

RULES OF OPERATION



AMERICAN SOCIETY OF CIVIL ENGINEERS - TEXAS SECTION

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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 provides 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.

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CONSTITUTION

TEXAS SECTION CONSTITUTION

(as amended September 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 Annual 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 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 members 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 members 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.

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.

Texas Section Constitution
Reviewed by ASCE GDC 2-27-23

BYLAWS

TEXAS SECTION
BYLAWS

(as amended September 2022)

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 and non-voting grades of the Section shall be as defined by the Society.

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

4.0.2 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.

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

4.2 Dues Abatement. The Executive Committee may excuse any Section member from the payment of Annual Dues or Support Fee with reasonable cause.

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; providing leadership, 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 Reports. The Executive Director, in consultation with Section Officers and/or individual Section members, shall oversee the preparation of the Annual Reports 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, except for the 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 to serve in the same office but may be asked by the Board to fill the unexpired portion of the term of the President in the event of a vacancy.

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 Vacancy. A vacancy in the 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 Vacancy. A vacancy in the 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.

6.2.1 Directors at Large. There shall be four (4) Directors at Large elected by the Subscribing Members of the Section. The Directors at Large shall be Younger Members at the time of election as defined by the Society. The Directors at Large shall attend meetings of the Board and assume other duties as delegated.

6.2.1.1 Term. Directors at Large shall serve a two (2) year staggered term. After serving one (1) full term, a Director at Large shall be ineligible for re-election to the same office. The Board shall appoint one (1) of the second year Directors at Large as the Senior Director to serve on the Executive Committee. 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 Vacancy. A vacancy in the office of Director at Large shall be filled for the unexpired portion of the term by appointment 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 eligible 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.

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

The following Branches shall elect Section Directors in even years: Austin, Central Texas, Corpus Christi, High Plains, Houston, Northeast Texas, and San Antonio.

6.2.2.2 Vacancy. 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.

6.3 Compensation. Section Officers and Directors do not receive compensation for service but may be reimbursed for reasonable expenses in accordance with the Society's reimbursement policies.

6.4 Removal from Office. The incapacitation of any Officer or Director at Large, or neglect in the performance of the duties of the office, may be grounds for removal from office by the Board of Direction.

6.5 Ex Officio Positions. The Executive Director and Secretary are non-voting members of the Board and the Executive Committee.

6.5.1 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 and subject to oversight by the Office and Personnel Committee.

6.5.2 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. Candidates shall not campaign for election for any position. No person shall be a Candidate for more than one (1) office per election cycle. In a contested election, the Nominating Committee shall propose Board approval election rules to ensure a fair contest.

7.0.1 Official Nominees. The Nominating Committee shall choose no more than two (2) Candidates for each elected vacancy for inclusion on the ballot and obtain the consent of Nominees to serve, if elected. 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 following shall place a Candidate for consideration on the ballot as a Petition Nominee: (1) an endorsement by the Candidate's respective Branch Board, (2) an endorsement from at least one Section Board member, and (3) documentation of the Candidate's prior service on their Branch Board, Branch Institute Chapter Board, Section Board, and/or Section Institute Chapter Board. These Nominees shall be known as Petition Nominees and designated on the ballot as such.

7.0.3 Write-Ins. Write-in names on the election ballot are 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 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 Policies and Procedures 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. 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.

8.0.2 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.

8.1 Board of Direction and Executive Committee Meeting Notice. Notice of call for a meeting shall be not less than fifteen (15) days in advance of the meeting date.

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

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

8.4 Parliamentary Authority. All business meetings of the 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.

8.5 Meeting Participation by Alternative Means. The President may allow, with reasonable cause, any member of the Board or any Board committee to 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.

8.6 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

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

9.0.4 *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.

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

9.1.1 *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.

9.1.2 *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.

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

9.1.4 *Boundaries.* A proposed Branch must have distinct boundaries by County stated in the petition.

