineers have on their everyday lives. Civil engineers build a better quality of life across the street and around the world.

1. Generate press releases about members, firms, engineering projects and events for Texas Section publications and local/statewide media.
2. Work with the Section President to find specific activities that will promote the civil engineer’s image. Plan and execute at least two activities annually with support from the Government Affairs and Infrastructure Report Card Committees, and Texas Section staff. Suggested activities:
   - Media releases – press advisories, press releases or press conferences around major Texas Section events.
   - *Infrastructure Week* programing.
   - Promote and train Texas 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.
   - Promote members speaking to organizations where our informed public exists: homeowners associations, parent teacher groups and civic clubs.
   - Promote member visitations and speaking engagements in schools and universities.
   - Promote members establishing relationships with the media.
   - Develop surveys/focus groups with the public to check progress of applicable educational efforts conducted by the Texas Section.
   - Speak to organizations to bring attention to infrastructure needs and the work of civil engineers.
3. Educate and inform Section members with at least one article a year in the *Texas Civil Engineer* and at least one CECON session.
4. Coordinate activities with the appropriate Society-level contacts.
5. Perform other duties as assigned by the Vice President for Professional Affairs.
6. Present a written quarterly report of committee activities to the Vice President for Professional Affairs which in turn will be submitted to the Executive Committee or Board.

**Membership**

The membership should be experienced in the issues dealing with Professional Image. Younger members should be included, and some members should understand the legislative process in Texas and in the United States. The Chair of the committee shall be appointed each year by the Texas Section President.
7.E TASK COMMITTEES

General Responsibilities

Each Task Committee established under the Vice President for Professional Affairs will be charged with specific tasks at the direction of the Texas Section President, annually. While activated, these task committees are responsible for presenting a written quarterly report of committee activities to the Vice President for Professional Affairs which in turn will be submitted to the Executive Committee or Board. Additional task committees may be established at the President’s direction and considered for incorporation within the Rules of Operation if tasks extend beyond one year.

Membership

Each task committee shall have a Chair appointed by the Texas Section President.

7.E.1 Infrastructure & Security

Serve as a representative to the Public Sector Advisory Council as needed, which advises the governor on security issues in the private sector that affect the public.

7.E.2 Residential Foundations Oversight

Task Committee Responsibilities

1. Serve in an advisory capacity to the Board relating to matters of residential foundation design, evaluation, repair and the publishing of Guidelines pertaining to these matters.
2. Oversee the activities of the two sub-task committees:
   - Residential Foundations Evaluation and Repair Subcommittee
   - Residential Foundations Investigation and Design Subcommittee
3. Oversee the publishing of the Guidelines produced by the two sub-task committees and evaluate any comments for possible revision.
8.0 VICE PRESIDENT FOR TECHNICAL AFFAIRS

Promote, disseminate, and coordinate technical information for the advancement of the members in civil engineering disciplines within the Texas Section. Oversee strategic programming and projects that support Institute Chapters and Technical Groups and increase careerlong engagement within the Texas Section and the Society.

Responsibilities


2. Attend Executive Committee and Board meetings and submit written reports concerning activities of Institute Chapters for which the officer has coordination responsibilities.

3. Serve as one of the CECON Program Coordinators to plan, develop and oversee all aspects of the annual conference Program.

4. Plan, coordinate, and moderate monthly technical webinars.
   i. Schedule past year’s CECON lightning round winners to provide webinars.
   ii. Coordinate with President-Elect and CECON Co-Chairs to encourage qualified speakers not selected for CECON presentations to provide a webinar presentation.
   iii. Provider speaker biography, high-resolution headshot, and webinar abstract to Texas Section staff. Staff will facilitate webinars and manage registration.
   iv. Provide regular webinar calendars for publication within Texas Section communications.

5. Advise, monitor, and coordinate the activities of the following Institute Chapters and Technical Groups:
   - Construction Institute (TxCI)
   - Environmental and Water Resources Institute (TxEWRI)
   - Geo-Institute (TxGI)
   - Structural Engineering Institute (TxSEI)
   - Transportation and Development Institute (TxT&DI)
   - Utilities Engineering and Surveying Institute (TxUESI)
   - Forensic Technical Group

   Including:
   i. Serving as the liaison between Section Institute Chapters and the Board
   ii. Promoting the placement of Texas Section members on Institute Chapters.
   iii. Encouraging Section-level Institute Chapters to submit speaker and topic suggestions for CECON in accordance with any executed Memorandum of Understandings (MOUs).
   iv. Encouraging Institute Chapters to submit articles for publication in the Texas Civil Engineer.
   v. Encouraging Texas Section Institute Chapters to present monthly technical webinars.
   vi. Overseeing annual report and budget preparation activities for each Institute Chapter.

6. Coordinate with the Vice President for Professional Affairs on technical matters associated with professional issues such as proposed legislation or policies.

7. Assist the President in budget preparation.
8. Assign tasks to the Vice President for Technical Affairs Elect as needed.

9. By June 1, prepare a list of recommended goals and objectives for each assigned committee for the subsequent year. Transmit this information to the President-Elect.

10. Work with the Vice President for Technical Affairs Elect to ensure the continuity of the current activities and a smooth transition into the following fiscal year.

11. When applicable, recognize the successful activities of the above Institute Chapters through the nomination of committees and/or individuals for Texas Section and Society level awards.

12. Identify grant opportunities for applicable Institute Chapter activities and encourage committees to apply for grant funding.
8. A VICE PRESIDENT FOR TECHNICAL AFFAIRS ELECT

Responsibilities

1. Become familiar with the tasks and responsibilities of the office of Vice President, *Rules of Operation* and *Strategic Plan*.

2. Attend Executive Committee and Board meetings and participate as a voting member.

3. Assist the Vice President for Technical Affairs Elect in translating goals into attainable tasks for the appropriate committees being directed.

4. Plan, coordinate and preside over the annual Lightning Round and Poster Competition Sessions at CECON.

5. Maintain a close working relationship with the Vice President for Technical Affairs to assist with the assigned committees and to maintain continuity of the current programs into the following fiscal year.

6. Execute additional assignments as directed by the Vice President for Technical Elect.
8.C INSTITUTE CHAPTERS AND TECHNICAL GROUPS

Responsibilities

Provide a medium for exchange of ideas between engineers engaged in the same technical field. 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.

1. Keep the Executive Committee and the Board through the Vice President for Technical Affairs informed of activities and developments concerning technical issues in Texas.
2. Work with the Vice President for Technical Affairs 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.
3. Establish liaison with state regulatory agencies and other professional organizations that are involved with technical issues.
4. Serve as the liaison between Branch and Section Institute Chapters.
5. Establish a close working relationship with the Government Affairs Committee to assist in ensuring 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, to promote its activities and enhance its effectiveness.
7. Provide annual CECON speaker and topic suggestions. Facilitate breakout sessions in accordance with executed MOUs.
8. Provide articles for publication in the Texas Civil Engineer or other applicable Texas Section communications.
9. Present a written quarterly report of committee activities to the Vice President for Technical Affairs which in turn will be submitted to the Executive Committee or Board.

Membership

Any member of the Texas Section is eligible to become an active member of any Technical Group. Any member of the Texas Section is eligible for membership in an Institute Chapter in accordance with that Chapter’s Bylaws. Bylaws are available from the Texas Section office.

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.
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 functions as the chief financial advisor for the Texas Section and oversees the annual budget process, Texas Section investments, and provides long-term financial planning.

Responsibilities

1. Provide leadership in accordance with Rules of Operation and Strategic Plan.

2. Serve as the Chair of the Budget and Finance Committee.

3. Co-sign checks through the Section office when the check amount exceeds $5,000. Alternatively, provide written authorization to proceed with payment using only one signature.

4. Review the monthly financial statements produced by the Texas Section’s accountant.

5. With support of the Budget and Finance Committee and Executive Director, provide an annual budget proposal to the Board.

6. Report to the Executive Committee and the Board 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 every five years or more frequently if warranted.

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.

10. Advise, monitor, and coordinate the activities of the following Committees:

    - Budget and Finance Committee
    - Tentative: Grants Committee
9.A ASSISTANT TREASURER

Responsibilities

1. Become familiar with the tasks and responsibilities of the office of Treasurer, Rules of Operation and Strategic Plan.

2. Serve on the Budget and Finance Committee.

3. Serve as Comptroller for the CECON Planning Committee. Coordinate with the CECON Budget Chair to review the preliminary and final conference budgets, advise and monitor the actual revenue and expenses compared to the budget, review the final conference report.

4. Attend Board meetings when possible and participate as an ex officio, non-voting member.

5. Assist the Treasurer in translating goals into attainable tasks.

6. Maintain a close working relationship with the Treasurer to assist with the assigned committees and to maintain continuity of the current programs into the following fiscal year.
9.B BUDGET AND FINANCE COMMITTEE

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

Responsibilities

1. Prepare the annual budget following the below timeline and utilizing past historical records, projected income, and anticipated expenses associated with Texas Section operations, programs, and member services.
2. Provide strategic planning regarding financial matters to insure the long-term financial health of the Section, including the biannual review of membership dues pricing.
3. Cooperate with the Board and provide financial advice during consideration of new programs.
4. Evaluate the Texas 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.

General Budget Development Process

2. Treasurer reviews current budget and notes expenses and revenue from most recent monthly financial statement by May 1st.
3. Executive Director prepares a draft budget by May 15th with input from Treasurer and Secretary.
4. Executive Director sends the draft budget to the Budget and Finance Committee for review.
5. Budget and Finance Committee provides comments to Treasurer by June 1st.
6. Treasurer presents Proposed Budget to Executive Committee at the summer meeting for discussion.
7. Treasurer to solicit input from Executive Committee and newly elected officers by August 1st.
8. Treasurer to work with Executive Director to prepare the Preliminary Budget at least one (1) month prior to CECON.
9. Treasurer and Executive Director present Preliminary Budget to the current Board via teleconference at least two (2) weeks prior to CECON.
10. Present Preliminary Budget to the current Board for endorsement, and to the new Board for adoption as the Final Budget during meetings at CECON.

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.
10.0 DIRECTORS AT LARGE

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

Responsibilities

1. Be thoroughly familiar with the Rules of Operation and Strategic Plan.
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 in communicating regularly with Section Directors and Branch Presidents. Coordinate communication schedule with Texas Section staff.
4. The other First Year Director at Large will be assigned to assist the President-Elect in planning the annual Leadership Development Weekend event. Texas Section staff will provide support and facilitate registration.
5. Directors at Large serve on the Editorial Committee to aid the committee chair in publishing the Texas Civil Engineer and support the development, maintenance, and evaluation of the Texas Section’s other communication channels.
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 Editorial 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 Editorial Committee. (See Section 5.B)
4. Manage the Texas Section Excellence in Journalism Award nomination and selection process each year.
   - Encourage all members to select news media articles and submit nominations for the Award. Work with Texas Section staff to solicit nominations across the Texas Section’s various communications platforms.
   - Working with all Directors at Large, judge the entries for the Award and make a recommendation concerning the winner to the Executive Committee at the summer meeting.
   - Enter the winner in the Society-level contest each year.
   - The Texas Section Award will be presented at CECON. Coordinate with Texas Section staff to arrange the order of an appropriate award and invite the recipient to the CECON Gala & ASCE Texas Section Awards Banquet.
   - Maintain or acquire a database of Texas newspapers for media contacts.

10.A.1 EXCELLENCE IN JOURNALISM AWARD

The ASCE Texas Section 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 infrastructure funding, and it can affect regulation such as licensing. It can also convince talented young people to choose careers in civil engineering.

The Award will be given to the journalist(s) by an officer of the Texas Section at CECON. The winner(s) will receive two (2) complimentary tickets for the CECON Gala & ASCE Texas Section Awards Banquet. 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. 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 Directors at Large with recommendations to the Board for final approval.
**Eligibility**

11. 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

12. Eligible stories must be published or broadcast between November 1 and October 31 of the following year.

13. 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.

14. 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.

**Entry Format**

All entries must include all the following:

15. A completed and signed *ASCE Excellence in Journalism Award Entry Form*. This can be obtained from the ASCE website.

16. All print entries (newspapers, non-trade related magazines) must include a copy or 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.

17. All radio and television entries must include a digital copy of the segment/program, including any introductory information or station ID's.
   - All electronic and Web-based news outlet entries (electronic, non-trade related magazines and newspapers) must include a copy of the story, including the Web site banner and the date of publication.

**To Enter**

The ASCE Excellence in Journalism Award nomination deadline is June 1st. Email your entry to office@TexASCE.org with the subject line “Editorial Committee – Journalism Award Nomination”.

Alternatively, entries may be mailed to:

Texas Section ASCE  
1524 S. IH-35, Suite 180  
Austin, Texas 78704  
Attn: Editorial Committee  
Journalism Award Nomination
10.B  SECOND YEAR DIRECTOR AT LARGE

Responsibilities

1. Attend all Board meetings.
2. Serve on the Editorial Committee. (See Section 5.B)
3. Serve as Chair of the Tellers Committee.
4. Present a written quarterly report of activities to the Senior Director at Large which in turn will be submitted to the Executive Committee or Board.

