2020 OFFICIAL REGISTER

The Official Register is no longer being published, as the majority of information is already available on the Society’s website (www.asce.org). This document is a compilation of frequently used information that may be saved to your desktop.
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Region Subdivisions
# ASCE BOARD OF DIRECTION

**Officers and Directors**
(Dates denote expiration of terms)

## PRESIDENT
**OCTOBER 2020**
K.N. Gunalan, Ph.D., P.E., D.GE, F.ASCE

## PAST PRESIDENT
**OCTOBER 2020**
Robin A. Kemper, P.E., LEED AP, F.SEI, F.ASCE

## PRESIDENT-ELECT
**OCTOBER 2020**
Jean-Louis Briaud, Ph.D., P.E., D.GE, Dist.M.ASCE

## DIRECTORS

<table>
<thead>
<tr>
<th>OCTOBER 2020</th>
<th>OCTOBER 2021</th>
<th>OCTOBER 2022</th>
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</thead>
<tbody>
<tr>
<td>Peter M. Moore, P.E., F.ASCE</td>
<td>Carl C. Sutter, P.E., M.ASCE</td>
<td>Jack A. Raudenbush, P.E., F.ASCE</td>
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</table>

## SECRETARY
Thomas W. Smith III, ENV SP, CAE, F.ASCE

## TREASURER
Jennifer B. Epp, P.E., F.ASCE

## ASSISTANT TREASURER
Maria C. Lehman, P.E., F.ASCE
BOARD OF DIRECTION

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SECRETARY

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TREASURER

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TARA HOKE, AFF.M.ASCE
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STAFF

Contact ASCE Online
Visit ASCE’s site on the World Wide Web (http://www.asce.org) to locate Society services and programs more easily. Our site also provides rapid access to leading-edge professional information and resources, opportunities for personal communication with colleagues, and continuous updates on Society news and activities.

ASCE’s home page offers direct communication, via e-mail, with Society leadership, committees, and staff. If you don’t know whom to contact, or if you can’t find an address, send your message to the Society’s general mailbox (webmaster@asce.org) and we will forward it for you.

The e-mail addresses of all ASCE staff members comprise the staff member’s first initial, surname, and @asce.org (host name). For example, to contact Thomas W. Smith via Internet, use the following address: tsmith@asce.org.

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>Thomas W. Smith III, ENV SP, CAE, F.ASCE</th>
<th>703-295-6104</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Operating and Strategy Officer</td>
<td>Gerald E. (Jerry) Buckwalter, M.ASCE</td>
<td>703-295-6007</td>
</tr>
<tr>
<td>Sr. Managing Director, Member Communities</td>
<td>Carol W. Bowers, PG, CAE, ENV SP, D.GE (Hon), M.ASCE</td>
<td>703-295-6352</td>
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<tr>
<td>Sr. Managing Director, Strategic Communications, Government Relations, Marketing &amp; Membership, and Web Operations</td>
<td>Charles V. Dinges, Aff.M.ASCE</td>
<td>703-295-6401</td>
</tr>
<tr>
<td>Sr. Managing Director, Engineering and Lifelong Learning</td>
<td>John E. Durrant, P.E., M.ASCE</td>
<td>703-295-6099</td>
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<tr>
<td>Sr. Managing Director, Human Resources</td>
<td>Kay Pulchiné, SHRM-SCP, Aff.M.ASCE</td>
<td>703-295-6045</td>
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<tr>
<td>Chief Financial Officer</td>
<td>Peter L. Shavalay, Aff.M.ASCE</td>
<td>703-295-6109</td>
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<tr>
<td>Managing Director, Continuing Education</td>
<td>Gayle Claman, CAE, Aff.M.ASCE</td>
<td>703-295-6155</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Title</td>
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<tr>
<td>Managing Director and Publisher, Publications</td>
<td>Angela Cochran</td>
<td>Aff.M.ASCE</td>
</tr>
<tr>
<td>Managing Director, Membership, Marketing and Sales</td>
<td>Loretta E. Cranbourne</td>
<td>CAE, Aff.M.ASCE</td>
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<tr>
<td>Managing Director, Government Relations and Infrastructure Initiatives</td>
<td>Emily A. Feenstra</td>
<td>Aff.M.ASCE</td>
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<tr>
<td>General Counsel</td>
<td>Tara L. Hoke</td>
<td>Aff.M.ASCE</td>
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<tr>
<td>Chief Communications Officer</td>
<td>Jane Howell Lombardi</td>
<td>Aff.M.ASCE</td>
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<tr>
<td>Managing Director, Career Advancement Division</td>
<td>Alicia Karwoski</td>
<td>P.E., CAE, M.ASCE</td>
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<tr>
<td>Chief Technology Officer</td>
<td>Jamie Kiechlin</td>
<td>Aff.M.ASCE</td>
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<tr>
<td>Managing Director, Executive and Board Operations</td>
<td>Patricia A. Montgomery</td>
<td>IOM, CAE, Aff.M.ASCE</td>
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<tr>
<td>Managing Director, Engineering Programs</td>
<td>James A. Rossberg</td>
<td>P.E., F.SEI, M.ASCE</td>
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<tr>
<td>Managing Director, Customer Service</td>
<td>Rick Tyler</td>
<td>Aff.M.ASCE</td>
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<tr>
<td>Executive Vice President, ASCE Foundation</td>
<td>Christine Williams</td>
<td>CFRE, Aff.M.ASCE</td>
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CODE OF ETHICS

Fundamental Principles

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

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

Fundamental Canons

1. Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.
2. Engineers shall perform services only in areas of their competence.
3. Engineers shall issue public statements only in an objective and truthful manner.
4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.
5. Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.
6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the engineering profession and shall act with zero tolerance for bribery, fraud, and corruption.
7. Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those engineers under their supervision.
8. Engineers shall, in all matters related to their profession, treat all persons fairly and encourage equitable participation without regard to gender or gender identity, race,

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1 The Society’s Code of Ethics was adopted on September 2, 1914 and was most recently amended on July 23, 2006. Pursuant to the Society’s Bylaws, it is the duty of every Society member to report promptly to the Committee on Professional Conduct any observed violation of the Code of Ethics.
2 In April 1975, the ASCE Board of Direction adopted the fundamental principles of the Code of Ethics of Engineers as accepted by the Accreditation Board for Engineering and Technology, Inc. (ABET).
3 In September 2016, the ASCE Board of Direction adopted the following definition of Sustainable Development: “Sustainable Development is the process of applying economic, environmental, and social resources to enhance the safety, welfare, and quality of life for all of society and for future generations without degrading the quantity, quality, or availability of economic, environmental, and social resources. Principles of sustainable development are defined in Policy Statement 418 – The Role of the Civil Engineer in Sustainable Development.”
national origin, ethnicity, religion, age, sexual orientation, disability, political affiliation, or family, marital, or economic status.

Guidelines to Practice
under the Fundamental Canons of Ethics

CANON 1. Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.

a. Engineers shall recognize that the lives, safety, health and welfare of the general public are dependent upon engineering judgments, decisions and practices incorporated into structures, machines, products, processes and devices.

b. Engineers shall approve or seal only those design documents, reviewed or prepared by them, which are determined to be safe for public health and welfare in conformity with accepted engineering standards.

c. Engineers whose professional judgment is overruled under circumstances where the safety, health and welfare of the public are endangered, or the principles of sustainable development ignored, shall inform their clients or employers of the possible consequences.

d. Engineers who have knowledge or reason to believe that another person or firm may be in violation of any of the provisions of Canon 1 shall present such information to the proper authority in writing and shall cooperate with the proper authority in furnishing such further information or assistance as may be required.

e. Engineers should seek opportunities to be of constructive service in civic affairs and work for the advancement of the safety, health and well-being of their communities, and the protection of the environment through the practice of sustainable development.

f. Engineers should be committed to improving the environment by adherence to the principles of sustainable development so as to enhance the quality of life of the general public.

CANON 2. Engineers shall perform services only in areas of their competence.

a. Engineers shall undertake to perform engineering assignments only when qualified by education or experience in the technical field of engineering involved.

b. Engineers may accept an assignment requiring education or experience outside of their own fields of competence, provided their services are restricted to those phases of the project in which they are qualified. All other phases of such project shall be performed by qualified associates, consultants, or employees.

c. Engineers shall not affix their signatures or seals to any engineering plan or document dealing with subject matter in which they lack competence by virtue of education or
experience or to any such plan or document not reviewed or prepared under their supervisory control.

**CANON 3.** Engineers shall issue public statements only in an objective and truthful manner.

a. Engineers should endeavor to extend the public knowledge of engineering and sustainable development, and shall not participate in the dissemination of untrue, unfair or exaggerated statements regarding engineering.

b. Engineers shall be objective and truthful in professional reports, statements, or testimony. They shall include all relevant and pertinent information in such reports, statements, or testimony.

c. Engineers, when serving as expert witnesses, shall express an engineering opinion only when it is founded upon adequate knowledge of the facts, upon a background of technical competence, and upon honest conviction.

d. Engineers shall issue no statements, criticisms, or arguments on engineering matters which are inspired or paid for by interested parties, unless they indicate on whose behalf the statements are made.

e. Engineers shall be dignified and modest in explaining their work and merit, and will avoid any act tending to promote their own interests at the expense of the integrity, honor and dignity of the profession.

**CANON 4.** Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.

a. Engineers shall avoid all known or potential conflicts of interest with their employers or clients and shall promptly inform their employers or clients of any business association, interests, or circumstances which could influence their judgment or the quality of their services.

b. Engineers shall not accept compensation from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed to and agreed to, by all interested parties.

c. Engineers shall not solicit or accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with their clients or employers in connection with work for which they are responsible.

d. Engineers in public service as members, advisors, or employees of a governmental body or department shall not participate in considerations or actions with respect to services solicited or provided by them or their organization in private or public engineering practice.

e. Engineers shall advise their employers or clients when, as a result of their studies, they believe a project will not be successful.
f. Engineers shall not use confidential information coming to them in the course of their assignments as a means of making personal profit if such action is adverse to the interests of their clients, employers or the public.

g. Engineers shall not accept professional employment outside of their regular work or interest without the knowledge of their employers.

CANON 5. Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.

a. Engineers shall not give, solicit or receive either directly or indirectly, any political contribution, gratuity, or unlawful consideration in order to secure work, exclusive of securing salaried positions through employment agencies.

b. Engineers should negotiate contracts for professional services fairly and on the basis of demonstrated competence and qualifications for the type of professional service required.

c. Engineers may request, propose or accept professional commissions on a contingent basis only under circumstances in which their professional judgments would not be compromised.

d. Engineers shall not falsify or permit misrepresentation of their academic or professional qualifications or experience.

e. Engineers shall give proper credit for engineering work to those to whom credit is due, and shall recognize the proprietary interests of others. Whenever possible, they shall name the person or persons who may be responsible for designs, inventions, writings or other accomplishments.

f. Engineers may advertise professional services in a way that does not contain misleading language or is in any other manner derogatory to the dignity of the profession. Examples of permissible advertising are as follows:

- Professional cards in recognized, dignified publications, and listings in rosters or directories published by responsible organizations, provided that the cards or listings are consistent in size and content and are in a section of the publication regularly devoted to such professional cards.

- Brochures which factually describe experience, facilities, personnel and capacity to render service, providing they are not misleading with respect to the engineer's participation in projects described.

- Display advertising in recognized dignified business and professional publications, providing it is factual and is not misleading with respect to the engineer's extent of participation in projects described.

- A statement of the engineers' names or the name of the firm and statement of the type of service posted on projects for which they render services.
• Preparation or authorization of descriptive articles for the lay or technical press, which are factual and dignified. Such articles shall not imply anything more than direct participation in the project described.

• Permission by engineers for their names to be used in commercial advertisements, such as may be published by contractors, material suppliers, etc., only by means of a modest, dignified notation acknowledging the engineers’ participation in the project described. Such permission shall not include public endorsement of proprietary products.

g. Engineers shall not maliciously or falsely, directly or indirectly, injure the professional reputation, prospects, practice or employment of another engineer or indiscriminately criticize another’s work.

h. Engineers shall not use equipment, supplies, laboratory or office facilities of their employers to carry on outside private practice without the consent of their employers.

CANON 6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the engineering profession and shall act with zero tolerance for bribery, fraud, and corruption.

a. Engineers shall not knowingly engage in business or professional practices of a fraudulent, dishonest or unethical nature.

b. Engineers shall be scrupulously honest in their control and spending of monies, and promote effective use of resources through open, honest and impartial service with fidelity to the public, employers, associates and clients.

c. Engineers shall act with zero tolerance for bribery, fraud, and corruption in all engineering or construction activities in which they are engaged.

d. Engineers should be especially vigilant to maintain appropriate ethical behavior where payments of gratuities or bribes are institutionalized practices.

e. Engineers should strive for transparency in the procurement and execution of projects. Transparency includes disclosure of names, addresses, purposes, and fees or commissions paid for all agents facilitating projects.

f. Engineers should encourage the use of certifications specifying zero tolerance for bribery, fraud, and corruption in all contracts.

CANON 7. Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those engineers under their supervision.

a. Engineers should keep current in their specialty fields by engaging in professional practice, participating in continuing education courses, reading in the technical literature, and attending professional meetings and seminars.
b. Engineers should encourage their engineering employees to become registered at the earliest possible date.

c. Engineers should encourage engineering employees to attend and present papers at professional and technical society meetings.

d. Engineers shall uphold the principle of mutually satisfying relationships between employers and employees with respect to terms of employment including professional grade descriptions, salary ranges, and fringe benefits.

**CANON 8.** Engineers shall, in all matters related to their profession, treat all persons fairly and encourage equitable participation without regard to gender or gender identity, race, national origin, ethnicity, religion, age, sexual orientation, disability, political affiliation, or family, marital, or economic status.

a. Engineers shall conduct themselves in a manner in which all persons are treated with dignity, respect, and fairness.

b. Engineers shall not engage in discrimination or harassment in connection with their professional activities.

c. Engineers shall consider the diversity of the community, and shall endeavor in good faith to include diverse perspectives, in the planning and performance of their professional services.
CONSTITUTION
of the American Society of Civil Engineers
A Not-for-Profit Corporation
Current as of January 2020

ARTICLE 1. GENERAL

1.0 Name. The name of this corporation is the American Society of Civil Engineers (hereinafter called the “Society”).

1.1 Headquarters. The headquarters office of the Society shall be determined by the Board of Direction at such place permitted by law and the Certificate of Incorporation. Regional offices may be established at such places as may be determined by the Board of Direction.

1.2 Duration. The duration of the Society is perpetual.

1.3 Purposes and Objective. The purposes of the Society are as stated in the Society’s Certificate of Incorporation. The objective of the Society is the advancement of the science and profession of engineering to enhance the welfare of humanity.

ARTICLE 2. MEMBERSHIP

2.0 Grades and Qualifications. Membership in the Society is available worldwide to civil engineers, civil engineering students, and other persons similarly qualified in another branch of engineering or in an allied profession. The voting membership grades of the Society shall be Associate Member, Member, Fellow, Distinguished Member, and President-Emeritus. The non-voting membership grades of the Society shall be Student Member and Affiliate Member. The rights, privileges, responsibilities and qualifications of membership shall be set forth in the Society’s Bylaws and/or other appropriate governing documents.

2.1 Admission. Applicants shall be admitted to membership in the Society in such manner as the Board of Direction may direct.

2.2 Obligations. All members of the Society must subscribe to the Certificate of Incorporation, Constitution, Bylaws, Code of Ethics and other governing documents of the Society.

ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

3.0 Resignation. Any member of the Society may tender resignation.

3.1 Disciplinary Proceedings. Any member of the Society may be subject to disciplinary proceedings, following notice and an opportunity to be heard, in accordance with procedures adopted by the Board of Direction.

3.2 Expulsion. Any member of the Society may be expelled by affirmative vote of not less than seventy-five percent (75%) of the Board of Direction.
ARTICLE 4. FEES AND DUES

4.0 Schedule. A schedule of annual dues and fees shall be established by the Board of Direction.

ARTICLE 5. MANAGEMENT

5.0 Board of Direction. The corporate powers of the Society shall be vested in the Board of Direction. The Board of Direction shall be responsible for the supervision, control and direction of the Society. The Board of Direction shall provide Bylaws for the regulation and conduct of the Society's powers and affairs. The Board of Direction shall manage the affairs of the Society in accordance with the applicable laws and the provisions of the Society's governing documents.

5.1 Executive Committee. The Executive Committee shall exercise such part of the authority of the Board of Direction as delegated and permitted under applicable laws and the Society’s governing documents.

5.2 Executive Director. The Executive Director of the Society is responsible for the detailed management of the affairs of the Society under the authority of the Board of Direction and oversight by the Executive Committee.

5.3 Region Boards of Governors. Regions shall be governed by Region Boards of Governors which shall provide advice to the Board of Direction and manage the affairs of the Region in accordance with the provisions of the governing documents of the Society and of the Region.

ARTICLE 6. OFFICERS, DIRECTORS AND GOVERNORS

6.0 Board of Direction. The Board of Direction shall consist of eighteen (18) directors. The directors shall be members of the Society. These directors shall be the President, the latest available Past President continuing to be a member of the Society, the President-elect, thirteen (13) Region Directors and two (2) At-Large Directors.

6.1 Executive Committee. The Executive Committee shall consist of the President, the Past President, the President-elect, and the Society Directors serving in the final year of their term.

6.2 Terms. The term of office for the President is one (1) year, for the Past President is one (1) year, for the President-elect is one (1) year, for the Society Directors is three (3) years.

6.3 Officers. The Officers of the Society shall be the President, the Past President, the President-elect, the Secretary and the Treasurer.

ARTICLE 7. GEOGRAPHIC REGIONS AND ELECTIONS

7.0 Regions and Elections. The Board of Direction shall establish constituency-based Regions for the purpose of electing the Region Directors, nominating candidates for President-elect, and for such other purposes as defined in the Bylaws.
ARTICLE 8. MEETINGS

8.0 Annual Membership Meeting. The Society shall hold at least one (1) business meeting annually, termed the Annual Membership Meeting, on a date fixed in the Bylaws. The quorum for the Annual Membership Meeting shall be one hundred (100) voting members. The Society may hold additional business meetings as provided in the Bylaws.

8.1 Board of Direction Meetings. Meetings of the Board of Direction shall be held as determined by the Board of Direction, but the Board of Direction shall hold at least two (2) meetings annually.

8.2 Executive Committee Meetings. Meetings of the Executive Committee shall be held as determined by its chair.

ARTICLE 9. COMMITTEES, INSTITUTES, ACADEMIES, GEOGRAPHIC UNITS, FOUNDATIONS, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES

9.0 Organizational Entities. Committees, Institutes, Academies, Geographic Units, Foundations, Affiliated and other organizational entities of the Society may be established or terminated by the Board of Direction as defined in the Bylaws.

ARTICLE 10. ADMINISTRATIVE PROVISIONS

10.0 Exempt Purposes. The Society is organized exclusively for charitable, educational, literary and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Code) (hereinafter, the “Code”). The Society shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the Code.

ARTICLE 11. AMENDMENTS

11.0 Certificate of Incorporation and Constitutional Amendments.

11.0.1 Proposal. An amendment to the Certificate of Incorporation or Constitution may be proposed in two (2) ways:

11.0.1.1 Petition. By petition stating the general content of the proposed amendment and signed by not less than one hundred (100) voting Society members from each of at least two-thirds (2/3) of the Regions. Petitions must be presented to the Secretary not less than sixty (60) days in advance of the Board of Direction meeting at which the amendment will be considered.

11.0.1.2 Board of Direction. By the Board of Direction, by two-thirds (2/3) vote of those present and voting, provided written notice containing the general content of the proposed amendment was sent to each member of the Board of Direction at least thirty (30) days prior to the meeting.
11.0.2 Consideration. Any proposed amendment shall be considered by the Board of Direction at its next regularly scheduled meeting provided written notice containing the exact content of the proposed amendment was sent to each member of the Board of Direction at least thirty (30) days prior to such meeting and further provided at least thirty (30) days’ notice of the consideration of the amendment was sent to the Society membership.

The Board of Direction may recommend the proposed amendment by two-thirds (2/3) vote of those present and voting.

11.0.2.1 Recommendation. The recommended amendment shall be considered on the ballot in an upcoming Society-level election.

11.0.2.2 Non-Recommendation.

11.0.2.2.1 Petition. If an amendment proposed by Petition is not recommended by the Board of Direction, notice will be provided to the membership of the Society relative to this action.

11.0.2.2.1 Reintroduction of an Amendment Proposed by Petition. If not recommended by the Board of Direction, an amendment proposed by Petition may be reintroduced by the membership of the Society at either of the subsequent two (2) Annual Membership Meetings held more than sixty (60) days after the Board action on the amendment proposed by Petition. To reintroduce the amendment proposed by Petition, additional petitions, signed by at least fifty (50) voting Society members from each of at least two-thirds (2/3) of the Regions, shall be submitted to the Secretary at least ninety (90) days prior to an Annual Membership Meeting. An amendment proposed by Petition reintroduced in such a manner shall be included on the ballot in an upcoming Society-level election upon recommendation of two-thirds (2/3) of the voting Society members present and voting at the Annual Membership Meeting.

11.0.2.2.1.2 Board of Direction. If after consideration an amendment proposed by the Board of Direction is not recommended, no further action is taken on the proposed amendment.

11.0.3 Action. Adoption of a recommended amendment shall require the affirmative vote of two-thirds (2/3) of the ballots cast thereon by the Society membership in a Society-level election. A committee of Tellers, appointed by the President, shall supervise the tabulation of ballots, which shall be canvassed by the Board of Direction at its next meeting. An adopted amendment shall become effective at the conclusion of the meeting of the Board of Direction at which the ballots are canvassed, or date specified. If not adopted, an amendment may be re-proposed as set forth in this Article.
11.1  **Code of Ethics Amendments.**

11.1.1  **Proposal.** An amendment to the Code of Ethics may be presented at any meeting of the Board of Direction, a quorum being present.

11.1.2  **Notification.** The Society shall publish proposed amendments to the Code of Ethics on the Society's Web site at least thirty (30) days prior to formal consideration by the Board of Direction.

11.1.3  **Action.** The Board of Direction may act on a proposed amendment at its next meeting, provided that meeting occurs at least seventy-five (75) days following the meeting at which the proposed amendment was received and further provided that the precise written form of the amendment is sent to the Board of Direction at least thirty (30) days in advance of the meeting. If the Board of Direction determines, by a vote with no more than two (2) Board of Direction members dissenting, that an emergency exists, the seventy-five (75) day interval between proposal and action may be waived. Adoption by the Board of Direction of a recommended amendment shall require the affirmative of two-thirds (2/3) of those present and voting.

11.2  **Bylaws Amendments.**

11.2.1  **Proposal.** An amendment to the Bylaws may be presented at any meeting of the Board of Direction, a quorum being present.

11.2.2  **Notification.** Notification shall be sent to the Society Region Boards of Governors, Section and Branch Presidents, and the Society membership at least thirty (30) days prior to action of the Board of Direction on the proposed amendment.

11.2.3  **Action.** The Board of Direction may act on a proposed amendment at its next meeting, provided that meeting occurs at least forty-five (45) days following the meeting at which the proposed amendment was received and further provided that the precise written form of the amendment is sent to the Board of Direction at least thirty (30) days in advance of the meeting. If the Board of Direction determines, by a vote with no more than two (2) Board of Direction members dissenting, that an emergency exists, the forty-five (45) day interval between proposal and action may be waived. Adoption by the Board of Direction of a recommended amendment shall require the affirmative of two-thirds (2/3) of those present and voting.
BYLAWS
of the American Society of Civil Engineers
A Not-For-Profit Corporation
Current as of January 2020

ARTICLE 1. GENERAL

1.0  **Name/Abbreviation.** The name of this New York not-for-profit corporation is the American Society of Civil Engineers (hereinafter called the “Society”). The abbreviation of the Society is ASCE.

1.1  **Definitions.**

1.1.1  **Civil Engineering.** The Board of Direction adopted the following definition of “Civil Engineering”: Civil Engineering is the profession that utilizes the materials and forces of nature to create, maintain, and improve the built environment, and protect and enhance the natural environment for the progressive well-being of humanity. The practice of civil engineering is founded on the creative analysis and synthesis of scientific, mathematical, and economic principles gained by study, experience, and practice and guided by the imperative to protect the public health, safety, and welfare.

1.1.2  **Profession.** The Board of Direction adopted the following definition of “profession” and amplification thereof: “A profession is the pursuit of a learned art in a spirit of public service.” Further, “a profession is a calling in which special knowledge and skill are used in a distinctly intellectual plane in the service of humanity, and in which the successful expression of creative ability and application of professional knowledge are the primary rewards. There is implied the application of the highest standards of excellence in the educational fields prerequisite to the calling, in the performance of services, and in the ethical conduct of its members. Also implied is the conscious recognition of the profession’s obligation to society to advance its standards and to prescribe the conduct of its members.”

1.1.3  **Society-level.** Society activities exclusive of those of Foundations, Affiliated Entities, and Geographic Units are considered Society-level activities.

1.1.4  **Sustainability.** The Board of Direction adopted the following definition of “sustainability”: Sustainability is a set of economic, environmental, and social conditions in which all of society has the capacity and opportunity to maintain and improve its quality of life for future generations without degrading the quantity, quality or availability of economic, environmental and social resources.

1.1.5  **Sustainable Development.** The Board of Direction adopted the following definition of “sustainable development”: Sustainable Development is the process of applying economic, environmental and social resources to enhance the safety, welfare and quality of life for all of society and for future generations without degrading the quantity, quality or availability of economic, environmental and social resources.
1.1.6 **Diversity and Inclusion.** The Board of Direction adopted the following definition of “diversity and inclusion”: Diversity and inclusion fosters a culture that encourages the free expression and exchange of engineering ideas by all members, regardless of gender, race, ethnic origin, religion, age, marital status, sexual orientation, disabilities or any other reason not related to scientific or technical merit.

**ARTICLE 2. MEMBERSHIP**

2.0 **Definitions.**

2.0.1 **Substantially Equivalent.** Programs accredited by non-US countries utilizing criteria recognized by the Engineering Accreditation Commission (EAC) or Engineering Technology Accreditation Commission (ETAC) of ABET (previously known as the Accreditation Board for Engineering and Technology) as comparable and whose graduates are judged acceptable for entry into the practice of engineering at the professional level.

2.0.2 **Licensure.** A citizen of the United States, if working in the United States, must be licensed in the United States as an engineer or surveyor to fulfill the licensure requirements for any membership grade. Licensure in other countries equivalent to licensure in the United States and its territories shall satisfy the licensure requirements for any membership grade.

2.0.3 **Responsible Charge of Work.**

2.0.3.1 **Member.** The standard required for admission to the Society's grade of Member means definite responsibility for engineering work of substantial importance. In the field, the applicant must have had the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant had to decide questions of methods of execution and suitability of materials, without relying upon advice or instructions from the applicant's superior, and of supplying deficiencies in plans or correcting errors in design without referring them to higher authority for approval, except in cases where such approval is a mere matter of form. In the office, the applicant must have had to undertake investigations to carry out important assignments demanding resourcefulness and originality; or to make plans, write specifications and direct the drafting and computations for designs of engineering work, with only rough sketches, general information and field measurements for reference and guidance. In engineering teaching, the applicant must have taught in an engineering school of recognized standing, and must have had at least a grade of assistant professor or its equivalent.

2.0.3.2 **Fellow.** The standard required for advancement to the grade of Fellow is broad responsibility for engineering work of major importance. The duties and responsibilities of the applicant must have been definitely above those required for the grade of Member. Serving in appointed titled positions is not construed as the sole qualifying criterion. It must be demonstrated that the applicant was the primary (or one of the primary) individual(s) who had responsibility for engineering work and its compliance with applicable codes, standards and specifications, or for the integrity of the plans, documents and reports prepared. For projects requiring a
team effort by a group of professionals, engineering work of major importance may include the coordination of several engineering or related disciplines, under the direct or indirect supervision of the applicant. In academia, it shall be demonstrated that the applicant has functioned as a leader, guide or directing head of academic programs. In engineering teaching, the applicant must have taught in an engineering school of recognized standing, and must have had at least a grade of associate professor or its equivalent. In the research field, it shall be demonstrated that the applicant has been the principal investigator or has made other major leadership contributions, such as serving on national or international committees outside the individual's institution.

2.0.4 **Eminence.** Eminence is defined as recognized superiority in position, character, and achievement through significant contributions to the profession.

2.0.5 **Related Engineering or Engineering Technology Program.** Related Engineering or Engineering Technology Programs are defined as any program in a major engineering or engineering technology discipline that is also accredited by ABET.

2.1 **Membership Grades and Qualifications.** Any person who possesses the qualifications for membership as prescribed in Bylaws Article 2.1 may apply for admission or advancement. A member shall only hold one (1) membership grade. The Board of Direction may provide for the waiver of qualifications for membership, except in the grades of Distinguished Member and President-Emeritus.

2.1.1 **Student Member.** To be eligible for the grade of Student Member, an individual shall:

*Criterion 1:* be a member of a Society-recognized Student Chapter at the school where enrolled, and be enrolled at least half-time; **OR**

*Criterion 2:* be enrolled at a school which is eligible to have an ASCE recognized Student Chapter but currently does not have such an organization, and be enrolled at least half-time; **OR**

*Criterion 3:* be a current member in an equivalent grade of an engineering society with which the Society has a current reciprocal membership agreement.

2.1.2 **Affiliate Member.** To be eligible for the grade of Affiliate Member, an individual shall:

*Criterion 1:* have an interest in advancing the purpose and objectives of the Society AND not be eligible for the Student Member grade.

2.1.3 **Associate Member.** To be eligible for the grade of Associate Member, an individual shall:

*Criterion 1:* have been graduated with a baccalaureate degree from an ABET/EAC- or ABET/ETAC-accredited, or Substantially Equivalent Civil or Related Engineering Program; **OR**
Criterion 2: a) have been graduated with a baccalaureate degree from a non-ABET accredited Program acceptable to the Membership Application Review Committee in engineering, engineering technology, or related science, AND EITHER b) be a certified engineer-in-training or surveyor-in-training in the United States or in the country in which they reside (if such certification is available) OR c) if certification is not available in the country in which they reside, provide three (3) references; OR

Criterion 3: have been graduated with a graduate degree in civil engineering from a school having an ABET/EAC- or ABET/ETAC-accredited or Substantially Equivalent Civil Engineering or Civil Engineering Technology Program; OR

Criterion 4: be a U.S. licensed Professional Engineer or Professional Surveyor; OR

Criterion 5: be a current member in an equivalent grade of an engineering society with which the Society has a current reciprocal membership agreement.

2.1.4 Member. To be eligible for the grade of Member, an individual shall:

Criterion 1: a) have been graduated with a bachelor's degree from an ABET/EAC- or ABET/ETAC-accredited or Substantially Equivalent civil, civil engineering technology, or Related Engineering Program, AND EITHER b) subsequent to graduation have had responsible charge of engineering work for not less than five (5) years AND three (3) references at least one (1) of which shall be from a Member, Fellow, or Distinguished Member of the Society, OR c) be a licensed Professional Engineer or Professional Surveyor in the United States or in the country in which they reside (if such licensure is available); OR

Criterion 2: a) have been graduated with a bachelor's degree from a non-ABET accredited four (4) (or more) year curriculum acceptable to the Membership Application Review Committee in engineering, engineering technology, or related science, AND b) subsequent to graduation have had responsible charge of engineering work for not less than five (5) years, AND c) be a licensed Professional Engineer or Professional Surveyor in the United States or in the country in which they reside (if such licensure is available); OR

Criterion 3: a) have been graduated with a master's degree in civil engineering from a school having an ABET/EAC- or ABET/ETAC-accredited or Substantially Equivalent civil engineering or civil engineering technology program, AND EITHER b) subsequent to graduation have had responsible charge of engineering work for not less than four (4) years AND c) provide three (3) references at least one (1) of which shall be from a Member, Fellow, or Distinguished Member of the Society, OR d) be a licensed Professional Engineer or Professional Surveyor in the United States or in the country in which they reside (if such licensure is available); OR

Criterion 4: a) have been graduated with a doctorate degree in civil engineering from a school having an ABET/EAC- or ABET/ETAC-accredited or Substantially Equivalent civil engineering or civil engineering technology program AND EITHER b) subsequent to graduation have had responsible charge of engineering work for not less than three (3) years AND c) provide three (3) references at least one (1)
of which shall be from a Member, Fellow, or Distinguished Member of the Society
OR d) be a licensed Professional Engineer or Professional Surveyor in the United
States or in the country in which they reside (if such licensure is available); OR

Criterion 5:  a) be a licensed Professional Engineer or Professional Surveyor in
the United States or in the country in which they reside (if such licensure is
available) AND b) subsequent to licensure have had responsible charge of
engineering work for at least ten (10) years, AND c) provide three (3) references,
for at least one (1) of which shall be from a Member, Fellow, or Distinguished Member
of the Society; OR

Criterion 6:  be a current member in an equivalent grade of an engineering
society with which the Society has a current reciprocal membership agreement.

2.1.5 Fellow. There is no direct admission to the grade of Fellow. To be eligible for the
grade of Fellow, an individual shall advance from the grade of Member, AND b) be a
licensed Professional Engineer or Professional Surveyor in the United States or in the
country in which the Member resides (if such licensure is available), AND c) provide three
(3) references from Society members (at least two (2) references must be from Society
Fellows), AND d) be nominated by an Organizational Entity of the Society, AND EITHER
e) have had responsible charge for not less than ten (10) years, in the grade of Member,
of important work in civil or related engineering or surveying and be qualified to direct,
conceive, plan, or design engineering works; OR f) have had responsible charge for not
less than ten (10) years, in the grade of Member, of important industrial, business,
construction, editorial, or engineering society activity, requiring the knowledge and
background gained from civil or related engineering training and experience, OR g) have
provided leadership for a period of not less than ten (10) years in the grade of Member in
educational or research activity related to the field of civil engineering.

2.1.6 Distinguished Member. To be eligible for the grade of Distinguished Member, a
Member or Fellow of the Society shall have attained eminence in some branch of
engineering or in the arts and sciences related thereto. The total number of Distinguished
Members elected in any year shall not exceed one (1) for every seventy five hundred
(7,500) voting Society members. Members of the Board of Direction are ineligible for
election to Distinguished Membership during their terms of active membership on the
Board of Direction, as election of Distinguished Members shall be by vote of the Board of
Direction. Declared Candidates or Nominees for the office of President-elect are ineligible
for election to Distinguished Member during the election cycle. The President-elect Elect
and Presidents-Emeriti of the Society are ineligible for Distinguished Member status.
Current employees of the Society are ineligible to be nominated for Distinguished Member
status. Former employees of the Society, who meet all criteria for Distinguished Member
status, may be nominated after a period of three (3) years from the time of separation from
ASCE employment.

2.1.7 President-Emeritus. To attain the grade of President-Emeritus a member shall
have completed a term as Past President of the Society.

2.2 Membership Classifications, Titles and Qualifications. The rights, obligations and
procedures for awarding the Society’s Membership Classifications and Titles shall be as
determined by the Society. These classifications and titles do not constitute additional
membership grades.
2.2.1 **Life Member.** To be eligible for Life Member, individuals in the grade of Fellow, Member, Associate Member, or Affiliate Member a) shall have reached the age of 65 years AND b) shall have paid dues in any membership grade except Student Member for at least thirty-five (35) years AND c) shall have had at least ten (10) years continuous membership immediately preceding the attainment of Life Member. A Life Member may include such classification following their membership grade, as defined in the Society’s governing documents.

2.2.2 **Institute Member.** To be eligible for Institute Member, an individual shall be a Society member in good standing who is also a member of one (1) or more of the Society’s Institutes.

2.2.3 **Institute-Only Member.** To be eligible for Institute-Only Member, an individual shall be a member in good standing of one (1) or more of the Society’s Institutes, but not of the Society.

2.2.4 **Younger Member.** To be eligible for Younger Member, an individual shall be a Member, Associate Member or Affiliate Member thirty-five (35) years of age or younger.

2.2.5 **Honorary Fellow.** The title of Honorary Fellow does not constitute membership in the Society. To be eligible for Honorary Fellow, an individual shall have (1) demonstrated achievement and contributed noteworthy services in any field of endeavor, (2) adhered to high standards of conduct, and (3) have benefited their communities, nation and humanity.

2.2.5.1 **Honorary International Fellow.** The title of Honorary International Fellow does not constitute membership in the Society. To be eligible for Honorary International Fellow, an individual shall have met all the criteria for Honorary Fellow and shall reside outside the United States.

2.3 **Application for Membership.** Application for membership in the Society, including application forms, references, and qualification verification and approval, shall be made in such manner as the Society may direct.

2.3.1 **Confidentiality of Application.** Application and member information shall be considered confidential and shall not be released or provided for other than Society business unless the release of such information is 1) authorized by the Board of Direction, 2) authorized by the individual Society member, or 3) required by law.

**ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS**

3.0 **Code of Ethics.** All members of the Society shall be familiar with the Society’s Code of Ethics and bound by its provisions.

3.0.1 **Violations.** It is the duty of every Society member to report promptly to the Committee on Professional Conduct any observed violation of the Society’s Code of Ethics.

3.1 **Separations from Society Membership.** Society membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.
3.1.1 **Nonpayment of Dues.** Society membership shall terminate in the event the Society member's dues become twelve (12) months in arrears.

3.1.2 **Resignations.** Any member of the Society may tender resignation of Society membership. Separation from Society membership will be effective upon receipt of notification or upon acceptance by the Board of Direction for resignations received while under investigation.

3.1.3 **Expulsion.** Any member of the Society may be expelled as disciplinary action for conduct which in the opinion of the Board of Direction is improper and prejudicial to the best interests of the Society.

3.1.4 **Reinstatement of Membership.** Former members of the Society may be reinstated to the same grade in the manner prescribed by the Society.

3.2 **Disciplinary Proceedings.** A Society member may be subjected to disciplinary action for violation of any of the provisions of the Certificate of Incorporation, Constitution, Bylaws, Code of Ethics, or other governing documents of the Society, or for conduct which in the opinion of the Executive Committee is improper and prejudicial to the best interests of the Society.

3.2.1 **Procedures for Professional Conduct Cases.** Professional Conduct Cases shall be conducted in accordance with Article 3 of the Rules of Policy and Procedure.

3.2.1.1 **Outcomes of Professional Conduct Proceedings.** Professional Conduct Proceedings result in one (1) of the following: exoneration, letter of admonition, suspension, or expulsion, which may include additional disciplinary actions.

3.2.2 **Nonpayment of Dues While Under Investigation.** If at the time a Society member's dues become twelve (12) months in arrears and the Society member has been advised by the Society that it is investigating the member's possible involvement in activities for which the Society member could be subjected to disciplinary action, termination of Society membership shall be with prejudice.

3.2.3 **Resignation While Under Investigation.** A Society member who has been advised by the Society that it is investigating the Society member's possible involvement in activities for which the Society member could be subjected to disciplinary action may tender resignation of Society membership for Board of Direction consideration. If accepted by the Board of Direction, such tendered resignation shall be with prejudice.

3.2.4 **Rights and Privileges.** A Society member who has been expelled from Society membership shall not serve on any committee or be allowed any of the rights and privileges of membership in the Society.

During the period of suspension, a Society member who has been suspended shall not serve on any committee or be allowed any of the rights and privileges of membership in the Society except they may continue to participate in the Society insurance program.
3.2.5 *Reinstatement of Membership.*

3.2.5.1 *Expulsion.* A former member of the Society separated by expulsion proceedings shall not be reinstated to Society membership except by action of the Board of Direction. The former Society member shall make an application to the Committee on Professional Conduct, which shall then prepare a report and recommendation on the reinstatement for the Board of Direction. A seventy-five percent (75%) vote of the Board of Direction shall be required to effect such reinstatement.

3.2.5.2 *Membership Termination With Prejudice.* A former member of the Society who either resigns voluntarily or is dropped for nonpayment of dues after having been advised by the Society that it is investigating the member’s possible involvement in activities for which the member could be subjected to disciplinary action, shall not be reinstated except by a two-thirds (2/3) vote of the Executive Committee. The former Society member shall make an application to the Committee on Professional Conduct, which shall prepare a report and recommendation on the reinstatement for the Executive Committee.

**ARTICLE 4. FEES AND DUES**

4.0 *Dues Year.* The Society’s dues year is from January 1 through December 31.

4.1 *Right to Levy Fees and Dues.* The Board of Direction may establish entrance and other appropriate fees. The Board of Direction shall establish a schedule of dues, by a two-thirds (2/3) vote, for the individual grades of membership.

Organizational entities may include in their governing documents a levy of fees and/or dues for membership in that organizational entity.

4.1.1 *Dues Indexing.* The Board of Direction shall consider a proposed dues increase when an adjustment for inflation, as defined in Article 4 of the Rules of Policy and Procedure, is required.

4.2 *Obligation to Pay.* Except as otherwise provided in these Bylaws, every member shall be obligated to pay the fees and dues identified herein in advance of January 1. A person who is elected to membership in the Society after June 30 in any calendar year shall pay only one-half (1/2) of the year’s dues. A Society member who is advanced from any grade to a higher grade in the Society shall pay the annual dues of the higher grade, effective the next Society membership year.

4.2.1 *Good Standing.* A Society member whose obligation to pay is current shall be a Society member in good standing.

4.3 *Delinquency.* A Society member who is not in good standing may forfeit rights and privileges of membership as determined by the Board of Direction.

4.4 *Dues Abatement.* The Executive Committee may excuse any Society member from the payment of annual dues.
4.5  **Dues Reduction.** Certain membership classifications or groups may be offered reduced dues.

**ARTICLE 5. MANAGEMENT**

5.0  **Board of Direction Duties.** The Board of Direction shall be policy-based, defined as a deliberating body which has fiduciary, legal and strategic responsibilities and focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations and ensures the Society uses these policies to work toward meeting its vision and fulfilling its mission.

5.1  **Executive Committee Duties.** The Executive Committee shall be oversight-based, having detailed responsibilities such as monitoring day-to-day operations, overseeing details of financial management, coordinating/implementing the actions of the Board of Direction and communicating results/progress to the Board of Direction and to the Society membership.

5.2  **Executive Director Duties.** Under the oversight of the Executive Committee and the Board of Direction, the Executive Director shall be the chief staff officer of the Society. The Executive Director shall serve as Secretary of the Board of Direction and of the Executive Committee (duties of the Secretary are defined in Bylaws 6.0.4.5). The Executive Director shall have charge of the property, books, accounts, and the quarters of the Society, and shall be responsible for the management and administration of the Society.

5.2.1  **Hiring, Retention, and Separation.** A majority vote of the whole Board of Direction in a regular or special meeting shall be required to employ or terminate the services of the Executive Director. The term of the Executive Director begins on employment and concludes on separation from employment.

5.2.1.1  **Termination of Services.** Termination of services shall include, but not be limited to, non-renewal of contract, termination with cause, and termination without cause.

5.2.1.2  **Resignation.** Subject to any applicable contract language, the Executive Director may tender resignation at any point during the term of service. Such resignation does not require acceptance by the Board of Direction.

5.2.2  **Compensation.** The compensation of the Executive Director shall be in such amount as shall be determined by the Executive Committee within the guidelines established by the Internal Revenue Service (IRS) for not-for-profit corporations.

5.3  **Regions.**

5.3.1  **Geographic Regions.** All members shall be assigned to a Geographic Region by the Board of Direction based on their Address of Record. In determining the boundaries of Geographic Regions, the Board of Direction shall be guided by the following:

5.3.1.1  **Number.** There shall be no more than ten (10) Geographic Regions, no more than nine (9) of which shall be comprised of members with an Address of Record in the United States, Canada, Mexico and Puerto Rico, and one (1) of which shall be comprised of all other members.
5.3.1.2 **Boundaries.** Boundaries of Geographic Regions shall be established, as nearly as practicable, to conform to Section, Branch, International Group, country, state, or county boundaries. In the determination of boundaries of Geographic Regions, due consideration shall be given to such factors as mutuality of interests, facilities for travel, member population and geographic units within each Geographic Region.

5.3.1.3 **Reallocation.** Boundaries of Geographic Regions shall be subject to revision by the Board of Direction.

5.3.2 **Technical Region.** Members who elect to join an Institute shall also be assigned to the Technical Region.

5.3.2.1 **Primary Institute.** A member’s Primary Institute shall be the first Institute the member joined or was assigned to, or the Institute selected at the time of membership renewal.

5.4 **Region Boards of Governors.** Region Boards of Governors shall exist for each Geographic Region and the Technical Region. Region Boards of Governors are management entities of the Society, but for purposes of communication with the Board of Direction and the public, shall act as an Organizational Entity.

5.4.1 **Governing Documents.** Each Region Board of Governors shall adopt Bylaws, which shall be approved by the Board of Direction. Revisions to Region Bylaws may be proposed by action of the Region Board of Governors as prescribed in such Bylaws, or by action of the Society’s Board of Direction. No amendment to Region Bylaws shall become effective unless and until it is approved by the Society’s Board of Direction.

5.4.2 **Geographic Region Boards of Governors.** Geographic Region Boards of Governors shall be established for each Geographic Region.

5.4.2.1 **Composition.** Geographic Region Boards of Governors shall be comprised of at least five (5) Geographic Region Governors, at least four (4) of whom are elected and at least one (1) of whom is appointed, and the Geographic Region Director who shall serve as chair.

5.4.2.2 **Duties.** The Geographic Region Boards of Governors shall be responsible for establishing, reforming, or dissolving Geographic Units within their Region; assisting in development and implementation of the Society’s Strategic Plan; reviewing Annual Reports from their respective Organizational Entities and coordinating with the Member Communities Committee on how to resolve issues of concern; providing leadership and direction for Region technical, professional and educational activities; serving as a resource to Sections for Society-level programs; providing input to the Board of Direction on policy initiatives; facilitating the process for election of Geographic Region Directors and Geographic Region Governors; participating in the nomination process for President-elect; and fostering communications to and from the Board of Direction and between the Region’s Organizational Entities.

5.4.2.3 **Funding.** Geographic Region Boards of Governors shall receive funding on an annual fiscal year basis to support management functions.
5.4.3 Create Assemblies. A Region Board of Governors may create an Assembly, which is a Region-wide, representative body. The Region governing documents shall define the composition of its Assembly. An Assembly may be terminated by its Region Board of Governors.

5.4.4 Technical Region Board of Governors. A Technical Region Board of Governors shall be established for the Technical Region.

5.4.4.1 Composition. The Technical Region Board of Governors shall be comprised of two (2) current voting Technical Region Governors from each Institute, and the three (3) Technical Region Directors. The senior Technical Region Director shall chair the Technical Region Board of Governors. If the senior Technical Region Director is not available, then the next most senior Technical Region Director shall chair the Technical Region Board of Governors.

5.4.4.2 Duties. The Technical Region Board of Governors shall facilitate the election process for Technical Region Directors and participate in the nomination process for President-elect. The Technical Region Board of Governors reviews the activities of the Institutes and distributes best practices among the Institutes.

5.5 Financial Management.

5.5.1 Fiscal Year. The fiscal year of the Society shall be from October 1 to September 30.

5.5.2 Annual Budget. An annual budget shall be adopted by the Board of Direction prior to the start of each fiscal year.

5.5.3 Audit of Society Financial Statements. The Board of Direction shall engage an independent Certified Public Accountant to annually audit the financial statements of the Society. The audit report and financial statements shall be presented to the Board of Direction for acceptance.

5.5.4 Society Reserves. To help ensure financial viability, the Society shall establish a Reserves Policy stating the percentage of expendable net assets (reserves) to annual expenses that shall be maintained.

5.5.4.1 Definition. The accounting book value of the Society's assets less its liabilities equals its net assets. Consolidated net assets are those net assets of the Society, the Institutes and its affiliates. Expendable net assets (Reserves) are defined as total consolidated unrestricted net assets less the book value of property and equipment reduced by outstanding debt secured by property and equipment.

5.5.4.2 Reserves Policy. The Society shall establish a Reserves Policy to help ensure the ongoing financial viability of the organization. The Reserves Policy designates a target amount of consolidated unrestricted net assets to be maintained by the Society. The target amount of expendable net assets is computed as the percentage of expendable net assets to consolidated annual
expenses. The Board of Direction has set the Society’s target at thirty-five percent (35%).

5.6 Functions and Activities of the Society. Diversity and inclusion fosters a culture that encourages the free expression and exchange of engineering ideas by all members, regardless of gender, race, ethnic origin, religion, age, marital status, sexual orientation, disabilities, or any other reason not related to scientific or technical merit. It is the responsibility of all members of the Society to conduct themselves in a professional manner in which all participants are treated with dignity and respect. The rich diversity of the Society’s membership and of the civil engineering community in general is a resource that shall be considered when selecting committee members and nominees for office, inviting speakers, nominating recipients of prizes and awards, and conducting any business related to the Mission, Vision, Goals and Values of the Society.

ARTICLE 6. OFFICERS, DIRECTORS AND GOVERNORS

6.0 Officers. The elected Officers of the Society shall be a President, the Past President continuing to be a member of the Board of Direction, and a President-elect. The appointed Officers are a Secretary and a Treasurer, who hold office at the pleasure of the Board of Direction. The Officers of the Society shall perform all duties required by law and the Society’s governing documents, and those duties incident to the office or as may be assigned. Such duties may include, but are not limited to preparation for, attendance at and participation in meetings of the Board of Direction, Executive Committee, and other official assignments.

6.0.1 President.

6.0.1.1 Qualifications. Candidates for President shall be voting Society members in Good Standing and shall have had prior service on the Board of Direction.

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

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

6.0.1.4 Compensation. The President does not receive compensation for services but may be reimbursed for expenses.

6.0.1.5 Duties. The President shall preside at Business Meetings of the Society and shall chair and attend all meetings of the Board of Direction and the Executive Committee.

6.0.2 President-elect.

6.0.2.1 Qualifications. Nominees for President-elect shall be voting Society members in Good Standing. Additionally, Nominees for President-elect shall have
completed one (1) full term of service on the Board of Direction or served as an
institute representative to the Board of Direction between 2000 and 2005.

6.0.2.2 **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,
normally at the Annual Membership Meeting, and shall continue until a successor
is installed.

6.0.2.3 **Vacancy.** A vacancy in the office of President-elect may be filled for the
unexpired portion of the term by a qualified member of the Board of Direction, as
determined by the Board of Direction at the time of the vacancy.

6.0.2.4 **Compensation.** The President-elect does not receive compensation for
services but may be reimbursed for expenses.

6.0.2.5 **Duties.** The President-elect shall act in place of the President when the
President is not available. The President-elect shall also serve as the vice-chair
and attend all meetings of the Board of Direction and Executive Committee.

6.0.3 **Past President.**

6.0.3.1 **Qualifications.** The Past President shall be a voting Society member in
Good Standing and shall have had prior service on the Board of Direction as
President.

6.0.3.2 **Term.** The Past President shall serve a one (1) year term immediately
following the conclusion of a term as President. A President-Emeritus may be
recalled to serve as needed.

6.0.3.3 **Vacancy.** A vacancy in the office of Past President shall be filled for the
unexpired portion of the term by the most recent available President-Emeritus.

6.0.3.4 **Compensation.** The Past President does not receive compensation for
services but may be reimbursed for expenses.

6.0.3.5 **Duties.** The Past President serves as chair of the Board of Direction
Nominating Committee. The Past President shall also lead the annual review of
the Executive Director and report on this activity to the Board of Direction. The Past
President shall attend all meetings of the Board of Direction and Executive
Committee and chair the Presidents-Emeriti Council.

6.0.4 **Secretary.**

6.0.4.1 **Qualifications.** The Secretary shall be a voting Society member in Good
Standing. The Executive Director shall serve as Secretary.

6.0.4.2 **Term.** The term of the Secretary coincides with the term of employment
of the Executive Director.
6.0.4.3 **Vacancy.** A vacancy in the office of Secretary shall be filled by action of the Board of Direction upon recommendation of the Executive Committee.

6.0.4.4 **Compensation.** The Secretary shall be compensated for duties performed as Executive Director.

6.0.4.5 **Duties.** The Executive Director shall serve as Secretary and attend all meetings of the Board of Direction and of the Executive Committee. The Secretary shall serve as secretary at all meetings of the Society, the Board of Direction and the Executive Committee.

6.0.4.6 **Deputy Secretary.** One (1) Deputy Secretary shall be appointed by the Board of Direction upon nomination of the Executive Committee from the Society’s membership for an annual term and may be reappointed. The Deputy Secretary shall serve under the direction of the Secretary and may temporarily assume duties of the Secretary when the Secretary is absent or disabled.

6.0.4.7 **Assistant Secretary.** One (1) or more Assistant Secretaries may be appointed by the Board of Direction upon nomination of the Executive Committee from the Society’s membership for an annual term and may be reappointed. The Assistant Secretary shall serve under the direction of the Secretary and may temporarily assume duties of the Secretary when the Secretary is absent or disabled.

6.0.5 **Treasurer.**

6.0.5.1 **Qualifications.** The Treasurer shall be a voting Society member in Good Standing and shall have had prior service on the Board of Direction.

6.0.5.2 **Term.** The Treasurer shall serve a one (1) year term. The Treasurer is eligible for reappointment. A majority vote of the whole Board of Direction in a regular or Special Meeting, and upon the nomination of the President-elect, shall be required to appoint the Treasurer. The term of the Treasurer begins upon installation, normally at the Annual Membership Meeting, and shall continue until a successor is installed.

6.0.5.3 **Vacancy.** A vacancy in the office of Treasurer shall be filled by appointment of the Board of Direction upon nomination of the President-elect.

6.0.5.4 **Compensation.** The Treasurer does not receive compensation for services but may be reimbursed for expenses.

6.0.5.5 **Duties.** The Treasurer shall monitor the general and trust funds of the Society, shall oversee all transactions in securities and shall provide an annual financial report to the Board of Direction. The Treasurer shall serve as the Chair of the Program and Finance Committee. The Treasurer shall attend all meetings of the Board of Direction, the Executive Committee and the Audit Committee. There shall be an Assistant Treasurer to assist the Treasurer in execution of these duties.

6.0.5.6 **Assistant Treasurer.** An Assistant Treasurer shall be appointed by the Board of Direction upon nomination of the President-elect from the Society’s
membership for an annual term and may be reappointed. The term of the Assistant Treasurer begins upon installation, normally at the Annual Membership Meeting, and shall continue until a successor is installed. The Assistant Treasurer shall be a voting Society member in Good Standing and shall have had prior service on the Board of Direction. 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. The Assistant Treasurer shall attend the summer meeting of the Board of Direction at which the budget is presented for approval.

6.1 **Society Directors.** There shall be fifteen (15) Society Directors. Society Directors shall perform all duties required by law and the Society’s governing documents, and those duties incident to the office or as may be assigned. Society Directors shall consist of Region Directors, either geographic or technical, and At-Large Directors. After serving one (1) full term as a Society Director an individual shall be ineligible to serve another term as Society Director. Any person who was inducted as Society President-elect or Vice President is ineligible to serve as a Society Director. Additionally, all former Board of Direction members who were nominated by Districts are eligible to serve.

6.1.1 **Region Directors.** There shall be thirteen (13) Region Directors, ten (10) representing Geographic Regions and three (3) representing the Technical Region.

6.1.1.1 **Geographic Region Directors.**

6.1.1.1.1 **Qualifications.** Candidates for the office of Geographic Region Director shall be voting Society members in Good Standing, shall have an Address of Record within the Region being represented, and shall have served as a Geographic Region Governor. Additionally, any person who was inducted as Society President-elect or Vice President is ineligible for re-election as a Geographic Region Director.

6.1.1.1.2 **Term.** Geographic Region Directors shall serve a three (3) year term. The term of Geographic Region Directors shall begin upon installation, normally at the Annual Membership Meeting, and shall continue until a successor is installed.

6.1.1.1.3 **Vacancy.** A vacancy in the office of Geographic Region Director shall be filled for the unexpired portion of the term by appointment of the appropriate Geographic Region Board of Governors.

6.1.1.1.4 **Compensation.** Geographic Region Directors do not receive compensation for their services but may be reimbursed for expenses.

6.1.1.1.5 **Duties.** Duties of a Geographic Region Director shall include, but are not limited to, chairing a Geographic Region Board of Governors, dialogue with members and preparation for, attendance at and participation in meetings of the Board of Direction and other official assignments.
6.1.2  **Technical Region Directors.**

6.1.2.1  **Qualifications.** Candidates for the office of Technical Region Director shall be voting Society members in Good Standing, and shall have served as a voting member on an Institute Board of Governors.

6.1.2.2  **Term.** Technical Region Directors shall serve a three (3) year term. The term of Technical Region Directors shall begin upon installation, normally at the Annual Membership Meeting, and shall continue until a successor is installed.

6.1.2.3  **Vacancy.** A vacancy in the office of Technical Region Director shall be filled for the unexpired portion of the term by appointment of the Technical Region Board of Governors.

6.1.2.4  **Compensation.** Technical Region Directors do not receive compensation for their services but may be reimbursed for expenses.

6.1.2.5  **Duties.** Duties of a Technical Region Director shall include, but are not limited to, chairing the Technical Region Board of Governors, dialogue with members and preparation for, attendance at and participation in meetings of the Board of Direction, Technical Region Board of Governors, Institute Boards of Governors, and other official assignments.

6.1.2  **At-Large Directors.** There shall be two (2) At-Large Directors.

6.1.2.1  **Qualifications.** Candidates for the office of At-Large Director shall be Society members in Good Standing at any grade except Student Member and shall have demonstrated expertise or special perspective deemed desirable by the Board of Direction.

6.1.2.2  **Term.** At-Large Directors shall serve a three (3) year term. The term of At-Large Directors shall begin upon installation, normally at the Annual Membership Meeting, and shall continue until a successor is installed.

6.1.2.3  **Vacancy.** A vacancy in the office of At-Large Director shall be filled for the unexpired portion of the term by appointment of the Board of Direction.

6.1.2.4  **Compensation.** At-Large Directors do not receive compensation for their services but may be reimbursed for expenses.

6.1.2.5  **Duties.** Duties of the At-Large Director shall include, but are not limited to, preparation for, attendance at and participation in meetings of the Board of Direction and other official assignments.
6.2 Region Governors.

6.2.1 Geographic Region Governors.

6.2.1.1 Qualifications. A Geographic Region Governor shall be a Society member in Good Standing; have an Address of Record within the Region being represented; have served as a Section or Branch officer, as a member of a Section or Branch committee, or as a member of a Standing Board Committee or Society Committee; and shall not currently be serving or pursuing nomination as a Technical Region Governor.

6.2.1.2 Term. Geographic Region Governors shall serve a three (3) year term. After serving two (2) full terms, Geographic Region Governors shall be ineligible to serve as a Geographic Region Governor. The term of a Geographic Region Governor shall begin upon installation and shall continue until a successor is installed.

6.2.1.3 Vacancy. A vacancy in the office of Geographic Region Governor shall be filled for the unexpired portion of the term by appointment of the Geographic Region Board of Governors. A change in the Address of Record of a Geographic Region Governor to an Address of Record outside the boundaries of the Region vacates the office of Geographic Region Governor.

6.2.1.4 Compensation. Geographic Region Governors do not receive compensation for their services but may be reimbursed by the Society for expenses, in accordance with Society policy.

6.2.1.5 Duties. Duties of the Geographic Region Governor shall include, but are not limited to, preparation for, attendance at and participation in meetings of the Geographic Region Board of Governors and other official assignments.

6.2.2 Technical Region Governors.

6.2.2.1 Term. The term of a Technical Region Governor is determined by each Institute’s Bylaws, but shall not exceed the term prescribed by the Technical Region Board of Governors.

6.2.2.2 Vacancy. A vacancy in the office of Technical Region Governor shall be filled as defined in the appropriate Institute’s Bylaws.

6.2.2.3 Compensation. Technical Region Governors do not receive compensation for their services but may be reimbursed for expenses by the Institute, in accordance with Society policy.

6.2.2.4 Duties. Duties of the Technical Region Governor shall include, but are not limited to, preparation for, attendance at and participation in meetings of the Technical Region Board of Governors and other official assignments.

6.3 Removal from Office. The incapacitation of any Officer, Director or Region Governor of the Society, or neglect in the performance of the duties of the office, may be grounds for removal.
from office by the Board of Direction. A Region Governor may also be removed by the Region Board of Governors.

6.4 **Seniority.** Seniority between persons holding similar offices shall be determined by priority of election to the office, and when these dates are the same, by priority of admission to membership; and when the latter dates are identical, the selection shall be made by lot.

6.5 **Time Served Filling Unexpired Terms.** Time served filling an unexpired term of an elected or appointed Officer, Director or Governor shall not count toward the total number of years an individual has served in the position.

6.6 **Exceptions to Terms or Qualifications.** In cases where Constitutional amendments or reallocation make it desirable during resulting periods of transition that changes be made in terms of office or qualifications for office, the Board of Direction shall be authorized to modify the terms of office or qualifications for office for Directors or Governors.

In unusual cases when conformance to qualifications cannot be satisfied, the Board of Direction shall be authorized to modify the qualifications for office for Region Directors. When conformance to qualifications cannot be satisfied, the Region Board of Governors shall be authorized to modify the qualifications for office for Region Governors and shall notify the Secretary that such action has taken place.

**ARTICLE 7. REGIONS AND ELECTIONS**

7.0 **Definitions.**

7.0.1 **Address of Record.** The mailing address designated by the Society member, except an APO or other temporary address, shall be considered as the Address of Record unless the Society member instructs otherwise.

7.0.2 **Candidate.** A Candidate is a qualified Society member who is pursuing or considering the pursuit of an elected office within the Society.

7.0.3 **Nominee.** A Nominee is a Candidate who has received the nomination of a Nominating Committee, or who has submitted a validated petition for nomination to the Society Secretary.

7.1 **Composition of Nominating Committees.**

7.1.1 **Composition of Geographic Region Nominating Committee.** Each Geographic Region Board of Governors excluding any Candidates, shall, as a minimum, comprise the Geographic Region Nominating Committee. Geographic Regions may designate in their Bylaws additional members for their Geographic Region Nominating Committee, and designation of the Chair.

7.1.2 **Composition of Technical Region Nominating Committee.** The Technical Region Board of Governors excluding any Candidates, shall, as a minimum, comprise the Technical Region Nominating Committee. The Chair of the Technical Region Nominating Committee shall be the chair of the Technical Region Board of Governors, unless the chair is a Candidate.
7.1.3 Composition of Board of Direction Nominating Committee. The Board of Direction Nominating Committee shall consist of the then current Board of Direction, excluding the President, President-elect and Treasurer, and the most immediate President Emeritus available and willing to serve. The President, President-elect and Treasurer shall not engage in the discussions of the Board of Direction Nominating Committee but may attend as non-voting observers. The Chair of the Board of Direction Nominating Committee shall be the Past President.

7.1.3.1 Board of Direction Nominating Committee Charge. The Board of Direction Nominating Committee shall select Official Nominees for President-elect. Each Board of Direction Nominating Committee member shall recognize the critical importance of the Nominating Committee’s work; undertaking due diligence in assessing all Nominees; carefully listening to the President-elect Nominees’ presentations; asking thoughtful questions of the President-elect Nominees during the Nominating Committee meeting; reviewing each Nominee’s qualifications and ability to move the Society toward its vision; willing to make decisions when presented with multiple Nominees; remaining objective in order to render the discovery and deliberation process valuable; free of business and personal relationships that could interfere with the Committee’s exercise of independent judgment; and considering all areas of diversity when selecting Official Nominees.

7.2 Nomination for President-elect.

7.2.1 Nomination Process.

7.2.1.1 Declaration. Candidates for the office of President-elect shall declare their intent to pursue nomination either through their assigned Geographic Region or through the Technical Region for the duration of an Election Cycle.

7.2.1.1.1 Geographic Region. Candidates for the office of President-elect through their assigned Geographic Region shall declare their intent to pursue office by submitting a Letter of Intent to Serve to the Chair of their Region Board of Governors and the Society Secretary.

7.2.1.1.2 Technical Region. Candidates for the office of President-elect through the Technical Region shall declare their intent to pursue office by submitting a Letter of Intent to Serve to the Chair or President of their selected Primary Institute, the Chair of the Technical Region Board of Governors, and the Society Secretary.

7.2.1.2 Election Materials. Candidates for the office of President-elect shall submit with their Letter of Intent to Serve a Biographical Statement, Vision Statement, and professional photograph suitable for publication. The Biographical Statement and Vision Statement shall be in the format designated by the Society Secretary.

7.2.1.3 Society Secretary Notification. The Society Secretary shall distribute the consolidated pool of Candidates for the office of President-elect to the Geographic and Technical Region Boards of Governors along with the Candidate Election Materials.
7.2.2 **Nomination.** In order for a Candidate to be considered by the Board of Direction Nominating Committee for the office of President-elect, the Candidate must be considered by their Region Nominating Committee.

7.2.2.1 **Region Nominee(s).** A Candidate for the office of President-elect who was considered and selected by their Geographic or Technical Region Nominating Committee shall have their name forwarded to the Board of Direction Nominating Committee for consideration as an Official Nominee.

7.2.2.2 **Petition Nominee(s).** A Candidate for the office of President-elect who was considered and not selected by their Geographic or Technical Region Nominating Committee may declare their intent to acquire the required number of petition signatures to be considered by the Board of Direction Nominating Committee as an Official Nominee. The Society Secretary shall make available the acceptable petition form and instructions. Completed petition forms shall be returned to the Society Secretary for validation.

7.2.2.3 **Obligation to Nominate.** A Region Nominating Committee is not required to designate any of the declared Candidates as a Nominee for President-elect.

7.2.3 **Nomination by Region Nominating Committee.** A Candidate for the office of President-elect shall be designated as a Nominee by a Geographic or Technical Region Nominating Committee in order to be considered by the Board of Direction Nominating Committee.

7.2.3.1 **Petition Nominee.** A Candidate for the office of President-elect who is not selected by the Geographic or Technical Region Nominating Committee as a Nominee may declare their intent to acquire the required number of petition signatures to be considered by the Board of Direction Nominating Committee to become a Nominee. Petition signatures shall be provided electronically, in a format stipulated by the Society Secretary. The Society Secretary shall receive and validate the petition signatures.

7.2.4 **Nomination by Board of Direction Nominating Committee.**

7.2.4.1 **Interview of Nominees.** All Nominees for President-elect whose names are properly submitted to the Society Secretary shall be invited to the January meeting of the Board of Direction, and shall be available for discussion with the Board of Direction Nominating Committee. Reimbursement of travel expenses within the Society’s guidelines shall be provided, if requested.

7.2.4.2 **Procedure.** The Board of Direction Nominating Committee shall select up to two (2) Official Nominees for President-elect. If only one (1) Nominee is available then that Nominee shall be an Official Nominee and the Board of Direction Nominating Committee shall have the authority to designate one (1) additional Official Nominee. If there are no Nominees then the Board of Direction Nominating Committee shall select the Official Nominee(s).

7.2.5 **Petition to Election Ballot.** A Nominee for the office of President-elect who is not selected by the Board of Direction Nominating Committee as an Official Nominee may
declare their intent to acquire the required number of petition signatures to be placed on the election ballot as a Petition Nominee. Petition signatures shall be provided electronically, in a format stipulated by the Society Secretary. The Society Secretary shall receive and validate the petition signatures.

7.3 Nomination of Region Directors.

7.3.1 Declaration. Candidates for the office of Region Director shall declare their intent to pursue nomination through only one (1) Region for the duration of an Election Cycle.

7.3.1.1 Geographic Region Director. Candidates for the office of Geographic Region Director shall declare their intent to pursue office by submitting a Letter of Intent to Serve to the Chair of their Region Nominating Committee and the Society Secretary.

7.3.1.2 Technical Region Director. Candidates for the office of Technical Region Director shall declare their intent to pursue office by submitting a Letter of Intent to Serve to the Chair of their Primary Institute, the Chair of the Technical Region Board of Governors, and the Society Secretary.

7.3.1.3 Election Materials. Candidates for the office of Region Director shall submit with their Letter of Intent to Serve a Biographical Statement, Vision Statement, and professional photograph suitable for publication. The Biographical Statement and Vision Statement shall be in the format designated by the Society Secretary.