9.1.5 *Bylaws.* The Branch shall prepare Bylaws to govern their operations. The

Bylaws and any amendments must be approved by the Section Board before becoming effective.

9.1.5.1 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.

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

9.2.1 Proposal. A new Technical Group or local Institute Chapter may be proposed by 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.

9.2.2 Membership. Not less than five (5) Subscribing Members of the Section may form a Technical Group or local Institute Chapter.

9.2.3 Approval. Approval must be obtained from the Board to activate the Technical Group or local Institute Chapter. Approval shall be obtained from the appropriate Institute to activate the Institute Chapter.

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

9.3.1 Nominating Committee. The Nominating Committee shall consist 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.

9.3.2 Standing Committees. The Section shall have the following Standing Committees: Branch & Section Relations Committee; Budget & Finance Committee; CECON Planning Committee; Diversity, Equity, & Inclusion Council; Editorial Committee; Government Affairs Committee; History & Heritage Committee; Honors Committee; Membership Committee; Office & Personnel Committee; Past Presidents Council; STEM Committee; Strategic Planning Committee; Student Activities Committee; Texas Infrastructure Report Card Committee; and Younger Members Committee.

9.3.3 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.

9.3.4 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.

9.4 Other Subsidiary Organizations. Other Subsidiary Organizations may be formed by the Board.

ARTICLE 10: ADMINISTRATIVE PROVISIONS

Not used.

ARTICLE 11: AMENDMENTS

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

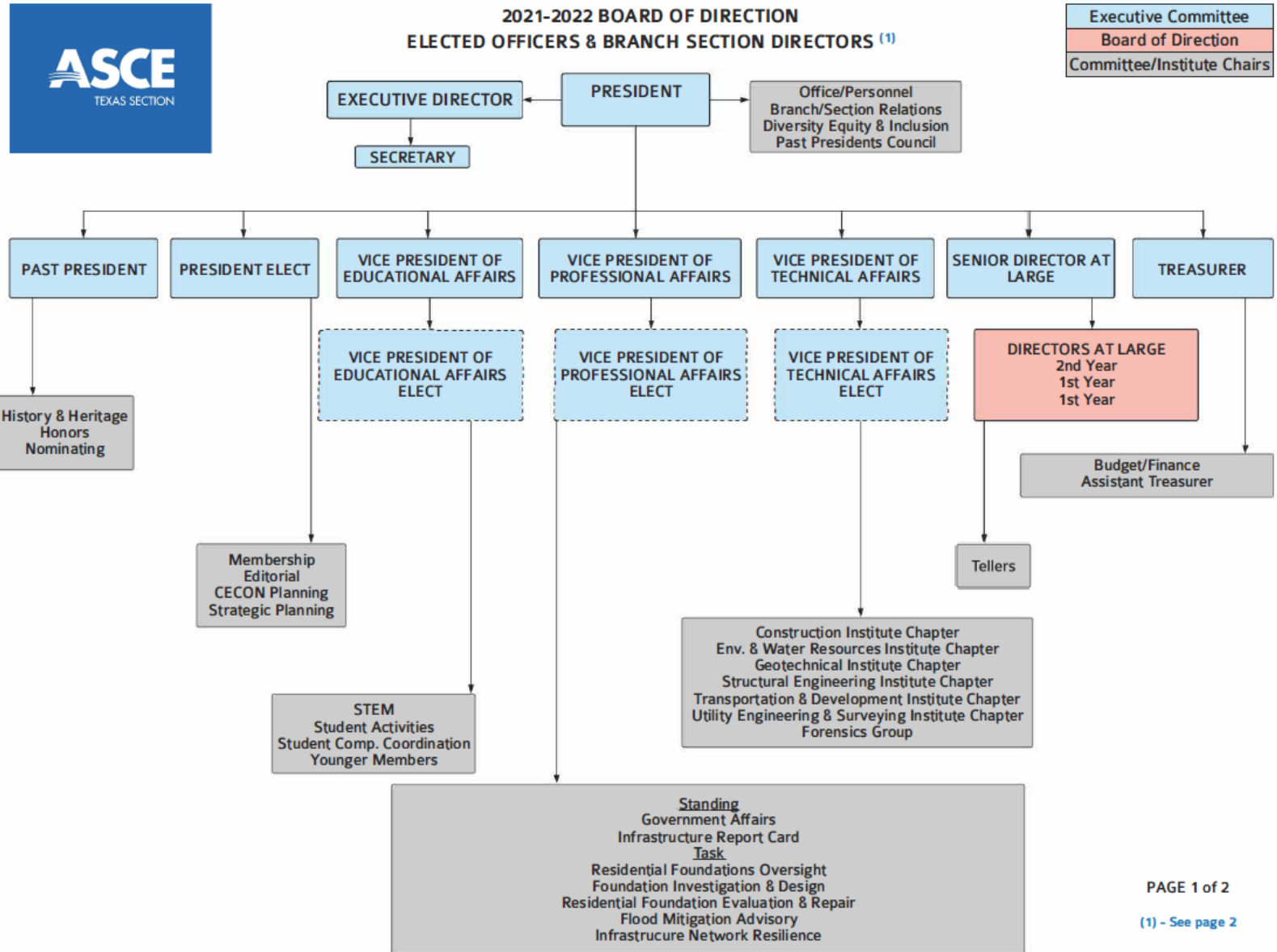
11.0.1 Proposal. An amendment to these Bylaws may be proposed by any member of the Board, the Executive Director, or by a written petition submitted to the Secretary, containing the text of the amendment, signed by not less than ten (10) Subscribing Members of the Section.