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. Texas Section staff will provide raw data.
2. The Chair shall prepare a report incorporating the following information:
   - Date the Tellers Committee counted the ballots
   - Total number of ballots counted
   - Statement that all nominees were elected by a majority of votes or whatever is the outcome
   - Statement that the ballots and the Committee’s tallies will be sent to the Texas Section Office
   - Names of Elected Officers
3. The Chair shall submit the report to the Senior Director at Large who in turn will report to the Executive Committee during the summer meeting.

Membership

This committee shall be chaired by the Second Year Director at Large and shall be composed of at least three people.
11.0 SECTION DIRECTORS

Section Directors provide the primary interface between the Texas 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 *Rules of Operation* and *Strategic Plan*.

2. Attend all Texas Section Board meetings as a Branch representative or identify a substitute. 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 for presentation at each meeting. Submit written reports as requested prior to the meeting.

4. Attend Branch meetings and report to the members on the activities of the Texas Section Board.

5. Serve as Branch Contact for the following Texas Section committees until a Branch Contact Member has been designated by the Branch President:
   
   i. Branch/Section Relations
   ii. Editorial,
   iii. History and Heritage,
   iv. Membership,
   v. Honors,
   vi. STEM, and
   vii. 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 Texas 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 *Texas Outstanding Civil Engineering Achievement Award*, and the *Historic Civil Engineering Landmark* for the Branch area.

9. Locate sites and act as site facilitator for Texas Section sponsored webinars.
11.A  SECTION DIRECTORS ELECTION YEARS

Section Directors serve for two years and are elected in alternating years according to the schedule shown below.

<table>
<thead>
<tr>
<th>Branch Name</th>
<th>Election Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin</td>
<td>Even</td>
</tr>
<tr>
<td>Brazos</td>
<td>Odd</td>
</tr>
<tr>
<td>Caprock</td>
<td>Odd</td>
</tr>
<tr>
<td>Central Texas</td>
<td>Even</td>
</tr>
<tr>
<td>Corpus Christi</td>
<td>Even</td>
</tr>
<tr>
<td>Dallas</td>
<td>Odd</td>
</tr>
<tr>
<td>El Paso</td>
<td>Odd</td>
</tr>
<tr>
<td>Fort Worth</td>
<td>Odd</td>
</tr>
<tr>
<td>High Plains</td>
<td>Even</td>
</tr>
<tr>
<td>Houston</td>
<td>Even</td>
</tr>
<tr>
<td>Northeast Texas</td>
<td>Even</td>
</tr>
<tr>
<td>Rio Grande Valley</td>
<td>Odd</td>
</tr>
<tr>
<td>San Antonio</td>
<td>Even</td>
</tr>
<tr>
<td>Southeast Texas</td>
<td>Odd</td>
</tr>
<tr>
<td>West Texas</td>
<td>Odd</td>
</tr>
</tbody>
</table>

A current list of Section Directors and their terms is available from the Texas Section office (office@TexASCE.org).
12.0 EXECUTIVE DIRECTOR

The Executive Director, under the direction of the serving President and the Board, is the general manager of the Texas Section. The Executive Director is responsible for ensuring the decisions and policies of the Board are implemented in an orderly manner, overseeing and leading the Texas Section Office including managing staff and contractors, and advising the President with regards to activities and issues facing the Texas Section. The Executive Director serves on the Board as a non-voting, ex officio member.

The Executive Director position is a salaried position with standard benefits as approved by the Office/Personnel Committee. The position of the Executive Director shall be advertised every three years beginning in 2010, or as directed by the Office/Personnel Committee. When selecting an Executive Director, preference should be given to candidates who are members of the Texas Section, Licensed Professional Engineers (civil engineer), and/or Certified Association Executives (CAE). If the Executive Director is not a CAE, he/she is encouraged to become a CAE as defined by the American Society of Association Executives (ASAE) within three (3) years of their hire date. The position may be full-time or part-time, at the direction of the Office/Personnel Committee.

The Executive Director shall work in the Texas Section office, which will be at a location approved by the Board.

**Responsibilities**

Within the limits of the Bylaws and policies established by the Texas Section Board, the Executive Director, under the Board has the authority to perform and is responsible for accomplishing the duties set forth below:

1. Operate, manage, and supervise the Texas Section office, including the supervision of all staff members, maintenance of records, operation of facilities and equipment, administration of finances, handling of correspondence, and oversight of communications with the Society, Branches, Student Chapters, Institute Chapters, members of the Texas Section, and others.

2. Represent the Texas Section in testimony before the Texas Legislature committees which affect the practice of civil engineering and meet with members of the legislature as appropriate. Specific reporting requirements through the Texas Ethics Commission are associated with this activity and require Board approval.

3. Represent the Section in correspondence and meetings with other professional societies, the Texas Board of Professional Engineers, the Society, Branches, Institutes, Student Chapters, and others with respect to issues related to the civil engineering profession or activities promoting the civil engineering profession in Texas.

   I. Maintain association/cooperation for legislative matters particularly with Texas Society of Professional Engineers (TSPE) and American Council of Engineering Companies (ACEC Texas).

   II. Maintain openness/cooperation with other associations and organizations for agreed upon mutually beneficial activities (i.e., Engineers Week (E-Week), Infrastructure Week, etc.).

4. Provide oversight of operating funds. Under prescribed guidelines, develop and maintain appropriate
budgetary and monetary control procedures over monies received and disbursed by the Texas Section Office.

5. Attend all meetings of the Texas Section Board and the Executive Committee.

6. Support activities resulting in the budgeting, planning, and execution of CECON and the ASCE Texas Student Symposium, annually. Act as on-site representative of the Texas Section during meetings, providing support as necessary to the planning committees, President, Texas Section Officers, members and attendees. (Note: reimbursement of reasonable expenses will be paid for by the Texas Section.)

7. Provide support to the President, including:
   i. Ensuring the staff has prepared agendas and other documents for the President, Board, and Executive Committee.
   ii. Reporting regularly on the activities, operations, and programs assigned to the Texas Section Office.
   iii. Alerting the President to issues or problems facing the Texas Section which may deserve Board discussion or action.
   iv. Ensuring the Board is fully aware of its own prior commitments and activities previously authorized or initiated by the Board.

8. Maintain appropriate contact with Society Staff to provide information interchange between the organizations.

9. Oversee the preparation of the Texas Section Annual Report by staff so that the report is properly completed and filed with the Society in accordance with published requirements, and to make the Annual Report available to the membership.

10. Provide guidance to Texas Section Committees and Officers. Facilitate communications between Texas Section officers and Branch officers as necessary to encourage Branch activities, ensure Branch organization structures are continuous, and encourage Branch participation in Section and Society committees and activities.

11. 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. Foster an environment of cooperation and enthusiasm for the Texas Section’s vision and mission, and maintain a climate which attracts, keeps, and motivates a diverse staff of top-quality people.

12. Execute contracts and commitments as may be authorized by the President and Board. Identify and utilize outside contractors, such as legal counsel, publishing, accounting and bookkeeping, and information technology (IT) support.

13. Develop and manage marketing and public relations strategies, with the support of the Editorial, Public Relations and Professional Image, and Government Affairs Committees, to promote the programs,
activities and image of the Texas Section. Establish and maintain sound working relationships and cooperative arrangements with other professional societies.

14. In the absence of a Secretary of the Board, the Executive Director will serve as the Secretary.

15. Promote membership growth and retention within ASCE.

16. Identify, review and develop non-dues related revenue sources through coordination with the Budget Finance Committee.

12.A PRINCIPAL ACCOUNTABILITIES

1. Ensure that the affairs of the Texas Section and operations of the office are conducted within prescribed budgets in a professional and ethical manner.

2. Assure that available income is allocated to provide the greatest return to the membership.

12.B REPORTING RELATIONSHIPS

The Executive Director reports to the current President of the Texas Section and is accountable to the Office/Personnel Committee. The Executive Director also reports to the Board via formal Board and Executive Committee reports.

12.C OFFICE OPERATIONS & ADMINISTRATION

The Executive Director shall provide general day-to-day supervision of the office activities and operations, including the detailed management of staff and contractors. In the absence of an Executive Director, the President shall manage the day-to-day operations of the Texas Section including directing staff and contractors. The following is a summary of routine office activities conducted by staff.

12.C.1 ACCOUNTING

1. Determine operational cash-flow requirements of the Texas Section and allocate Texas Section funds among checking and investment accounts.

2. Process accounts payable (AP) and accounts receivable (AR), maintain general ledger (GL) statements, etc.; file all documentation appropriately.

3. Generate monthly postage reports as applicable. Maintain adequate funds in postage and bulk mail accounts as applicable.

4. Prepare and file all required Internal Revenue Service (IRS) reports and audits for the Texas Section. Advise Texas Section subsidiaries on preparation and filing of IRS reports.

5. Provide Branches with tax information and guidance regarding Texas sales tax exempt status.

6. Provide documentation required for any financial audit for which the Texas Section undergoes. Best practices include the completion of a financial audit each time an Executive Director is hired or every five (5) years, at a minimum.

12.C.2 BANKING AND INVESTMENTS

The Executive Director shall open and maintain bank and investment accounts and secure signatories, participate in yearly budget process.
12.C.3 MEMBERSHIP & DATA

1. Download and process data from ASCE.
2. Generate monthly membership report the 1st week of each month.
3. Update annual “Membership Breakdown for Fiscal Year” in October.
4. Complete Notice of Non-Payment by April 15th per ASCE requirements.
5. Generate other reports as requested (i.e., Younger Members, Member Grades, Institutes, etc.).
7. Maintain files of data changes and notify Member Records staff at ASCE.
8. Maintain additional databases for leadership, awards, and events as specified below.

7.1 Leadership Rosters

i. Solicit and maintain contact info on new Section, Branch, and Chapter Officers; Committee Chairs and members; and Trustees.
ii. Generate and maintain an organizational chart for each fiscal year.
iii. Periodically review Section Dues Status of Roster population.
iv. Generate reports and update website as needed.

7.2 Awards

i. Enter recipient information annually for Texas Section Honors after CECON, and project information for Texas Section Historic Civil Engineering Landmark and Texas Outstanding Civil Engineering Award (OCEA) projects when nominated and record date award bestowed by Texas Section and/or ASCE.
ii. Generate reports and update website as needed.

7.3 Events

i. Assist committees and/or contractors in recording and reporting occupancy, registrant breakdowns, activities with head counts, exhibitors/sponsors, financial data, etc. after CECON and the Student Symposium.
ii. Generate financial reports and distribute to applicable committee chairs and Texas Section officers.

12.C.4 COMMUNICATIONS

When possible, repurpose content and distribute across all communication channels actively maintained by the Texas Section. Additionally, seek opportunities to cross-promote applicable events with other associations, State Agencies (TxDOT, TCEQ, TWDB, Texas Parks and Wildlife), and other Texas Section CECON Collaborators. Communications vehicles are subject to change based on available and affordable technology, member needs, and direction provided by the Board. Communication vehicles may include but are not limited to the Texas Section website, The TexASCE Advisor e-newsletter, Texas Civil Engineer, social media channels, ASCE Collaborate, and email blasts. Communications staff will prepare a quarterly report summarizing available analytical data for all communication vehicles.
1. Update Officers/Branches/Chapters/Links pages as needed.
2. Update event pages once dates and hotel are confirmed (e.g., upon receipt of executed contract).
3. Update events calendar page each month or more frequently as needed.
4. Update *Texas Civil Engineer* monthly or more frequently as needed; archive prior content.
5. Update history page(s) (Past Meetings, Past Awards) after each event.
6. Update leadership page(s) (Past Boards) in October.
7. Upload revised governing documents and strategic plan as needed.
8. Upload other revised pages as needed.
9. Replace/Remove/Update advertisements as needed.
10. Maintain records of available analytical data.

**Newsletter**

1. Procure content and layout publication under the direction of the Executive Director and President.
2. Schedule distribution to membership via email blast.
3. Maintain records of open rates and other available analytical data.

**Social Media**

1. Procure content and distribute via the Texas Section’s active social media channels.
2. Explore ways to repurpose content and reach the largest audience possible.
3. Promote all Texas Section events and activities. Evaluate use of paid advertisements and post boosts.
4. Promote Texas Section volunteers and subscribing members of the Texas Section (i.e., highlighting a promotion or non-ASCE Award or recognition).
5. Maintain records of available analytical data.

**Emails**

1. Procure content and distribute to members as needed in accordance with the Texas Section’s email calendar and the ASCE policy on broadcast emails.
2. Explore ways to repurpose content and reach applicable audiences.
3. Maintain records of open rates and other available analytical data.

**12.C.5 COORDINATION WITH ASCE**

Staff shall represent the Texas Section as needed and oversee, review, and approve all reports required of the Texas Section and furnish on time. In addition, staff shall maintain working relationship with ASCE Officers and Staff and provide information for Texas Section Officer/Staff Representatives as requested.

Staff cooperate/coordinate with ASCE regarding the planning of meetings in Texas with Texas Section/Branches/Student Chapters (e.g., ASCE Conferences, Regional Meetings, Workshops).

**12.C.6 MEETINGS**

1. Assist planning committees with responsibilities related to the annual CECON and *Student Symposium.*
2. Assist the President-Elect by providing facilities and invitations, and preparing materials associated with the annual **Leadership Development Weekend**.

3. Help plan and assist President with all details of the Board and Executive Committee meetings, and receptions.

4. Oversee preparation and delivery of all Honors and others awards and assist in the presentation of the awards at the annual **CECON Gala & Texas Section Awards Ceremony**.