7.3.2 Nomination by Geographic Region Nominating Committee. A Geographic Region Nominating Committee shall select up to two (2) Official Nominees for Geographic Region Director when the term of the sitting Geographic Region Director is due to expire. If only one (1) Candidate declared then that Candidate shall be the Official Nominee and the Geographic Region Nominating Committee shall have the authority to designate one (1) additional Official Nominee. If there are no Candidates the Geographic Region Nominating Committee shall select the Official Nominee(s).

7.3.2.1 Petition to Election Ballot. A Candidate for the office of Geographic Region Director who is not selected by the Geographic Region Nominating Committee as an Official Nominee may declare their intent to acquire the required number of petition signatures to be placed on the election ballot as a Petition Nominee. Petition signatures shall be provided electronically, in a format stipulated by the Society Secretary. The Society Secretary shall receive and validate the petition signatures.

7.3.3 Nomination by Technical Region Nominating Committee. The Technical Region Nominating Committee shall select up to two (2) Official Nominees for Technical Region Director when the term of a sitting Technical Region Director is due to expire. If only one (1) Candidate is available then that Candidate shall be an Official Nominee and the Technical Region Nominating Committee shall have the authority to designate one (1) additional Official Nominee. If there are no Candidates then the Technical Region Nominating Committee shall select the Official Nominee(s).
7.3.3.1 Petition to Election Ballot. A Candidate for the office of Technical Region Director who is not selected by the Technical Region Nominating Committee as an Official Nominee may declare their intent to acquire the required number of petition signatures to be placed on the election ballot as a Petition Nominee. Petition signatures shall be provided electronically, in a format stipulated by the Society Secretary. The Society Secretary shall receive and validate the petition signatures.

7.4 Nomination of At-Large Directors.

7.4.1 Rotation. One (1) At-Large Director is installed in the year a sitting At-Large Director’s term is expiring.

7.4.2 Selection. A Candidate for At-Large Director shall not pursue nomination for any other Society Office during the Election Cycle.

7.4.3 Nomination by At-Large Director Review Panel.

7.4.3.1 Composition. The At-Large Director Review Panel is chaired by the Past President and shall consist of the Society Directors who are serving the second year of their term during the Election Cycle for which they are reviewing Candidates, the Chair of the Industry Leaders Council or their representative, and a Younger Member as determined by the Younger Member Councils.

7.4.3.2 At-Large Director Review Panel Charge. The At-Large Director Review Panel shall develop recommended criteria for the following Election Cycle. Each member shall recognize the critical importance of the At-Large Director Review Panel’s work; exercise due diligence in assessing all Candidates under consideration; review each Candidate’s qualifications and ability to move the Society toward its vision; be willing to make decisions when presented with multiple Candidates; remain objective in order to render the discovery and deliberation process valuable; be free of business and personal relationships that could interfere with the Review Panel’s exercise of independent judgment; and consider all areas of diversity when selecting Nominees. The At-Large Director Review Panel shall recommend to the Board of Direction one (1) individual for appointment to office.

7.4.3.3 Procedure.

7.4.3.3.1 Development of At-Large Director Criteria. The At-Large Director Review Panel shall submit to the Board of Direction proposed At-Large Director criteria for the following Election Cycle. The proposed At-Large Director criteria shall be submitted to the Society Secretary not later than September 1 for inclusion on the Fall Board agenda.

7.4.3.3.2 Selection of Slate of Nominees for Review. Following approval by the Board of the At-Large Director criteria, nominations for At-Large Director may be submitted to the Chair of the At-Large Director Review Panel by the Standing Board Committees, Society Committees, Executive Committee constituent committees, the Industry Leaders Council, and the Younger Member Councils. The At-Large Director Review
Panel may recommend additional Candidates that fulfill the Board-approved criteria. The At-Large Director Review Panel shall rank the Candidates in order of preference and present no more than three (3) Candidates to the Society Secretary to confirm willingness to serve. The Society Secretary shall provide to the At-Large Director Review Panel the name of the individual who has accepted the position.

7.4.3.3 Appointment by Board of Direction. After reviewing the recommendation of the At-Large Director Review Panel, the Board of Direction shall appoint the recommended individual as the At-Large Director.

7.5 Nomination of Geographic Region Governors.

7.5.1 Rotation. At least one (1) Geographic Region Governor is installed in each Region every year. No more than forty percent (40%) of the Geographic Region Governors shall be installed in any one (1) year.

7.5.2 Declaration. Candidates for the office of Geographic Region Governor shall declare their intent to pursue nomination by submitting a Letter of Intent to Serve to the Chair of their Geographic Region Nominating Committee and the Society Secretary.

7.5.3 Election Materials. Candidates for the office of Geographic Region Governor shall submit with their Letter of Intent to Serve a Biographical Statement, a Vision Statement and professional photograph suitable for publication. The Biographical Statement and Vision Statement shall be in the format designated by the Society Secretary.

7.5.4 Nomination by Geographic Region Nominating Committee.

7.5.4.1 Procedure for a Single or Restricted Vacancy. When there is a single vacancy for a Geographic Region Governor or a vacancy restricted by the Region governing documents, a Geographic Region Nominating Committee shall select up to two (2) Official Nominees for Geographic Region Governor when the term of the sitting Geographic Region Governor is due to expire. If only one (1) Candidate declared then that Candidate shall be an Official Nominee and the Geographic Region Nominating Committee shall have the authority to designate one (1) additional Official Nominee. If there are no Candidates then the Geographic Region Nominating Committee shall select the Official Nominee(s).

7.5.4.2 Procedure for Multiple Vacancies. When there is more than one (1) restricted vacancy for Geographic Region Governor, the Geographic Region Nominating Committee shall endeavor to select up to two (2) Official Nominees for each vacancy on the election ballot.

7.5.4.3 Petition to Election Ballot. A Candidate for the office of Geographic Region Governor who is not selected by the Geographic Region Nominating Committee as an Official Nominee may declare their intent to acquire the required number of petition signatures to be placed on the election ballot as a Petition Nominee. Petition signatures shall be provided electronically, in a format
stipulated by the Society Secretary. The Society Secretary shall receive and validate the petition signatures.

7.5.5 Appointment of Geographic Region Governors. Each Geographic Region Board of Governors shall appoint at least one (1) Geographic Region Governor to represent perspectives not currently represented on the Geographic Region Board of Governors.

7.6 Inclusion on Election Ballot. Official Nominee(s) for elected positions shall be included on the election ballot in alphabetical order. Petition Nominees shall be listed separately in alphabetical order and be designated as such on the election ballot.

7.7 Elections. Election of nominated individuals and approval of amendments to the Certificate of Incorporation or Constitution shall be by secret ballot circulated by the Secretary, counted under supervision of tellers appointed by the President, and canvassed by the Board of Direction.

7.8 Provision for Special Election. When circumstances necessitate amendment of the Certificate of Incorporation or Constitution outside the regular Election Cycle, the Board of Direction shall have the authority to authorize a Special Election.

7.9 Voting Constituencies.

7.9.1 President-elect. The President-elect shall be elected by voting Society members.

7.9.2 Region Directors. Region Directors shall be elected by voting Society members in their respective Regions.

7.9.3 Technical Region Directors. Technical Region Directors shall be elected by voting Society members who are also members of at least one (1) Institute.

7.9.4 Geographic Region Governors. Geographic Region Governors shall be elected by voting Society members in their respective Geographic Regions.

ARTICLE 8. MEETINGS

8.0 Business Meetings.

8.0.1 Annual Membership Meeting. The Society shall convene at least one (1) Business Meeting annually, termed the Annual Membership Meeting.

8.0.1.1 Date. The Annual Membership Meeting shall be convened in conjunction with the ASCE Convention, which is conducted in October or as near thereto as practicable.

8.0.1.2 Quorum. A quorum for the Annual Membership Meeting shall be one hundred (100) voting members.

8.0.2 Other General Business Meetings. The Society may convene additional General Business Meetings.
8.0.2.1 **Requirements.** Additional Business Meetings of the Society may be convened at such date and place as shall be determined by the Board of Direction and designated in a notice to the membership at least thirty (30) days in advance of the meeting.

8.0.2.2 **Quorum.** A quorum for any other General Business Meeting shall be one hundred (100) voting members.

8.0.3 **Special Business Meetings.** The Society may call Special Business Meetings.

8.0.3.1 **Requirements.** The Board of Direction may call Special Business Meetings of the Society. The Board of Direction shall call a Special Business Meeting of the Society upon written request of not less than twenty (20) members from each Geographic Region. Notice of a Special Business Meeting shall be provided in accordance with New York state law. Notice of a Special Business Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Business Meeting.

8.0.3.2 **Quorum.** A quorum for a Special Business Meeting shall be one hundred (100) voting members.

8.1 **Board of Direction Meetings.** No fewer than two (2) Regular meetings of the Board of Direction shall be held each year. One (1) of these Regular Meetings shall be held at the time of the ASCE Convention.

8.1.1 **Regular Meetings.** Regular Meetings of the Board of Direction shall be called as determined by the Board. Requests for Board of Direction Action shall be received by the Secretary not later than forty-five (45) days prior to the Board of Direction meeting at which action is requested. Agendas for Board of Direction meetings shall be distributed by a means or combination of means that ensures each Board of Direction and Region Board member shall receive the document thirty (30) days in advance of the Board of Direction meeting.

8.1.2 **Special Meetings.** Special Meetings of the Board of Direction may be called as determined by the Board of Direction at a previous meeting or by the Executive Committee acting on behalf of the Board of Direction. At least ten (10) days advance notice of any such Special Meeting shall be given by the Society Secretary to members of the Board of Direction. Notice of a Special Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Meeting.

8.1.3 **Emergency Meetings.** Emergency Meetings of the Board of Direction may be called as determined by at least two (2) of the current Presidential Officers. At least three (3) days' advance notice of any such Emergency Meeting shall be given by the Society Secretary to members of the Board of Direction. Notice of an Emergency Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Emergency Meeting.
8.1.4 **Quorum.** A majority of the members of the Board of Direction shall constitute a quorum at any meeting of the Board of Direction except for consideration of disciplinary action against a member. Seventy-five percent (75%) of the members of the Board of Direction shall constitute a quorum for the consideration of disciplinary action against a member.

8.2 **Executive Committee Meetings.**

8.2.1 **Requirements.** Meetings of the Executive Committee shall be held at such times and places as its chair determines necessary to discharge its duties.

8.2.2 **Quorum.** A majority of the members of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee except for consideration of disciplinary action against a member. Seventy-five percent (75%) of the members of the Executive Committee shall constitute a quorum for the consideration of disciplinary action against a member.

8.3 **Board of Direction and Executive Committee Executive Sessions.** Meetings of the Board of Direction or Executive Committee may go into Executive Session upon the call of the meeting chair, or upon the motion of any member of the body and affirmative vote of the body. All members of the body attend Executive Session as well as any individuals invited by the body.

Minutes reflecting actions taken in Executive Session will be kept. In the absence of the Society Secretary during Executive Session, the chair will appoint an acting Secretary. If confidential, such minutes will be reviewed and approved at a subsequent Executive Session of the body; copies of confidential minutes will not be retained by members of the body. Confidential minutes of Executive Sessions will be maintained in the office of Legal Counsel.

8.4 **Region Board of Governors Meetings.**

8.4.1 **Requirements.** Meetings of the Region Board of Governors shall be held at least annually.

8.4.2 **Quorum.** A majority of the members of the Region Board of Governors shall constitute a quorum at any meeting of the Region Board of Governors.

8.5 **Parliamentary Authority.** The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the laws of the State in which the Society is incorporated or with the Society’s adopted Constitution, Bylaws or Rules of Policy and Procedure.

8.6 **Meeting Participation by Alternative Means.** Any member of the Board of Direction or any Board Committee or Society Committee may participate in a meeting of the Board of Direction or any Board Committee or Society 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.

8.7 **Action without a Meeting.** In accordance with New York law, any corporate action required or permitted to be taken by the Board of Direction or any Board Committee or Society
Committee may be taken without a meeting if all members of the Board of Direction, Board Committee or Society Committee consent in writing to such action.

ARTICLE 9. COMMITTEES, INSTITUTES, ACADEMIES, GEOGRAPHIC UNITS, FOUNDATIONS, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES

9.0 Objectives and Purposes of Organizational Entities. The objectives and purposes of the Society’s committees, institutes, academies, geographic units, technical divisions, foundations, affiliated and other Organizational Entities shall be consistent with those of the Society.

9.1 Limitations of Authority of Organizational Entities. No such Organizational Entity shall speak for the Society as a whole unless authorized by the Board of Direction, and no actions of such Organizational Entities may contravene any act, policy, or purpose of the Society. Any Society component may issue its own policies but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. Any amplification, interpretation, or application of Society policy statements should identify its source as distinguished from Society policy.

9.2 Committees. The Board of Direction has the authority and responsibility to create and disband committees, establish duties, conditions, and terms of service, and approve committee appointments, including designation of the chair and other committee officers. Committees may create constituent committees, subcommittees, divisions, task groups or similar entities as required to accomplish their charge.

9.2.1 Types of Committees. Committees shall be organized as Standing Committees or Task Committees, either of which may form constituent committees to aid in the accomplishment of their charge.

9.2.1.1 Standing Committees. Standing Committees shall be constituted to perform a continuing function. Standing Committees may only be created, changed or discharged by an amendment to the Society’s Bylaws.

9.2.1.1.1 Standing Board Committees. Standing Board Committees are defined as those whose purpose is to address a responsibility of the Board.

9.2.1.1.2 Standing Society Committees. Standing Society Committees are defined as those whose purpose is to address a responsibility related to the Society’s Purposes and Objectives.

9.2.1.2 Task Committees. Task Committees shall be organized and charged as needs arise to carry out a specified task and shall be discharged automatically upon presentation of a final report to the organizing assembly.

9.2.2 Standing Board Committees. The Standing Board Committees shall be an Audit Committee, Board of Direction Nominating Committee, Executive Committee, Members of Society Advancing Inclusion Council, and a Program and Finance Committee.
9.2.3 **Standing Society Committees.** The Standing Society Committees shall be a Committee on Education, Committee on Professional Advancement, Committee on Technical Advancement, Member Communities Committee, and Public Policy Committee.

9.3 **Institutes.** Institutes are official organizations of the Society which are granted the authority to operate like a Board Committee or Society Committee and to report to the Board of Direction like a Board Committee or Society Committee. Institutes receive Society resources in accordance with the Institute Operating Procedures approved by the Board of Direction. The Institute Operating Procedures shall be reassessed on minimally a five (5) year cycle.

9.3.1 **Establishment.** The Board of Direction may create a task committee to study the formation of an Institute. The Board of Direction may establish an Institute upon approval of the task committee’s proposal, including Bylaws, business plan and other materials as required by the Board of Direction.

9.3.2 **Amendment of Institute Bylaws.** Revisions to Institute Bylaws may be proposed by action of the Institute as prescribed in such Bylaws, or by action of the Board of Direction. No amendment to Institute Bylaws shall become effective unless and until it is approved by the Board of Direction.

9.3.3 **Allotments.** Funds of the Society, computed by means of a formula established from time to time by the Board of Direction, may be allocated by the Board of Direction to each Institute annually in October. Payment of these funds shall be subject to regulations established by the Board of Direction.

9.3.4 **Suspension or Dissolution.** The Board of Direction may, on its own motion, upon recommendation of the Institute’s governing body, or for cause, suspend or dissolve an Institute.

9.4 **Geographic Units.** Geographic units are official organizations formed on the basis of geographical location and mutuality of interest.

9.4.1 **Councils.** A Council may be established by the Board of Governors of their Region, upon written request from two (2) or more Sections for formal affiliation. If a Council adopts governing documents those documents and any amendments thereto shall be approved by the Region Board of Governors. Any Council may be dissolved or reformed by the Board of Governors of their Region.

9.4.2 **Sections.** A Section, composed of Society members of all grades, may be established, dissolved or reformed by the Board of Governors of their Region.

9.4.2.1 **Boundaries.** The boundaries of any Section shall lie entirely within the boundaries of a single Region. Boundaries of Section areas may be changed at any time by the Board of Governors of their Region, provided that prior notice is given to the Section(s) involved and an opportunity is accorded them to make recommendations regarding such proposed changes.

9.4.2.1.1 **Boundary Changes that Affect Multiple Regions.** Any proposed changes to Sections that impact another Region shall be referred to the Member Communities Committee for recommendation to the Board of Direction.
9.4.2.2  **Membership.** No individual may be a member of a Section or Branch unless already a member of the Society. Society members who request mailing address changes to APO numbers or who request other temporary changes in mailing address shall remain assigned to the respective Sections of their individual Address of Record unless and until specific requests are made by them for changes in their Address of Record.

9.4.2.2.1  **Exceptions to Requirement of Society Membership for Section Membership.** Members of the Boston Society of Civil Engineers or the Connecticut Society of Civil Engineers at the time of merger may continue to be members of those Sections without meeting the requirement of Society membership. Each Section or Branch may allow Institute-only Members to be a member of their technical groups.

9.4.2.3  **Governing Documents.** Every Section shall adopt a Constitution and Bylaws, which shall be approved by the Executive Committee upon recommendation of the Governing Documents Committee. Branches do not have their own Constitution; as a subsidiary structure, they are governed by the Section’s Constitution. Amendments to Section Constitution and Bylaws shall be approved by the Governing Documents Committee.

9.4.2.4  **Allotments.** Funds of the Society, computed by means of a formula established from time to time by the Board of Direction, may be allocated by the Board of Direction to each Section annually in October. Payment of these funds shall be subject to regulations established by the Board of Direction.

9.4.2.5  **Annual Reports.** Each Section shall submit not later than November 30 an Annual Report of its activities and finances to their respective Region Board of Governors and the Society Secretary. Regulations governing the details required in Annual Reports of Sections shall be prescribed by the Executive Committee.

9.4.2.5.1  **Failure to Submit Annual Report.** Sections who fail to submit their Annual Report by March 31 will forfeit twenty-five percent (25%) of their Allotment. Sections that fail to submit their Annual Report by May 31 will forfeit fifty percent (50%) of their Allotment. Sections that fail to submit their Annual Report by July 31 will forfeit seventy-five percent (75%) of their Allotment. Sections that fail to submit their Annual Report by September 30 will forfeit one hundred percent (100%) of their Allotment for that year.

9.4.3  **Branches.** Any Section, with the approval of the Board of Governors of their Region, may establish, reform or dissolve Branches.

9.4.4  **International Groups.** International Groups of the Society are formed or dissolved by the Board of Governors of their Region. An International Group is established to furnish Society members whose Address of Record is outside the United States, Canada, Mexico and Puerto Rico opportunities for group activities related to their profession within their respective countries and is the initial step in forming an International Section of the Society. An International Group shall be in existence one (1) year prior to application for Section status.
9.4.4.1 **Boundaries.** The geographic limits of an International Group shall coincide with a country's boundaries wherever practicable.

9.4.4.2 **Membership in International Groups.** Membership in International Groups shall be limited to Society members and may include both local engineers and engineers residing or visiting in the country. Society members residing and maintaining an Address of Record in the country will be assigned to the appropriate International Group.

9.4.4.3 **Governing Documents.** International Groups shall have Bylaws, which, at a minimum, will specify the Officers, procedures for electing Officers, and the International Group's committees.

9.4.4.4 **Annual Reports.** Each International Group shall submit not later than November 30 an Annual Report of its activities to the Region 10 Board of Governors and the Member Communities Committee.

9.4.5 **Student Chapters.**

9.4.5.1 **Student Conferences.** Student Chapters may organize in groups based on their geographic location and mutuality of interest. Such groups are known as Student Conferences.

9.4.5.2 **Student Chapters.** Student Chapters which shall comprise students in civil engineering or civil engineering technology programs, may be established or dissolved on approval of the Board of Governors of their Region. The Region Board of Governors shall seek the input of the Member Communities Committee prior to taking action.

9.4.5.2.1 **Qualifications.** The Committee on Student Members shall, with the approval of the Member Communities Committee, set the full qualifications and establishment procedures for new Student Chapters. Minimum qualifications include:

   a. an engineering or engineering technology program related to civil engineering and leading to an engineering or engineering technology degree;
   b. a minimum membership of twelve (12) undergraduate civil engineering students who are Student Members of the Society;
   c. at least one (1) full-time faculty member who is a member of the Society in good standing and agrees to serve as Faculty Advisor;
   d. the endorsement of the application by the Civil Engineering Department Chair, or equivalent;
   e. the endorsement of the application by official action of the Section (or Branch) in whose jurisdiction the Student Chapter is located; OR if the group is located outside the jurisdiction of an existing Section (or Branch) the endorsement shall be by the official action of the Region Board of Governors in whose jurisdiction the Student Chapter is located;
f. two (2) practicing engineers who are members of the Society in good standing, and who agree to serve as Practitioner Advisors to the Student Chapter. If the group is located outside the jurisdiction of an existing Section the two (2) Practitioner Advisors shall be approved by the Region Board of Governors.

9.4.5.3 Reports. An annual report shall be submitted by each Student Chapter not later than February 1 of each year to remain in good standing. The annual report shall be in the format stipulated by the Society.

9.4.5.4 Institute Student Groups. Institutes may form Institute Student Groups for discipline-specific graduate student activities. Undergraduate students may participate in activities sponsored by Institute Groups.

9.5 Affiliated Entities. The Society, upon Board of Direction approval, may create, acquire or terminate relationships with affiliated entities.

9.5.1 Civil Engineering Certification, Inc. Civil Engineering Certification, Inc. (CEC) is a 501(c)(6) not-for-profit corporation, established 2004, that advances the science and profession of civil engineering for the welfare of humanity through the administration of a specialty certification program for the profession.

9.5.2 American Society of Civil Engineers Foundation. The American Society of Civil Engineers Foundation (ASCE Foundation) is a 501(c)(3) not-for-profit corporation, established 1994, which generates resources for the Society and the civil engineering profession.

9.6 Other Organizations. Coalitions or other special interest groups may be formed by the Board of Direction or the Executive Committee.

9.6.1 Industry Leaders Council. The Industry Leaders Council (ILC) engages senior leaders from industry, academia, government, and non-governmental organizations to identify needed strategic actions for ASCE and the civil engineering profession.

9.6.2 Multi-Region Younger Member Councils. Following consideration of input from the Member Communities Committee and the Governing Documents Committee, the Executive Committee may (i) establish Multi-Region Younger Member Councils upon written request from two (2) or more Younger Member groups/forums for formal affiliation, (ii) modify or dissolve any Multi-Region Younger Member Council upon request of said Council, and (iii) approve initial governing documents for Multi-Region Younger Member Councils. Amendments to governing documents shall be approved by the Governing Documents Committee.

ARTICLE 10. ADMINISTRATIVE PROVISIONS

10.0 Official Society Publications. For the purpose of notices and announcements to members of the Society on any matters except the convening of a Special Business Meeting, Civil Engineering magazine and the ASCE Web site shall be the Official Society Publications. Notices and announcements relating to Society affairs published in an Official Society Publication shall be deemed to have been brought to the attention of all members of the Society.
10.1 **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 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.

10.2 **Indemnification.** If a Director, Officer, committee member, employee, agent or volunteer (including heirs, executors, administrators or the estate of such person) of the Society is made a party to any civil or criminal action or proceeding in any matter arising from the performance by such party of the individual's duly authorized duties for or on behalf of the Society, in a manner not inconsistent with the purposes or objectives of the Society, and further provided that the performance by the party was not or is not illegal, then, to the full extent permitted by the New York Not-For-Profit Corporation Law or any successor provisions, the Society, upon affirmative vote of the Board of Direction, a quorum of the members of the Board of Direction being present at the time of the vote who are not parties to the action or proceeding, may indemnify such party for judgments, fines, amounts paid in settlement, and reasonable expenses, including attorneys' fees actually and necessarily incurred, in connection with the action or proceeding, or appeal therein. The right accruing to any party under the foregoing provision shall not exclude any other right to which the individual may be lawfully entitled, nor shall anything herein contained restrict the right of the Society to indemnify or reimburse such person in any proper case to the extent permitted by law even though not specifically herein provided for. The Society, its Officers, committee members, employees, and agents shall be fully protected in taking any action or making any payment under this article or in refusing to do so in reliance upon advice of counsel to the Society.

10.3 **Earnings/Activities.** No part of the net earnings of the Society shall inure to the benefit of, or be distributable to its Directors, Officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society 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.

10.4 **Activities.** Activities of the Society in furtherance of its educational, scientific, literary and charitable purposes shall include, but are not limited to, publications, conferences and continuing education. Notwithstanding any other provisions of these articles, the Society shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

10.5 **Dissolution.** Upon the dissolution of the Society, the Board of Direction shall, after paying or making provision for the payment of all of the liabilities of the Society, dispose of all of the assets of the Society exclusively for the purposes of the Society in such manner, or 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 Code, as the Board of Direction shall determine.
10.6 **Restrictions.** All policies and activities of the Society shall be consistent with applicable federal, state, and local antitrust, trade regulation, or other legal requirements.

10.7 **Limitations.** No member, Officer, Director, committee, employee, agent, or representative of the Society shall have any right, authority, or power to expend money of the Society, to incur liability on its behalf, or to make any commitment that will or may be deemed to bind or involve the Society in any expense or financial liability, unless such expenditure, liability, or commitment has been authorized and budgeted by the Board of Direction or by specific resolution at a duly called meeting of the Board of Direction or Executive Committee.

**ARTICLE 11. AMENDMENTS**

11.0 **Bylaws Amendments.** The Bylaws may be amended by the Board of Direction as provided in the Constitution.

11.1 **Rules of Policy and Procedure Amendments.** The Rules of Policy and Procedure may be amended by the Board of Direction in the following manner.

11.1.1 **Procedure.** The Board of Direction may, at any meeting with a quorum present, amend the Rules of Policy and Procedure by a two-thirds (2/3) vote of those present and voting, provided a copy of such proposed amendment shall have been sent to each member of the Board of Direction at least thirty (30) days in advance of the meeting at which action thereon is to be taken.

11.1.2 **Urgency.** With the exception of Rules of Policy and Procedure, Article 4, Fees and Dues, if the Board of Direction determines by a three-fourths (3/4) vote of those present and voting that an amendment is urgent, the Board of Direction may amend the Rules of Policy and Procedure by a two-thirds (2/3) vote of those present and voting and without thirty (30) days advance notice provided the exact content of the amendment has been provided to each member of the Board of Direction present prior to the vote.
ARTICLE 1. GENERAL

1.0  **Marks.** Marks of the Society include, but are not limited to, names, acronyms, emblems, logos, and trademarks of the Society and its Organizational Entities. Such marks are the sole and exclusive property of the Society and may not be altered or used without the Society’s permission.

1.0.1  **Official Society Marks.** Official marks of the Society include, but are not limited to, those identified below, which are registered Society marks with the U.S. Patent and Trademark Office.

1.0.1.1  **Name.** The official name of the Society is the American Society of Civil Engineers®.

1.0.1.2  **Acronym.** The official acronym of the Society is ASCE®.

1.0.1.3  **Emblem.** The official emblem of the Society is ®.

1.0.1.4  **Logo.** The official logo of the Society is ASCE ®.

1.0.1.5  **Other Society Marks.** The Society also maintains marks for the following: Academy of Geo-Professionals (AGP); American Academy of Water Resources Engineering (AAWRE); Architectural Engineering Institute (AEI); Civil Engineering (CE); Civil Engineering Certification, Inc. (CEC); Coasts, Oceans, Ports and Rivers Institute (COPRI); Construction Institute (CI); Engineering Mechanics Institute (EMI); Environmental & Water Resources Institute (EWRI); Excellence in Civil Engineering Education (ExCEEd); Geo-Institute (GI); National Concrete Canoe Competition; Outstanding Projects and Leaders (OPAL); Ports; PMC; Put the Brakes on Fatalities Day; Report Card for America’s Infrastructure; Solutions to Coastal Disasters; Structural Engineering Institute (SEI); Transportation and Development Institute (T&DI); and Utility Engineering and Surveying Institute (UESI).

1.0.2  **Development and Approval of Marks.** All Society marks, including those of Organizational Entities, shall be developed in accordance with Society policy relative to look and content. Society marks shall be approved by the Society’s Executive Committee except that Foundation and Affiliated Entity marks shall be developed and approved in accordance with the entity’s governing documents.

1.0.3  **Use.** The Society’s marks may only be used for official Society purposes in the manner prescribed by the Society. The Society’s marks may not be used in any manner that discredits or tarnishes the Society’s reputation or goodwill; is false or misleading; violates any law, regulation or public policy; or misrepresents the relationship between the Society and the user, including any use that might incorrectly be construed as an endorsement, sponsorship or approval by the Society.

1.0.3.1  **Society Use of Marks.** For the Society and its Organizational Entities, examples of permissible uses of Society marks include official: badges, charms, pins, placards, banners, awards, certificates, Society publications and Web site, reports, stationery, programs, identification cards, and apparel. The design of badges, charms, and pins denoting membership in the Society, as well as the cost to the Society members, of such badges, charms, or pins, shall be determined by the Executive Director. The Society’s marks may not be used for personal or business use by members or others on items such as stationery and business cards, Web sites
and other electronic media for either individuals or companies, except as expressly provided herein or as otherwise authorized by the Executive Director.

1.0.3.2 Member Use of Marks. A Society member may use the following applicable abbreviation denoting grade of membership in connection with professional work, but must discontinue use in the event of separation from the Society.

- Student Member—S.M.ASCE
- Affiliate Member—Aff.M.ASCE
- Associate Member—A.M.ASCE
- Member—M.ASCE
- Fellow—F.ASCE
- Distinguished Member—Dist.M.ASCE
- President-Emeritus—Pres.YY.ASCE

Society members in the grades of Affiliate Member, Associate Member, Member and Fellow, who have become Life Members may include the term Life Member following their appropriate membership grade abbreviation.

- Aff.M.ASCE, Life Member
- A.M.ASCE, Life Member
- M.ASCE, Life Member
- F.ASCE, Life Member

Members may use the marks of Organizational Entities as defined in the entity’s governing documents.

1.0.3.2.1 Distinguished Member Use of Marks. A Society Distinguished Member may use the Distinguished Member Emblem on business cards and stationery.

1.0.3.2.2 Fellow Use of Marks. A Society Fellow may use the Fellow Emblem on business cards and stationery.

ARTICLE 2. MEMBERSHIP

2.0 Process for Membership.

2.0.1 Submission of Application. An individual must apply for membership or advancement in the Society through the submittal of the appropriate application form.

2.0.1.1 References. In some cases, applicants for admission to the Society or advancement from one (1) grade of Society membership to another must submit the names and addresses of individuals who have personal knowledge of the applicant and the applicant’s work. Applicants are encouraged to submit references from Society members whenever possible. If an applicant is unable to provide the required number of references from Society members, the applicant may provide the same number of references from non-Society members who are: 1) licensed engineers or land surveyors, OR 2) Founder Society members, OR 3) members in engineering societies with which the Society has established a relationship. References by non-Society members are not permitted where the reference of a Society member is specifically stated as a requirement.
2.0.2 **Review of Application.** Society staff shall process applications of applicants for admission to membership in the Society who have met the grade requirements specified in the Bylaws.

2.0.2.1 **Non-Standard Applications.** Applications that do not exactly meet the stated criteria for admission or advancement to a particular grade of Society membership shall be referred to the Membership Application Review Committee.

2.0.2.2 **Waiver of Criteria.** Applicants who do not specifically meet the criteria for a grade of Society membership may request a waiver from the Membership Application Review Committee. The Membership Application Review Committee maintains guidelines for the waiver of criteria to ensure a measure of consistency in waiver review. Staff may admit an applicant to a reduced grade of membership pending review by the Membership Application Review Committee of advancement to a higher grade.

The Membership Application Review Committee shall have the authority, by majority vote, to grant a waiver for admission or advancement. A waiver of criteria for advancement to Fellow shall only be considered in the case of a Member with acknowledged eminence in some branch of engineering or in the arts and sciences related thereto. A vote to grant a waiver of criteria for advancement to Fellow by the Membership Application Review Committee shall be unanimous. The Criterion that a Fellow be a licensed Professional Engineer or Professional Surveyor, in the United States or in the country in which the Member resides (if such licensure is available), shall not be waived without Executive Committee approval.

2.0.2.3 **Declinations.** Any applicant for admission or advancement referred to the Membership Application Review Committee who shall not be elected or advanced shall be deemed not qualified for admission or advancement and shall be declined. An applicant who has been declined admission or advancement may appeal to the Executive Committee. A unanimous decision of the Executive Committee is required to overturn the decision of the Membership Application Review Committee.

2.0.3 **Notification and Acceptance.** All applicants shall be notified by the Society of a decision relative to the applicant’s admission or declination. An applicant’s membership in the Society commences upon receipt of the appropriate dues.

2.0.4 **Process for Distinguished Membership.**

2.0.4.1 **Nomination.** Not later than May 1 annually, a solicitation for Distinguished Member nomination shall be sent to Society members. Any Society member may initiate a nomination but self-nominations are not permitted. Completed nomination packages shall be submitted electronically by a Society member in good standing by the date specified in the solicitation for nomination. The nomination package shall consist of the completed nomination form including the endorsing signature from an officer of an Institute, Section, Branch or Society Committee; a forty (40) word citation highlighting the reason why the nominee should be elected; and a two hundred (200) word rationale statement describing why the nominee is eminent in the civil engineering profession. In addition, the nomination package shall include a one (1) page summary biography of the nominee, a detailed biography of the nominee and a list of no less than six (6) and no more than ten (10) individuals who will provide a letter of recommendation for the nominee. The letters of recommendation shall be sent electronically, directly to the Society Awards Committee. The Society Awards Committee places high value on the recommendation letters, including source, relationship to the nominee and originality.
2.0.4.2 Review. The Society Awards Committee will review the nominations received and transmit to all members of the Board of Direction, not later than one (1) month prior to the meeting at which they will be considered by the Board of Direction, the names and biographies of those nominees whom it recommends for election. The Society Awards Committee may make use of a committee of additional experts to be formed and comprised by vote of the Society Awards Committee for the purpose of gaining additional input on nomination. Names of candidates voted on but not elected may be resubmitted by the Society Awards Committee to the Board of Direction for two (2) years, after which their names will be dropped from the roster of candidates unless re-nominated. Names of candidates considered by the Society Awards Committee but not nominated for election will be reconsidered for two (2) years, after which their names will be dropped from the roster of candidates unless re-nominated.

2.0.4.3 Election. At least eighty percent (80%) of the members of the Board of Direction must be present for a vote on Distinguished Membership. Voting is by secret ballot, without discussion. The affirmative vote by at least eighty percent (80%) of those voting is required to elect, and three (3) negative ballots shall exclude.

2.0.4.4 Notification. A person elected to Distinguished Membership in the Society shall be notified promptly thereof by the Secretary. The election shall be canceled if an acceptance is not received within sixty (60) days after the mailing of such notice.

2.0.4.5 Presentation. Awards of Distinguished Membership shall be made during suitable ceremonies at such time and place prescribed by the Executive Committee.

2.1 Reciprocal Membership Privileges. The Society may enter into reciprocal membership agreements with other professional societies. Such agreement shall not offer grade reciprocity in any grade higher than Member.

2.1.1 Founder Societies with Reciprocal Membership. The Society provides to its fellow Founder Societies, consisting of the American Society of Mechanical Engineers (ASME), the Institute of Electrical and Electronic Engineers (IEEE), the American Institute of Mining, Metallurgical and Petroleum Engineers, Inc. (AIME), and the American Institute of Chemical Engineers (AIChE), the privilege of reciprocal membership in the Society for their members.

2.1.2 Reciprocal Privileges for Chief Staff Executive. The Membership Application Review Committee shall have the authority to admit to appropriate membership grade in the Society, upon presentation of an application but waiving fees and dues and without other established admission procedures, the chief staff executive of any engineering organization approved for this purpose by the Board of Direction, and provided such organization affords the Society reciprocal membership privileges. Waiver of dues for persons so elected shall terminate upon termination of their service as the chief staff executive of their engineering organization, or when the Board of Direction votes to no longer provide reciprocal membership privileges to their engineering organization.

2.1.3 International Engineering Societies with Reciprocal Membership. The Society may provide to international engineering societies the privilege of reciprocal membership in the Society for their members.

2.2 Membership Requirement for Editorial Positions. Editors-in-chief, editors, co-editors and associate editors of Society journals shall be members in good standing of ASCE or an Institute. Exceptions to this requirement shall only be made by the Executive Committee.
ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

3.0 Procedures for Professional Conduct Cases.

3.0.1 Initiation. The Executive Committee shall consider proceedings for the discipline of any Society member (a) upon the recommendation of the Committee on Professional Conduct, or (b) upon the written request of ten (10) or more Society members.

3.0.1.1 Reference to Committee on Professional Conduct. Any complaint or other allegation of misconduct or any information indicating possible misconduct shall be referred promptly to the Committee on Professional Conduct by the Secretary of the Society.

3.0.1.1.1 Origin of Complaint. Complaints may be put forward by both ASCE members and non-members. Such complaints shall be submitted to the Society Secretary or his designee in writing on the ASCE ethics complaint form or in such other form as deemed acceptable by the Committee on Professional Conduct.

3.0.1.1.2 Geographic Unit Referrals. Society Sections or other geographic units may establish a professional conduct committee or office to conduct local investigations; however, such committees or offices shall have no disciplinary powers. To the extent that any such committee or office determines that a potential ethics violation has occurred, the committee or office shall report such matter to the Committee on Professional Conduct and shall assist the Committee on Professional Conduct in conducting its investigation.

3.0.1.2 Reasonable Expediency. The Committee on Professional Conduct shall act with reasonable expediency to determine whether or not the charges or evidence constitutes a proper case for its jurisdiction.

The Society’s Presidential Officers shall not be subject to disciplinary sanctions under the Society’s Code of Ethics for discharging their authorized Society duties in good faith unless the Presidential Officer engages in willful or reckless misconduct or gross negligence.

If the Committee on Professional Conduct determines that the case is not a proper one for its consideration, the Secretary shall be instructed to so advise any complainants or petitioners who may have filed charges.

3.0.1.3 Jurisdiction. Where the Committee on Professional Conduct may be in doubt as to its jurisdiction, it may request guidance or specific instruction from the Board of Direction, but the Committee on Professional Conduct shall not disclose to the Board of Direction prior to a hearing any evidence with respect to a possible disciplinary proceeding.

3.0.1.4 Litigation. It is the general policy of the Committee on Professional Conduct not to take action in professional conduct matters while a court case is underway.

3.0.2 Committee on Professional Conduct Investigation. The Committee on Professional Conduct shall conduct such investigation, as it shall deem necessary or appropriate, to ascertain the facts. One (1) or more of the following means of investigation may be employed, but, in any event, discretion shall be practiced to the end that publicity or unnecessary discussion of the case shall be avoided. Investigations may be made by any member or subcommittee of the Committee on Professional Conduct when designated by the Chair, the Secretary or a member of Society staff when designated by the
Secretary, an official appointee or committee of a Section or Branch of the Society when designated by the Chair of the Committee on Professional Conduct, or legal counsel of the Society through the office of the Secretary.

Expense of investigation shall be duly budgeted and shall not exceed the amounts appropriated. When considered by the Committee on Professional Conduct to be advisable, it or any representative officially designated by it may interview the complainants and persons against whom charges have been filed, and may obtain written statements.

3.0.2.1 Purpose. The primary purpose of the Committee on Professional Conduct is to promote compliance with the ASCE Code of Ethics.

3.0.2.2 Governing Precepts. The Committee on Professional Conduct shall exercise every means possible to resolve ethical questions and charges of professional misconduct through measures other than reference to the Executive Committee. Such measures may include, without limitation, mediation, discussion, letters of concern, or other measures. Cases shall be referred to the Executive Committee when it is the conclusion of the Committee on Professional Conduct that consideration of disciplinary action is the only appropriate course.

3.0.2.3 Confidentiality. Because of the delicate nature of matters coming before the Committee on Professional Conduct, its proceedings are considered to be confidential, to be discussed outside the meeting only with members of the Committee, staff members privy to Committee proceedings, and such other persons deemed by the Committee as having a need to know. Cases should not be discussed with members of the Board of Direction prior to formal presentation, as the members may later be required to sit in judgment upon such cases.

3.0.3 Committee on Professional Conduct Recommendation. Except where the case is required to be considered by the Executive Committee, i.e. upon the written request of ten (10) or more members, the Committee on Professional Conduct shall pursue its investigation until it can reach a firm recommendation as to the disposition of the case as follows:

3.0.3.1 Table/Dismissal. When, in the opinion of the Committee on Professional Conduct, the facts do not support the charges or where evidence is inconclusive, the Committee on Professional Conduct may table the matter or may determine that the case be dropped. The principals shall be duly notified when a case is dropped.

3.0.3.2 Refer for Hearing before Executive Committee. Where the evidence, in the opinion of the Committee on Professional Conduct, warrants disciplinary action, the Committee on Professional Conduct schedules a hearing with the Executive Committee. In addition, the Committee on Professional Conduct notifies the Respondent that upon investigation the Committee on Professional Conduct found that Fundamental Canon(s) (nos.) of the Code of Ethics may have been violated, that a hearing before the Executive Committee will take place on (date) and that the Respondent is invited to present a defense either in person or in writing at the hearing.

3.0.3.3 Mandatory Referral to Executive Committee. Where, upon the written request of ten (10) or more members, the case is required to be considered by the Executive Committee, the Committee on Professional Conduct shall upon completion of its investigation, give notice of the case to the Executive Committee in the general form:
“Charges having been filed (Evidence having been submitted) by (insert number, being ten (10) or more) members that a member of the Society has violated the Code of Ethics, the Committee on Professional Conduct has conducted its investigation and is prepared to present evidence in the case to the Executive Committee. The member has been notified of the charges by the Committee on Professional Conduct, and has been invited to present a defense either in person or in writing at a meeting of the Executive Committee.”

3.0.4 Forfeiture of Membership and Resignation with Prejudice. Upon its acceptance of the resignation of a member with prejudice or upon the forfeiture of membership with prejudice, as set forth in the Bylaws, the Board of Direction may direct the inclusion of a statement of the circumstances under which the member resigned or forfeited membership in the Official Society Publications. The Board of Direction may also direct notification of the fact of such resignation or forfeiture, and the circumstances under which the membership was terminated, to any other organization of engineers to which such member may belong or may have made application for membership, and to any Board of Registration which shall have licensed such member to practice engineering or to which the member may have made an application for such license.

3.0.4.1 Form of Notice. Following is the general form of the notice that may be published announcing the acceptance of such a resignation, or forfeiture of membership, with prejudice:

“On (date) the Board of Direction accepted the resignation, with prejudice towards readmission to the Society, of (name) of (place) in accordance with Article 3 of the Society’s Bylaws. (Name) tendered his/her resignation following notification by the Committee on Professional Conduct that it was investigating the possibility that he/she had violated Canon(s) (nos.) of the Code of Ethics.”

OR

“On (date) (name) forfeited his/her membership for nonpayment of dues, with prejudice towards readmission to the Society, following notification by the Committee on Professional Conduct that it was investigating the possibility that he/she had violated Canon(s) (nos.) of the Code of Ethics.”

3.0.5 Notice of Executive Committee Hearing. Prior to the Executive Committee’s considering any such case, the Society member shall be advised of the charges, shall be notified of the time and place of the meeting of the Executive Committee at which the case is to be considered, and shall be invited to present at such time a defense either in person or in writing.

3.0.5.1 Form of Notice. Following is the general form of the notice that shall be issued by registered mail in inviting a member to answer charges of misconduct:

“Information has been received which indicates that you may have violated Canon(s) (nos.) of the Code of Ethics. A detailed statement of the charges is enclosed.”

“You are accordingly notified that a hearing on the charges will be held by the Executive Committee at (location) on (date). You are invited to present a defense in person or in writing. Please advise if you plan to appear in person.”

3.0.6 Executive Committee Hearing Procedures and Rules. The following rules shall govern the conduct of hearings.

3.0.6.1 Attendance. Attendance at hearings shall be limited to members of the Executive Committee, or the Board of Direction, in the case of expulsion; members of the Committee on
Professional Conduct currently in office or in office when the case originated; the Secretary and designated staff; the complainants; the person or persons against whom charges have been filed; witnesses; and legal counsel. The person or persons against whom charges have been filed may be accompanied by legal counsel and may present witnesses and shall have the right to be present throughout the hearing until the presentation of evidence and closing statements, if any, have been concluded.

3.0.6.2 Record. The Secretary shall keep a complete record of proceedings.

3.0.6.3 Presider. The hearing may be conducted by the President or, in the case of the absence or disability of the President, by such officer as may properly be designated by the Executive Committee.

3.0.6.4 Agenda. In the case of a hearing before the Board of Direction for expulsion, the same agenda shall apply, substituting “Board of Direction” for “Executive Committee.” The agenda for the hearing shall be substantially as follows:

—Statement by the Presiding Officer that the Executive Committee will limit its deliberations and voting to the charges contained in the statement of charges and the evidence presented at the hearing, and briefly describing the manner in which the hearing is to be conducted.

—Opening statement by the Chair or other member of the Committee on Professional Conduct containing a brief summary of the charges and answers, if any, and the recommendations of the Committee, if any, and distribution of copies of the statement of charges and written answers, if any.

—Opening statement, if requested, by person(s) against whom charges have been filed, and/or by their legal counsel.

—Presentation of evidence by Chair or other member of the Committee on Professional Conduct.

—Presentation of defense.

—Recess for review of evidence by members of the Executive Committee, at which time members of the Executive Committee review the compilation of evidence and develop questions to be asked during the question period.

—The members of the Executive Committee shall have the right to question any witness or member of the Committee on Professional Conduct about the charges.

—At the conclusion of the presentation of evidence, the Executive Committee may hear brief closing statements about the charges and the evidence.

—After the conclusion of the presentation of evidence and the closing statements (if any), the Presiding Officer shall announce that the hearing has been concluded.

—Deliberation and action of the Executive Committee. The Executive Committee then goes into Executive Session to determine what disciplinary action, if any, shall be taken.
3.0.6.5 **Evidence.** Formal rules of evidence shall not apply, but Presiding Officers need not accept any evidence, which, in their opinion, is irrelevant or immaterial to the issues presented by the statement of charges and answers thereto.

3.0.6.6 **Additional Charges.** Whenever, on the hearing of any complaint, evidence shall be presented upon which another charge or other charges against the defendant might be made, the Committee on Professional Conduct may inform the person against whom charges have been filed of such additional charges and may prepare additional recommendations or reports. The Executive Committee, or Board of Direction, as the case may be, may, after reasonable notice to the person against whom charges are made and opportunity to answer, proceed to the consideration of such additional charge or charges and may render such decision upon all such charges as may be justified by the evidence in the case.

3.0.6.7 **Failure to Present Defense.** In the event that no defense is presented either in person or in writing by the defendant, the Executive Committee may proceed with the hearing of the case upon the basis of the statement of charges and other evidence presented at the hearing, but no disciplinary action shall be taken unless the Executive Committee finds the charges to have been sustained.

3.0.6.8 **Confidentiality.** All proceedings, except the action taken by the Executive Committee, or the Board of Direction, as the case may be, shall be confidential but a transcript or other recording of the proceeding may be taken at the discretion of the Secretary and retained in the office of the Secretary.

3.0.7 **Disciplinary Action.** Disciplinary action against a member shall be taken only after the member has been advised of the charges and given opportunity to present a defense in person or in writing. These conditions having been satisfied, the Executive Committee may take action in a duly constituted meeting. All voting shall be by secret ballot. A finding that a charge against a member has been sustained shall require the affirmative vote of a majority of the Executive Committee members present. If the charges are sustained, the Executive Committee may take such disciplinary action, other than expulsion from membership in the Society, as it may deem appropriate. The right of expulsion from membership in the Society is reserved to the Board of Direction and, if the Executive Committee votes to expel a Society member, the matter shall be referred to the Board of Direction for final disposition. Recommendations of expulsion or reinstatement of previously expelled Society members are the only grounds for a case to be considered by the Board of Direction.

In the case of a recommendation for expulsion, which requires a hearing before the Board of Direction, affirmative votes of not less than seventy-five percent (75%) of those members of the Board of Direction present shall be required for expulsion.

3.0.7.1 **Executive Committee Voting Procedures.** The following voting procedures shall be observed in an Executive Committee hearing:

3.0.7.1.1 **Professional Conduct Violation.** First, the Executive Committee shall determine whether each charge is sustained. The vote shall be on the question: “Has the defendant violated?” Separate ballots shall be voted on each article of the Constitution and Bylaws or Canon of the Code of Ethics alleged to have been violated. A majority vote of the members of the Executive Committee present shall prevail.
3.0.7.1.2 Cleared of Charges. If none of the charges are sustained by the Executive Committee, the defendant shall be declared “cleared of all charges” and shall be so notified.

3.0.7.1.3 Expulsion. One (1) or more charges having been sustained by affirmative vote of a majority of those present, a ballot shall be taken on the question: “Shall the Executive Committee recommend to the Board of Direction that the defendant be expelled from membership in the Society?”

3.0.7.1.4 Suspension. If less than a majority of the Executive Committee members present vote to recommend expulsion, a ballot shall be taken on the question: “Shall the defendant be suspended from membership in the Society?” A majority vote of the members present shall prevail.

3.0.7.1.5 Term of Suspension. The vote upon suspension being carried, a ballot shall be taken on the question: “Shall the defendant be suspended from membership for a period of five (5) years?” A majority vote of the members present shall prevail, and successive ballots on suspension terms of four (4), three (3), two (2) and one (1) years shall be taken in that order until majority vote is obtained.

3.0.7.1.6 Letter of Admonition. If the ballot upon suspension fails to carry, a vote shall be taken on the question: “Shall the defendant be sent a letter of admonition?” A majority vote of the members present shall prevail.

3.0.7.1.7 Notification. In the event that expulsion, suspension or other disciplinary action is voted, the Board of Direction or Executive Committee at its discretion may ballot upon the question: “Shall the membership of the Society be notified of the (penalty) of the defendant?” A majority vote of the members present shall prevail.

3.0.7.2 Board of Direction Voting Procedures. The following rules shall be observed in a Board of Direction hearing:

3.0.7.2.1 Professional Conduct Violation. First, the Board of Direction shall determine whether each charge is sustained. The vote shall be on the question: “Has the defendant violated?” Separate ballots shall be voted on each article of the Constitution and Bylaws or Canon of the Code of Ethics alleged to have been violated. A majority vote of the Board of Direction members present shall prevail.

3.0.7.2.2 Cleared of Charges. If none of the charges are sustained by the Board of Direction, the defendant shall be declared “cleared of all charges” and shall be so notified.

3.0.7.2.3 Expulsion. One (1) or more charges having been sustained by affirmative vote of a majority of those present, a ballot shall be taken on the question: “Shall the defendant be expelled from membership in the Society?” Affirmative votes of seventy-five percent (75%) of those Board of Direction members present are required for expulsion.

3.0.7.2.4 Suspension. If less than seventy-five percent (75%) of those Board of Direction members present vote to expel, a ballot shall be taken on the question: “Shall the defendant be suspended from membership in the Society?” A majority vote of the Board of Direction members present shall prevail.
3.0.7.2.5 **Term of Suspension.** The vote upon suspension being carried, a ballot shall be taken on the question: “Shall the defendant be suspended from membership for a period of five (5) years?” A majority vote of the Board of Direction members present shall prevail, and successive ballots on suspension terms of four (4), three (3), two (2) and one (1) years shall be taken in that order until majority vote is obtained.

3.0.7.2.6 **Letter of Admonition.** If the ballot upon suspension fails to carry, a vote shall be taken on the question: “Shall the defendant be sent a letter of admonition?” A majority vote of the Board of Direction members present shall prevail.

3.0.7.2.7 **Notification.** In the event that expulsion, suspension or other disciplinary action is voted, the Board of Direction at its discretion may ballot upon the question: “Shall the membership of the Society be notified of the (penalty) of the defendant?” A majority vote of the Board of Direction members present shall prevail.

3.0.8 **Consent Procedure.** Where evidence of a violation of the Constitution, Bylaws or Code of Ethics exists, the Committee on Professional Conduct may, with the consent of the Society member charged with the violation, submit to the Executive Committee in writing a statement of the facts of the case and a recommended disciplinary action other than expulsion.

3.0.8.1 **Admission/Waiver.** In consenting to the submission of the case to the Executive Committee upon the statement of facts, the Society member is deemed for the purposes of the submission to have admitted the facts as set forth in the statement and to have agreed to accept the recommended disciplinary action. The Society member has also waived the right to be present or to present a defense to the charges at the Executive Committee meeting at which the statement of facts and recommended disciplinary action are considered. The Society member's consent to the submission shall be evidenced by a letter, telegram or other written communication.

3.0.8.2 **Executive Committee Consideration.** The affirmative vote of a majority of the Executive Committee members present shall be required to take any such recommended disciplinary action. If the Executive Committee does not approve the recommended disciplinary action by such vote, the Society member shall be entitled to present a defense to the charges at a subsequent hearing. The statement of facts submitted with the consent of the Society member shall not constitute evidence at the subsequent hearing at which the case is to be considered.

3.0.9 **Execution of Disciplinary Action.**

3.0.9.1 **Expulsion.** The following registered mail notice shall be issued by the Secretary, on behalf of the Board of Direction, to the Society member who has been expelled from membership:

“As the result of proceedings conducted in accordance with Article 3 of the Bylaws, this Board of Direction finds that you have acted in violation of Canon(s) (nos.) of the Code of Ethics.

“You are accordingly expelled from membership in the Society and your name has been dropped from its rolls effective (date). It is requested that you return your membership card and Society certificate of membership.
For the Board of Direction
By: (Secretary)”

3.0.9.2 **Suspension.** A Society member who has been suspended under these proceedings shall be given notice by registered mail somewhat as follows:
"As the result of proceedings conducted in accordance with Article 3 of the Bylaws, this Executive Committee finds that you have acted in violation of Canon(s) (nos.) of the Code of Ethics.

"Accordingly, your membership in the Society has been suspended for a period of (no.) years, effective (date).

For the Executive Committee of the Board of Direction
By: (Secretary)"

3.0.9.3 **Admonition.** A Society member who is to be admonished shall be sent by registered mail a letter appropriate to the circumstances of the case. Such letter shall be drafted by the Secretary for approval by legal counsel and by the Executive Committee. It shall be transmitted for the Executive Committee by the Secretary.

3.0.9.4 **Publication of Actions.**

3.0.9.4.1 **Society Publications.** At the discretion of the Executive Committee and/or the Board of Direction, notice of any disciplinary action may be published in the Official Society Publications. Such notice may include a statement of the circumstances surrounding such disciplinary action. The name of the Society member subjected to disciplinary action may be mentioned in such notice, provided the disciplined individual has first been notified of the disciplinary action and provided such notice is limited to (a) a factual statement of the action of the Executive Committee or Board of Direction and (b) only such facts surrounding the disciplinary action as are set forth in a publicly available judicial or administrative petition, decision, or related document.

3.0.9.4.2 **Notification of Other Organizations.** The Executive Committee and/or Board of Direction shall have discretionary authority to direct notification of any expulsion, suspension or other disciplinary action to any other organization of engineers to which the disciplined member of the Society may belong or may have made application for membership, and to any Board of Registration which shall have licensed the disciplined Society member to practice engineering or to which the member may have made an application for such a license. Any such notification may include a statement of the circumstances surrounding such disciplinary action.

3.0.10 **Delegation of Disciplinary Proceedings Duties.**

3.0.10.1 **Secretary.** Any act directed by this Article to be performed by the Secretary may be performed by such other person as the President or Secretary may designate or by legal counsel for the Society.

3.0.10.2 **President.** Any act directed by this Article to be performed by the President may be performed by such other person as the Executive Committee or Board of Direction may designate.

3.0.10.3 **Member Under Investigation.** Any act directed by this Article to be performed by a person or persons against whom charges have been filed may be performed by their legal counsel.

**ARTICLE 4. FEES AND DUES**

4.0 **Annual Dues.** The Annual Dues payable by the Society membership shall be as follows:
4.0.1 **Student Members.** Annual Dues for Student Members shall be zero dollars ($0.00).

4.0.2 **Affiliate Members.** Annual Dues for Affiliate Members shall be two hundred and forty-five dollars ($245.00), unless the Affiliate Member is a new member or is advancing from Student Member:

   a) and is in the year of receiving an associate, baccalaureate, masters or doctoral degree or the first year after, and then there shall be Annual Dues of fifty dollars ($50.00) due and payable;

   b) or is in the second year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of eighty-five dollars ($85.00) due and payable;

   c) or is in the third year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of one hundred and twenty-five dollars ($125.00) due and payable;

   d) or is in the fourth year after receiving an associate, baccalaureate, masters or doctoral degree and then there shall be Annual Dues of one hundred and seventy-five dollars ($175.00) due and payable.

4.0.3 **Associate Members.** Annual Dues for Associate Members shall be two hundred and forty-five dollars ($245.00), unless the Associate Member is a new member or is advancing from Student Member:

   a) and is in the year of receiving an associate, baccalaureate, masters or doctoral degree or the first year after, and then there shall be Annual Dues of fifty dollars ($50.00) due and payable;

   b) or is in the second year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of eighty-five dollars ($85.00) due and payable;

   c) or is in the third year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of one hundred and twenty-five dollars ($125.00) due and payable;

   d) or is in the fourth year after receiving an associate, baccalaureate, masters or doctoral degree and then there shall be Annual Dues of one hundred and seventy-five dollars ($175.00) due and payable.

4.0.4 **Members.** Annual Dues for Members shall be two hundred and forty-five dollars ($245.00), unless the Member is a new member or is advancing from Student Member:

   a) and is in the year of receiving an associate, baccalaureate, masters or doctoral degree or the first year after, and then there shall be Annual Dues of fifty dollars ($50.00) due and payable;

   b) or is in the second year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of eighty-five dollars ($85.00) due and payable;

   c) or is in the third year after receiving an associate, baccalaureate, masters or doctoral degree, and then there shall be Annual Dues of one hundred and twenty-five dollars ($125.00) due and payable;
d) or is in the fourth year after receiving an associate, baccalaureate, masters or doctoral degree and then there shall be Annual Dues of one hundred and seventy-five dollars ($175.00) due and payable.

4.0.5 **Fellows.** Annual Dues for Fellows shall be two hundred and eighty dollars ($280.00).

4.0.6 **Distinguished Members.** Distinguished Members shall be exempt from the payment of Annual Dues.

4.0.7 **President-Emeritus.** President-Emeritus Members shall be exempt from the payment of Annual Dues.

4.1 **Payment of Dues.**

4.1.1 **Currency for Payments.** Dues and other payments to the Society are acceptable in U.S. dollars only.

4.1.2 **Dues Notification.** Not later than December 1 each year, the Secretary shall mail to each Society member, at the latest address known to the Society, a statement of the amount of dues for the ensuing dues year.

4.1.3 **Notification of Dues Arrears.** A Society member who has not paid dues by February 1 shall receive notification from the Society Secretary that their dues are in arrears status.

4.1.4 **Loss of Benefits Resulting from Dues Arrears.** A member whose Annual Dues have not been received by April 1 shall lose the right to vote in the Society’s current year’s election and shall no longer receive publications normally furnished without charge to Society members in good standing. A member paying dues after April 1 shall resume receipt of publications but their right to participate in the current year’s election shall have been forfeited. A Society member whose dues remain unpaid by December 31 for the current dues year shall forfeit connection with the Society. The Board of Direction may, for cause deemed by it to be sufficient, extend the time for payment of dues and for the application of these penalties.

4.2 **Dues Indexing.** Annually, the Program and 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 Program and Finance Committee shall submit an amendment to the Board of Direction proposing an increase in dues to the nearest five dollar ($5) increment for all grades except Student Member, Distinguished Member and President-Emeritus.

4.3 **Dues Reductions.**

4.3.1 **World Economies and International Affiliate Members.** Upon the recommendation of the Region 10 Director and the Executive Director, the Executive Committee may establish lower fees and/or dues for certain World Economies or International Affiliate Members.

4.3.2 **Government Agencies.** The Executive Committee may establish group dues for government agencies and their employees.

4.3.3 **Life Members.** Members who achieve the classification of Life Member are exempt from Annual Dues as defined in the Bylaws.
4.3.3.1 **Life Member Service Fee.** Life Members who elect to receive monthly publications shall be subject to a service fee of fifty dollars ($50.00) per year unless at least that amount is contributed annually to any of the Society’s voluntary funds or the Life Member has paid a one (1) time fee of five hundred dollars ($500.00). Non-payment of the service fee does not affect Society member status.

4.3.4 **Reciprocal Membership Agreements.** Dues reduction may be included as part of a reciprocal membership agreement.

**ARTICLE 5. MANAGEMENT**

**5.0 Board of Direction.**

5.0.1 **Strategic Plan.** The Board of Direction shall prioritize strategic planning issues, adopt action plans to address the issues, include funding for the adopted actions in the annual budgeting process and assess progress on impacting the issues.

5.0.2 **Review of Executive Director.** The Board of Direction shall annually review the Executive Committee’s report of the performance of the Society’s Executive Director. No evaluation of the Executive Director shall be considered complete until presented to the Board of Direction.

5.0.2.1 **Report of Review.** The Past President, on behalf of the Executive Committee, shall report to the Board of Direction annually at its Spring Meeting the results of the evaluation of the performance of the Executive Director during the prior fiscal year.

5.0.3 **Approval of Policy Documents.** The Board of Direction is presented proposed policy documents periodically. The Board of Direction may reject the proposed policy, remand the proposed policy to the originating entity with direction for further revision, approve the substance of the proposed policy as official policy while returning it for further editorial review, or approve the proposed policy as presented. The Board of Direction has independent authority over the policy process and may approve, revise or rescind any policy document without the recommendation of the Public Policy Committee.

5.0.4 **Membership Affiliations.** Membership affiliations involving the Society shall be initiated only by action of the Board of Direction. The annual operating budget shall make provision for dues commitments incident to such memberships by specific line item identification.

5.0.5 **Disaster Response Procedures.** The Board of Direction has approved Disaster Response Procedures to allow the Executive Director to respond on behalf of the Society to man-made or natural disasters.

5.0.5.1 **Disaster Response Coordinator.** When a disaster occurs that has major civil engineering implications, the Executive Director may appoint a Disaster Response Coordinator. The Disaster Response Coordinator shall serve as the central information clearing house for all Society-level activities in response to the disaster and shall facilitate the sharing of information among the Society’s entities.

5.0.5.2 **Disaster Response Budget Authority.** The Executive Director and President, collectively, are authorized to expend up to twenty-five thousand dollars ($25,000) from the Voluntary Fund in support of unanticipated disaster response by the Society. Expenditures
exceeding twenty-five thousand dollars ($25,000) will require the authorization of the Board of Direction or Executive Committee.

5.0.5.3 Notification of Use of Disaster Response Procedures. The Executive Director shall notify the Board of Direction of each use of the Voluntary Fund for the support of unanticipated disaster response.

5.0.6 Approval of Criteria for At-Large Director Candidates. The Board of Direction shall annually approve criteria for the selection of At-Large Director Candidates based on the recommendation of the At-Large Director Review Panel.

5.1 Executive Committee. The Executive Committee is a Board of Direction Committee that reports to the Board of Direction, derives its authority from the Board of Direction and is accountable to the Board of Direction. The Executive Committee is not an entity independent of the Board of Direction, but rather is charged with exercising executive and management judgment in those areas designated by the Board of Direction, and in keeping the Board of Direction informed of its actions. The Executive Committee may review reports of Board of Direction committees and may provide input or alternate recommendations to the Board of Direction. All actions taken by the Executive Committee shall be in accordance with the policies of the Board of Direction and shall be reported to the Board of Direction at its next meeting. The Board of Direction may choose to take up any topic or revisit any issues under the Executive Committee’s purview.

5.1.1 Executive Committee Limitations of Authority. In accordance with New York Law, the Executive Committee shall not have the authority to amend or repeal the Bylaws, adopt new Bylaws, fix compensation for Board of Direction members to serve on the Board of Direction or any committee, expel Society members, nor to fill vacancies on the Board of Direction or on any Board of Direction committee.

5.1.2 General Supervision. The Executive Committee shall assist the President in fulfilling responsibilities for general supervision of the affairs of the Society and shall have the authority, without urgency or prior Board of Direction approval, to approve the following: awards; membership resignations; fellowships and scholarships; employee compensation and benefits activities; and implementation of Board of Direction policies and activities related to the interests of the Society, including: international exchange of information and publications; communications and cooperation with foreign educational, scientific and professional organizations; and the formation of overseas groups.

5.1.3 Disciplinary Proceedings. The Executive Committee shall have the authority to consider and conduct disciplinary proceedings against any member as provided in the Bylaws and shall have final disciplinary authority except in cases involving recommendation of expulsion or reinstatement of members who have been expelled as provided in the Bylaws.

5.1.4 Declaration of Urgency to Act for the Board of Direction. Between meetings of the Board of Direction, and upon a finding of urgency, the Executive Committee shall exercise the full powers of the Board of Direction in matters that in the judgment of the Executive Committee must be acted upon before the next regular meeting of the Board of Direction, subject to the Executive Committee Limitations of Authority.

5.1.5 Performance Review of Executive Director. The Executive Committee, guided by the goals, objectives, and budget of the Society, shall review annually the performance of the Executive Director. The Executive Committee shall present findings from these reviews in an annual report to the Board of Direction.
5.1.5.1 **Timing of Review.** The review of the Executive Director will be finalized prior to convening the Spring Board of Direction meeting.

5.1.5.2 **Conduct of Review.** The Past President shall chair a meeting of the President and President-elect to prepare the review of the Executive Director. The President-elect shall participate in the meeting as a non-voting observer. This review is based on a prescribed format, which shall minimally include an evaluation of the accomplishments relative to the Strategic Plan. The review shall be presented to the Executive Committee for approval prior to presentation to the Board of Direction. Following presentation to the Executive Committee, the Past President shall forward a signed copy of the written review to the Executive Director and the Society’s Director of Human Resources.

5.2 **Executive Director.**

5.2.1 **Operations.** As the chief staff officer of the Society, hired by the Board of Direction, the Executive Director has sole authority for employment matters for Society staff. The Executive Director shall manage and direct employees of the Society and shall oversee the correspondence of the Society. Under Executive Committee oversight, the Executive Director shall pursue accomplishment of the Society’s Strategic Plan Strategies and shall present an annual report of all the Society’s initiatives to the membership at the Annual Membership Meeting.

5.2.1.1 **Deputy Executive Director or Assistant Executive Director(s).** The Executive Director may designate one (1) employee as the Deputy Executive Director and/or one (1) or more employee(s) as the Assistant Executive Director(s).

5.2.2 **Sponsorship.** Management of sponsorship solicitations for certain Society activities, including the ASCE Convention and the OPAL Awards Program, shall be the responsibility of the Executive Director and coordinated with the American Society of Civil Engineers Foundation.

5.2.3 **Annual Report.** The Executive Director shall make an annual report to the membership and such other reports as may be prescribed by the Board of Direction.

5.2.4 **Fiscal Operations.** The Executive Director shall be responsible for the collection and proper accounting of all monies due the Society and for the transfer of such monies to the appropriate financial accounts of the Society.

The Executive Director shall sign all documents relating to transactions in securities. The Executive Director shall present annually to the Board of Direction a balance sheet of the Society’s books, as of the end of the fiscal year, and shall furnish from time to time such other financial statements as may be required.

The Executive Director may expend Society funds as provided in the annual budget and in appropriations from Society reserve funds as approved by the Board of Direction. The Executive Director shall manage funds not needed for current disbursements. No expenditures shall be made from Society reserve funds except upon specific appropriations of the Board of Direction.

The Executive Director shall secure satisfactory surety for the faithful performance of the duties of the Directors, Secretary, Deputy Secretary, Assistant Secretaries, Treasurer, Assistant Treasurer and any employee of the Society whom the Executive Director may designate.
5.2.4.1 **Borrowing Authority.** In the event of emergency financial need, and to avoid adverse impact on reserves, the Executive Director is authorized to borrow up to one million dollars ($1,000,000) on a short-term basis.