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.

Texas Section Bylaws
Reviewed by ASCE GDC 2-27-2023

ORGANIZATIONAL STRUCTURE



PAGE 1 of 2

(1) - See page 2

ORGANIZATIONAL STRUCTURE

AMERICAN SOCIETY OF CIVIL ENGINEERS TEXAS SECTION 2021-2022 ORGANIZATIONAL CHART

SECTION DIRECTORS

Branch	Term
Austin	2020-2022
Brazos	2021-2023
Caprock	2021-2023
Central Texas	2020-2022
Corpus Christi	2020-2022
Dallas	2021-2023
El Paso	2021-2023
Fort Worth	2021-2023
High Plains	2020-2022
Houston	2020-2022
Northeast Texas	2020-2022
Rio Grande Valley	2021-2023
San Antonio	2020-2022
Southeast Texas	2021-2023
West Texas	2020-2022

REGION 6 BOARD OF GOVERNORS

Title	Term
Board Chair & Director	2020-2023
Governor – Texas	2020-2023
Governor – Texas	2021-2024
Governor – Texas	2012-2025
Governor – Oklahoma	2021-2024
Governor – New Mexico	2022-2025
Governor - Mexico	2020-2023

JOHN B. HAWLEY MEMORIAL TRUST FUND

Title	Term
Trustee	2017-2023
Trustee	2019-2025
Trustee	2021-2027

TEXAS CIVIL ENGINEERING FOUNDATION (TCEF)

Title	Term
Board Chair	2016-2022
President	2016-2022
Executive VP	2020-2026
VP Administrative	2020-2026
VP Programs	2018-2024
VP Finance	2018-2024
Trustee	2016-2022
Trustee	2016-2022
Trustee	2020-2026
Trustee	2020-2026

J. WALTER PORTER MEMORIAL TRUST FUND

Title	Term
Trustee	2016-2022
Trustee	2019-2024
Trustee	2021-2026

ANNUAL MEETINGS

Winter	Executive Committee (Austin)
Spring	Board of Direction at Student Symposium (rotating)
Summer	Executive Committee at Leadership Development (rotating)
Fall	Board of Direction at Texas CECN (rotating)

Texas civil engineers are leaders in their communities, building a better quality of life across the street and around the world.