5. Help by providing facilities and attending committee meetings as needed.

**12.C.7 RULES OF OPERATION**

Staff shall maintain current and proposed draft documents. These files will be stored electronically and revisions will be uploaded to the website. Additionally, staff will make revisions as needed per the direction of the Board.

**12.C.8 SECTION OFFICE**

**Maintenance**

The Executive Director shall maintain the physical structure, furnishings, and professional decorum of the Texas Section Office at all times in carrying out the responsibilities listed above.

**Staffing**

The Executive Director shall hire, supervise, review and terminate when necessary staff and/or contractors. The Executive Director will work with Treasurer on the draft budget each year regarding salaries, benefits, and expenses for staff and rates/monthly fees for contractors.

**Storage/Archives**

The Executive Director shall help preserve and maintain the “history” and research opportunity of the Texas Section Membership through archival storage. Maintain offsite storage, as needed, in Austin, Texas to store occasionally needed files and items prior to archiving but within reach of the Texas Section office.
13.0 SECRETARY

A Texas Section staff member shall be appointed by the Executive Director as the Corporate Secretary of the Texas Section and shall serve on the Board in the role of “Secretary” as a non-voting, ex officio member. The Executive Director will assume the role of Secretary in the absence of an available and willing staff member.

Responsibilities

1. Attend all meetings of the Texas Section Board, assigned committees, and Executive Committee. Fully participate in the Texas Section Meetings to the extent possible.

2. Assist in the preparation of meeting agendas and prepare meetings minutes in close concert with the President and Executive Director.

3. Working with the Executive Director, make certain the Texas Section’s 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. Make certain that Texas Section Officers are submitted for the ASCE Official register before the published deadline. Remind Branches to submit Branch Officer and Committee Chair information to the Texas Section before published deadlines.

6. Serve as custodian of Texas Section records and property not stored at College Station Professional Society Archives.
14.0 MEMORIAL TRUST FUNDS

The Texas Section has established the John B. Hawley and J. Walter Porter memorial trust funds to further civil engineering education in Texas. In addition, the Texas Civil Engineering Foundation (TCEF) has established the Texas Section Past Presidents Educational Trust Fund. Trustees report annually to the Board.

General Procedures

1. The terms of the three (3) Hawley and three (3) Porter Trustees shall be staggered such that each incoming Texas Section President will make one appointment.
   a. The term of a trustee is six (6) years.
   b. Trustees may serve no more than two (2) six-year terms.
   c. 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.
2. The terms of the Educational Trustees shall be determined by TCEF.
3. Each Trust Fund shall provide an annual report to the Executive Director which in turn will be submitted to the Board. The Chair of each trust will be responsible for preparing the report at the end of each fiscal year. This report should include the following:
   a. Names of Trustees with term ending dates
   b. Complete financial report
   c. Records of fellowship nominees and recipients for the fiscal year
   d. Copies of winning technical paper (Hawley Fund only)
4. The Chair and Secretary/Treasurer of each Trust will be elected annually by the Trustees.
5. A current list of Trustees is available from the Texas Section office.

14.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 are responsible for administration of the fund. A trust agreement for the fund was established in 1965.

14.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 a meeting following the Texas Section Meeting when the paper was presented.
**14.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 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 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.

**14.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 are responsible for administration of the fund.

The recipient must have an affiliation with the Texas Section 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 on the results of the study and/or research. The stipend will be paid monthly for a twelve-month period beginning September 1.

*(continued)*
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.

14.C TCEF PAST PRESIDENTS EDUCATIONAL TRUST FUND

The Texas Civil Engineering Foundation (TCEF) was established in 2004 and is a 501(c)(3) non-profit organization and private foundation that supports the educational, technical and professional activities and programs of the Texas Section.

TCEF Trustees are responsible for the management of the Past Presidents Educational Trust Fund.
15.0 POLICIES & SUPPLEMENTAL INFORMATION

The following policies are provided as guidance for Texas Section volunteers and staff.

15.A 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.

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.

15.B PROTOCOL FOR INVITING SOCIETY OFFICERS TO TEXAS SECTION MEETINGS

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

Society officers typically have many committee and Board meetings in the spring and may not be available to attend Texas Section events during that timeframe. The Texas Section typical invites the Society’s President-Elect to the annual meeting, held in conjunction with CECON. The Society’s President-Elect may conduct the installation of officers at that meeting and the preference is for them to attend and participate in CECON.
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 CECON for the upcoming year.

2. Send an invitation in January to the Region 6 Board of Governors inviting them to attend the Student Symposium and CECON, and to send a representative to the Executive Committee meetings during the winter and summer.

**15.C SENIOR OFFICER FOR THE PURPOSE OF INSTALLATION OF SECTION/BRANCH OFFICERS**

Each fall, the Secretary requests the dates, times, and locations for Branch officer installations. When possible, the Texas Section shall provide officers to install incoming Branch leaders. The following is a list of seniority rankings of those eligible to install officers.

1. Current President of ASCE
2. President-elect of ASCE
3. Governor from Region 6 (If more than one Governor is present, the Governor with the most seniority will preside over the installation ceremony)
4. Governor from another Region (Includes Technical)
5. Past President of ASCE
6. Past Vice President of ASCE
7. Past Region 6 Governor
8. Any Past Governor
9. Any Texas Section Past President
10. Texas Section President

**15.D PRIVACY POLICY FOR THE USE OF BOARD & COMMITTEE CHAIR CONTACT INFORMATION**

The Texas Section will no longer provide the personal or business email addresses of Board members and Committee Chairs on the public Texas Section webpages per the February 25, 2019 Executive Committee Meeting. This decision was made due to an increase of spam emails and email spoofing/phishing incidents Society-wide.

General email addresses for specific volunteer positions, such as “President@TexASCE.org”, or the Texas Section’s office email address (office@TexASCE.org) may be provided on public webpages as a means of contacting leaders. If technology permits, individual email addresses may be hidden and provided only upon member login. Alternatively, the Texas Section may consider providing links to the social media landing pages of Texas Section Board members and Committee Chairs upon their individual approval.

**15.D EXPENSE REIMBURSEMENT POLICY**

The Texas Section will reimburse Officers, Committee Chairs, and committee members for approved expenses incurred while planning for and/or administrating strategic programs and projects. These expenses shall not exceed the total amount listed within the applicable year’s approved budget, specific to each program, project, or committee. Additionally, these expenses shall not include sales tax or alcohol purchases*. 
Committee Chairs are responsible for approving expense reimbursement requests for their committee members and volunteers. The Texas Section Officer responsible for overseeing a committee shall approve expense reimbursement requests made by the respective Committee Chair.

Expenses beyond the approved budget will not be approved unless (1) the budget is amended to reflected increased expenses or (2) written approval is provided by the Budget/Finance Committee*

*Approved September 21, 2016:
(1) The Texas Section will not reimburse for sales tax incurred when a purchase is made on behalf of the Section by an individual, organization, or any other entity. Anyone making a purchase on behalf of the Section should obtain the State of Texas sales tax exemption certificate first from the office.
(2) The Texas Section does not reimburse for alcohol with the exception of that purchased as a gift presentation for a visiting dignitary. Any officer, volunteer member or staff member who is submitting a request for reimbursement of personal expenses must include an itemized receipt, especially reimbursements for meals.
(3) Expenses that are not already in the approved operating budget cannot be incurred nor funds committed without the knowledge and approval of the Budget Finance Committee.

Travel Reimbursement

Texas Section Board members and staff are required to travel for Texas Section meetings. Limited reimbursement for reasonable* travel expenses for Board members may be available from year to year as indicated within the approved budget. If a Board member is concerned about travel expenses, they should contact the President-Elect prior to the start of the fiscal year to discuss concerns. Then, these concerns may be considered during the planning of the upcoming fiscal year’s budget.

It is Texas Section policy to reimburse staff for all expenses necessary, reasonable* and actually incurred when traveling on authorized Texas Section business. Travel expenses must be properly documented and approved on a reimbursement request. The Executive Director’s reimbursement requests shall be approved by the Treasurer.

*The Texas Section will not reimburse volunteers or staff for airline flight upgrades to first class. This includes higher cost reservations to accumulate additional travel plan rewards or other bonuses.

Amending the Budget

A request to amend the operating budget shall be submitted by the applicable Texas Section Officer to the Budget/Finance Committee for review. The Budget/Finance Committee will subsequently make a recommendation to the Board. The Board will then vote to amend the budget if warranted.

Reimbursement Documentation and Timeline

Approved reimbursement requests shall be provided to the Texas Section office using the appropriate form and shall include itemized receipts. Contact the office to request a reimbursement form.

Requests for reimbursement of expenses shall be submitted to the office within 30 days.
15.E POLICY FOR ENDORSEMENT OF OFFICIAL NOMINEES IN AN ASCE ELECTION

ASCE allows organizational entities such as the Texas Section to endorse Official Nominees for Society-level office. The Texas Section has established a procedure for endorsement of Official Nominees in which Texas Section members are eligible to vote.

Before an endorsement is given, the Texas Section’s Executive Committee will convene a teleconference with the Official Nominees at a mutually convenient time. The Section will issue an invitation to each Official Nominee and provide a standardized list of questions to which they will be asked to respond. The Executive Committee will speak with all Official Nominees before voting to endorse one or none of the Official Nominees. Other Texas Section Board members may also be invited to participate in the teleconference.

The Texas Section may publicize the official endorsement of one individual per office per election cycle and may include the rationale used in its endorsement decision. The endorsement rationale, if published, shall not refer to, or compare any other Official Nominees seeking the same office. The endorsement action shall be conveyed to the Official Nominee on Texas Section letterhead, signed by the President, and submitted in advance of the due date established by the Society.

When information on an Official Nominee is publicized then the same information for all Official Nominees seeking the same office shall also be published. Only election materials approved and provided by the Society Secretary may be published (i.e., biographical statement, vision statement, photograph).

Any reference to the Society-level election shall include a link to the Society’s official election website.

15.F POLICY ON BOARD MEMBER PARTICIPATION

Approved September 21, 2016. The governing body of the Texas Section is the Board. The Board is responsible for the supervision, control and direction of the Texas Section in accordance with the provisions of the Texas Section’s governing documents.

The Board is the highest authority of the Texas Section; it charts the mission and purpose and provides the vision of the organization; it approves the budget and major policies. The Board’s focus should be on the bigger picture of strategic planning and financial oversight. The Board also has the highest fiduciary authority and members must review and understand the financials including monthly statements and audits. The Board is responsible for ensuring adequate resources to accomplish the organizational mission and to safeguard the association’s legal and ethical integrity.

In order to ensure that the affairs of the Texas Section are managed appropriately, all Board members are expected to attend every Board meeting during their term of office. The officers comprising the Executive Committee are expected to attend every meeting of the Executive Committee during their term of office.
15.G POLICY ON LIFE MEMBER ACCESS TO SECTION PLATFORMS

Approved September 21, 2016.

Website

Members who have attained Life Member status, are assigned to the Texas Section, and have a record in the Texas Section’s membership data provided by ASCE headquarters (Life Members) shall be granted access to the Texas Section’s website platform whether or not they have paid Texas Section dues or the Texas Section’s Life Member Support fee.

Webinars

Life Members, regardless of whether they have paid Texas Section dues or the Texas Section’s Life Member Support fee, shall be granted access to the Texas Section’s webinars at no cost. Life Members of any dues status must pay the posted fee for recorded webinar content.

Texas Civil Engineer

Only Life Members who have paid the Texas Section’s Life Member Support fee and are thereby recognized as Subscribing Members by the Texas Section are eligible to receive the printed format of the Texas Civil Engineer magazine when in production.

When available, anyone desiring a printed copy of the magazine must opt-in by notifying the Texas Section office.

15.H POLICY ON DUES CHANGES

Approved September 21, 2016. The Board will review the dues amount and all sources of revenue and the subsequent impact on the operational budget every fiscal year that starts in an odd-numbered year, for the purpose of determining whether the dues are adequate for funding Texas Section programs for the membership.

In odd-numbered years at the spring Board meeting, a preliminary determination of a dues change should be discussed. If a change is desired, the final meeting of that Board in the fall should provide for endorsement of the proposed change and the initial meeting of the new Board should provide for approval of the change. The rationale for the change should be provided to the membership, and their input solicited, during the subsequent months leading up to the spring meeting of the Board in the even-numbered year at which time the Board must vote on the change in order to meet ASCE’s deadline for dues change notification. If the dues change is adopted by the Board at their spring meeting, review the Bylaws to determine if a revision is necessary. Any dues change would then take effect in the next dues year, an odd-numbered year.
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 Society 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.
CECON PLANNING MANUAL

Submitted to ASCE Texas Section ExCOM for approval

October 2016

by LeAnne Napolillo, P.E., F. ASCE, CECON 2014-2016 Co-Chair

CECON Manual Contents:
- CECON Overview
- CECON Marketing
- CECON Budget Guidelines
- CECON Program Development
- CECON Exhibitors and Sponsors
- CECON Planning Committee Organization/Responsibilities
- CECON items requiring Texas Section Board approval

Appendices
A. CECON Templates – Program Schedule, Budget and Final Report
B. General Conference Timeline of Significant Events
C. List of past Texas Section Conference and CECON dates/locations/registration fee
D. CECON Committee List of Responsibilities

Manual Updates/Revisions: Revisions to “CECON manual contents” shall require approval of the Texas Section Board. Appendices are attached as reference documents only, and can be updated by CECON without Texas Section Board approval. Manual shall be updated by CECON every five (5) years; updates shall occur in years ending in “0” or “5.”