5.2.5 **ASCE Convention.** The Executive Director shall select the location and dates for the ASCE Convention.

5.2.5.1 **ASCE Convention Advisory Council.**

5.2.5.1.1 **Organization.** The ASCE Convention Advisory Council (ACAC) shall comprise no more than twelve (12) Society members: the Chairs of the Technical Program Subcommittee, the Local Planning Subcommittee, and the Convention Sponsorship Subcommittee; a current Technical Region Director; a current member of the Technical Region Board of Governors; a current member of the Committee on Technical Advancement; and the immediate past Chair of the Local Planning Subcommittee. The Executive Director shall appoint the Chair of the ASCE Convention Advisory Council. Additional members shall be appointed by the Executive Director upon recommendation of the Chair of the ASCE Convention Advisory Council. Members of the ASCE Convention Advisory Council shall have previous conference leadership and program experience and shall serve three (3) year staggered terms, which may be renewed.

5.2.5.1.2 **Responsibilities.** The ASCE Convention Advisory Council shall report to the Executive Director. The ASCE Convention Advisory Council shall provide oversight and long-term leadership for the ASCE Convention, serve as guardian of the process and content each year and establish policies and guidelines for the operation of the ASCE Convention. The ASCE Convention Advisory Council shall oversee the Technical Program Subcommittee, Local Subcommittee and the Convention Sponsorship Subcommittee.

5.2.5.2 **Technical Program Subcommittee.**

5.2.5.2.1 **Organization.** The Technical Program Subcommittee (TPS) shall comprise no more than twelve (12) Society members, including two (2) coordinators from the Local Planning Subcommittee(s) to represent short courses and technical tours. Members of the Technical Program Subcommittee shall be appointed by the ASCE Convention Advisory Council, upon recommendation of the Technical Program Subcommittee Chair. Members shall serve a three (3) year staggered term, which may be renewed. All terms are subject to annual review and may be modified based on the needs of the Technical Program Subcommittee. Members of the Technical Program Subcommittee shall have previous experience working on a conference program committee.

5.2.5.2.2 **Responsibilities.** The Technical Program Subcommittee shall operate continuously across multiple conventions to establish the technical program of each ASCE Convention, including the matrix of technical sessions and poster sessions, if applicable.

5.2.5.3 **Local Planning Subcommittee.**

5.2.5.3.1 **Organization.** The Local Planning Subcommittee (LPS) shall comprise Society members who reside in the geographic area where the ASCE Convention will be held to represent the local Section(s), Branch(es), Institute Chapters and other related local organizations as determined by the Chair. Members of the Local Planning
Subcommittee shall be appointed by the ASCE Convention Advisory Council upon recommendation of the Local Planning Subcommittee Chair to serve a one (1) year term, which may be renewed.

5.2.5.3.2 Responsibilities. The Local Planning Subcommittee shall lead the local aspects of each ASCE Convention, develop and recommend short course topics, identify local firms for sponsorships, develop and recommend local technical tours, and oversee a local community service project.

5.2.5.4 Convention Sponsorship Subcommittee.

5.2.5.4.1 Organization. The Convention Sponsorship Subcommittee (CSS) shall comprise no more than twelve (12) members with previous experience working on a sponsorship committee or fundraising organization. Members of the Convention Sponsorship Subcommittee shall be appointed by the ASCE Convention Advisory Council upon recommendation of the Convention Sponsorship Subcommittee Chair to serve a three (3) year staggered term, which may be renewed. A representative from the Local Planning Subcommittee shall attend the meetings of the Convention Sponsorship Subcommittee to serve as the local business representative for a one (1) year term, which may be renewed.

5.2.5.4.2 Responsibilities. The Convention Sponsorship Subcommittee shall lead the fundraising aspects of the ASCE Convention.

5.2.6 ASCE Convention Content and Program. In addition to the Annual Business Meeting and Awards, the content and program categories for the ASCE Convention shall be:

- State of the Industry/Profession
- Professional Development
- Multi-Discipline Technical
- Natural and Man-Made Disasters
- Strategic Issues and Public Policy affecting the profession
- Significant Projects
- History and Heritage

The content and program categories of the ASCE Convention shall be reviewed at least once every five (5) years by the ASCE Convention Advisory Council (ACAC) who may recommend any changes to the Board of Direction.

5.3 Region Boards.

5.3.1 Guidelines for Region Operations. Region Boards may adopt guidelines covering any and all aspects of their operations or services. Such documents shall be consistent with and shall not contravene Society governing documents, policies or procedures.

5.3.2 Geographic Region Boards.

5.3.2.1 Geographic Region Board Additional Duties. The duties of Geographic Region Boards shall include but not be limited to: implementing the Strategic Plan and participating in the preparation of strategic plans; planning, organizing and implementing activities and events to develop leadership skills of civil engineers and the civil engineering profession, to advance
technology of the civil engineering profession, to advocate lifelong learning for civil engineers, to promote the public’s awareness and appreciation of civil engineers and civil engineering; managing the nomination process for Geographic Region Governors; completing and submitting an Annual Report; reviewing Annual Reports from their respective Organizational Entities and coordinating with the Member Communities Committee on how to resolve issues of concern; managing the proper use of Geographic Region funds; soliciting and coordinating nominations and submissions to Section and Branch awards and nominations for Society-level awards; recommending Society participation in Amicus Curiae briefs; and undertaking and promoting activities related to legislative advocacy and public policy.

5.3.2.2 Geographic Region Board Allotment. As part of the Society's annual budget process, the Board of Direction, upon the recommendation of the Program and Finance Committee, shall establish a Geographic Region Board Allotment. The allotment shall be disbursed equally and forward to each Geographic Region to be used for activities promoting the focus strategies of the Society, the Region, and the civil engineer profession.

5.3.3 Technical Region Boards.

5.3.3.1 Technical Region Board Additional Duties. The Technical Region Board duties shall include but not be limited to overseeing the nomination process for Technical Region Directors.

5.4 Input to the Board of Direction and Executive Committee.

5.4.1 Resolutions. The Society’s Organizational Entities may submit to the Secretary resolutions which pertain to subjects currently being considered by the Executive Committee or Board of Direction, or which require action of the Executive Committee or Board of Direction.

5.4.1.1 Tracking of Resolutions. The Board of Direction shall receive in the agenda for its Spring and Fall meetings a matrix tracking responses to Resolutions received. The matrix will record the resolution number, adoption date, subject of the resolution, Board action/referral, and subsequent Board of Direction actions. Once the Board of Direction has accepted final action, the resolution may be removed from the matrix.

5.4.1.2 Action on Resolutions. The Board of Direction either receives and closes resolutions upon receipt or refers resolutions to an appropriate Region Board or Organizational Entity for their response and recommendation to the Board of Direction.

5.4.2 Reports.

5.4.2.1 Report of Region Boards of Governors. Region Boards shall prepare annually reports indicating: activities and events sponsored by the Region, including the number of participants and the goals accomplished; progress on tasks supporting the Strategic Plan; an accounting of the finances of the Region; and other items required by the Board of Direction. The Report shall be submitted to the Secretary not later than November 30 following a prescribed format.

5.4.2.2 Reports of Committees. All Society Committees and Institutes are required to report to the Board of Direction on an annual basis in writing. The written report shall be provided to the Secretary not later than forty-five (45) days prior to the start of the Fall Board of Direction meeting. Reports are to be provided in a format specified by the Secretary.
5.4.2.3 Reports of Representatives. Representatives from the Society to committees or boards of other organizations or those formed jointly with other organizations shall submit a report to the Secretary not later than August 1, regardless of whether a meeting was held or not, in a format to be specified by the Secretary. The report should summarize the activities and accomplishments of the committee or board and contain recommendations as to continuing support and participation by the Society.

5.4.2.4 Late Reports. Late reports may be received by the Board of Direction or Executive Committee, but action items contained in these reports shall not be acted upon except under urgency rules as described.

5.4.2.5 Requests for Action. Board Committees, Society Committees, Task Committees and Region Boards of Governors shall submit Requests for Action by the Board of Direction or Executive Committee in the format specified by the Secretary. Requests for Board of Direction Action shall be received by the Secretary not later than forty-five (45) days prior to the Board of Direction meeting at which action is requested.

5.4.3 Public Policy Documents. Public Policy Documents articulate Society positions to members and the public. The creation of Public Policy Documents lies with Organizational Entities with expertise in the subject area of the Public Policy Document. The Society has three (3) types of Public Policy Documents: Public Policy Statements, Public Policy Position Papers, and Public Policy Resolutions. All Public Policy Documents include a chronology of approval dates by the originating committee(s), the Public Policy Committee, and the Board of Direction.

5.4.3.1 Public Policy Statements. A Public Policy Statement is a broad overview of policy on a topic of continuing concern to the civil engineering profession. The nature of the issue usually is one that will not change materially during a three (3) year period. A Public Policy Statement shall include a clear definition of the policy, an analysis of the issue that led to the development of the Public Policy Statement, and a rationale for involvement of the Society in the issue.

5.4.3.2 Public Policy Position Papers. A Public Policy Position Paper is a more specific examination of an issue, may deal with subsets of a broad Public Policy Statement, and is appropriate for a two (2) year period before being reviewed. A Public Policy Position Paper should include the position, the issue analyzed, and the rationale for Society involvement.

5.4.3.3 Public Policy Resolutions. A Public Policy Resolution is a short term or interim position of the Society that is intended to respond to an immediate concern or a specific event for a time frame of no longer than one (1) year. A Public Policy Resolution shall include one (1) or more clauses that outline the details of the issue and the reasons for concern of the Society, and one (1) or more “resolved” clauses that state the specific position of the Society on the topic.

5.4.3.4 Development of Public Policy Documents. Organizational Entities shall be participants in the public policy development process and endeavor to develop new and revised Public Policy Documents.

5.4.3.5 Communication of Public Policy Documents. Once the Board of Direction has approved a Public Policy Document, it shall be formally announced to the membership and made known to the public.
5.4.3.6 **Reassessment of Public Policy Documents.** The Public Policy Committee assesses Public Policy Statements, Position Papers and Public Policy Resolutions on a three (3) year, two (2) year and one (1) year cycle, respectively.

5.4.4 **Distribution of Agendas.** Agendas for Board of Direction meetings shall be distributed by a means or combination of means that ensures each Board of Direction and Region Board member shall receive the document in a timely manner and in compliance with notice requirements. Agendas for Executive Committee meetings shall be distributed by a means or combination of means that ensures each Executive Committee member shall receive the document in a timely manner and in compliance with notice requirements.

5.4.5 **Urgency.** Nothing in the Rules shall be construed as preventing any committee, any officially appointed person or Organizational Entity, or any member of the Board of Direction from formally presenting any matter to the Board of Direction or Executive Committee for action without compliance with the procedures set forth, provided: the group or individual requesting the action maintains that the matter involves such urgency as to have made compliance with the rules of procedure impossible or impracticable; a brief written statement justifying the urgent nature of the matter shall be submitted to the Board of Direction or Executive Committee; and the matter shall not receive immediate action by the Board of Direction or Executive Committee unless a decision is made by the Board of Direction or Executive Committee that the matter is of such urgency as to require immediate action. A decision of urgency requires three-fourths (3/4) vote of those present and voting.

5.4.6 **Fundraising.** Society representatives soliciting funds for Society-level activities on behalf of the Society should coordinate such activities with the American Society of Civil Engineers Foundation.

5.5 **Financial Management.**

5.5.1 **Financial Philosophy.** The Society strives to accomplish its mission, as stated in its strategic plan, while meeting the financial goals necessary to do so. The Society shall assess its resources and make spending decisions based on available funds, taking into consideration the maintenance of a prudent level of corporate infrastructure and reserves.

The Society derives revenues from membership dues and sales of products and services, including publications, continuing education programs, conferences, advertising and royalties. It is important that the Society develop a balance of revenue sources and seek out new ones, so as not to become too dependent on individual sources. In order to provide funding for programs to meet the Society’s goals and objectives, products and services shall be priced, where possible, so their revenue exceeds expense. At times, in meeting the Society’s goals and objectives, the Society may produce products and services where the expenses exceed revenues. It is the policy of the Board of Direction that members of the Society be given the best available pricing for products and services.

The Society and its affiliates shall maintain an adequate system of internal accounting controls to ensure that accounting transactions are recorded and reported accurately. The accounting policies, procedures and controls shall be documented in an accounting manual.

5.5.2 **Cash and Investments.** The Society maintains funds for operations and long-term investment. Excess cash shall be invested in short-term, low-risk liquid investments. From time-to-time maturities of operating fund fixed-income securities may be extended up to intermediate-term based on market conditions and the amount of funds available for investment. Earnings from operating funds shall be used as a revenue source to fund operating activities. Long-term investments (funds with five (5) year or greater time horizon) shall be invested with the assistance of an investment management firm and in
accordance with an Investment Policy approved by the Board of Direction.

5.5.2.1 Investment Policy. The Society’s Investment Policy shall specify asset allocations appropriate for a professional society and the type of funds within the Society (e.g., short-term investment fund, long-term investment fund, prizes and awards fund). The Investment Policy shall include the investment objectives, spending parameters and asset allocations for each fund, portfolio return objectives, diversification and rebalancing policies, and reporting requirements. The Investment Policy shall be developed for Board of Direction approval by the Program and Finance Committee in consultation with the investment management firm.

5.5.3 Restricted Net Assets. Certain of the Society’s assets and net assets are restricted as to use by donors and cannot be used for general operations of the Society. Restricted money shall be held in separate funds and accounted for separately.

5.5.4 Reserves Management. The target level of Reserves shall be held to maintain financial stability in the event of unforeseen catastrophic events, economic downturns, uninsured claims, or to provide seed money for ongoing Society programs. If the expendable net assets percentage drops below the target by over five percent (5%), the Program and Finance Committee shall present a plan to the Board of Direction to replenish expendable net assets as part of the annual budget process. If the amount of expendable net assets exceeds the target, the Program and Finance Committee shall consider using a portion of long-term investment earnings to fund operating activities. Once the thirty-five percent (35%) reserve target is attained, the Board may consider using a portion of the previous year’s ending reserve balance to provide support for operations. That usage shall be limited by the average annual return for ASCE’s long-term investments since June 30, 2006. Care must be taken when allocating these earnings to operations since investment earnings may turn negative in subsequent years, thus reducing the amount available to fund future operations.

5.5.4.1 Institute Reserves. Society Institutes are each authorized to have expendable net asset balances (reserves) that are designated for their use. Their target of expendable net assets (reserves) to Institute annual expenses is the same as the overall target for the Society. When an Institute’s Reserves exceed fifty percent (50%) of that Institute’s fiscal year’s actual annual expense, the excess funds shall become part of the Society’s Reserves and shall no longer be designated for Institute use.

5.5.5 Annual Operating Budget. The Society shall budget its programs and activities consistent with the Strategic Plan and the associated value propositions that the Society delivers on an ongoing basis. The Strategic Plan consists of the vision, mission, and goals; the radar screen of focus strategies; and the approved strategies to address the Board of Direction designated top priority focus strategies. Value propositions are statements that encapsulate the Society’s ongoing delivery of value to members, as seen from the member’s point of view, giving a finer breakdown of effort than provided by the goals. The Society will strive to coordinate the strategic planning and budget processes so that decisions for strategic budgets (funding strategies that address focus strategies) and the budgeting of annual operating plans (to deliver the value propositions) can be made on a reasonable and timely basis.

The Program and Finance Committee is charged with the responsibility of preparing the Society’s annual Operating Budget using Society staff and committees as resources. The Operating Budget shall be presented to the Board of Direction for their review and approval prior to the beginning of the Fiscal Year. Institute budgets, which are prepared by the individual Institutes, shall be presented to the Board of Direction for approval as well.
Each year, the ongoing activities of the Society shall be evaluated by Society staff leadership, operational committees, Program and Finance Committee, and the Board of Direction from an operational and financial standpoint to determine whether they should be continued and at what level of expenditure. Proposed new activities shall be evaluated by Society staff leadership, Program and Finance Committee, and the Board of Direction to determine their appropriateness from a strategic, operational and financial standpoint. Written information about proposed new activities shall be presented with the request, including a complete description of the activity, impact on members, benefit to the Society, budget data, coordination with the Strategic Plan, and methodology for evaluating success.

The Program and Finance Committee shall present an Operating Budget without a dues increase for consideration by the Board of Direction and may also present an Operating Budget that calls for a dues increase if the proposed annual Operating Budget requires it.

Operating Budgets are guides prepared in advance of the Fiscal Year and therefore are not always a precise plan for revenue and expense. Variances occur regularly for individual budget line items due to the passage of time and evolution of plans. The Executive Director has the responsibility to manage the execution of the Operating Budget within a reasonable framework of variances and within the budgeted total change in net assets. The Program and Finance Committee will receive a monthly budget to actual comparison with a quarterly comparison provided to the Board of Direction that includes descriptions of and reasons for significant variances.

5.5.6 **Annual Capital Budget.** The Program and Finance Committee is charged with the responsibility of preparing the Society’s annual Capital Budget using Society staff as its resource. The Capital Budget shall be presented to the Board of Direction for their review and approval.

The Capital Budget is for the purchase of assets that have an expected useful life in excess of one (1) year and a cost in excess of the Society’s capitalization limit. These assets are depreciated (charged as expense) over their estimated useful lives.

5.5.7 **Unbudgeted Expenditures.** During the budget year, requests may arise for additional funding for existing activities or for funding of a proposed activity. The Executive Committee shall have the authority, without prior Board of Direction approval, to approve additional or new expenditures of up to fifty thousand dollars ($50,000) for individual activities or purchases. The annual limit of additional and new expenditures approved as above is one percent (1%) of the annual expense budget. The Executive Committee shall report these additional expenditure authorizations to the Board of Direction at its next scheduled meeting.

All budget additions in excess of fifty thousand dollars ($50,000) shall be submitted to the Program and Finance Committee for review and recommendation before the request is presented to the Board of Direction for approval.

5.5.8 **Fundraising.** Society representatives soliciting funds for Society-level activities on behalf of the Society should coordinate such activities with the American Society of Civil Engineers Foundation.

**ARTICLE 6. OFFICERS, DIRECTORS AND GOVERNORS**

6.0 **President.** The President is the chief elected officer of the Society and the chief representative and spokesperson for the Society, working in partnership with the Executive Director. As the chief elected executive, the President chairs the Board of Direction and the Executive Committee, and exercises those executive functions defined by the Society’s governing documents. The President represents the Society, domestically and internationally, to members and others, and in this role strives to educate and motivate members and potential...
members, strengthen the Society, promote Society principles and policies, fulfill Society goals, influence Society future directions, and implement Board of Direction decisions.

6.0.1 **Additional Duties.** The President also reviews agendas and minutes of Board of Direction and Executive Committee meetings prior to distribution and works with the Executive Director to determine their content; assists the Executive Director in keeping the Board of Direction, Executive Committee and Region Governors informed on the conditions and operations of the Society; works with the Executive Director in seeing that basic Society policies and programs are planned, formulated, and executed following Board of Direction approval; supports, defends and advocates policies and programs adopted by the Society membership, Board of Direction and Executive Committee; promotes interest and active participation within the Society on the part of the Society membership and communicates activities of the Board of Direction and the Society; with the Executive Director, acts as Society spokesperson to the press, the public, governments, and other organizations to raise awareness of policies, issues and priorities of concern for the Society and profession; recommends Society members as Society nominees for appointment to public office; exercises general supervision over the work and activities of the Board of Direction and Executive Committee; works with the Executive Director to carry out all charges, policies and resolutions of the Board of Direction and Executive Committee; extends invitations to representatives to serve on the Industry Leaders Council; assumes a key role in the orientation and transition of the President-elect to the duties of President; serves on the American Society of Civil Engineers Foundation Board of Directors; represents the Society at meetings with Founder Society Presidents and the American Association of Engineering Societies (AAES) Board of Governors and participates in meetings and conferences with other engineering societies; leads an international delegation to an area of strategic importance to the Society’s globalization efforts; delivers an address at the Annual Meeting or other Society meeting during the term of office; signs International Agreements of Cooperation with international engineering societies; and attends all meetings of the Presidents-Emeriti Council, making a report on current Society activities.

6.0.2 **Limits of Authority.** The President must have approval of the Board of Direction when establishing or changing any policy matter and has limited authority to utilize Society resources or expend Society funds with the specific concurrence of the Executive Director, Executive Committee or Board of Direction.

6.0.3 **Relationships to Others.** The President is accountable to the Board of Direction and consults the Executive Director on all matters pertaining to Society policies, programs and finances.

6.0.4 **Knowledge and Experience Required.** The President shall have professional credibility with leadership skills, management experience and significant career accomplishments; should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder; and shall have current knowledge and understanding of the Society’s corporate organization.

6.0.5 **Financial Expectations of the President.** The Society reimburses the President on the basis of reasonable, actual expense incurred subject to Society budgetary policies. The Society shall provide reimbursement, on the basis of the actual expense, for the spouse of the President when accompanying the President on official business of the Society.

6.1 **President-elect.** The President-elect’s primary duty is to prepare for a term as President.

6.1.1 **Additional Duties.** The President-elect serves as the communications link between the Society and its Organizational Entities, serves as a member of Board Committees and Society Committees designated in the governing documents or as assigned, as a member of the Board of Direction and
Executive Committee, and as an ex-officio member of all other Board of Direction committees; represents the Society with other associations, industry groups or other organizations as requested by the President, Executive Committee or Board of Direction; plans and prepares for a term as President, sets goals and develops structure for the upcoming administration; nominates for Board of Direction approval members for service on the Board Committees and Society Committees for the upcoming term in presidential office; nominates for Executive Committee approval members of the Society to serve during the upcoming term in presidential office on task committees and as liaisons to external organizations; serves on the American Society of Civil Engineers Foundation Board of Directors; presents platform to Presidents-Emeriti Council; delivers an address at the Annual Meeting or other meeting of the Society during the term of office; works with the Executive Director to finalize the agenda for and chairs Leader Orientation prior to being inducted as President and chairs Leader Orientation; performs such other duties and assumes such responsibilities as assigned by the President, Executive Committee or Board of Direction; and advocates Society policies.

6.1.2 **Limits of Authority.** The President-elect has limited authority to utilize Society resources or expend Society funds with the specific concurrence of the Executive Director, Executive Committee or Board of Direction; has considerable authority to select and focus on key goals and themes for the upcoming term in the presidential office; and shall conform to the Society’s governing documents when making nominations for service on committees and to external organizations.

6.1.3 **Relationships to Others.** The President-elect is accountable to the Board of Direction and works closely with the President so as to fully understand the duties of that office and to ensure a smooth transition.

6.1.4 **Knowledge and Experience Required.** The President-elect shall have professional credibility with leadership skills, management experience and significant career accomplishments; should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder; and shall have current knowledge and understanding of the Society’s corporate organization.

6.1.5 **Financial Expectations of the President-elect.** The Society reimburses the President-elect on the basis of reasonable, actual expense incurred, subject to Society budgetary policies. The Society shall provide reimbursement, on the basis of the actual expense for the spouse of the President-elect when accompanying the President-elect on official business of the Society.

6.2 **Past President.** The Past President provides to the Society the experience and knowledge gained while serving as President and serves to assure continuing utilization of experience and knowledge gained while President.

6.2.1 **Additional Duties.** The Past President is a member of Board Committees and Society Committees designated in the governing documents or as assigned; serves on the Board of Direction and Executive Committee; serves on the American Society of Civil Engineers Foundation Board; is chair of the Presidents-Emeriti Council; is chair of the Executive Director’s Compensation Review Panel; advocates Society policies; and performs such other duties as may be assigned by the President, Executive Committee or Board of Direction.

6.2.2 **Limits of Authority.** The Past President has decision-making authority as assigned by the Bylaws and delegated by the Board of Direction.
6.2.3 **Relationships to Others.** The Past President is accountable to the Board of Direction and supports and advises the other two (2) Presidential officers.

6.2.4 **Knowledge and Experience Required.** The Past President having served as President, shall possess the same knowledge, experience, and skills required of the President-elect and shall have a more complete knowledge of the Society’s history, culture and organization.

6.2.5 **Financial Expectations of the Past President.** The Society reimburses the Past President on the basis of reasonable, actual expense incurred, subject to Society budgetary policies. The Society shall provide reimbursement, on the basis of the actual expense for the spouse of the Past President when accompanying the Past President on official business of the Society.

6.3 **Society Directors.** A Society Director represents the Society’s best interests as a member of the Board of Direction. As a member of the Board of Direction, a Society Director helps monitor and steer the Society toward its goals. A Society Director acts as the conduit between Society corporate operations and the Organizational Entities and the members.

6.3.1 **Additional Duties.** A Society Director shall also serve on Board Committees and Society Committees, task committees and/or in other roles as assigned; debate and establish Society policy; work with staff, members and the Board of Direction to accomplish and monitor Society goals and objectives; represent the Society at other organizations and functions as assigned; and advocate Society policies.

6.3.1.1 **Region Director Additional Duties.** A Region Director shall also facilitate two-way communication between the Regions and the Board of Direction and recommend Region Governors to serve on Board Committees and Society Committees.

6.3.1.1.1 **Geographic Region Directors Additional Duties.** A Geographic Region Director shall also provide guidance to geographic Councils and Assemblies; provide leadership at Multi-Region Leadership Conferences; and periodically attend meetings of geographic Councils, Sections, Branches, Student Chapters, technical and professional groups, and Younger Members and file a report with the Society Secretary following each. The annual commitment of time for a Geographic Region Director to conduct all duties required is estimated to exceed fifty-one (51) days.

6.3.1.1.2 **Technical Region Directors Additional Duties.** A Technical Region Director shall also provide leadership at Technical Region Board of Governors meetings, and attend assigned institute board meetings, conferences, workshops and chapter meetings. In addition, the Technical Region Director should attend a Multi-Region Leadership Conferences, Section and Branch meetings, and meetings of Student Chapters, including Institute Chapters and file a report with the Society Secretary following each. The annual commitment of time for a Technical Region Director to conduct all duties required is estimated to exceed forty-five (45) travel days and eighty (80) hours of conference calls.

6.3.2 **Limits of Authority.** A Society Director has limited authority to utilize Society resources or expend Society funds within established guidelines or with the specific concurrence of the Executive Director, Executive Committee or Board of Direction.
6.3.3 **Relationships to Others.** A Society Director is accountable to the Board of Direction and responsible to the Board of Direction and the members for seeing that Society programs and policies reflect the needs and aspirations of the membership.

6.3.4 **Knowledge and Experience Required.** A Society Director shall have professional credibility with leadership skills, management experience and significant career accomplishments; and should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder.

6.3.5 **Financial Expectations of Society Directors.** The Society generally reimburses a Society Director for reasonable travel expenses in accordance with Society policy. A Society Director bears all other expenses.

The personal expense to a Society Director is estimated to be approximately two thousand dollars ($2,000) to three thousand dollars ($3,000) per year. This may vary depending on the boundaries of the Region and the number of units within that Region.

6.4 **Secretary.** The Secretary shall attend all meetings of the Society, of the Board of Direction, and of the Executive Committee, prepare the agendas thereof, record the proceedings thereof, and maintain all corporate documents.

6.4.1 **Additional Duties.** The Secretary shall resolve issues with elections, provide names of Official Nominees to the Society membership; provide a ballot to voting members prior to the Society-level election; receive petitions for Society-level office; receive completed Society-level election ballots; set dates for closing of the Society-level election and for the counting of Society-level election ballots; notify those elected and inform the secretaries of all Sections of such; notify members of dues status; give advance authorization for funding of committee meetings and meetings of the Board of Direction and Executive Committee meetings; notify appointees of committee assignments; furnish membership lists to local units upon request; receive resolutions from Branches, Sections, and Councils; receive reports from committees and representatives to external organizations; receive action requests for Board of Direction and Executive Committee meetings; refer complaints to the Committee on Professional Conduct, oversee professional conduct investigations and hearings; keep records of professional conduct proceedings, and issue appropriate notices to members under investigation.

6.4.2 **Limits of Authority.** The Secretary has decision-making authority as assigned by the Bylaws and delegated by the Board of Direction.

6.4.3 **Relationships to Others.** The Secretary is accountable to and serves at the pleasure of the Board of Direction.

6.4.4 **Knowledge and Experience Required.** The Secretary shall be a voting Society member and shall possess knowledge of and commitment to the Society’s governing documents, operating procedures, policies, goals and objectives, and parliamentary procedure.

6.5 **Treasurer.** The Treasurer shall provide financial oversight on behalf of the Board of Direction and with staff assistance, oversees preparation and implementation of the Society’s operating budget. The Treasurer also provides guidance in establishing the Society’s financial goals and objectives.

6.5.1 **Additional Duties.** The Treasurer serves as the financial officer and chair of the Program and Finance Committee; monitors the Society’s General Fund and trust funds, including investment transactions and their performance; manages Society budgets with the Program and Finance Committee
and assists the Board of Direction in its review of actions related to its financial responsibilities; monitors budget performance; works with the Executive Director and President to ensure appropriate financial reports are made available to the Board of Direction on a timely basis; assists the Executive Director and President in preparing the annual budget and future projections and presenting the budget to the Board of Direction for approval; attends all meetings of the Executive Committee and Board of Direction; and advocates Society policies.

6.5.2 **Limits of Authority.** The Treasurer has limited authority to utilize resources and expend Society funds within established guidelines or with the specific concurrence of the Executive Director, Executive Committee or Board of Direction.

6.5.3 **Relationships to Others.** The Treasurer is accountable to the Board of Direction.

6.5.4 **Knowledge and Experience Required.** The Treasurer shall possess knowledge of and commitment to the Society’s governing documents, operating procedures, policies, goals and objectives; shall possess an understanding of corporate accounting; should be knowledgeable of tax codes affecting not-for-profit corporations; and shall be knowledgeable of securities investment and performance expectations.

6.5.5 **Financial Expectations of the Treasurer.** The Society reimburses the Treasurer for reasonable travel expenses in accordance with Society policy. The Treasurer bears all other expenses.

The personal expense to the Treasurer is estimated to be approximately two thousand dollars ($2,000) to three thousand dollars ($3,000) per year.

6.6 **Region Governors.**

6.6.1 **Additional Duties.** Region Governors shall serve on Board Committees and Society Committees as appointed; provide guidance to geographic Councils and Assemblies; provide leadership at Multi-Region Leadership Conferences and Younger Member Forums; review Annual Reports from their respective Organizational Entities and coordinate with the Member Communities Committee on how to resolve issues of concern; and attend meetings of geographic Councils, Sections, Branches, Student Chapters, technical and professional groups and Younger Members and file a report to the Region Board of Governors following each.

6.6.2 **Limits of Authority.** Region Governors have limited authority to utilize resources and expend Region funds within established guidelines or with the specific concurrence of the Region Board of Governors.

6.6.3 **Relationships to Others.** Region Governors are accountable to the Region Board of Governors and responsible to the members to plan, organize, direct, manage, and carry out events to engage and serve members in the Region.

6.6.4 **Knowledge and Experience Required.** Region Governors should have professional credibility with leadership skills, management experience and significant career accomplishments; and should be a confident communicator and presenter, a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder. Region Governors shall also have skills in communicating with members and the public, in government relations and advocacy, and in conducting events which will engage and serve members.
6.6.5 **Financial Expectations of Geographic Region Governors.** The Society reimburses a Geographic Region Governor for reasonable travel expenses in accordance with Society policy. A Geographic Region Governor bears all other expenses.

The personal expense to a Geographic Region Governor is estimated to be approximately three hundred dollars ($300) to one thousand two hundred dollars ($1,200) per year. This may vary depending on the boundaries of the Region and the number of units within that Region.

6.6.6 **Financial Expectations of Technical Region Governors.** An Institute may reimburse a Technical Region Governor for reasonable travel expenses in accordance with Society policy. A Technical Region Governor will bear all other expenses.

6.7 **Absences from Meetings of the Board of Direction.** In the event of absence of an elected Director at two (2) consecutive meetings of the Board of Direction or of a Board Committee or Society Committee of which the elected Director is a member, the Secretary shall call the matter to the attention of the Board of Direction for possible action in accordance with Bylaws 6.3. In the case of a Region Director no action shall be taken without notice to and the opportunity for input by the Region Board of Governors that the Region Director represents.

6.7.1 **Notification to the Board of Direction of Absences.** The Secretary shall include notice of such absences in the agenda for the subsequent Board of Direction meeting.

6.8 **Installation of Officers, Directors and Governors.** A formal installation shall occur for duly elected or appointed Officers, Directors and Governors to commence their term of office.

**ARTICLE 7. REGIONS AND ELECTIONS**

7.0 **Geographic Regions.** A Geographic Region shall be designated as Region “___” (#) of the American Society of Civil Engineers.

- **Region 1** is comprised of the following Sections: Boston Society, Buffalo, Connecticut Society, Ithaca, Maine, Metropolitan, Mohawk-Hudson, New Hampshire, New Jersey, Rhode Island, Rochester, Syracuse, Vermont, and the members in the Provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, Quebec (Canada);

- **Region 2** is comprised of the following Sections: Central Pennsylvania, Delaware, Lehigh Valley, Maryland, National Capital, Philadelphia, Pittsburgh;

- **Region 3** is comprised of the following Sections: Akron-Canton, Central Illinois, Central Ohio, Cincinnati, Cleveland, Dayton, Duluth, Illinois, Michigan, Minnesota, North Dakota, Quad-City, Toledo, Wisconsin, and the members in the Provinces of Manitoba, Nunavut, Ontario, Saskatchewan (Canada);

- **Region 4** is comprised of the following Sections: Arkansas, Indiana, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, West Virginia;

- **Region 5** is comprised of the following Sections: Alabama, Florida, Georgia, Louisiana, Mississippi, Puerto Rico;

- **Region 6** is comprised of the following Sections: Mexico, New Mexico, Oklahoma, Texas;

- **Region 7** is comprised of the following Sections: Colorado, Iowa, Kansas, Kansas City, Nebraska, South Dakota, St. Louis, Wyoming;
Region 8 is comprised of the following Sections: Alaska, Arizona, Columbia, Hawaii, Inland Empire, Montana, Nevada, Oregon, Seattle, Southern Idaho, Tacoma-Olympia, Utah, and the members in the Provinces of Alberta, British Columbia, Northwest Territories, Yukon (Canada);

Region 9 is comprised of the following Sections: Los Angeles, Sacramento, San Diego, San Francisco; and

Region 10 is comprised of all remaining members in geographic territories worldwide.

7.1 Objective of Society Election Process. The objective of the Society’s election process is to provide a fair and impartial framework by which each Candidate receives equal opportunity for promotion of the Candidate’s qualifications for Society-level office to the voting membership.

All activities associated with the Society’s election shall be conducted with due regard for the high character and dignity of the Society and the profession, and shall conform to the standards represented by the Code of Ethics.

The process should respect each member’s needs and time. It is the intent of the process to inform the electorate, while also shielding members from unwanted intrusions and limiting expenses for Candidates and Nominees.

The Society’s election process encourages qualified Society members to become Candidates for Society-level offices, engage members with leadership skills and vision at the time they are willing to serve, and provide adequate information on Candidates to the Society’s voting membership.

7.2 Authority Over Election Issues. The Society manages the Society-level election process. Election questions and conflicts shall be referred to the Society Secretary for resolution. In the case of violations to stated election procedures, the Society Secretary may refer the violation to the Executive Committee for resolution. A Candidate or Nominee may be declared ineligible for office if the Candidate or Nominee is found to have violated the Society’s election process. Organizational Entities who violate the Society’s election process may be sanctioned by the Society.

In the event of violation of the Society’s Code of Ethics, the violation shall be forwarded to the Committee on Professional Conduct for investigation.

The Society is the official source of information on the Nominees and the election process.

7.3 Notification of Vacancy for Society Offices. The Society shall publish not later than July 1 in an Official Society Publication a statement of openings in the Society’s elected offices for the upcoming year.

7.4 Expectations of Candidates for Society Office. The Society expects all Candidates for office to review the Society’s governing documents, consult with the incumbent office holder, and become familiar with the activities of the Society prior to declaring their intent to pursue office.

Candidates and Nominees shall inform their supporters of the Society’s policies governing appropriate conduct relative to election campaigns.

7.5 Election Cycle. The Election Cycle of the Society-level election shall commence on September 1, regardless of whether this date falls on a weekend or holiday, and shall cease on the final date for ballot submission as stipulated by the Society Secretary.
7.6 Election Protocols for Candidates and Nominees Seeking Elected Office.

7.6.1 Deadline Dates. Except for the start of the Election Cycle, when a due date falls on a non-work day, such as a holiday or weekend, the due date shall fall on the next immediate business day.

7.6.2 Public Addresses. Candidates and Nominees for elected office shall be permitted to make speeches in support of their candidacy and participate in debates in accordance with Society election rules. At all times, Candidates and Nominees shall focus on their background, qualifications, leadership skills, vision and goals for the Society relative to the office they seek. No discussion of any other Candidate or Nominee is permitted.

7.6.3 Attendance at Organizational Entity Meetings. An Organizational Entity may invite Candidates and Nominees for elected office to attend a meeting, provided a formal invitation is extended not later than thirty (30) days prior to the event to all Candidates and Nominees for the same office. Candidates and Nominees may make a presentation to the meeting attendees regardless of whether all Candidates and Nominees for the same office accept the invitation.

7.6.4 Participation by Alternative Means. An Organizational Entity shall make available means for participation by those Candidates and Nominees seeking elected office who are unable to accept an invitation in person but wish to be represented by alternative means.

7.6.5 Attendance without an Invitation. Candidates and Nominees for elected office may attend a meeting of an Organizational Entity without an invitation but shall not be allowed to make a presentation to those in attendance.

7.6.6 Exception to Meeting Invitation. Candidates and Nominees for elected office may address their assigned Section, Branch or Primary Institute without a formal invitation being extended to the remaining Candidates and Nominees who have an Address of Record outside the Section or Branch, or have designated another Institute as their Primary Institute. The Organizational Entity is encouraged to extend a formal invitation to all Candidates and Nominees for the same office, regardless of their Address of Record.

7.6.6.1 Non-Election Meeting Invitation. Candidates and Nominees for elected office may participate in non-election events without a formal invitation being extended to the remaining Candidates and Nominees, provided the event does not advertise or identify the individual as a Candidate or Nominee, and the Candidate or Nominee is not permitted to discuss their pursuit of elected office as part of the official program.

7.6.7 Multi-Region Leadership Conferences. Official Nominees for the office of President-elect shall attend the Multi-Region Leadership Conferences.

7.6.8 Reimbursement. Candidates and Nominees for elected office shall be responsible for all travel related costs when accepting an invitation from an Organizational Entity. Official Nominees for the office of President-elect shall be entitled to reimbursement for attendance at the Multi-Region Leadership Conferences in accordance with the Society’s reimbursement policy.

7.6.9 Pursuit of Nomination. Candidates and Nominees for elected office may contact members to discuss their candidacy. However, contact with members of the Region Board Nominating Committee or Board of Direction Nominating Committee regarding nomination shall cease at least ten (10) days prior to the Nominating Committee meeting.
7.6.10 **Campaign Materials.** 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.

7.7 **Society Support for Election.** The Society shall publish in an Official Society Publication and make available for publication by Organizational Entities, the election materials received for all Official and Petition Nominees for elected offices.

7.8 **Region Election Materials.** Candidates for the office of Region Governor and Region Director shall provide to the Chair of their Region Nominating Committee any additional information stipulated by the Region’s governing documents.

7.9 **Candidacy for President-elect.** The process for pursuing the office of President-elect includes the following steps:

7.9.1 **Determination of Nomination Route.** Candidates for the office of President-elect shall determine whether to pursue nomination through their assigned Geographic Region or the Technical Region.

7.9.1.1 **Declaration of Intent through Geographic Region.** Candidates for the office of President-elect through their Geographic Region shall declare intent to pursue office by submitting to the Chair of their Geographic Region Board of Governors and the Society Secretary a Letter of Intent to Serve. The Letter of Intent to Serve shall include, in the format specified by the Society Secretary, a Biographical Statement, Vision Statement and color photograph suitable for publication. The Letter of Intent to Serve and required election materials shall be submitted not later than November 1.

7.9.1.2 **Declaration of Intent through Technical Region.** Candidates for the office of President-elect through the Technical Region shall declare intent to pursue office by submitting to the Chair or President of their selected Primary Institute, the Chair of the Technical Region Board of Governors, and the Society Secretary a Letter of Intent to Serve. The Letter of Intent to Serve shall include, in the format specified by the Society Secretary, a Biographical Statement, Vision Statement and color photograph suitable for publication. The Letter of Intent to Serve and required election materials shall be submitted not later than September 1.

7.9.1.2.1 **Technical Region Candidate Pool.** An Institute may forward the name of up to one (1) declared Candidate to the Chair of the Technical Region Board of Governors not later than November 1.

7.9.2 **Election Materials for President-elect Candidates.**

7.9.2.1 **Biographical Statement for President-elect Candidates.** All Candidates for the office of President-elect shall develop a Biographical Statement that shall not exceed one thousand (1,000) words. The Biographical Statement shall conform to the format specified by the Society Secretary. The Biographical Statement shall be submitted with the Candidate’s Letter of Intent to Serve.

7.9.2.2 **Vision Statement for President-elect Candidates.** All Candidates for the office of President-elect shall develop a Vision Statement that shall not exceed one thousand (1,000) words. The Vision Statement shall detail the Candidate’s vision for the Society and plans for
activities during their term in office. No discussion of any other Candidate is permitted in the Vision Statement. The Vision Statement shall be submitted with the Candidate’s Letter of Intent to Serve.

7.9.2.2.1 **Revisions to the Biographical and Vision Statements for President-elect Nominees.** Official and Petition Nominees for President-elect may revise their Biographical and Vision Statements no more than one (1) time during the Election Cycle. Any revisions to the Biographical and Vision Statements shall be submitted to the Society Secretary not later than March 1.

7.9.2.3 **Photograph for President-elect Candidates.** All Candidates for the office of President-elect shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication. The photograph shall be submitted with the Candidate’s Letter of Intent to Serve.

7.9.3 **Distribution of Consolidated Candidate Pool.** The Society Secretary shall distribute to the Region Boards of Governors a consolidated pool of declared Candidates from the Geographic and Technical Regions for the office of President-elect. The consolidated pool of Candidates, along with the election materials, shall be distributed to the Region Boards of Governors not later than November 5.

7.9.4 **Nomination of President-elect Nominees.** Region Nominating Committees may only meet after the Consolidated Pool of Candidates has been distributed.

7.9.5 **Geographic Region Nominating Committee.** A Geographic Region with declared Candidates may select up to two (2) individuals as Nominees for President-elect from among declared Candidates from their Region. The Chair of the Geographic Region Board of Governors shall convene a meeting on a date and time that will ensure the name(s) of their President-elect Nominee(s) are submitted to the Society Secretary not later than December 1 for consideration by the Board of Direction Nominating Committee.

7.9.5.1 **Restrictions.** The Geographic Region Nominating Committee shall not forward more than one (1) Nominee for President-elect from any Section in an Election Cycle.

7.9.5.2 **Petition Nomination for President-elect by Geographic Region Candidates.** Only Candidates for President-elect who were considered and not selected by their Geographic Region Nominating Committee as a Nominee for President-elect may declare their intent to acquire the required number of petition signatures to be considered by the Board of Direction Nominating Committee as an Official Nominee. Candidates shall inform the Society Secretary of their intent to pursue nomination for the office of President-elect by petition not later than December 3.

7.9.5.3 **Petition Signatures.** Signatures from at least four hundred (400) voting members from the Candidate’s Geographic Region shall place the Candidate before the Board of Direction Nominating Committee as a Nominee for the office of President-elect. The Society Secretary shall make available the acceptable petition form and instructions. Completed petition forms shall be submitted to the Society Secretary for validation not later than December 16.

7.9.6 **Technical Region Nominating Committee.** The Technical Region Nominating Committee may select up to four (4) individuals from the declared Technical Region Candidates for President-elect. The Chair of the Technical Region Board of Governors shall convene a meeting on a date and time that will ensure the name(s) of the President-elect Nominee(s) are submitted to the Society Secretary not later than December 1.
7.9.6.1 Petition Nomination for President-elect by Technical Region Nominees. Only Nominees for President-elect who were considered and not selected by the Technical Region Nominating Committee as a Nominee for President-elect may declare their intent to acquire the required number of petition signatures to be considered by the Board of Direction Nominating Committee as an Official Nominee. Nominees shall inform the Society Secretary of their intent to pursue nomination for the office of President-elect by petition not later than December 3.

7.9.6.2 Petition Signatures. Signatures from at least four hundred (400) voting members from the Technical Region shall place the Nominee before the Board of Direction Nominating Committee as a Nominee for the office of President-elect. The Society Secretary shall make available the acceptable petition form and instructions. Completed petition forms shall be submitted to the Society Secretary for validation not later than December 16.

7.9.7 Interview of Nominees by Board of Direction Nominating Committee. All Nominees for President-elect whose names are properly submitted to the Chair of the Board of Direction Nominating Committee shall be invited to the January meeting of the Board of Direction, and shall be available for discussion with the Board of Direction Nominating Committee. Reimbursement of travel expenses in accordance with the Society’s travel policy shall be provided, if requested.

7.9.7.1 Procedure. The Board of Direction Nominating Committee shall select up to two (2) Official Nominees for President-elect, in accordance with the Society’s Bylaws.

7.9.7.2 Petition Nominees to Election Ballot. Only Nominees who were considered by the Board of Direction Nominating Committee but not selected as an Official Nominee for President-elect may seek a petition route to the election ballot. Nominees shall inform the Society Secretary of their intent to pursue nomination by petition no more than two (2) business days following the adjournment of the Board of Direction Nominating Committee meeting.

7.9.7.2.1 Petition Signatures. Signatures from at least one thousand five-hundred (1,500) voting Society members, validated by the Secretary, shall place the Nominee on the election ballot as a Petition Nominee for the office of President-elect. The petition signatures shall be received electronically by the Society Secretary starting not earlier than two (2) days following the date of declaration of petition and conclude on March 15. Nominees who acquired the required petition signatures at the Region Nominating Committee stage may apply those signatures toward the one thousand five-hundred (1,500) needed to be placed on the election ballot.

7.10 Candidacy for Geographic Region Director.

7.10.1 Declaration of Intent. Candidates for the office of Geographic Region Director shall declare their intent to pursue the office of Geographic Region Director to the Chair of their Geographic Region Nominating Committee and the Society Secretary not later than December 1.

7.10.1.1 Letter of Intent to Serve. All Candidates for the office of Geographic Region Director shall consent to their nomination by submitting a written Letter of Intent to Serve. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Society Directors outlined in the Official Register, understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Geographic Region Director. The Letter of Intent to Serve shall be submitted to the Chair of the Geographic Region Nominating Committee and the Society Secretary not later than December 1.
7.10.1.2 **Biographical Statement for Geographic Region Director Candidates.** All Candidates for the office of Geographic Region Director shall develop a Biographical Statement, in a format stipulated by the Society Secretary, not to exceed six hundred (600) words. The Biographical Statement shall be submitted to the Chair of the Geographic Region Nominating Committee and Society Secretary not later than December 1.

7.10.1.3 **Vision Statement for Geographic Region Director Candidates.** All Candidates for the office of Geographic Region Director shall develop a Vision Statement that shall not exceed six hundred (600) words. The Vision Statement shall detail the Candidate’s vision for the Society and plans for activities during the term in office. No discussion of any other Candidate is permitted in the Vision Statement. The Vision Statement shall be submitted to the Chair of the Geographic Region Nominating Committee and Society Secretary not later than December 1.

7.10.1.4 **Photograph for Geographic Region Director Candidates.** All Candidates for the office of Geographic Region Director shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication. The photograph shall be submitted with the Candidate’s Letter of Intent to Serve.

7.10.2 **Nomination by Geographic Region Nominating Committee.** The Geographic Region Nominating Committee shall select up to two (2) Official Nominees for Geographic Region Director according to defined Society and Region procedures. The Chair of the Geographic Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) are submitted to the Society Secretary not later than March 1.

7.10.2.1 **Petition to Election Ballot for Geographic Region Director.** Only Candidates for Geographic Region Director who were considered by the Geographic Region Nominating Committee but not selected as a Nominee for Geographic Region Director may pursue nomination by petition. Candidates shall inform the Society Secretary of their intent to pursue nomination for the office of Geographic Region Director by petition not later than March 3.

7.10.2.2 **Petition Signatures.** Signatures from at least two hundred-fifty (250) Society voting members from the Candidate’s Geographic Region, validated by the Secretary, shall place the Nominee on the election ballot for the office of Geographic Region Director. The petition signatures shall be received electronically by the Society Secretary not earlier than March 5 and conclude on March 15.

7.11 **Candidacy for Technical Region Director.**

7.11.1 **Candidate Pool.** Each Institute Governing Board may select one (1) Candidate for Technical Region Director. The President of each Institute Governing Board, if it intends to submit a Candidate for Technical Region Director, shall convene a meeting on a date and time that will ensure the name of the Candidate is submitted to the Technical Region Nominating Committee not later than December 1.

7.11.2 **Candidate Election Package.** The President of each Institute submitting a candidate for the office of Technical Region Director, shall submit their Candidate’s Election Package to the Chair of the Technical Region Board of Governors and the Society Secretary not later than December 1.

7.11.2.1 **Letter of Intent to Serve.** All Candidates for the office of Technical Region Director shall consent to their nomination by submitting a written Letter of Intent to Serve. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Society Directors outlined in the *Official Register*, understands the financial and personal
commitment required, and intends to comply with the responsibilities for service as a Technical Region Director.

7.11.2.2 Biographical Statement for Technical Region Director Candidates. All Candidates for the office of Technical Region Director shall develop a Biographical Statement, in a format stipulated by the Society Secretary, not to exceed six hundred (600) words.

7.11.2.3 Vision Statement for Technical Region Director Candidates. All Candidates for the office of Technical Region Director shall develop a Vision Statement that shall not exceed six hundred (600) words. The Vision Statement shall detail the Candidate’s vision for the Society and plans for activities during the term in office. No discussion of any other Candidate is permitted in the Vision Statement.

7.11.2.4 Photograph for Technical Region Director Candidates. All Candidates for the office of Technical Region Director shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication. The photograph shall be submitted with the Candidate’s Letter of Intent to Serve.

7.11.2.5 Additional Material for Technical Region Director Candidates. Candidates for Technical Region Director may be asked to submit written responses to questions developed by the Technical Region Board of Governors. The written responses will assist the Technical Region Board of Governors in determining the Official Nominee(s) for Technical Region Director.

7.11.3 Nomination by Technical Region Nominating Committee. The Technical Region Nominating Committee shall select the Official Nominee(s) for Technical Region Director according to defined Society and Region procedures. The Chair of the Technical Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) for Technical Region Director are submitted to the Society Secretary not later than March 1.

7.11.3.1 Petition to Election Ballot for Technical Region Director. Only Nominees for Technical Region Director who were considered by the Technical Region Nominating Committee but not selected as an Official Nominee for Technical Region Director may pursue nomination by petition. Nominees shall inform the Society Secretary of their intent to pursue nomination for the office of Technical Region Director by petition not later than March 3.

7.11.3.2 Petition Signatures. Signatures from at least two hundred-fifty (250) Society voting members from the Technical Region, validated by the Secretary, shall place the Nominee on the election ballot for the office of Technical Region Director. The petition signatures shall be received electronically by the Society Secretary not earlier than March 5 and conclude on March 15.

7.12 Candidacy for At-Large Director. The process for pursuing the office of At-Large Director includes the following steps:

7.12.1 Review of Criteria for At-Large Director Candidates. The Standing Board Committees, Society Committees, Executive Committee constituent committees, the Industry Leaders Council and the Younger Member Councils shall receive Board of Direction approved criteria for the At-Large Director position not later than November 15 of the year prior to that in which the vacancy will be filled.

7.12.2 Candidate for At-Large Director. Using the Board-approved criteria, Candidates for At-Large Director shall be nominated by a Standing Board Committee, Society Committee, Executive Committee constituent committee, the Industry Leaders Council, or the Younger Member Councils not later than
March 1, or by the At-Large Director Review Panel. The nomination package shall include a current resume, an explanation of why the individual fulfills the criteria established by the Board, and what valuable assets the individual will bring to the Board of Direction.

7.12.3 Process.

7.12.3.1 Development of Candidate Pool. The At-Large Director Review Panel shall convene not later than April 15 to review the Candidates for At-Large Director. The At-Large Director Review Panel shall rank the Candidates in order of preference and submit a Candidate Pool of no more than three (3) individuals to the Society Secretary.

7.12.3.2 Candidate Acceptance. Not later than April 30 the Society Secretary shall contact the At-Large Director Candidates in the order of preference submitted by the At-Large Director Review Panel until one (1) Candidate’s willingness to serve is obtained.

7.12.3.2.1 Candidate Non-Acceptance. If none of the three (3) Candidates for At-Large Director is able or willing to serve then the At-Large Director Review Panel shall propose additional At-Large Director Candidates until there is an acceptance.

7.12.3.3 Letter of Intent to Serve. The At-Large Director Candidate who verbally accepts a position on the Board of Direction shall confirm their decision by submitting to the Society Secretary a written Letter of Intent to Serve, with acknowledgement of and intent to comply with the duties and responsibilities of the office. The Letter of Intent to Serve shall be submitted to the Society Secretary not later than May 15.

7.12.3.4 Submission of At-Large Director Nominee. Upon completion of the review process, the At-Large Director Review Panel shall present no more than one (1) Nominee to the Board of Direction for appointment to the office of At-Large Director.

7.12.4 Endorsements for At-Large Director Candidates. Candidates and Nominees for the office of At-Large Director shall not seek or accept endorsements from Organizational Entities, Individual Members, or any other entity.

7.13 Candidacy for Geographic Region Governor.

7.13.1 Declaration of Intent. Candidates for the office of Geographic Region Governor shall declare their intent to pursue the office of Geographic Region Governor to the Chair of their Geographic Region Nominating Committee and the Society Secretary not later than December 1.

7.13.1.1 Letter of Intent to Serve. All Candidates for the office of Geographic Region Governor shall consent to their nomination by submitting a written Letter of Intent to Serve. The Letter of Intent shall confirm the Candidate understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Geographic Region Governor. The Letter of Intent to Serve shall be submitted to the Chair of the Geographic Region Nominating Committee and the Society Secretary not later than December 1.

7.13.1.2 Biographical Statement for Geographic Region Governor Candidates. All Candidates for the office of Geographic Region Governor shall develop a Biographical Statement, in a format stipulated by the Society Secretary, not to exceed two hundred (200) words. The Biographical Statement shall be submitted to the Chair of the Geographic Region Nominating Committee and Society Secretary not later than December 1.
7.13.1.3 **Vision Statement for Geographic Region Governor Candidates.** All Candidates for the office of Geographic Region Governor shall develop a Vision Statement that shall not exceed two hundred (200) words. The Vision Statement shall detail the Candidate’s vision for the Society and plans for activities during the term in office. No discussion of any other Candidate is permitted in the Vision Statement. The Vision Statement shall be submitted to the Chair of the Geographic Region Nominating Committee and Society Secretary not later than December 1.

7.13.1.4 **Photograph for Geographic Region Governor Candidates.** All Candidates for the office of Geographic Region Governor shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication. The photograph shall be submitted with the Candidate’s Letter of Intent to Serve.

7.13.2 **Nomination by Geographic Region Nominating Committee.**

7.13.2.1 **Procedure for a Single or Restricted Vacancy.** When there is a single vacancy or a vacancy restricted by Region governing documents, a Geographic Region Nominating Committee shall select up to two (2) Official Nominees for Geographic Region Governor as specified in the Society and Region documents.

7.13.2.2 **Procedure for Multiple Vacancies.** When there are multiple restricted vacancies for Geographic Region Governor, the Geographic Region Nominating Committee shall endeavor to select a number of Official Nominees not to exceed two (2) times the number of vacancies available.

7.13.2.3 **Official Nominees for Geographic Region Governor.** The Chair of the Geographic Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) are submitted to the Society Secretary not later than March 1.

7.13.2.3.1 **Petition to Election Ballot for Geographic Region Governor.** Only Candidates for Geographic Region Governor who were considered by the Geographic Region Nominating Committee but not selected as an Official Nominee for Geographic Region Governor may pursue nomination by petition. Candidates shall inform the Society Secretary of their intent to pursue nomination for the office of Geographic Region Governor by petition not later than March 3.

7.13.2.3.2 **Petition Signatures.** Signatures from at least one hundred (100) Society voting members from the Geographic Region, validated by the Secretary, shall place the Nominee on the election ballot for the office of Geographic Region Governor. The petition signatures shall be received electronically by the Society Secretary not earlier than March 5 and conclude on March 15.

7.14 **Activities of Organizational Entities Relative to Society-level Elections.**

7.14.1 **Provision of Membership Information.** An Organizational Entity shall not provide membership lists of address records or e-mail addresses to Candidates, Nominees or their supporters for any purpose relative to a Society election.

7.14.2 **Publication of Information.** An Organizational Entity may publish information on Nominees that is obtained from the Society Secretary, provided the Organizational Entity publishes the same information for all Nominees for the same office.
7.14.3 Promote Participation. In advance of the Election Cycle, an Organizational Entity is encouraged to promote the list of vacancies, declaration dates, and other information regarding the Society-level election in its publications and Web site, including the election Web site, Nominee information, deadline dates and other election details.

7.14.4 Written Questions for President-elect Nominees. Written questions for the President-elect Nominees by Organizational Entities shall be submitted to the Society Secretary not later than March 1. Upon review, the Society Secretary may forward the questions to the Nominees and publish their responses in ASCE News, election podcasts, or other election venues. Questions posed to President-elect Nominees in a face-to-face meeting are not subject to prior approval by the Society Secretary.

7.15 Election Ballot. The election ballot shall include the names of all Nominees for Society-level and region office. In Society elections, proxy voting is allowed to the extent that members may authorize the Secretary to cast their electronic proxy ballot for designated Nominees.

7.15.1 Instructions for Balloting. Ballot processes shall ensure anonymity. Directions for voting shall be issued with the ballot.

7.15.2 Distribution of Ballot to Members. For all voting members of the Society in good standing on April 1, with a valid e-mail address on file, the current year's election ballot and instructions for voting shall be distributed electronically not later than May 1.

7.15.3 Tallying of the Ballots.

7.15.3.1 Deadline for Receipt of Ballots. The polls for the election shall close at the end of business on June 1 and the ballots shall be tallied on June 2, except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so that the close of balloting and the tallying of ballots shall fall on business days, and provided further that election ballots shall be tallied not later than June 5.

7.15.3.2 Validation by Tellers Committee. The election results shall be verified under the supervision of no fewer than three (3) tellers who shall be appointed by the President. These tellers, who shall be voting members of the Society in good standing, comprise the Tellers Committee. No tally or listing of votes cast in any Society election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board of Direction from the persons so tied.

7.15.3.2.1 Tallying of Votes in Offices Where There are Multiple Vacancies. When multiple vacancies for Geographic Region Governor exist within a specific Region, the individuals with the largest number of valid votes for that office shall be declared elected.

7.15.3.3 Rejection of Ballots. Ballots that violate any of the published instructions for balloting may be rejected. The ruling of the Tellers Committee relative to the rejection of ballots is subject only to appeal to the Board of Direction by the Nominee whose ballots were in question.

7.15.3.4 Rejection of Vote. Write-in votes are not accepted.
7.15.3.5 **Notification of Nominees.** Immediately following the validation of the ballots, the Secretary or his designee shall notify all Nominees of the election results.

7.15.3.6 **Disqualification Due to Relocation.** If a Nominated or Elected Geographic Region Director or Governor changes their Address of Record to outside their Region, then that individual shall be ineligible for the office to which they were nominated or elected.

7.16 **Announcement of Election Results.** Following notification of election results to the Official Nominees, the Secretary or his designee shall announce the names of the individuals elected to the Board of Direction, Presidents and secretaries of all Sections and Chairs of Region Boards of Governors. A general announcement shall also be published in an Official Society Publication. A voting member may request the full election report by submitting a written request to the Secretary.

**ARTICLE 8. MEETINGS**

8.0 **Conflict with Business Meetings.** No Society-related business or activities shall be scheduled to be conducted coincident with the time of the Annual Membership Meeting of the Society, with any General Business Meeting, or any Special Business Meeting.

8.1 **Content of Business Meetings.** Unless otherwise provided by the Board of Direction, the items of business at Business Meetings shall include:

—At the Annual Membership Meeting, a report of the Executive Director for the year ending September 30 which shall include a financial report, announcements by the Secretary, a report on canvass of ballot for Officers, Society Directors and Region Governors, installation of new Officers and Society Directors, and other items as deemed necessary by the Board of Direction.

—At General Business Meetings, minutes, announcements and reports by the Secretary, and new business.

8.2 **Committee Meetings.** The frequency of committee meetings depends on the workload and tasks to be accomplished and on committee budgets. Emphasis should be placed on phone, fax, e-mail, mail communications, teleconferences or other alternatives wherever appropriate.

8.2.1 **Calling a Committee Meeting.** Committee meetings may be called by the chair or at the request of a majority of the committee.

8.2.2 **Notice of a Committee Meeting.** Ample advance notice of committee meetings shall be given to all committee members. The Executive Director shall be given advance notification of all committee meetings.

8.2.3 **Funding of a Committee Meeting.** The Executive Director must give advance authorization for any committee expenditures in excess of those funds budgeted for a committee.

8.3 **Reimbursement for Society Meetings.** These procedures apply to reimbursement for all approved Society travel. If travel cost is to be reimbursed by the Society, the following authorization procedure is required.

8.3.1 **Request for Reimbursement Authorization.** A request for authorization shall be submitted to the headquarters of the Society at least thirty (30) days prior to the proposed date for the meeting. The request shall contain a statement demonstrating the need for the meeting, and the following information:
the agenda, stating purposes of the meeting; the date, time and location of the meeting; and the persons expected to attend, identifying those requesting full or partial reimbursement of travel cost.

8.3.2 Minimum Cost Location. The location of the meeting shall be selected to assure minimum expense to the Society, including transportation and other expenses, and, to the extent compatible therewith, minimum travel time for participants. In general, a minimum cost location will be a location central to those attending the meeting. However, a meeting may be authorized to be held at a non-central location if the request provides that the total cost for a meeting in the location selected will not exceed the cost for the same meeting at a minimum cost location. Meetings should be scheduled to take advantage of lower cost airfare alternatives that may be available on weekends or selected weekdays.

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

8.3.3 Availability of Funds. Reimbursement authorization for attendance at meetings shall be subject to the availability of budgeted funds. The Chair is responsible for informing eligible members of the funds available prior to any authorized travel.

8.3.4 Requirement to Submit Report Prior to Reimbursement. Reimbursement of expenses may be withheld until the Secretary receives the required report or minutes.

8.3.5 Reimbursement for Attendance at Board of Direction Meetings. Reimbursement may be authorized by the Secretary for attendance at Board of Direction or Executive Committee meetings by the chairs of standing Board Committees and Society Committees, those special committees presenting a report, and Nominees included on an official Society ballot between the time the ballot is distributed and the time the Nominee is duly elected. Nominees for President-elect may receive reimbursement for attendance at Board of Direction or Executive Committee meetings following May 1 of the year of election.

8.3.5.1 Reimbursement for Attendance at Board of Direction Nominating Committee Meetings. Nominees for President-elect shall be available for interview by the Board of Direction Nominating Committee and reimbursement is authorized for attendance.

8.4 Region 10 Travel Authorization. All Region 10 travel undertaken by volunteers on behalf of the Society shall be authorized in advance by the Society’s Executive Director. The Executive Director shall make periodic reports to the Executive Committee of approved Region 10 travel. In unusual circumstances, the Executive Director may seek approval from the Executive Committee before authorization is granted.

8.4.1 Region 10 Travel Reimbursement. Reimbursement of Region 10 travel is subject to the Society’s travel policy, including submission of a trip report. The reimbursement request and trip report shall be submitted to the Executive Director for approval within sixty (60) days of the trip.

8.5 Travel and Reimbursement Policy. For authorized travel, costs incurred may be reimbursed, subject to specified conditions. All requests for reimbursement shall be made on standard forms provided by the Society. Requests for reimbursement must be submitted to Society staff not later than sixty (60) days after the associated meeting or activity, and must be accompanied by original receipts for airline or train travel. When original receipts are not available, copies of original receipts or a suitable explanation for their absence must be provided to support the request for reimbursement. Reimbursement requests received later than sixty (60) days after the associated meeting or activity may be reimbursed at the discretion of the Executive Director. Reimbursement
requests received later than one hundred twenty (120) days after the associated meeting or activity will not be reimbursed unless an exception is authorized by the Executive Committee.

8.5.1 **Eligibility.** Reimbursement of authorized travel expenses shall be limited to Society or Institute members who are in good standing at the time the travel expense was incurred.

8.5.2 **Transportation.** The cost of transportation may be reimbursed for air, ship, train, or motor vehicle travel, but not in excess of the applicable portion of a fourteen (14) day advance purchase, round-trip, coach airfare ticket. Reimbursement shall be provided for airfare that utilizes the most cost effective route of travel to and from the meeting location. Mileage reimbursement for use of motor vehicles shall not exceed the IRS allowable rate. With pre-approval, exceptions may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of the traveler. Exceptions may also be made when special circumstances result in higher transportation costs.

8.5.3 **Other Expenses.** Except for major transportation costs, expenses incurred during attendance at authorized meetings, including lodging and local transportation to and from airports and depots, may be reimbursed up to a maximum of one hundred thirty-five dollars ($135.00) per night if overnight lodging is utilized, or forty-five dollars ($45.00) per authorized meeting day if overnight lodging is not utilized. In addition to the room night(s) authorized for a meeting, one (1) additional room night of expense, not to exceed one hundred thirty-five dollars ($135.00), may be requested if the resulting savings in airfare is equal to or greater than one hundred thirty-five dollars ($135.00). Expenses are not payable for time in transit to or from the meeting, or for time between meetings. Registration fees incurred for attendance at the ASCE Convention and all other meetings of the Society are not eligible for reimbursement.

8.5.4 **Reimbursement Conditions and Exceptions.**

8.5.4.1 **Reimbursement for Presidential Officers, Presidential Spouses, and Society Staff.** For Presidential Officers, Presidential Spouses, and Society Staff, other expenses are reimbursed on the basis of reasonable, actual expense within established budgetary limits.

The President, Executive Director, and the President’s spouse are authorized to travel outside North America via business class or its equivalent.

8.5.4.2 **Reimbursement for Travel on Behalf of the President and Executive Director.** Members of the Society who attend Region 10 or domestic meetings on behalf of the President or Executive Director shall be reimbursed in accordance with the Society’s maximum authorized meeting day allowance. Reimbursement for members who travel outside North America on behalf of the President or Executive Director is restricted to the price of an economy ticket.

8.5.4.3 **Reimbursement from Another Source.** When all or part of a travel expense is covered from another source, the request to the Society shall signify either that no reimbursement is requested, or that only part, as stipulated, is requested.

8.5.4.4 **Unclaimed Funds.** If any member authorized for travel reimbursement to a meeting does not claim all or part of the funds available for that member, those unclaimed funds cannot be redistributed to another committee member authorized to attend the meeting.

8.5.4.5 **Liaison/Representative Reimbursement.** Society representatives to liaison committees and other external organizations shall not be eligible for travel reimbursement unless authorized in advance by the Executive Committee. Authorized reimbursement shall be made in
8.5.4.6 **International Travel for Committee Meetings.** Members of the Society residing in Region 10 who are members of a Board Committee or Society Committee may be reimbursed for travel authorized in accordance with Society policy to the U.S. from a point outside the U.S. not to exceed the average cost of travel of the U.S. resident members of the committee.

8.5.4.7 **Local Travel.** Travel costs, including transportation and other expenses, may not be reimbursed for trips totaling less than one hundred (100) miles round trip.

8.5.4.8 **No Authorization Required.** Travel is approved for members of the Board of Direction for expenses connected with attendance at meetings of the Board of Direction, assigned Committee meetings, the ASCE Convention, applicable Multi-Region Leadership Conferences and applicable Student Conferences.