LEADERSHIP HANDBOOK

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 Region 6 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.
10. Review and sign the Section’s Conflict of Interest Policy, Acknowledgement, and Disclosure form.

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 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*.
2. Lead the Board of Direction in promoting the advancement of two (2) to four (4) specific goals identified for the fiscal year, based on the current *Strategic Plan*.
3. 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.
4. 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.
5. 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.
6. Visiting as many Branches and Student Chapters as possible throughout the year.
7. Transmitting to the Chair of the Editorial Committee and the Publisher of the *Texas Civil Engineer* a president’s message a minimum of four times a year.
8. 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.
9. Supervise the Executive Director and complete an annual performance evaluation.
10. Advise, monitor, and coordinate the activities of the following committees:
 - Past Presidents Council
 - Office/Personnel Committee
 - Branch/Section Relations Committee
 - Diversity, Equity, and Inclusion Council
 - Task Committees (The President can establish and appoint members to task committees as needed.)
11. 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.
12. 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.
4. At least one member of the Past Presidents Council shall be charged, annually, with supporting the Executive Director in maintaining relationships with Texas agency leaders, including by not limited to the Texas Commission on Environmental Quality (TCEQ), Texas Department of Transportation (TxDOT), and Texas Water Development Board (TWDB).

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 31. 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 1 for Society-level OCEA. (Society-level Award Deadline is June 1)
 - 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 1, 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 no later than October 1.

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/PERSONNEL COMMITTEE

Responsibilities

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

Membership

The Committee shall consist of the President, Past President, and President-Elect. The incoming President-Elect shall be invited to participate as non-voting, ex-officio member. 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.

3.D DIVERSITY, EQUITY, AND INCLUSION COUNCIL

Mission: Empower Section members to provide and sustain a welcoming environment for all Texas Civil Engineers.

Vision: Build a diverse culture within the Texas Section of ASCE, creating a Civil Engineering profession that is equitable and inclusive for all.

Responsibilities

The Diversity, Equity, and Inclusion (DEI) Council is intended to serve as an advisory group to the Board and to the President, providing recommendations for best practices. The Council will meet as needed as well as in conjunction with the annual Texas Civil Engineering Conference (CECON).

The council will advocate for activities including outreach to promote a diverse civil engineering profession that is equitable and inclusive for all, (i.e., CE Club activities).

The council will also serve as a Board of Review (i.e., ombudsman) for any complaints discriminatory in nature, received from members or perspective members and may recommend policies to the Executive Committee for approval by the Board of Direction.

Membership

The council shall consist of a minimum of 4 members. The Chair of the council shall be appointed each year by the Texas Section President.

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
 - Nominating Committee
5. Submit and review nominations for Region Director / Region 6 Board of Governors and present a nomination to the Executive Committee for their endorsement, 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.
6. 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.
7. Oversee the annual submittal of the Section's nomination for ASCE Outstanding Section Award. Convene a team to complete the nomination, composed of the immediate past Vice President for Professional Affairs, Vice President for Education Affairs, and Vice President for Technical affairs as well as the Section Secretary.
8. 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

HHC. 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.A.2 ASCE HISTORIC CIVIL ENGINEERING LANDMARK NOMINATIONS

If ASCE Historic Civil Engineering Landmark designation is desired, the procedures may require additional time, as HHC generally meets twice a year. 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

<u>Month</u>	<u>Activity</u>
November - April	Solicit nominations for all awards to be given in following year <ul style="list-style-type: none">- notice in <i>Texas Civil Engineer</i>- broadcast email to membership with Section staff support- email to Branch Presidents and Section Directors
May 1	Deadline for submittal of nominations
May	Committee members meet to review nominations and prepare slate of nominees for summer Executive Committee Meeting
June/July	Executive Committee approves candidates for awards for current year
August 1	Notify award recipients and invite them to annual awards banquet at CECON . Include the President on all correspondence with respect to notifications.
August 1	Coordinate with Section staff to order awards. Provide headshot and bio for each award recipient for use in Gala program.
September	Presentation of awards at CECON Gala & ASCE Texas Section Awards Banquet