Note: this manual addresses CECON planning only. The Texas Section Spring Student Symposium is independent of CECON, and is therefore addressed in a separate manual.
Note: This manual is intended to provide guidelines related to CECON planning, and specifically to provide direction related to interaction between CECON planners, ASCE Texas Section board/committees and ASCE Institutes. It is not intended to address all aspects of CECON committee operations. Committee operations such as communication protocols, document control, quality control procedures, committee/sub-committee operations etc., will be addressed by the CECON committee.

CECON OVERVIEW

Conference Purpose: An annual gathering of professionals discussing and advancing civil engineering issues, by participation in networking, leadership development and technical training opportunities provided at a reasonable cost.

The Texas Civil Engineering Conference (CECON) shall be held annually, during the third week in September, with the following format:
- Tuesday evening welcome reception - open to all attendees. Reception is intended as a gathering time, for attendees to meet and plan dinner; reception is not funded by CECON as a dinner event.
- Wednesday morning – outgoing Texas Section Board meeting
- Wednesday - Conference will include a half day program focused on CECON theme, starting with an early lunch. A corporate host will plan and host Wednesday evening activity. Texas Concrete Pipe Association has partnered with ASCE as the corporate host, for CECON 2014-2016, and is committed to partnering with ASCE for “centrally located” CECON (Austin/San Antonio area).
- Thursday – conference will include a full day of programs focused on CECON theme and will include an evening awards banquet with entertainment. Thursday morning networking breakfast will be an open time for attendees to gather, without having a planned speaker. This day will include lightning round sessions.
- Friday – conference will include a half day program focused on CECON theme, beginning with an ethics breakfast, ending with the Texas Section business meeting lunch.

CECON is intended to be inclusive by highlighting the many sub-disciplines of civil engineering, in that both university students as well as a variety of engineering disciplines are all invited to CECON, and all attendees participate in the same sessions. Central themes/topics will be chosen for the conference, to help guide the conference program, and speakers will be solicited to create the cohesive program. In general, the program should feature dynamic, charismatic, high-level speakers. The cohesive program should afford conference attendees the opportunity to experience technical, management, heritage, policy and leadership speakers and presentation topics related to the central themes for the conference.

ASCE Institute Chapters are an integral aspect in planning the CECON program, and specifically to provide technical content for the conference. Institute Chapters shall coordinate with the
CECON Planning committee such that their sessions are integrated into the cohesive program and coordinate with the conference themes. Expectations for Institute speakers are the same as for other CECON sessions, in that Institute sessions should feature dynamic, charismatic, high-level speakers.

Registration: The conference cost shall be all-inclusive, including all meals and evening events. Discounted registration for government attendees and students shall be provided. Registration will be open to all individuals interested in discussing/advancing the civil engineering profession. Discount registration options should be provided to both students and government employees, to encourage increased attendees from both of these attendee sectors. Pricing structure should be simplified to daily registration rates. Early and late registration options should be incorporated to encourage advance registrations and full conference registrations.

MARKETING
The CECON logo has been developed and will be used to brand the conference. A logo option is available that includes the location/year for conference specific marketing purposes. The graphic files for the CECON logo shall be obtained from the Texas Section office.

Marketing Plan: A comprehensive marketing plan shall be developed fifteen (15) months out from an annual conference to provide sufficient lead time in developing and disseminating collateral. The marketing plan should address delivery media (print, electronic and other media), audience (member, non-member, student, non-engineer affiliates, etc.) related organizations (TxDOT, municipal planners, ASCE Institutes, professional associations, etc.) and opportunities for expanding marketing efforts (identifying other advertising outlets, working with the news media, etc.).

Website: The front page of the conference website shall be “TexasCECON.org” and it may point to a third party provider’s registration system and/or content pages that advertise the conference. Utilizing a registration provider’s domain name as the front page limits search engine results for the conference. The conference brand is reinforced and the potential audience is maximized when the front page domain name reflects the name of the conference. A “splash page” shall be maintained between conferences with appropriate information as a holding page. This web page should redirect to the registration and information website as soon as those are available.

Social media: Every effort should be made to incorporate current social media trends in marketing CECON. A mobile app for smart devices will be developed and utilized for marketing the upcoming conference well in advance of its opening day.

Audience outreach: Direct advertising to ASCE members will utilize every available outlet including but not necessarily limited to broadcast emails, mailers, flyers, advertisements in the “Texas Civil Engineer” and announcements at Branch and Chapter meetings.
Advertising to non-ASCE members can be achieved through advertising partners such as “Texas Contractor” magazine or the websites and newsletters of related organizations such as TxDOT, SEAoT, TFMA, Texas Municipal League et al. Exhibit space at other conferences, including Institute congresses or ASCE special conferences, and annual conferences of other associations can be acquired and possibly at no cost by mutual exchange.

**CECON BUDGET GUIDELINES**

- CECON budget as proposed to the Texas Section Board of Direction for approval shall be a break-even budget, such that registration fees, sponsorship/exhibitor income assumptions shall be set to offset conference expenses.
- CECON budget shall include a $20,000 commitment to the ASCE Texas Section in the break-even budget. Other commitments with partner organizations may be considered and must be approved by the Texas Section Board.
- Board and committee meetings of the Texas Section, Institutes or other organizations are not part of CECON. As such, CECON will not bear financial responsibility for expenses directly related to these activities – for example, food (breakfast, etc.) or audio/visual (A/V) requirements for board meetings. If boards (Texas Section, Institute or other) require refreshments or A/V, the specific board shall contract directly with the hotel for these requirements and coordinate the arrangements through the Even Administrator. It is noted that the CECON contract with the hotel shall be cognizant of space requirements for board/committee meetings, and to the extent possible, shall incorporate the space requirements into the hotel contract such that space is available for non-CECON board/committee meetings.

One complimentary CECON registration shall be provided to an ASCE Society representative, normally the Global President-elect (VIP). Complimentary tickets will be provided to honors/awards recipients for the Thursday evening banquet/entertainment as outlined in the Texas Section Rules of Operation. All other attendees shall be expected to register for the conference. Additional complimentary conference registrations shall be provided only with prior approval of the CECON Chair, and in consideration of the CECON budget.

One complimentary CECON tabletop exhibit space each shall be provided for the upcoming CECON conference, and the Texas Council of Engineering Laboratories (TCEL). Each complimentary exhibit space shall include two complimentary “exhibit hall only” passes. Additional complimentary exhibit spaces shall be provided only with prior approval of the CECON Chair, and in consideration of the CECON budget.

The CECON Committee has a regular department or column in the “Texas Civil Engineer” magazine to provide information and updates on overall planning activities. This column is meant to provide a committee report to the membership, as the Student’s Center and Younger Member Corner report on the activities of those committees. Space will be provided in the magazine for a link to the CECON registration form, and conference advertisements is at no cost to the CECON Planning committee.
**Profit Sharing:**

In the event a single conference realizes a profit after all expenses have been paid, the excess revenue will be split as follows:

- 60% dedicated to “future conference planning”…i.e., if there is a profit in 2014, 60% of that profit will rollover to be used for future CECONs (speaker fees, “scholarships” for CECON conference registration, etc.). It is noted that CECON has received seed money from the Texas Section, and therefore needs to re-pay this debt to the Texas Section; this 60% portion of the profit split should be utilized to pay down that debt. This profit-sharing formula shall be revisited once CECON has repaid the debt to the Section for the seed funds.

- The remaining 40% will be dedicated to the Texas Section General Fund.

- The $20,000 commitment to the Texas Section included in the break-even budget is not considered profit but a regular expense and the profit split formula is applied after payment of the Section commitment.

See attached Sample Budget.  This template shall be used for CECON preliminary budget reporting to the Texas Section Board.

**CECON PROGRAM DEVELOPMENT**

The CECON Planning committee is responsible for overall program development. CECON Planning Committee shall consist of the following.

- **CECON Program Chairs**, who along with the VP-Technical will coordinate, plan and assemble the Panel discussions, Wednesday and Thursday keynote speakers, break-out sessions, and the Friday morning ethics session. ASCE Texas Section VP-Technical will coordinate ASCE Institute Chapters involvement in CECON. Institute sessions are expected to align with CECON conference themes, and be led by informative, dynamic speakers (same expectations as CECON sessions).
  - ASCE Texas Section Technical Group Chairs, and ASCE Texas Section Institute Chapters, will encourage their members to respond to the “Call for Topics and Speakers.”

- **ASCE Texas Section VP-Technical-Elect**, who will directly coordinate the lightning round presentations and poster presentations.

- **ASCE Texas Section Staff in coordination with the President** will coordinate the Friday Texas Section Business Meeting lunch, including keynote speaker.

- **ASCE Texas Section VP-Professional and Texas Section Communications Manager** will coordinate media involvement in CECON. Specifically, press releases and op-eds should be published in conjunction with CECON, and media should be invited to attend high-level panel discussions at CECON. A CECON Marketing volunteer will work in conjunction with the Texas Section Communications Manager.

- **ASCE Texas Section Honors Committee Chair**, who will coordinate the selection of an entertaining emcee for the Thursday evening Awards Banquet.
  - ASCE Texas Section Secretary will coordinate the agenda for the Thursday evening Awards presentation along with the honors chair.

- **ASCE Texas Section History and Heritage Committee member**, who will coordinate representation of for the engineering heritage perspective in panel discussions and
breakout sessions. Goal shall be that an engineering heritage speaker should be included on at least 50% of the panels and breakout sessions.

- ASCE Texas Section Secretary who will coordinate meeting arrangements for non-CECON entities with the Event Administrator and facility.
- ASCE Texas Section Younger Member Chair, who will coordinate the Thursday evening Banquet, and the Friday afternoon technical tour.

Guidelines for Speaker Solicitation (CECON and Institutes)

The heart of CECON is the conference sessions, which shall be planned by the CECON Planning Committee in coordination with the VP-Technical and the Institute Chapters. The success of the conference is directly related to the quality of the sessions which is reflected in the caliber of the speakers – including the keynote, the panel discussions, as well as the break-out sessions speakers. An eminent professor, or successful author, might not be successful in front of an audience. Seek recommendations from attendees who have seen a presenter before. When soliciting speakers for CECON, consider the qualities of successful speakers, who possess following.

- Grab the audience’s attention, and create an engaging experience for conference attendees.
- Have provocative ideas that resonate with the audience.
- Are able to communicate the most complex ideas in a single phrase.
- Take the wider view - setting the tone and perspective for everything that follows.
- Entertain as well as inform to help create a buzz for the conference.
- Are confident in what they are saying without being arrogant.
- Are flexible: your event's success is more important to them than their great ideas – they are good team members.
- Work closely with organizers to make the message fit well with the theme.

Agency representatives and elected officials should be prominently featured in all aspects of the program, including keynote sessions, panel discussions, and break-out sessions. The above speaker selection criteria also apply to solicitation of agency representatives and elected officials.

Sessions with lecture formats should be minimized. Instead, the CECON program should focus on:

- Panel discussions. This format works very well for both general conference sessions, as well as break-out sessions. Consider including a mix of agency representatives, elected officials and consultants on all panels. Also consider including non-engineering representatives on the panel (such as media, or experts from other related industries).
- Carefully consider and select the panel moderator, as they need to successfully guide the panel discussion and facilitate the Question and Answer (Q&A) session.
- Lunch presentations should be short, allowing time for attendees to network. Lunch speakers should be entertaining, with brief presentations (15-20 minutes).
- Presentations should be followed by interactive Q&A sessions.
As the intent of the “Call for Topics/Speakers” is to serve as a database for both CECON speakers and potential webinar/seminar speakers, the webinars/seminars will be held as Texas Section activities throughout the year, separate from CECON activities.

Speaker Fees and Registration

The CECON budget includes limited funding for speaker fees (see approved budget for amount). In general, the CECON speaker fee is used to offset travel and/or lodging expenses for select speakers, as determined by the CECON Planning committee. Speakers are expected to register for the conference. If speakers do not register for the conference, the CECON Chair, at their discretion, may provide speakers the option to attend their session at no-cost. Lightning Round speakers are expected to register for the conference as a requirement for participating in Lightning Rounds.

ASCE Global President-elect (VIP) is generally invited to attend CECON (invitation extended by Texas Section Secretary on behalf of the Section President). The VIP should be considered for participation on a panel discussion as either a panelist or as a moderator.

Call for Topics and Speakers

Frequently, panel discussions related to CECON themes can be developed out of topics/speakers submitted through the “Call for Topics and Speakers.” The initial topic as submitted may not be directly related to a CECON theme – but the CECON program (or ASCE Institute) representative can work with the topic submitter to develop a CECON session. This can occur through several different paths:

- Multiple submissions with similar topics received through “Call for Topics and Speakers” can be combined into a panel discussion. For example, multiple topics submitted on pavement design can be combined into a “pavement design” panel discussion.
- A project-specific topic submitted by a consultant can be developed into a panel discussion, through the inclusion of the agency representative and contractor on the panel, and broadening the topic to address challenges overcome during the planning, design and construction of the project. Challenges can be addressed from the agency, engineering and construction aspects.