8.5.4.9 **Travel by Domestic Geographic Region Directors.** Travel expenses incurred by Domestic Geographic Region Directors on Society business and in their official capacity, are authorized provided such travel occurs in their own Regions. A request to travel outside of the assigned Region shall be authorized in advance by the Executive Committee.

8.5.4.10 **Travel by Technical Region Director.** Travel expenses incurred by Technical Region Directors under their own initiative, on Society business and in their official capacity, are authorized provided such travel occurs domestically. Attendance at Region 10 meetings must be authorized in advance by the Executive Committee.

8.5.4.11 **Travel by Region 10 Director.** Travel on the Region 10 Director’s own initiative within Region 10 is reimbursable in an amount to be determined by the Executive Committee. Such reimbursement for the Region 10 Director’s travel shall not exceed more than one hundred fifty percent (150%) of the average travel reimbursement of all Geographic Region Directors in the most recently completed fiscal year. Reimbursement of travel costs for trips beyond these limits is subject to prior approval by the Executive Committee.

Travel reimbursement for expenses connected with attendance at meetings of the Board of Direction and at meetings of any Board Committee or Society Committee of which the Region 10 Director is a member shall be authorized regardless of the place of residence of the Region 10 Director.

8.5.4.12 **Travel by Domestic Region Governors.** Travel expenses incurred by Domestic Region Governors on Society business within their Region, and in their official capacity, shall be authorized in advance by their Region Board of Governors. Domestic Region Governors may travel outside their Region for the purpose of attending their assigned Student Conferences and their assigned Multi-Region Leadership Conference only with prior approval from their Region Board of Governors and shall be entitled to reimbursement within the Society’s travel policy. A Domestic Region Governor who wishes to travel outside their assigned Region for any other purpose shall submit a request to their Region Director for approval.

8.5.4.13 **Policy Review.** The Board of Direction shall reevaluate the travel reimbursement policy at least once every five (5) years.
ARTICLE 9. COMMITTEES, INSTITUTES, ACADEMIES, GEOGRAPHIC UNITS, FOUNDATIONS, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES

9.0 Committee Membership.

9.0.1 Ex Officio Members. The President and President-elect shall be ex officio members of all Board Committees and Society Committees, and all Executive Committee constituent committees with the exception of the Committee on Professional Conduct, Audit Committee and the Society Awards Committee. Other ex officio members are identified in committee descriptions herein. Ex officio members shall receive all rights of membership but are not obligated to be present at committee meetings and shall therefore not be counted in the quorum of the meeting unless they are present.

9.0.2 Number of Members. The number of members on committees is primarily a function of committee responsibilities.

9.0.2.1 Corresponding Members. Corresponding Members may be added to a committee by the President or President-elect during the appointment process, or by the committee itself, from individuals who have expressed an interest in the committee’s work. A Corresponding Member is not granted the right to participate in committee votes, receive reimbursement for expenses, but may attend the committee’s meeting and shall receive all correspondence of the committee such as meeting agendas and minutes.

9.0.3 Length of Service. All committee members, chairs and other Officers, Society Directors and Region Governors serve a one (1) year term that begins and ends at the conclusion of the Society’s Annual Meeting. A member may be reappointed to successive one (1) year terms but shall not exceed six (6) consecutive years of service on a given committee.

Having served six (6) consecutive years, a member of a committee shall be ineligible for reappointment to the same committee for three (3) years unless an exception is granted by the Society’s Executive Committee. New appointments should be planned so about the same number of members begin each year to maximize experience and foster continuity on the committee.

9.0.4 Committee Officers. Unless otherwise identified in their Organization, each Board, Society, and Executive Committee constituent committee shall have a chair appointed by the President or President-elect. The chair shall preside at all committee meetings and shall be an ex officio of all constituent committees of the committee, unless named a member. The chair may, with the approval of the committee, designate a vice chair from the membership of the committee. The vice chair shall be authorized to chair the committee in the absence of the chair. The secretary of a committee may be appointed from the membership of the committee or be a staff member.

9.1 Committee Administration. The purpose of all Board Committees and Society Committees is to assist the Board of Direction in the responsibility of planning and managing Society programs and business.

9.1.1 Appointment to Committees. The Board of Direction shall appoint members to Board Committees, Society Committees, Executive Committee constituent committees, and special representative or liaison appointments upon recommendation of the President or President-elect. The President or President-elect may not deviate from the Organization of a committee without advance approval from the Executive Committee.
In appointing members to committees, consideration should be given to the appointee’s experience and professional competence in the area of the committee’s charge and interest in, and willingness to contribute to, the committee’s work; as well as the committee’s composition in terms of representation from different geographic locations, practice areas experience bases, and diverse groups. Consideration shall be given to the inclusion of members with an international perspective on all committees. Region Directors serving on the Executive Committee should not be appointed to additional committees unless it is specifically stated in the committee organization.

9.1.2 Membership on Committees. Membership on Board Committees and Society Committees and their constituent committees shall be limited to ASCE members in good standing.

Exceptions for non-ASCE members to serve on Board Committees and Society Committees and their constituent committees shall be evaluated by the Executive Committee on a case-by-case basis, and authorization for reimbursement may or may not be granted by the Executive Committee.

9.1.2.1 Participation on Committees by Institute-only Members. Institute-only members may not serve on Board Committees, Society Committees, and their constituent committees unless the committee organization requires an Institute member. If an ASCE/Institute member cannot be identified to fill the vacancy then an Institute-only member may serve and be entitled to reimbursement within the Society’s travel policy.

9.1.2.2 Appointment to Task Committees and Other Organizations. The Executive Committee shall approve appointments made by the President or President-elect to task committees and liaison appointments to other organizations.

9.1.2.3 Appointment to Constituent Committees of Society Committees. The Society Committee shall make appointments to its constituent committees no later than August 1.

9.1.3 Review of Committee Effectiveness. It shall be the responsibility of the Board of Direction and all standing Board Committees and Society Committees to review periodically their activities and the activities of their constituent committees to determine progress in the accomplishment of the committee’s charge; to review their written policies and procedures for currency; to identify effective committee and constituent committee members, and to recommend replacement of committee and constituent committee members who are ineffective.

9.1.4 Committee Budget and Expenditures. Committees become involved at least twice in the budget development process: (a) providing early input to the Program and Finance Committee at the start of the budget cycle, and (b) anticipating the final approved budget to prepare a funding plan for the Committee’s activities during the coming year. Requests for additions to the Society’s budget after its approval by the Board of Direction must be made to the Executive Committee.

9.1.4.1 Supplementary Assistance. On occasion, committee members engage supplementary assistance independently for work by non-members of their committee. Funds of the Society shall not be expended to reimburse personnel for service rendered under the direction of members of committees of the Society, unless such service has been requested in advance, approved in advance by the appropriate standing Board Committee or Society Committee and funds provided in advance, for such specific payment, by action of the Executive Committee.

9.1.5 Property and Records. The chair shall be responsible for the return of a committee’s tangible property and records and all records relating to any intangible property and work product of the committee, to the Society when discharged, or when requested by the Board of Direction. Such materials,
and any tangible and intangible property including work product prepared by or on behalf of the committee, are solely the property of the Society.

9.2 **Standing Board Committees.** The following are standing Board of Direction committees:

9.2.1 **Audit Committee.**

*Organization.* The Audit Committee (AC) shall consist of no more than three (3) current Society Directors, one (1) of whom shall serve as Chair. Members of the Audit Committee shall be financially literate. Program and Finance Committee members may not serve on the Audit Committee. The Chair of the Audit Committee shall be recommended by the President-elect and approved by the Board of Direction. A signed Conflict of Interest statement shall be required from all members of the Committee.

*Responsibilities.* The Audit Committee shall oversee all aspects of the Society’s financial audits.

9.2.2 **Executive Committee.**

*Constituent Committees.* The Executive Committee shall include the following standing constituent committees:

9.2.2.1 **Committee on Pre-College Outreach**

*Organization.* The Committee on Pre-College Outreach (CPO) shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Preference shall be given to current and past Geographic and Technical Region Governors.

*Responsibilities.* The Committee on Pre-College Outreach shall develop, implement, and support quality programs and resources, based on research, to increase awareness, understanding and interest in civil engineering among students in grades pre-K through 12 with the goal of developing a large diverse population of future engineers and a more knowledgeable public.

9.2.2.1.1 **National Engineers Week/DiscoverE Committee.**

*Organization.* The National Engineers Week/DiscoverE Committee shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

*Responsibilities.* The National Engineers Week/DiscoverE Committee shall identify, implement, and promote engagement among ASCE members around the Engineers Week theme and DiscoverE programs.

9.2.2.2 **Committee on Professional Conduct.**

*Organization.* The Committee on Professional Conduct (CPC) shall consist of no more than eight (8) Society members. At least four (4) members shall have previous service on the Board of Direction. Preference shall be given to Professional Engineers or Professional Surveyors in the United States or the country in which they reside (if such licensure is available), and to members representing diversity in terms of geography, technical discipline, and area of practice.
Responsibilities. The Committee on Professional Conduct shall investigate charges of misconduct against members of the Society as provided in the governing documents and shall provide support and guidance on Society policies and programs to advance the ethical practice of engineering.

9.2.2.3 Executive Director Compensation Review Panel.

Organization. The Executive Director Compensation Review Panel (EDCRP) shall consist of the President, President-elect and the Past President who shall serve as chair. The President-elect shall participate as a non-voting observer.

Responsibilities. The Executive Director Compensation Review Panel shall, following the prescribed format, prepare the review of the Executive Director for presentation to the Executive Committee.

9.2.2.4 Governing Documents Committee.

Organization. The Governing Documents Committee (GDC) shall consist of no more than four (4) members, at least two (2) of whom shall be past members of the Board of Direction. At least one (1) member shall be a Younger Member at the time of appointment. Members shall have interest and experience in governance and parliamentary procedure.

Responsibilities. The Governing Documents Committee shall provide oversight for proposed amendments to the Society’s governing documents and provide counsel to the Board of Direction on issues related to the governing documents; and, as directed, review amendments to the governing documents of Organizational Entities.

9.2.2.5 History and Heritage Committee.

Organization. The History and Heritage Committee (HHC) shall consist of no more than eight (8) Society members.

Responsibilities. The History and Heritage Committee shall promote the civil engineering profession’s history and heritage.

9.2.2.6 Membership Application Review Committee.

Organization. The Membership Application Review Committee (MARC) shall consist of no more than eleven (11) Society members, comprised of no more than ten (10) Members, Fellows or Distinguished Members of the Society. At least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Membership Application Review Committee shall review for possible waiver membership applications that do not qualify according to the Society’s criteria for specific membership grades.

9.2.2.7 Presidents-Emeriti Council.

Organization. The Presidents-Emeriti Council (PEC) shall consist of all Presidents-Emeriti of the Society and be chaired by the Past President of the Society. The quorum for the Presidents-Emeriti Council is fifteen percent (15%) of the Council’s membership.
Responsibilities. The President's Emeriti Council shall serve in an advisory capacity to the Board of Directors and Executive Committee.

9.2.2.8 Society Awards Committee.

Organization. The Society Awards Committee (SAC) shall consist of no more than nine (9) members approximately balanced between academics and practitioners: two (2) past Society Directors, two (2) Distinguished Members, two (2) Society members who are Society Award or OPAL lifetime achievement winners, two (2) most recent available Presidents Emeriti, and the Past President. At least one (1) member shall be a Younger Member at the time of appointment. Terms shall be two (2) years and be staggered to maintain balance, except that the Past President shall serve for one (1) year. The Chair shall be the past Director who has served on the Committee for the longer period of time, with the other serving as Vice-Chair.

Responsibilities. The Society Awards Committee shall annually consider and recommend to the Board of Directors nominations for Distinguished Membership in the Society in accordance with the Constitution and Bylaws; recommend to the Executive Committee the recipient of the Norman, Croes, Wellington, and ASCE State of the Art of Civil Engineering prizes; recommend to the Executive Committee nominations for the Outstanding Projects and Leaders (OPAL) Leadership awards; oversee Society Award, Scholarship and Fellowship endowments and the establishment of new Society Awards, Scholarships, and Fellowships; and consider nominations for and award Society Scholarships and Society Fellowships.

9.2.3 Members of Society Advancing Inclusion Council.

Organization. The Members of Society Advancing Inclusion Council (MOSAIC) shall consist of no more than ten (10) Society members that represent key strategic entities across the ASCE community. Preference shall be given to Younger Members, current and past Geographic and Technical Region Governors.

Responsibilities. The Members of Society Advancing Inclusion Council shall act as a representative, informed, and responsible decision-maker advancing diversity, equity, and inclusion interests of the civil engineering community; monitor the development and coordination of products and resources within the civil engineering community that promote and advance diversity, equity, and inclusion; and represent the interest of ASCE to the wider STEM and professional engineering communities.

9.2.4 Program and Finance Committee.

Organization. The Program and Finance Committee (PFC) shall consist of no more than ten (10) Society members, including four (4) current Society directors; the current Treasurer who shall serve as Chair; the Assistant Treasurer who shall serve as Vice Chair; and four (4) members with preference given to current Region Governors.

Responsibilities. The Program and Finance Committee shall oversee the Society’s financial resource planning including budget development and investment management.
9.3 Standing Society Committees. The following are standing Society Committees:

9.3.1 Committee on Education.

Organization. The Committee on Education (COE) shall consist of no more than nine (9) members, including one (1) current Society Director who shall not serve as chair, one (1) current Society delegate to ABET, the current chair of the Department Heads Coordinating Council (DHCC), and five (5) additional Society members. There shall also be one (1) current representative of the Civil Engineering Division of the American Society for Engineering Education (ASEE), who may or may not be a Society member. At least one (1) member shall be a Younger Member at the time of appointment. COE shall strive to promote diversity and inclusion in its membership consistent with ASCE Policies and the ASCE Code of Ethics.

Responsibilities. The Committee on Education shall focus on matters that affect the undergraduate and graduate education of civil engineers.

Constituent Committees. The Committee on Education shall include the following standing constituent committees:

9.3.1.1 Committee on Accreditation.

Organization. The Committee on Accreditation (COA) shall consist of no more than ten (10) Members, including the chair. Consideration shall be given to a current ASCE delegate to the ABET Board of Delegates who also serves on the Engineering Area Delegation (EAD), a current ASCE delegate to the ABET Board of Delegates who also serves on the Engineering Technology Area Delegation (ETAD), a current ASCE commissioner on the ABET Engineering Accreditation Commission (EAC), a current ASCE commissioner on the Engineering Technology Accreditation Commission (ETAC), a current member of the Committee on Education (COE), a current or past Region Governor, a current Department Heads Coordinating Council (DHCC) member, and the chair of the Committee on Accreditation Operations (COAO). The Committee will strive to achieve a membership consistent with ASCE Policies and Code of Ethics on Promoting Diversity and Inclusion.

Responsibilities. The Committee on Accreditation shall administer all activities involving ASCE’s participation in ABET accreditation, specifically including strategic accreditation priorities, policies, and programs.

9.3.1.2 Committee on Faculty Development.

Organization. The Committee on Faculty Development (CFD) shall consist of no more than seven (7) Society members, including one (1) current member of the Department Heads Coordinating Council (DHCC) and one (1) current member of the Committee on Education (COE). Consideration shall be given to Geographic or Technical Region Governors, practitioners, and faculty members representing a variety of programs, institutions, and backgrounds. At least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Committee on Faculty Development shall create and implement programs to foster the development and advancement of faculty as effective educators.
9.3.1.3 Department Heads Coordinating Council.

Organization. The Department Heads Coordinating Council (DHCC) shall consist of no more than twelve (12) Department Heads or Chairs who are members of the Society. Preference shall be given to a member nominated by the Architectural Engineering Institute (AEI); a member to represent institutions with ABET accredited Construction Engineering programs; and members from ABET accredited Civil Engineering programs that represent diversity of program types, Geographic Regions, and other attributes as described in the DHCC charge. The DHCC will also strive to achieve a membership consistent with ASCE Policies and the Code of Ethics on Promoting Diversity and Inclusion.

Responsibilities. The Department Heads Coordinating Council shall assist and advise the Committee on Education on the initiation, development, and execution of policies, programs, and procedures designed to enhance civil engineering education and research; foster communication on educational and research matters among all civil engineering department heads, faculty, students, and practitioners; and represent the Society to peer engineering societies’ department heads groups both nationally and internationally.

9.3.2 Committee on Professional Advancement.

Organization. The Committee on Professional Advancement (CPA) shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Committee on Professional Advancement shall build opportunities in global leadership, engagement, and service to advance the civil engineering professional.

Constituent Committees. The Committee on Professional Advancement shall include the following standing constituent committees:

9.3.2.1 Committee on Developing Leaders.

Organization. The Committee on Developing Leaders (CDL) shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Committee on Developing Leaders shall empower civil engineers to develop their leadership and interpersonal skills more purposefully, identify knowledge and skills gaps, and navigate existing and new tools/resources that ASCE offers in this area.

9.3.2.2 Committee on Preparing the Future Civil Engineer.

Organization. The Committee on Preparing the Future Civil Engineer (PFCE) shall consist of no more than ten (10) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Committee on Preparing the Future Civil Engineer shall advance the Society’s educational qualifications and professional standards for the practice of civil engineering.
9.3.2.3 Committee on Professional Career Growth.

Organization. The Committee on Professional Career Growth (CPCG) shall consist of no more than eight (8) Society members. At least one (1) member shall be a Younger Member at the time of appointment.

Responsibilities. The Committee on Professional Career Growth shall update existing and develop new resources to help members identify career paths, set goals for achieving career milestones, progress toward career goals, and track progress toward reaching career milestones.

9.3.2.4 Committee on Sustainability.

Organization. The Committee on Sustainability (COS) shall consist of no more than twelve (12) Society members. At least one (1) member shall be a Younger Member at the time of appointment. Preference will be given to members with leadership experience such as current or past members of the Committee on Professional Advancement (CPA), Committee on Technical Advancement (CTA), Committee on Younger Members (CYM), and Institutes.

Responsibilities. The Committee on Sustainability shall direct, oversee, and coordinate the Society’s implementation of ASCE’s Sustainability Roadmap. The Committee on Sustainability shall also provide oversight of ASCE’s involvement in the Institute for Sustainable Infrastructure (ISI).

9.3.2.5 Public Agency Peer Review Committee.

Organization. The Public Agency Peer Review Committee (PAPRC) shall consist of no more than eight (8) Society members who have obtained the qualifications to serve as peer reviewers.

Responsibilities. The Public Agency Peer Review Committee shall provide the leadership for and the organization and management of the peer review for public agencies program. The Public Agency Peer Review Committee shall also establish criteria for selecting and training reviewers and conducting reviews.

9.3.3 Committee on Technical Advancement.

Organization. The Committee on Technical Advancement (CTA) shall consist of no more than twelve (12) Society members, including one (1) current Society Director who shall not serve as chair and two (2) current or past members of an Institute Board.

Responsibilities. The Committee on Technical Advancement shall collaborate with the Technical Region, the Institutes and the Academies on the technical activities of the Society.

Constituent Committees. The Committee on Technical Advancement shall include the following standing constituent committees:

9.3.3.1 Aerospace Division Executive Committee.

Organization. The Aerospace Division Executive Committee (ASDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.
Responsibilities. The Aerospace Division Executive Committee shall oversee the activities of the Aerospace Division.

9.3.3.2 Codes and Standards Committee.

Organization. The Codes and Standards Committee (CSC) shall consist of no more than twelve (12) Society members, including representation from each of the Society’s Standards Councils, and two (2) current or past Geographic or Technical Region Governors.

Responsibilities. The Codes and Standards Committee shall oversee the Society’s Codes and Standards development activities, maintain the American National Standards Institute accreditation, and enforce the ASCE Rules for Standards Committees.

9.3.3.3 Cold Regions Engineering Division Executive Committee.

Organization. The Cold Regions Engineering Division Executive Committee (CREDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

Responsibilities. The Cold Regions Engineering Division Executive Committee shall oversee the activities of the Cold Region Engineering Division.

9.3.3.4 Energy Division Executive Committee.

Organization. The Energy Division Executive Committee (EDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

Responsibilities. The Energy Division Executive Committee shall oversee the activities of the Energy Division.

9.3.3.5 Infrastructure Resilience Division Executive Committee.

Organization. The Infrastructure Resilience Division Executive Committee (IRDEC) shall consist of no more than six (6) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

Responsibilities. The Infrastructure Resilience Division Executive Committee shall oversee the activities of Infrastructure Resilience Division.

9.3.3.6 The Committee on Adaption to a Changing Climate Executive Committee.

Organization. The Committee on Adaption to a Changing Climate Executive Committee (CACCEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.
Responsibilities. The Committee on Adaption to a Changing Climate Executive Committee shall oversee the activities assigned to them by the Committee on Technical Advancement involving adaption to changing climate.

9.3.3.7 The Computing Division Executive Committee.

Organization. The Computing Division Executive Committee (CDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

Responsibilities. The Computing Division Executive Committee shall oversee the activities of the Computing Division.

9.3.3.8 The Forensic Engineering Division Executive Committee.

Organization. The Forensic Engineering Division Executive Committee (FEDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

Responsibilities. The Forensic Engineering Division Executive Committee shall oversee the activities of the Forensic Engineering Division.

9.3.3.9 The Wind Engineering Division Executive Committee.

Organization. The Wind Engineering Division Executive Committee (WEDEC) shall consist of no more than five (5) Society members who have current or past service as a member of a technical committee within the Division. Exceptions to the committee membership shall be approved by the Committee on Technical Advancement.

Responsibilities. The Wind Engineering Division Executive Committee shall oversee the activities of the Wind Engineering Division.

9.3.4 Member Communities Committee.

Organization. The Member Communities Committee (MCC) shall consist of no more than twelve (12) Society members, including one (1) Chair who has no current affiliation with a constituent committee of the Member Communities Committee, one (1) current Society Director who shall not serve as chair, one (1) member representing technical activities, one (1) current member from the Leader Training Committee (LTC), one (1) current member from the Committee on Younger Members (CYM), one (1) current member from the Committee on Student Members (CSM), one (1) current member from the Committee on Student Conferences and Competitions (CSCC), one (1) current or past Geographic Region Governor, and one (1) member representing international interests.

Responsibilities. The Member Communities Committee shall be responsible for member support, engagement, and communication. The Member Communities Committee shall provide support and oversight to the Society’s Geographic Units.
Constituent Committees. The Member Communities Committee shall include the following standing constituent committees:

9.3.4.1 Committee on Student Conferences and Competitions

Organization. The Committee on Student Conferences and Competitions shall consist of no more than nine (9) members. At least one (1) member shall be a Younger Member at the time of appointment. Consideration should be given to a balanced mix of educators and practitioners who have experience with the Committee on Student Members, Committee on Education, Institutes, Younger Members, or Student Competitions.

Responsibilities. The Committee on Student Conferences and Competitions shall support a sustainable portfolio of multi-discipline student competitions and professional development opportunities and oversee the student member experience at ASCE student conferences to provide exceptional value and strong impetus for students to continue their journey with ASCE.

9.3.4.2 Committee on Student Members.

Organization. The Committee on Student Members (CSM) shall consist of no more than twelve (12) Society members, including at least one (1) member representing international interests. Consideration shall be given to current or past Geographic or Technical Region Governors.

Responsibilities. The Committee on Student Members shall provide for the development and engagement of students through activities and programs that enhance the formal education process and the transition of Student Members into the profession as ASCE members.

9.3.4.3 Committee on Younger Members.

Organization. The Committee on Younger Members (CYM) shall consist of no more than ten (10) Society members who are Younger Members at the time of their appointment, including one (1) representative from each of the three (3) Younger Member Councils. The two (2) current At-Large Directors shall serve as ex officio non-voting members and shall not be included in the total membership of the Committee.

Responsibilities. The Committee on Younger Members shall focus on matters of the professional development of civil engineers 35 years of age and younger, and facilitate their engagement with, and participation in, the society.

9.3.4.4 Leader Training Committee.

Organization. The Leader Training Committee (LTC) shall consist of no more than ten (10) Society members, including two (2) current or past Geographic or Technical Region Governors. A minimum of five (5) different Geographic Regions shall be represented.

Responsibilities. The Leader Training Committee shall be responsible for the coordination and delivery of leader training and development for the Society.

9.3.5 Public Policy Committee

Organization. The Public Policy Committee (PPC) shall consist of no more than twelve (12) Society members, including one (1) current Society Director who shall not serve as chair.
Responsibilities. The Public Policy Committee shall coordinate public policy and government relations activities affecting the civil engineering profession and work with allied organizations on matters of mutual interest.

Constituent Committees. The Public Policy Committee shall include the following standing constituent committees:

9.3.5.1 Committee for America’s Infrastructure.

Organization. The Committee for America’s Infrastructure (CAI) shall consist of no more than sixteen (16) Society members, including two (2) current or past Geographic or Technical Region Governors. The Committee may consist of no more than thirty-two (32) Society members, including four (4) current or past Geographic or Technical Region Governors the year prior to and the year in which an ASCE Report Card on America’s Infrastructure is to be released.

Responsibilities. The Committee for America’s Infrastructure shall coordinate all activities related to the Report Card for America’s Infrastructure.

9.3.5.2 Committee on Licensure.

Organization. The Committee on Licensure (COL) shall consist of no more than nine (9) Society members. Preference for membership on this Committee will be given in the following order: 1) current or past state licensing board members, 2) those who have experience with National Council of Examiners for Engineering and Surveying (NCEES), and 3) others with interest in licensing issues.

Responsibilities. The Committee on Licensure shall promote the licensure of civil engineers, collaborate with others involved in professional licensure, and monitor, support, and encourage licensure activities.

9.3.5.3 Energy, Environment and Water Policy Committee.

Organization. The Energy, Environment and Water Policy Committee (EEWPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the areas of energy, environment and water.

Responsibilities. The Energy, Environment and Water Policy Committee shall develop and maintain ASCE policies related to the areas of energy, environment and water.

9.3.5.4 Engineering Practice Policy Committee.

Organization. The Engineering Practice Policy Committee (EPPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the area of engineering practice.

Responsibilities. The Engineering Practice Policy Committee shall develop and maintain ASCE policies related to the area of engineering practice.
9.3.5.5 **Infrastructure and Research Policy Committee.**

*Organization.* The Infrastructure and Research Policy Committee (IRPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the areas of infrastructure and research.

*Responsibilities.* The Infrastructure and Research Policy Committee shall develop and maintain ASCE policies related to the areas of infrastructure and research.

9.3.5.6 **State Government Relations and Grassroots Committee**

*Organization.* The State Government Relations and Grassroots Committee (SGRGC) shall consist of no more than twelve (12) Society members, including one (1) from each domestic Geographic Region.

*Responsibilities.* The State Government Relations and Grassroots Committee shall assist ASCE’s local units and individual members with programs to effectively participate in legislative activities that are of significance to the civil engineering profession.

9.3.5.7 **Transportation Policy Committee.**

*Organization.* The Transportation Policy Committee (TPC) shall consist of no more than nine (9) Society members with demonstrated skill and expertise in the area of transportation.

*Responsibilities.* The Transportation Policy Committee shall develop and maintain ASCE policies related to the area of transportation.

9.4 **Other Organizations.**

9.4.1 **Industry Leaders Council.**

*Organization.* The Industry Leaders Council (ILC) shall consist of representatives from industry, academia, government, and non-governmental organizations to identify tactical actions for ASCE and the civil engineering profession. Membership in the Industry Leaders Council is by invitation only from the Chair of the Industry Leaders Council, with concurrence from the ASCE Executive Director. Members shall serve a two (2) year term which may be renewed upon invitation by the Chair of the Industry Leaders Council. The Chair and Vice Chair of the Industry Leaders Council shall be selected by the membership of the Industry Leaders Council and shall serve two (2) year terms.

*Responsibilities.* The Industry Leaders Council shall serve in an advisory capacity to the Board of Direction and Executive Committee, and may submit At-Large Director nominations to the At-Large Director Review Panel for consideration.

9.5 **Institutes.** Institutes are discipline-oriented, semi-autonomous organizations that operate with their own Bylaws under the direction of their own boards, but remain a part of the Society’s corporate structure. All policies and activities of the Institutes shall be consistent with and subject to the Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics.

9.5.1 **Institute Purpose.** Institutes are focused on specific areas of specialization within the civil engineering profession and provide their members with a full range of educational, professional and technical programs, activities, products and services. Institutes lead in the development and
dissemination of new and evolving technology within their specialty areas of civil engineering. A Board directs each Institute in much the same manner as the Board of Direction directs the Society. The majority of Institute Board members are elected by the Institute members, but some Institute Board members shall be appointed by the Board of Direction.

9.5.2 Institute Organization. Each Institute has the authority to establish its own internal organizational structure, which may include committees, executive committees, task committees, divisions, and councils that it considers necessary and appropriate for the efficient and cost-effective operation of its activities.

9.5.3 Institute Funding from Dues. Not earlier than January 1 and not later than March 31, seven and one quarter percent (7.25%) of the annual Member grade dues for the preceding Dues Year shall be provided to each Institute on the basis of their Society dues-paying membership as of September 30 of the preceding Fiscal Year. Additionally, Base Funding for each Institute shall be provided in an amount of three hundred and thirty-three (333) times the annual Member grade dues for the preceding Dues Year.

9.5.4 Institute Funding on Start-Up. Recognizing that on start-up, Institutes may require additional income as they grow their revenue sources, the Society shall provide an additional amount equal to the amount of the Institute Base Funding, fifty percent (50%) to be provided in the Institute’s first (1st) year of operation, thirty-three percent (33%) in the second (2nd) year of operation, and seventeen percent (17%) in the third (3rd) year of operation.

9.5.5 Institute Business Plans. Institutes are required to have three (3) year business plans and to update these annually.

9.5.6 Institute Chapters. Institute Chapters are subsidiary units of Institutes operating cooperatively within a Section, across multiple Sections, or within a Region or state.

9.6 Operational Institutes.

9.6.1 Architectural Engineering Institute. The objective of the Architectural Engineering Institute (AEI) shall be to advance the state-of-the-art and state-of-the practice of the world-wide building industry by facilitating effective and timely technology transfer; to integrate the technical and professional activities of all individuals engaged in the building industry; to provide a multi-disciplinary forum for building industry professionals to examine technical, educational, scientific and professional issues of common interest; and to promote the objectives of the Society.

9.6.2 Coasts, Oceans, Ports and Rivers Institute. The vision of the Coasts, Oceans, Ports and Rivers Institute (COPRI) is to serve as a multi-disciplinary and international leader in improving knowledge, education, developments and the practice of civil engineering and other disciplines in the coastal, ocean, port, waterways, riverine, and wetlands environment for the benefit of society in the United States and other countries.

9.6.3 Construction Institute. The objective of the Construction Institute (CI) is to bring together all stakeholders to advance and improve the construction industry by: 1) being the entity responsible for developing relationships and fostering communications within the engineering and construction industry; 2) improving construction practice through the development of knowledge and the transfer of technology throughout the industry; 3) improving the image of the construction industry; and 4) attracting talent to the industry.
9.6.4 **Engineering Mechanics Institute.** The vision of the Engineering Mechanics Institute (EMI) is to be a premier organization representing engineering mechanics by effectively serving the needs of the world-wide engineering community and promoting both research and application of scientific and mathematical principles to address a broad spectrum of existing and emerging engineering and societal problems.

9.6.5 **Environmental and Water Resources Institute.** The objective of the Environmental and Water Resources Institute (EWRI) is to provide for the technical, educational and professional needs of its members, and to serve the public in the use, conservation and protection of natural resources and in the enhancement of human well-being by advancing the knowledge and improving the practice of engineering and the related sciences; lending expertise to the development of public policy; and partnering with government, industrial, educational, and other organizations. The EWRI shall strive to be the leader for integrating technical expertise and public policy into the planning, design, construction, operation, management, and regulation of environmentally sound and sustainable infrastructure involving air, land and water resources. The EWRI shall strive for a diverse, active and empowered membership, excellence in products and services, collaborative associations and innovative programs.

9.6.6 **Geo-Institute.** The purpose of the Geo-Institute is to advance the geo-engineering community. The scope of the Geo-Institute shall encompass geo-science, geo-engineering, and geotechnology related to improving the built environment, mitigating natural hazards, and constructing engineered facilities.

9.6.7 **Structural Engineering Institute.** The objective of the Structural Engineering Institute (SEI) is to serve and promote the worldwide structural engineering profession and related industries; to embrace and support the Society, individual members and structural industry organizations; to advance the art and practice of structural engineering; provide a forum for research, education, design, testing, manufacturing, construction and operations in the structural engineering profession; develop and implement programs and activities to enhance technology transfer, business practices and professional activities; advance the structural engineering profession; define and promote a vision for structural engineering; and provide a means for coordination and communication with global programs.

9.6.8 **Transportation and Development Institute.** The vision of the Transportation and Development Institute (T&DI) is to be recognized as the leader for integrated transportation and development.

9.6.9 **Utility Engineering and Surveying Institute.** The objective of the Utility Engineering and Surveying Institute (UESI) is to become the worldwide leader in generating and promoting excellence in engineering, planning, design, construction, operations, and asset management for utility infrastructure and engineering surveying.

9.7 **Geographic Units.** The business of the Society’s geographic units is considered to be Society business.

9.7.1 **Types of Section and Branch Members.** Membership in a Section or Branch shall be available to all Society members who reside or work in the assigned area of the Section or Branch.

9.7.1.1 **Assigned Section Member.** All members whose Address of Record lies within the boundaries of an approved Section shall be assigned to that Section and termed an Assigned Section Member of that Section.

9.7.1.2 **Subscribing Section Member.** All members who subscribe to the Constitution and Bylaws of a Section and who have paid Section dues or are exempt from the payment of Section dues shall be termed a Subscribing Section Member.
9.7.1.2.1 **Rights of Subscribing Section Member.** Only Subscribing Section Members shall be eligible to vote in Section elections, hold Section office, serve on Section committees, or to represent the Section officially.

9.7.2 **Section Allotment Formula.** An amount not to exceed seven percent (7%) of the Society’s Membership Dues collected as of September 30 of the preceding fiscal year will be allocated to Sections based on their Assigned Section Members less Student Members.

9.7.3 **Section Subsidiary Organizations.** Any Section, with the approval of the appropriate Region Board of Governors, may establish Branches to facilitate the carrying out of the objectives of the Section and to provide all members of the Section a better opportunity for mutual acquaintance and greater participation in Section activities. Any Section may establish technical groups. Any Section may establish a group of Younger Members.

All such Subsidiary Organizations of a Section shall be subject to the control of the Section of which they are a part. Subject to Section control, and to Bylaws and Rules of Policy and Procedure of the Society, Subsidiary Organizations of a Section may perform any of the functions proper to the Section.

9.7.4 **Section and Branch Responsibilities.** It is the responsibility of a Section or Branch to hold meetings of its members and it has authority to set up any program of meetings deemed to be in the interest of its members. The Section or Branch is responsible for promoting the general welfare of its members.

Sections and Branches shall annually review and audit their accounts in accordance with prescribed procedures.

Sections and Branches are encouraged to actively participate in public affairs impacting the civil engineering community. It is important, however, to limit such activities to the geographical area of the Section or Branch.

As the Society is an international organization, the Sections and Branches shall not affiliate with other organizations or movements of national or international scope without prior approval of the Society’s Board of Direction.

9.7.4.1 **Section and Branch Officer Installation.** An installation procedure for Section and Branch officers is encouraged. Installation shall be performed by a current or former Society office holder.

9.7.5 **Section and Branch Position and Policy Statements.** Sections and Branches shall endeavor to develop and propose new and revised position papers on public policy issues of concern to engineers. On issues of national concern, such positions become policy of the Society only after their adoption by the Board of Direction. On issues of concern only to a Section’s or Branch’s geographic area, such positions may be taken by the Section or Branch and shall be identified as the position of the Section or Branch in all written and oral statements. Sections and Branches shall endeavor to communicate directly to appropriate officials and the public the adopted Society policy statements. Any amplification, interpretation, or application of Society policy statements should identify its source as distinguished from Society policy.
9.7.6 **Multi-Region Leadership Conferences.** The Member Communities Committee shall recommend annually to the Executive Committee the dates, locations and Regions to be included for each of the Multi-Region Leadership Conferences for the ensuing year.

9.7.6.1 **Workshops for Section and Branch Leaders.** In order to provide opportunities for the interchange of ideas among officers of the Society and delegates of various Sections, Workshops for Section and Branch Leaders (WSBLs) may be held. Each participating Branch and each Section with Branches may nominate for attendance one (1) delegate without regard to Society membership grade. Each participating Section without Branches may nominate for attendance two (2) delegates, at least one (1) of whom is encouraged to be an Associate Member not over thirty-five (35) years old.

9.7.6.2 **Workshops for Student Chapter Leaders.** As a component of the Multi-Region Leadership Conferences, annual Workshops for Student Chapter Leaders (WSCLs) may be conducted to provide the basis for the interchange of ideas, methods, and procedures that have contributed to Student Chapter activities.

9.7.6.3 **Younger Member Council Meetings.** As a component of the Multi-Region Leadership Conferences, the Younger Member Councils may conduct annual meetings to provide the basis for the interchange of ideas, methods, and procedures.

9.7.7 **Student Chapter Advisors.** The appointment of Faculty and Practitioner Advisors shall be by the respective Section in which the Student Chapter is located. The term for Faculty and Practitioner Advisors is three (3) years, commencing on July 1 of the year of appointment.

9.7.7.1 **Faculty Advisor.** Duties of the Faculty Advisor should include, but are not limited to: acting as liaison between students and the Society; stimulating interest in the profession; providing counseling to individual members of the Student Chapter; providing guidance on the operation of the Student Chapter; counseling student officers in developing programs that supplement classroom studies; guiding the preparation of and review the annual report; and providing continuity for the Student Chapter. Additionally, the Faculty Advisor is expected to attend the Workshop for Student Chapter Leaders as well as the student regional conferences.

9.7.7.2 **Practitioner Advisor.** Duties of the Practitioner Advisor will vary with the needs of the particular Student Chapter. The duties may include, but are not limited to: periodic attendance at meetings of the Student Chapter; and meetings with student officers to plan joint activities with other practitioners in order to supplement academic studies. Practitioner Advisors will be invited to attend the Workshop for Student Chapter Leaders and the student regional conferences.

9.7.8 **Student Chapter Dues.** The Committee on Student Members shall review and recommend to the Member Communities Committee the proposed annual dues of Student Chapters. The annual Student Chapter dues shall be part of the budget process approved by the Board of Direction. Annual Student Chapter dues shall be due and payable to the Society by February 1.

9.7.9 **Student Chapter Procedures.** Each Student Chapter shall establish its own rules of procedure and shall conform to the regulations of the Society. Each Student Chapter shall control the occurrence and character of its meetings, but the Society may aid in promoting the success and value of Student Chapters by frequent consultations and advice as well as, upon request, by arranging for speakers whose addresses will supplement the class work or other professional interests of the members. Student Chapters are encouraged to communicate directly with the appropriate Section.
9.7.10 **Student Chapter Probationary Status.** A Student Chapter may be placed on probationary status by the Committee on Student Members when the Student Chapter is not performing satisfactorily in all respects or in the best interest of the Society. While a Student Chapter is on probationary status it shall not be eligible for any awards, including the Robert Ridgway Student Chapter Award.

9.7.11 **Student Chapter Awards.** The Committee on Student Members, not later than May 1 each year, shall recommend to the President a number of Student Chapters to receive certificates of commendation for outstanding activities. The number of Student Chapters to receive certificates of commendation shall not exceed five percent (5%) of the total number of Student Chapters. The recommendations shall be accepted without referral to the Board of Direction or Executive Committee, and the President shall be empowered to sign the letters on behalf of the Board of Direction.

9.7.12 **Naming of Geographic Units.** Geographic Units shall be designated only by appropriate geographic names and in the prescribed format.

- **Naming of Groupings of Sections.** A grouping of Sections shall be designated as the ________ Council.
- **Naming of Sections.** A Section shall be known as the ________ Section.
- **Naming of Branches.** A Branch shall be known as the ________ Branch of the ________ Section.
- **Naming of Younger Member Groups/Forums.** A Region, Section or Branch Younger Member Group/Forum shall be known as the ________ Younger Member Group/Forum.
- **Naming of Technical Groups of Sections.** A Section technical group shall be known as the ________ Section ________ Group.
- **Naming of Student Chapters.** The name of a Student Chapter shall include the name of the educational institution at which the particular Student Chapter is situated.
- **Naming of Groups of Student Chapters.** A group of Student Chapters shall be known as the ________ Student Conference.

9.7.13 **Guidelines and Handbooks of Organizational Entities.** The Society’s Organizational Entities may adopt guidelines or handbooks covering any and all aspects of their operations or services. Such documents shall be consistent with and shall not contravene Society governing documents, policies or procedures.

**ARTICLE 10. ADMINISTRATIVE PROVISIONS**

10.0 **Legal Matters.**

10.0.1 **Legal Counsel.** Legal Counsel may be appointed by the Executive Committee.

10.0.2 **Amicus Curiae Briefs.** The Society may participate in an Amicus Curiae (friend of the court) Brief upon recommendation of the Executive Director and approval of the Executive Committee. When considering participation in an Amicus Curiae Brief, the Society shall consider the following criteria: the case must be of major importance to the general area of civil engineering or to the Society, the Society’s participation in the brief must not pose an undue financial burden on the Society, and the anticipated
benefits of filing the brief must be weighed against the costs. Consideration should be given to the likely attorneys’ fees, printing costs, and other expenses associated with filing the brief, as well as financial participation of other societies. The Society should consult with other professional societies most directly affected by the case.

10.1 Address Records. The Address Records held by the Society are intended for use solely for Society business. The Executive Director is authorized to utilize Address Records when, in the Executive Director’s judgment, the interests of the Society will be served, or when the Executive Committee authorizes a special use.

10.1.1 Provision of Address Records to Organizational Entities. Organizational Entities shall have the right to periodically receive membership lists from current address records pertaining to the Organizational Entity. The use of such lists shall be for Society business and shall not include selling, giving, or bartering the list.

10.2 Society Awards. A Society Award is an award that a) serves to advance the science and profession of engineering in support of the Society’s Purpose and Objective AND b) for which recipients shall be approved by either the Board of Direction or Executive Committee AND c) for which the Society has all supporting funds and rights of administration.

10.2.1 Criteria for Society Awards. The criteria for a Society Award shall include the following: a) the purpose of the Society Award AND b) membership or non-membership in the Society as a restriction AND c) the criteria for selection of the recipient AND d) the composition and selection process of the nominating committee AND e) any time limitations on the accomplishment of the achievement being recognized AND f) a provision to allow for non-award in any cycle AND g) the maximum number of recipients allowed per cycle AND h) definition of the award’s cycle AND i) definition of the nomination materials required AND j) if applicable, enable the provision of an honorarium AND k) definition of the plaque or other symbol of the Society Award if such an item is to be provided to the recipient AND l) if applicable, enable if more than one (1) individual may be selected for a joint effort.

10.2.2 Nomination for Society Awards. To be considered for nomination, all nomination packets submitted for Society Awards shall a) include all nomination materials required in the individual Society Award rules AND b) include a completed Society nomination form AND c) be received on or before the date specified in the Society Award criteria.

10.2.3 Funding of Society Awards. A Society Award may be established by funds received from individuals, business, industrial organizations, or by a Society grant. Such funds shall carry an obligation on the part of the donor to support the Purposes and Objective of the Society without advocating or seeming to advocate commercial interests.

10.2.3.1 Direct Costs of Society Awards. Direct costs are borne by the individual award funds. Direct costs of an award are the initial and ongoing costs of the plaque or other symbol of the Society Award, honorarium, shipping the award to the award site or to the recipient if an in-person presentation is not possible, printing of the recipients booklet, printing of the nomination booklet, production of the award ceremonies, and the expense paid to the investment advisor who manages the portfolio of endowed awards.

10.2.3.2 Administrative Charges of Society Awards Program. In addition to awards program direct costs, the Society incurs labor and other program management expenses, including those for soliciting nominations, reviewing nominations for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, writing of press
releases, and organizing luncheons and receptions for the recipients. To cover those expenses, the Society charges each Society Award an annual general and administrative fee of one and one-quarter percent (1.25%) of the Society Award’s fund balance held in the Prizes and Awards investment portfolio as of the beginning of each fiscal year. This fee is waived for Society Awards that have spendable balances below $30,000 at the beginning of each fiscal year.

10.2.3.3 **Endowment of Society Awards.** There are minimum endowments required for Society Awards, whether named or unnamed. An additional sum is required at start-up to cover direct costs associated with the award. The Society Awards Committee shall annually evaluate the minimum requirements relative to the previous year’s Consumer Price Index and may make adjustments to ensure the long-term viability of the Society Awards.

10.2.3.4 **Minimum Funding to Confer Award.** Awards may only be conferred if 1) the principle balance meets the required endowment and 2) the Award has sufficient additional funds to pay all direct costs. A waiver may be provided by the Society Awards Committee if special circumstances apply, but no honoraria shall be provided. No honoraria shall be given if doing so would reduce the funds available for direct costs to below one thousand dollars ($1,000).

10.2.4 **New Society Awards.** To establish a new Society Award, a proposal outlining the proposed purpose, identity of possible donors and a detailed estimation of the finances shall be presented to the Secretary.

10.2.4.1 **Number of Society Awards.** At the time a proposal is received to establish a new Society Award, a determination shall be made of the total number of Society Awards and new Society Award proposals in process. The proposal shall be denied if its acceptance would result in the total number of Society Awards exceeding one (1) award per one thousand five hundred (1,500) Society members.

10.2.4.2 **Naming of Society Awards.** To name a Society Award after an individual, such individual shall be judged by the Society Awards Committee to have or have had eminent professional status, shall be a Life Member of the Society, or shall be deceased.

10.2.4.3 **Process for Proposal of New Society Award.** The Society Awards Committee shall receive proposals for new Society Awards from the Secretary and initiate contact with the Award organizing group. The Award organizing group shall assemble the necessary funds and then present proof of the funds, a final proposal and a complete set of administrative rules to the Secretary for transmission to the Society Awards Committee within two (2) years of initial submission. A request for a one (1) year extension may be made to the Society Awards Committee, which has the right to deny such request.

10.2.4.4 **Acceptance of Proposal of New Society Award.** The Society Awards Committee forwards the proposal for the new Society Award to the Executive Committee with its recommendation for action. No Society Award is established until the funds are received by the Society from the Award organizing group. If funds are not received by the Society within one (1) year of conditional approval of the new Society Award by the Executive Committee, the approval shall be revoked.

10.2.5 **Rules of Society Awards.** Beginning ten (10) years after the establishment of a Society Award, changes and modifications may be made to its official rules by the Executive Committee with the advice of the Society Awards Committee, whether or not the original donors are available for consultation.
10.2.6 Presentation of Society Awards. Society Awards should be presented in person by the President or the President’s designee whenever possible. The time and place of such presentation shall be determined by the Executive Director who may delegate this authority on an award-by-award basis. Potential presentation venues include the ASCE Convention, a regional or specialty conference, or a meeting of an Organizational Entity. Society Awards whose recipients are solely non-members of the Society shall not be presented at the ASCE Convention unless they fall into a Special Category designated for recognition by the Society. Society Awards whose recipients include both Society members and non-members are eligible for presentation at the ASCE Convention.

10.2.7 Item(s) Associated with Society Awards. The item(s) associated with a Society Award could include a certificate, trophy, plaque, or medal, and may include an honorarium. Recipients of awards shall receive the award item(s) as provided in the individual award rules. Society Awards presented to a group shall allow for the lead recipient to be presented the award item(s). Award recipients who are not the lead recipient shall receive a certificate.

Recipients of awards that do not require Society membership may be considered for a one (1) year complimentary membership in the Society at the grade for which they qualify. The Society Awards Committee shall recommend not more than twenty (20) non-member winners per year. In the following year, these winners shall be billed at the normal membership rate.

10.2.8 Review of Society Awards Program. The Executive Committee shall, at least once every three (3) years, review the operating rules of Society Awards and determine if any Society Awards should be eliminated, combined with another award, or awarded on a different cycle.

10.2.9 Awards of Organizational Entities. Organizational Entities may support and administer awards within their area and without Board of Direction, Executive Committee or Society Awards Committee action in making the award. The names of Society Awards shall not be used to also name awards presented by any Organizational Entity. The rules of the awards of the Organizational Entities shall, however, conform to Society policy.

10.3 Approved Society Awards. The following are the approved Society Awards:

10.3.1 Alfredo Ang Award on Risk Analysis and Management of Civil Infrastructure. This award was established in 2015.

Purpose: The purpose of the award is to recognize an individual who has made significant technical or technological contributions to the field of risk analysis and management of civil infrastructure, specifically in the following fields of research: risk analysis, safety and reliability of engineering systems; life-cycle performance under uncertainty; durability and resilience of engineering systems; safety and performance under natural hazards, and related fields.

Criteria: The award is not restricted to members of the Society, but ASCE or institute members shall receive preference where candidates are considered equal in all other ways.

Selection: The award selection committee, which shall be composed of representatives of the Infrastructure Resilience Division (IRD) and Technical Council on Life-Cycle Performance, Safety, Reliability and Risk of Structural Systems (TCLC) of the Structural Engineering Institute, shall recommend a recipient to the Society’s Executive Committee for approval.
10.3.2 **Arid Lands Hydraulic Engineering Award.** This award was instituted in 1986.

*Purpose:* The purpose of this award is to contribute to the understanding and development of new technology in river basins.

*Criteria:* The award is given without regard to Society membership. It is given on the basis of a paper or other noteworthy original contribution in hydraulics, hydrology (including climatology), planning, irrigation and drainage, hydroelectric power development, or navigation especially applicable to arid or semi-arid climates. Theoretical research should include discussion and recommendations as to how the research can be applied to planning, design, construction, or operation and maintenance of water resource projects or programs.

*Selection:* The recipient of the Arid Lands Hydraulic Engineering Award is nominated by the Environmental and Water Resources Institute Board of Governors for approval of the Executive Committee.

10.3.3 **ASCE Excellence in Journalism Award.** This award was established in 1994.

*Purpose:* The award is to encourage reporters to cover engineering fairly, accurately and positively.

*Criteria:* This award is given to a reporter or reporters whose news coverage enhances public understanding of civil engineering. It is judged on how well they fairly cover all sides of the civil engineering project or issue; accurately describe the civil engineering project or issue; effectively explain how the project or outcome of the issue benefits the community or region; clearly show the civil engineer’s role; include the most knowledgeable civil engineering experts; and advance public knowledge and understanding of civil engineers’ issues and profession.

*Selection:* The award selection committee, as defined in the Society governing documents, shall recommend to the Executive Committee the recipient(s) of the award.

10.3.4 **ASCE Presidents’ Award.** This award was established in 1976.

*Purpose:* The purpose of the award is to commemorate the nation’s first President, who was a civil engineer and land surveyor.

*Criteria:* The award is made to a Society member who has given distinguished service to the member’s country. The recipient may be of any nationality.

*Selection:* The recipient is recommended by the Presidents-Emeriti Council and approved by the Executive Committee.

10.3.5 **ASCE President’s Medal.** This award was established in 1986.

*Purpose:* The award’s purpose is to recognize the accomplishments and contributions of eminent engineers to the profession, the Society or the public.

*Criteria:* The award may be presented to no more than two (2) individuals per year.

*Selection:* The award shall be conferred at the initiative of the President with the concurrence of the Executive Committee, who may consider recommendations from any source.
10.3.6 **ASCE State-of-the-Art of Civil Engineering Award.** This award was established in 1966.

*Purpose:* The award is for the purpose of scholarly review, evaluation, and documentation of the scientific and technical information needed by the profession.

*Criteria:* Papers and books on the state-of-the-art of civil engineering (new information which impacts the practice), published by ASCE in the twelve (12) month period ending with June of the year preceding the year of award are eligible.

*Selection:* The nominated papers and books shall be reviewed by the Society Awards Committee, which shall recommend to the Executive Committee the recipient(s) of the award.

10.3.7 **Harland Bartholomew Award.** This award was established in 1968.

*Purpose:* The purpose of this award is to recognize a person who has made special contributions to the enhancement of the role of the civil engineer in urban planning and development.

*Criteria:* This award is restricted to Fellows, Members, and Associate Members of the Society. The award is made to the person judged worthy of special commendation for contributions to the enhancement of the role of the civil engineer in urban planning and development. The contribution may be in the form of a paper published by the Society or in the form of personal efforts and achievements toward that goal.

*Selection:* The recipient of the award is recommended by the Transportation and Development Institute, subject to ratification by the Executive Committee.

10.3.8 **Zdenek P. Bazant Medal for Failure and Damage Prevention.** This award was established in 2015.

*Purpose:* The purpose of this award is to recognize an individual for significant contributions to the engineering science of failure and damage prevention.

*Criteria:* The selection committee shall evaluate senior-level civil engineers or engineering scientists based upon outstanding performance or specific and noteworthy actions which may include publications, patents or other forms of scientific invention demonstrating a clear impact on failure and damage prevention.

*Selection:* This award is made not more often than every two (2) years. The award selection committee, which is composed of members of the Engineering Mechanics Institute and the U.S. National Committee on Theoretical and Applied Mechanics (USNCTAM), shall recommend a recipient to the Society’s Executive Committee for approval.

10.3.9 **Stephen D. Bechtel, Jr. Energy Award.** This award was established in 1992.

*Purpose:* The purpose of this award is to recognize outstanding achievements in the energy field by a civil engineer.

*Criteria:* The award is made to a member of the Society who has made a definite contribution to the advancement of the energy field in research, planning, design or construction. The contribution may have been made in the form of papers or other written presentations, or through outstanding performance or
specific noteworthy actions that have served to advance the art, science and technology of the energy field.

Selection: The Executive Committee of the Energy Division recommends the recipient to the Society’s Executive Committee for approval.

10.3.10 **Stephen D. Bechtel Pipeline Engineering Award.** This award was established in 1970.

*Purpose:* The purpose of this award is to recognize outstanding achievements in pipeline engineering.

*Criteria:* The award is made to a member of the Society who has made a definite contribution to the advancement of pipeline engineering, either in research, planning, design, or construction. This contribution may be made either in the form of papers or other forms of written presentations, or through outstanding performance or specific and noteworthy actions, which have served to advance the art, science, and technology of pipeline engineering.

Selection: The Utility Engineering and Surveying Institute shall recommend the recipient to the Society’s Executive Committee for approval.

10.3.11 **John O. Bickel Award.** This award was established in 1986.

*Purpose:* The purpose of the award is to recognize the best original article or paper published concerning the design and/or construction of a rail or vehicular tunnel.

*Criteria:* All authors, members and non-members alike, of papers are eligible. The award is for the best original article or paper published concerning the design and/or construction of a rail or vehicular tunnel. Articles or papers must be published in the twelve (12) months ending with June of the year preceding the year of award.

Selection: The recipient(s) of the John O. Bickel Award is recommended by the Construction Institute and approved by the Society’s Executive Committee.

10.3.12 **Maurice A. Biot Medal.** This medal was instituted in 2002.

*Purpose:* This medal was established to recognize the lifetime achievement of Dr. Maurice A. Biot.

*Criteria:* This medal is awarded to an individual who has made outstanding research contributions to the mechanics of porous materials and will ordinarily be granted for cumulative distinguished contributions. The medal is given without regard for Society membership or nationality. No individual shall receive the medal more than once.

Selection: The Engineering Mechanics Institute shall recommend a recipient for approval by the Society’s Executive Committee. At the discretion of the EMI Board, one (1) or more outside experts in the above-stated field may be consulted.

10.3.13 **H. Bolton Seed Medal.** This award was established in 1993.

*Purpose:* The purpose of this award is to recognize outstanding contributions to teaching, research, and/or practice in geotechnical engineering.
Criteria: Eligible candidates for the medal shall be members of the Society, or of a member society of the International Society of Soil Mechanics and Geotechnical Engineering (ISSMGE). The recipient will be chosen without regard for nationality.

Selection: The recommended recipient will be made by the Geo-Institute Board of Governors for approval by the Society’s Executive Committee.

10.3.14 CAN-AM Civil Engineering Amity Award. This award was established in 1972.

Purpose: The purpose of this award is to give recognition to those civil engineers who have made outstanding and unusual contributions toward the advancement of professional relationships between the civil engineers of the United States of America and Canada.

Criteria: This award is made to a member of the Society or the Canadian Society of Civil Engineers for either a specific instance that has had continuing benefit in understanding and good will, or a career of exemplary professional activity that has contributed to the amity of the United States of America and Canada.

Selection: The Cold Regions Engineering Division Executive Committee shall recommend a recipient to the Society’s Executive Committee for approval.

10.3.15 Arthur Casagrande Professional Development Award.

Purpose: The purpose of this award is to provide professional development opportunities for outstanding Younger Member practitioners, researchers, and teachers of geotechnical engineering.

Criteria: This award is given in recognition of outstanding accomplishments as evidenced by completed works, reports, or papers in the field of geotechnical engineering. It is intended to further the professional development of an outstanding practitioner, researcher, or teacher of geotechnical engineering. Candidates cannot have reached their thirty-fifth (35th) birthday by December 31 of the calendar year nominated.

Selection: The Geo-Institute Board of Governors will recommend recipients for approval by the Society’s Executive Committee.

10.3.16 Jack E. Cermak Medal. This medal was instituted in 2000.

Purpose: The medal was established to recognize the lifetime achievements in wind engineering and industrial aerodynamics of Dr. Jack E. Cermak.

Criteria: The medal is awarded for cumulative distinguished contributions to research and/or practice in wind engineering. In exceptional cases, it may be awarded for a single contribution of outstanding merit. The award is made to a single individual, unless a nomination is based on work which was a joint effort of a substantial duration. In such cases, multiple medals will be tendered only if the balance then available in the award fund is adequate for this purpose. The medal is conferred without regard for Society membership or nationality. No individual shall receive the medal more than once. During the year following receipt of the medal, the recipient will be invited to deliver the Jack E. Cermak Lecture on a topic within the designated subject area of the award, to be presented at a Society-level meeting, conference, congress, or convention.
Selection: The Cermak Medal Selection Committee shall recommend a recipient to the Society’s Executive Committee.

10.3.17 Ven Te Chow Award. This award was established in 1995.

Purpose: The purpose of this award is to recognize lifetime achievement in the field of hydrologic engineering.

Criteria: The award is presented to individuals whose careers in the field of hydrologic engineering have been distinguished by exceptional achievement and significant contribution in research, education, or practice. The award is given without regard for Society membership or nationality.

Selection: The Environmental and Water Resources Institute Board of Governors will recommend a recipient for approval by the Society’s Executive Committee.

10.3.18 Civil Engineering History and Heritage Award. This award was established in 1966.

Purpose: The purpose of this award is to recognize those persons who through their writing, research or other efforts have made outstanding contributions toward a better knowledge of, or appreciation of, the history and heritage of civil engineering.

Criteria: The award is made to recognize the recipients’ contribution toward a better knowledge of or appreciation of the history and heritage of civil engineering. It is not restricted to members of the Society.

Selection: The History and Heritage Committee shall recommend the recipient(s) for approval by the Society’s Executive Committee.

10.3.19 Collingwood Prize. This prize was established in 1894.

Purpose: The prize is awarded to the author or authors of a paper describing an engineering work with which the author(s) have been directly connected; or recording investigations contributing to engineering knowledge to which the author(s) have contributed some essential part; or as an appendix to a report of an ASCE committee; and containing a rational digest of results.

Criteria: This prize is restricted to Affiliate Members, Associate Members, and Members of the Society who were thirty-five (35) years of age or less at the time the paper was submitted in its final form. Any mathematical treatment must show immediate adaptability to professional practice. Accuracy of language and excellence of style are factors in the award. Papers published by the Society during the twelve (12) month period ending with June of the year preceding the year of award are eligible.

Selection: The Committee on Younger Members recommends recipient(s) for approval by the Society’s Executive Committee.

10.3.20 Columbia Medal. This award was established in 1982.

Purpose: The award recognizes sustained outstanding contributions to the advancement of aerospace engineering, science and technology.

Criteria. The selection will be based on the nominee’s contributions to the advancement of aerospace engineering, science and technology in at least one (1) of the following areas: teaching, research, design,
development, planning, construction, management, or direct participation in space-borne missions and/or ground-support activities. The recipient shall be an ASCE member in any grade except Student Member.

Selection: The recipient is recommended to the Society’s Executive Committee by the Aerospace Division Executive Committee.

10.3.21 Computing in Civil Engineering Award. This award was established in 1995.

Purpose: The purpose of this award is to recognize outstanding achievement and contribution in the use of computers in the practice of civil engineering.

Criteria: This award is made to a member of the Society who has made an outstanding contribution to the application of computers to the practice of civil engineering. Computer-related contributions in any technical discipline or professional context are eligible for this award without restriction.

Selection: The Computer Division Executive Committee shall recommend a recipient to the Society’s Executive Committee for approval.

10.3.22 Construction Management Award. This award was established in 1973.

Purpose: This award is given annually to a member of the Construction Institute who has made outstanding contributions to the field of construction management as a practitioner, educator, or in research, either in the form of a written presentation, scholarly work or notable performance.

Criteria: The recipient shall have been a member of the Construction Institute for a minimum of five (5) years and shall have made significant contributions to the body of knowledge or the practice of construction management, or performed outstanding service while managing a significant construction project.

Selection: The recipient of the award shall be recommended by the Construction Institute Board of Governors for approval by the Society’s Executive Committee.

10.3.23 J. James R. Croes Medal. This award was established in 1912.

Purpose: The award is presented to the author, or authors, of such paper as may be judged worthy of the award and be next in order of merit to the paper to which the Norman Medal is awarded; or, if the Norman Medal is not awarded, then to the author, or authors, of a paper, if any, which is judged worthy of the award of this prize for its merit as a contribution to engineering science.

Criteria: This award is open to papers written jointly by members and non-members, provided at least half of the authors are ASCE members. Papers published in the twelve (12) month period ending with June of the preceding year of award are eligible.

Selection: The nominated papers shall be reviewed by the Society Awards Committee, which recommends the recipient(s) to the Society’s Executive Committee.

10.3.24 Charles Martin Duke Lifeline Earthquake Engineering Award. This award was established in 1990.

Purpose: The purpose of this award is to honor Charles Martin Duke for his pioneering contributions in lifeline earthquake engineering.
Criteria: This award is made to an individual who has made a definite contribution to the advancement of lifeline earthquake engineering. Contributions may be made either in the form of papers or other written presentations, or through outstanding performances or specific and noteworthy actions, which have served to advance the art, science and technology of lifeline earthquake engineering.

Selection: The award committee shall recommend a recipient for approval by the Society’s Executive Committee.

10.3.25 Hans Albert Einstein Award. This award was established in 1988.

Purpose: This award was established to honor Hans Albert Einstein for his outstanding contributions to the engineering profession and his advancements in the areas of erosion control, sedimentation and alluvial waterways.

Criteria: The award is made to a member of the Society who has made a significant contribution to the engineering profession in the areas of erosion control, sedimentation and/or waterway development either in teaching, research, planning, design, or management. Contributions can be made either in the form of papers or through notable performances which have served to advance engineering in these areas.

Selection: The award recipient is recommended by an awards committee, subject to approval of the Society’s Executive Committee.

10.3.26 Simon W. Freese Environmental Engineering Award and Lecture. This award and lectureship was established in 1975.

Purpose: This award was endowed by the firm of Freese & Nichols to honor Simon Wilke Freese.

Criteria: The Executive Director upon the recommendation of the Environmental and Water Resources Institute will invite a distinguished person to prepare for publication and deliver the Simon W. Freese Environmental Engineering Lecture at an appropriate meeting of the Society. The lecturer will be selected without restrictions as to Society membership or nationality.

Selection: This award and lecturer is subject to the approval of the Society’s Executive Committee.

10.3.27 Alfred M. Freudenthal Medal. This medal was established in 1975.

Purpose: This medal is established to recognize an individual who has demonstrated distinguished achievement in safety and reliability studies applicable to any branch of civil engineering.

Criteria: The award is presented to an individual in recognition of distinguished achievement in safety and reliability studies applicable to any branch of civil engineering. Age, nationality, and Society membership shall not be considerations in making the award.

Selection: This award is normally made every two (2) years. The Engineering Mechanics Institute shall recommend a recipient for approval by the Society’s Executive Committee.
10.3.28 **Edmund Friedman Professional Recognition Award.** This award was established in 1960.

**Purpose:** This award was established to recognize the importance of professional attainment in the advancement of “the science and profession of engineering,” as defined by the Constitution of the Society.

**Criteria:** This recognition is awarded to a Society member who is judged to have contributed substantially to the status of the engineering profession by: exemplary professional conduct in a specific outstanding instance; an established reputation for professional service; objective and lasting achievement in improving the conditions under which professional engineers serve in public and private practice; significant contribution toward improvement of employment conditions among civil engineers; significant contribution toward improving the professional aspects of civil engineering education; professional guidance of qualified young persons who would seek civil engineering as a career; and professional development of young civil engineers in the formative stages of their careers; or, other evidence of merit which in the judgment of the award committee shall have advanced the Society’s professional objectives. At the time of nomination members of the Committee on Professional Advancement and its constituent committees are not eligible for the award. In addition, Distinguished Members at the time of the Edmund Friedman Professional Recognition Award nomination are not eligible to be considered for the award.

**Selection:** The Committee on Professional Advancement shall recommend a nominee for approval by the Society’s Executive Committee.

10.3.29 **Edmund Friedman Young Engineer Award for Professional Achievement.** This award was established in 1972.

**Purpose:** The purpose of this award is to recognize the professional contributions of younger members of the Society.

**Criteria:** This recognition is awarded to Affiliate Members, Associate Members, or Members who are Engineering Intern (E.I.), Engineer-In-Training (E.I.T.) or Professional Engineer (P.E.) and thirty-five (35) years of age or less on February 1 in the year of the award who are judged to have attained significant professional achievement, by the degree to which the candidates have shown: service to the advancement of the profession; evidence of technical competence, high character and integrity; leadership in the development of younger member attitudes towards the profession; contributions to public service outside of their professional career; and other evidence of merit, which in the judgment of the award committee, shall have advanced the Society’s objectives.

**Selection:** The Committee on Younger Members submits its recommendations to the Society’s Executive Committee for approval. No more than five (5) recipients will be named in any year.

10.3.30 **Samuel Arnold Greeley Award.** This award was established in 1968.

**Purpose:** The award is made to the author(s) of the paper that makes the most valuable contribution to the environmental engineering profession.

**Criteria:** All original papers dealing with the design, construction, operation or financing of water supply, pollution control, storm drainage or solid waste collection and disposal facilities published by the Society in the twelve (12) month period ending with June of the year preceding the year of award are eligible. An individual author must be a Society member engaged as a principal or employee in the private practice of environmental engineering. In the case of two (2) authors, one (1) must be a Society member engaged as principal or employee in the private practice of environmental engineering. If there are more than two
(2) authors, a majority of the authors must be Society members engaged as principals or employees in the private practice of environmental engineering.

Selection: A recipient is recommended by the Environmental and Water Resources Institute for approval by the Society’s Executive Committee.

10.3.31 Daniel W. Halpin Award for Scholarship in Construction. This award was established in 2011.

Purpose: This award is presented to an individual who has demonstrated outstanding scholarship that advances construction engineering as a science.

Criteria: The award may be made annually to a member of ASCE or the Construction Institute who has attained a doctoral degree within the last ten (10) years. The award is given on the basis of the candidate’s independent scholarly activity, for which they have been primarily responsible.

Selection: The Board of Directors of the Construction Institute shall recommend to the Society’s Executive Committee the award recipient.

10.3.32 Ernest E. Howard Award. This award was instituted in 1954.

Purpose: This award was instituted and endowed by Mrs. Howard in honor of her husband, Ernest E. Howard, Past President.

Criteria: The award is made to a Society member who has made a definite contribution to the advancement of structural engineering, either in research, planning, design or construction, including methods and materials, these contributions being made either in the form of a paper or other written presentation, or through notable performance or specific actions, which have served to advance structural engineering.