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

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 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 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), 2023 (Texas Section 110th 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.D NOMINATING COMMITTEE

Responsibilities

1. Solicit statewide nominations for Texas Section officers from Branches, Institutes, and the Board of Direction (BoD), with support from the Texas Section President, Past President's Committee (PPC), and the Section office.
2. Acknowledge in written form to all nominating entities of official nomination information packet receipt.
3. Present a list of candidates to the Executive Committee at the Winter Executive Committee Meeting for discussion and endorsement of slate of candidates.
4. The Nominating Committee Chair will present a quarterly report of committee activities to the Past President which in turn will be submitted to the Executive Committee or the BoD.
5. Provide a written summary to the nominating entities of their nominee's outcome in making or not making the list of candidates.
6. Participate, upon a candidate's request, in a virtual or live exit interview to discuss a nominee not making the list of candidates.

Membership

Membership of the Nominating Committee shall consist of the five (5) most recent Past Presidents, available and willing to serve, and the Senior Director-at-Large. Membership of the committee shall not include any current Society-level officers (excluding Region 6 Director) or any current Texas Section officers other than the Immediate Past President. The most tenured Past President shall serve as the Chair of the Nominating 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)

[continued]

Timeline and Nomination Packet Requirements

<u>Month</u>	<u>Activity</u>
September*	Committee Chair contacts Branch Presidents and Institute Chairs to begin soliciting nominations from their respective Branch or Chapter (communication by email or telephone to be captured in contact log) <i>*solicitation of nominees may commence as early as July</i>
September	Ask President to charge Section Directors during Board meeting to work with Branch Presidents as they solicit nominations from their respective Branches
October 1	General Call for Nominations to all Texas Section Members. Committee Chair to provide Texas Section office with their contact information.
October 31	Nomination Packets Due to Committee Chair
Nov. – Dec.	Review of Nominations by Committee. Committee Chair shall notify each Committee Member at least two (2) weeks prior to the first Committee Meeting. Nominating Committee may perform virtual or live interviews of top two (2) or three (3) candidates.
January	Committee presents a list of nominees and Texas Section officer candidates by the Committee report deadline for the Winter Executive Committee Meeting for discussion and adoption.

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. Link to form will be posted publicly on the Section [website](#).

1. Position and evidence of consent to serve the office for which individual is being nominated to serve
2. Name
3. PE or EIT number and status (if available)
4. Age (to determine if they are under 35 for the Directors-at-Large)
5. Mailing Address
6. Contact Information: Telephone number(s); E-mail address(es)
7. Branch, Institute Chapter, Section, and Society-level offices previously held (including Committee positions)
8. Current Branch, Institute Chapter, Section and Society-level offices and Committee membership held (including years of service in each assignment)
9. Evaluation of nominee availability to serve if the information can be obtained (candidate availability shall include non-ASCE impacts on time, travel capability, and company policy on professional activities)
10. Acknowledgement of the responsibilities and estimated time commitment associated with each elected position.

Additionally, each nomination shall include a biography (300 words or less) and a high-resolution headshot (.jpg file). All materials shall be submitted from the Branch or Institute Chapter 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. 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 a Younger Member (35 years of age or younger) at the time of election 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. Select two (2) to four (4) goals identified within the current *Strategic Plan* for implementation by the Board of Direction during the coming fiscal year, including the determination of reasonable metrics for goal achievement.
3. 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.
4. Serve on the Office/Personnel and Budget/Finance Committees.
5. Assist the President in making committee appointments and budget preparation.
6. By June 1, compile recommended goals and objectives from each Vice President for each of their respective committees for the subsequent year.
7. Plan, coordinate and execute the annual ASCE Texas **Leadership Development Weekend** with support from Section staff.
8. Advise, monitor, coordinate the activities of the following committees:
 - Membership Committee
 - Editorial Committee
 - **CECON** Planning Committee
 - Strategic Planning Committee
9. 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.
10. Identify grant opportunities for applicable committee activities and encourage committees to apply for grant funding.
11. 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 actives 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