Speakers whose submissions are received through the “Call for Topics and Speakers” are expected to register for the conference. Speakers who submit through the “Call for Topics and Speakers” will not be given free conference registration but may be allowed to attend their session at no cost at the discretion of the Conference Chair.

CECON Marketing

Media Involvement

The CECON Planning committee is highly encouraged to promote media involvement at CECON, to include media invitations to select conference panels. The CECON Marketing volunteer shall be responsible for and work with the Section’s communication Manager on coordination of
press releases, media invites, and drafting/publishing op-ed articles in conjunction with CECON. The CECON Program Committee shall be intentional in the development of potential opportunities for media involvement as the conference program is developed.

CECON Webinars

At the discretion of the CECON Planning committee, pre-conference webinars may be offered to CECON registrants. These webinars may be utilized as a marketing tool for CECON registration (e.g. offering them to CECON registrants for free; non-CECON registrants pay a fee to participate), and may be produced from topics received through the “Call for Topics and Speakers” that fit the conference themes, but do not fit well with the format or timeframe of CECON. CECON webinars shall be coordinated with ASCE Texas Section VP-Education and the Texas Section office. If a CECON webinar is offered, the CECON Planning Committee Chair or Program Director shall identify a CECON volunteer to coordinate and facilitate the webinar with the Section’s Communications Manager. Profit resulting from CECON webinars will be shared 60/40 with the CECON/Texas Section budgets, respectively.

Webinars resulting from the Lightning Rounds (i.e., offered as a prize to the Lightning Round winners) will be coordinated by the ASCE Texas Section VP-Technical. Profit resulting from CECON Lightning Round webinars will be shared 60/40 with the CECON/Texas Section budgets, respectively.

CECON PLANNING: COMMITTEE ORGANIZATION/RESPONSIBILITIES

CECON Steering Committee

The CECON Steering Committee shall consist the CECON Chairs for the current year, past year, and upcoming year annual conferences. For example, during Fiscal Year 2015, the CECON Steering Committee shall consist of the Chairs for the 2014, 2015, and 2016 conferences. The CECON Steering Committee shall provide direction and oversight for each of the upcoming annual conferences, and shall report to the ASCE Texas Section President Elect. As such, the President-Elect should be invited to participate on all CECON-related conference calls.

CECON Planning Committee Composition

A planning committee will be created for each annual conference, and will report to the CECON Chair designated for that year’s conference. The Planning Committee will consist of the following:

- Program Coordinators – includes CECON Program Chairs, and Texas Section VP-Technical, who work in concert to plan, develop and oversee all aspects of the annual conference Program.
- Budget Coordinator: oversees the budget and finances of the annual conference and reports to the Texas Section’s Assistant Treasurer who has oversight of the comprehensive CECON budget (all years).
- Sponsorship Coordinator
- Marketing Coordinator – works with Texas Section Communications Manager to develop and implement the marketing plan. Responsible for providing CECON
information (ie, speaker info, panel discussion info, etc) to Texas Section Communications Manager, for development of marketing materials.

- **Internal Communications Coordinator** – responsible for inter-committee communications
- **App Coordinator**—developing mobile app for conference and provides content and ideas to the Communications Manager and website designer
- **Others** as determined by the CECON Chair, based on specifics of the development of that particular conference.
- **ASCE membership** is strongly encouraged, but not required, for participation on CECON.

It is noted that local ASCE Branch representatives will fill many of the above Planning Committee positions. The local Branch representatives will not be considered a separate committee, or a separate subcommittee, but will be an integral part of the CECON Planning committee, responsible for the overall success of the conference.

Annual conference (CECON) Chairs and Program Coordinators will be appointed by the Texas Section Board. Any ASCE branch may nominate candidates for the CECON Chair position, regardless of geographic location of the conference or Branch.

The CECON Chair will oversee development of the specific annual conference.

CECON Planning committee membership will be composed of members from all across the Section, including representatives from the branch within the geographic region of the conference. There will not be separate “local host committee” responsibilities and “Section committee” responsibilities – CECON is expected to function as an integrated group, with representatives from across the Section as well as within the geographic region of the conference location. Membership on the Planning committee is not limited to ASCE Texas Section members, but may include Institute-only members who are active in Texas Section/Branch Chapters.

Subcommittee composition beyond the committee head (Coordinator) will be as determined by the committee head and CECON chair.

It is possible, even desirable, for a single person to serve on planning committees for multiple conferences. For example, it is possible for the same person to serve as both CECON 2015 and CECON 2016 Sponsorship Coordinator or a coordinator for a different activity each year.

**CECON Planning Committee Responsibilities**

1. Develop and manage annual conference budget
   - Provide preliminary budget to Texas Section Board for approval one year before CECON.
   - Coordinate administration of CECON funds with Texas Section assistant treasurer, who has signature authority on CECON checking account.
   - See Budget Template (Appendix A) to be used for developing the budget.
o Develop and foster long-term conference partnerships to help both increase attendance and reduce registration costs.

o Consideration should be made for other partnerships (such as the one with the Concrete Pipe Association) and should be reflected in a revised budget.

2. Site Selection – shall be made by a separate committee. CECON Chair shall coordinate with the ASCE Texas Section President-Elect for the site-selection committee.

   o Hotel/location contract shall be approved by the Texas Section Board for execution at least two years prior to the conference.

   o It is recommended to allow 1.5 years for site selection committee and resulting recommendation.
     - This means that for CECON 2020 (Fall 2020), the contract should be executed no later than Fall 2018. The CECON 2020 Site Selection committee shall be convened by January 2017.
     - CECON Chair shall be responsible for insuring that Site Selection committee convenes at the appropriate time, such that a contract can be executed at the reasonable time.

   o The only authorized signatory for hotel/venue contracts is the Section President.

3. Theme

   o Propose CECON theme and/or topics to be used as a focal point for programming cohesive topics for each day of the conference. Previous themes/topics have included:

<table>
<thead>
<tr>
<th>CECON Year</th>
<th>Theme</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>N/A</td>
<td>Water, Transportation, Sustainability</td>
</tr>
<tr>
<td>2016</td>
<td>Leadership In Infrastructure Solutions</td>
<td>N/A</td>
</tr>
</tbody>
</table>

   o Conference themes/topics shall be approved by the Executive Committee of the Texas Section a minimum of 18 months (June) in advance of the conference. The timing allows the theme/topic to guide development of the conference program/speaker solicitation and then in CECON marketing material for the entire year leading up to the conference.

4. Program

   o Develop the overall conference program

   o Invite speakers to present on topics related to the CECON themes/topics.

   o Convene a Speaker Advisory Council to solicit suggestions on program development.

   o The Speaker Advisory Council is to consist of a variety of industry leaders, and shall include non-engineering representatives (for example, media representatives, elected officials, etc).

   o Conference speakers will be solicited in support of a cohesive conference program based on the CECON focus themes.

   o Sessions should address the ASCE Vision 2025 Roadmap of civil engineers as:
     - Master Builders
     - Stewards of the Environment
     - Innovators
     - Managers of Risk
     - Leaders in Public Policy
CECON Planning Manual

- CECON Program should be substantially complete six months prior to conference (March), to allow for adequate conference promotion and solicitation of sponsorships.

5. Speaker Coordination
   - Pre-conference – once the speaker is confirmed, the event planner will coordinate A/V needs with the speaker, and will also coordinated to receive the speaker’s powerpoint presentation a minimum of one week before the session.
   - During conference – provide moderators for each of the sessions. Moderators will greet the speakers, attend the respective session, introduce the speaker, and present a “thank-you” gift to the speaker.

6. Entertainment
   - Coordinate Wednesday evening reception with corporate sponsor.
   - ASCE Texas Section Younger Member Chair shall coordinate Thursday evening entertainment.

7. Technical Tour
   - ASCE Texas Section Younger Member Chair shall coordinate the Friday afternoon technical tour.

8. Outreach Coordination
   - CECON Marketing Committee shall develop a conference mobile App with the goal of minimizing printed program materials through utilization of technology.
   - CECON Sponsor chair shall solicit sponsorships.
   - CECON Chair shall provide four status reports to the Texas Section Board per year: at the spring and fall board meetings; and the winter and summer Executive Committee meetings.

9. Post Conference Surveys
   - ASCE Texas Section has developed a standard post-conference survey for attendees. This survey shall be reviewed annually, to determine any conference-specific revisions.
   - ASCE Texas Section has developed a standard survey for exhibitor and sponsors.
   - Consider survey(s) for both meeting attendees and the general Texas Section membership, to potentially capture feedback from members who did not attend the conference.
   - All surveys should be developed and reviewed several weeks before the conference to smooth dissemination. The survey link shall be available on the first day of the conference.
   - Survey results should include a breakdown of registration types (full registration, late registration, entire conference vs. one day; location of participants as well as member vs. non-member information).
   - ASCE Texas Section office will send out surveys within two weeks after the conference. The post-conference survey will include a link to the speakers’ powerpoint presentations, as well as “Save the Date” info marketing the next year’s conference.

10. Continuous Improvement
    - CECON Chair and ASCE Texas Section President-Elect shall hold an After Action Review (“AAR”) meeting after the conference, to assess lessons learned (positive and negative).
Prepare a post-conference summary report, including summary of financials and attendance, as well as summary of lessons learned.

Review CECON planning manual after CECON and submit with the post-conference summary report. CECON Planning manual shall be updated on a five year cycle.

CECON ITEMS REQUIRING TEXAS SECTION BOARD APPROVAL

1. CECON budget, including registration fees.
   - Registration fees to be approved nine months before CECON (January Excom meeting).

2. CECON hotel site selection and hotel contract (Site selection to be provided by a separate committee, with representation from CECON)


4. Financial arrangements including, but not limited to, fees or profits assigned to partner organizations.

All other activities shall be under the direction of the CECON Planning committee. As noted above, the Planning committee shall report to the Texas Section Board four times per year, providing updates on financial and programming aspects of CECON.
APPENDIX A

CECON Templates

- Program Schedule
- Budget
- Final Report
<table>
<thead>
<tr>
<th>Time</th>
<th>Tuesday 9/29/2015</th>
<th>Wednesday, 9/30/2015</th>
<th>Thursday, 10/1/2015</th>
<th>Friday, 10/1/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Texas Section O</td>
<td>Break</td>
<td>Break (Veramendi E&amp;F)</td>
<td></td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Networking Breakfast (Embassy Suites breakfast)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Pre-Conference Breakfast: coffee available in Exhibit Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 AM</td>
<td>Break (Veramendi E&amp;F)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 PM</td>
<td>Break (Veramendi E&amp;F)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Break (Veramendi E&amp;F)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 PM</td>
<td>Break (Veramendi E&amp;F)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Break (Veramendi E&amp;F)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Break (Veramendi E&amp;F)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Happy Hour (Embassy Suites Reception)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Happy Hour (Embassy Suites Reception)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Pipeline Association BBQ Dinner (offsite event)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 PM</td>
<td>Dinner/Awards Ceremony and Entertainment (Spring Lake Ballroom and Veranda)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LEGEND:**
- Registration
- Food/beverage included
- Technical session
- Technical session planned by Institute
- Break
- Panel discussion

**Concurrent Events:**
1. Networking Breakfast (Embassy Suites breakfast)
2. History Roundtable Discussions in committee meeting and/or break-out session rooms (Embassy Suites breakfast)
3. Happy Hour (Embassy Suites Reception)
4. Pipeline Association BBQ Dinner (offsite event)
5. Dinner/Awards Ceremony and Entertainment (Spring Lake Ballroom and Veranda)
6. Poker Teaching (Private Dining Room 1 available for teaching sessions)

**REGISTRATION:**
- 9 AM to 5 PM
- 6:30 AM to 11:30 AM
# Preliminary Budget

**San Marcos Embassy Suites**

**CECON 2015**

**Input Parameters**

<table>
<thead>
<tr>
<th>Registration</th>
<th>Gov't</th>
<th>Early</th>
<th>Late</th>
<th>Differential</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Day Cost</td>
<td>$345.00</td>
<td>$345.00</td>
<td>$355.00</td>
<td>$10.00</td>
<td>50% of 3-Day cost.</td>
</tr>
<tr>
<td>1-Day Cost</td>
<td>$175.00</td>
<td>$175.00</td>
<td>$225.00</td>
<td>$50.00</td>
<td>50% of 1-Day cost.</td>
</tr>
<tr>
<td>Student 3-Day</td>
<td>$55.00</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Not available after Aug 1. Applies to FT university students.</td>
</tr>
<tr>
<td>Student 1-Day</td>
<td>$55.00</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Not available after Aug 1. Applies to FT university students.</td>
</tr>
</tbody>
</table>

**Guest (Paid Registrant)**

- Incl all meals, must accompany full 3-day or 1-day registration (3-Day guest same cost as 1-Day guest).

**Awards Dinner (Single Ticket)**

- Covers Food and entertainment.

**Exhibitor Registration (Large Booth)**

- $1,200.00
- Not incl full registration plus two exhibits only passes. Does not incl free drink tix.

**Exhibitor Only Passes**

- $50.00
- 3-day, covers breaks.

**Texas Section Staff Registration**

- 3-day, covers meals, breaks and tech tour costs.

**Sponsorship Income**

- $50,000.00
- Per Session Planned by Institute - assumed $500/session for budget purposes (10 potential sessions identified on schedule).