Selection: The recipient shall be recommended by the Committee on the Ernest E. Howard Award, subject to approval of the Society’s Executive Committee.

10.3.33 Shortridge Hardesty Award. The award was instituted in 1987.

Purpose: This award is made annually to an individual (or individuals, if recommended) who contribute substantially in applying fundamental results of research to solution of practical engineering problems in the field of structural stability.

Criteria: The award shall be based on either a paper published or upon any other effective contribution in the form of personal efforts and achievements. The recipient must be an individual or individuals holding any grade of Society membership.

Selection: The Structural Engineering Institute will recommend an individual(s) to the Society’s Executive Committee for approval.

10.3.34 Rudolph Hering Medal. This medal was instituted in 1924.

Purpose: The medal was instituted and endowed in honor of Rudolph Hering, past Vice President of the Society.
Criteria: The medal is awarded to the author, or authors, of the paper which contains the most valuable contribution to the increase of knowledge in, and to the advancement of, the environmental branch of the engineering profession. All original papers authored or co-authored by Society members dealing with water works, sewerage works, drainage, refuse collection and disposal, or any branch of environmental engineering which are presented to the Society, in finished form, whether presented to the Environmental and Water Resources Institute or otherwise, are open to the award, provided that such papers have not been previously contributed or published elsewhere. Papers published by the Society in the twelve (12) month period ending with June of the year preceding the year of award are eligible.

Selection: The Award Committee shall recommend the author(s) to the Society’s Executive Committee for approval.

10.3.35 Karl Emil Hilgard Hydraulic Prize. This award was established in 1939.

Purpose: The award is given to the author, or authors, of that paper which is judged to be of superior merit, dealing with a problem of flowing water, either in theory or practice.

Criteria: Preferably, the award is given to a paper that is not otherwise recognized by receiving another Society prize. The value of the paper is judged both on the basis of the subject matter and the method of presentation.

Selection: The Environmental and Water Resources Institute shall make a recommendation, if any, to the Society’s Executive Committee for approval.

10.3.36 Julian Hinds Award. This award was established in 1974.

Purpose: The award was endowed in recognition of the outstanding professional contributions of Julian Hinds.

Criteria: Only an individual holding any grade of Society membership is eligible for the award. In the case of papers written by more than one (1) person, at least one (1) author must be a Society member. The award is to be made to the author(s) of that paper which is judged to be the most meritorious contribution to the field of water resources development such as multi-purpose water projects for irrigation, flood control, municipal and industrial water, hydroelectric power or any combination thereof. The award can also be made to an individual for notable performance, long years of distinguished service, or specific actions that have served to advance engineering in the field of planning, development, and management of water resources.

Selection: The Environmental and Water Resources Institute shall recommend a recipient or recipients to the Society’s Executive Committee for approval.

10.3.37 Phillip R. Hoffman Award. This award was established in 1987.

Purpose: The purpose of this memorial award is to encourage others to concern themselves with the field of design and development of hydroelectric generation-pumped storage.

Criteria: All original papers in the field of grid energy storage development and advancement (e.g. hydroelectric pumped-storage, battery flywheel, compressed air), published in a print issue of an ASCE journal in the twelve-month period ending with June of the year preceding the year of award, are eligible.
Selection: The Executive Committee of the Energy Division shall recommend the recipient to the Society’s Executive Committee for approval.

10.3.38  **Wesley W. Horner Award.** This award was established in 1968.

*Purpose:* The award is made to the author(s) of the paper that makes the most valuable contribution to the environmental engineering profession, with preference given to those authors who are in the private practice of engineering.

*Criteria:* All papers dealing with hydrology, urban drainage, or sewerage that are published by the Society in the twelve (12) month period ending with June of the preceding year of the award are eligible.

Selection: The Environmental and Water Resources Institute shall nominate a recipient to the Society’s Executive Committee for approval.

10.3.39  **George W. Housner Structural Control and Monitoring Medal.** This award was established in 2011.

*Purpose:* This award may be presented annually to an individual for research contributions to the field of structural control and health monitoring.

*Criteria:* The award shall be made without regard to Society membership. The recipient shall demonstrate outstanding contributions to structural control and health monitoring either through significant research, educational activities, or to the practice of science and engineering through invention, design or implementation of innovations in the field of structural control and health monitoring.

Selection: The Engineering Mechanics Institute Board of Governors recommends a winner to the Society’s Executive Committee for final action.

10.3.40  **Walter L. Huber Civil Engineering Research Prizes.** This award was established in 1946.

*Purpose:* This award was created to stimulate research in civil engineering.

*Criteria:* Research Prizes are awarded to members of the Society in any grade for notable achievements in research related to civil engineering. At the time of nomination nominees must either be under 40 years of age or have worked no more than twelve (12) years since receiving a doctoral degree, whichever is less restrictive.

Selection: The Huber Selection Committee shall recommend up to five (5) recipients for approval by the Society’s Executive Committee.

10.3.41  **Hydraulic Structures Medal.** This award was established in 1983.

*Purpose:* The medal is intended to award an individual or individuals for significant contributions to the advancement of the art and science of hydraulic engineering as applied to hydraulic structures.

*Criteria:* The award will be given without restrictions as to Society membership or nationality. It is made to an individual or individuals for significant contributions to the advancement of the art and science of hydraulic engineering as applied to hydraulic structures. The contribution may be in the form of a paper published in the Society’s technical journals, innovative application of hydraulic principles, individual achievements, or distinguished or meritorious service.
Selection: The Environmental and Water Resources Institute shall make their recommendation of the winner to the Society’s Executive Committee by February 15th of each year.

10.3.42 Innovation in Sustainable Engineering Award. This award was established in 1981 as the Innovation in Civil Engineering Award and renamed the Innovation in Sustainable Engineering Award in 2011.

Purpose: This award recognizes a project that demonstrates replicable innovative concepts in sustainability.

Criteria: Projects shall be evaluated based on (a) the extent to which innovative design or construction methods improve economic, social and environmental sustainability; (b) the promise shown by the innovation to extend future developments in sustainability which may be evidenced in part by Envision™ rating and/or institute, section or branch sustainability awards; and (c) the degree to which the project extends public understanding of sustainability in construction as demonstrated by working with the public at the planning, design, construction, and operations stages in the development of the project; and (d) collaboration was an important aspect of the project as demonstrated by significant participation by other disciplines on the team. The award shall be limited to projects developed or implemented in the six (6) year period preceding the year of award and shall not be either a current nominee or previous finalist for the Outstanding Civil Engineering Achievement Award.

Selection: The recipient shall be recommended by the Committee on Sustainability to the Society’s Executive Committee for approval.

10.3.43 International Coastal Engineering Award. This award was established in 1977.

Purpose: The purpose of this award is to provide international recognition for outstanding leadership and development in the field of coastal engineering.

Criteria: This award is made annually to an individual who has made a significant contribution to the advancement of coastal engineering in the manner of engineering design, teaching, professional leadership, construction, research, planning, or a combination thereof. The recipient is chosen from the international community of coastal engineers, without restriction as to nationality or Society membership.

Selection: The Coasts, Oceans, Ports and Rivers Institute’s Board of Governors shall recommend the recipient of the award for approval by the Society’s Executive Committee.

10.3.44 Martin S. Kapp Foundation Engineering Award. This award was established in 1973.

Purpose: This award is to honor an individual on the basis of the best example of innovative or outstanding design or construction of foundations, earthworks, retaining structures, or underground construction.

Criteria: Emphasis shall be placed on constructed works where serious difficulties were overcome or where substantial economies were achieved. The example shall have been described in published form available to the entire engineering community. The award is not restricted to members of the Society.

Selection: The recipient is recommended by the Geo-Institute for approval by the Society’s Executive Committee.
10.3.45 **James Laurie Prize.** This award was established in 1912.

*Purpose:* The purpose of this prize is to award an individual who has made contributions to the advancement of transportation engineering.

*Criteria:* This award is made to a member of the Society who has made a definite contribution to the advancement of transportation engineering, either in research, planning, design, or construction, these contributions being made either in the form of papers or other written presentations, or through notable performance or specific actions which have served to advance transportation engineering.

*Selection:* The Transportation and Development Institute shall recommend the recipient, if any, to the Society’s Executive Committee for final action.

10.3.46 **Walter LeFevre Award.** The award was established in 2007.

*Purpose:* The purpose of the award is to promote licensure, ethics and professionalism.

*Criteria:* Evaluation of nominees is made on basis of the percent of graduates in a particular Academic Year who took the FE while enrolled in the program, the percent of graduates who passed the exam while enrolled in the program, the percent of eligible faculty who are licensed in a U.S. jurisdiction, and a subjective evaluation of a narrative detailing the extent of the curricula devoted to licensure, ethics and professionalism and activities undertaken by the Department to promote these topics to include improvement from previous Academic Years.

*Selection:* The Committee on Education shall recommend to the Society’s Executive Committee the recipient of the award.

10.3.47 **T. Y. Lin Award.** The award was established in 1968.

*Purpose:* The purpose of this award is to encourage the preparation of meaningful papers in the field of pre-stressed concrete.

*Criteria:* All papers written or co-authored by members of the Society that deal with pre-stressed concrete and which are published in the twelve (12) month period ending with June of the year preceding the year of the award are eligible. Preference will be given to papers written by Younger Members.

*Selection:* The Structural Engineering Institute shall recommend the recipient for approval by the Society’s Executive Committee.

10.3.48 **Le Val Lund Award for Practicing Lifeline Risk Reduction.** This award was established in 2012.

*Purpose:* This award may be presented for research contributions to the practice of reducing risks to lifeline systems and preparing communities for natural and technological hazards.

*Criteria:* This award may be presented annually to an ASCE member of any grade, except Student Member. The recipient shall have demonstrated exemplary leadership and an understanding of the inter-relationship between engineering and social, economic, and political factors in lifeline risk reduction.

*Selection:* The Award Selection Committee shall recommend a nominee for approval by the Society’s Executive Committee.
10.3.49  **Orville T. Magoon Sustainable Coasts Awards.** This award was established in 2013.

*Purpose:* This award may be presented for outstanding contributions to sustainable engineering practices in managing shorelines and coastal infrastructure through research, design, construction or management of the natural and built environment in the coastal zone.

*Criteria:* This award may be presented annually without regard to Society membership. The recipient shall have demonstrated recognition of the balance of coastal values with project needs.

*Selection:* The recipient is recommended for approval to the Society’s Executive Committee by the Awards Committee of the Coasts, Oceans, Ports and Rivers Institute.

10.3.50  **Frank M. Masters Transportation Engineering Award.** This award was established in 1975.

*Purpose:* This award is made on the basis of the best example of innovative or noteworthy planning, design, or construction of transportation facilities.

*Criteria:* The example shall have been described in published form available to the entire engineering community. Not more than one (1) award is made each year unless the achievement upon which the award is based is considered to be the contribution of more than one (1) person, such as joint authorship of a paper. In such cases, duplicate or multiple prizes will be awarded. No one shall receive the honor, or any portion thereof, more than once.

*Selection:* The recipient is recommended to the Society’s Executive Committee for approval by the Transportation and Development Institute.

10.3.51  **Daniel W. Mead Prizes.** This award was established in 1939.

*Purpose:* This prize is awarded on the basis of papers on professional ethics.

*Criteria:* Younger Members and members of the Society’s Student Chapters who are in good standing at the time their papers are submitted are eligible for the respective contests. To be eligible, Younger Members shall have reached thirty-five (35) years of age or less on February 1 in the year of the award.

*Selection:* Younger Member papers shall be judged by the Committee on Younger Members. The Committee on Student Members shall review the Student Member papers. The nominations shall be presented to the Society’s Executive Committee for final action.

10.3.52  **Henry L. Michel Award for Industry Advancement of Research.** This award was instituted in 1996 and made a Society Award in 2008.

*Purpose:* This award is to honor a visionary leader whose work has impacted research and innovation in the design, construction, and/or environmental community.

*Criteria:* The individual must be a visionary leader whose work has had an impact on research and innovation in the design, construction, and/or environmental community. Not only can prior contributions be considered, but also the nominee’s potential for advancing the industry in the future. The candidate’s future potential can be given as much weight as their past accomplishments.
Selection: The recipient shall be recommended by the Henry L. Michel Award Selection Committee for approval by the Society’s Executive Committee.

10.3.53 **Thomas A. Middlebrooks Award.** This award was established in 1955.

*Purpose:* This award honors the author of a special paper published on geotechnical engineering.

*Criteria:* This award is not restricted to members of the Society. The award is made to the author of a paper published by the Society during the twelve (12) month period ending with June of the year preceding the year of award, which shall be judged worthy of special commendation for its merit as a contribution to geotechnical engineering. The papers which receive the Norman Medal and the Croes Medal shall not be eligible for consideration for this award.

Selection: The recipient shall be recommended by the Geo-Institute for approval by the Society’s Executive Committee.

10.3.54 **Raymond D. Mindlin Medal.** This award was established in 2007.

*Purpose:* The purpose of the award is to recognize research contributions to applied solid mechanics.

*Criteria:* Evaluation of nominees is made on basis of the extent of lasting contributions made to the study of solid mechanics.

Selection: The Awards Committee of the Engineering Mechanics Institute shall recommend to the Society’s Executive Committee the recipient of the award.

10.3.55 **John G. Moffatt–Frank E. Nichol Harbor and Coastal Engineering Award.** This award was established in 1977.

*Purpose:* This award is designed to recognize new ideas and concepts that can be efficiently implemented to expand the engineering or construction techniques available for harbor and coastal projects.

*Criteria:* The award is made to a member of the Society who has made a definite contribution in the fields of harbor and coastal engineering. This contribution may have been made either in the form of written presentations or notable performance.

Selection: The recipient shall be recommended by the Coasts, Oceans, Ports and Rivers Institute for approval by the Society’s Executive Committee.

10.3.56 **Moisseiff Award.** This award was established in 1947.

*Purpose:* This award honors the author of an important paper published by the Society dealing with the broad field of structural design, including applied mechanics as well as the theoretical analysis, or constructive improvement, of engineering structures such as bridges and frames, of any structural material.

*Criteria:* All authors, whether members or non-members, are eligible to receive the prize.

Selection: The Structural Engineering Institute shall recommend a paper for approval by the Society’s Executive Committee.
10.3.57 Nathan M. Newmark Medal. The award was established in 1975.

*Purpose:* This award was established by the Engineering Mechanics and Structural Divisions to honor Nathan M. Newmark, Hon.M.ASCE, for outstanding contributions in structural engineering and mechanics.

*Criteria:* The award is made to a member of the Society who, through contributions in structural mechanics, has helped substantially to strengthen the scientific base of structural engineering, these contributions having been made in the form of papers or other written presentations. The field of structural mechanics should be interpreted broadly and should include continuum mechanics related to structural and geotechnical engineering.

*Selection:* The recipient is recommended by the Awards Committee to the Society’s Executive Committee for approval.

10.3.58 Norman Medal. This award was established in 1872.

*Purpose:* The medal and certificate are awarded to the author, or authors, of a paper, which shall be judged worthy of special commendation for its merit as a contribution to engineering science.

*Criteria:* All original papers are open to the award, provided that such papers have not been previously contributed in whole or in part to any other association, and have not appeared in print prior to their publication by the Society. Papers written jointly by members and non-members are eligible, provided at least half of the authors are ASCE members.

*Selection:* The recipient of the Norman Medal is recommended by the Society Awards Committee to the Society’s Executive Committee for approval.

10.3.59 Outstanding Public Official Award. This award was established in 1963.

*Purpose:* The purpose of this award is to recognize those members of the engineering profession who have rendered meritorious service in elective or appointive positions in government.

*Criteria:* The award is made to those members of the Society who have contributed substantially to the status of the engineering profession by meritorious public service in elective or appointive positions in civil government. In the selection of the recipients, primary consideration shall be given to public service that does not require the qualifications of an engineer. The award is intended to recognize service by engineers in such capacities as: mayor, city manager, city councilman, municipal department head, county or special authority official, state governor, member of legislature, state department head, member of Congress, cabinet member, federal department administrator, or U.S. President. The nominees must be licensed professional engineers. This award is given without regard for nationality of the recipient. At the time of nomination members of the Committee on Professional Advancement and its constituent committees are not eligible for the award. In addition, Distinguished Members at the time of the Outstanding Public Official Award nomination are not eligible to be considered for the award.

*Selection:* The recipient is recommended by the Committee on Professional Advancement for approval by the Society’s Executive Committee.

10.3.60 Charles Pankow Award for Innovation. This award was established in 1996 and made a Society Award in 2008.
Purpose: The award is to recognize emerging collaborative innovations in design, materials, or construction-related research and development. Innovations must be new to the design/construction profession.

Criteria: Nominations must meet the following requirements: Innovative Technologies – must demonstrate innovative design, materials, or construction-related research transferred into practice; Collaborative Research and Implementation – must demonstrate that collaboration was involved during any part of the cycle from development to application; Impact on Construction Industry Performance – must demonstrate innovative approaches that have a positive impact on society.

Selection: The recipient is recommended by the Charles Pankow Award Selection Committee for approval by the Society’s Executive Committee.

10.3.61 John I. Parcel–Leif J. Sverdrup Civil Engineering Management Award. This award was established in 1976.

Purpose: The purpose of this award is to encourage effective leadership and management skills in the civil engineering profession.

Criteria: The award is made to a member of the Society who has made a definite contribution in the field of civil engineering management, evidencing high character and professional integrity and regional, national or international professional reputation. This contribution may have been made either in the form of written presentations or notable performance.

Selection: The recipient is recommended by the Committee on Professional Advancement for approval by the Society’s Executive Committee.

10.3.62 Ralph B. Peck Award. This award was established in 1999.

Purpose: This award is presented for outstanding contributions to the geotechnical engineering profession through the publication of a thoughtful, carefully researched case history or histories, or the publication of recommended practices or design methodologies based on the evaluation of case histories.

Criteria: This award is given without regard for Society membership or nationality. The award recipient or recipients will be invited to deliver the Peck Lecture describing the lessons learned from the relevant case history or histories.

Selection: The selection of the award recipient will be made by the Geo-Institute.

10.3.63 Margaret S. Petersen Award. This award was established in 2013.

Purpose: This award may be presented for exemplary service to the water resources and environmental science and engineering community.

Criteria: This award may be presented annually to a woman who is a member of ASCE or EWRI of any grade, except Student Member. The recipient shall have demonstrated exemplary leadership through council, standing, or task committee participation, or university or industry excellence in the water resources, hydraulics, or environmental-related science and engineering profession.
Selection: The award selection committee shall recommend a nominee for approval by the Society’s Executive Committee.

10.3.64 **Peurifoy Construction Research Award.** This award was established in 1984.

*Purpose:* The purpose of this award is to recognize individuals who have made outstanding contributions to the advancement of construction engineering through research and development of new technology, principles or practices.

*Criteria:* This award is made to a member of ASCE or the Construction Institute who has made an outstanding contribution to the advancement of construction engineering through research and development of new technology, principles or practices.

*Selection:* The Construction Institute may recommend a nominee to the Society’s Executive Committee for approval.

10.3.65 **Harold R. Peyton Award for Cold Regions Engineering.** This award was established in 1988.

*Purpose:* This award was established to stimulate awareness and interest in the challenges of cold regions engineering.

*Criteria:* This award is made to a member of the Society who has made outstanding contributions to cold regions engineering or to a basic understanding of cold environments, including dissemination of knowledge of cold climate technology through publishing innovative technical or research papers.

*Selection:* The Cold Regions Engineering Division Executive Committee shall recommend a recipient to the Society’s Executive Committee for approval.

10.3.66 **The Professional Practice Ethics and Leadership Award.** This award was originally established in 2005.

*Purpose:* This award was established to promote and recognize civil engineering leadership in professional practice and ethics.

*Criteria:* The award is made to a licensed professional engineer for a specific accomplishment or for lifetime achievements that demonstrate superior ethics and leadership while the individual participated in professional practice or service to the public.

*Selection:* The recipient is recommended by a committee of representatives from the Society and from the Geoprofessional Business Association for approval by the Society’s Executive Committee.

10.3.67 **Raymond C. Reese Research Prize.** This award was established in 1970.

*Purpose:* This award was established to recognize outstanding contributions to the application of structural engineering research.

*Criteria:* This award is presented to the author or authors of a paper published by the Society in the twelve (12) month period ending with June of the year preceding the year of the award that describes a notable achievement in research related to structural engineering and which indicates how the research can be used. The paper should include the results of research, and, in particular, should indicate and recommend how the research can be applied to design.
Selection: The Structural Engineering Institute shall recommend the nominee or nominees to the Society’s Executive Committee for approval.

10.3.68 Rickey Medal. This award was established in 1947.

Purpose: The medal is given to an individual for achievement in the general field of hydroelectric engineering, including any of its branches.

Criteria: The medal is given for an achievement in hydroelectric engineering.

Selection: The Executive Committee of the Energy Division recommends the recipient of the Society’s Executive Committee for approval

10.3.69 Robert Ridgway Student Chapter Award. This award was established in 1965.

Purpose: This award was instituted to promote excellence among the Student Chapters.

Criteria: The award is made annually to the single most outstanding Student Chapter based on judging of Student Chapter Annual Reports.

Selection: The Committee on Student Members shall recommend a recipient to the Society’s Executive Committee for approval.

10.3.70 Roebling Award. This award was established in 1987.

Purpose: This award is to recognize and honor an individual who has made an outstanding contribution toward the advancement of Construction Engineering.

Criteria: This award is given to a member of ASCE or the Construction Institute. The recipient of the award may be invited to deliver a “Roebling Lecture” at an appropriate meeting of the Society.

Selection: The Construction Institute shall recommend a recipient for approval by the Society’s Executive Committee.

10.3.71 Hunter Rouse Hydraulic Engineering Award. This award was originally established as a lectureship in 1979.

Purpose: The award recognizes outstanding contributions to hydraulics and waterways.

Criteria: The recipient shall be selected without restrictions as to Society membership or nationality.

Selection: The Environmental and Water Resources Institute shall recommend a recipient for approval by the Society’s Executive Committee.

10.3.72 Thomas Fitch Rowland Prize. This award was established in 1884.

Purpose: This award is intended to honor authors whose papers describe, in detail, accomplished works of construction or which are valuable contributions to construction management and construction engineering.
Criteria: This award is not restricted to members of the Society. Only papers published by the Society in the twelve (12) month period ending with June of the year preceding the year of award are eligible.

Selection: The recipient will be recommended by the Construction Institute for approval by the Society’s Executive Committee.

10.3.73 Robert H. Scanlan Medal. This medal was instituted in 2002.

Purpose: The purpose of the medal is to commemorate Professor Robert H. Scanlan’s lifetime achievements in the field of engineering mechanics.

Criteria: The medal is awarded to an individual in recognition of distinguished achievement in engineering mechanics based upon scholarly contributions to both theory and practice. The areas of achievement will generally be structural mechanics, wind engineering, and aerodynamics. The award is limited to one (1) individual, without regard for Society membership or nationality.

Selection: The Engineering Mechanics Institute Advisory Board shall recommend a recipient for approval by the Society’s Executive Committee.

10.3.74 Masanobu Shinozuka Medal. This award was established in 2013.

Purpose: This award was established to recognize an individual for outstanding contributions in stochastic systems with applications to several branches of civil engineering.

Criteria: The award may be presented to an individual in recognition of outstanding contributions in stochastic systems with applications to several branches of civil engineering. Society membership shall not be a consideration in making the award.

Selection: One (1) award may be made in odd-numbered years. The recipient is recommended for approval to the Society’s Executive Committee by the Awards Committee of the Engineering Mechanics Institute.

10.3.75 Wilbur S. Smith Award. This award was established in 1984.

Purpose: This award is intended to honor the person who, during the fiscal year preceding the year of the award, shall be judged worthy of special commendation for his or her contribution to the enhancement of the role of the civil engineer in highway engineering.

Criteria: This award is restricted to Fellows, Members and Associate Members of the Society.

Selection: The recipient shall be recommended by the Transportation and Development Institute for approval by the Society’s Executive Committee.

10.3.76 J. C. Stevens Award. This award was established in 1943.

Purpose: This award is to honor the best published discussion in the field of hydraulics.

Criteria: Papers written jointly by an ASCE or Environmental and Water Resources Institute-only members and non-members are eligible, provided at least one (1) of the authors is either an ASCE or EWRI-only member. The paper shall be in the field of hydraulics (including fluid mechanic and hydrology).
published by the Society during the twelve (12) month period ending with June of the year preceding the year of award.

Selection: The recipient shall be recommended by the Environmental and Water Resources Institute for approval by the Society’s Executive Committee.

10.3.77 **Surveying and Mapping Award.** This award was established in 1969.

*Purpose:* This award honors the individual who has made a definite contribution during the year to the advancement of surveying and mapping either in teaching, writing, research, planning, design, construction, or management.

*Criteria:* The award is made annually. These individual contributions are made in the form of papers or other written presentations, or in some instances through notable performance, long years of service, or specific actions which have served to advance surveying and mapping.

Selection: The Utility Engineering and Surveying Institute shall recommend a recipient for approval by the Society’s Executive Committee.

10.3.78 **Karl Terzaghi Award.** This award was established in 1960.

*Purpose:* This award gives honor to an author of outstanding contributions to knowledge in the fields of soil mechanics, subsurface and earthwork engineering, and subsurface and earthwork construction.

*Criteria:* This award is given without restrictions as to Society membership or nationality. Contributions which have been published by the Society shall be cited as the principal basis for the Award.

Selection: The recipient is recommended by the Geo-Institute for approval by the Society’s Executive Committee.

10.3.79 **Karl Terzaghi Lecture.** This lectureship was established in 1960.

*Purpose:* This lectureship was established to fund honoraria and certificates.

*Criteria:* At about yearly intervals, a distinguished engineer to deliver a “Terzaghi Lecture” at an appropriate meeting of the Society.

Selection: The recipient is recommended by the Geo-Institute for approval by the Society’s Executive Committee.

10.3.80 **Royce J. Tipton Award.** This award was established in 1964.

*Purpose:* This award is to recognize contributions to the advancement of irrigation and drainage engineering.

*Criteria:* The award is made to an ASCE or an Environmental and Water Resources Institute-only member who has made a definite contribution to the advancement of irrigation and drainage engineering either in teaching, research, planning, design, construction or management, these contributions being made through notable performance, long years of service, or specific actions which have served to advance
the science of irrigation and drainage engineering. The recipient may be invited to present a lecture at an appropriate meeting of the Society.

Selection: The Environmental and Water Resources Institute shall recommend a recipient for approval by the Society’s Executive Committee.

10.3.81 Francis C. Turner Award. This award was originally established as a lectureship in 1988.

Purpose: The award recognizes outstanding contributions to transportation engineering.

Criteria: The selection will be based on the nominee’s contributions to the advancement of the knowledge and practice of transportation engineering. The recipient shall be either an ASCE member or member of the Transportation and Development Institute.

Selection: The recipient will be recommended by the Transportation and Development Institute to the Society’s Executive Committee for approval.

10.3.82 Theodore von Karman Medal. This award was established in 1960.

Purpose: This award is to honor an individual in recognition of distinguished achievement in engineering mechanics, applicable to any branch of civil engineering.

Criteria: Age, nationality, and Society membership shall not be a consideration in making the award.

Selection: The Engineering Mechanics Institute Advisory Board shall recommend a recipient for approval by the Society’s Executive Committee.

10.3.83 Arthur M. Wellington Prize. This award was established in 1921.

Purpose: This award may be presented annually for papers on transportation on land, on the water, in the air, or on foundations and closely related subjects, not including contributions in the form of reports and manuals.

Criteria: This award is not restricted to members of the Society.

Selection: The Society Awards Committee will recommend the recipients(s) to the Society’s Executive Committee for approval.

10.3.84 George Winter Award. This award was established in 1990.

Purpose: The purpose is to recognize the achievements of an active structural engineering researcher, educator or practitioner who best typifies the late Dr. George Winter’s humanistic approach to his profession: i.e., an equal concern for matters technical and social, for art as well as science, for soul as well as intellect.

Criteria: The award shall be made to any individual without regard to Society membership. The recipient shall be a structural engineer, who has consistently worked at advancing the state-of-the-art of the profession through the practical application of design and/or research studies. This individual must have demonstrated a commitment to the social or artistic needs of the community through work performed in an area not directly related to engineering or science.
Selection: The Structural Engineering Institute shall recommend the recipient, if any, to the Society’s Executive Committee for approval.

10.3.85 William H. Wisely American Civil Engineer Award. This award was established in 1983.

Purpose: The award’s purpose is to recognize not more than three (3) individuals who have exhibited continuing efforts to better the history, tradition, developments and technical and professional activities of the Society.

Criteria: The recipient or recipients shall be members of the Society.

Selection: The award may be conferred at the initiative of the President with the concurrence of the Society’s Executive Committee.

10.3.86 Younger Member Group/Forum Award. This award was established in 1985.

Purpose: The purpose of the award is to promote excellence among the Younger Member groups/forums.

Criteria: This award is made to the most outstanding large and small Younger Member Groups/Forums. Nomination documents should list professional, technical, social and special activities sponsored by the Younger Member Group/Forum for the preceding fiscal year (October to September). Application should be made by March 1 of the year of the award.

Selection: The Committee on Younger Members shall recommend to the Society’s Executive Committee the winners of the award and those groups receiving Certificates of Commendation.

10.4 Approved Special Society Recognitions. The following are the approved Special Society Recognitions:

10.4.1 Historic Civil Engineering Landmark Program. This program was established in 1966.

Purpose: The purpose of this program is to recognize with a plaque a significant achievement in civil engineering history and to bring such recognition to the attention of the profession and the public.

Criteria: To be named a Historic Civil Engineering Landmark, a project of at least fifty (50) years of age must either: 1) have greatly advanced the state of the art of civil engineering; 2) be a unique or outstanding example of its genre; or 3) have had an important impact on the development of at least the region in which it is located.

Selection: The History and Heritage Committee recommends projects for Board of Direction approval.

10.4.2 Outstanding Civil Engineering Achievement. This award was established in 1960.

Purpose: The purpose of this award is to annually recognize an exemplary civil engineering project as an “Outstanding Civil Engineering Achievement.” It honors the project that best illustrates superior civil engineering skills and represents a significant contribution to civil engineering progress and society. Honoring an overall project rather than an individual, the award recognizes the contributions of many engineers.
Criteria: Any civil engineering or construction project is eligible. The general criteria are:

1) Originality and Innovation
   a) New or innovative application of technology, design, materials, process/methods and construction;
2) Resourcefulness in Planning and Solving Design Challenges
   a) Complexity of the problem or situation addressed;
   b) Creativity in solutions;
3) Sustainability Considerations
   a) Environmental;
   b) Social;
   c) Economic;
4) Project Planning and Delivery
   a) Financing, budget and schedule;
   b) Meeting the client’s needs particularly related to budget and schedule adherence; and
5) Contribution to the Well-being of People and Communities, including Aesthetic Value.

Specific criteria may be approved by the Board of Direction and reviewed at a minimum of three (3) year intervals by a constituent committee of the Society Awards Committee. The constituent committee shall have three (3) members including a member appointed by the chair of the Society Awards Committee.

Selection: Judging is by a volunteer jury. The Jury shall be comprised of the Past President, the most recent President-Emeritus who shall chair the Jury, six (6) Society members appointed by the Technical Region Board of Governors and the Editor-in-Chief of Civil Engineering magazine who shall serve as Secretary. Appointed members of the Jury shall serve two (2) year overlapping terms; three (3) members appointed by the Technical Region Board of Governors shall be replaced each year. The Jury shall recommend to the Executive Committee for approval a list of finalists and the OCEA recipient. In the case of extraordinary circumstances, the Executive Committee may refer the recommendation(s) back to the Jury for further deliberations.

10.4.3 Outstanding Projects and Leaders (OPAL) Program. This award was established in 1999.

Purpose: This award is to recognize and honor outstanding civil engineering leaders whose lifetime accomplishments and achievements have made significant differences in design, construction, public works, education, or management.

Criteria: The awards are given to model civil engineers who have demonstrated outstanding lifetime achievement, leadership, and a long-term commitment to excellence in the categories of design, construction, public works, education, and management. The awards are not restricted to members of the Society. Members who have been inducted to the office of President-elect shall not be eligible to receive this award.

Selection: The Society Awards Committee will review the nominations and nominate one (1) recipient in each of the five (5) categories for Executive Committee approval.

10.5 Society Scholarships. A Society Scholarship is a cash award that a) serves to support the undergraduate education of civil engineering students AND b) advances the Society’s Purpose and Objective AND c) for which recipients shall be approved by the Executive Committee AND d) for which the Society has all supporting funds and rights of administration.
10.5.1 Criteria for Society Scholarships. The criteria for a Society Scholarship shall include the following: a) the purpose of the Society Scholarship AND b) membership or non-membership in the Society as a restriction AND c) the criteria for selection of the recipient AND d) the composition and selection process of the selection committee AND e) the enrollment status of the applicant AND f) a provision to allow for non-award in any cycle AND g) the maximum number of recipients per cycle AND h) definition of the award’s cycle AND i) definition of the application materials required AND j) if applicable, enable the provision that the Society Scholarship may be given to the same individual more than one (1) time AND k) if applicable, enable if more than one (1) individual may be selected.

10.5.1.1 Donor Participation in Society Scholarship Decisions. Neither donors nor their heirs shall have a role in selecting recipients of Society Scholarships.

10.5.2 Application for Society Scholarships. To be considered for a Society Scholarship, all application packets submitted for consideration shall: a) include all application materials required in the individual Society Scholarship rules AND b) include a completed Society Scholarship application form AND c) be received on or before the date specified in the Society Scholarship criteria.

10.5.3 Funding of Society Scholarships. The proposed Society Scholarship may be established by funds received from individuals, businesses or industrial organizations, or by a Society grant.

10.5.3.1 Funding from Wills and Estates. The Society is not obligated to establish a Society Scholarship in an individual's name from funds received from wills and estates. The Society may apply funds from wills and estates to supplement existing Society Scholarships.

10.5.4 Direct Costs of Society Scholarships. Direct costs of Society Scholarships are borne by the individual scholarship fund. Direct costs of a Society Scholarship are the initial and ongoing costs of the scholarship and the expense paid to the investment advisor who manages the portfolio of endowed Society Scholarship funds.

10.5.5 Administrative Charges of Society Scholarships. In addition to Society Scholarship direct costs, the Society incurs labor and other program management expenses, including those for soliciting applications, reviewing applications for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, and writing of press releases. To cover those expenses, the Society charges each Society Scholarship an annual general and administrative fee of one and one-quarter percent (1.25%) of the Society Scholarship’s fund balance held in the Prizes and Awards investment portfolio as of the beginning of each fiscal year. This fee is waived for Society Scholarships that have spendable balances below $30,000 at the beginning of each fiscal year.

10.5.6 Endowment of Society Scholarships. There is a minimum endowment to establish any new Society Scholarship. An additional sum is required at start-up to cover direct costs associated with the Society Scholarship. The Society Awards Committee shall annually evaluate the minimum requirements and may make adjustments to ensure the long-term viability of Society Scholarships.

10.5.7 Minimum Funding to Confer Society Scholarship. Society Scholarships may only be conferred if 1) the principal balance meets the required endowment and 2) the Society Scholarship has sufficient additional funds to pay all Direct Costs. No Scholarship shall be given if doing so would reduce the funds available for direct costs to below one thousand dollars ($1,000).

10.5.8 Approval of New Society Scholarships. The Executive Committee, with the advice of the Society Awards Committee, shall approve all new Society Scholarships proposed to be administered by the Society.
10.5.8.1 **Naming of Society Scholarships.** To name a Society Scholarship after a person, such person shall be judged by the Society Awards Committee to have or have had a reputable association with the engineering or construction communities and shall have been a Society member in good standing for at least twenty-five (25) years.

10.5.9 **Rules of Society Scholarships.** Beginning ten (10) years after the establishment of a named Society Scholarship, changes and modification may be made to its official rules by the Executive Committee with the advice of the Society Awards Committee, whether or not the original donors are available for consultation.

10.6 **Approved Society Scholarships.** The following are the approved Society Scholarships:

10.6.1 **Lawrence W. and Francis W. Cox Scholarship.** This scholarship was established in 2008.

*Purpose:* The scholarship is for the benefit of undergraduate students pursuing a degree in civil engineering.

*Criteria:* The recipient of the Lawrence W. and Francis W. Cox Scholarship shall be an ASCE Student Member at the time of application and award and be an undergraduate in an ABET-accredited program at a recognized educational institution.

*Selection:* Selection is based on the applicant’s essay, justification to receive the award, educational plan, academic performance, potential for development, leadership capacity, and financial need. The recipient of the Lawrence W. and Francis W. Cox Scholarship shall be approved by the Society’s Executive Committee upon recommendation of the Society Awards Committee.

10.6.2 **Eugene C. Figg, Jr. Civil Engineering Scholarship.** This scholarship was established in 2004.

*Purpose:* The scholarship is for the purpose of encouraging the creation of bridges as art.

*Criteria:* Applicants must be Student Members to be eligible.

*Selection:* The recipient(s) of the Eugene C. Figg, Jr. Civil Engineering Scholarship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.

10.6.3 **John Lenard Civil Engineering Scholarship.** This scholarship was established in 2008.

*Purpose:* This scholarship is to encourage outstanding junior or senior civil engineering students to consider water supply or environmental engineering as a career goal.

*Criteria:* The recipient of the John Lenard Scholarship shall be an ASCE Student Member in good standing at the time of application and award, and be a junior or senior student at the time of award, majoring in civil or environmental engineering in an ABET-accredited program at the time of award, and demonstrate a commitment to either water supply or environmental engineering.

*Selection:* The recipient(s) of the John Lenard Scholarship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.
10.6.4 Robert B. B. and Josephine N. Moorman Scholarship. This scholarship was established in 2008.

*Purpose:* The scholarship is for the benefit of students pursuing a degree in civil engineering.

*Criteria:* The recipient of the Robert B. B. and Josephine N. Moorman Scholarship shall be an ASCE Student Member at the time of application and award and be an undergraduate in an ABET-accredited program in civil engineering or related field.

*Selection:* The recipient of the Robert B. B. and Josephine N. Moorman Scholarship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.

10.6.5 Samuel Fletcher Tapman Scholarship. This scholarship was established in 1961.

*Purpose:* The scholarship is for the continuation of formal undergraduate education in a recognized educational institution.

*Criteria:* A Student Member may apply for this scholarship and shall be a member in good standing at the time of application and award. No more than one (1) application shall be submitted from the membership of any one (1) Student Chapter.

*Selection:* The recipient(s) of the Tapman Scholarship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.

10.6.6 B. Charles Tiney Scholarship. This scholarship was established in 1980.

*Purpose:* The scholarship is for tuition assistance to needy and deserving college students who are studying in the field of engineering.

*Criteria:* A Student Member who is in good standing may apply for this scholarship.

*Selection:* The recipient(s) of the B. Charles Tiney Scholarship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.

10.6.7 Arthur S. Tuttle Scholarship. This scholarship was established in 1983.

*Purpose:* The scholarship is for the purpose of encouraging graduate education in civil engineering.

*Criteria:* All members are eligible.

*Selection:* The recipient(s) of the Arthur S. Tuttle Scholarship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.

10.6.8 Y. C. Yang Civil Engineering Scholarship. This scholarship was established in 2004.

*Purpose:* The scholarship is to foster interest in structural engineering and to encourage students to further their civil engineering education.

*Criteria:* The recipient of the Y. C. Yang Civil Engineering Scholarship shall be an ASCE Student Member in good standing at the time of application and award, be a junior or senior civil engineering student who
will be registered in fall as an undergraduate of the year of award, and will have an interest in structural engineering.

Selection: The recipient of the Y. C. Yang Civil Engineering Scholarship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.

10.7 Society Fellowships. A Society Fellowship is a cash award that a) serves to support the graduate education of civil engineering students AND b) advances the Society’s Purpose and Objective AND c) for which recipients shall be approved by the Executive Committee AND d) for which the Society has all supporting funds and rights of administration.

10.7.1 Criteria for Society Fellowships. The criteria for a Society Fellowship shall include the following: a) the purpose of the Society Fellowship AND b) membership or non-membership in the Society as a restriction AND c) the criteria for selection of the recipient AND d) the composition and selection process of the selection committee AND e) the enrollment status of the applicant AND f) a provision to allow for non-award in any cycle AND g) the maximum number of recipients per cycle AND h) definition of the award’s cycle AND i) definition of the application materials required AND j) if applicable, enable the provision that the Society Scholarship may be given to the same individual more than once (1) time AND k) if applicable, enable if more than one (1) individual may be selected.

10.7.1.1 Donor Participation in Society Fellowship Decisions. Neither donors nor their heirs shall have a role in selecting recipients of Society Fellowships.

10.7.2 Application for Society Fellowships. To be considered for a Society Fellowship, all application packets submitted for consideration shall: a) include all application materials required in the individual Society Fellowship rules AND b) include a completed Society Fellowship application form AND c) be received on or before the date specified in the Society Fellowship criteria.

10.7.3 Funding of Society Fellowships. The proposed Society Fellowship may be established by funds received from individuals, businesses or industrial organizations, or by a Society grant.

10.7.3.1 Funding from Wills and Estates. The Society is not obligated to establish a Society Fellowship in an individual’s name from funds received from wills and estates. The Society may apply funds from wills and estates to supplement existing Society Fellowships.

10.7.4 Direct Costs of Society Fellowships. Direct costs of Society Fellowships are borne by the individual fellowship fund. Direct costs of a Society Fellowship are the initial and ongoing costs of the fellowship and the expense paid to the investment advisor who manages the portfolio of endowed Society Fellowship funds.

10.7.5 Administrative Charges of Society Fellowships. In addition to Society Fellowship direct costs, the Society incurs labor and other program management expenses, including those for soliciting applications, reviewing applications for eligibility, coordinating selection of the recipients, collecting recipient photos and biographical data, and writing of press releases. To cover those expenses, the Society charges each Society Fellowship an annual general and administrative fee of one and one-quarter percent (1.25%) of the Society Fellowship’s fund balance held in the Prizes and Awards investment portfolio as of the beginning of each fiscal year. This fee is waived for Society Fellowships that have spendable balances below $30,000 at the beginning of each fiscal year.

10.7.6 Endowment of Society Fellowships. There is a minimum endowment for Society Fellowships. An additional sum is required at start-up to cover direct costs associated with the Society Fellowship.
The Society Awards Committee shall annually evaluate the minimum requirements and may make adjustments to ensure the long-term viability of Society Fellowships.

10.7.7 Minimum Funding to Confer Society Fellowship. Society Fellowships may only be conferred if 1) the principal balance meets the required endowment and 2) the Society Fellowship has sufficient additional funds to pay all Direct Costs. No Fellowship shall be given if doing so would reduce the funds available for Direct Costs to below one thousand dollars ($1,000).

10.7.8 Approval of New Society Fellowships. The Executive Committee, with the advice of the Society Awards Committee, shall approve all new Society Fellowships proposed to be administered by the Society.

10.7.8.1 Naming of Society Fellowships. To name a Society Fellowship after a person, such person shall be judged by the Society Awards Committee to have or have had a reputable association with the engineering or construction communities and shall have been a Society member in good standing for at least twenty-five (25) years.

10.7.9 Rules of Society Fellowships. Beginning ten (10) years after the establishment of a named Society Fellowship, changes and modification may be made to its official rules by the Executive Committee with the advice of the Society Awards Committee, whether or not the original donors are available for consultation.

10.8 Approved Society Fellowships. The following are the approved Society Fellowships:

10.8.1 O. H. Ammann Research Fellowship in Structural Engineering. This fellowship was established in 1963.

Purpose: The fellowship is for the purpose of encouraging the creation of knowledge in the field of structural design and construction.

Criteria: All members or applicants for membership are eligible. The fellowship is awarded on the basis of transcripts of scholastic records, evidence the applicant has the ability to conceive and explore original ideas in the field of structural engineering, and a description of the proposed research and its objectives.

Selection: The recipient(s) of the O.H. Ammann Research Fellowship in Structural Engineering shall be nominated by the Structural Engineering Institute and approved by the Society’s Executive Committee.

10.8.2 Trent R. Dames and William W. Moore Fellowship. This fellowship was established in 1990.

Purpose: The fellowship is for the purpose of advancing the science and profession of engineering and to enhance the overall welfare of mankind.

Criteria: Applicants must be practicing engineers or earth scientists, professors or graduate students. Membership in the Society is not a requirement for the award.

Selection: The recipient(s) of the Trent R. Dames and William W. Moore Fellowship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.
10.8.3 **Freeman Fellowship.** This fellowship was established in 1924.

*Purpose:* The fellowship is for the purpose of discovery of new and accurate data useful in engineering with an emphasis on hydraulic science and art.

*Criteria:* All members are eligible.

*Selection:* The recipient(s) of the Freeman Fellowship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.

10.8.4 **J. Waldo Smith Hydraulic Fellowship.** This fellowship was established in 1938.

*Purpose:* The fellowship is for the purpose of promoting research in the field of experimental hydraulics.

*Criteria:* All members enrolled in a formal graduate program are eligible.

*Selection:* The recipient(s) of the J. Waldo Smith Hydraulic Fellowship shall be recommended by the Society Awards Committee for approval by the Society’s Executive Committee.

10.9 **Joint Activities with Other Organizations.** The Society and/or its Organizational Entities may appoint representation to committees or boards of other organizations, and sponsor or endorse activities of other organizations or individuals that are consistent with the goals and purposes of the Society and which are deemed to have value for the Society’s membership.

10.9.1 **Liaisons to Other Organizations.** Appointments of Society members may be made to represent the Society on committees or boards of other organizations or those formed jointly with other organizations for the purpose of advancing the technical, professional, or economic status of engineers. The Society appointee shall furnish reports to the Society administrative unit supervising the principal subject area of the joint committee. Such report shall be submitted not more than thirty (30) days following each event attended on behalf of the Society and should summarize the activities and accomplishments of the other organization and contain recommendations as to continuing support and participation by the Society.

Appointments of delegates and representatives to represent the Society at conferences and meetings, or on committees or boards of other organizations and those formed jointly with other organizations, shall be selected from members of the Society, as deemed appropriate by the Board of Direction.

10.9.2 **Process to Initiate Joint Activities.** Requests for Society sponsorship or endorsement of local events shall be made in writing to the appropriate Organizational Entity. Requests for Society sponsorship or endorsement of regional, national or international events shall be made in writing to the Secretary, or his designee. Approvals granting Society sponsorship or endorsement must describe the extent or conditions of the Society participation. Each approval shall be for a single event. For all events, the approving Society entity shall request a “Hold Harmless” agreement as a pre-condition to ASCE involvement.

When determining approval or disapproval of a request for sponsorship, consideration shall be given to the nature and reputation of the requesting organization, applicability of the material to the civil engineering professions, possible conflicts with other Society events, and the quality of program and presenters.
10.10  **Provision of Society Member Benefits Through Affinity Programs.** The Society may offer Affinity Programs to the members. The purpose of Affinity Programs is to meet the wants and needs of Society members. Periodic Society member feedback shall be solicited to monitor the wants and needs and the levels of service provided.

10.10.1  **Criteria for Affinity Programs.** Affinity Programs offered to Society members shall meet the following criteria:

—Affinity Programs shall provide products and/or services affecting the well-being of the Society’s membership and be high quality, not available to those who are not Society members or available at a cost savings due to membership in the Society.

—The Society shall enter into a contractual arrangement with the vendors/suppliers of Affinity Programs the Society offers. The contract shall: include provisions relative to the monitoring and review of programs, operations, compensation and fees; state that costs to Society members at least match the lowest cost at which the product is offered; include provisions that the vendor/supplier will match documented competitor costs or total value; and provide controls for the Society if contract terms are not met.

—Endorsement of durable goods/hardware products shall be noncommittal and nonexclusive to a single product or dealer if more than one (1) source may be available.

—Suitable product guarantees and/or service shall be available to all Society members.

—The Affinity Program benefit shall be a true benefit offering reduced cost, quality, and convenience to the Society member.

—The Society shall have no marketing obligation and shall be mindful of the Society’s members’ welfare and privacy by controlling access to lists of Society member addresses and providing means to prevent unwanted, excessive or unsuitable advertising or marketing activities by vendors/suppliers.

—Financial benefits to the Society for the provision of Affinity Programs shall be considered once other criteria are satisfied. Such benefits may consist of royalties, fees, rebates, funding or other legal and lawful payments made to the Society by vendor/suppliers through any such Affinity Program. Financial benefit to the Society shall not, in and of itself, be a criterion for endorsement of an Affinity Program but shall be considered an acceptable enhancement to an Affinity Program, which meets other criteria.

—Products/services, which do not meet the criteria of an Affinity Program, may be advertised to Society members without endorsement through the Society’s normal paid advertising channels.

**ARTICLE 11. AMENDMENTS**

The Rules of Policy and Procedure may be amended by the Board of Direction as provided in the Bylaws.
QUALIFICATIONS, EXPECTATIONS, AND TRAINING OF SOCIETY DIRECTORS

This document is intended to provide guidance to ASCE members seeking to become a Society Director. It describes the required qualifications for this position, expected time commitments, expected financial resources, and the training required. An abbreviated outline of the nomination process, including a list of the documents that must be submitted by each Candidate, is also provided.

A prospective Society Director should visit the ASCE website to review the Society’s governing documents, Code of Ethics and Qualifications, Expectations, and Training of Society Directors. After careful study of these resources, a Candidate should be prepared to offer an informed commitment to the qualifications, expectations and training requirements herein described.

It is also expected that Society Directors have the appropriate support from both their family and employer. As the time commitment in this role is great, it is essential that those who have demands or expectations on the Society Director’s time be fully aware of, and agreeable to, the commitment being made.

Each nominating committee, potential candidate, and anyone soliciting potential candidates should become familiar with these qualifications, expectations, and training requirements.

I. Qualifications.

Society Directors include Geographic and Technical Region Directors and At-Large Directors.

A. Geographic Region Directors. Candidates for the office of Geographic Region Director shall be voting Society members in Good Standing, shall have an Address of Record within the Region from which they are being elected, and shall have served as a Geographic Region Governor. After serving one (1) full term, Geographic Region Directors shall be ineligible for re-election to the office of Society Director.

B. Technical Region Directors. Candidates for the office of Technical Region Director shall be voting Society members in Good Standing and shall have served on an Institute Board of Governors. After serving one (1) full term, Technical Region Directors shall be ineligible for re-election to the office of Society Director.

C. At-Large Directors. Candidates for the office of At-Large Director shall be Society members in Good Standing in any grade except Student Member and shall have demonstrated expertise or special perspective deemed desirable by the Board of Direction. At-Large Directors are appointed by the Board upon the
recommendation of the At-Large Director Review Panel. After serving one (1) full term, At-Large Directors shall be ineligible for reappointment or election to the office of Society Director.

Directors of the American Society of Civil Engineers must possess many traits and abilities beyond those specified by the Bylaws and Rules of Policy and Procedure. The most noteworthy trait an ASCE Society Director should possess is that of a skilled communicator, as public speaking is a requirement of the position. The Society Director must be a conduit between the Board of Direction and the Regions, committees, local units, and external organizations.

Additionally, a Society Director is to be a spokesperson for the profession at the local level. The Society Director should also be able to competently participate in the planning and policy setting duties of the Board, as well as be able to understand and address the Society’s goals. It is essential the Society Director be able to work with ASCE staff and volunteers to accomplish the stated goals of the Society. They must be able to fulfill these functions well, and at the same time always display the highest degree of professional integrity to benefit the civil engineering profession and ASCE.

II. Election Process for Geographic Region Director.

A. Letter of Intent. Candidates for the office of Geographic Region Director shall declare their intent to pursue office by submitting a Letter of Intent to the Chair of their Region Nominating Committee and the Society Secretary. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Society Directors posted on the Society’s website, understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Geographic Region Director. The Letter of Intent shall be submitted not later than December 1 with the following election materials.

B. Biographical Statement. Candidates for the office of Geographic Region Director shall submit, in the format stipulated by the Society Secretary, a Biographical Statement not to exceed six hundred (600) words. The Biographical Statement shall be submitted (in Word format) with the Letter of Intent not later than December 1.

C. Vision Statement. Candidates for the office of Geographic Region Director shall submit a Vision Statement not to exceed six hundred (600) words. The Vision Statement shall be submitted (in Word format) with the Letter of Intent not later than December 1.

D. Photograph. Candidates for the office of Geographic Region Director shall submit a high-resolution color photograph of the head and shoulders only, in a professional setting, suitable for publication. The photograph shall be submitted (in jpg or gif format) with the Letter of Intent not later than December 1.
E. *Region Nominating Committee.* The Geographic Region Nominating Committee shall select up to two (2) Official Nominees for Geographic Region Director. The Chair of the Geographic Region Nominating Committee shall submit the name(s) of the Official Nominee(s) to the Society Secretary not later than March 1 for inclusion on the election ballot. The Geographic Region Nominating Committee shall not convene to select Official Nominees until after the December 1 declaration deadline.

III. *Election Process for Technical Region Director.*

A. *Letter of Intent.* Candidates for the office of Technical Region Director shall declare their intent to pursue office by submitting a Letter of Intent to the President of their Institute and the Society Secretary. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Society Directors posted on the Society’s website, understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Technical Region Director. The Letter of Intent shall be submitted not later than December 1 with the following election materials.

B. *Biographical Statement.* Candidates for the office of Technical Region Director shall submit, in the format stipulated by the Society Secretary, a Biographical Statement not to exceed six hundred (600) words. The Biographical Statement shall be submitted (in Word format) with the Letter of Intent not later than December 1.

C. *Vision Statement.* Candidates for the office of Technical Region Director shall submit a Vision Statement not to exceed six hundred (600) words. The Vision Statement shall be submitted (in Word format) with the Letter of Intent not later than December 1.

D. *Photograph.* Candidates for the office of Technical Region Director shall submit a high-resolution color photograph of the head and shoulders only, in a professional setting, suitable for publication. The photograph shall be submitted (in jpg or gif format) with the Letter of Intent not later than December 1.

E. *Candidate Pool.* Each Institute Governing Board may select up to one (1) Candidate for Technical Region Director, if it has any declared Candidates. The President of each Institute Governing Board, if it intends to submit a Candidate for Technical Region Director, shall submit the name of its Nominee to the Technical Region Nominating Committee in accordance with the Technical Region Nominating Committee guidelines.

F. *Technical Region Nominating Committee.* The Chair of the Technical Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) for Technical Region Director are
submitted to the Society Secretary not later than March 1. The Technical Region Nominating Committee shall not convene to select Official Nominees until after the December 1 declaration deadline.

**IV. At-Large Director.**

A. *Process.* Using Board-approved criteria, Candidates for At-Large Director shall be nominated by a Standing Board Committee, Society Committee, Executive Committee constituent committee, Industry Leaders Council or Younger Member Council not later than March 1. The At-Large Director Review Panel shall review the Candidates and submit no more than three (3) Nominees to the Society Secretary.

B. *Letter of Intent.* The At-Large Director Nominee who verbally accepts a position shall confirm their decision by submitting a Letter of Intent to the Society Secretary not later than May 15.

C. *Appointment.* The name of the At-Large Director Nominee will be presented to the Board of Direction for approval and appointment at its July meeting.

**V. Expectations.**

In addition to carrying out any specific assignments given by the Board and/or the President, Society Directors must make a commitment of both time and financial resources.

A. *Time.* The approximate annual time expected from each Society Director at meetings is shown below. In addition to the meeting days, a Society Director should be willing to spend additional time in preparation for and travel to meetings. Many of these days will be over weekends, but week days will also be required. A Society Director must be able to attend all Board and applicable committee meetings to be effective and to provide adequate representation. The days shown below are only an estimate and should not be considered absolute.
### ESTIMATED DAYS OF COMMITMENT BY DIRECTOR PER YEAR

<table>
<thead>
<tr>
<th>EVENT</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>At-Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Convention, OPAL <em>(October/November)</em></td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Newly-elected Board Members are required to attend the Convention to be installed as Board Members.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Board of Direction Meetings <em>(January, March/April, July, October)</em></td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Newly-elected Board Members are required to attend the October Board meeting as observers.</td>
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<td></td>
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<tr>
<td>Fly-In <em>(March/April)</em></td>
<td>3-4</td>
<td>3-4</td>
<td>3-4</td>
<td>3-4</td>
</tr>
<tr>
<td>Committee Meetings <em>(as assigned)</em></td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Executive Committee Meetings <em>(At-Large Directors participate only in their 3rd year) (2nd year Directors join in July as observers)</em></td>
<td>0</td>
<td>8</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Region Board Meetings <em>(At-Large Directors should observe a Region Board Meeting)</em></td>
<td>5-6</td>
<td>5-6</td>
<td>5-6</td>
<td>3-4</td>
</tr>
<tr>
<td>At-Large Director Review Panel <em>(Develop criteria by conference call in August) (Review Panel convenes in conjunction with Fly-In)</em></td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Multi-Region Leadership Conference and Director Dinner <em>(January-March)</em></td>
<td>3-4</td>
<td>3-4</td>
<td>3-4</td>
<td>3-4</td>
</tr>
<tr>
<td>Institute, Section, Branch, Student Chapter Meetings <em>(At-Large Directors may be asked to attend these events)</em></td>
<td>15</td>
<td>15</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Miscellaneous Region Activities, Task Committee Assignments, Preparation, Coordination, and Planning</td>
<td>10</td>
<td>10</td>
<td>20</td>
<td>4</td>
</tr>
<tr>
<td><strong>MINIMUM EXPECTED TOTAL</strong></td>
<td>53-56 days</td>
<td>62-65 days</td>
<td>68-71 days</td>
<td>48-51 days</td>
</tr>
</tbody>
</table>

### Financial

Financial requirements are also substantial. The Society generally reimburses Society Directors for reasonable transportation costs, plus $135 per authorized room night for meetings attended. The Society Director bears all other expenses, including registration fees for the ASCE Convention and OPAL. There is no reimbursement for spouse travel. (See Bylaws and Rules of Policy and Procedure for specific guidelines.) Newly-elected Society Directors will be reimbursed for attendance at Leader Orientation, pursuant to the Society’s
reimbursement guidelines. Additional reimbursement begins with the Society Director’s attendance at the Fall Board meeting and ASCE Convention. Out-of-pocket expenses will vary for each Society Director based on the amount of travel they undertake during their term in office. Candidates should talk with the incumbent Society Director for an estimate of their personal expense.

There is also an expectation that each Society Director and Board member will support the ASCE Foundation financially each year, at a level of their choosing. The ASCE Foundation Board strives for participation from 100% of the Society’s Board of Direction members. The ASCE Foundation Board will keep the amount of all financial contributions confidential.

VI. Training.

All Candidates for the office of Society Director shall review the ASCE website, Policy Statements, Constitution, Bylaws, Rules of Policy and Procedure, and Code of Ethics when considering a position as Society Director. In addition, Candidates shall review and agree to the provisions of this document in order to proceed with nomination. If possible, Candidates for Society Director should attend a Board of Direction meeting, Multi-Region Leadership Conference, and consult with the incumbent Society Director when considering an elected position.

Newly-elected Society Directors are required to attend Leader Orientation, typically held in September, and the ASCE Convention where they shall be installed into office.
QUALIFICATIONS, EXPECTATIONS, AND TRAINING OF GEOGRAPHIC REGION GOVERNORS

This document is intended to provide guidance to ASCE members seeking to become a Geographic Region Governor. It describes the required qualifications for this position, expected time commitments, expected financial resources, and the training required. An abbreviated outline of the nomination process, including a list of the documents that must be submitted by each Candidate, is also provided.

A prospective Geographic Region Governor should visit the ASCE website to review the Society’s governing documents and Code of Ethics. After careful study of these resources, a Candidate should be prepared to offer an informed commitment to the qualifications, expectations and training requirements herein described.

It is also expected that Geographic Region Governors have the appropriate support from both their family and employer. As the time commitment in this role is significant, it is essential that those who have demands or expectations on the Geographic Region Governor’s time be fully aware of, and agreeable to, the commitment being made.

Each Region Nominating Committee, potential Candidate, and anyone soliciting potential Candidates should become familiar with these qualifications, expectations, and training requirements.

I. Qualifications.

Candidates for the office of Geographic Region Governor shall be a Society member in Good Standing, have an Address of Record within the Region being represented, have served as a Section or Branch officer, as a member of a Section or Branch committee, or as a member of a Standing Board or Society Committee, and shall not currently be serving or pursuing nomination as a Technical Region Governor.

Geographic Region Governors must possess many traits and abilities beyond those specified by the Bylaws and Rules of Policy and Procedure. The most noteworthy abilities an ASCE Geographic Region Governor should possess are that of a skilled communicator with members and the public, in government relations and advocacy; be an effective presenter; visionary planner; motivator; negotiator; conflict manager; and a consensus builder. As a member of the Geographic Region Board of Governors, you provide feedback to the ASCE Board of Direction and help steer the Society toward its goals.
II. *Election Process for Geographic Region Governor.*

A. *Letter of Intent.* Candidates for the office of Geographic Region Governor shall declare their intent to pursue office by submitting a Letter of Intent to the Chair of their Region Nominating Committee and the Society Secretary. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Geographic Region Governors posted on the Society’s website, understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Geographic Region Governor. The Letter of Intent shall be submitted not later than December 1, with the following election materials.

B. *Biographical Statement.* Candidates for the office of Geographic Region Governor shall submit, in the format stipulated by the Society Secretary, a Biographical Statement not to exceed two hundred (200) words. The Biographical Statement shall be submitted (in Word format) with the Letter of Intent not later than December 1.

C. *Vision Statement.* Candidates for the office of Geographic Region Governor shall submit a Vision Statement not to exceed two hundred (200) words. The Vision Statement shall be submitted (in Word format) with the Letter of Intent not later than December 1.

D. *Photograph.* Candidates shall submit a high-resolution color photograph of the head and shoulders only, in a professional setting, suitable for publication. The photograph shall be submitted (in jpg or gif format) with the Letter of Intent not later than December 1.

E. *Region Nominating Committee.* Each Geographic Region Nominating Committee shall select up to two (2) Official Nominees for each elected vacancy. The Chair of the Region Nominating Committee shall submit the names of the Official Nominees to the Society Secretary not later than March 1 for inclusion on the election ballot. The Region Nominating Committee shall not convene to select Official Nominees until after the December 1 declaration deadline.

III. *Expectations.*

Duties of the Geographic Region Governor shall include, but are not limited to, preparation for, attendance at and participation in meetings of the Geographic Region Board of Governors; service on Society-level committees to which they are appointed; attendance at meetings of Councils, Sections, Branches, student organizations, technical and professional groups, and Younger Members; and leadership at Council meetings, Multi-Region Leadership Conferences, and Younger Member forums.
A.  **Time.** The approximate annual time expected from each Region Governor is shown below. In addition to the meeting days, a Region Governor should be willing to spend additional time in preparation for and travel to meetings. Many of these days will be over weekends, but week days will also be required. A Region Governor must be able to attend all Region Board and applicable committee meetings to be effective and to provide adequate representation. The days shown below are only an estimate and should not be considered absolute.

<table>
<thead>
<tr>
<th>Event</th>
<th>Days Per Year</th>
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<tr>
<td>Annual Convention</td>
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<tr>
<td>Leader Orientation (incoming leaders only)</td>
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<tr>
<td>Presidents and Governors Forum</td>
<td>1.5</td>
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<tr>
<td>Fly-In</td>
<td>3-4</td>
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<tr>
<td>Committee Meetings (as assigned)</td>
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<tr>
<td>Region Board Meetings (minimum of 2 face-to-face)</td>
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<tr>
<td>Multi-Region Leadership Conference</td>
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<tr>
<td>Section, Branch, Student Chapter, Student Conference Visits</td>
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<tr>
<td>Preparation for Meetings</td>
<td>3</td>
</tr>
<tr>
<td><strong>Minimum expected total</strong></td>
<td><strong>34-37 days</strong></td>
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</table>

B.  **Financial.** Financial requirements are also substantial. A Region Governor may be reimbursed for reasonable travel expenses in accordance with Society policy. A Region Governor will bear any additional expenses. The personal expense to a Region Governor is estimated to be approximately three hundred dollars ($300) to twelve hundred dollars ($1,200) per year. This amount may vary depending on the size of the Region, the number of units within the Region, and the number of committee appointments assigned to a Region Governor. Candidates should talk with the incumbent Geographic Region Governor for an estimate of their personal expense.

IV. **Training.**

All Candidates for the office of Geographic Region Governor shall review the ASCE website, Policy Statements, Constitution, Bylaws, Rules of Policy and Procedure, and Code of Ethics when considering a position as Geographic Region Governor. In addition, Candidates shall review and agree to the provisions of this document in order to proceed with nomination. If possible, Candidates for Geographic Region Governor should attend a Region Board meeting, Multi-Region
Leadership Conference, and consult with the incumbent Geographic Region Governor when considering an elected position.

Newly-elected Geographic Region Governors are required to attend Leader Orientation, typically held in September, prior to being installed into office.
PAST AND PRESENT OFFICERS

Presidents

Terms of presidents extend a short period in a prior or subsequent year. This table indicates the year(s) covering the major portion of the term. The names of the living Presidents are printed in capital letters.

Laurie, James.........................1853–1867
Kirkwood, James Pugh..................1868
McAlpine, William Jarvis...............1869
Craven, Alfred Wingate...............1870–1871
Allen, Horatio.........................1872–1873
Adams, Julius Walker...............1874–1875
Greene, George Sears........1876–1877
Chesbrough, Ellis Sylvester........1878
Roberts, William Milnor...............1879
Fink, Albert..........................1880
Francis, James Bicheno........1881
Welch, Ashbel........................1882
Paine, Charles.........................1883
Whittemore, Don Juan...............1884
Graff, Frederic.........................1885
Flad, Henry..........................1886
Worthen, William Ezra...............1887
Keefer, Thomas Coltrin...............1888
Becker, Max Joseph...............1889
Shinn, William Powell...............1890
Chanute, Octave.......................1891
Cohen, Mendes.........................1892
Metcalf, William.......................1893
Craighill, William Price...............1894
Morison, George Shattuck........1895
Clarke, Thomas Curtis...............1896
Harrod, Benjamin Morgan...............1897
Flelton, Alphonse......................1898
FitzGerald, Desmond................1899
Wallace, John Findlay................1900
Croes, John James Robertson........1901
Moore, Robert.........................1902
Noble, Alfred........................1903
Hermany, Charles.....................1904
Schneider, Charles Conrad........1905
Stearns, Frederic Pike............1906
Benzenberg, George Henry........1907
MacDonald, Charles...............1908
Bates, Onward.........................1909

Bensel, John Anderson...............1910
Endicott, Mordecai Thomas........1911
Ockerson, John Augustus........1912
Swain, George Fillmore............1913
McDonald, John Augustus...........1914
Marx, Charles David...............1915
Corthell, Elmer Lawrence........1916
Herschel, Clemens.................1916
Pegram, George Herndon...........1917
Talbot, Arthur Newell..............1918
Curtis, Fayette Samuel.............1919
Davis, Arthur Powell...............1920
Webster, George Smedley..........1921
Freeman, John Ripley..............1922
Loweth, Charles Frederick.........1923
Grunsky, Carl Ewald..............1924
Ridgway, Robert......................1925
Davison, George Stewart..........1926
Stevens, John Frank...............1927
Bush, Lincoln.......................1928
Marston, Anson......................1929
Coleman, John Francis.............1930
Stuart, Francis Lee...............1931
Crocker, Herbert Samuel...........1932
Hammond, Alonzo John..............1933
Eddy, Harrison Prescott...........1934
Tuttle, Arthur Smith...............1935
Mead, Daniel Webster..............1936
Hill, Louis Clarence...............1937
Riggs, Henry Earle................1938
Sawyer, Donald Hubbard...........1939
Hogan, John Philip.................1940
Fowler, Frederick Hall............1941
Black, Ernest Bateman.............1942
Whitman, Ezra Bailey..............1943
Pirie, Malcolm......................1944
Stevens, John Cyprian...............1945
Homer, Wesley Winans.............1946
Hastings, Edgar Morton............1947
# Living Officers and Their Terms of Office

Terms overlapping into prior or subsequent years are listed simply as the year (s) of principal service. For example, the Directors' terms from October 12, 1994, to October 8, 1997, appear as 95–97.