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. 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. Work with Section staff to generate press releases about members, firms, engineering projects and events for *Texas Civil Engineer* and local/statewide media.
3. Serve in an advisory capacity to the Board of Direction and to assist with the development and maintenance of the Texas Section website.
4. Perform other duties as assigned by the President-Elect.
5. 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 Board. The CECON Chair or Co-Chairs will oversee development of the specific annual conference. Additional committee details are included within the CECON Planning Manual.

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 programming and projects that support Student Chapters, Faculty Advisors, Practitioner Advisors, and Younger Members and increase careerlong engagement with the Texas Section and the Society.

1. Provide leadership in accordance with *Rules of Operation*, *Strategic Plan*, and *Student Symposium Planning Manual*.
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 Region 6 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

1. Become familiar with the Texas Section *Rules of Operation, Strategic Plan*, and the Student Symposium Planning Manual.
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. Promote and solicit student participation within the annual **CECON Poster Presentation Competition** during the **ASCE Region 6 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. Promote member visitations and speaking engagements in schools and universities.
7. Perform other duties as assigned by the Vice President for Educational Affairs.
8. 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 Region 6 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 Region 6 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 Region 6 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 Region 6 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, two awards were presented: one for the Concrete Canoe Competition and one for the Steel Bridge Competition. In the event one or both of these competitions does not take place at the Student

Symposium, the Student Competitions Coordinator may present one or both of these awards to a Student Chapter participating in one of the other competitions held at the Student Symposium.

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 Region 6. The suggested term for Chair is two (2) years. In addition, any interested and willing member of Region 6 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 programming 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 programming and projects that provide infrastructure education for local and state legislatures, promote the public recognition of civil engineers as stewards of infrastructure, and increase career-long 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
 - Task Committees
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 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. Work with the Vice President for Professional Affairs to find specific activities that will promote the civil engineer's image. Plan and execute at least one activity annually with support of Section staff.
Suggested activities:
 - *United for Infrastructure* programing.
 - Promote and train Section Board members and all Section/Branch members to make visitations to their State elected officials and "Back Home Visits" to their US congressman and senators.
 - Promote members speaking to organizations where our informed public exists. This may include homeowners' associations, parent teacher groups and civic clubs.
3. Develop surveys/focus groups with the public to check progress of applicable educational efforts conducted by the Texas Section. Apply for ASCE State Public Affairs Grants (SPAG), when offered.
4. 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.
5. 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.
6. Maintain liaison with the Society-level Government Relations staff and applicable committees.
7. 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.
8. 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.
9. 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. Members should have familiarity with or a willingness to become familiar with legislative matters and the legislative process in Texas and the United States. When possible, several members of this committee should be experienced in the issues dealing with professional image and younger members should be invited to serve. 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 of 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 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.D.1 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.
4. Review and provide feedback to the sub-task committees regarding possible revisions to the Guidelines after the subtask committees have evaluated any comments submitted and proposed possible revisions.

7.D.2 Flood Mitigation Advisory

Task Committee Responsibilities

1. Serve in an advisory capacity to the Board relating to matters of flood risk reduction, mitigation, and the publishing of Guidelines pertaining to these matters.
2. Oversee the publishing of technical Guidelines and stakeholder responses provided to various rule-makers and government agencies.

7.D.3 Beyond Storms Infrastructure Network Resiliency

Task Committee Responsibilities

1. Serve in an advisory capacity to the Board relating to matters of infrastructure network resilience, and the publishing of Guidelines or Reports pertaining to these matters.
2. Support the Board in promoting infrastructure recommendations to elected officials.