**Assumptions related to attendees per day:**

<table>
<thead>
<tr>
<th>Gov't</th>
<th>Early</th>
<th>Registration</th>
<th>Late</th>
<th>Total</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Day Total</td>
<td>20</td>
<td>10</td>
<td>30</td>
<td>35</td>
<td>5</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>3-Day Student Total</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

- Assume 1/3 each day.

**Assumed Number of Conference Attendees at Specific Meal Functions / Assumed Meal Costs**

<table>
<thead>
<tr>
<th>Meal Function</th>
<th>Unit Cost</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (Plated)</td>
<td>$16.00</td>
<td>20.00</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>All Day Coffee/Tea/Sodas</td>
<td>$7.00</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Break (AM)</td>
<td>$6.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$28.00</td>
<td>35.00</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Break (PM)</td>
<td>$6.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Welcome Reception (Embassy Suites)</td>
<td>$600.00</td>
<td>600.00</td>
<td>600.00</td>
<td>600.00</td>
</tr>
<tr>
<td>Exhibit Hall Reception (Drink Tix)</td>
<td>$28.00</td>
<td>28.00</td>
<td>28.00</td>
<td>28.00</td>
</tr>
</tbody>
</table>

**Total per Day Food Cost**

- $11,290.00
- $14,810.00
- $7,560.00

**Service Charge**

- 23%

**Check Hotel Food/Beverage Guarantee per contract**

- $24,600.00

**Breakfast, Lunch, Dinner**

- $46,260.00

**Guarantee met**

- 0
- 240
- 265
- 240

**Avg Attendees/Day**

- $47,424.00
- $33,850.00
- $37,350.00

**Rounded Avg Food Cost/Day**

- $48.00
- $56.00
- $32.00

**Check Registration Cost vs Food Cost per person:**

- $298.07
- Req’d 3-Day cost to cover meals.
## Preliminary Budget

**San Marcos Embassy Suites**

**Updated:** Jan 7, 2015

**Income:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PROJECTED PARTICIPATION</th>
<th>PROJECTED INCOME</th>
<th>PROJECTED COST</th>
<th>PROJECTED NET BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3-Day</strong> Government Registration</td>
<td>20</td>
<td>$345.00</td>
<td>$6,900.00</td>
<td>$6,900.00</td>
</tr>
<tr>
<td>Early Discount Registration</td>
<td>40</td>
<td>$345.00</td>
<td>$13,800.00</td>
<td>$13,800.00</td>
</tr>
<tr>
<td>Standard Registration</td>
<td>50</td>
<td>$395.00</td>
<td>$19,750.00</td>
<td>$19,750.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>10</td>
<td>$445.00</td>
<td>$4,450.00</td>
<td>$4,450.00</td>
</tr>
<tr>
<td><strong>1-Day</strong> Government Registration</td>
<td>10</td>
<td>$175.00</td>
<td>$1,750.00</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Early Discount Registration</td>
<td>30</td>
<td>$175.00</td>
<td>$5,250.00</td>
<td>$5,250.00</td>
</tr>
<tr>
<td>Standard Registration</td>
<td>35</td>
<td>$225.00</td>
<td>$7,875.00</td>
<td>$7,875.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>5</td>
<td>$275.00</td>
<td>$1,375.00</td>
<td>$1,375.00</td>
</tr>
<tr>
<td><strong>Student</strong> 3-Day Student</td>
<td>5</td>
<td>$95.00</td>
<td>$475.00</td>
<td>$475.00</td>
</tr>
<tr>
<td>1-Day Student</td>
<td>6</td>
<td>$55.00</td>
<td>$330.00</td>
<td>$330.00</td>
</tr>
<tr>
<td><strong>Other</strong> Guests (3-Day or 1-Day Registration)</td>
<td>28</td>
<td>$95.00</td>
<td>$2,660.00</td>
<td>$2,660.00</td>
</tr>
<tr>
<td>Texas Section Staff Registration</td>
<td>3</td>
<td>$300.00</td>
<td>$900.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Awards Dinner (Single Ticket)</td>
<td>10</td>
<td>$75.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Registration Income</strong></td>
<td></td>
<td>$66,265.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exhibitors (TableTop) (paid)</strong></td>
<td>40</td>
<td>$900.00</td>
<td>$36,000.00</td>
<td>$36,000.00</td>
</tr>
<tr>
<td><strong>Exhibitors (Large booth) (paid)</strong></td>
<td>2</td>
<td>$1,250.00</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td><strong>Exhibits Only Passes</strong></td>
<td>40</td>
<td>$50.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td><strong>Sponsors</strong></td>
<td></td>
<td>$50,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income Total</strong></td>
<td></td>
<td>$156,765.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Conference Items**

- **Event Administrator** $24,200.00 per contract
- **Commissionable Room Rates (10%)** $2,500.00
- **Marketing** $6,250.00

**Meals/Beverage/Facility Costs**

- **Wednesday Dinner (sponsored by Concrete Pipe Association)** $13,000.00
- **Audio/Visual (1)** $18,000.00
- **WIFI - in Meeting Rooms (3 days)** $600.00
- **Exhibitor Tabletop Setup** $1,250.00
- **Speaker Gifts** $1,125.00
- **Speaker Advisory Council Meetings** $600.00
- **Transportation (Charter bus at 4 hours/day)** $2,000.00
- **Event Shirts/other for Cmte/Volunteers** $2,500.00

**Misc**

- **General Conference Subtotal** $172,265.00

**PROJECTED CONFERENCE TOTALS**

- **Net Balance** $140.00

**Notes:**

1. Does not include costs associated with Texas Section Board or Institute Board meetings (meal/breakfast and A/V)

---

www.texascecon.org 1/11/2015 Page 2 of 2
## CECON 2014 SUMMARY OVERVIEW / HIGHLIGHTS

### 2014 CECON TOTALS

<table>
<thead>
<tr>
<th></th>
<th>2014 CECON TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$156,270.00</td>
</tr>
<tr>
<td>Expense</td>
<td>$(137,332.09)</td>
</tr>
<tr>
<td><strong>NET BALANCE</strong></td>
<td><strong>$18,937.91</strong></td>
</tr>
</tbody>
</table>

### Registration Type

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>No.</th>
<th>% of Total</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Day Registrants</td>
<td>92</td>
<td>38%</td>
<td>$36,775.00</td>
</tr>
<tr>
<td>3-Day (Government)</td>
<td>18</td>
<td>8%</td>
<td>$6,750.00</td>
</tr>
<tr>
<td>3-Day (Students)</td>
<td>1</td>
<td>&lt;1%</td>
<td>$95.00</td>
</tr>
<tr>
<td>3-Day Guest/Spouse</td>
<td>14</td>
<td>6%</td>
<td>$1,330.00</td>
</tr>
<tr>
<td>3-Day (Sponsor Delegates)</td>
<td>10</td>
<td>4%</td>
<td>$0.00</td>
</tr>
<tr>
<td>3-Day (Included with Exhibitor Registration)</td>
<td>30</td>
<td>13%</td>
<td>$0.00</td>
</tr>
<tr>
<td>Wednesday Registrants (all types)</td>
<td>30</td>
<td>13%</td>
<td>$5,400.00</td>
</tr>
<tr>
<td>Thursday Registrants (all types)</td>
<td>39</td>
<td>16%</td>
<td>$8,065.00</td>
</tr>
<tr>
<td>Friday Registrants (all types)</td>
<td>5</td>
<td>2%</td>
<td>$600.00</td>
</tr>
<tr>
<td><strong>Registration Total</strong></td>
<td>239</td>
<td></td>
<td><strong>$59,015.00</strong></td>
</tr>
<tr>
<td>Exhibitor Registrations (Paid)</td>
<td>30</td>
<td></td>
<td>$26,350.00</td>
</tr>
<tr>
<td>Meals - Individual Tickets</td>
<td></td>
<td></td>
<td>$1,005.00</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>28</td>
<td></td>
<td>$56,250.00</td>
</tr>
<tr>
<td><strong>TCPA Partnership (Covered Wed night BBQ dinner)</strong></td>
<td></td>
<td></td>
<td><strong>$13,000.00</strong></td>
</tr>
</tbody>
</table>

Notes:

1. Includes seven (7) on-site registrations
2. Total does not add up to 100% due to rounding.
3. Includes early and late registration types.

### Room pick-ups (hotel): Total = 233 room-nights

- San Luis Resort (conference hotel) = 204
- Holiday Inn (overflow hotel) = 29

- Contractual commitment = 250 room-nights, at 80% attrition rate = Guarantee of 200 (Actuals exceeded minimum contract guarantee)

### Texas Section Commitment (CECON donation to Texas Section) = $20,000.00 = ACHIEVED

### CECON Program

- Wednesday (Ports) = 9 sessions; Thursday (Transportation) = 13 sessions; Friday (Energy) = 6 sessions
- Pre-conference webinar = 1 (Port of Houston Centennial). Total Sessions = 29 sessions, including:
  - 2 Lightning Round sessions, coordinated by Section VP-Tech (included total of 7 presentations)
  - 1 pre-conference webinar, topic nominated by Section History & Heritage Committee
  - 2 Fireside Chats, coordinated by Section History & Heritage Committee
  - 6 high-level sessions directly coordinated by CECON Speaker Advisory Panel (21% of sessions)
  - Three High-Level panel discussions: multi-modal, transportation and energy
  - 12 sessions included a total of 18 agency representatives and 5 elected officials (41% of sessions)
  - Sponsors very supportive of program led by high-level speakers
  - 7 sessions were created through the “Call for Topics and Speakers” (24% of sessions)
  - 1 Session coordinated by ASCE Institute (Energy Panel - by EWRI)

### CECON Call for Topics:

- 23 total topics received through the Call for Topics and Speakers (including multiple submissions for presentations by a single presenter).
- Nine (9) included in CECON program (Note - some submittals combined into a single panel discussion).
- Three (3) additional presenters were offered a spot in the program, but refused due to conflicts.

### Media Coverage

- Two-page summary article published in November issue of Texas Contractor Magazine
- Two interviews scheduled with Univision and Houston NPR (cancelled at last minute due to weather)

---

[www.texasececon.org](http://www.texasececon.org) 1/11/2015
### 2014 CECON TOTALS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PARTICIPATION</th>
<th>INCOME</th>
<th>EXPENSE</th>
<th>NET BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income - Registration, Exhibitors, Sponsorship</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration (Paid)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Registrants (all types)</td>
<td>125</td>
<td>$44,950.00</td>
<td>-</td>
<td>$44,950.00</td>
</tr>
<tr>
<td>Single Day Registrants (all types)</td>
<td>74</td>
<td>$14,065.00</td>
<td>-</td>
<td>$14,065.00</td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CECON POHA Webinar</td>
<td>2</td>
<td>$25.00</td>
<td>$50.00</td>
<td>-</td>
</tr>
<tr>
<td>Individual Meal Tickets</td>
<td></td>
<td>$1,005.00</td>
<td>-</td>
<td>$1,005.00</td>
</tr>
<tr>
<td>Exhibitors (paid)</td>
<td>30</td>
<td>$26,350.00</td>
<td>-</td>
<td>$26,350.00</td>
</tr>
<tr>
<td>Sponsors</td>
<td>28</td>
<td>$56,250.00</td>
<td>(472.99)</td>
<td>$55,777.01</td>
</tr>
<tr>
<td><strong>Income Total</strong></td>
<td></td>
<td>$142,670.00</td>
<td>(472.99)</td>
<td>$142,197.01</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Administrator / CC and Wire Transfer Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Administrator Fee</td>
<td></td>
<td>(17,250.00)</td>
<td>(17,250.00)</td>
<td></td>
</tr>
<tr>
<td>Credit Card Fees</td>
<td></td>
<td>(2,971.00)</td>
<td>(2,971.00)</td>
<td></td>
</tr>
<tr>
<td>Wire Transfer Fees</td>
<td>5</td>
<td>(15.00)</td>
<td>(75.00)</td>
<td>(75.00)</td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TCE Ads</td>
<td></td>
<td>(6,300.00)</td>
<td>(6,300.00)</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
<td>(3,564.81)</td>
<td>(3,564.81)</td>
<td></td>
</tr>
<tr>
<td>General Conference Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CECON App</td>
<td></td>
<td>(599.00)</td>
<td>(599.00)</td>
<td></td>
</tr>
<tr>
<td>Registration Nametag/Lanyards</td>
<td></td>
<td>(622.68)</td>
<td>(622.68)</td>
<td></td>
</tr>
<tr>
<td>Directional/Sponsor Signage</td>
<td></td>
<td>(894.05)</td>
<td>(894.05)</td>
<td></td>
</tr>
<tr>
<td>Hawaiian Shirts</td>
<td></td>
<td>600.00</td>
<td>(3,199.84)</td>
<td>(3,199.84)</td>
</tr>
<tr>
<td>Speaker Gifts - flags and books</td>
<td>80</td>
<td>(1,251.50)</td>
<td>(1,251.50)</td>
<td></td>
</tr>
<tr>
<td>Speaker Fees</td>
<td></td>
<td>(190.00)</td>
<td>(190.00)</td>
<td></td>
</tr>
<tr>
<td>Centennial Book signing</td>
<td></td>
<td>(182.85)</td>
<td>(182.85)</td>
<td></td>
</tr>
<tr>
<td>Lightning Round Gift Cards</td>
<td></td>
<td>(109.90)</td>
<td>(109.90)</td>
<td></td>
</tr>
<tr>
<td>Speaker Advisory Committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CECON Speaker Advisory Cmte Lunch</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CECON Program Cmte Debrief/AAR Lunch</td>
<td></td>
<td>(201.66)</td>
<td>(201.66)</td>
<td></td>
</tr>
<tr>
<td>Misc Expenses</td>
<td></td>
<td>(304.99)</td>
<td>(304.99)</td>
<td></td>
</tr>
<tr>
<td>Bank Fee</td>
<td></td>
<td>(153.32)</td>
<td>(153.32)</td>
<td></td>
</tr>
<tr>
<td>Texas Section costs</td>
<td></td>
<td>(332.48)</td>
<td>(332.48)</td>
<td></td>
</tr>
<tr>
<td>San Luis Hotel Bill</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel - Food/Beverage Order (San Luis Bill)</td>
<td></td>
<td>(41,898.97)</td>
<td>(41,898.97)</td>
<td></td>
</tr>
<tr>
<td>Audio/Visual</td>
<td></td>
<td>(14,293.10)</td>
<td>(14,293.10)</td>
<td></td>
</tr>
<tr>
<td>Comp Rooms</td>
<td>22</td>
<td>(4,022.70)</td>
<td>(4,022.70)</td>
<td></td>
</tr>
<tr>
<td>Wed BBQ by TCPA</td>
<td></td>
<td>13,000.00</td>
<td>(13,000.00)</td>
<td>(13,000.00)</td>
</tr>
<tr>
<td>Entertainment/Tours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luau Entertainment</td>
<td></td>
<td>(3,000.00)</td>
<td>(3,000.00)</td>
<td></td>
</tr>
<tr>
<td>Luau - Leis, Decorations, Programs/Agendas</td>
<td></td>
<td>(1,300.95)</td>
<td>(1,300.95)</td>
<td></td>
</tr>
<tr>
<td>Transportation (Charter bus for Fri Tour)</td>
<td></td>
<td>(450.30)</td>
<td>(450.30)</td>
<td></td>
</tr>
<tr>
<td>Ocean Star Drilling Rig Technical Tour</td>
<td>15</td>
<td>6.00</td>
<td>(90.00)</td>
<td>(90.00)</td>
</tr>
<tr>
<td>Texas Section Support</td>
<td></td>
<td>(20,000.00)</td>
<td>(20,000.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Expenses Subtotal</strong></td>
<td></td>
<td>$13,600.00</td>
<td>(136,859.10)</td>
<td>(123,259.10)</td>
</tr>
<tr>
<td><strong>CONFERENCE TOTALS</strong></td>
<td></td>
<td>$156,270.00</td>
<td>(137,332.09)</td>
<td>$18,937.91</td>
</tr>
</tbody>
</table>