(Roman numbers in parentheses indicate zones. Arabic numbers in parentheses indicate Districts. Arabic numbers preceded by "R" indicate Regions. "TR" indicates Technical Regions. "AL" indicates At-Large Director.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Pres.</th>
<th>Vice Pres.</th>
<th>Secy.</th>
<th>Treas.</th>
<th>Director</th>
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¹ Appointed Director 4/23/77 to fill vacancy caused by succession of Frederick R. Brown as Vice President.

² Resigned as Vice President 10/26/87 to assume office of President-elect.
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<th>Name</th>
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3 Resigned as Vice President 10/5/98; succeeded by William A. Welsh, Jr.

4 Appointed 10/26/88 to fill vacancy caused by succession of Thomas L. Jackson as Vice President.
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5 Resigned as Director 10/26/88, to become Vice President; appointed Treasurer 10/9/94; served until 11/13/96.

6 Resigned as Director 10/20/71; Cranston R. Rogers elected for the unexpired term; resigned as Vice President 2/3/77, succeeded by Frederick R. Brown for the unexpired term.

7 Appointed Director 9/16/92 to fill vacancy caused by succession of H. Gerard Schwartz as Vice President.

8 Appointed Vice President 10/1/78 to fill vacancy caused by resignation of Austin B. Milhollin.
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9  Appointed 10/9/14 to fill vacancy caused by resignation of Himansu Banerjee as Region 10 Director.

10 Appointed 10/20/71 to fill vacancy caused by resignation of Russel C. Jones; elected for 3-year term.
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<td>SPENCER, G. RICHARD</td>
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<td>SPINKS, CHARLES R.</td>
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<td>STAFFORD, EDWARD W.</td>
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<td>20–22 (R7)</td>
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<tr>
<td>STEMMER, MARK H.</td>
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<td>STEVENS, ROBERT D.</td>
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<td>10–12 (TR)</td>
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<tr>
<td>STURE, STEIN</td>
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<td>04–06 (16)</td>
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<td>SUTTER, CARL C.</td>
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<td>19–21 (R3)</td>
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<tr>
<td>SWALLOW, KRISTINA L.</td>
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<tr>
<td>SYRNICK, JOSEPH R.(^{12})</td>
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<td>TAYLOR, PAUL C.</td>
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<td>TERRY, PETER A.</td>
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<td>05–07 (4)</td>
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<tr>
<td>TEWKSBURY, DENNIS L.</td>
<td></td>
<td>96–97 (I)</td>
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<td>91–93 (2)</td>
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<tr>
<td>TEXTOR, G. NICHOLAS</td>
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<td>06–07 (III)</td>
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<td>01–03 (8)</td>
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<tr>
<td>THOMPSON, JR., MAJOR H.</td>
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<td>THORNTON, STAFFORD E.</td>
<td>95</td>
<td>83–84 (II)</td>
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<td>TILTRUM, CHARLES A.</td>
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<td>02–04 (16)</td>
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<td>TONIAS, ELIAS C.</td>
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<td>85–87 (1)</td>
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<tr>
<td>TRUAX, DENNIS D.</td>
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<td>TURNER, DANIEL S.(^{13})</td>
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<td>VALENTINE, VIRGINIA</td>
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<td>VanHORN, DAVID A.</td>
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<td>94–95 (I)</td>
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<td>VICTOR, ROBERT A.</td>
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<td>11–13 (R2)</td>
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<td>WAGNER, JR., FRED P.</td>
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<td>WALTHER, THOMAS R.</td>
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<tr>
<td>WATWOOD, JR., VERNON B.</td>
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<td>97–99 (7)</td>
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<tr>
<td>WEBB, JAMES C.</td>
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<td></td>
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<td>99–01 (14)</td>
</tr>
</tbody>
</table>

\(^{11}\) Appointed Vice President 9/16/92 to fill vacancy caused by succession of James W. Poirot as President-elect; elected Vice President 8/15/97.

\(^{12}\) Appointed Director 10/17/98 to fill vacancy caused by succession of William A. Welsh, Jr. as Vice President.

\(^{13}\) Appointed Treasurer 11/13/96; served until 10/8/97.
<table>
<thead>
<tr>
<th>Name</th>
<th>Pres.</th>
<th>Vice Pres.</th>
<th>Secy.</th>
<th>Treas.</th>
<th>Director</th>
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</thead>
<tbody>
<tr>
<td>WELSH, JR., WILLIAM A.</td>
<td></td>
<td>99 (I); 04-05 (I)</td>
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<td>WENNING, MICHAEL H.</td>
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<td>10–11</td>
<td>06–08 (9)</td>
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<td>WHEELER, MELISSA SUE</td>
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<td>15–17</td>
<td>(R5)</td>
</tr>
<tr>
<td>WILSON, JR., L. EDWARD</td>
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<td>82–84</td>
<td>(6)</td>
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<td>WOMACK, KEVIN C.</td>
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<td>10–11</td>
<td>(AL)</td>
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<td>WOODSON, MARK W.</td>
<td>16</td>
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<td>07–09</td>
<td>04–06</td>
<td>(11)</td>
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<td>WOOLERY, WILLIAM L.</td>
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<td></td>
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<td>97–99</td>
<td>(10)</td>
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<td>YEUNG, ALBERT TAK-CHUNG</td>
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<td>11–13</td>
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<td>ZOINO, WILLIAM S.</td>
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<td>86–87 (I)</td>
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<td>ZWOYER, EUGENE M.</td>
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<td></td>
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<td>72–82</td>
<td>69–71 (15)</td>
</tr>
</tbody>
</table>

14 Appointed Vice President 10/5/98 to fill vacancy caused by resignation of Jonathan C. Esslinger.

15 Served as Secretary beginning 5/1/72; resigned 3/31/82.
HISTORICAL LIST OF DISTINGUISHED AND HONORARY MEMBERS

Beginning in 1853

In 2007, the Society changed the title, Honorary Member, to more clearly convey the eminence of ASCE’s most prestigious honorees. Beginning in 2008, the title of the Society elite membership grade became known as Distinguished Member. Honorary Members elected before 2008 had the opportunity to accept this new title; the list that follows reflects their preference.

--A --

John J. Abert, Hon.M.ASCE (1853)
Julius W. Adams, Hon.M.ASCE (1888)
Hojjat Adeli, Ph.D., Dist.M.ASCE (2005)
C. Frank Allen, Hon.M.ASCE (1938)
Horatio Allen, Hon.M.ASCE (1874)
John W. Alvord, Hon.M.ASCE (1935)
Bernard Amadei, Ph.D., Dist.M.ASCE, NAE (2009)
Arsham Amirikian, Hon.M.ASCE (1964)
Othmar H. Ammann, Hon.M.ASCE (1953)
Alfredo H. S. Ang, Ph.D., S.E., Hon.M.ASCE, NAE (1991)
Ellis L. Armstrong, Ph.D., P.E., Hon.M.ASCE (1973)
David B. Ashley, Ph.D., Dist.M.ASCE (2007)
Guy F. Atkinson, Hon.M.ASCE (1960)
Tung Au, Ph.D., P.E., Dist.M.ASCE (1990)
Herbert A.R. Austin, Hon.M.ASCE (1959)

--B --

Alexander D. Bache, Hon.M.ASCE (1853)
Ervin G. Bailey, Hon.M.ASCE (1952)
Herman C. Baity, Hon.M.ASCE (1969)
Sir Benjamin Baker, Hon.M.ASCE (1897)
Boris A. Bakhmeteff, Hon.M.ASCE (1945)
Frank A. Banks, Hon.M.ASCE (1955)
Harvey O. Banks, P.E., Hon.M.ASCE (1979)
John G. Barnard, Hon.M.ASCE (1873)
B. Austin Barry Hon.M.ASCE (1987)
Harland Bartholomew Hon.M.ASCE (1962)
Onward Bates, Hon.M.ASCE (1923)
Leo R. Beard, P.E., Dist.M.ASCE, NAE (1987)
Stephen D. Bechtel, Hon.M.ASCE (1934)
Lynn S. Beedle, Ph.D., Hon.M.ASCE (1979)
Robert Belt, P.E., Hon.M.ASCE (1975)
Fred J. Benson, P.E., Hon.M.ASCE (1979)
Charles P. Berkey, Hon.M.ASCE (1940)
Donald S. Berry, Ph.D., P.E., Hon.M.ASCE (1988)
Jacobo Bielak, Ph.D., P.E., Dist.M.ASCE, NAE (2011)
Asa W.K. Billings, Hon.M.ASCE (1946)
William J.E. Binnie, Hon.M.ASCE (1939)
Don E. Bloodgood, Hon.M.ASCE (1981)
John A. Blume, Ph.D., P.E., Hon.M.ASCE, NAE (1977)
Earnest Boyce, Hon.M.ASCE (1975)
Charles B. Breed, Hon.M.ASCE (1949)
John E. Breen, Ph.D., P.E., Dist.MASCE, NAE (2011)
Boris Bresler, Hon.M.ASCE, NAE (1994)
Norman H. Brooks, P.E., Hon.MASCE, NAE (1996)
Colin B. Brown, Ph.D., P.E., Dist.MASCE (1994)
George R. Brown, Hon.M.ASCE (1971)
Henry J. Brunner, Hon.MASCE (1958)
Ross H. Bryan, P.E., Hon.MASCE (1999)
Ralph Budd, Hon.MASCE (1941)
Charles H. Buford, Hon.M.ASCE (1948)
William A. Bugge, P.E., L.S., Hon.M.ASCE (1972)
Henry Burden, Hon.M.ASCE (1853)
Charles B. Burdick, Hon.M.ASCE (1946)
Christopher B. Burke, Ph.D., P.E., D.WRE, CPESC, Dist.M.ASCE, NAC (2013)
George W. Burpee, Hon.M.ASCE (1956)
Lincoln Bush, Hon.M.ASCE (1932)

--C--
Thomas R. Camp, Hon.M.ASCE (1965)
Allan Campbell, Hon.M.ASCE (1892)
Howard A. Carson, Hon.M.ASCE (1921)
Arthur Casagrande, Hon.M.ASCE, NAE (1965)
Leon-Jean Chagnaud, Ph.D., Hon.M.ASCE (1922)
John B. Challies, Hon.M.ASCE (1947)
Fu Hua Chen, Ph.D., P.E., Hon.M.ASCE (1986)
Wai-Fah Chen, Ph.D., P.E., Dist.M.ASCE, NAE (1997)
Ah Bah Chin, Hon.M.ASCE (1986)
Lucius D. Clay, Hon.M.ASCE (1948)
Edward J. Cleary, Hon.M.ASCE (1972)
Edward J. Cleary, Hon.M.ASCE (1939)
George D. Clyde, Hon.M.ASCE (1963)
Leo O. Colbert, Hon.M.ASCE (1955)
John F. Coleman, Hon.M.ASCE (1935)
Edward H. Connor, Hon.M.ASCE (1943)
Frederick J. Converse, Jr., Hon.M.ASCE (1981)
William A. Conwell, P.E., Hon.M.ASCE (1936)
Mortimer E. Cooley, Hon.M.ASCE (1935)
Ross B. Corotis, Ph.D., P.E., S.E., Dist.M.ASCE, NAE (2011)
Peter Corradi, Ph.D., Hon.M.ASCE (1983)
Andre L.J. Coyne, Hon.M.ASCE (1952)
William P. Craighill, Hon.M.ASCE (1896)
William P. Creager, Hon.M.ASCE (1949)
Herbert S. Croker, Hon.M.ASCE (1939)
Hardy Cross, Hon.M.ASCE (1947)
Francis T. Crowe, Hon.M.ASCE (1943)


--D--
Elio D’Appolonia, Ph.D., P.E., Hon.M.ASCE, NAE (1986)
Trent R. Dames, P.E., Hon.M.ASCE (1934)
Walter T. Daniels, Ph.D., P.E., Hon.M.ASCE (1978)
William L. Darling, Hon.M.ASCE (1934)
George Davidson, Hon.M.ASCE (1997)
George S. Davidson, Hon.M.ASCE (1937)
Roland P. Davis, Hon.M.ASCE (1968)
Wilford W. DeBerard, Hon.M.ASCE (1949)
Gregory G. Deierlein, Ph.D., P.E., Dist.M.ASCE, NAE (2019)
Jesus de la Garza, Ph.D., Dist.M.ASCE, NAC (2014)
Donald Derickson, Hon.M.ASCE (1948)
Robert B. Diemer, Hon.M.ASCE (1963)
Justus Dirks, Hon.M.ASCE (1880)
Grenville M. Dodge, Hon.M.ASCE (1915)
Nathan W. Dougherty, Hon.M.ASCE (1958)
Alex Dow, Hon.M.ASCE (1936)
James C. Duane, Hon.M.ASCE (1886)
George H. Duggan, Hon.M.ASCE (1936)
Gano Dunn, Hon.M.ASCE (1948)
Arthur J. Dyer, Hon.M.ASCE (1944)

--E--
Clarence L. Eckel, Hon.M.ASCE (1962)
Billy L. Edge, Ph.D., P.E., Dist.M.ASCE (2009)
Glen E. Edgerton, Hon.M.ASCE (1959)
Rolf Eliassen, Ph.D., Hon.M.ASCE (1976)
Bruce R. Ellingwood, Ph.D., P.E., Dist.M.ASCE, NAE (2010)
John Ericsson, Hon.M.ASCE (1892)

--F--
Ralph Fadum, Ph.D., P.E., Hon.M.ASCE, NAE (1978)
Gordon M. Fair, Hon.M.ASCE (1962)
John M.R. Fairbairn, Hon.M.ASCE (1939)
George H. Fenkell, Hon.M.ASCE (1940)
Steven J. Fenves, Ph.D., Hon.M.ASCE, NAE (1988)
Phl M. Ferguson, Hon.M.ASCE (1971)
Edwin A. Fisher, Hon.M.ASCE, NAE (1929)
Desmond FitzGerald, Hon.M.ASCE (1923)
Sir Maurice Fitzmaurice, Hon.M.ASCE (1922)
Ferdinand Foch, Hon.M.ASCE (1921)
John A. Focht, Sr., P.E., Hon.M.ASCE (1975)
T. Carr Forrest, Hon.M.ASCE (1968)
Sir Douglas Fox, Dist.M.ASCE (1901)
James B. Francis, Hon.M.ASCE (1892)
John R. Freeman, Hon.M.ASCE (1930)
Catherine E. Wolfgang French, Ph.D., P.E., Dist.M.ASCE (2018)
John Fritz, Hon.M.ASCE (1899)
Albert S. Fry, Hon.M.ASCE (1962)
Douglas B. Fugate, Hon.M.ASCE (1934)
Baron Koi Furuchi, Hon.M.ASCE (1929)

--G--
Theodore V. Galambos, Ph.D., P.E., Dist.M.ASCE, NAE (1990)
John D. Galloway, Hon.M.ASCE (1940)
Nicholas J. Garber, Ph.D., P.E., Dist.M.ASCE, NAE (2012)
Marcelo H. Garcia, Ph.D., F.EWRI, Dist.M.ASCE (2013)
Gibb Gilchrist, Hon.M.ASCE (1965)
Raymond Paul Giroux, Dist.M.ASCE (2016)
Alfred R. Golze, Hon.M.ASCE (1976)
Robert B. Gorsuch, Hon.M.ASCE (1905)
George E. Gray, Hon.M.ASCE (1894)
Samuel A. Greeley, Hon.M.ASCE (1951)
George S. Greene, Hon.M.ASCE (1888)
Albert P. Greensfelder, Hon.M.ASCE (1946)
Dewitt C. Greer, Hon.M.ASCE (1971)
John E. Greiner, Hon.M.ASCE (1932)
Linton E. Griner, Hon.M.ASCE (1971)
Charles P. Gross, Hon.M.ASCE (1944)
James Growdon, Hon.M.ASCE (1966)

--H--
Albert Haertlein, Hon.M.ASCE (1956)
William J. Hall, Ph.D., P.E., Dist.M.ASCE, NAE (1987)
Alonzo J. Hammond, Hon.M.ASCE (1942)
Delon Hampton, Ph.D., P.E., Pres.00.ASCE, NAE (1995)
John M. Hanson, Ph.D., P.E., Dist.M.ASCE, NAE (2002)
Walter E. Hanson, P.E., Hon.M.ASCE (1985)
Shortridge Hardesty, Hon.M.ASCE (1954)
Donald R. F. Harleman, Ph.D., Hon.M.ASCE, NAE (1989)
Charles H. Haswell, Hon.M.ASCE (1905)
Sir John Hawkshaw, Hon.M.ASCE (1880)
Craig P. Hazelet, Hon.M.ASCE (1972)
Harold E. Hedger, P.E., Hon.M.ASCE (1972)
Clemens Herschel, Hon.M.ASCE (1922)
Raymond A. Hill, Hon.M.ASCE (1962)
Julian Hinds, Hon.M.ASCE (1959)
Robert Hoffmann, Hon.M.ASCE (1936)
Solomon C. Hollister, Hon.M.ASCE (1960)
Herbert Hoover, Hon.M.ASCE (1924)
Kiyoshi Horikawa, Ph.D., Dist.M.ASCE (1997)
Frederick L. Hotes, P.E., Dist.M.ASCE (1987)
George W. Housner, Ph.D., Hon.M.ASCE, NAE (1990)
Kenneth C. Hover, Ph.D., P.E., Dist.M.ASCE
Otis E. Hovey, Hon.M.ASCE (1937)
Andrew A. Humphreys, Hon.M.ASCE (1873)
Whitney C. Huntington, Hon.M.ASCE (1957)
Thomas J. Hughes, Ph.D., P.E., Dist.M.ASCE, NAS, NAE (2015)
Mikael J. Hvorslev, Hon.M.ASCE (1979)
Charles G. Hyde, Hon.M.ASCE (1951)

--I--
Karl Imhoff, Hon.M.ASCE (1957)
Manabu Ito, Ph.D., Ph.D., Hon.M.ASCE (2002)
Wilfred D. Iwan, Ph.D., Ph.D., Dist.M.ASCE, NAE (2009)

--J--
Henry S. Jacoby, Hon.M.ASCE (1939)
Carl B. Jansen, Hon.M.ASCE (1971)
John B. Jervis, Hon.M.ASCE (1868)
Joe W. Johnson, Hon.M.ASCE (1979)
Bruce G. Johnston, Ph.D., Hon.M.ASCE (1969)
Frank G. Jonah, Hon.M.ASCE (1940)
Jonathan Jones, Hon.M.ASCE (1951)

--K--
Ahsan Kareem, Ph.D., F.EMI, Dist.M.ASCE, NAE (2010)
M. Levent Kavvas, Ph.D., Dist.M.ASCE (2019)
Thomas C. Keefer, Hon.M.ASCE (1913)
William Kelly, Hon.M.ASCE (1941)
Frank Kerekes, Hon.M.ASCE (1960)
Miles Kersten, Ph.D., P.E., Dist.M.ASCE (1985)
Milo S. Ketchum, P.E., Hon.M.ASCE (1978)
Charles F. Kettering, Hon.M.ASCE (1945)
Horace W. King, Hon.M.ASCE (1944)
Anne Setian Kiremidjian, Ph.D., Dist.M.ASCE (2014)
George W. Kittredge, Hon.M.ASCE (1931)
Lloyd D. Knapp, Hon.M.ASCE (1972)
Raymond J. Krizek, Ph.D., P.E., Hon.M.ASCE, NAE (2002)
John M. Kyle, Jr., Hon.M.ASCE (1968)

--L--
Sir William K. Laing, Dist.M.ASCE (1975)
Emory W. Lane, Hon.M.ASCE (1963)
Finley B. Laverty, Hon.M.ASCE (1971)
Lawrence M. Lawson, Hon.M.ASCE (1942)
Robert F. Legget, Ph.D., P.E., Hon.M.ASCE, NAE (1976)
Thomas A. Lenox, Ph.D., Dist.M.ASCE (2013)
Raymond E. Levitt, Ph.D., Dist.M.ASCE (2008)
Gustav Lindenthal, Hon.M.ASCE (1929)
Joseph B. Lippincott, Hon.M.ASCE (1936)
Dallas N. Little, Ph.D., P.E., Dist.M.ASCE (2011)
Stephen H. Long, Hon.M.ASCE (1853)
Luigi Luiggi, Hon.M.ASCE (1921)
Edward P. Lupfer, Hon.M.ASCE (1954)
ADVANCING THE PROFESSIONAL

ASCE’s programs to advance the civil engineering professional fall under the oversight of the Committee on Professional Advancement (CPA), a standing Society committee. CPA’s vision is that civil engineers are valued as uniquely capable leaders with the resources to advance optimal solutions to evolving societal changes. CPA works with and through its constituent committees to achieve that vision. For information about the work of these groups, contact the staff below:

Committee on Professional Advancement
Kelly Dooley, P.E., M.ASCE
703-295-6469

Committee on Developing Leaders
Susan Davis, CAE, Aff.M.ASCE
703-295-6365

Committee on Preparing the Future Civil Engineer
Jennifer Hofmann, Aff.M.ASCE
703-295-6197

Committee on Professional Career Growth
Becky Waldrup, P.E., M.ASCE
703-295-6281

Committee on Sustainability
Michael R. Sanio, CAE, ENV SP, F.ASCE
703-295-6116

Michele Hane, Aff.M.ASCE
703-295-6060
The Committee on Professional Advancement, its constituent committees, and supporting staff work collaboratively to position civil engineers to lead, mentor, and serve society by promoting attainment of the necessary knowledge, skills, and attitudes, developing career tools and resources, and cultivating opportunities. They are key contributors to ASCE’s programs in the following areas. For more information contact professional@asce.org.

**CAREER RESOURCES**

ASCE provides tools and resources to aid civil engineers in career planning and advancement at all stages of their careers and to equip civil engineers to attain their career goals. Resources such as ASCE’s *Career Paths in Civil Engineering*, *Guidelines for Engineering Grades*, and *Engineers Guide to Pre-licensure Experience* provide valuable career guidance and are being updated and expanded, many in interactive digital form.

**LEADER DEVELOPMENT**

ASCE’s leadership tools and resources empower civil engineers to develop their leadership and interpersonal skills more purposefully, identify knowledge and skill gaps, and navigate available opportunities. Programs include leader skills development sessions at ASCE conferences and the Professional Skills Series in Leadership and Management. For more information on ASCE’s leader development programs, visit [www.asce.org/leadership-training/](http://www.asce.org/leadership-training/).

Each year, ASCE acknowledges excellence in leadership and management through many Society and committee awards. These include the Civil Engineering Entrepreneur of the Year Award, Government Civil Engineer of the Year Award, Edmund Friedman Professional Recognition Award, Outstanding Public Official Award, John I. Parcel-Leif J. Sverdrup Civil Engineering Management Award, and Professional Practice Ethics and Leadership Award. For eligibility criteria and nomination instructions for these awards, visit [www.asce.org/awards](http://www.asce.org/awards).

**ENGINEER TOMORROW**

Civil engineers of tomorrow will design, build, and lead in an environment that is more demanding and unpredictable than ever before. Communities rely on civil engineers to preserve their health, safety, and welfare. The engineers of tomorrow will need to continuously learn and gain advanced problem-solving skills, education, and experience to successfully support their communities for years to come.

ASCE’s Engineer Tomorrow initiative is focused on ensuring that today’s civil engineers gain the necessary knowledge, skills, and experience to sustain the profession in the future. To learn more about this initiative, visit [www.asce.org/engineer-tomorrow](http://www.asce.org/engineer-tomorrow).
SUSTAINABILITY

ASCE envisions civil engineers as entrusted by society to create a sustainable world. As both the stewards of the natural environment and the designers and builders of the built environment, engineers have both the expertise and responsibility to achieve a truly sustainable civilization that provides environmental, economic and social well-being, now and for the future.

Sustainability is a strategic issue confronting civil engineers and its integration into professional practice is required to address changing environmental, social, and economic conditions ethically and responsibly. Current approaches to the planning, design, construction, and operation of civil infrastructure leave society increasingly vulnerable due to changing environmental conditions, reduced economic growth, natural and man-made disasters, shortages of natural resources, and changes in the human condition. To address these challenges, ASCE has outlined “The ASCE Five-Year Roadmap to Sustainable Development” to transform the profession through four priorities:

Priority 1: Sustainable Project Development: Doing the Right Project
Priority 2: Standards and Protocols: Do the Project Right
Priority 3: Expand Technical Capacity: Transform the Profession
Priority 4: Communicate and Advocate: Making the Case

To share this information and advance the profession, ASCE has the International Conference on Sustainable Infrastructure (ICSI). The next conference is in Houston, Texas in December 2-4, 2021.

Visit www.asce.org/sustainability/ for more on ASCE’s sustainability programs, including the Roadmap, courses, awards, publications, and other resources.
EDUCATIONAL ACTIVITIES

Educational Activities influences, initiates, and implements appropriate activities throughout the formal education process of civil engineers, including accreditation, resources for department heads and faculty, and faculty development. ASCE’s educational activities are managed by the committees listed on the following pages. For more information about the work of these groups, contact:

**Committee on Education (COE)**
Leslie Nolen
(703) 295-6106

**Committee on Accreditation (COA)**
Leslie Nolen
(703) 295-6106

**Committee on Accreditation Operations (COAO)**
Dion Coward
(703) 295-6267

**Committee on Faculty Development (CFD)**
Dion Coward
(703) 295-6267

**Department Heads Coordinating Council (DHCC)**
Dion Coward
(703) 295-6267
TECHNICAL ACTIVITIES

The Committee on Technical Advancement (CTA) shall oversee and supervise the technical activities of the Society in collaboration with the Technical Region, the Institutes, and the Academies.

General Information

The purpose of each constituent committee is to foster the development and advancement of the science and practice of Civil Engineering, which is the part of engineering involving the interrelationship between the environment and the works of humanity.

The Committee on Technical Advancement (CTA) is a Society committee of the ASCE Board of Direction (BOD) responsible for the supervision of technical activities of the Society not located within the Institutes.

The Constituent Executive Committees (EXCOMs) are under the supervision of CTA and are assigned the task of managing the affairs of their technical committees. Technical Committees are charged with completing assignments approved by or delegated by the Constitute EXCOM and CTA.

Task Committees under the constituent committees are assigned a specific project for two-year duration.

Appointment of Committee Members

Executive Committees (EXCOMs). The Constituent Committee EXCOM members are selected from Society members in good standing who have demonstrated an active interest in Constituent Committee activities and who meet other specific criteria of the Constituent Committee. The EXCOM evaluates the background and qualifications of several candidates and approves the nominee submitted by each Constituent Committee EXCOM.

1. Technical, Task and Subcommittees. Recommendations for membership on a committee may come by direct application from a member of the Society, a non-member, the committee chair or by an officer of the Society. Non-members are normally not funded for travel reimbursement to attend committee meetings.

Any request for committee membership should be sent to ASCE headquarters where it will be forwarded to the proper Constituent Committee EXCOM Chair. Reference is made to the CTA Handbook for the general provisions.
Committee Structure

Each Committee and Task Committee consists of committee officers and committee members. The control group members of a committee are responsible for organizing and overseeing committee functions and ensuring completion of the committee’s various charges. Committees are permitted to designate up to five control group members. Technical Committees and Task Committees within Constituent Committees are limited, by CTA policy, to no more than five control group members. The EXCOM contact member serves as the liaison between Constituent Committee Technical and Administrative Committees and the EXCOM.

Establishing New Committees

Requests to establish new committees may be initiated by individual Constituent Committee EXCOM members, existing Technical Committees, or may arise from outside sources. All requests must be approved by the Constituent Committee EXCOM. Requests submitted to the Constituent Committee EXCOM must include a statement of purpose, a listing of proposed committee officers, a proposed budget, and a detailed description of the proposed committee functions and submitted to CTA for approval.

Staff Support

Staff support is provided to each of the Constituent Committees by an assigned Staff Contact. For specific information about the work of these groups, contact:

Committee on Technical Advancement
Staff Contact: Jonathan C. Esslinger, P.E., F.ASCE, CAE, (703) 295-6295

Aerospace Division
Staff Contact: James Neckel (703) 295-6176

Committee on Codes and Standards
Staff Contact: Jonathan C. Esslinger, P.E., F.ASCE, CAE, (703) 295-6295

Cold Regions Engineering Division
Staff Contact: Jay Snyder (703) 295-6115

Computing Division
Staff Contact: James Neckel (703) 295-6176

Energy Division
Staff Contact: Jay Snyder (703) 295-6115

Forensic Engineering Division
Staff Contact: James Neckel (703) 295-6176
Infrastructure Resiliency Division
Staff Contact: Catherine Tehan (703) 295-6026

Committee on Adaptation to Changing Climate
Staff Contact: Jay Snyder (703) 295-6115
RULES FOR STANDARDS COMMITTEES

The Codes and Standards Committee has overall responsibility for the enforcement and maintenance of the ASCE Rules for Standards Committees approved by the ASCE Board of Direction and ANSI.

In 2016, the Board of Direction approved the revision to the ASCE Rules for Standards Committees to govern the writing and maintenance of standards developed by the Society. All such standards are developed by a consensus standards process managed by the Society’s Codes and Standards Committee (CSC). The consensus process includes balloting by a balanced standards committee made up of Society members and nonmembers, and an advertised public comment period. Standards are updated or reaffirmed by the same process at intervals not exceeding five years.

ASCE Rules for Standards Committees

Approved by ASCE Codes and Standards Committee: April 21, 2016
Approved by ASCE Committee on Technical Advancement: April 29, 2016
Approved by ASCE ExCom for the Board of Direction: June 28, 2016

Effective Date: October 1, 2016

1. **SCOPE**

1.1. **General**

These ASCE Rules (Rules) for Standards Committees (Committees) govern the organization and operation of the American Society of Civil Engineers (ASCE) standards committees, standards councils (Councils), the executive committees of Councils or technical divisions (ExComs), and the ASCE Codes and Standards Committee (CSC). The organization and responsibilities of the CSC are defined in ASCE’s Rules of Policy and Procedure. For Councils without an executive committee, the term ExCom shall refer to the Council as its voting members. CSC shall interpret matters not covered in these Rules and shall be permitted to publish supplemental policies and procedures.

1.2. **Revisions and Updates**

Anyone at any time shall be permitted to propose revisions to these Rules in writing to CSC. CSC shall submit its recommended revisions to the ASCE Board of Direction for approval and, when approved, then to the American National Standards Institute (ANSI) for approval.
1.3. **Applicability**

These Rules shall be in force as of the effective date specified by the ASCE Board of Direction. If a Committee is in the process of conducting a ballot at the time of approval, the revised rules shall be in force on the subsequent Committee ballot. The Committee shall be permitted to request a waiver from both the ExCom and CSC to continue under the previous rules.

2. **STANDARDIZATION ACTIVITIES**

2.1. **General**

Standardization activities include, but are not limited, to the following:

a. Creating a new consensus standard
b. Reaffirming an existing consensus standard
c. Revising an existing consensus standard
d. Reaffirmation or revision interval for an existing standard
e. Using Stabilized Maintenance for an existing standard
f. Withdrawing an existing consensus standard
g. Sunsetting an existing Committee
h. Developing Memorandums of Understanding (MOU) with other Standard Developing Organizations (SDOs)
i. Communicating standards activities

2.2. **Creating a New Consensus Standard**

2.2.1. **Requests**

Any person, organization, or existing committee shall be permitted to submit to CSC a proposal to establish a new consensus standard. ASCE will undertake activities that are a public benefit, consistent with ASCE’s goals, and feasible within the resources available to ASCE.

2.2.2. **Proposal Contents**

A proposal to create a new consensus standard shall include the following:

a. A concise statement of the scope of the standard and the system of measurement units to be used in the standard per Section 4.2.6 of these Rules.

b. The objective of the standard, including whether it is intended for mandatory or non-mandatory use, and if it is intended to become an American National Standard (ANS), an International Standards Organization (ISO) standard, an
International Electrotechnical Commission standard (ISO/IEC JTC-1) or any other jurisdictional standard.

c. The need for and anticipated benefits to the public of the proposed standardization activity.

d. A rationale for ASCE undertaking the activity.

e. Rationale for any joint activity with another SDO or other organization.

f. Potential Committee members (Members) and recommended leadership.

g. The principal users of the proposed standard.

h. Documentation of a good faith effort to identify relevant regional, national, or international standards related to the topic area. If existing standards are found, the proposal shall provide a plan to avoid conflicts with the existing standards and to consider any joint activity with the other SDO or organization.

i. A schedule for producing the standard.

j. An estimate of the Committee costs and funding sources.

2.2.3. Proposal Review and Acceptance

CSC shall distribute each proposal to all appropriate Institute ExComs, Council ExComs, ASCE Technical Division ExComs, and other ASCE committees for a minimum review period of 30 calendar days. The ExCom(s) shall ballot the proposal and report their findings to CSC. If the ExCom(s) approve(s) the proposal by a simple majority, CSC shall then review all comments and approve, reject or recommend changes to the proposal. If approved by majority vote of the CSC, an ExCom or a Committee shall be charged to develop the standard. If CSC rejects or recommends modifications to the proposal, CSC shall communicate its rationale to the proponent and the ExCom.

2.2.4. Assignment to a Committee and ExCom

CSC shall take one of the following actions if an approved standardization activity does not fit within the scope of an existing Committee:

a. Change the scope of an existing Committee, with their concurrence, to include the new standardization activity.

b. Establish a new Committee within an appropriate discipline-specific ExCom with their concurrence.

c. Recommend other oversight actions as appropriate.
2.2.5.  *Duplications and Conflicts*

Committees shall make every effort to avoid conflicts with other ASCE standards or those of ANSI-accredited SDOs. Any individual, group, or organization concerned that a proposed standardization activity duplicates or conflicts with an existing standard or a candidate standard being developed by an ANSI-accredited SDO shall submit a written statement asserting their concerns to CSC. It shall be CSC’s responsibility to initiate and participate in deliberation of the issues within 90 calendar days to resolve assertions of duplication or conflict. The deliberations shall be permitted to take a variety of forms including an in-person meeting, conference call, written correspondence, e-mail, or a combination of forms. If the party or parties raising the issue of duplication or conflict do not enter into deliberations with CSC within 90 calendar days after receipt of notification and it can be demonstrated to CSC that a good faith effort has been made to schedule or otherwise organize the deliberations, then CSC shall render a decision without deliberation. The outcome of the deliberations shall be recorded and retained as part of the records of the standardization activity.

2.2.6.  *Joint Sponsorship*

Committees shall be permitted to be jointly sponsored by ASCE technical divisions, other technical councils of ASCE, ASCE Institutes, and by other organizations. Joint sponsorship shall have an MOU that is approved by CSC and other appropriate ASCE entities. Where the co-sponsor has its own rules and a conflict exists between their rules and these ASCE Rules for Standards Committees, CSC shall approve any necessary deviation from these Rules.

2.2.7.  *Notification of New Standardization Activity*

After CSC approves a new standardization activity, ASCE staff shall notify interested parties of the proposed project. Notification shall include, but not be limited to, the following as applicable:

a. Notification to ANSI (e.g., Project Identification Notice of Standard (PINS) form).

b. Publication by ASCE (print and/or electronic media).

c. Notification to the public (e.g., consumer groups, public interest organizations, engineering societies, and technical organizations).
2.3. **Reaffirming an Existing Standard**

2.3.1. **General**

Reaffirmations of standards shall have no substantive change to an existing standard. Any substantive changes shall require processing as a revision in accordance with Section 2.4.

2.3.2. **Timing**

The ExCom or responsible entity for an ASCE standard shall establish a schedule providing for review and needed reaffirmation at intervals not to exceed five years. Extensions beyond this five year period shall require the approval of both the appropriate ExCom and CSC.

2.3.3. **Minimum Requirements**

Reaffirmation of an existing standard shall include the following:

a. A Committee letter ballot to reaffirm the standard processed in accordance with Section 5.

b. Non-substantive changes summarized in a Foreword.

c. CSC staff notification to ASCE Publications that the current standard shall be noted as reaffirmed.

2.4. **Revising an Existing Standard**

2.4.1. **General**

Substantive changes to existing standards shall be processed in accordance with this section. A substantive change is one that directly and materially affects the use of the standard. A change in the edition of any documents referenced within the provisions of the standard is a substantive change. See ANSI's Essential Requirements: Annex A for further clarification.

2.4.2. **Timing**

The ExCom or responsible entity for an ASCE standard shall establish a schedule for review and revision at intervals not to exceed five years. Extensions beyond this five year period shall be approved by both the appropriate ExCom and CSC.

2.4.3. **Minimum Requirements**

Revision of an existing standard shall include the following:

a. A Committee letter ballot to revise the standard processed in accordance with Section 5.
b. Significant changes summarized in a Foreword.

c. CSC staff notification to ASCE Publications that the current standard has been revised.

2.5. **Using ANSI Stabilized Maintenance for an Existing ANSI standard**

An ASCE standard designated as an American National Standard shall be permitted to be maintained under ANSI’s stabilized maintenance option.

For a standard to be considered for ANSI’s stabilized maintenance option all of the following eligibility criteria shall be satisfied:

a. The standard addresses mature technology or practices, and as a result, is not likely to require revision.

b. The standard is other than safety or health-related.

c. The standard has been reaffirmed at least once.

d. The standard was last approved or revised at least ten years ago.

e. The standard is required for use in connection with existing implementations or for reference purposes.

For a complete listing of procedures refer to Section 4.7.3 of *ANSI Essential Requirements*.

2.6. **Withdrawing an Existing Consensus Standard**

2.6.1. **Recommendation for Withdrawal**

In the event an existing consensus standard becomes obsolete, is no longer in demand, or is no longer appropriate for ASCE, the responsible Committee shall be permitted to process a letter ballot for recommendation of withdrawal at any time. Alternatively, the ExCom or CSC shall be permitted to recommend withdrawal by a two-thirds approval vote. Any recommendation shall describe the reason why the standard is obsolete, no longer in demand, or no longer appropriate for ASCE.

2.6.2. **Withdrawal of Standard**

Once the recommendation for withdraw is approved, the following steps shall be taken:

a. ASCE staff notifies Members, (see Section 3), of the intent to withdraw the standard.

b. Members have 30 calendar days to submit relevant written comments to the appropriate ExCom.
c. The ExCom reviews the comments and makes a recommendation (by two-thirds approval) to CSC.

d. Upon concurrence of the ExCom recommendation, CSC authorizes a public announcement for posting on the ASCE and other appropriate institute websites.

e. Public Comments are processed in accordance with Section 5.10

f. The final decision to withdraw a standard requires a two-thirds approval by CSC.

g. For ANS designated standards, upon final approval of withdrawal by the CSC, ANSI will be so notified immediately and the standard will be withdrawn as an ANS and announced in Standards Action.

2.6.3. Sunsetting an Existing Committee. The ExCom or responsible entity shall have authority to discharge by two-thirds approval the complete membership of the Committee. CSC staff will notify the Members of the Committee and CSC of this action.

2.7. Developing Memorandums of Understanding between ASCE and other SDOs for the Purpose of a Standardization Activity

When circumstances dictate that ASCE enters a Memorandum of Understanding (MOU) with another SDO for the purpose of developing and coordinating standardization activities, the MOU shall establish rules and procedures to be followed and identify the lead organization when multiple organizations are developing a consensus standard. ASCE desires, when possible, to be the lead organization and that its rules and procedures govern the joint standardization effort.

MOUs shall contain, but are not limited to, the following items:

a. Purpose of the cooperative activity.

b. Roles and responsibilities of each party.

c. Schedule to review activity, performance, or satisfaction with the arrangement.

d. The parts of the arrangement that are open to change or negotiation and the process by which that can be done.

e. The aspects of the arrangement that should require formal notification and the process by which that is accomplished.

f. Resolution process for any disputes.

g. Any restrictions to either party.
h. Treatment of any intellectual property.

i. Effective date and duration of the agreement.

j. Agreement for termination of the MOU.

k. Names and contact information for the signing parties.

l. Agreement for revenue sharing from sales of joint standards.

m. Place for the parties to sign.

2.8. **Communications Regarding Standards**

Official communications about standards schedules, procedures or comments that materially affect the future content of the standard shall be approved by the Chair of the Committee or their designated representative. Formal presentations of material from ASCE standards, which are endorsed by ASCE or the appropriate Institute, shall be approved by the Chair of the Committee. See Section 7 for questions related to technical content.

3. **COMMITTEE MEMBERSHIP**

3.1. **Approval of Members**

3.1.1. **General**

The voting Members of a Committee shall be considered the consensus body for the purposes of any ANSI accredited process. Membership shall be open to any person who might reasonably be expected to be, or who indicates they are, directly or indirectly affected by the activity. Membership may be denied if admitting that person or party to the committee creates dominance (See Section 3.2.3) by a single interest category (See Section 3.2.1) or organization. ASCE membership is not required for Committee membership. ASCE, or appropriate Institute, membership is required for Committee Chairs and Vice-Chairs.

3.1.2. **Application for Membership**

An individual seeking membership shall submit to ASCE Codes and Standards staff an application on a prescribed form upon which the applicant shall:

a. Identify their membership interest category.

b. Identify their desired voting status: voting or associate member, if available.

c. Include a brief resume and a statement that shall describe the applicant’s interest in and commitment to participation in the work of the Committee.
3.1.3. Chair’s Actions

The Chair shall act to accept or reject the application based on qualifications and Committee balance in accordance with Section 3.2, forward notice of such action in writing to ASCE Codes and Standards staff, and report the action taken to the Committee at its next meeting or at least annually.

3.1.4. Appeal of Chair’s Actions

If denied membership, the applicant shall be permitted to request a full Committee vote. A majority vote of those voting yes or no is required to overturn the Chair’s action. The applicant shall be permitted to appeal the Committee’s decision to the ExCom per Section 6.4.2.

3.1.5. Restrictions During Ballot Process

Voting Members shall not be admitted to the Committee during the balloting process unless approved by the ExCom, except as noted in Section 3.2.7. The balloting process shall comprise the time period from the first Committee ballot to the publication of the standard.

3.2. Balance

3.2.1. Membership Categories

Committee Membership shall be balanced among the following categories:

a. Consumer: Includes representatives of owners, owners’ organizations, designers and consultants retained by owners, testing laboratories retained by owners, facility operators, and insurance companies serving owners.

b. Producer: Includes representatives of manufacturers, distributors, developers, contractors and subcontractors, construction labor organizations, and associations of these groups and professional consultants to these groups.

c. General: Includes representatives of the general public having an interest in the process or product being standardized, such as from private, state, and federal research organizations; public interest groups; and standards and model code organizations. Committee members in the Regulatory category are part of the General category when assessing balance.

d. Regulatory: For those standards intended to be used for regulatory purposes by local, state or federal agencies, regulators are an additional interest category for those standards. For those standards intended for regulatory adoption, a minimum of one regulatory member shall be included in the committee voting membership.
3.2.2. **Determination of Category**

The Chair shall make the final determination of a Member’s category or, if the Chair so requests, the Committee shall make the final determination by simple majority vote. Members in disagreement with their assigned category shall be permitted to appeal to the ExCom, whose decision is final.

3.2.3. **Balance Criteria**

The following criteria shall apply for balance of voting members:

a. Consumers: 20 to 40 percent.

b. Producers: 20 to 40 percent.

c. General: 20 to 40 percent.

d. Regulatory: 0 to 15 percent. For mandatory standards of regulatory interest see Section 3.2.1c.

3.2.4. **Represented Interests**

Membership within each category shall be well distributed. No organization shall have more than one person as a Member on a Committee. If a Chair presents compelling evidence that multiple persons from a single organization are necessary for the progress of the standard, the ExCom shall be permitted to grant an exception to this requirement within the guidelines of dominance and balance. Appeal from an affected party regarding this issue shall be permitted to be made to the ExCom. If it is not resolved, the appeal shall proceed in accordance with Section 6 of these Rules.

3.2.5. **Committee Size**

The ExCom shall be permitted to establish a minimum and maximum Committee size by a majority vote. For an ANSI/ASCE standard the minimum Committee size shall be not less than twelve.

3.2.6. **Committee Roster**

ASCE staff shall maintain current Committee rosters. The Committee Chair is required to notify CSC staff of any roster changes and CSC staff is required to notify the Chair of any imbalance on the Committee. Prior to entering the balloting process, as defined in Section 3.1.4, staff should ascertain that the Committee is in proper balance.
3.2.7. **Termination or Reclassification of Membership**

Termination of membership on a Committee shall be permitted for the following cases:

a. Membership shall be automatically terminated if a Member fails to vote or abstains without reason on a majority of items on two consecutive Committee letter ballots. The Chair shall be permitted to reinstate a Member terminated for this reason if the Member submits a written request, including a satisfactory explanation for the inactivity, within 30 calendar days after a notification of termination is issued.

b. Membership shall be terminated for cause in accordance with the following process:

   i. Chair shall present, in writing, to CSC staff a “cause” for termination.

   ii. Staff will transmit statement of cause to the Member that is being recommended for termination.

   iii. Member shall have 30 calendar days to submit to staff a written response to the statement of cause. The response shall be submitted in electronic format to CSC Staff. If no response is received within 30 calendar days the member is terminated automatically.

   iv. Staff will transmit Member’s response to the Chair.

   v. The Chair will be provided the opportunity to submit to staff a rebuttal within 14 calendar days of transmittal of the Member’s response. The Chair’s rebuttal should not introduce new “for cause” reasons for termination beyond the original statement of cause, but can address points introduced by the Member’s response.

   vi. Staff will forward Chair’s rebuttal to the Member. Member shall have 14 calendar days from transmittal to submit to staff a response to the rebuttal which will be transmitted to the Chair. In this second response, the Member cannot introduce new issues not presented in either the original statement of cause for termination, or the Chair’s rebuttal to the Member’s initial response.

   vii. A letter ballot will be issued to the Committee by staff to vote to recommend termination of the Member.

   viii. The letter ballot shall include the statement of cause, Member’s response, Chair’s rebuttal and the Member’s response to the rebuttal, as applicable.
ix. The letter ballot shall be processed in accordance with Section 5.3. However, no abstentions will be considered. In accordance with Section 5.6.3.1, comments will be included with the ballot report, but need not be addressed by the Committee.

x. If the ballot item fails the Member remains a member of the Committee.

xi. The recommendation for approval of termination shall require a two-thirds vote by the ExCom. The Chair, Member, and Committee will be notified of the ExCom decision.

xii. Reclassification of Member. A Member is permitted to be reclassified with concurrence by both the Chair and the Member if the change does not violate the balance criteria. Reclassification from Associate to Voting Member status requires notification to the ExCom or responsible entity.

Membership may also be terminated by the voluntary resignation of a Member.

3.2.8. Subordinate Groups

The Chair shall be permitted to establish or disband subordinate groups (e.g., subcommittees, work groups, task groups) to assist in meeting the Committee’s objectives. The Chair shall establish the rules to be followed by the subordinate group.

3.2.9. Associate Members

Any ASCE member shall be entitled to Associate Member status on any Committee. An Associate Member shall be designated as a Committee member without voting privileges. The process for admitting an Associate Member to an existing Committee shall be the same as that for a voting Committee Member; however, the number of Associate Members shall not affect the balance of the Committee or the dominance of single interest unit.

Associate Members shall be included in the Committee Roster, which appears in the ASCE Official Register and in the front of the published standard.

Associate Members of the Committee shall be included in the balloting process for all proposals being considered by the Committee. Comments submitted by Associate Members shall be reported and treated in the same manner as Public comments. The votes by Associate Members shall not be tabulated in the formal determination of reaching consensus of the Committee.
3.3. **Officers**

3.3.1. **Committee Officers**

The ExCom shall appoint the Chair by majority vote. The Chair shall appoint a Vice-Chair and a Secretary, and the Committee shall confirm the appointments by majority vote at a duly constituted meeting. Except in the case where the Committee is operating under an MOU, as developed in Section 2.7, the Chair and Vice-Chair shall be an ASCE or Institute member.

3.3.2. **Subordinate Group Officers**

Subordinate group chairs shall be appointed by the Chair and serve at the discretion of the Chair.

3.3.3. **Removal of Officers**

ExComs shall be permitted to remove Committee Officers from office by a two-thirds approval.

4. **OPERATIONS**

4.1. **Committee Administration**

4.1.1. **ASCE Responsibilities**

ASCE shall appoint a staff contact to assist Committees with, as a minimum, the following functions:

a. Ensuring that the Committee complies with these Rules.

b. Ensuring compliance with the *ASCE Standards Writing Manual*.

c. Keeping the Committee officers informed of approved changes in membership.

d. Assisting Committee officers with scheduling meeting dates and places.

e. Distributing meeting notices on behalf of the Committee.

f. Distributing all letter ballots, receive and record all completed ballots, distribute the results of the ballot to the Members of the Committee for resolution.

g. Attending meetings, when approved by the sponsoring Institute.

h. Maintaining Committee rosters and providing the name, affiliation, and category of any Member to any interested party upon request.

4.1.2. **Budgets**

The Committee officers, upon request, shall be responsible for preparing and submitting to the appropriate entity within ASCE proposed budgets for Committee operations including meeting expenses, travel, and other related costs.
4.1.3. Reports
Each Chair shall submit reports as required by its ExCom.

4.1.4. Administrative Issues
Voting on administrative and process matters exclusive of direct balloting on standards documents shall be determined by simple majority of those attending a meeting satisfying the quorum requirements of Section 4.4.4.

4.1.5. Records Retention and Disposal
Records shall be retained for a period of 10 years or until approval of the subsequent revision or reaffirmation of the complete standard, whichever is longer. Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal. CSC shall approve disposing of records. Requests by ASCE staff to dispose of records shall identify the affected standard, age of the records, and the type of records.

4.1.6. Records and Auditing
The Committee’s secretary shall be responsible for developing, recording, and maintaining records, in cooperation with ASCE staff. All records shall be maintained at ASCE Headquarters and be readily accessible from ASCE staff or the Committee secretary. Records shall include, but are not limited to, the following items:

a. Rosters, including Members’ information, applications, biographical summaries, and balance of interest categories.

b. Meeting notices, including agendas and attachments.

c. Meeting minutes.

d. Correspondence, including notices of standardization activities, invitations to participate, publication articles, and deliberations regarding duplications or conflicts.

e. Appeals resolutions.

f. Interpretations.

g. Ballot material, tallies of the results from Committee letter ballots, and Associate Member comments.

h. Resolution of conflicts from Committee letter ballots.

i. Items deferred to next revision cycle.
j. Documents required by ANSI for ANS designated standards, such as PSA forms, copies of appeals and responses, interpretations and evidence of processing those requests.

4.2. **Standards Development**

4.2.1. **Referencing Standards and Publications.**

4.2.1.1. **Mandatory Standards**

4.2.1.1.1. Mandatory standards referenced in ASCE Standards shall be written using mandatory language, shall be identifiable by title, date or edition, and name of the developing organization.

4.2.1.1.2. The Committee shall adopt the latest edition of the mandatory standard available at the time of balloting. Only one edition of a mandatory standard shall be adopted. If the current edition is not suitable or multiple editions of a mandatory standard need to be referenced, then an exception is permitted to be granted by the ExCom and shall be noted in the Foreword or Commentary of the standard.

4.2.1.2. **Nonmandatory Standards**

Standards that do not comply with Section 4.2.1.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in an ASCE Standard or commentary.

4.2.1.3. **Referencing Nonmandatory Publications in ASCE Standard Guidelines**

Publications referenced in ASCE Standard Guidelines establishing recommended practices shall be subject to Section 4.2.1.4.

4.2.1.4. **Referencing Other Documents**

When a reference is made to another document, including other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the document to which reference is made. Committees shall include such references only after review of such documents or publications, satisfying themselves that the references are adequate and appropriate. The Committee shall provide a copy of the reference document to ASCE Headquarters, if the reference document is not readily available from other sources.
4.2.1.5. **Conflicts with Other Standards**

Committees shall make every effort to avoid conflicts with other ASCE standards or those of ANSI-accredited SDOs. When exceptions are taken to requirements in other ASCE mandatory standards, the Committee shall notify the affected ASCE Committee. CSC shall adjudicate all unresolved conflicts in accordance with Section 2.2.5.

International Standards Committees shall take relevant ISO or IEC Standards into consideration and, if appropriate, shall base their standards on, or consider the adoption of an ISO or IEC Standard as an ASCE Standard. Technical Activity Groups (TAGs) exist for most standards projects for which the United States has evidenced substantial interest. These groups shall be permitted to be contacted for information and advice through their TAG Administrators or Technical Advisors (as relevant) who are on record at ANSI headquarters.

4.2.2. **Supplemental Operating Procedures**

A Committee shall be permitted to adopt Supplemental Operating Procedures, provided that such procedures are consistent with, and no less stringent than, the Bylaws of ASCE, Institute Operating Procedures and the ASCE Rules for Standards Committees. Such procedures and amendments thereto shall be transmitted to ASCE staff, who shall submit them to its ExCom and CSC for approval.

4.2.3. **Standards Format and Style**

Committees shall follow the latest editions of the *ASCE Standards Writing Manual* and *ASCE’s Editor’s Guide for Standards*.

4.2.4. **Commentaries**

For all mandatory standards Committees shall provide a Commentary, separate and apart from the consensus standard, that provides the technical and administrative rationale for the standardization. The Committee shall approve commentaries by letter ballot in accordance with Section 5.3.

4.2.5. **Commercial Terms and Conditions**

Provisions involving business relations between buyer and seller such as guarantees, warranties, assignment of responsibility of work, and other commercial terms and conditions shall not be included in a standard or its commentary.

a. The appearance that a standard endorses any particular products, services or companies shall be avoided. Proper names or trademarks of specific
companies or organizations, manufacturer lists, service provider lists, or similar material shall not be included in the text of a standard or its commentary (or the equivalent).

b. Where a sole source exists for essential equipment, materials or services necessary to determine compliance with the standard, it shall be permitted to supply the name and address of the source in a footnote or commentary as long as the words "or the equivalent" are added to the reference.

c. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria to determine conformity shall be permitted to be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term or proper name.

4.2.6. Units

Dimensions and quantities shall be expressed in International System of Units (SI units) followed by conversion to U.S. Customary units in parentheses; or in U.S. Customary units followed by conversion to SI units in parentheses, whichever appears to the Committee to be in the best interests of the users of the standard. The conversion of all formulas, equations, and tables in the other units shall be permitted to be placed in an appendix to the standard instead of being included in parentheses in the body of the standard. No conversion shall be required if a standard is published in two separate versions—the SI or the metric version and the U.S. Customary units version. Conversion shall be in accordance with IEEE/ASTM-SI-10-02 American National Standard for Use of the International System of Units (SI): The Modern Metric System. Each scope statement shall include the Committee’s intention relative to the use of SI.

4.3. Patented and Proprietary Items

4.3.1. General

There is no objection in principle to writing an ASCE Standard in terms that include the use of essential patent claim(s) (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach. Participants in the Society’s standards development process are encouraged to bring patents with claims believed to be essential to the attention of the Society. If the Society receives a notice that a proposed standard or revision to an existing standard requires the use of a patented item(s), the procedures specified in Sections 4.3.2 to 4.3.7 shall be followed.
### 4.3.2. **Statement from Patent Holder**

Before balloting any text whose acceptance would include the use of an essential patent claim(s) in an ASCE Standard, the Society shall receive from any identified patent holder or a party authorized to make assurances on its behalf in written or electronic form either:

a. Assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend on holding any essential patent claim(s) or assurance that the following occur:

b. Assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:

   i. Under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or

   ii. Without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

Such assurance shall indicate that the patent holder (or third party to make assurances on its behalf) will include any documents transferring ownership of patents subject to the assurance provisions sufficient to ensure that the commitments in the assurance are binding on the transferee and the transferee will similarly include appropriate provisions in the event of future transfers with the goal of binding each successor-in-interest. The assurance shall also indicate that it is intended to be binding on successor-in-interest regardless of whether such provisions are included in the relevant transfer documents.

### 4.3.3. **Record of Statement**

A record of the patent holder’s statement shall be placed and retained in ASCE’s files and in ANSI’s files for designated American National Standards.

### 4.3.4. **Notification During Balloting Process**

Where a Committee is considering the inclusion of a patented item, the Committee shall include a statement in the balloting process indicating a willingness to consider alternatives. The statement with the ballot shall include a request for an alternative(s) as follows:

*The (name of material, product, process, procedure, apparatus) is covered by a patent. If you are aware of an alternative(s) to the patented item, please attach a description of the alternatives to the ballot return. All suggestions will be considered by the standards committee.*
4.3.5. **Responsibility for Identifying Patents**

Neither a Committee nor ASCE nor ANSI shall be responsible for identifying all patents for which a license shall be permitted to be required in using an ASCE standard or for conducting inquiries into the legal validity or scope of those patents that are brought to the Society’s attention.

4.3.6. **Notice**

When the Society receives from a patent holder the assurance set forth in 4.3.2, the standard shall include a note as follows:

> NOTE—The user’s attention is called to the possibility that compliance with this standard may require use of an item covered by patent rights.

By publication of this standard, the American Society of Civil Engineers takes no position with respect to the validity of this claim or of any patent rights in connection therewith. Users of this standard are expressly advised that determination of the validity of any such patent rights, and the risk of infringement of such rights, are entirely their own responsibility. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details shall be permitted to be obtained from ASCE.

4.3.7. **Footnote**

In addition, a statement shall be placed in a footnote of the standard in each specific section of the standard in which the patented item is mentioned. The footnote shall be as follows:

> The (name of material, product, process, procedure, apparatus) is covered by a patent. Interested parties are invited to submit information regarding the identification of an alternative(s) to this patented item to ASCE Headquarters. Your comments will receive consideration at a meeting of the responsible standards committee, which you shall be permitted to attend.

4.3.8. **Antitrust**

ASCE Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop ASCE standards are to be conducted in accordance with these laws.
4.4. Committee Meetings

4.4.1. General

Committee meetings shall be conducted in a format that permits Members to interact directly, including face-to-face meetings, tele- or web conferences, video conferencing, and any combination of these methods.

4.4.2. Frequency and Location

The Committee shall base the frequency of its meetings on its current activities, operating needs, and budget. The Chair shall be permitted to call a meeting at a time and place deemed suitable. The Chair shall call a meeting of the Committee on written request of five Members, and not less than 10 percent of the Committee membership, whichever number is larger.

4.4.3. Notification

A minimum of 30 calendar days’ notice shall be given to Members for an in person meeting requiring travel and 15 calendar days’ notice for a tele- or web conference. An agenda shall accompany notification of meetings. Public notice for a Committee meeting shall be published at least 15 calendar days before the meeting; publication of the notice on ASCE’s website or the ExCom’s or Committee’s website shall be a minimum requirement. Exceptions to these requirements shall be approved by the ExCom.

4.4.4. Quorum

For all meetings, a quorum shall be greater than 50 percent of the Members in person or via tele-or web conferencing. If a quorum is not present at a duly called meeting, those assembled shall be permitted to proceed with the specific agenda; however, all actions taken, except those actions listed below shall be submitted to letter ballot for confirmation by the entire Committee:

a. Approve agenda, including additions/deletions of agenda items.

b. Approve minutes if they were distributed in advance to the Committee.

c. Approve submitting a proposal for a new standard activity or to revise an existing standard to letter ballot by the Committee in accordance with Section 5.3.

d. Establish the date and location of future meetings.
4.4.5. **Parliamentary Procedures**

The rules contained in the latest edition of *Roberts Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with the *ASCE Rules for Standards Committees*.

4.4.6. **Open Meetings**

All Committee meetings shall be open and attendance by interested parties welcomed in accordance with the following:

a. Visitors shall have neither the right to vote nor the right to receive copies of the minutes, except by specific decision of the Chair.

b. Visitors shall be permitted to address the Committee on a subject relevant to items under consideration, provided due notice of this intent is received by the Chair at least 10 calendar days prior to the meeting. The Chair shall be permitted to waive the 10-calendar day notice and shall be permitted to designate the time allotted for such presentation.

4.4.7. **Recording of Meetings**

Any recording of meetings shall be approved by the Chair and shall remain the property of ASCE.

5. **RULES FOR PROCESSING ASCE STANDARDS**

5.1. **Applicability of Rules**

Proposed provisions for a new standard or changes to an existing standard, including the title of the standard, the foreword and abstract, applicable commentaries and appendices, shall be processed in accordance with these Rules. These Rules shall not be applied to material not directly related to the provisions of the standard, including items such as the, Table of Contents, Committee Roster, Copyright Page, and Index.

5.2. **Proposed Standard Provisions**

All proposed provisions for a new standard or changes to an existing standard shall be approved through a letter ballot of the Committee. Any person shall be permitted to submit proposed standard provisions at any time to the Chair with a request that the proposed provision be considered by a letter ballot of the Committee. The Chair shall take one of the following actions in response to the request:

a. Make a determination to approve or deny the request and notify the Committee of the proposed provisions and the determination.

b. Defer the request for consideration at the next Committee meeting.
5.3. **Committee Letter Balloting**

5.3.1. **General**

The Chair shall prepare a letter ballot using the ASCE balloting system. A ballot or ballot item shall not be constructed in such a manner so as to assume the vote of an individual if they fail to return a ballot.

5.3.2. **Voting**

Members shall respond to items by casting votes as follows:

a. Affirmative: To indicate concurrence with the ballot item.

b. Affirmative with comment: To indicate concurrence with a ballot item with a comment.

c. Negative: To indicate opposition to the ballot item.

d. Negative with comment.

e. Abstain: To indicate that the Member is not in a position to cast an alternative vote because of a lack of familiarity with the issues addressed by the ballot item.

5.3.3. **Voting Period**

The voting period for letter ballots shall be established by each Committee for each letter ballot, but in no case shall it be less than 30 calendar days. All letter ballots shall be counted by ASCE staff and reported to the Committee within 30 calendar days following the voting period.

5.3.4. **Confidentiality**

Member’s votes on all letter ballots shall remain confidential until the voting period is closed.

5.3.5. **Unpublished Draft Standards**

The content of unpublished drafts of standards, commentaries on standards, and related material shall not be cited or referenced.

5.3.6. **Reporting Votes**

The results of each vote on a standard shall be reported by the ASCE Codes and Standards staff as follows:

a. Number of Members.

b. Number of Members voting affirmatively, with and without comment.

c. Number of Members voting negatively, with and without stated reasons.
d. Number of Members voting abstention.
e. Identification of Members not returning the ballot.

5.3.7. **Proxy Voting**

Proxy voting shall not be permitted.

5.3.8. **Notification**

The Chair and/or designated CSC staff is permitted, but is not required to, notify Members of a ballot approximately one week before the ballot opens. The Chair and/or designated CSC staff is permitted to remind Members of the ballot at least 10 calendar days prior to ballot closing. A reminder of the ballot closing is not required.

5.4. **Committee Approval of Proposed Standards Provisions**

A proposed standards provision is approved by the Committee when the following conditions have been met:

a. The letter ballots returned, including abstentions, shall represent not less than 65 percent of the Members.

b. Votes cast affirmatively, with and without comment, for each ballot item shall be not less than 75 percent of the total affirmative and negative votes cast and shall be more than 50 percent of the total Members.

c. Affirm with comment votes have been addressed in accordance with Section 5.5.

d. Negative votes have been addressed in accordance with Section 5.6.

5.5. **Resolving Affirm with Comment Votes**

5.5.1. **General**

Comments provided with Affirm with Comment votes shall be classified as persuasive editorial, persuasive-substantive, or non-persuasive/unrelated and resolved as defined in Sections 5.5.2 to 5.5.4.

5.5.2. **Persuasive Editorial**

If the Chair determines the comment to be editorial as defined in Section 5.7 and persuasive, the Chair shall prepare and process the editorial changes in accordance with Section 5.7.
5.5.3. **Persuasive Substantive**

If the Chair determines the comment to be persuasive and a substantive change is required, the Chair shall submit the proposed revision to the Committee for approval by letter ballot in accordance with Section 5.4.

5.5.4. **Non-Persuasive or Unrelated**

If the Chair determines the comment is non-persuasive or unrelated to the proposal under consideration, all Members will be notified of this determination and the vote shall be recorded as an “affirm with comment vote with a non-persuasive (or an unrelated) comment.” No further action is necessary to resolve affirm with comment votes with non-persuasive or unrelated comments.

5.6. **Resolving Negative Votes**

5.6.1. **General**

Negative votes shall be classified into one of three general categories in accordance with Section 5.6.2 and resolved in accordance with Section 5.6.3.

5.6.2. **Category of Negative Votes.**

5.6.2.1. **Negative Votes with a Related Comment**

Negative votes that have an explanation and/or a suggestion for revision pertinent to the issue being balloted shall be resolved by one of the following methods:

a. If the Chair determines the negative comment to be persuasive editorial, the comment shall be incorporated and:

   i. The Chair’s determination shall be circulated to all Members to provide the opportunity to respond, reaffirm, or change their vote on the ballot item associated with the negative vote in question.

   ii. The negative voter shall be permitted to request a Committee vote on the Chair’s determination by submitting a written request to the Chair within 15 calendar days of notification of the Chair’s action. The Chair shall be permitted to conduct the vote at a meeting or by letter ballot. If the Committee fails to uphold the Chair’s determination by a consensus vote, the negative vote shall be processed in accordance with the other provisions of this section.

b. If the Committee previously found the comment accompanying a negative vote to be non-persuasive in a letter ballot, the Committee is not required to
reconsider the comment unless new technical information not previously known to the Committee was introduced with the vote.

c. Consideration of standards provisions based upon negative votes that include comments and recommendations related to new technical data, evidence or issues, shall be permitted to be postponed until the next standard revision cycle, if approved by a majority vote of the Committee at a duly constituted meeting or by a letter ballot. The new technical data must be provided to the Committee either with the letter ballot or no less than 15 calendar days before the meeting at which the vote on postponement is held. If the Committee votes to approve postponement at a meeting, the approval shall be circulated to all Members to provide the opportunity to respond, reaffirm, or change their vote on the postponement.

d. If the Chair determines the suggested explanation for the negative vote and suggested change is persuasive, the Chair shall submit the persuasive negative vote, with the voter’s explanation and the suggested change, to the Committee for approval by letter ballot in accordance with Section 5.4.

e. If the Chair determines the suggested explanation for the negative vote and suggested change is non-persuasive, the Chair shall submit the non-persuasive negative vote, including the voter’s explanation and suggested change, and the Chair’s reason for proposing to find the vote non-persuasive to the Committee for consideration by a letter ballot. Committee votes to find negative comments non-persuasive shall be straight “yes” or “no” votes unless otherwise indicated in the ballot instructions.

i. If the Committee approves finding a negative vote to be non persuasive by letter ballot, no further action is required.

ii. If the Committee fails to find a negative vote to be non persuasive, the Chair shall either drop the relevant provision to which the voter objects from the standard, or declare the negative vote persuasive and further processed as a new proposed standards provision in accordance with Section 5.2. If the Committee approves finding a negative vote to be non persuasive by letter ballot, no further action is required.

5.6.2.2. Negative Votes with an Unrelated Comment

If the negative vote is accompanied by a comment that is not related to the proposal under consideration, the negative vote shall be recorded as a “negative vote with an unrelated comment.” No action is necessary to resolve negative votes with an unrelated comment.
5.6.2.3. **Negative Votes with No Comment**

Negative votes submitted without an accompanying comment shall be recorded as a “negative vote without comment.” No action is necessary to resolve negative votes with no comment.

5.6.3. **Resolutions Associated with Negative Votes**

5.6.3.1. **Negative Votes on Straight “Yes” or “No” Ballot Items**

Comments received with negative votes on ballot items that are clearly identified as straight “yes” or “no” votes shall be distributed to the Committee, but need not be addressed.

5.6.3.2. **Balloting for Resolution of Negative Votes**

Approval by a letter ballot for resolving negative comments shall meet the conditions of Section 5.4.

5.6.3.3. **Notification of Resolution of Negative Votes**

The negative voter shall be informed in writing of the action taken on the negative ballot and of their right to appeal in accordance with Section 6.

5.6.3.4. **Withdrawal of Negative Comment**

At any point, a voter shall be permitted to withdraw their negative comment. Such action must be recorded in writing and the entire Committee notified of this action. The vote stands as negative, but no further action is required to resolve withdrawn comments.