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

1. Provide leadership in accordance with *Rules of Operation*, *Strategic Plan*, and *CECON Planning Manual*.
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. Provide 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 (TxTDI)
 - 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.B 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. Note, The Section does not govern the formation of Branch-level Institute Chapters however the Section encourages collaboration across Branch-, Section-, and Society-level chapters. Branch-level Institute Chapters are formed as an agreement between a Branch Board of Directors and the Society-level Institute Chapter.
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.
10. As needed, prepare an annual operating budget in accordance with each Institute's and Group's governing documents and best practices.

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)

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.

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

A current list of Section Directors and their terms is available from the 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), United for Infrastructure, etc.).

- III. Maintain relationships with other organizations for which the Texas Section has entered into an agreement and memorandum of understanding (MOUs), such as the Texas Alliance for Minorities in Engineering (TAME) and the Texas Civil Engineering Foundation (TCEF).
4. Provide oversight of operating funds and monitor deadlines for contractual requirements. 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 Region 6 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.).
6. Maintain log and files of Deceased Members.

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.

8.1 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.

8.2 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.

8.3 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.

Website

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; and
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 a 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.

(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; and
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 February 1 of the year the fellowship is awarded. The current plan is to award a fellowship in the odd years, but that may change depending upon the growth of the fund's investments.

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. Administrative support is to be provided by the Texas Section Office through a services agreement.

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 typically 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. Texas Section President
10. Any Texas Section Past 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.E 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 reflect 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 non-refundable airfare or hotel accommodations. Additionally, the Texas Section will not provide reimbursement 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.

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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.F ENDORSEMENTS BY ORGANIZATIONAL ENTITIES AND INDIVIDUAL MEMBERS

Endorsements by ASCE Organizational Entities and Individual Members are not permitted in accordance with Society policy.

15.G POLICY ON BOARD MEMBER PARTICIPATION

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.

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. At the discretion of the Executive Committee, an Officer or Director at Large may be removed from their office if a member is absent for two consecutive meetings without reasonable cause.

15.H POLICY ON LIFE MEMBER ACCESS TO SECTION PLATFORMS

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.I POLICY ON DUES, DUES CHANGES, AND INDEXING

The Annual Dues for members of the Texas Section shall be sixty dollars (\$60.00) plus an amount specified by each Branch. The Board will review the dues amount and all sources of revenue and the subsequent impact on the operational budget every fiscal year, for the purpose of determining whether the dues are adequate for funding Texas Section programs for the membership.

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

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 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.

15.J POLICY ON GUEST(S) ATTENDANCE AT COMMITTEE MEETING(S)

The Texas Section's committee meetings are open to all current ASCE members as observers, provided the meeting room can accommodate guests. The Texas Section does not allow guests to participate in the meeting itself, aside from observing, so that the committee can accomplish the important task(s) at hand.

Additionally, non-members and members of ASCE are welcome to submit a request to make a presentation to a committee. Requests should be submitted in advance of the scheduled committee meeting to allow time for the respective committee leaders to consider any such request. The Texas Section does not have a firm timeline but kindly asks that all requests be made at least two (2) weeks prior to the scheduled meeting.

15.K DOCUMENT RETENTION POLICY

In accordance with IRS guidance, the Texas Section shall retain tax records and meeting minutes in perpetuity. Personnel records, contracts, legal files, accounting records, and board materials shall be saved

in accordance with best practices. Texas Section staff should consult with ASCE's legal counsel and/or a certified public accountant regarding document retention questions.