**Note:** Does not include TCPA $13k partnership (see below). Expense reflects Section costs related to Sponsor mailouts.

**2014 CECON TOTALS**

Income = $156,270.00
Expense = $(137,332.09)
Balance = $18,937.91
## Hotel Pick-up

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Rate</th>
<th>Tues Guaranteed</th>
<th>Wed Guaranteed</th>
<th>Thurs Guaranteed</th>
<th>Total Guaranteed</th>
<th>Total Pick-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Luis Resort</td>
<td>$159/nite</td>
<td>55</td>
<td>55</td>
<td>80</td>
<td>78</td>
<td>215</td>
</tr>
<tr>
<td>Holiday Inn</td>
<td>$139/nite</td>
<td>10</td>
<td>7</td>
<td>20</td>
<td>13</td>
<td>50</td>
</tr>
</tbody>
</table>

Per contract, 250 rooms guaranteed (guarantee increased August 2014); with 80% attrition = 200 room minimum.

## Meal Guarantees

<table>
<thead>
<tr>
<th></th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (Plated) (1)</td>
<td>45</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>Lunch (2)</td>
<td>180</td>
<td>194</td>
<td>125</td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. Thursday included plated Breakfast for Business Meeting, plus buffet breakfast for general attendees. Most conference attendees chose the Continental breakfast option. Plated breakfast guarantee = 50; Continental breakfast = 150.
2. Majority of attendees departed by lunch on Friday – Friday lunch actual number was closer to 100.

## Exhibitors

30 Paid Exhibitors + 40 Free Exhibit Hall passes = 70 exhibitors
4 Comp Exhibitors

## 3-Day Full Registrations (Paid)

<table>
<thead>
<tr>
<th></th>
<th>Before July 15</th>
<th>July 16-Aug 15</th>
<th>After Aug 15</th>
<th>Onsite</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Day Total</td>
<td>$375</td>
<td>$425</td>
<td>$475</td>
<td>$475</td>
<td>118</td>
</tr>
<tr>
<td></td>
<td>63</td>
<td>21</td>
<td>34</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>53%</td>
<td>18%</td>
<td>29%</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

## 1-Day Registrations (Paid) (Combined, all Days)

<table>
<thead>
<tr>
<th></th>
<th>Before July 15</th>
<th>July 16-Aug 15</th>
<th>After Aug 15</th>
<th>Onsite</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Day (2)</td>
<td>$125/$150</td>
<td>$150/$200</td>
<td>$175/$225</td>
<td>$175/$225</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>9</td>
<td>22</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Wednesday/Friday (Ports/Energy) starting fee = $125; Thursday (Transportation) starting fee=$150
2. Government registration = $375 for 3-day; $125/$150 for single day (no price increase)
3. Does not include guest/spouse registrations
Attendance at CECON 2014 – Galveston
APPENDIX B

CECON General Timeline
CECON General Conference Program Timeline of Significant Events

Note: Below timeline includes significant events/deadlines related to CECON. As an example, CECON 2015 is used as a reference for dates. CECON committee has flexibility to manage interim deadlines and activities in order to accomplish timeline of significant activities as noted below.

- Texas Section board approval of conference site/city – July 2013 (27 months prior to conference)
- Texas Section board approval for execution of Hotel/Site Contract – Sept 2013 (24 month prior to conference). Consider multi-year hotel contracts, to maximize negotiation potential with conference hotel.
- Preliminary budget submitted to Texas Section board for review – June 2014 (15 months prior to conference)
- Execution of event administrator contract – September 2014 (one year prior to conference). This allows continuity between CECON events, such that as soon as one CECON is completed, the website can be transitioned to begin promoting the next CECON. Consider multi-year event administrator contract to minimize transition periods.
- Texas Section board approval of preliminary budget, including registration fees – January 2015 (9 months prior to conference)
- Program substantially complete, with speakers and topics identified by May 1, 2015 (six months prior to conference). This allows four full months of marketing based on CECON program specifics prior to the conference.
- June 1, 2015 – Notification of Lightning Round presenters/Section Award recipients, allowing presenters/recipients time to register for conference.
- Early registration deadline – June 1, 2015 (3-4 months before conference). Early registration date is set to provide a registration incentive for attendees who traditionally attend CECON, regardless of the program details.
- Late registration fee starts – August 15, 2015 (one month before conference). Guarantee numbers, such as food, beverage and lodging are directly related to registrations – late penalty fee is assessed to encourage attendees to register early.
APPENDIX C

List of past Texas Section Conference and CECON dates/locations/registration fee
## Appendix C

### Past ASCE/CECON Information

<table>
<thead>
<tr>
<th>Year</th>
<th>Conference</th>
<th>Location</th>
<th>Hotel</th>
<th>Conference Dates</th>
<th>Room Rate</th>
<th>Parking extra?</th>
<th>Comments</th>
<th>Number Registered Attendees</th>
<th>Guaranteed Room Nights (per contract)</th>
<th>Actual Room Nights</th>
<th>Food/Beverage guarantee (per contract)</th>
<th>Food/Beverage Actual</th>
<th>A/V Actual</th>
<th>Event Admin Fee</th>
<th>Conference Attendee Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>CECON</td>
<td>San Marcos</td>
<td>Embassy Suites</td>
<td>Sept 19-22, 2017</td>
<td>$145/nite</td>
<td>No</td>
<td>Includes wifi, parking, breakfast and evening reception and 10% commission to event administrator (used to offset Section’s Event Administrator contract). Room rates valid two (2) days before/after CECON.</td>
<td>315, with 80% attrition ($136.80=252)</td>
<td>$30,000, with 80% attrition ($24,000)</td>
<td>233</td>
<td>$27,200, with 80% attrition ($21,960)</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2016</td>
<td>CECON</td>
<td>San Marcos</td>
<td>Embassy Suites</td>
<td>Sept 20-23, 2016</td>
<td>$139/nite</td>
<td>No</td>
<td>Includes wifi, parking, breakfast and evening reception and 10% commission to event administrator (used to offset Section’s Event Administrator contract). Room rates valid two (2) days before/after CECON.</td>
<td>315, with 80% attrition ($136.80=252)</td>
<td>$25,000, with 80% attrition ($20,000)</td>
<td>233</td>
<td>$27,200, with 80% attrition ($21,960)</td>
<td>$195</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2015</td>
<td>CECON</td>
<td>San Marcos</td>
<td>Embassy Suites</td>
<td>Sept 29-Oct 2, 2015</td>
<td>$129/nite</td>
<td>No</td>
<td>Includes wifi, parking, breakfast and evening reception and 10% commission to event administrator (used to offset Section’s Event Administrator contract). Room rates valid two (2) days before/after CECON.</td>
<td>302</td>
<td>315</td>
<td>$20,000, with 80% attrition ($16,000)</td>
<td>$45,000</td>
<td>$16,000</td>
<td>$24,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2014</td>
<td>CECON</td>
<td>Galveston</td>
<td>San Luis Hotel</td>
<td>Sept 16-19, 2014</td>
<td>$159/nite</td>
<td>No</td>
<td>Holiday Inn alternative at $139/nite (includes parking)</td>
<td>239</td>
<td>250, with 80% attrition (250x.80=200)</td>
<td>233</td>
<td>$20,000, with 80% attrition ($16,000)</td>
<td>$45,000</td>
<td>$15,000</td>
<td>$17,250</td>
<td>$425</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>TX Section Mtg</td>
<td>Dallas</td>
<td>Omni Hotel</td>
<td>Sept 11-14, 2013</td>
<td>$188/nite</td>
<td>Yes</td>
<td>$10/nite parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2013</td>
<td>TX Section Mtg</td>
<td>Corpus Christi</td>
<td>Omni Bayfront Tower</td>
<td>Mar 19-22, 2013</td>
<td>$145/nite (sgl occ), $155/nite (dbl occ)</td>
<td>Yes</td>
<td>$10/nite parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2012</td>
<td>TX Section Mtg</td>
<td>Fort Worth</td>
<td>Renaissance</td>
<td>Nov 6-10, 2012</td>
<td>$159/nite</td>
<td>Yes</td>
<td>$16/nite parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2012</td>
<td>TX Section Mtg</td>
<td>San Antonio</td>
<td>El Tropicana Riverwalk Hotel</td>
<td>April 18-21, 2012</td>
<td>$139/nite</td>
<td>Yes</td>
<td>$12/nite parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2011</td>
<td>TX Section Mtg</td>
<td>Amarillo</td>
<td>Ambassador Hotel/Amarillo</td>
<td>Sept 28-30, 2011</td>
<td>$89/nite</td>
<td>No</td>
<td>Includes parking.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2011</td>
<td>TX Section Mtg</td>
<td>Bryan/ College Station</td>
<td>Hilton College Station</td>
<td>April 27-30, 2011</td>
<td>$139/nite</td>
<td>Yes</td>
<td>$12/nite parking fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX D

CECON Committee Responsibilities
Appendix D – Committee Responsibilities

**CECON Chair Responsibilities**

1. In cooperation with CECON Budget Manager, prepare CECON budget for Texas Section board approval. Manage CECON activities within budget.
2. Oversee CECON activities to remain on schedule.
3. Lead CECON conference planning calls.
   - Invite attendees as applicable to participate in CECON conference planning calls
   - Recruit CECON volunteer to document and distribute meeting notes from conference calls
4. Primary contact for Event Administrator.
5. Final approval of CECON website (attendee and exhibitor registration form, sponsorship form, program schedule, etc), before posting by Event Administrator.
6. Hotel Banquet Event Orders (BEOs)
   - Responsible for meal selections
   - In cooperation with Event Planner, finalize guarantee numbers for BEOs. Event Planner provides registration info; Program Chair prepares guarantee numbers based on CECON historical information and current registration numbers.
   - In cooperation with Program Chairs, prepare Audio/Visual requirement
7. Coordination with corporate partner for Wednesday Night BBQ (Texas Concrete Pipe Association)
8. Along with CECON Program Chairs and VP Technical, develop CECON theme and/or topics. Theme and/or topics should be selected at least 15 months before the conference, so that theme/topic can be advertised at prior year CECON.
   - Theme/topic does not require board approval, but theme/topic should be discussed with President-Elect before theme/topic is published.
9. Consider requests for compensation of speakers.
   - In general, speaker fees are not encouraged.
   - As needed, speaker room night(s) can be comped, at Chair’s discretion. Note, hotel contract should include some rate of comp room-nights (for example, 1 comp night for every 50 paid nights). These rooms should first be used for speaker room-nights, as needed.
   - As needed, speaker travel costs can be comped, at Chair’s discretion.
10. Review of post-conference survey (survey created by Texas Section office)
11. Lead the CECON After Action Review (AAR) meeting/conference call, which should be held within two months (preferably less) after CECON.
12. Prepare CECON reports to be presented to ASCE Texas Section board.
13. Attend or designate someone to attend all ASCE Texas Section Board Meetings as necessary or requested.
14. Provide CECON planning updates to Section staff for TCE Magazine.
15. Provide regular CECON planning updates to Section President-Elect.
16. Coordinate or recruit a volunteer to coordinate and order shirts for CECON committee members, and distribute shirts prior to CECON.
17. Assist Programs Coordinator with scheduling, invitations, and other items as required for Speaker Advisory Council.