5.7. **Editorial Changes**

An editorial change in a standard shall be considered one that does not directly and materially affect the use of the standard. Anyone shall be permitted to submit in writing to the Chair a request to make an editorial change to the standard. If the Chair determines the change is editorial, all Members will be notified of this ruling and provided with a 15 calendar day opportunity to challenge the ruling. If challenged, the proposed change shall be processed as a proposed revision in accordance with these Rules.

5.8. **Errata**

Errata shall be limited to discrepancies between the balloted and published version of the standard and typographical errors in the published version of the standard. Errata shall be approved by the Chair and need not be processed as a proposed revision in accordance with these Rules.
5.9. **CSC Approval of Final Committee Draft Standards and Commentaries**

After a Committee approves a proposed standard and commentary, the Chair shall send the draft standard, commentary, and final report regarding procedural matters (such as Committee letter ballots and disposition of negative votes) to the ExCom and CSC for review and approval. The scope of the ExCom and CSC review shall be limited to issues related to assuring compliance with the Rules.

5.10. **ASCE Public Comment Period**

5.10.1. **Notification of ASCE Public Comment Period**

After its review and approval, CSC shall publish on the ASCE website a notice of the availability for review of the complete proposed standard and the dates for opening and closing an ASCE Public Comment Period. The proposed commentary shall be provided with the public comment draft for information only.

5.10.2. **ASCE Public Comment Period**

Any individual who is not a Member of the Committee shall be permitted to participate in the ASCE Public Comment Period on the standard. The minimum public review period shall be 45 calendar days if the publication is available electronically, otherwise it shall be 60 calendar days. Submissions received during the ASCE Public Comment Period (period) shall be compiled within 30 calendar days of the close of the period. Comments submitted after the close of the period shall be permitted to be, at the discretion of the Chair, resolved during the current period or shall be considered during the next revision cycle of the standard in accordance with the following:

a. Resolving ASCE Public Comments. All substantive changes resulting from the resolution of comments submitted by reviewers during the period shall be recirculated to the Committee. The Committee shall process negative and substantive affirmative public comments in accordance with Sections 5.4 and 5.6.

b. Approving Standards and Commentaries. CSC shall issue a final report on the period certifying compliance with these rules and procedural matters. CSC shall approve the standard and any commentaries only after determining that they were developed in compliance with the Rules.

5.11. **Revision or Reaffirmation**

A Committee responsible for an ASCE standard shall establish a schedule providing for review and needed revision or reaffirmation at intervals not to exceed five (5) years.
A schedule update shall be provided to CSC annually. After ten (10) years, if there has been no reaffirmation or revision, the standard shall be considered for withdrawal by the appropriate ExCom and CSC. Revisions shall consider all formal interpretations by the Committee. Requests for revisions to a standard shall be permitted to be made by any person or organization in accordance with Section 5.2, and shall be addressed in writing to CSC. If no request for revision is received, the standard shall be reaffirmed by Committee letter ballot followed by the ASCE Public Comment period(s), which shall be conducted in accordance with these Rules.

5.12. **Designation as an American National Standard**

A standard intended for designation as an American National Standard (ANS) shall be processed in accordance with ANSI’s procedures, including the current edition of ANSI Essential Requirements. A standard that is approved as an ANS shall have its cover or title page marked with an approved ANSI logo furnished by ANSI or the words “an American National Standard.”

In addition to ASCE voting procedures, a standard intended for ANS shall be processed using the following voting procedures in accordance with ANSI Essential Requirements:

a. After conclusion of regular balloting of proposals and approval by the appropriate ExCom and CSC to move to a public ballot, a single Committee consensus ballot, clearly indicated as such, shall be held for the entire proposed standard. This ballot shall be permitted to occur concurrently with the ASCE and ANSI public comment period. This consensus ballot shall be the ballot reported to ANSI via their official ANS reporting process.

b. At the conclusion of the consensus ballot, negative comments shall be processed in accordance with Section 5.3. Objectors from the public comment period and the consensus vote shall be provided a written disposition of the objection and the reasons for the disposition.

c. Any substantive change made to a proposed standard following public review shall require another public comment period shall occur, in accordance with Section 5.10.2, concurrent with a committee recirculation ballot in accordance with *ANSI Essential Requirements*. Committee voters shall be provided the opportunity to comment, reaffirm, or change their vote due to recommended substantive changes, attempts at resolution and unresolved objections. The purpose of the recirculation ballot shall be clearly indicated. Following the consensus ballot and the recirculation ballot of Section 5.12b, the Standard shall be forwarded to CSC for final approval. Results of the consensus ballot and recirculation ballot will be
reported to ANSI, including unresolved objections and evidence of attempts at resolution.

6. **APPEALS**

6.1. **Scope**

Appeals regarding a standardization activity shall be permitted to be made regarding procedural issues. Appeals pertaining to restraint of trade are automatically considered procedural in nature and shall be processed in accordance with this section only.

6.2. **Eligible Parties**

Persons who have directly and materially affected interests and who have been or may be adversely affected by a procedural action or inaction shall have the right to appeal.

6.3. **Filing**

The appellant shall file a written complaint with CSC within 30 calendar days after the postmark date of the letter notifying the objector of action taken or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the specific clause(s) of these Rules or the standard that is at issue, actions or inactions that are at issue, and shall provide the specific remedial action(s) that would satisfy the appellant’s concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted in the written complaint.

6.4. **Resolution**

*Resolution of Actions Taken by the Chair*

Within 30 calendar days after the receipt of the complaint, the ExCom or its designee shall respond in writing to the appellant specifically addressing each allegation of fact in the complaint to the extent of the respondent’s knowledge.

6.4.1. **Resolution of Actions Taken by the Committee**

Within 30 calendar days after the receipt of the complaint, the Chair or designee of the Chair shall respond in writing to the appellant specifically addressing each allegation of fact in the complaint to the extent of the respondent’s knowledge.

6.4.2. **Resolution by CSC**

Appellant concerns that are not resolved by the action required by Section 6.4.1 or 6.4.2 shall be permitted to appeal to the CSC within 15 calendar days of being notified in accordance with Section 6.4.1 or 6.4.2.
a. CSC shall be permitted to handle appeals by letter ballot, e-mail ballot, conference call, or an in-person meeting. The appellant shall be entitled to attend all in-person meetings or conference calls related to their appeal.

b. The appellant, CSC, and others concerned shall be notified of the meeting at least 21 calendar days in advance of the date set. Voting rules of CSC as specified by the ASCE By-laws shall apply.

c. CSC shall render its decision to all concerned in writing within 30 calendar days, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence presented to the hearing group. CSC shall consider the following:

   i. Finding for the appellant—remanding the action to the Committee with a specific statement of the issues and facts in regard to which fair and equitable action was not taken.

   ii. Finding for the respondent—providing a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant’s objections.

   iii. Finding that new substantive evidence has been introduced—remanding the entire action to the Committee for appropriate reconsideration.

7. **FORMAL INTERPRETATIONS**

7.1. **General**

Requests for formal interpretations shall be submitted in writing to ASCE Codes and Standards staff and staff shall forward the request to the appropriate Chair.

7.1.1. **Limitations of Formal Interpretations.**

Any written or oral statement that is not processed in accordance with this section shall not be considered the official position of ASCE or any of its Committees and shall not be considered to be, nor be relied upon as, a formal interpretation.

7.1.2. **Nature of Formal Interpretations.**

Requests for formal interpretations shall be clearly worded so that they can be answered by “yes” or “no.” The Committee is not restricted to providing an answer of either “yes” or “no.”

7.1.3. **Editions to be Interpreted**

Formal interpretations shall be rendered only on the text of the current or immediate prior edition of the document.
7.1.4. **Reasons for not Processing Formal Interpretations**

A request for a formal interpretation shall not be processed if the Chair determines it involves any of the following:

a. A determination of the compliance of a design, installation, or product or equivalency of protection.

b. A review of plans or specifications, or requires judgment or knowledge that can only be acquired as a result of on-site inspection.

c. Existing text in the standard or commentary clearly and decisively provides the requested information.

d. Subjects that were not previously considered by the Committee or that are not addressed in the document.

e. Providing advice, guidance, or an explanation of a provision or the intent of the Committee.

f. Substantive changes that can be addressed only through a proposed change to the standard in accordance with Section 5.2.

7.1.5. **Personal Opinions**

Personal opinions shall be permitted to be offered by ASCE Codes and Standards staff and Committee members. Personal opinions are not formal interpretations, do not represent the position of the standards Committee or the Society, and should not be relied upon as such. Copies of written personal opinions should be provided to the Chair of the appropriate Committee.

7.2. **Requests**

A request for a formal interpretation shall:

a. Be made in writing.

b. Identify the portion (e.g., article, section, and paragraph) and edition of the Standard which is the topic of the formal interpretation;

c. State the question related to implementation or compliance with the portion of the Standard referenced above; and

d. Indicate the business interest of the requester. A request involving an actual field situation shall so state.
7.3. **Editing**

A request for a formal interpretation shall be permitted to be rephrased by the Chair for brevity and clarity. The rephrased version shall be sent to the requester and all parties named in the request for agreement.

7.4. **Preparation of Response**

If accepted for consideration, a tentative interpretation shall be drafted by the Chair and submitted to a ballot of the Committee.

7.5. **Voting**

7.5.1. **Interpretation Approval**

Committee approval of a tentative interpretation shall be by letter ballot or e-mail ballot in accordance with Section 5.4.

7.5.2. **Ballot Comments**

Ballot comments shall be transmitted to each member, who shall be permitted to change his or her ballot within 15 calendar days following the distribution of ballot results.

7.5.3. **Failure to Obtain Committee Approval**

If the Committee does not approve the tentative interpretation, the chair shall decide if further action is warranted. If no further action is taken, the requester shall be notified and shall be informed that they are permitted to submit a proposed change to the standard under Section 5.2.

7.5.4. **Ballot Results**

The requestor for an interpretation shall receive written notification of the results of the balloting.

7.6. **Issuance**

A formal interpretation shall become effective after approval by the Committee in accordance with Section 7.5 and notification in accordance with Section 2.8. The formal interpretation is permitted to be appealed on procedural issues in accordance with Section 6. No interpretation shall be considered binding on the Society unless it is established in accordance with these procedures.

7.7. **Notification**

Notification in accordance with Section 2.8 shall be made after formal interpretations are processed in accordance with Section 7.5 and issued.
8. REFERENCES


ASCE’s member communities, including Section and Branch members, younger members and student members, are offered member support, engagement, and communication through the Member Communities Committee and constituent committees. For more information about the work of these groups, contact:

**Member Communities Committee**  
Carol W. Bowers, PG, CAE, ENV SP, D.GE(HON.)  
(703) 295-6352

**Committee on Student Members**  
Leslie D. Payne, Aff.M.ASCE  
(703) 295-6364

**Committee on Younger Members**  
Leslie D. Payne, Aff.M.ASCE  
(703) 295-6364

**Leader Training Committee**  
Nancy E. Berson, Aff.M.ASCE  
(703) 295-6010

**Committee on Student Conferences and Competitions**  
Melissa C. Prelewicz, P.E.,M.ASCE  
(703) 295-6341
STUDENT ACTIVITIES

Student Chapters

The objective of the ASCE Student Chapter is to help students prepare themselves for entry into the Civil Engineering profession and society.

Students must master principles and techniques of engineering to earn their degrees. There are, in addition, important non-technical subjects, generally called “professional matters,” which are not usually covered in class work. Many aspects of these professional matters lend themselves to Student Chapter programs.

Student Chapters of the American Society of Civil Engineers also help civil engineering students begin those professional contacts and associations which, continued through life, are so valuable to the practicing engineer in serving humanity and the engineering profession more effectively.

In addition, the Chapter is a good medium for developing skills of personal and public relations. For example, Chapter members prepare, present and discuss papers, conduct Chapter activities, hold office, request and entertain guest speakers, visit engineering works under construction, prepare reports to the Society and read the publications of the Society. These and many other Chapter activities contribute to broad personal development by stimulating an early professional consciousness while the student is still preoccupied with techniques.

The formation of Student Chapters was authorized by the Board of Direction in 1920. Student Chapters may be established at universities that have an engineering or engineering technology program related to civil engineering and leading to an engineering or engineering technology degree. The various provisions for Student Chapter establishment and procedures are outlined in the ASCE Bylaws and Rules. The Student Organization Handbook provides a complete guide for Chapter activity.

Each Chapter is assigned up to four Advisory Personnel: one or two Faculty Advisors and two Practitioner Advisors.

Services provided to ASCE Student Chapters encompass awards, contests, workshops and conferences, Society membership (SM grade), program materials, scholarships and publications. Graduating Chapter members are encouraged to submit Associate Member applications to Headquarters.
# Student Chapters in North America

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<th>Name</th>
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**International Student Chapters**

ASCE sponsors Student Chapters at a number of schools outside the United States offering undergraduate programs related to civil engineering. Society services stimulated international interest when the first ASCE International Student Group was chartered in 1997.
The services ASCE extends to International Student Chapter members include the opportunity to apply for Society Student Membership and to participate in student workshops, conferences and competitions.

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<td>Ashutosh Trivedi Satish Vij Rajesh Dubey</td>
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<td>Practitioner Advisor(s)</td>
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<td>Southwest Jiaotong University</td>
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<td>Yulin Zhan, Lin Xiao</td>
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</table>
### Organized ASCE Student Conference Groups

The ASCE Student Chapters assemble according to geographical regions for Spring Student Conferences each year. Speakers, field trips and competitions with technical papers, concrete canoe races, structural models, steel bridge building, etc. are featured. Dates and locations of Student Conferences are available at [http://www.asce.org/student_conferences/](http://www.asce.org/student_conferences/).

Years when student chapters hosted conference meetings are listed.

**Carolinas Conference**

- University of Georgia
- Horry Georgetown Technical College
- South Carolina State University
Deep South Conference

University of Arkansas at Little Rock 1999, 2009
Arkansas State University 2014
Christian Brothers University 2014
Jackson State University 2020

McNeese State University 1988, 2016
University of Memphis (Southeast) 1978, 1990; (Deep South) 2006, 2017
University of Mississippi 2004, 2015
Mississippi State University 2001, 2011
University of Tennessee at Martin 2012

Great Lakes Conference

University of Evansville 2003, 2008
University of Illinois at Chicago 1998, 2005, 2018
Northwestern University 1982

Purdue University Fort Wayne
Purdue University Northwest
Rose-Hulman Institute of Technology 1968, 1979, 1988, 2010
University of Southern Indiana
Trine University 1969, 2013
Valparaiso University 1971, 2019
University of Wisconsin-Milwaukee 1994, 2011

India Conference

Bannari Amman Institute of Technology 2020
BS Abdur Rahman University
D.Y. Patil Institute of Engineering and Technology
Delhi Technological University
Federal Institute of Science and Technology
GITAM University
Kalasalingam University
KIIT University
Mahendra Engineering College
Mahindra Ecole Centrale
Manipal Institute of Technology
Mars Baselios College of Engineering & Technology

Mukesh Patel School of Technology Management & Engineering 2019
Narula Institute of Technology
National Institute of Technology Karnataka
University of Petroleum and Energy Studies
Punjab Engineering College
Rashtreeya Vidyalaya College of Engineering
Saintgits College of Engineering
Siksha O Anusandhan University
Sree Vidyanikethan Engineering College
SRM University
Thakur College of Engineering and Technology
Vellore Institute of Technology 2018
VR Siddhartha Engineering College
Metropolitan Conference

The College of New Jersey
Fairleigh Dickinson University – 2010, 2011
Hofstra University – 1988
Manhattan College – 1986
Nassau Community College
Princeton University
Rowan University – 2003, 2020
Stony Brook University

Mid-Atlantic Conference

Bucknell University – (Penn-Del) 1955, 1965, 1977
University of Delaware – (Penn-Del) 1960, 1971; (Mid-Atlantic) 2009, 2018
Johns Hopkins University – (Maryland-DC) 1986, 1992, 1995, 1999; (Mid-Atlantic) 2005
Lehigh University – (Penn-Del) 1961, 1972, 1982
Messiah College

Mid-Continent Conference

Benedictine College
Missouri State University
University of Missouri-Kansas City – 1993, 1998

University of Nebraska-Lincoln (Omaha Campus)
Oklahoma State University Institute of Technology
Saint Louis University
Mid-Pacific Conference

California State University, Fresno – 1991, 1903, 2014
Chongqing University
Dalian University of Technology
Hohai University
Hong Kong University of Science & Technology
Humboldt State University
University of Macau
University of the Pacific – 1988, 1998
Universiti Sains Malaysia
San Francisco State University
San Jose State University – 1979, 1985, 1994, 2007 (co-host), 2013 (co-host), 2019
Southwest Jiaotong University
Thammasat University
Tongji University
Tsinghua University
Zhejiang University

Midwest Conference

Dordt University -- 2020
Lakehead University – 2015
University of Minnesota Duluth
Minnesota State University, Mankato – 2007, 2016
University of St. Thomas

New England Conference

Central Connecticut State University
University of Hartford – 1992, 1999
Université Laval – 2011
University of Massachusetts Dartmouth
Massachusetts Institute of Technology – 1956, 2013
University of Massachusetts Lowell – 1997, 2014
Merrimack College – 1969, 2015
University of New Haven
Norwich University – 1962, 1989, 2018 (co-host), 2020
Quinnipiac University
Roger Williams University
United States Coast Guard Academy
Wentworth Institute of Technology– 2009
Western New England University
Worcester Polytechnic Institute
North Central Conference

Calvin College
Case Western Reserve University – 1958, 1985
Western Michigan University – 2010, 2018

Ohio Valley Conference

Carnegie Mellon University – 2014
Cleveland State University – 1998, 2013
Geneva College

University of Louisville – 1962, 1969, 1988
Point Park University
Western Kentucky University – 2002, 2009, 2020

Pacific Northwest Conference

University of Alaska Anchorage – 1997, 2011
University of Alaska Fairbanks – 2007
Boise State University – 2003, 2017
Brigham Young University – Idaho
University of British Columbia
Carroll College – 2009 (co-host)
Gonzaga University – 1989, 2000
Idaho State University – 2001, 2015
Montana State University - Northern
Montana Tech of the University of Montana – 2005
Oregon Institute of Technology – 1994, 2004, 2018
University of Portland – 1988, 1999
Seattle University – 2012 (co-host)
Walla Walla University – 1982, 1993
Washington State University – Tri Cities
Pacific Southwest Conference

| Arizona State University | 1961, 1985, 2003, 2018 |
| California Polytechnic State University, San Luis Obispo | 1987, 1990, 2004, 2019 |
| California State Polytechnic University, Pomona | 1987, 1996, 2012 |
| California State University, Los Angeles | 2011 |
| California State University, Northridge | 1993, 2008 |
| University of California, Irvine | 1986, 2002, 2017 |
| University of California, Los Angeles | 1992, 2006 |
| University of California, San Diego | 2007 |
| University of Hawaii at Manoa | 1994, 2009 |
| Loyola Marymount University | 1973, 1997, 2013 (co-host) |
| University of Nevada, Las Vegas | 1995, 2010 |
| Northern Arizona University | 2018 (co-host) |
| University of Southern California | 1981, 1999, 2013 (co-host) |

Rocky Mountain Conference

| University of Colorado at Denver | 1986, 1995, 2016 (co-host) |
| Colorado School of Mines | 1999, 2008, 2020 |
| Metropolitan State University of Denver | 2016 (co-host) |
| New Mexico Institute of Mining and Technology | 2003, 2013 (co-host) |

Southeast Conference

| University of Alabama at-Birmingham | 1999 |
| University of Florida | 2002, 2012 |
| Florida Atlantic University | 2017 |
| Florida Gulf Coast University | 2003, 2013 (co-host) |
| Florida Institute of Technology | 2003, 2013 (co-host) |
| Florida International University | 2003, 2013 (co-host) |
| Georgia Southern University | 1952, 2013 (co-host) |
| Kennesaw State University | 1952, 2013 (co-host) |
| Lipscomb University | 1952, 2013 (co-host) |
| University of Miami | 1969, 1976, 1989, 2013 (co-host) |
| University of South Florida | 2004, 2014 |
University of Tennessee at Chattanooga – 2015
Tennessee State University

Texas-Mexico Conference

Universidad de las Americas, Puebla
Angelo State University
Universidad Autonoma Del Estado De Mexico
University of Houston Downtown
Instituto Politecnico Nacional
Universidad La Salle Victoria
Universidad La Salle
LeTourneau University
Universidad Nacional Autónoma de Mexico
Universidad Panamericana Guadalajara
Prairie View A&M University – 1993
Rice University – 1962
Southern Methodist University
Tarleton State University
Tecnológico de Monterrey
University of Texas at El Paso – (Rio Grande) 2002, (Texas-Mexico) 2017
University of Texas at Tyler – 2007 (co-host), 2014
University of Texas Rio Grande Valley - 2019
Texas Southern University
Texas Tech University – 2016
West Texas A&M University

Upstate New York Conference

Concordia University
École de technologie supérieure – 2011
Hudson Valley Community College
Polytechnique Montréal
SUNY College of Technology at Canton – 2012 (co-host)
SUNY Polytechnic Institute
University of Waterloo

Virginias Conference

Bluefield State College
University of District of Columbia-Van Ness Campus – (Maryland-DC) 1991
Fairmont State University – 2008 (co-host)
George Mason University - 2019
Marshall University
Student Chapter Awards

Each year, the Committee on Student Members evaluates and scores the annual reports of activity submitted by the Student Chapters for the purpose of determining the recipients of the Student Chapter Awards. The scoring formula, which is made available to accompany report forms, also serves as a recommended set of goals or guidelines. More frequent meetings, field trips, attendance at conferences, presentations of papers, and the undertaking of special projects are encouraged. While scores remain confidential, a Student Chapter can grade itself in the statistical portion and estimate the subjective rating of the value of their special projects.

Based on the scoring of the annual reports, the Committee on Student members determines the winner of the Robert Ridgway Award, and the Robert Ridgway Award Finalists. The most outstanding student Chapters in each Region are awarded Distinguished Chapter Awards.

A limited number of Student Chapters may be awarded Certificates of Commendation based on the quality of their general performance. The certificates are awarded by the President of the Society upon recommendation by the Committee on Student Members. The number of Student Chapters to receive Certificates of Commendation shall not exceed five percent of the total number of Student Chapters.

Those Student Chapters that miss receiving Certificates of Commendation, but still report outstanding activity may receive a Letter of Honorable Mention. The number of Student Chapters receiving Letters of Honorable Mention shall not exceed one-third of the total number of Student Chapters.

The Committee on Student Members also gives awards for Outstanding Faculty and Practitioner Advisors, based on nominations received from the Student Chapter members.

The 2019 recipients were:

**2019 Robert Ridgway Award Winner**
Brigham Young University

**2019 Robert Ridgway Award Finalists**
Brigham Young University
Fairmont State University
Punjab Engineering College
Virginia Military Institute
Western Kentucky University
### 2019 Distinguished Chapter Awards

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<td>Pennsylvania State University – University Park</td>
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<td>University of Cincinnati</td>
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<td>4</td>
<td>Virginia Military Institute</td>
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<td>Punjab Engineering College</td>
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### 2019 Certificates of Commendation

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### 2019 Letters of Honorable Mention

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<td>Manhattan College</td>
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<td>University of Nebraska-Lincoln at Omaha</td>
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<td>New Mexico Institute of Mining and Technology</td>
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<td>Rochester Institute of Technology</td>
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<td>Rowan University</td>
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**2019 Most Improved Award**
Western Kentucky University

**2019 Letters of Significant Improvement**
École de technologie supérieure University of Texas at Tyler
SRM Institute of Science and Technology Virginia Military Institute

**2019 Richard J. Scranton Outstanding Community Service Award**
American University in Beirut

**2019 Letters of Recognition for Community Service Finalists**
LeTourneau University Saint Louis University

**2019 Letters of Recognition for Community Service**
Brigham Young University University of Wisconsin - Platteville
University of South Alabama
Global Relations

International Partnerships and Participation

ASCE and ASCE Members participate in several engineering federations around the world: The Asian Civil Engineering Coordinating Council (ACECC), European Council of Civil Engineers (ECCE), Pan American Union of Engineers (UPADI) and the World Federation of Engineering Organizations (WFEO). https://www.asce.org/engineering-federations/

International Groups of the American Society of Civil Engineers are formed to provide civil engineers in other countries with opportunities for group activities related to their profession. The purpose of an International Group is to promote technical and professional development of ASCE members residing or visiting a country through meetings and other forms of communication, through study of local engineering practice, and through contact with ASCE World Headquarters, to achieve closer personal acquaintance and spirit of cooperation among engineers, and to cooperate with other local engineering societies in matters of common interest, and to assist in attaining the objectives of ASCE.

Brazil     https://www.asce.org/brazil/
Ecuador    https://www.asce.org/ecuador/
Iraq       https://www.asce.org/iraq/
Israel     https://www.asce.org/israel/
Italy      https://www.asce.org/italy/
Kuwait     https://www.asce.org/kuwait/
New Zealand https://www.asce.org/new_zealand/
Pakistan   https://www.asce.org/pakistan/
Peru       https://www.asce.org/peru/
South Korea https://www.asce.org/south-korea/
Sri Lanka  https://www.asce.org/sri-lanka/
Switzerland https://www.asce.org/switzerland/
Taiwan     https://www.asce.org/taiwan/
Turkey     https://www.asce.org/turkey/
United Kingdom https://www.asce.org/united-kingdom/

International Sections

ASCE International Sections provide the opportunity for civil engineers to attend technical sessions, brainstorm to solve common problems such as local legislative issues and
management challenges, network at meetings, expand their circle of professional contacts and develop their leadership skills.

Australia  [https://www.asce.org/australia/](https://www.asce.org/australia/)
Bangladesh  [https://www.asce.org/bangladesh/](https://www.asce.org/bangladesh/)
Colombia  [https://www.asce.org/colombia/](https://www.asce.org/colombia/)
Costa Rica  [https://www.asce.org/costa_rica/](https://www.asce.org/costa_rica/)
Egypt  [https://www.asce.org/egypt/](https://www.asce.org/egypt/)
Greece  [https://www.asce.org/greece/](https://www.asce.org/greece/)
Greater China  [https://www.asce.org/greater_china/](https://www.asce.org/greater_china/)
India  [https://www.asce.org/india/](https://www.asce.org/india/)
Japan  [https://www.asce.org/japan/](https://www.asce.org/japan/)
Lebanon  [https://www.asce.org/lebanon/](https://www.asce.org/lebanon/)
Nigeria  [https://www.asce.org/nigeria/](https://www.asce.org/nigeria/)
Panama  [https://www.asce.org/panama/](https://www.asce.org/panama/)
Philippines  [https://www.asce.org/philippines/](https://www.asce.org/philippines/)
Saudi Arabia  [https://www.asce.org/saudi-arabia/](https://www.asce.org/saudi-arabia/)
Singapore  [https://www.asce.org/singapore/](https://www.asce.org/singapore/)
Thailand  [https://www.asce.org/thailand/](https://www.asce.org/thailand/)
United Arab Emirates  [https://www.asce.org/united-arab-emirates/](https://www.asce.org/united-arab-emirates/)

*International Agreements of Cooperation*

*International Agreements of Cooperation* create a mutual relationship among professional engineering organizations to stimulate the exchange of technical, scientific and professional information.

**Argentina Center of Engineers (CAI)**, Cerrito 1250, 1010, C1010AAZ Buenos Aires, Argentina, Phone: (54)-11-4811-3630, Fax: (54)-11-4811-4133, www.cai.org.ar, Email: cai@cai.org.ar

**Argentine Union of Associations of Engineers (UADI)**, Cerrito 1250, 1010 C1010AAZ Buenos Aires, Argentina, Phone: (54)-11-4811-3630, Fax: (54)-11-4811-4133, Email: uadi@cipba-lp.org.ar; uadi@cai.org.ar
Board of Civil Engineering-Argentina (CPIC), (Consejo Profesional de Ingenieria Civil de Argentina) Adolfo Alsina 424, Piso 1° C1087AAF, Buenos Aires, Argentina
Phone: (54)-11-4334-0086, Fax: (54)-11-4334-0088, www.cpic.org.ar, Email: correo@cpic.org.ar

Engineers Australia (EA), Engineering House, 11 National Circuit, Barton, ACT 2600, Australia, Phone: (61)-2-6270-6555, Fax: (61)-2-6273-1488, www.engineersaustralia.org.au, Email: memberservices@engineersaustralia.org.au

Austrian Society of Engineers & Architects (OIAV), Eschenbachgasse 9, A-1010 Wien, Vienna, Austria, Phone: (43)-1-587-35-36, Fax: (43)-1- 370-58-06-333, www.oiav.at, Email: office@oiav.at

Institution of Engineers, Bangladesh (IEB), Ramna, Dhaka -1000, Bangladesh, Phone: (880)-2- 955-9485/956-6336, Fax: (880)-2-956-2447, www.iebbd.org, Email: info.iebhq@gmail.com, info@iebbd.org

Sociedad de Ingenieros de Bolivia (SIB), Calle Reseguín N°2001 Esq. Aspizu Spo Cachii PO Box 1508 La Paz Bolivia Phone: (591)-2-233-1832, (591)-2-231-0650, Fax: (591)-2-233-1833, siblpz.org.bo, Email: info@sibplz.org.bo

Associacao Brasileira de Engenheiros Civis (ABENC), Rua Emiliano Perneta, 174 CEP 80010-50, Curitiba, PR Brazil, www.abenc.org.br, Email: secretariogeral@abenc.org.br

Clube de Engenharia de Rio de Janeiro (CE), Edifício Edison Passos, Ave. Rio Branco, 124, 20040-001, Rio de Janeiro, RJ, Brazil, Phone: (55)-21-2178-9200, Fax: (55)-21-2178-9237, www.portalclubeedeengenharia.org.br, Email: diretoria@clubeedeengenharia.org.br, atendimento@clubeedeengenharia.org.br

Institute of Engineering, Brazil (IE), Av. Dr. Dante Pazzanese, 120, Vila Mariana, CEP: 04012-180, Sao Paulo - SP, Brazil, Phone: (55)-11-3466-9200, www.iengenharia.org.br, Email: secretaria@iengenharia.org.br

Canadian Society of Civil Engineers (CSCE) 521-300 Rue Saint-Sacrement, Montreal, QC H2Y 1X4, Canada, Phone: (514) 933-2634, Fax: (514) 933-3504, www.csce.ca, Email: info@csce.ca

Institution of Engineers, Chile (IEC), San Martin N º352, Casilla 487, Correo 21, Santiago, Region Metropolitana, Chile, Phone: (56)-2-698-4028, (56)-2-672-6997, Fax: (56)-2-697-1136, www.iing.cl, Email: iing@iing.cl

China Civil Engineering Society (CCES), No 9 San Li He Rd., Beijing 118305 China, Phone: (86)-10-589-33071, Fax: (86)-10-589-33071, www.cces.net.cn, Email: master@cces.net.cn
Chinese Institute of Civil & Hydraulic Engineering (CICHE), 4th Floor, No. 1, Jen-Ai Rd., Sec. 2, Taipei 10019, Taiwan, R.O.C. Phone: (886)-2-2392-6325, Fax: (886)-2-2396-4260, www.ciche.org.tw, Email: ciche@ciche.org.tw

Colombian Society of Engineers (SCI), Carrera 4, No. 10-41, Bogota D.F., Colombia, Phone: (57)-1-705-2780, Fax: (57)-1-243-4360, www.sci.org.co, Email: presidenciasci@sci.org.co

Association of Engineers and Architects of Costa Rica (CFIA), Apartado Postal 2346-1000, San Jose, Costa Rica, Phone: (506) 2103-2200, Fax: (506) 253-5564, www.cfia.or.cr, Email: prensa@cfia.or.cr

Croatian Society of Civil Engineers (HSGI), Berislavićeva 6, 10000 Zagreb, Croatia, Phone (385)-1-48-72-498, (385)-48-28-053, www.hsgi.org, Email: hsgi@hsgi.org

Czech Chamber of Chartered Engineers and Technicians (CKAIT), Sokolská St.15/1498, 120 00 Praha 2, Prague, Czech Republic, Phone: (420)-2-270-90-127, Fax: (420)-2-270-90-120, www.ckait.cz, Email: ckait@ckait.cz

Czech Institution of Structural & Civil Engineers (CSSI), Sokolská St. 15, 120 00 Praha 2, Prague, Czech Republic, Phone: (420)-2-227-090-411, (420)-2-227-090-410, www.cssi-cr.cz, Email: cssi@cssi-cr.cz

Danish Society of Civil Engineering (IDA), Kalvebod Brygge 31-33 /1780 Kobenhavn V, Copenhagen, Denmark, Phone: (45) 3318-4848, Fax: (45) 3318-4899, www.ida.dk, Email: ida@ida.dk

Association of Civil Engineers of Pichincha, Ecuador (CICP), Korea E1-48 y Iñáquito, Quito, Ecuador, Phone: (593)-22-279901/3/4/5/6/7/8, www.cicp-ec.com, Email: cicp@cicp-ec.com

Egyptian Society of Engineers (ESE), 28 Ramsis Street, Heliopolis, Cairo, Egypt, Phone: (20)-2-229004444, Fax: (20)-2-22906065, www.eea.org.eg

Egyptian Society of Irrigation Engineers (ESIE), 24 Mohamed Mahmoud Kassim, Heliopolis, Egypt, Phone: (20)-2-266-2901, Fax: (20)-2-266-2901, www.eea.org.eg, Email: msoliman1@hotmail.com

Ethiopian Association of Civil Engineers (EACE), PO Box 20930, Code 1000, Res. No. 333/3, Kef. 21; Keb. 01, Addis Ababa, Ethiopia, Phone: (251)-1-52-12-48, Fax: (251)-1-51-48-66, www.eaceng.org, Email: mulugeta_mm@yahoo.com

European Council of Civil Engineers (ECCE), Thiras 49, 112 52 Athens, Greece, Phone: (30)-210-86-23-992, Fax: (+30) 210-86-23-992, www.ecceengineers.eu, Email: ecce_sps@otenet.gr
Finnish Association of Civil Engineers (RIL), Lapinlandenkatu 1 B, 4th Floor, FI-00180, Helsinki, Finland, Phone: (358)-207-120-600, Fax: (358)-207-120-619, www.ril.fi, Email: ril@ril.fi

French National Council of Engineers and Scientists (IESF), 7, Rue Lamennais, 75008 Paris, France, Phone: (33)-1-44-13-66-88, Fax: (33)-(0)-1-42-89-82-50, www.home.iesf.fr, Email: contact-iesf@iesf.fr

Georgian Society of Civil Engineering, 4 Freedom Square Block 2B, 0105 Tbilisi, Georgia, Phone: +995 (32) 2931001, Fax: +995 (32) 2935554, Email: info@gsce.ge, www.gsce.ge

Association of German Engineers (VDI), VDI-Platz1, 40268 Dusseldorf, Germany, Phone: (49)-211-6214-0, Fax: (49)-211-6214-575, www.vdi.de, Email: international@vdi.de

Ghana Institution of Engineers (GHIE), Engineers Centre, 13 Continental Road, Roman Ridge, Accra, PO Box AN 7042, Accra-North, Ghana, Phone: (233)-302-760867/8, Mobile: (233)-28-9673964, (233)-28-9529403, Fax: (233)-302-772005, www.ghie.org.gh, Email: ghiecentre@yahoo.com

Technical Chamber of Greece (TEE-TCG), 4, Karageorgi Servias Street, Athens 102 48, Greece, Phone: (30)-210-329-1735, Fax: (30)-210-322-2504, www.web.tee.gr, Email: intrel@central.tee.gr

Hong Kong Institution of Engineers (HKIE), 9/F Island Beverley, No 1 Great George Street, Causeway Bay, Hong Kong, Phone: (852)-2895-4446, Fax: (852)-2577-7791, www.hkie.org.hk, Email: hkie-sec@hkie.org.hk

Hungarian Chamber of Engineers (MMK)

Institution of Engineers, India (IEI), Headquarters: 8, Gokhale Road, Kolkata 700 020, India, Phone: (91)-33-2223-8230, Fax: (91)-33-2223-8345, www.ieindia.org., Email: intnl@ieindia.org

The Council of Engineering & Technology (India), Engineers House, Ganga Apartments, Block A, 4th Floor, 86 Golaghata Road, 700048 Kolkata, Phone: (91)33-2534-5024/25, Fax: (91)-33-2534-5511 www.cetindia.in, Email: cetindia2011@gmail.com

Indonesian Society of Civil and Structural Engineers (HAKI), Jalan Tebet Barat Dalam X no. 5, Jakarta 12810 Indodnesia, Phone: (62)-21-829-8518, (62)-21-835-1186, Fax: (62)-21-831-6451, www.haki.or.id, Email: haki@haki.or.id
Engineers Ireland, 22 Clyde Road, Ballsbridge, Dublin 4, Ireland, Phone: (353)-1-665-1300, Fax: (353)-1- 668-5508, www.engineersireland.ie, Email: info@engineersireland.ie

National Council of Engineers, Italy (CNI), Via XX Settembre, 5, 00187 Roma, Italy, Phone: (39)-6-697-6701, Fax: (39)-6-697-67048/49, www.tuttoingegnere.it, Email: segreteria@cni-online.it

Architectural Institute of Japan (AIJ), 26-20, Shiba 5-Chome, Minato-Ku, Tokyo 108-8414, Japan, Phone: (81)-3-3456-2051, Fax: (81)-3-3456-2058, www.aij.or.jp, Email: info@aij.or.jp

Japan Society of Civil Engineers (JSCE), Mu-Banchi, 1-Chome, Yotsuya, Shinjuku-ku, Tokyo, Japan, 160-0004, Phone: (81)-3-3355-3452, Fax: (81)-3-5379-2769 or 0125, www.jsce.or.jp, Email: iad@jsce.or.jp

Jordan Engineers Association (JEA), Shmeisani, PO Box 940 188, Amman, 11194, Jordan, Phone: (962)-6-560-7616, Fax: (962)-6-567-6933, www.jea.org.jo, Email: info@jea.org.jo

Institution of Engineers of Kenya (IEK), PO Box 41346, 00100, Nairobi, Kenya, Phone: (254)-20- 2729-326, Mobile: (254)-721-729363, Fax: (254)-20-2716922, www.iekenya.org, Email: admin@iekenya.org

Korean Society of Civil Engineers (KSCE), 3-16, Jungdae-ro 25-gil, Songpa-gu, Seoul, 05661, Rep. of Korea, Phone: (82)-2-407-4115, Fax: (82)-2-407-3703, www.kisce.or.kr, Email: civil@ksce.or.kr

Kuwait Society of Engineers (KSE), PO Box 4043, Al Safat, 13041, Kuwait, Phone: (965)-2-242-0482, Fax: (965) 242-8148, www.kse.org.kw, Email: info@kse.org.kw

Order of Engineers and Architects, Lebanon (OEA), Rue Maison de l'Ingenieur, Secteur 47 - Mar Elias, B.P.11-3118, Beyrouth, Lebanon, Phone: (961)-1-850-111, Fax: (961)-1-826488, www.oea.org.lb, Email: info@ording.org.lb

Institution of Engineers, Malaysia (IEM), Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223 (Jalan Sultan), 46720 Petaling Jaya, Selangor Darul Ehsan, Malaysia, Phone: (603)-7968-4001/4002, Fax: (603)-7957-7678, www.myiem.org.my, Email: sec@iem.org.my

Federation of Civil Engineering Associations of the Mexican Republic (FECIC), Tacuba No. 5, Palacio de Mineria, Col. Centro, C.P. 06000, Mexico, D.F., Mexico, Phone: (52)-55-510-1423 / 1473, Fax: (52)-55-512-0651, www.fecic.org.mx, Email: contacto@fecic.org.mx
Association of Civil Engineers of Mexico (CICM), Camino a Santa Teresa 187, Col. Párque del Pedregal, C.P. 14010, Mexico, D.F., Mexico, Phone: (52)-55-5606-2323, Fax: (52)-55-5528-0923, www.cicm.org.mx, Email: gerenciacicm@yahoo.com.mx

Mongolian Association of Civil Engineers (MACE), Bayangol District, 17th Khoroo, Ulaanbaatar 210644/7 Mongolia, Phone: (976)-11-330985, Fax: (976)-11-330986, Email: mace-eec@mace.org.mn

Nepal Engineers Association, Pulchowk, Lalitpur, GPO No. 604, Kathmandu Nepal, Phone: 977-15010251, Fax: 977-15010253, www.neanepal.org.np; Email: info@neanepal.org.np

Royal Institute of Engineers, Netherlands (KIVI), Prinsessegracht 23, PO Box 30424, 2500 GK, The Hague, Netherlands, Phone: (31)-70-391-9900, Fax: (31)-70-391-9840, www.kivi.nl, Email: info@kivi.nl

Engineering New Zealand, PO Box 12 241, Wellington 6144, New Zealand, Phone: +64 4 473 9444, Email: hello@engineeringnz.org

Nigerian Institution of Civil Engineers (NICE), a division of the Nigerian Society of Engineers, National Engineering Center, #1, Engineering Close, Victoria Island, Ikeja, Lagos, Nigeria, Phone: (234)-1-820-450, www.nicenigeria.org, Email: nice@nicenigeria.org

Norwegian Society of Graduate Technical and Scientific Professionals (TEKNA), Dronning Mauds Gate 15, Oslo, Norway, Phone: (47)-22-9475-00, Fax: (47)-22-94-75-01, www.tekna.no, Email: post@tekna.no

Institution of Engineers, Pakistan (IEP), 97-B/D-1, Liberty Roundabout, Gulberg-III, Lahore 54660, Pakistan, Phone: (92)-42-3575-4043, Fax: (92)-42-357-4043, www.iep.com.pk, Email: iephqr@gmail.com


Pakistan Engineering Council (PEC), Ataturk Avenue (East), Sector G-5/2, P.O Box: 1296, Islamabad, Pakistan, Phone: (92)-111-111-732, Fax: (92)-227-6224, www.pec.org.pk, Email: registrar@pec.org.pk

Panamanian Society of Engineers and Architects (SPIA), Avenida Manuel Batista, Panama, Phone: (507) 223-7265, (507)-269-3734, Fax: (507)-223-7265, www.spia.org.pa, Email: spia@spia.org.pa
Peruvian Engineers Association (CIP), Av. Arequipa Nº 4947, Miraflores, Lima, Peru, Phone: (51)-1-445-6540, Fax: (51)-1-446-6997, www.cip.org.pe, Email: cip@cip.org.pe

Philippine Institute of Civil Engineers (PICE), 4 Albany Street, Aurora Cubao, Quezon City 1109 Philippines, Phone: (632)-2-709-3936/37/38, Fax: (632)-2-709-3415, www.pice.org.ph, Email: picenatl@pice.org.ph

Polish Association of Civil Engineers and Technicians (PZITB), Swietokrzyska 14a, Headquarters 00-050 Warsaw, Poland, Phone: (48)-22-826-1422, Fax: (48)-22-826-8634, www.pzitb.org.pl, Email: pzitb@pzitb.org.pl

Polish Chamber of Civil Engineers (PIIB), ul. Mazowiecka 6/8, 00-048 Warszawa, Poland, Phone: (48)-22-828-3189, Fax: (48)-22-827-0751, www.piib.org.pl, Email: biuro@piib.org.pl

Order of Engineers-Portugal, Av. António Augusto de Aguiar n.º 3D, 1069-030 Lisbon, Portugal, Phone: (351)-21-313-2600, Fax: (351)-21-352-4632, www.ordemengenheiros.pt, Email: secretariageral@ordemdosengenheiros.pt

Slovak Chamber of Civil Engineers (SKSI), Mytna 29, PO Box 10, 810-05, Bratislava 15, Slovak Republic, Phone: (421)-2-52-495-042, Fax: (421)-2-52-444-093, www.sksi.sk, Email: sksi@sksi.sk

South African Institution of Civil Engineering (SAICE), Private Bag X200, Halfway House 1685, Midrand, South Africa, Phone: (27)-11-805-5947/48/53, Fax: (27)-11-805-5971, www.saice.org.za, Email: civilinfo@saice.org.za

South Pacific Engineering Association (SPEA), PO Box 12241, Wellington, 6144, New Zealand Phone: (64)-4-473-9444, Fax: (64)-4-474-8933, www.spengineer.org, Email: spea@ipenz.org.nz

Association of Civil Engineers, Channels and Ports, Spain (AICCP), General Arrando 38, 28010, Madrid, Spain, Phone: (34)-91-319-7420, Fax: (34)-91-310-3788, www.ingenieria-civil.org, Email: aic@ingenieria-civil.org

Institution of Civil Engineers-Spain (CICCP), Calle Almagro 42, 28010, Madrid, Spain, Phone: (34)-91-308-1988, (34)-917-006-422, Fax: (34)-91-308-4531, www.ciccp.es, Email: servicio.internacional@ciccp.es

Institution of Engineers, Sri Lanka (IESL), 120/15, Wijerama Mawatha, Colombo 7, Sri Lanka, Phone: (94)-11-2698-426, Fax: (94)-11-2699-202, www.iesl.lk, Email: es@iesl.lk
Swiss Society of Engineers and Architects (SIA), Selnaustrasse 16/Postfach, CH-8001 Zurich, Switzerland, Phone: (41)-44-283-1515, Fax: (41)-44-283-1516, www.sia.ch, Email: contact@sia.ch

Institution of Engineers Tanzania (IET), PO Box 2938, Dar es Salaam, Tanzania, Phone: (255)-22-212-4265, Mobile: (255)-717-110411, Fax: (255) 22-212-4265, www.iet.co.tz, Email: info@iet.co.tz

Engineering Institute of Thailand under H.M. the King’s Patronage (EIT), 487 Soi Ramkhamheang 39, Wang Thong Lang, Bangkok 10310, Thailand, Phone: (66)-2184-4600, Fax: (66)-2319-2710-1 www.eit.or.th, Email: eit@eit.or.th

Turkish Chamber of Civil Engineers (TCCE), Selanik Cad. 19/1 Kizilay, Ankara, Turkey, Phone: (90)-312-419-3882 Fax: (90)-312-417-0632, www.imo.org.tr, Email:imo@imo.org.tr

Chartered Association of Building Engineers (CABE), Lutyens House, Billing Brook Road, Weston Favell, Northampton, NN3 8NW, United Kingdom, Phone 44-1604-404121, www.cbuilde.com

Institution of Civil Engineers (ICE), One Great George Street, Westminster, London, SW1P 3AA, United Kingdom, Phone: 44-20-7222-7722, Fax: (44)-20-7222-7500, www.ice.org.uk, Email: secretariat@ice.org.uk

Chartered Institution of Civil Engineering Surveyors (ICES), Dominion House, Sibson Road, Sale, Cheshire M33 700, United Kingdom, Phone: 44-161-972-3100, Fax: 44-161 972 3118, www.cices.org

Institution of Structural Engineers (IStructE), 47-58 Bastwick, London, EC1V 3PS, United Kingdom, Phone: (44)-20-7235-4535, Fax: (44)-20 7235 4294, www.istructe.org

Vietnam Federation of Civil Engineering Associations (VIFCEA), 625A La Thanh Road, Ba Dinh District, 907872 Hanoi, Vietnam, Phone: (84)-4-3772-1295, Fax: (84)-4-3831-4735, www.tonghoixaydungvn.vn, Email: tonghoixdvn@yahoo.com.vn

Zimbabwe Institution of Engineers (ZIE), Conquenar House, 256 Samora Machel Ave East, PO Box 660, EASTLEA, Harare, Zimbabwe, Phone: (263)-4-746821, Fax: (263)-4-746652, www.zie.org.zw, Email: wilson@zie.co.zw
REGION 10: ASCE INTERNATIONAL SECTIONS AND BRANCHES

International Sections and Groups

[Map showing regions with sections and groups highlighted]
YOUNGER MEMBER ACTIVITIES

Younger Member Groups/Forums

ASCE recognizes that younger civil engineers are the future of the profession and provides opportunities to help Younger Members make friends in the profession, grow their careers and develop as leaders in their communities.

Where there are active centers of engineering populations age 35 and under, young professionals are encouraged to form peer-to-peer networking groups as components of ASCE’s Geographic Sections and Branches to foster engagement of young members and help carry out the work of the Society.

The formation of Younger Member groups/forums, are authorized by the local sections and branches. The groups may establish bylaws in coordination with the Section and function semi-autonomously. The Younger Member Group Handbook provides a complete guide to establishing and managing a Younger Member group.

Each year a Society level award is given to the most successful large and small Younger Member group.

<table>
<thead>
<tr>
<th>Section</th>
<th>Branch</th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
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PUBLIC POLICY

The public policy mission of the American Society of Civil Engineers (ASCE) is to serve the public and the engineering profession by:

Advocating for the Society’s strategic goal of enhancing infrastructure and environmental stewardship to protect the public health and safety and improve the quality of life.

- Promoting the understanding and participation of ASCE members in public policy.
- Developing pro-active public policy positions on civil engineering issues.
- Educating public policymakers about the impacts of legislative and regulatory proposals on public health and safety, the economy and the profession.

ASCE Policy Documents

On public policy issues affecting the profession, ASCE, through action of its Board of Direction, adopts policy statements or resolutions on numerous subjects. This cumulative effort is intended to maintain a substantial reference for any public pronouncements or comments on public issues. As new policies are adopted, their availability is announced to the membership. Copies of any of these can be obtained by visiting ASCE’s web site at [http://www.asce.org/public_policy_statements/](http://www.asce.org/public_policy_statements/).

The four ASCE Policy Committees are charged with the duty of overseeing the development and maintenance of ASCE Policy Statements in the general area assigned. Specifically, the committees should be prepared to review policy documents (Policy Statements and Resolutions); consider proposed policies for recommendation to the Public Policy Committee (PPC) by eliciting comments of correlative interests within the Society, comparing with established policies to avoid inconsistency and possible redundancy, judging the legislative and political implications, and revising for clarity, conciseness and style.
Sustainable Infrastructure

ASCE works to raise awareness of the need to maintain and modernize America’s aging infrastructure using environmentally, economically and socially sustainable and resilient practices. ASCE partnered with the American Public Works Association (APWA) and the American Council of Engineering Companies (ACEC) to found the Institute of Sustainable Infrastructure (ISI), which developed the Envision rating tool that incorporates economic, social and environmental criteria in the design, construction, operation and maintenance of infrastructure. Working with ASCE’s local and leadership entities, as well as with the Committee on Sustainability, these initiatives raise awareness of the impact of infrastructure on American families, communities and the U.S. economy.

Infrastructure Report Card

Every four years, ASCE releases the *Infrastructure Report Card*, grading the United States’ infrastructure using the familiar format of a school report card to raise awareness about our nation’s infrastructure needs. The Report Card is one of the most cited reports on infrastructure and is often referenced by political leaders, the media and other organizations as the definitive record of the condition of the nation’s infrastructure. First started by ASCE in 1998, the most recent Report Card was released in March 2017 with grades for 16 infrastructure categories, ASCE’s recommended solutions, state infrastructure facts, and infrastructure success stories from across the U.S., all featured on the Report Card’s website (www.infrastructurereportcard.org) and mobile application. The Report Card gave an overall grade of “D+.” The next *Infrastructure Report Card* will be released in February 2021 and will include the 16 categories covered in the previous iteration as well as stormwater infrastructure. A updated iteration of the *Failure to Act* economic series will be released in October 2020 and will include new estimates of the infrastructure funding gap.

ASCE also releases State Infrastructure Report Cards on a rolling basis using the same methodology as the national Report Card. The Report Cards are produced by Sections and Branches, with support from ASCE staff. Additional information about the Infrastructure Report Card and State Report Cards is available at www.infrastructurereportcard.org. To request Report Card outreach and presentation materials or to start a state Report Card please email reportcard@asce.org.
ASCE Advocacy & the Key Contact Program

ASCE Key Contacts make a difference by participating in legislative action alerts and building relationships with their elected officials.

Through the Key Contact Program, you can achieve true conversations about issues important to the profession with your elected officials and their staff, and become a trusted advisor when bills are drafted or considered.

Visit [http://www.asce.org/keycontacts](http://www.asce.org/keycontacts) to learn about and participate in public policy at all levels:

- Become a Key Contact, receive Key Alerts and help guide the public policy dialogue by sending pre-drafted emails to state and federal legislators.
- Read This Week in Washington—weekly e-newsletter for ASCE members focused on federal and state public policy developments.
- Research legislation and regulatory activity at the state level — visit [http://cqrcengage.com/asce/states](http://cqrcengage.com/asce/states) to access your state’s webpage.
- Government Relations Training & Resources: Step-by-step guides and tools for members to get started developing relationships with lawmakers.
- Key Contact Quarterly Webinars — interactive webinars with advocacy tips and timely updates on policy issues of importance to civil engineering.
- Back Home Visits—Learn how to make the most of visits with elected leaders close to home.
- Legislative Fly-In—Attend this annual program in Washington, DC to learn about issues affecting the profession and carry those messages directly to lawmakers.
- Advocacy Captain Programs—additional leadership opportunities to engage with elected officials and expand your government relations and soft skills.

Join the Key Contact Program today visit [http://www.asce.org/keycontacts](http://www.asce.org/keycontacts) or contact ASCE’s Washington Office at govwash@asce.org or 202-789-7850.
GENERAL INFORMATION

Membership

(As of September 30, 2019)

Through membership in ASCE, you are part of a community of more than 150,000 professionals who work to increase society’s understanding of the marvels of civil engineering.

Information on how to join ASCE or advance your membership is available at www.asce.org/join, how to renew at www.asce.org/renewal.

Membership Grades

Distinguished/Honorary Members ................................................................. 223
Fellow .............................................................................................................. 4,492
Members ....................................................................................................... 70,884
Associate Members .................................................................................... 22,053
Affiliate Members ....................................................................................... 6,791
Student Members ....................................................................................... 47,654
Institute-Only Members ............................................................................. 828
Total ............................................................................................................. 152,925

Institute Membership

AEI ................................................................................................................. 6,638
CI .................................................................................................................. 17,785
COPRI ......................................................................................................... 4,411
EMI .............................................................................................................. 2,088
EWRI .......................................................................................................... 23,416
G-I .............................................................................................................. 12,403
SEI ............................................................................................................. 34,737
TDI .............................................................................................................. 17,365
UESI .......................................................................................................... 3,049
Member Benefits

As an ASCE member, you are eligible for a wide variety of member-only discounts on conferences, continuing education courses and publications as well as participation in a host of other programs.

Civil Engineering, the Society’s award-winning monthly magazine, is mailed to all members of ASCE with U.S. addresses, except students, at no separate charge. Additional print subscriptions must be ordered for $250. For international members to receive mailed copies, an annual air delivery service fee of U.S. $39 must be paid. Additionally, Civil Engineering magazine’s website is available to all members at www.asce.org/cemagazine. The magazine publishes additional web articles per week, providing members with a compelling mix of additional magazine content each week.

- The print edition of Civil Engineering carries news and features of current interest in the various fields of civil engineering. A wide variety of civil engineering projects and structures are described, usually illustrated by photographs and drawings. Manuscripts and other material from any civil engineer are considered, without regard to whether the contributor is a member of ASCE. Demand for space is such that only articles of exceptional value to a large proportion of the profession can be accepted. Manuscripts typically range from 3,000 to 12,000 words. A set of guidelines for those submitting manuscripts is available. Independently prepared papers may be sent directly to the editor of Civil Engineering at 1801 Alexander Bell Drive, Reston, VA 20191-4382.

- Articles in Civil Engineering are eligible for consideration for Society prizes in accordance with the rules for the individual prizes (see Awards Section).

- Individual subscriptions are available to members of the Society, to members of Student Chapters, and to nonmembers. Single copies are $30.00 each.

- Reprints of articles may be obtained by arrangement with the Reprints Department; see the ASCE Publications website, www.asce.org/reprints.

- Annual volumes of Civil Engineering are available on microfilm from National Archive Publishing Company (NAPC), 300 N. Zeeb Rd., Ann Arbor, MI 48106. The magazine is indexed in the Civil Engineering Database.

- Information on rates and arrangements for placing advertising can be obtained from the Advertising Director at Society headquarters.

- Stay on top of the news of the people and activities of ASCE with the all-new ASCE News at blogs.asce.org. A printed ASCE News will be included with Civil Engineering magazine ten times a year. ASCE members have access to an array
of e-newsletters full of Society news, technical news, career news, and news of the profession. The news you need to know is also more timely and accessible than ever with ASCE News carried in your daily ASCE SmartBrief. Members are encouraged to submit information for editorial consideration to the editor of ASCE News at 1801 Alexander Bell Drive, Reston, VA 20191-4382.

- **Free Professional Development Hours** (PDHs)—active members earn five free archived webinars with each year of membership and earn five free PDHs for each one successfully completed. This free continuing education offer is provided as a benefit of membership and includes both professional and technical information. Learn more at www.asce.org/freepdh.

- ASCE provides **eLearning workshop series**, free to all members. Each online workshop provides engineers the critical career skills they need to succeed. ASCE members can visit www.asce.org/elearning to view upcoming and archived webinars.

- ASCE’s **Career Connections** gives you one-stop shopping for career services, with nearly 600 high quality job postings and a searchable resume database at www.asce.org/careers. Career Connections also offers career coaching, resume writing and resume critique services.

- Learn about the upcoming ASCE **conferences** in your practice area at www.asce.org/conferences

- Find out how ASCE’s more than 800 **continuing education programs** can enhance your technical and management skills at www.asce.org/training

- Browse ASCE’s **publications**—more than 1,500 Standards, Manuals of Practice, Committee Reports, Proceedings, and ASCE Press titles, to stay at the leading edge of your profession at www.asce.org/publications

- Join the tens of thousands of ASCE members who participate in ASCE **Member Advantages**, including life insurance, disability income insurance, dental insurance, long term care insurance, credit cards and financial services, auto and home insurance, auto rental discounts, overnight delivery services, and professional liability and business owners’ coverage. You can learn more at www.asce.org/memberadvantages

- Show your pride in ASCE membership with any of the high-quality items from the **ASCE Gift Store**: www.asce.org/giftstore. Check out the latest selection of clothing and accessories all sporting ASCE’s logo. This is a great place to get gifts for any ASCE member – or yourself.
• Industry leaders and exceptional engineers should consider becoming ASCE **Fellows**. The Fellows concierge helps eminent civil engineers navigate through the application process. Excellent benefits are provided to Fellows including the ability to use Fellows lounges at key ASCE meetings and two tickets to the ASCE OPAL gala the year they become a Fellow. See www.asce.org/fellows for more details.

• Contributions made to ASCE through the ASCE **Foundation** at www.asce.org/foundation are tax deductible to the fullest extent of the law. Portions of your dues, and certain unreimbursed expenses incurred while providing volunteer services to the Society, may also be tax deductible. Consult your tax advisor regarding the specific application of tax laws.

• **ASCE Partners Program** offers organizations the opportunity to increase the support they provide to their engineering staff through a variety of packaged offerings. Find more information at www.asce.org/corporate_services

• Through an agreement with Engineers Without Borders USA (EWB-USA), ASCE members can join, renew and participate in EWB-USA directly through their ASCE annual membership renewal by visiting www.asce.org/renewal. ASCE members and geographic units are also able to participate in Community Engineering Corps, a partnership between ASCE, EWB-USA and AWWA which provides engineering teams to help underserved communities in the United States. Check out www.asce.org/Community_Engineering_Corps.
Continuing Education

ASCE Continuing Education is the leader in lifelong learning for civil engineers, providing a comprehensive suite of in-person and online technical programs. Programs include:

- Guided Online Courses and Certificates: designed to help engineers develop and refine technical competencies through individual and multi-course programs. Courses consist of self-paced lessons with video lectures, assessments and learning exercises as well as instructor-facilitated discussions and live webinars.

- Seminars, including ASCE Week: 1 to 3-day in-person and hands-on training that incorporates lecture, problem-solving exercises and case studies.

- On-Site Group Training: to provide customized training solutions for organizations through single or multi-program packages.

- PE Exam Review Courses: to prepare for the PE Civil, Environmental and Structural Exams. Individual and group registration options are available, and all courses provide both live sessions and on-demand recordings along with handouts, homework problems and study tips.

- Live webinars: in 60 and 90-minute formats, offered throughout the year at individual and group rates.

- On-demand courses: that provide convenient 24-7 access to the industry’s largest catalog of on-demand topics.

ASCE’s myLearning platform provides a convenient way for members to track their PDHs, create transcripts, print certificates of completion, search for relevant continuing education programs, and access ASCE’s Continuing Education Programs.

ASCE’s Continuing Education Program is an IACET-accredited Continuing Education Provider and complies with the ANSI/IACET Continuing Education Standard. The Society’s Continuing Education Program also follows NCEES guidelines on continuing professional competency. Guidelines for Sections and Branches to follow in awarding PDHs for their continuing education activities can be found on the Leader Training Committee website at: http://regions.asce.org/leader-training-committee/resources.

For additional information on ASCE’s Continuing Education Program, please go to http://www.asce.org/continuing_education/.
Meetings and Conferences
2020 Meetings and Conferences

Information on any of the following conferences may be obtained by accessing the ASCE website at www.asce.org/conferences/.

**Regions 3, 6 & 7 Multi-Region Leadership Conference**
January 9 – 11, 2020
Detroit Marriott at Renaissance Center, Detroit, MI

**Regions 8 & 9 Multi-Region Leadership Conference**
January 23 – 25, 2020
San Francisco Airport Marriott Waterfront, San Francisco, CA

**Regions 1, 2, 4 & 5 Multi-Region Leadership Conference**
January 30 – February 1, 2020
Sheraton Philadelphia Downtown, Philadelphia, PA

**CI Summit 2020**
February 20 – 22, 2020
Westin LAX, Los Angeles, CA

**GEO Congress 2020**
February 26 – 28, 2020
Hyatt Regency Minneapolis, Minneapolis, MN

**ASCE OPAL & Spring Events 2020**
March 10–14, 2020
Hyatt Regency Capitol Hill, Washington, DC

**SEI Structures Congress 2020**
April 6 – 8, 2020
St. Louis Hilton Station Hotel, St. Louis, MO

**Earth & Space Conference 2020**
April 21-23, 2020
Renaissance Seattle, Seattle, WA

**EWRI World Environmental & Water Resources Congress 2020**
May 17 – 21, 2020
Green Valley Ranch Resort, Spa and Casino. Las Vegas, NV

**Watershed Management Conference**
May 20-21, 2020
Green Valley Ranch Resort, Spa and Casino. Las Vegas, NV

**International Conference on Transportation and Development in Partnership with WSDOT 2020**
May 26-29, 2020
Hyatt Regency Seattle, Seattle, WA

**EMI Conference & Probabilistic Mechanics & Reliability Conference 2020**
May 26-29, 2020
Columbia University, New York, NY

**UESI Surveying & Geomatics 2020 Conference**
May 31 – June 2, 2020
DoubleTree Hilton Hotel & The Lawrenceburg Event Center, Lawrenceburg, IN

**T&DI International Conference on Automated People Movers and Automated Transit Systems 2020**
June 29 – July 2, 2020
Chicago Marriott Downtown Magnificent Mile, Chicago, IL

**EWRI Low Impact Development Conference 2020**
August 8 – 12, 2020
Bethesda North Marriott Hotel & Conference Center, Rockville, MD

**UESI Pipelines Conference 2020**
August 9 – 12, 2020
San Antonio Marriott Rivercenter, San Antonio, TX

**4th International Symposium on Frontiers in Offshore Geotechnics**
August 16 – 19, 2020
AT&T Executive Education and Conference Center, Austin, TX

**ASCE 2020 Convention**
October 28-31, 2020
Disneyland Hotel Anaheim, Anaheim, CA
Past National Meetings

Annual meetings and annual conventions held prior to 1950 are omitted from this list. They are listed in the 1985 Official Register.

<table>
<thead>
<tr>
<th>City</th>
<th>Date</th>
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<td>April, 1950</td>
<td>Omaha, NE (WR)</td>
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</table>

(WR) = Water Resources Engineering; (T) = Transportation Engineering; (E) = Environmental Engineering; and (S) = Structural Engineering.
MARKETING AND SALES

ASCE’s Membership, Marketing, and Sales Division is responsible for articulating and championing the value proposition for membership and supporting the association through the execution of marketing activities to drive participation for services, programs, and events. Having Membership, Marketing, and Sales under one Division provides multiple opportunities for brand alignment and cross-promotional initiatives across the organization. Branding guidelines and logos can be accessed at www.ascebrandingtoolkit.org. The Division is accountable for helping to drive both dues and non-dues revenues. Data analytics reporting and market research are core capabilities of the Division, ensuring an ongoing focus on data-driven programs that deliver against the needs of our members and customers.

The Membership Champions program has been reinvigorated to engage local leaders to think strategically about the overall growth of their Sections, Branches, and Younger Member programs by providing summary data on membership trends, and ready-to-use member acquisition, retention and engagement tools. Local leaders are encouraged to work 1-on-1 with the Champions staff contact to create a plan to address their unique needs. See www.asce.org/champions for more detail.

Member Services staff continues to work with the Membership Application Review Committee to grow the Fellows program. Both members and staff identify key industry leaders that should consider becoming Fellows. By providing a staff Fellows “concierge,” ASCE helps eminent civil engineers navigate through the application process.

The Sales Department contributes revenues from the advertising sales of key ASCE publications and products including Civil Engineering magazine, ASCE’s e-newsletters, Website, and ASCE Career Connections. It also drives much of the sponsorship and exhibit sales activity for conferences, and student activities, resulting in increased funding and support for many important ASCE programs and events.

The Industry Relations Department engages with organizations from industry, government, and non-governmental arena, in order to develop customized solutions that benefit both the organization and individual member. The Director of Industry Relations supports the ASCE Industry Leaders Council, the ASCE Partners Program, and the ASCE Associate Partners Program.
ASCE Industry Leaders Council Overview

Established in 2009, the ASCE Industry Leaders Council (ILC) engages senior leaders from industry, academia, government, and non-governmental organizations to identify strategic actions for ASCE and the civil engineering profession.

Participation in the Council provides opportunities for networking and collaboration with industry leaders in a multi-disciplinary setting to develop solutions to key challenges facing the profession such as workforce development, sustainability, project delivery improvement, risk management, and infrastructure resilience.

Criteria for membership on the ASCE ILC

All ILC members must have an active role in the civil engineering industry or profession, or a supporting industry or profession which is impacted by the work of the civil engineer. Our members serve at the senior executive/C-Suite level; for example, CEO or a person reporting directly to the CEO, such as Chief Engineer and Chief Operating Officer. Each member offers strategic value to the group as a whole from experience earned in one or more of the following: academia, government, private industry, or a non-governmental organization. Membership on the ILC is maintained by active engagement in ILC conference calls, survey participation, responding to requests for comments and formal attendance at ILC meetings and events.

Although individuals serve as members, each member also serves as a representative voice of his/her company or organization and the industry and customers they serve. To protect the Council’s interest in seeking advice that meets a broad range of industry interests, membership is limited to one representative per company at a time.

ILC member activities are exclusive and participation is not open to surrogate replacements. Non-member guests at ILC member meetings are allowed to attend only at the discretion of the ILC Chair.

In the event a member experiences a change in occupation, such as retiring or leaving an organization, the ILC Chair may allow the member a limited continuation of membership while he/she is managing a professional transition. Additionally, such members may be elected to emeritus status, for an initial two-year term, so long as they remain actively engaged with the ILC. One additional two-year term may be added at the sole discretion of the Chair. Criteria for election to ILC emeritus membership includes:

1) Nomination by a current ILC member
2) Demonstrated commitment and dedication to ASCE, ILC and the civil engineering profession
3) Serving as an active leader and major contributor to the ILC, including for example service as chair of the ILC, a committee, or major ILC activity
4) Eminence in the profession, including for example Distinguished Membership in ASCE
ILC Activities

The key responsibilities of the ILC include identifying the current and emerging civil engineering challenges and issues. Through thoughtful discussion, ILC members identify emerging industry trends impacting the civil engineering profession; identify innovative approaches and solutions to industry challenges; partner with ASCE to drive change in the industry and the profession; provide ongoing strategic advice to the ASCE Board of Direction and ASCE Executive Director; promote awards that foster innovation and leadership; and participate in the selection process of award recipients. ILC members also help facilitate effective interaction with related organizations. ILC activities are co-funded through ASCE and the ASCE Innovation Fund.