15.L POLICY ON PURSUIT OF NOMINATION, EXPECTATIONS OF CANDIDATES, AND CAMPAIGNING

The Section expects all Candidates for office to review the Section's governing documents, consult with the incumbent office holder, and become familiar with the activities of the Section prior to declaring their intent to pursue office. Candidates and Nominees shall inform their supporters of the Section's policies governing appropriate conduct relative to election campaigns. Candidates and Nominees for elected office may contact members to discuss their candidacy. However, contact with members of the Section Board Nominating Committee or Board of Direction Members regarding nomination shall cease at least ten (10) days prior to the Nominating Committee meeting. Furthermore, Neither Candidates nor Nominees for elected office nor their supporters shall produce or distribute signs, giveaway materials (i.e., key chains, pens, buttons, pins), press kits, or similar items.

15.M POLICY ON STUDENT MEMBER COMMITTEE PARTICIPATION

Student Members are permitted and encouraged to serve on Section committees, however they are not permitted to serve as a Committee Chair. A Student Member may serve as Committee Co-Chair if paired with an Associate Member or Member who is available to serve as Committee Chair.

15.N COMPANY AND PRODUCT PROMOTION RESTRICTION POLICY

The promotion of a specific company or a product during Section technical webinars, conference sessions, and within technical articles is prohibited. Non-biased technical education should be provided at all times.

15.O WHISTLEBLOWER & NON-RETALATION POLICY

Texas Section volunteers and staff must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the responsibility of all directors, officers, employees, and volunteers to comply with and to report violations or suspected violations of the ASCE Code of Ethics, Texas Section policies, or laws in accordance with this policy.

No director, officer, employee, volunteer, or contractor who in good faith reports a violation of the Code, policies, or law shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Texas Section prior to seeking resolution outside the Texas Section. In most cases, employees and volunteers should report to the Executive Director. However, if an employee or volunteer is not comfortable speaking with the Executive Director or is not satisfied with the response, that employee or volunteer is encouraged to report to any officer of the Board.

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question, or concern is, after investigation, not substantiated.

Upon the request of the complainant, the Texas Section will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

15.P POLICY ON THE RESTRICTION OF COMPANY OR PRODUCT PROMOTION

ASCE Texas Section's webinars, conference presentations, and technical articles shall be focused on a technical topic that aims to provide the most value to members. The promotion of an individual company or specific product, or proprietary information is not permitted. Presenters and/or authors are welcome to mention their employer during introductions, closing remarks, and within their signature.

15.Q POLICY FOR DIVERSITY, EQUITY, & INCLUSION

ASCE Texas Section respects and values the diversity of all its members, volunteers, staff, stakeholders, and Board members. The Board of Direction defines diversity as individuality. This individuality includes a wide spectrum of attributes, including but not limited to personal style, age, race, ethnic heritage, gender, sexual orientation, language, physical ability, religious affiliation, family, citizenship status, socio-economic circumstances, education, political affiliation, and life experience.

As the decision-making body at the highest level of organizational leadership, the Board of Direction plays a critical role in creating an organization that prioritizes, supports, and invests in diversity, inclusion, and equity. A diverse Board of Direction creates an inclusive environment in which a full range of ideas and information can be exchanged, leading to more comprehensive and thoughtful decisions that will best serve the Texas Section and its members. A diverse Board of Direction makes good business sense and will help ensure the ongoing and future growth and success of ASCE Texas Section.

Whether in the hiring of the executive, the determination of strategy, the allocation of resources, or the goal of serving the community with authenticity, the board's leadership on diversity, inclusion, and equity matters. To reach our potential, ASCE Texas Section must fully integrate diversity into our culture and standard practices and processes, and this will be facilitated by a diverse Board of Directors.

15.R CONFLICT OF INTEREST POLICY

"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 interests of the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Society. Any interested individual must disclose the existence of any actual or possible Conflict of Interest and all material facts to the Society entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Society entity. (ASCE Bylaws §10.1)"

All officers, directors, members and employees of the Texas Section, when acting on behalf of the Section, shall adhere to the highest standard of ethical conduct and avoid any activity or situation where their personal interests could conflict, or reasonably appear to conflict, with the best interests of the Texas Section or the Society.

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 Chair, 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.