**Event Administrator Responsibilities**

1. Administer online and on-site registration.
2. Maintain financial records for registration income.
Appendix D – Committee Responsibilities

3. Provide administrator access to designated committee members to allow them to make updates to the CECON event website regarding the conference program and social events, registration forms, exhibitor and sponsor logos, photos, and other information for conference participants. Event coordinator shall retain sole control over the registration and payment portion of the website.

4. Assist Exhibitors Committee with coordination of exhibitor registration.

5. On-site conference support: coordinate on-site conference registration and check-in to insure a smooth registration process and administrative support. Function as CECON contact with hotel during conference.

6. Process and administer all name badges and registration packages.

7. Receive and deposit payments from all registrations to designated conference account.

8. Food and Beverage Guarantee: A critical element in providing guaranteed numbers to the hotel and other vendors is gathering information through the registration process. Event administrator will be the SINGLE point of registration such that credible food and beverage guarantees can be provided.

9. Support sponsorship campaign through collection of payments and follow up on commitments providing periodic reports to Sponsorship Coordinator. (CECON committee will be responsible for solicitation of sponsorship. As requested by CECON committee, event administrator or Section staff may distribute materials (letters, etc.) related to sponsorship solicitations.)

10. Assist in room/AV/meals for the non-CECON entities.

11. After speakers have committed to presenting at CECON, the Event Administrator shall be primary point of contact. Event Administrator shall coordinate receipt of powerpoint presentations, and send communications to presenters confirming presentation time/date/location.
   
   o At CECON Chair discretion, some presenters (such as elected officials) may be coordinated through CECON committee, instead of Event Administrator.

12. Email post-conference surveys to attendees & exhibitors.

Texas Section VP Technical Responsibilities

1. Coordinate with CECON Program Coordinator for integration of applicable submissions from “Call for topics and speakers” into CECON program.
   
   ° Coordinate with VP–Education on which submissions received from “Call for topics and speakers” will be developed as Texas Section webinars/seminars as separate from conference sessions or CECON-specific webinars.

2. Provide input to CECON Planning committee on CECON themes.

3. Coordinate with ASCE Institute Chapters for Institute Chapter sessions, which should be fully integrated into the conference program.

4. Serve as the sole coordinator between the ASCE Institute Chapters and the lead Programs coordinator.

5. Provide coordination regarding Institute MOUs; communicate deadlines for providing topic and speaker information to Programs coordinator for consideration.

6. Forward all requests for speaker fees, travel, lodging or other compensation to lead Programs Coordinator for consideration.

7. Provide session information (speaker names, bios, topic descriptions) for Institute sessions as needed to Marketing Coordinator.

8. Share information received from “call for topics and speakers” with Institutes and/or VP-Education as appropriate, for development of either CECON program and/or Section programs (webinars, seminars, etc).

9. See “CECON Program Chair” section for other responsibilities
Texas Section VP Technical-Elect Responsibilities

1. Develop and implement Poster sessions and Lightning Round sessions at each conference – including:
   - Solicitation of presenters
   - Notification of presenters selected as poster session/lightning round presenters. Preferably, notification should occur prior to July 15, so that speakers have time to register before “late registration fee” penalty is enforced. (Reminder, CECON registration is a requirement for participation in poster sessions/lightning rounds)
   - Facilitation of lightning round sessions (provide one moderator per lightning round room)
   - Provide lightning round prize (gift cards). Coordinate with CECON budget Chair regarding budgeted amount for lightning rounds.
   - Judging of poster sessions/lightning rounds
   - Coordinate with CECON App Volunteer as necessary, if electronic voting used.
   - Announcement of poster sessions/lightning round winners.

2. Coordinate post-conference webinars (offered as prize to Lightning Round winners) with the Section’s Communications Manager.

CECON Program Coordinator

1. Work with VP Technical as an integrated team to develop CECON Program. ASCE Texas Section VP Technical serves as one of the CECON Program Chairs.
2. Lead the CECON Speaker Advisory Committee, which provides high-level guidance for development of CECON program.
3. Recruit moderators for CECON sessions.
4. Assign rooms for each of the CECON sessions.
5. Recruit presenters such that Program is substantially complete five months before the conference (May), in order to allow for sufficient marketing
   - Reminder, programs that include elected officials and agency leads support successful sponsorship campaigns, and also support CECON registration.
6. Provide program information to CECON Marketing volunteer, such that regular program announcements can be used to market CECON (ie, “TxDOT ED to speak at Transportation Panel”; “Governor to provide welcome presentation to CECON”; etc)
7. CECON budget includes limited budget for speaker fee. CECON Program Chairs shall first evaluate all requests for compensation of speakers (travel and/or lodging), before presenting request to CECON Chair for approval. CECON Program Chairs shall manage speaker fees, such as to remain within CECON budget.
8. Maintain a “Call for Topics and Speakers” website or database.
9. Coordinate with Speakers and Moderators during CECON to ensure programs begin and end on time and run smoothly.
10. Provide information to Section Staff for printed conference program/schedule.
11. Coordinate CECON app and prizes for use of the app during CECON.
12. Coordinate Speaker gifts and thank you notes.
13. Work with Marketing to ensure the value of the technical programs is effectively communicated in marketing materials.

**Texas Section Staff Responsibilities**

1. The Section office is available to provide conference call and web conferencing for CECON activities/coordination, at the request of CECON committee coordinators.
   - It is acceptable for CECON conference to be provided through avenues other than Texas Section office.
2. Section staff shall review all CECON contracts, coordinate ASCE legal review of contracts (as applicable), and coordinate execution of contracts to be signed by the ASCE Texas Section President.
   - It is noted that the Texas Section President shall execute hotel/conference venue contracts but audio/visual contracts, as well as contracts related to the Awards Banquet entertainment may be executed by the CECON Chair designated for the conference the contract pertains to. The president may at his/her sole discretion designate the Executive Director or an elected officer of the Texas Section as the authorized signatory for facility contracts.
   - Copies of all contracts once signed by the respective parties shall be sent to the Operations Manager for the Section's files.
3. The Section secretary will coordinate with non-CECON entities who host activities during CECON, including room assignments for non-CECON meetings. Non-CECON entities who host activities/meetings at CECON include, but are not limited to, the Texas Section Board, Texas Section committees, Region 6, ASCE Institutes and local Chapters, Texas Council of Engineering Laboratories (TCEL) and the Texas Civil Engineering Foundation (TCEF).
4. The Section secretary shall invite the ASCE Global President-elect and/or other dignitaries to attend CECON on behalf of Texas Section Board.
5. The Section’s Communications Manager shall post conference information on the Section’s social media platforms including Twitter/Facebook/Linked In and shall assist in the development and implementation of the conferences’ mobile apps.
6. The Section’s secretary shall prepare the agendas for the Awards Banquet and Business Meeting in consultation with the Honors Chair (awards banquet) and president (business meeting).
7. On a monthly basis, provide copies of CECON bank account records to CECON budget chair, along with detailed records of any deposits/withdrawals made to/from CECON account that month.
8. Prepare sponsor and exhibitor banners to be posted at CECON.
9. Direct all questions regarding CECON to the Co-Chairs.
10. Coordinate with Conference Collaborators to obtain MOU’s.
11. Provide updates on Collaborators to Marketing.
12. Distribute CECON marketing emails to Section membership.
13. Post CECON Advertisements produced by Marketing on Section social media accounts.
14. Maintain CECON Website, issue updates provided by marketing, sponsorship, exhibitors and programs (bi-weekly), then weekly.
15. Highlight CECON on the Texas Section Website & provide links to the CECON Website.
16. Provide graphic design assistance with conference branding & layout of marketing handouts, emails, conference programs and signage, and other printed & electronic materials. Appropriate subcommittees will provide information required and review final materials prior to printing.
17. Prepare and print signage, handouts and other materials for Texas Section (non-CECON) events including:
Appendix D – Committee Responsibilities

- Board Meetings
- Opening Ceremony
- Awards Ceremony
- Section Business Meeting

18. Avoid scheduling non-CECON entity events during CECON Sessions, to the extent possible.
19. If another Committee’s event is made part of a CECON event (such as the 2017 Infrastructure Report Card release), provide coordination with the appropriate Texas Section Committee. That committee shall be responsible for planning, printing and other details associated with their event.
20. Provide laptop computers for use in presentations and general sessions.
21. Provide ASCE Banner for display at CECON.

Section Assistant Treasurer

1. Signatory on CECON account.
   - The CECON Planning committee will manage the annual conference budget, and will approve payments from the CECON account.
   - Section Assistant Treasurer will maintain a CECON bank account separate from the Section’s general operating fund.
   - The Section will finance CECON, including providing seed money for pre-conference expenses. Seed money advanced to a conference shall be repaid to the Section.

CECON Budget Coordinator

1. Draft CECON budget, in cooperation with CECON Chair. Budget shall be presented to Texas Section board one year prior to CECON, and approved by Texas Section ExCOM the January before the conference.
2. Maintain monthly records of expenses and income.
3. Coordinate with CECON chair for consideration of requests on a case-by-case basis, such as complementary registrations or additional expenses.
4. All CECON expenses require two approvals – one from CECON Budget Chair, and second from a CECON Chair.
5. Work with CECON chair to prepare final financial summary for CECON.

CECON Sponsorship Coordinator

1. Prepare CECON sponsorship package, for approval by CECON Chair.
   - Sponsor package should be cognizant of budgetary impacts of benefits offered to sponsors at different levels – for example, if a full conference registration (valued at $395) is offered for the $1,000 sponsorship level, actual sponsorship net income is only $605. Sponsor levels and benefits should be coordinated with both CECON chair and Budget chair, before they are published.
Appendix D – Committee Responsibilities

- Goal will be to publish sponsor package 11 months prior to the conference, to fully capitalize on potential available sponsors.

2. Work with Marketing for initial sponsorship solicitation email.

3. Follow up with potential sponsors via phone call.

4. Work with Event Administrator to solicit sponsorships.
   - Event Administrator is available to mail out sponsor letters, if used. Based on history, personal contact from an ASCE/CECON volunteer is most successful method for soliciting sponsorships.
   - Event Administrator will collect sponsorship commitments and follow up on payments as necessary.

5. Work with Texas Section office for sponsor recognition in printed materials (programs, banners, etc).

6. Update the master list of potential sponsors with new or updated contact information; track sponsorship commitments and declines.

7. Keep a tracking log of committed sponsors, selected sponsorship level, and promised benefits.

8. Work with Marketing, Section staff and Event Administrator to ensure promised sponsor benefits are fulfilled.

Section VP Education

1. Oversee Younger Member CECON activities.

Section Younger Member Chair

1. Plan Thursday night awards banquet.
   - CECON Budget manager to provide budget for awards banquet entertainment, programs and any giveaways. This budget will also include any free beverages that may be provided.
   - Sponsors may be solicited for Awards Banquet. If sponsor funds received, these funds will be used increase the budget for the awards banquet budget.
   - Food costs for banquet will be funded by CECON, separate from the Awards banquet budget.

2. Plan Friday afternoon technical tour.
   - Coordinate with the CECON Budget Chair for applicable budgeted costs of technical tour, which is included in the registration.
   - Coordinate transportation to technical tour, if needed.
   - Provide information regarding technical tour (and transportation, if applicable), to Event Administrator, at least two months prior to CECON.

CECON Marketing Coordinator

1. Develop & implement marketing plan, promotional materials & budget.

2. Prepare content for marketing emails, website, and social media.

3. Prepare content for mailers, if used.
Appendix D – Committee Responsibilities

4. Compile a list of all upcoming CECON Collaborator conferences for cross-marketing opportunities and make arrangements to trade booths; make arrangements to attend or send someone to other organizations’ conferences to market CECON.

5. Develop marketing materials to hand out at conferences.

6. Coordinate with ASCE Branches and Conference Collaborators for monthly advertising of CECON.

7. Coordinate media involvement.

8. Prepare post-conference surveys for attendees & exhibitors, to be distributed by Event Administrator. Provide Summary of Results to CECON Co-Chairs.

9. Prepare & send initial outreach email to potential sponsors.

**CECON Exhibitor Coordinator**

1. Solicit exhibitor registration.

2. Work with Sponsorship coordinator on combination exhibitor and sponsorship packages. Coordinators should be cognizant of budgetary impacts of benefits offered to sponsors and exhibitors at different levels; packages which include full conference registration will be credited at the package cost less the full registration cost. When a package includes both exhibitor and sponsor benefits, the registration cost will be split equally between exhibitors and sponsorships.

3. Coordinate with exhibitors during CECON to ensure needs are met.