The ASCE ILC strives to be forward thinking, nimble and flexible. Through collaboration and networking, the Council looks for opportunities to extend its influence across national and/or global civil engineering. Through surveys and face to face discussions, the ILC members identify their topics of discussion. Topics may change to meet a current need or opportunity for influence. Meeting agendas are developed through member collaboration and contain defined goals and desired outcomes.

The ILC holds two meetings per year and conducts conference calls on an as-needed basis.

Membership and timelines

Membership in ILC is by invitation only. Potential new members are nominated by their peers throughout the year. Candidates selected to join the ILC receive an invitation from the ILC Chair and ASCE Executive Director. The term of service is two (2) years and commences in September.

Alumni members of the ILC may recommit for one or more additional two-year terms, provided the member maintains the criteria for membership and has served the ILC per the expectations and guidelines in the ILC Membership Memorandum of Understanding.

The ILC works toward maintaining a roster of approximately 30 dedicated, active, and dynamic leaders. In consultation with the ASCE Executive Director, the ILC Chair retains the authority to review and evaluate the participation and commitment demonstrated by every ILC member. The ILC Chair will contact any member not meeting the expectations as stated in the Guidelines and Expectations document. Membership retention is at the discretion of the ILC Chair and his/her advisors. In consultation with the ASCE Executive Director the ILC Chair may designate a replacement member to fill the vacancy by a current member who resigns or retires from his/her senior leadership position.

For additional information about the ILC please contact Carol Vargas, CAE, Aff.M.ASCE, Director, Industry Relations at (703) 295-6046, or cvargas@asce.org.
ILC Members for 2018-2020

Leadership

Nicholas M. DeNichilo, P.E., Hon.D.WRE, F.ASCE
  President and CEO, Mott MacDonald North America, ILC Chair
Thomas W. Smith III, ENV SP, CAE, F.ASCE
  Executive Director, ASCE, Senior Staff Advisor for ILC

Members-at-Large

Robert (Bob) Alger, P.E., Dist.M.ASCE, President and CEO, Lane Industries, Inc.
Paul F. Boulos, Ph.D., BCEE, NAE, Hon.D.WRE, Dist.D.NE, Dist.M.ASCE
Gerald E. Buckwalter, A.M.ASCE
  Chief Operating and Strategy Officer, ASCE
J. Richard Capka, P.E., F.ASCE
  Chief Operating Officer, Dawson & Associates
  Senior Consultant, Thornton Tomasetti
Anne M. Ellis, P.E., FACO, F.ASCE, Executive Director, Charles Pankow Foundation
Joseph John Fleming Jr., P.E., F.ASCE
  Executive Vice President, Paulus Sokolowski & Santor, LLC
Dan Mircea Frangopol, ScD, P.E., F.EMI, F.SEI, Dist.M.ASCE
  Professor of Civil Engineering, The Fazlur R. Khan Endowed Chair, Lehigh University
Scott N. Heefner, P.E, M.ASCE
  Managing Director, Thoreau Solutions, LLC
Marc I. Hoit, Ph.D., F.ASCE, F.SEI
  Vice Chancellor for Information and Technology and CIO, NC State University
Maria Cecelia Lehman, P.E., ENV SP, F.ASCE
  Vice President NY Infrastructure, Parsons
Steven D. Murphy, A.M.ASCE
  Director, The Boeing Company
Terry F. Neimeyer, P.E., ENV SP, BCEE, F.ASCE
  Chairman of the Board, KCI Technologies, Inc.
Sergio Antonio Pecori, P.E., F.ASCE
  Chairman and CEO, Hanson Professional Services, Inc.
Feniosky Peña-Mora, Sc.D., P.E., NAC, M.ASCE
  Professor of Civil Engineering, Columbia University, ILC Vice Chair
Mark Joseph Pestrella, P.E., M.ASCE, Director, County of Los Angeles Public Works
Robert Prieto, A.M.ASCE
  Chairman and CEO, Strategic Program Management, LLC
Robert M. Scaer, P.E., M.ASCE, Chairman and CEO, Gannett Fleming, Inc.
James Starace, P.E., Chief Engineer, Port Authority of NYNJ
Christopher M. Stone, P.E., F.NSPE, LEED AP BD+C, F.ASCE
   CEO, Clark Nexsen
Merdith Wyndham Bolling Temple, P.E., PMP, F.ASCE
   Major General, US Army, Retired, Temple Enterprises, LLC
Janice L. Tuchman
   Editor-in-Chief, Engineering News Record, BNP Media, Inc.
Lisa Washington, CAE
   Executive Director/CEO, DBIA
Frederick (Fred) Werner, P.E., M.ASCE, President Major Pursuits, AECOM
Gerald Zadikoff, P.E., D.CE, F.ASCE
   Chief Executive Officer, GM Selby, Inc.

Emeritus Members

Michael Loose, P.E., Dist. M.ASCE
Eugene A. Lupia, P.E., F.ASCE
   HAIA Maj Gen USAF (Ret)
Michael T. McCullough, P.E., M.ASCE
Patrick James Natale, P.E., CAE, NAC, F.ASME, F.NSPE, Dist. M.ASCE, Vice
   President Business Strategies, Mott MacDonald
James A. Rispoli, P.E., BCEE, NAC, Dist. M.ASCE
THE ARCHITECTURAL ENGINEERING INSTITUTE (AEI)
OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS

The Architectural Engineering Institute (AEI) was created through a merger of the National Society of Architectural Engineers and the American Society of Civil Engineers’ Architectural Engineering Division, on October 1, 1998. Unique among those represented at ASCE, the architectural engineering field is highly multi-disciplinary. Consequently, AEI serves as the logical home for all professionals in the building industry.

Purpose: AEI serves to unite members of the design building team in an effort to facilitate communication and cooperation, both on a project basis and in the professional and technical areas. The need for a professional organization such as AEI exists because architectural engineering, structural, mechanical, electrical and architectural disciplines all share the effort in the design of buildings in roughly equal parts. As a result, one of the main problems in the industry is the lack of communication among these integral members of the building team.

Because all of these disciplines (and more) must interface and cooperate on a project, technical and design issues in the industry must be addressed in a unified manner in order to advance the state of the building design industry. There is a great need for a national forum for these disciplines to examine issues and exchange views and information. It is for the purpose of providing this forum that it was proposed to establish AEI.

Vision

To be the worldwide resource for the advancement of the design and construction of integrated buildings.

Mission

To promote an integrated, multi-disciplinary approach to planning, design, construction and operation of buildings by encouraging innovation, collaboration and excellence in practice, education and research of architectural engineering.

The Architectural Engineering Institute admits both Individual Members and Organizational Members. The different categories of membership are (Article 2):

- Fellow
- Individual Member
- Associate Member
- Affiliate Member
- Student Member
- Supporting Organizational Member
- Sustaining Organizational Member
The 2020 members of the Board of Governors are:

Scott Campbell, Ph.D., P.E., M.ASCE, President
Leigh P. Harrison, P.E., LEED AP, M.ASCE, President-Elect
Amy L. Hackney, P.E., LEED AP, M.ASCE, Past-President
Leffi Cewe-Malloy, LEED AP
Gouranga C. Banik, Ph.D., P.E., F.ASCE
Christopher Raebel, Ph. D., P.E., S.E., M.ASCE
Andrea Reynolds, SE, PE, MStructE, LEED AP
Andrew J. Yosten, P.E., LEED AP BD+C
Joanna Zhang, P.E., S.E., LEED, M.ASCE

Staff contacts:
Catherine Tehan, Aff.M.ASCE, Director
Verna L. Jameson, MPA, Aff.M.ASCE, Senior Manager
ARTICLE 1. GENERAL

1.0 Name. The name of this Institute shall be the Architectural Engineering Institute (hereinafter referred to as the “Institute”) of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

1.1 Objective. The Objective of the Institute shall be to advance the state-of-the-art and state-of-the-practice of the world-wide building industry by facilitating effective and timely technology transfer; to integrate the technical and professional activities of all individuals engaged in the building industry; to provide a multi-disciplinary forum for building industry professionals to examine technical, educational, scientific and professional issues of common interest; and to promote the objectives of the Society.

ARTICLE 2. MEMBERSHIP

2.0 Membership Qualifications. Membership in the Institute shall be open to any Society member in good standing as well as to other persons and organizations interested in advancing the objective of the Institute.

2.1 Membership Categories. The Membership Categories of the Institute shall be differentiated as Individual Member and Organizational Member.

2.1.1 Individual Member. Individual Member applies to a single person joining the Institute only or Society and shall be open to individuals involved in policies, programs and projects related to the interests of the Institute. There are five (5) Individual Member classifications within the Institute. Individual Members may be Society members or Institute-only Members. Institute Members who are Society members have broader rights than Institute-only members.

2.1.1.1 Student Member. Individuals who are full time students in a university program accredited by the Accreditation Board for Engineering & Technology/Engineering Accreditation Commission (“ABET/EAC”) or National Architectural Accrediting Board, Inc. (“NAAB”) in architecture, engineering, or other related fields with an interest in the Institute’s focus.

2.1.1.2 Affiliate Member. Society and Institute-only members who are associated with the building industry and have an interest in the objectives of the Institute but do not meet the requirements for the grade of Student Member, Associate Member or Member.
2.1.1.3 **Associate Member.** Society and Institute-only members who are interested in advancing the objective of the Institute and meet one (1) or more of the following criteria:

2.1.1.3.1 Graduate of an ABET/EAC-accredited, ABET Engineering Technology Accreditation Commission-accredited (“ABET/TAC”), NAAB or Substantially Equivalent Civil or Related Engineering Program.

2.1.1.3.2 Graduate of a non-ABET/EAC, non-ABET/TAC, or non-NAAB Program acceptable to the Institute in engineering or NAAB architecture program and provide three (3) letters of reference from Institute members who are at the grade of Member or Institute Fellow.

2.1.1.3.3 Be a U.S. licensed engineer or architect but does not meet the requirements for Member grade.

2.1.1.4 **Member.** Society and Institute-only members who are interested in advancing the objective of the Institute and meet one (1) or more of the following criteria:

2.1.1.4.1 Graduate of an ABET/EAC accredited engineering or NAAB architecture program who are licensed engineers or architects.

2.1.1.4.2 Graduate of an ABET/EAC accredited engineering or NAAB architecture program with a minimum of five (5) years of experience and three (3) letters of reference from Institute members who are at the grade of Member or Institute Fellow.

2.1.1.4.3 Graduate of a non-ABET/EAC accredited engineering or non-NAAB accredited architecture program, ABET/TAC accredited engineering technology or related engineering or science program with a minimum of eight (8) years of experience and three (3) letters of reference from Institute members who are at the grade of Member or Institute Fellow.

2.1.1.4.4 Non-graduates with a Professional Engineering license or Registered Architecture license and ten (10) years of experience subsequent to licensure and three (3) letters of reference required from Institute members who are at the grade of Institute Member or Institute Fellow.

2.1.1.5 **Institute Fellow.** The Institute may award an Individual Member the grade of Institute Fellow based on the member’s accomplishments,
achievements or scholarship, as recognized by the Institute Board. There is no direct admission to the grade of Institute Fellow.

2.1.2 **Organizational Member.** Organizational Member shall apply to associations, government agencies, or corporations engaged in the interests of the Institute. Organizational Member does not imply all members of the organization are members of the Institute. There are two (2) categories of Organizational Member:

2.1.2.1 **Supporting Organizational Member.** Supporting Organizational Member allows an Organization to nominate five (5) of its employees to become Individual Members of the Institute at the appropriate Individual Member grade. Additional Supporting Organizational Member benefits are defined in the Institute Operations Manual.

2.1.2.2 **Sustaining Organizational Member.** Sustaining Organizational Member allows an Organization to nominate ten (10) of its employees to become Individual Members of the Institute at the appropriate Individual Member grade. Additional Sustaining Organizational Member benefits are defined in the Institute Operations Manual.

2.1.3 **Member Participation.**

2.1.3.1 **Individual Members.** Individual Members in good standing, with the exception of Student Members, may be appointed to and participate on Institute committees, vote on Institute procedural issues and elections put forth to the Institute membership, serve as an Institute committee chair, and serve on Society committees. Institute-only Members in good standing may serve on a Society committee only when an eligible Individual Society Member is not identified to serve.

2.1.3.2 **Organizational Members.** Individual Members designated by the Organizational Member in good standing are entitled to the same rights and privileges as Individual Members in good standing.

2.1.4 **Non-Member Participation.** Non-members of the Institute may participate on Institute Committees and Task Committees but may not serve as a Committee or Task Committee chair. Non-members of the Institute may not vote on Institute procedural issues or in elections but may participate as a voting member of the Institute’s Standards Committees.

**ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS**

3.0 **Code of Ethics.** All members of the Institute and non-member participants shall be familiar with the Society’s Code of Ethics and bound by its provisions.
3.1 **Separations from Institute Membership.** Institute membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.

3.1.1 **Nonpayment of Dues.** Institute membership shall terminate in the event the Institute member’s dues become twelve (12) months in arrears.

3.1.2 **Resignations.** Any member of the Institute may tender resignation of Institute membership. Separation from Institute membership shall be effective upon receipt of notification or upon acceptance by the Institute Board for resignations received while under investigation for Code of Ethics violations.

3.1.3 **Expulsion.** Any member of the Institute may be expelled for conduct in violation of the Institute Bylaws or the Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the opinion of the Institute Board, is improper and prejudicial to the best interest of the Society or the Institute. A decision to expel an Institute member shall be preceded by a hearing at a meeting of the Institute Board. Cases under the purview of the Society’s Committee on Professional Conduct are conducted under Society policy.

3.1.3.1 **Separation Procedures.** Separation from membership in the Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society’s Bylaws. For cases not under the purview of the Society’s Committee on Professional Conduct, the Institute Board acts on behalf of the Institute. Decisions of the Institute Board shall not be open to appeal except in cases involving a recommendation to expel a Society member, in which cases appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society’s Code of Ethics shall be referred to the Society Committee on Professional Conduct for determination on behalf of the Institute as provided in the Society’s Bylaws.

**ARTICLE 4. FEES AND DUES**

4.0 **Dues Year.** The Institute’s dues year is from January 1 through December 31.

4.1 **Right to Levy Fees and Dues.** The Institute Board shall establish member dues.

4.2 **Obligation to Pay.** Every Institute member shall be obligated to pay the fees and dues established by the Institute Board in advance of January 1. An individual or organization joining the Institute after the last day of June in any calendar year shall pay one-half (1/2) of the Annual Dues for that calendar year. An individual who is advanced
from any grade to a higher grade in the Institute shall pay the Annual Dues of the higher grade, effective the next Institute membership year.

4.2.1 **Good Standing.** An Institute member whose obligation to pay is current shall be an Institute member in good standing.

4.3 **Statements.** Not later than December 1 each year, the Institute shall distribute to each non-Society member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of dues for the ensuing calendar year. Society members belonging to the Institute shall receive a statement of current indebtedness from the Society.

4.4 **Abatement of Dues.** The Institute Board, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of Annual Dues, temporarily or permanently; may excuse the whole or any part of the dues which may be in arrears; and may remove any name from the list of those permanently excused from the payment of dues.

4.5 **Refunds.** There shall be no refund of dues remitted.

4.6 **Delinquency.** Any Institute member who is not in good standing may forfeit rights and privileges of membership as determined by the Institute Board.

**ARTICLE 5. MANAGEMENT**

5.0 **Board of Governors.** The affairs, activities, and concerns of the Institute shall be under the direction of a Board of Governors (hereinafter the “Board”). The Board shall manage the affairs for the Institute. The Board has fiduciary, legal and strategic responsibilities, focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations, and ensures that the Institute uses these policies to work toward meeting its objective.

5.1 **Composition.** The Board shall be comprised of nine (9) Governors to include the President, President-elect and Past President. Eight (8) Governors shall be elected by the Institute members. One (1) Governor shall be appointed by the Society's Board of Direction.

5.2 **Institute Director.** The Institute Director shall be a non-voting attendee of the Board. The Institute Director shall be employed by the Society, and is subject to Society employment rules. The Institute Director will be reviewed annually by the Society’s Executive Director, or his or her designee, after input from the Past President of the Board. The Institute Director is appointed, and can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board of the Institute.
The Institute Director shall retain independent contractors and other suppliers and agents, subject to direction by the Board. The Institute Director shall comply with policies and procedures of the Society, which shall be applicable to and binding on the Institute.

5.3 **Financial Management.**

5.3.1 **Fiscal Year.** The fiscal year of the Institute shall be from October 1 through September 30.

5.3.2 **Annual Budget.** The Institute annual budget shall be approved by the Board and be in accordance with guidelines established by the Society’s Board of Direction. The Society’s Board of Direction shall review and approve the budget prior to the start of each fiscal year.

5.3.2.1 **Unbudgeted Expenses.** The Board shall be notified of any changes to the budget, any expenditure in excess of budgeted amounts, or expenditures for unbudgeted items.

5.4 **Assets.** All assets held by or for the Institute are vested in the Society and shall be handled according to its fiscal policies.

5.5 **Fiscal Responsibility.** The Board, with due responsibility to the Society’s Board of Direction, shall oversee the funds and assets of the Institute and shall direct the Institute Director in their management. Neither the Institute nor any individual Governor, Officer, member, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the Society.

5.6 **Revenues.** The Institute may raise revenue by means other than fees and dues, provided such means are consistent with the Society policy and maintain the Society’s tax exempt status. Any proposed solicitations, and the proposed acceptance of any grant or donation which contains any restriction, shall first be submitted to and approved by the Society Executive Director, as permissible. The Society Executive Director shall investigate and notify the Institute of his or her determination, including any restrictions or modifications on which approval is conditioned.

5.7 **Institute Reserves.** The Society shall create a general reserve fund when Institute revenues exceed Institute expenditures. The Institute shall control this reserve fund and shall use funds from this reserve for programs and activities of the Institute.

5.8 **Records.** The books and accounts of the Institute shall be kept by the Institute Director.

5.9 **Reporting.** Within sixty (60) days from the close of each fiscal year, the Institute Director shall provide to the Board a full and correct statement of the affairs of the Institute, including but not limited to, a balance sheet and fiscal statement of operations for the preceding year.
5.10 **Audit.** The Institute Director shall procure annually an external audit of the books and records of the Institute. Such audit may be performed in conjunction with the Society annual audit. The books and records shall be made available to the Society Treasurer or his or her representative upon reasonable notice.

**ARTICLE 6. OFFICERS AND GOVERNORS**

6.0 **Officers.** The elected Officers of the Institute shall be the President, President-elect, and Past President. The appointed Officers are a Secretary and a Treasurer. The Officers of the Institute shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.0.1 **President.**

6.0.1.1 **Qualifications.** The President shall be a sitting elected Governor at the grade of Member or Fellow for at least one (1) year, and shall hold Professional Licensure in Engineering or Architecture.

6.0.1.2 **Term.** The President shall serve a one (1) year term and assume the office immediately following the conclusion of a term as President-elect.

6.0.1.3 **Vacancy.** Vacancies in the office of President shall be filled for the unexpired portion of the term by a qualified member of the Board, as determined by the Board, at the time of the vacancy.

6.0.1.4 **Compensation.** The President does not receive compensation for services but may be reimbursed for expenses in accordance with the Society’s reimbursement policy.

6.0.1.5 **Duties.** The President shall preside at meetings of the Board and of the members of the Institute. The President may call special meetings of the Board or of the members. The President shall be empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute. The President, or appointed designee, shall attend regular and special meetings of the Society Board of Direction and report at such meetings, if requested to do so. The President shall make available to the membership an annual report for the preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year.
6.0.2 *President-elect.*

6.0.2.1 **Qualifications.** The President-elect shall be a sitting elected Governor at the grade of Member or Fellow for at least one (1) year, and shall hold Professional Licensure in Engineering or Architecture.

6.0.2.2 **Term.** The President-elect shall serve a one (1) year term and assume the office at the start of the fiscal year.

6.0.2.3 **Vacancy.** Vacancies in the office of President-elect shall be filled by a qualified member of the Board, as determined by the Board at the time of the vacancy.

6.0.2.4 **Compensation.** The President-elect does not receive compensation for services but may be reimbursed for expenses in accordance with the Society’s reimbursement policy.

6.0.2.5 **Duties.** The President-elect shall act in place of the President when the President is not available. The President-elect shall also serve as the vice-chair and attend all meetings of the Board.

6.0.3 *Past President.*

6.0.3.1 **Qualifications.** The Past President shall have served a term as President.

6.0.3.2 **Term.** The Past President shall serve a one (1) year term immediately following the conclusion of a term as President.

6.0.3.3 **Vacancy.** Vacancies in the office of Past President shall be filled by the most recent Past President who is available and willing to serve.

6.0.3.4 **Compensation.** The Past President does not receive compensation for services but may be reimbursed for expenses in accordance with the Society’s reimbursement policy.

6.0.3.5 **Duties.** The Past President shall attend all meetings of the Board and of the members and perform such other duties as may be assigned from time to time by the Institute President. The Past President shall serve as chair of the Nominations and Elections Committee.

6.0.4 *Secretary.*

6.0.4.1 **Qualifications.** The Institute Director shall serve as Secretary.
6.0.4.2 **Term.** The term of the Secretary coincides with the term of employment of the Institute Director.

6.0.4.3 **Vacancy.** Vacancies in the office of Secretary shall be filled by action of the Board, upon recommendation of the Society’s Executive Director.

6.0.4.4 **Compensation.** The Secretary shall be compensated by the Society for duties performed as the Institute Director.

6.0.4.5 **Duties.** The Secretary shall attend all meetings of the Board and serve as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend. The Secretary shall be responsible for all correspondence of the Board and shall give notice of, and keep minutes of all meetings of the Board.

6.0.5 **Treasurer.**

6.0.5.1 **Qualifications.** The Institute Director shall serve as Treasurer.

6.0.5.2 **Term.** The term of the Treasurer coincides with the term of employment of the Institute Director.

6.0.5.3 **Vacancy.** Vacancies in the office of Treasurer shall be filled by action of the Board, upon recommendation of the Society’s Executive Director.

6.0.5.4 **Compensation.** The Treasurer shall be compensated by the Society for duties performed as the Institute Director.

6.0.5.5 **Duties.** The Treasurer shall monitor the general funds of the Institute, shall oversee all transactions of the Institute and shall provide an annual financial report to the Board. The Treasurer shall attend all meetings of the Board.

6.1 **Institute Governors.** Institute Governors shall perform all duties required by the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.1.1 **Elected Institute Governors.**

6.1.1.1 **Qualifications.** An Elected Institute Governor shall be a voting Institute member at the grade of Member or Fellow in good standing at the time of election. An Elected Institute Governor shall hold Professional Licensure in Engineering or Architecture.
6.1.1.2 **Term.** The term of office of each Elected Institute Governor shall be three (3) years and commence at the start of the fiscal year. An Elected Institute Governor may not serve more than two (2) terms. After completing their term, an Elected Institute Governor shall not be eligible to serve as an Appointed Institute Governor.

6.1.1.3 **Vacancy.** When a vacancy occurs in an Elected Institute Governor position, other than by expiration of an Elected Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term as a direct appointment by the remaining Board.

6.1.1.4 **Compensation.** Elected Institute Governors shall not receive any salary or other compensation for their service as an Institute Governor but shall be entitled to reimbursement of reasonable expenses in accordance with the Society’s reimbursement policy.

6.1.1.5 **Duties.** An Elected Institute Governor represents the Institute’s best interests as a member of the Board. As a member of the Board, an Elected Institute Governor helps monitor and steer the Institute toward its goals. An Elected Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.1.2 **Society Appointed Institute Governor.**

6.1.2.1 **Qualifications.** The Society Appointed Institute Governor shall be a Society and Institute voting member in good standing at the grade of Member or Fellow at the time of appointment. The Society Appointed Institute Governor shall be appointed by the Board of Direction upon recommendation of its President or President-elect.

6.1.2.2 **Term.** The term of office of the Society Appointed Institute Governor shall be three (3) years. Society Appointed Institute Governors, if qualified, may become Elected Governors upon completion of their term of appointment.

6.1.2.3 **Vacancy.** When a vacancy occurs in the Society Appointed Institute Governor position, other than by expiration of a Society Appointed Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term by the Board of Direction, upon recommendation of the President or President-elect.

6.1.2.4 **Compensation.** The Society Appointed Institute Governor shall not receive any salary or other compensation for their service as an Institute Governor but shall be entitled to reimbursement of reasonable expenses in accordance with the Society’s reimbursement policy.
6.1.2.5 **Duties.** The Society Appointed Institute Governor represents the Institute’s best interests as a member of the Board and serves as a liaison to the Society’s Board of Direction. As a member of the Board, the Society Appointed Institute Governor helps monitor and steer the Institute toward its goals. The Society Appointed Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.2 **Removal from Office.** The incapacitation of any Institute Officer or Institute Governor, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing, may be grounds for removal from the Board. An Institute Officer or Institute Governor may be removed from office by a two-thirds (2/3) majority vote of the Board and concurrence of the Society’s Board of Direction.

6.2.1 **Absences from Meetings of the Board of Governors.** In the event of absence of an elected or appointed Governor from two (2) consecutive meetings of the Board, the Governor shall be automatically removed from the Board at the conclusion of such second meeting, unless retained by the majority vote of the Board before the conclusion of such second meeting.

**ARTICLE 7. NOMINATIONS AND ELECTIONS**

7.0 **Address of Record.** The mailing address designated by the Institute member, except an APO or other temporary address, shall be considered as the Address of Record unless the Institute member instructs otherwise. An email address can be used as the Address of Record for the purpose of conducting elections or voting required by the membership.

7.1 **Candidate.** A Candidate is a qualified Institute Member who is pursuing or considering the pursuit of an elected office within the Institute.

7.2 **Nominee.** A Nominee is a Candidate who has received the official nomination of the Nominations and Elections Committee.

7.3 **Composition of Nominations and Elections Committee.** The Nominations and Elections Committee shall be comprised of the Institute Past President, the immediate Institute Past President who shall serve as chair, and up to three (3) Institute members who have been in good standing for at least one (1) year and shall be recommended by the President. No Candidate for office shall be a member of the Nominations and Elections Committee. The Institute Nominations and Elections Committee shall be appointed by the Board not later than January 1.

7.3.1 **Nominations and Elections Committee Charge.** The Nominations and Elections Committee shall receive the declaration of intent from Candidates seeking to pursue elected office, and solicit nominations from the Institute membership and Institute committees. The Nominations and Elections Committee
shall review the Candidates and submit to the Board a list of Nominees to be considered as Official Nominees for the open elected positions, including, when applicable, Technical Region Director. The Nominations and Elections Committee shall consider geographic distribution and representation of the full technical scope and professional function of the Institute when evaluating the Candidate pool.

7.4  **Notification of Vacancies.** The Secretary shall publish not later than February 15, in an official institute publication, a statement of openings in the Institute’s elected offices for the upcoming year. When applicable, the statement will include an announcement regarding a vacancy on the Society’s Board of Direction for a Technical Region Director.

7.5  **Nomination Process.**

7.5.1  **Declaration.** Candidates shall declare their intent to pursue office by submitting to the Chair of the Nominations and Elections Committee, not later than April 1, a Letter of Intent to Serve and a brief resume.

7.5.2  **Slate of Nominees.** All Candidates who properly declare their intent to seek office shall be reviewed by the Nominations and Elections Committee. The Nominations and Elections Committee shall select up to two (2) Nominees for the open elected Governor position(s), the President-elect and, when applicable, Technical Region Director for consideration by the Board. The Slate of Nominees shall be submitted to the Board not later than May 1.

7.5.3  **Procedure.** The Board shall review the Slate of Nominees not later than June 1 and select up to two (2) Official Nominees for each open elected governor position. If only one (1) Nominee for each open elected Governor position is forwarded to the Board from the Nominations and Elections Committee then that Nominee shall be declared the Official Nominee and an election is not required. Official Nominees shall be fully informed by the Secretary of the qualifications, duties and requirements of the office for which they are nominated. The Secretary shall notify all Institute members of the Official Nominees for each office not later than July 15.

7.5.3.1  **President-elect.** The Board shall review the Nominees presented by the Nominations and Elections Committee for the office of President-elect. The Board shall elect, by a majority vote of those present and voting, one (1) of the recommended Nominees to serve as President-elect.

7.5.3.2  **Technical Region Director.** The Nominations and Elections Committee shall, when called upon to do so, select by a majority vote of those present and voting up to one (1) Candidate for Technical Region Director on the Society’s Board of Direction. With approval from the Board the Candidate shall be submitted to the Technical Region Nominating
Committee by the date specified in the Society’s governing documents for consideration as an Official Nominee.

7.6 **Distribution of Ballot.** For all voting members of the Institute in good standing as of June 1, the current year’s election ballot, if required, and instructions for voting shall be sent to the Address of Record not later than July 31.

7.7 **Tallying of the Ballots.**

7.7.1 **Deadline for Receipt of Ballots.** The polls for the election shall close at the end of business on August 31 and the ballots shall be counted on September 2, except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so the close of balloting and the counting of ballots shall fall on business days, and provided further that election ballots shall be counted not later than September 15.

7.7.2 **Count by Tellers Committee.** The ballots shall be verified under the supervision of no fewer than three (3) tellers who shall be appointed by the President. The Tellers shall be voting members in good standing of the Institute and shall not be a candidate for office. These Tellers comprise the Tellers Committee. No count or listing of votes cast in the election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board from the persons so tied.

7.7.3 **Notification of Nominees.** Immediately following the counting of the ballots, the Secretary or their designee shall notify all Nominees of the election results.

7.8 **Announcement of Election Results.** Following notification of the Nominees, the Secretary shall announce to the Board the names of the individuals elected. A general announcement shall be published in an Official Institute Publication no later than September 30.

**ARTICLE 8. MEETINGS**

8.0 **Business Meetings.**

8.0.1 **Annual Membership Meeting.** The Institute shall convene at least one (1) business meeting annually, termed the Annual Membership Meeting. The time and place of the Annual Membership Meeting shall be held in conjunction with the Spring meeting.

8.0.1.1 **Quorum.** A quorum for the Annual Membership Meeting shall be twenty (20) voting members.
8.0.2 **Special Business Meetings.** The Institute may call Special Business Meetings.

8.0.2.1 **Requirements.** The Board shall call a Special Business Meeting of the Institute upon written request of not less than twenty (20) voting members. Notice of a Special Business Meeting shall be published in an official Institute publication at least thirty (30) days prior to the date of the Special Business Meeting, or by special notice mailed to the member of the Institute not less than twenty (20) days prior to the date of the Special Business Meeting. Notice of a Special Business Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Business Meeting.

8.0.2.2 **Quorum.** A quorum for a Special Business Meeting shall be twenty (20) voting members.

8.0.3 **Board of Governors Meetings.**

8.0.3.1 **Requirements.** No fewer than two (2) face-to-face meetings of the Board shall be held each year at a place and time to be determined by the President.

8.0.3.2 **Quorum.** A majority of the members of the Board shall constitute a quorum at any meeting of the Board except for consideration of disciplinary action against a member. Seventy-five percent (75%) of the members of the Board shall constitute a quorum for the consideration of disciplinary action against a member.

8.0.3.3 **Board of Governors Executive Sessions.** Meetings of the Board may go into Executive Session upon the call of the meeting chair, or upon the motion of any member of the body and affirmative vote of the body. All members of the body attend Executive Session as well as any individuals invited by the body. Minutes reflecting actions taken in Executive Session will be kept.

8.0.4 **Special Board of Governors Meetings.** Special Meetings of the Board may be called by the President at any time or by the President or Secretary upon the written request of any three (3) Board members. At least ten (10) days advance notice of any such Special Meeting shall be given by the Secretary to members of the Board. Notice of a Special Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such special meeting.
8.0.4.1 **Quorum.** A majority of the members of the Board of Governors shall constitute a quorum at any Special Meeting of the Board of Governors except for consideration of disciplinary action against a member.

8.1 **Parliamentary Authority.** The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised*, shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with the laws of the State in which the Institute is incorporated or with the Institute’s Bylaws.

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

8.3 **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 consent in writing to such action.

**ARTICLE 9. COMMITTEES, ACADEMIES, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES**

9.0 **Objectives and Purposes of Organizational Entities.** The objectives and purposes of the Institute’s committees, academies, technical divisions, affiliated and other Organizational Entities shall be consistent with those of the Institute.

9.1 **Organizational Entities.** The Board may define, establish and discharge organizational entities such as standing councils and committees, student chapters, local chapters, and task committees as necessary or desirable to conduct the affairs of the Institute.

9.2 **Committees.** The Board has the authority and responsibility to create and disband committees, establish duties, conditions, and terms of service, and approve committee appointments, including designation of the chair and other committee officers. Committees may create constituent committees, subcommittees, divisions, task groups or similar entities as required to accomplish their charge. Committees may be directed to establish written operating policies and procedures, which shall require approval of the Board for adoption and amendment.

9.3 **Tangible and Intangible Property.** Committee chairs shall return a committee’s tangible property and records, and all records relating to any intangible property and work product of the committee to the Institute when discharged, or when requested by the Board. Such materials and any intangible property including work products of the committee belong to the Institute. All committees (including any subcommittees), and all special delegates and representatives unless otherwise directed by the Board, shall be governed by this provision.
ARTICLE 10. ADMINISTRATIVE PROVISIONS

10.0 Organization. The Institute is organized within the Society. All policies and activities of the Institute shall be consistent with and subject to:

10.0.1 The Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics;

10.0.2 Applicable federal, state, and local antitrust, trade regulation, and other laws regulations and legal requirements;

10.0.3 All requirements to maintain the status of the Society as a not-for-profit organization exempt from Federal income tax under Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954, as amended (hereinafter referred to as the Code), qualifying at all times as an organization to which tax deductible contributions may be made pursuant to applicable sections of the Code;

10.0.4 All requirements imposed by relevant jurisdiction for maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and

10.0.5 Such other policies and procedures as are authorized under these documents.

10.1 Policy Statements. The Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. The Institute shall not take any action that may be deemed to express an attitude or action of the Society.

10.2 Resolutions. Resolutions or recommendations may be addressed to the Society Board of Direction for consideration or approval and promulgation.

10.3 Relationships with Other Organizations. The Institute may form relationships with other groups and may serve as the United States of America member Society to various international organizations, as approved by the Institute. These relationships shall not be in conflict with Society policies.

10.4 Conferences and Conventions. The Institute may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations subject to the terms and conditions described in agreements then in place between the Society and the Institute.

10.5 Publications. Publications of the Institute shall be consistent with written agreements that exist between the Society and the Institute. The Institute may develop
journals, magazines, manuals of practice, miscellaneous publications and standards by itself or in conjunction with the Society or other organizations. The Society shall have the right of first refusal to act as the publisher for such publications.

All members of the Institute shall be entitled to receive Institute publications at member rates and other Society distributed publications at the rates determined by the Society.

10.6 **Indemnification.** The Society shall indemnify the Institute’s officers, Institute Director, members, employees, and agents, in their respective capacities as such, by providing each the same rights of indemnification as are given by the Society to Society officers, members, employees, and agents.

10.7 **Dissolution.** At any duly constituted meeting, the Board, by a two-thirds (2/3) majority of those present and voting, may recommend dissolution of the Institute by the Society Board of Direction, provided that a written notice of this proposed action shall have been given at a previous meeting of Board, and provided further that the proposed dissolution shall have been published, together with an announcement soliciting membership comments, in an Institute, Society, or third party publication that normally reaches the entire membership by other means.

**ARTICLE 11. AMENDMENTS**

11.0 **Amendment.** The Institute Bylaws may be amended at a duly constituted meeting of the Board by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at the previous meeting of the Board.

No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.
THE COASTS, OCEANS, PORTS, AND RIVERS INSTITUTE
(COPRI)
OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS

Created on October 1, 2000, COPRI replaces ASCE’s Waterway, Port, Coastal and Ocean (WPCO) Division, and serves as a multidisciplinary and international leader in improving knowledge, education, development, and the practice of civil engineering and other disciplines in the coastal, ocean, port, waterways, riverine, and wetlands environments for the benefit of society. The Institute advances and disseminates scientific and engineering knowledge to professionals in diverse disciplines engaged in the development and protection of coasts, oceans, ports, waterways, rivers, and wetlands. The Institute also fosters communication and cooperation among domestic and international members of the government, industry, and education communities.

COPRI offers benefits and services designed to support the career success of its members as well as providing opportunities to give back to their profession. COPRI offers the following career and professional growth opportunities:

- A network with ocean, coastal, port, waterway, riverine and wetlands professionals.
- Participation in technical activities, products and services performed by committees and task-committees.
- Development of leadership skills through a series of progressively more responsible volunteer opportunities.
- WaterWays, the COPRI newsletter, to keep members informed of activities within the Institute.
- Discounts on COPRI publications and specialty conferences on topics such as:
  - Solutions to Coastal Disasters
  - Coastal Engineering
  - Coastal Structures
  - Dredging
  - PORTSTM
- Subscription discount on COPRI’s Journal of Waterway, Port, Coastal, and Ocean Engineering.

For more information visit COPRI at: www.asce.org/copri
COASTS, OCEANS, PORTS AND RIVERS INSTITUTE
OF THE
AMERICAN SOCIETY OF CIVIL ENGINEERS

BYLAWS

ARTICLE 1. GENERAL

1.0 **Name.** The name of this Institute shall be Coasts, Oceans, Ports and Rivers Institute (hereinafter referred to as the “Institute” or “COPRI”) of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

1.1 **Vision.** The Institute will serve as a multidisciplinary and international leader in improving knowledge, education, development, and the practice of civil engineering and other disciplines in the sustainable management of coastal, ocean, port, waterways, riverine, and wetlands resources for the benefit of society.

1.2 **Mission.** The Institute serves its members and society by uniting the disciplines working to sustainably develop, protect and restore coasts, oceans, ports, waterways, rivers and wetlands; integrating key stakeholders into the decision making process; advancing technological state of art and practice; and, influencing public policy.

ARTICLE 2. MEMBERSHIP

2.0 **Membership Qualifications.** Membership in the Institute shall be open to any Society member in good standing as well as to other persons and organizations interested in advancing the vision and mission of the Institute.

2.1 **Membership Categories.** The Membership Categories shall be differentiated as Individual Member and Organizational Member.

2.1.1 **Individual Member.** Individual Member applies to a single person joining the Institute and shall be open to individuals who are engaged in the development of policies, programs and projects related to the interests of the Institute. There are five (5) Individual Member classifications within the Institute.

2.1.1.1 **Student Member.** Individuals who are full-time students interested in the coastal, oceans, ports, waterways, rivers, or wetlands resources fields of professional practices.

2.1.1.2 **Member.** Any Society member in good standing interested in advancing the vision and mission of the Institute.
2.1.1.3 **Institute-only Member.** Any person who is not a member of the Society and who is interested in advancing the vision and mission of the Institute.

2.1.1.4 **COPRI Fellow Member.** The Institute may award COPRI Fellow membership to an Individual Member based on accomplishments, achievements or scholarship, as recognized by the Board of Governors. There shall be no direct admission to the Institute in this grade. Admission shall be only by advancement from the grade of Member.

2.1.1.5 **COPRI Honorary Member.** The Institute may award COPRI Honorary membership to an individual who has exhibited exemplary service to the Institute and the profession, as recognized by the Board of Governors.

2.1.2 **Organizational Member.** Organizational Member shall apply to associations, government agencies, or corporations engaged in the interest of the Institute. Organizational Member does not imply that all individuals of the Organization are members of the Institute. The benefits for Organizational Member shall be as outlined in the COPRI Operating Procedures.

2.1.3 **Member Participation.** Individual Members in good standing may be appointed to and participate on Institute Committees and Task Committees and may vote on all Institute procedural issues and elections put forth to the Institute membership.

2.1.4 **Non-Member Participation.** At the discretion of the Board, non-members of the Institute may serve on Institute Committees and Task Committees but may not serve as a Committee or Task Committee chair. Non-members of the Institute may not vote on Institute procedural issues or in elections.

ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

3.0 **Code of Ethics.** All members of the Institute shall be familiar with the Society’s Code of Ethics and bound by its provisions.

3.1 **Separations from Institute Membership.** Institute membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.

3.1.1 **Nonpayment of Dues.** Institute membership shall terminate in the event the Institute member’s dues become twelve (12) months in arrears.
3.1.2 **Resignations.** Any member of the Institute may tender resignation of Institute membership. Separation from Institute membership shall be effective upon receipt of notification or upon acceptance by the Board of Governors (hereinafter the “Board”) for resignations received while under investigation for Code of Ethics violations.

3.1.3 **Expulsion.** Any member of the Institute may be expelled for conduct in violation of the Institute Bylaws, Institute Rules and Regulations or the Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the sole opinion of the Board, is improper and prejudicial to the best interest of the Society or the Institute. Except for cases under the purview of the Society’s Committee on Professional Conduct, a decision to expel shall be preceded by a fair hearing at a meeting of the Board.

3.1.3.1 **Separation Procedures.** Separation from membership in the Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society’s Bylaws. Decisions of the Institute Board shall not be open to appeal except in cases involving a recommendation to expel a Society member, in which case an appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society’s Code of Ethics shall be referred to the Society Committee on Professional Conduct for determination on behalf of the Institute as provided in the Society’s Bylaws.

**ARTICLE 4. FEES AND DUES**

4.0 **Dues Year.** The Institute’s dues year is from January 1 through December 31.

4.1 **Right to Levy Fees and Dues.** The Board of Governors shall establish member dues.

4.2 **Obligation to Pay.** Every Institute member shall be obligated to pay the fees and dues established by the Board of Governors in advance of January 1. An individual or organization joining the Institute after the last day of June in any calendar year shall pay one-half (1/2) of the Annual Dues for that calendar year. An individual who is advanced from any grade to a higher grade in the Institute shall pay the Annual Dues of the higher grade, effective the next Institute membership year.
4.2.1 **Good Standing.** An Institute member whose obligation to pay is current shall be an Institute member in good standing.

4.3 **Statements.** Not later than December 1 each year, the Institute shall distribute to each Institute-only member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of dues for the ensuing calendar year.

4.4 **Abatement of Dues.** The Board of Governors, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of Institute Annual Dues, temporarily or permanently; may excuse the whole or any part of the dues which may be in arrears; and may remove any name from the list of those permanently excused from the payment of dues.

4.5 **Refunds.** There shall be no refund of dues remitted.

4.6 **Delinquency.** Any Institute member who is not in good standing may forfeit rights and privileges of membership as determined by the Board of Governors.

**ARTICLE 5. MANAGEMENT**

5.0 **Board of Governors.** The affairs, activities, and concerns of the Institute shall be under the direction of a Board of Governors (hereinafter the “Board”). The Board shall manage the affairs for the Institute. The Board has fiduciary, legal and strategic responsibilities, focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations, and ensures that the Institute uses these policies to work toward meeting its vision and mission.

5.1 **Composition.** The Board shall have seven (7) voting members as follows: one (1) selected by each of the disciplines of 1) Coasts, 2) Oceans, 3) Ports, and 4) Rivers and Waterways; two (2) Governors shall be appointed by the Board to serve as Secretary and Treasurer; and one (1) Governor shall be appointed by the Society’s Board of Direction.

5.1.1 **Discipline-Selected Governors.** The four (4) discipline-selected Governors shall serve a four (4) year term. The first year the individual shall serve as Governor then advance through the positions of Vice President, President and Past President. After serving a four (4) year term, discipline-selected Governors are ineligible to serve another full term on the Board.

5.2 **Institute Director.** The Institute Director shall be a non-voting attendee of the Board. The Institute Director shall be employed by the Society and is subject to Society employment rules. The Institute Director will be reviewed annually by the Society’s Executive Director, or his or her designee, after input from the Past President of the Board. The Institute Director is appointed, and can be removed,
with or without cause, by the Executive Director of the Society after consultation with the Board.

The Institute Director shall retain independent contractors and other suppliers, subject to direction by the Board. The Institute Director shall comply with the policies and procedures of the Society, which shall be applicable to and binding on the Institute.

5.3 **Financial Management.**

5.3.1 **Fiscal Year.** The fiscal year of the Institute shall be from October 1 through September 30.

5.3.2 **Annual Budget.** The Institute annual budget shall be approved by the Board and be in accordance with guidelines established by the Society’s Board of Direction. The Society’s Board of Direction shall review and approve the budget prior to the start of each fiscal year.

5.3.2.1 **Unbudgeted Expenses.** The Institute Board shall be notified of any changes to the budget, any expenditure in excess of budgeted amounts, or expenditures for unbudgeted items.

5.4 **Assets.** All assets held by or for the Institute are vested in the Society and shall be handled according to the Society’s fiscal policies.

5.5 **Fiscal Responsibility.** The Board, with due responsibility to the Society’s Board of Direction, shall oversee the funds and assets of the Institute and shall direct the Institute Director in their management. Neither the Institute nor any individual Governor, Officer, member, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the Society.

5.6 **Revenues.** The Institute may raise revenue by means other than fees and dues, provided such means are consistent with the Society policy and maintain the Society’s tax-exempt status. Any proposed solicitations, and the proposed acceptance of any grant or donation which contain any restriction, shall first be submitted to and approved by the Society Executive Director, as permissible. The Society Executive Director shall investigate and notify the Institute of his or her determination, including any restrictions or modifications on which approval is conditioned.

5.7 **Institute Reserves.** The Society shall create a general reserve fund when Institute revenues exceed Institute expenditures. The Institute shall control this reserve fund and shall use funds from this reserve for programs and activities of the Institute.
5.8 **Records.** The books and accounts of the Institute shall be kept by the Institute Director.

5.9 **Reporting.** Within ninety (90) days from the close of each fiscal year, the Institute Director shall provide to the Board a full and correct statement of the affairs of the Institute, including but not limited to, a balance sheet and fiscal statement of operations for the preceding year.

5.10 **Audit.** The Institute Director shall procure annually an external audit of the books and records of the Institute. Such audit may be performed in conjunction with the Society’s annual audit. The books and records shall be made available to the Society Treasurer or his or her representative upon reasonable notice.

**ARTICLE 6. OFFICERS AND GOVERNORS**

6.0 **Officers.** The five (5) Officers of the Institute shall be the President, Vice-President, Past-President, Secretary and Treasurer. The Officers of the Institute shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.0.1 **President.**

6.0.1.1 **Qualifications.** The President shall be an Institute member in good standing and shall have served the prior year on the Board as Vice-President.

6.0.1.2 **Term.** The President shall serve a one (1) year term and assume the office on October 1, immediately following the conclusion of a term as Vice-President.

6.0.1.3 **Vacancy.** A vacancy in the office of President shall be filled for the unexpired portion of the term by a Past President available and willing to serve as determined by the Board at the time of the vacancy.

6.0.1.4 **Compensation.** The President does not receive compensation for services but may be reimbursed for reasonable expenses.

6.0.1.5 **Duties.** The President shall preside at all meetings of the Board and of the members of the Institute. The President may call special meetings of the Board or of the members as may be deemed proper. The President shall be empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute. The President, or the appointed
designee, shall attend regular and special meetings of the Society’s Board of Direction and report at such meetings, if requested to do so. The President shall make available to the membership an Annual Report for the preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year.

6.0.2 **Vice-President.**

6.0.2.1 **Qualifications.** The Vice-President shall be an Institute member in good standing.

6.0.2.2 **Term.** The Vice-President shall serve a one (1) year term to commence on October 1.

6.0.2.3 **Vacancy.** A vacancy in the office of Vice-President shall be filled for the unexpired portion of the term by the Board at the time of vacancy.

6.0.2.4 **Compensation.** The Vice-President does not receive compensation for services but may be reimbursed for reasonable expenses.

6.0.2.5 **Duties.** The Vice-President shall act in place of the President when the President is not available. The Vice-President shall also serve as the vice-chair and attend all meetings of the Board and the membership and perform such other duties as may be assigned from time to time by the President.

6.0.3 **Past-President.**

6.0.3.1 **Qualifications.** The Past-President shall be an Institute member in good standing and shall have just completed a term as President on the Board.

6.0.3.2 **Term.** The Past-President shall serve a one (1) year term to commence on October 1. A Past-President may be recalled to serve as needed.

6.0.3.3 **Vacancy.** A vacancy in the office of Past-President shall be filled for the unexpired portion of the term by a Past-President who is available and willing to serve.

6.0.3.4 **Compensation.** The Past-President does not receive compensation for services but may be reimbursed for reasonable expenses.
6.0.3.5 Duties. The Past-President shall attend all meetings of the Board and of the members and perform such other duties as may be assigned from time to time by the President.

6.0.4 Secretary.

6.0.4.1 Qualifications. The Secretary shall be an Institute member in good standing for a period of at least one (1) year and shall not have prior service on the Board.

6.0.4.2 Term. The Secretary shall serve a four (4) year term to commence on October 1. The Board shall establish the term of service of the Secretary so there is at least one (1) year in which it does not overlap with that of the Treasurer.

6.0.4.3 Vacancy. A vacancy in the office of Secretary shall be filled for the unexpired portion of the term by appointment of the Board. A Secretary appointed to fill an unexpired term may be reappointed in the same position to serve a full term.

6.0.4.4 Compensation. The Secretary does not receive compensation for services but may be reimbursed for reasonable expenses.

6.0.4.5 Duties. The Secretary shall attend all meetings of the Board and serve as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend. The Secretary shall be responsible for all correspondence of the Board and shall give notice of, and keep minutes of all meetings of the Board, and shall perform other such duties as may from time to time be assigned by the Board.

6.0.5 Treasurer.

6.0.5.1 Qualifications. The Treasurer shall be an Institute member in good standing for a period of at least one (1) year and shall not have prior service on the Board.

6.0.5.2 Term. The Treasurer shall serve a four (4) year term to commence on October 1. The Board shall establish the term of service of the Treasurer so there is at least one (1) year in which it does not overlap with that of the Secretary.

6.0.5.3 Vacancy. A vacancy in the office of Treasurer shall be filled for the unexpired portion of the term by appointment of the Board. A
Treasurer appointed to fill an unexpired term may be reappointed in the same position to serve a full term.

6.0.5.4 Compensation. The Treasurer does not receive compensation for services but may be reimbursed for reasonable expenses.

6.0.5.5 Duties. The Treasurer, with the assistance of the Institute Director, shall monitor the general funds of the Institute, shall oversee all transactions of the Institute and shall provide an annual financial report to the Board. The Treasurer shall attend all meetings of the Board and the membership.

6.1 Discipline-Selected Governor.

6.1.1 Qualifications. The Discipline-Selected Governor shall be an Institute member in good standing for a period of at least one (1) year prior to selection.

6.1.2 Term. The Discipline-Selected Governor shall serve a one (1) year term to commence on October 1.

6.1.3 Vacancy. A vacancy in the office of the Discipline-Selected Governor shall be filled for the unexpired portion of the term by the Board at the time of vacancy.

6.1.4 Compensation. The Discipline-Selected Governor does not receive compensation for services but may be reimbursed for reasonable expenses.

6.1.5 Duties. The Discipline-Selected Governor shall attend all meetings of the Board and meetings of the membership and perform such other duties as may be assigned from time to time by the President.

6.2 Society Appointed Institute Governor. There shall be one (1) Society Appointed Governor. The Society Appointed Governor shall perform all duties required by law and the Institute's governing documents, and those duties incident to the office or as may be assigned.

6.2.1 Qualifications. The Society Appointed Governor shall be a voting Institute and Society member in good standing for a period of at least one (1) year at the time of appointment.

6.2.2 Term. The term of office of the Society Appointed Institute Governor shall be one (1) year. The Society Appointed Institute Governor may be reappointed to successive one (1) year terms but shall not exceed four (4)
years of total service. Society Appointed Institute Governors may become Discipline-Selected Institute Governors upon completion of their term of appointment.

6.2.3 **Vacancy.** When a vacancy occurs in the Society Appointed Institute Governor position by death, resignation or otherwise than by expiration of a Society Appointed Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term by the Board of Direction, upon recommendation of the President or President-elect.

6.2.4 **Compensation.** The Society Appointed Institute Governor does not receive compensation for services but may be reimbursed for reasonable expenses.

6.2.5 **Duties.** The Society Appointed Institute Governor represents the Institute’s best interests as a member of the Board and serves as a liaison to the Society’s Board of Direction. As a member of the Board, the Society Appointed Institute Governor helps monitor and steer the Institute toward its goals. The Society Appointed Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.3 **Removal from Office.** The incapacitation of any Institute Officer or Institute Governor, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing, may be grounds for removal from the Board. An Institute Officer or Institute Governor may be removed from office by a two-thirds (2/3) majority vote of the other Board members and concurrence of the Society’s Board of Direction. The vacancy shall be filled in accordance with applicable provisions of the Institute Bylaws.

6.4 **Absences from Meetings of the Board of Governors.** In the event of unexcused absence of a Governor from two (2) consecutive meetings of the Board, the Secretary shall call the matter to the attention of the Board for possible removal by two-thirds (2/3) majority vote of the other Board members.

**ARTICLE 7. NOMINATIONS AND ELECTIONS**

7.0 **Process.** Each of the four (4) Institute disciplines shall be represented on the Board.

7.1 **Technical Region Director.** The Board may, when called upon to do so, select by a majority vote of those present and voting at least one (1) Candidate to be forwarded to the Technical Region Board of Governors for consideration as an Official Nominee for the office of Technical Region Director on the Society’s Board of Direction.
ARTICLE 8. MEETINGS

8.0 Business Meetings.

8.0.1 Annual Membership Meeting. The Institute shall convene at least one (1) business meeting annually, termed the Annual Membership Meeting.

8.0.1.1 Quorum. A quorum for the Annual Membership Meeting shall be eleven (11) voting members.

8.0.2 Other General Business Meetings. The Institute may convene additional General Business Meetings.

8.0.2.1 Requirements. Additional Business Meetings of the Institute may be convened at such date and place as shall be determined by the Board and designated in a notice to the membership at least fourteen (14) days in advance of the meeting.

8.0.2.2 Quorum. A quorum for any other General Business Meeting shall be eleven (11) voting members.

8.0.3 Special Business Meetings. The Institute may call Special Business Meetings.

8.0.3.1 Requirements. The Board may call Special Business Meetings of the Institute. The Board shall call a Special Business Meeting of the Institute upon written request of not less than ten (10) members. Notice of a Special Business Meeting shall be published in an official Institute publication at least thirty (30) days prior to the date of the Special Business Meeting, or by special notice provided to the members of the Institute not less than twenty (20) days prior to the date of the Special Business Meeting. Notice of a Special Business Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Business Meeting.

8.0.3.2 Quorum. A quorum for a Special Business Meeting shall be nine (9) voting members.

8.0.4 Board of Governors Meetings.

8.0.4.1 Requirements. No fewer than one (1) meeting of the Board shall be held each year. The place, date, and agenda items of the Board meeting shall be fixed by the President. Notice of a
meeting shall be given to all Board members at least thirty (30) days in advance of the meeting.

8.0.4.2 Special Meetings. Special Meetings of the Board may be called by the President at any time or by either the President or Institute Director upon the request of any three (3) Board members. At least fifteen (15) days advance notice of any such Special Meeting shall be given to all Board members. No business other than that stipulated in the notice shall be considered at any such Special Meeting.

8.0.4.3 Quorum. A majority of the members of the Board shall constitute a quorum at any meeting of the Board except for consideration of disciplinary action against a member.

8.0.4.4 Board of Governors Executive Sessions. Meetings of the Board may go into Executive Session upon the call of the meeting chair, or upon the motion of any member of the Board and affirmative vote of the Board. All voting members of the Board attend Executive Session as well as any individuals invited by the Board. Minutes reflecting actions taken in Executive Session shall be kept on file by the Society’s Managing Director of Engineering Programs.

8.1 Parliamentary Authority. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with the Society or Institute governing documents.

8.2 Meeting Participation by Alternative Means. Members of the Board or any Board committee may participate in any 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.

8.3 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. COMMITTEES, ACADEMIES, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES

9.0 Objectives and Purposes of Organizational Entities. The objectives and purposes of the Institute’s committees, academies, technical divisions, affiliated and other Organizational Entities shall be consistent with the four (4) disciplines of the Institute, including Coasts, Oceans, Ports, and Rivers and Waterways.
9.1 **Organizational Entities.** The Board may define, establish and discharge Organizational Entities such as ad hoc and standing committees, student chapters, local chapters, and task committees as necessary or desirable to conduct the affairs of the Institute.

9.2 **Committees.** The Board has the authority and responsibility to create and disband committees, establish duties, conditions, and terms of service, and approve committee appointments, including designation of the chair and other committee officers. Committees may create constituent committees, subcommittees, divisions, task groups or similar entities as required to accomplish their charge.

9.3 **Tangible and Intangible Property.** Committee chairs shall return a committee’s tangible property and records, and all records relating to any intangible property and work product of the committee to the Institute when discharged, or when requested by the Board. Such materials and any intangible property including work products of the committee belong to the Institute. All committees (including any subcommittees), and all special delegates and representatives unless otherwise directed by the Board, shall be governed by this provision.

**ARTICLE 10. ADMINISTRATIVE PROVISIONS**

10.0 **Organization.** The Institute is organized within the Society. All policies and activities of the Institute shall be consistent with and subject to:

10.0.1 The Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics;

10.0.2 Applicable federal, state, and local antitrust, trade regulation, and other laws, regulations and legal requirements;

10.0.3 All requirements to maintain the status of the Society as a not-for-profit organization exempt from Federal income tax under sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954, as amended, (hereinafter referred to as the Code) qualifying at all times as an organization to which tax deductible contributions may be made pursuant to applicable sections of the Code;

10.0.4 All requirements imposed by relevant jurisdiction for maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and
10.0.5 Such other policies and procedures as are authorized under these documents.

10.1 Policy Statements. The Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society’s Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. The Institute shall not take any action that may be deemed to express an attitude or action of the Society.

10.2 Resolutions. Resolutions or recommendations may be addressed to the Society’s Board of Direction for consideration or approval and promulgation.

10.3 Relationships with Other Organizations. The Institute may form relationships with other groups and may serve as the United States of America member society to various international organizations, as approved by the Institute. These relationships shall not be in conflict with Society policies.

10.4 Conferences and Conventions. The Institute may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations subject to the terms and conditions described in agreements then in place between the Society and the Institute.

10.5 Publications. Publications of the Institute shall be consistent with written agreements that exist between the Society and the Institute. The Institute may develop journals, magazines, manuals of practice, miscellaneous publications and standards by itself or in conjunction with the Society or other organizations. The Society shall have the right of first refusal to act as publisher of such publications.

All members of the Institute shall be entitled to receive Institute publications at member rates and other Society distributed publications at the rates determined by the Society.

10.6 Indemnification. The Society shall indemnify the Institute’s Officers, Institute Director, members, employees, and agents, in their respective capacities as such, by providing each the same rights of indemnification as are given by the Society to Society Officers, members, employees, and agents.

10.7 Dissolution. At any duly constituted meeting of the Board, by a two-thirds (2/3) majority of those present and voting, may recommend dissolution of the Institute by the Society Board of Direction, provided that a written notice of this proposed action shall have been given at a previous meeting of the Board, and provided further that the proposed dissolution shall have been published, together with an announcement soliciting member comments, in the Institute, Society, or third party publication that normally reaches the entire membership of the Institute, or shall have been sent to the membership by other means.
ARTICLE 11. AMENDMENTS

11.0 Amendment. These Bylaws may be amended at a duly constituted meeting of the Board by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at a previous meeting of the Board.

No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.
On October 1, 2000, the American Society of Civil Engineers (ASCE) officially established the semi-autonomous Construction Institute (CI). The Construction Institute incorporates the former ASCE Construction Division, the ASCE Materials Division and the ASCE Construction Standards Council. In addition to ASCE members who select construction or materials as their primary technical affiliation, CI membership is open to all persons involved in delivering the construction project, designing the construction project, or teaching construction. Further, the Construction Institute actively seeks members who work for equipment suppliers, material suppliers, testing laboratories, bonding agencies, insurance providers, financial firms, accounting firms, and legal firms that support and contribute to the growth and development of the construction industry.

The Construction Institute is the first national organization designed to meet the needs of all individuals working within the construction industry. The Construction Institute is fully inclusive, with active membership available to construction industry practitioners from all occupational and educational backgrounds. CI offers individuals and organizations the opportunity to network with other professionals, sharpen skills and shape the future of the industry by participating in technical activities, conferences and the development of internationally recognized standards.

**Vision**—To be the leader for promoting quality in construction.

**Mission**—To advance the construction industry through collaboration, promotion, and raising public awareness.

**Goals**—

I. Improve the state of construction practice through collaboration

   A. Share knowledge and technology, and develop professional guidance and standards.
   B. Partner with other organizations to the advance good construction practices.
   C. Promote sustainable practices and the efficient and timely use of resources in construction.
   D. Promote safety in construction projects.

II. Promote the construction industry to attract and develop the current and next generation of construction professionals

   A. Provide members with resources for career advancement and improving technical and leadership skills.
   B. Provide networking and partnership opportunities for construction and engineering
professionals, students, and academics within ASCE and other organizations.
C. Increase Construction Institute participation in local chapters, committees, and the annual summit.

III. Raise public awareness and affect public policy

A. Advocate for professional licensure in the construction industry.
B. Promote construction education within the civil engineering curriculum and construction engineering as an educational discipline.
C. Disseminate best construction practices developed by Construction Institute.

The Construction Institute provides for members:

- An atmosphere fostering cooperative relationships between owners, engineers, and contractors
- Cooperative relationships with other associations
- Technical and business information
- Networking opportunities
- Efficient practical training
- Prestige, including awards
- Representation

The Institute offers a combined Institute/ASCE membership with Individual and Student Membership grades.

Individual members include the following:

- Current or future ASCE members who request membership may join at no additional cost. If the individual is a member of another institute, they may join CI for an additional nominal fee.
- Professionals working within the construction industry with a background and interest aligned with those of CI.
- Other individuals with a working relationship to construction. Construction attorneys, accountants, or those in the insurance and bonding businesses constitute a non-exclusive list of examples.

There are two grades of membership:

- **Member**: an individual construction professional,
- **Student Members**:
  - ASCE Student members who request membership may become members for no additional fee, or
  - Students enrolled in a related degree program.

The Board of Governors consists of up to twelve members, who manage the affairs of the Institute in accordance with the laws under which the Institute is organized. The board
has four officers, up to seven appointed Governors, and one ASCE-appointed Governor. The Board of Governors has accountability, as well as fiduciary, legal and strategic responsibilities. It focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations, and ensures that the Institute uses these policies to work toward meeting its vision and fulfilling its mission.

The institute has a number of technical committees, providing resources to the construction industry in the following areas:

- **Publications**—CI’s journals and books
- **Design Interface**—issues involving communication between the construction industry and the design profession
- **Construction Implementation**—issues that occur during the construction process
- **Risk Management**—issues involving construction attorneys, accountants, bankers and those providing insurance and bonding services
- **Research**—issues involving persons who are involved in education and/or research and development
- **Young Professionals**—issues involving persons who are launching their career in the construction industry (typically 35 or younger) with the goal of integrating them into the broader CI committees and leadership
- **CI Chapters**—outreach and involvement on the section and branch level
- **CI Summit**—planning committee for CI’s annual conference, the CI Summit

CI identifies leaders in the industry to serve on the board and serve as liaisons to the technical committees. Continuing active Construction and Materials Division committees continue to exist under this structure.

Details regarding CI products and services, as well as current CI committee information, can be found by calling CI at 1-703-295-6390 or visiting the Web site at [www.asce.org/ci](http://www.asce.org/ci).
CONSTRUCTION INSTITUTE
OF THE
AMERICAN SOCIETY OF CIVIL ENGINEERS

BYLAWS

ARTICLE 1. GENERAL

1.0 Name. The name of this Institute shall be the Construction Institute (hereinafter referred to as the “Institute”) of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

1.1 Objective. The Objective of this Institute shall be to advance and improve the construction industry by developing relationships and fostering communications within the engineering and construction industry, improving construction practice through the development of knowledge and transfer of technology throughout the industry, improving the image of the construction industry, and attracting talent to the industry.

ARTICLE 2. MEMBERSHIP

2.0 Membership Qualifications. Membership in the Institute shall be open to any Society member in good standing as well as other persons and organizations interested in advancing the objective of the Institute.

2.1 Membership Categories. The Membership Categories shall be differentiated as Individual Member and Organizational Member.

2.1.1 Individual Member. Individual Member applies to a single person joining the Institute and shall be open to individuals involved in policies, programs and projects related to the interests of the Institute. There are three (3) Individual Member classifications within the Institute.

2.1.1.1 Student Member. Individuals who are undergraduate or graduate students enrolled in an engineering, construction or technology degree program with an interest in the Institute’s focus.

2.1.1.2 Member. Any individual who is a member in good standing of the Society and who is interested in advancing the objective of the Institute.

2.1.1.3 Institute-only Member. Any person who prior to December 31, 2016, is not a member of the Society and who is interested in advancing the objective of the Institute.

2.1.2 Organizational Member. Organizational Member may be permitted as approved by the Board. Organizational Member shall apply to associations, government agencies, or corporations engaged in the interests of the Institute.
Organizational Member does not imply that all members of the organization are members of the Institute. There are two (2) categories of Organizational Member.

2.1.2.1 **Associate Organizational Member.** Membership at this level receive five (5) Individual Memberships to the Institute and other benefits established by the Institute.

2.1.2.2 **Corporate Member.** Membership at this level receive ten (10) Individual Memberships to the Institute and other benefits established by the Institute.

Organizations may choose to join at either Membership level without consideration of size, revenue, or other company characteristics.

2.1.3 **Member Participation.** With the exception of Student Members, Individual Members in good standing may be appointed to and participate in Institute committees and may vote on all Institute procedural issues and elections put forth to the Institute membership.

2.1.4 **Non-Member Participation.** Non-members of the Institute may participate on Institute Committees and Task Committees but may not serve as a Committee or Task Committee chair. Non-members of the Institute may participate as voting members of the Institute’s Standards Committee, but shall not be entitled to vote on Institute procedural issues or in elections.

ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

3.0 **Code of Ethics.** All members of the Institute and non-member participants shall be familiar with the Society’s Code of Ethics and bound by its provisions.

3.1 **Separations from Institute Membership.** Institute membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.

3.1.1 **Nonpayment of Dues.** Institute membership shall terminate in the event the Institute member’s dues become twelve (12) months in arrears.

3.1.2 **Resignations.** Any member of the Institute may tender resignation of Institute membership. Separation from Institute membership shall be effective upon receipt of notification or upon acceptance by the Board of Governors for resignations received while under investigation for Code of Ethics violations.

3.1.3 **Expulsion.** Any member of the Institute may be expelled for conduct in violation of the Institute Bylaws or the Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the opinion of the Board of Governors, is
improper and prejudicial to the best interest of the Society or the Institute. Except for cases under the purview of the Society’s Committee on Professional Conduct, a decision to expel shall be preceded by a fair hearing at a meeting of the Board of Governors.

3.1.3.1 Separation Procedures. Separation from membership in the Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society’s Bylaws. For cases not under the purview of the Society’s Committee on Professional Conduct, the Board of Governors acts on behalf of the Institute. Decisions of the Board of Governors shall not be open to appeal except in cases involving a recommendation to expel a Society member, in which cases appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society’s Code of Ethics shall be referred to the Society Committee on Professional Conduct for determination on behalf of the Institute as provided in the Society’s Bylaws.

ARTICLE 4. FEES AND DUES

4.0 Dues Year. The Institute’s dues year is from January 1 through December 31.

4.1 Right to Levy Fees and Dues. The Board of Governors shall establish member dues.

4.2 Obligation to Pay. Every Institute member shall be obligated to pay the fees and dues established by the Board of Governors in advance of January 1. An individual or organization joining the Institute after the last day of June in any calendar year shall pay one-half (1/2) of the Annual Dues for that calendar year. An individual who is advanced from any grade to a higher grade in the Institute shall pay the Annual Dues of the higher grade, effective the next Institute membership year.

4.2.1 Good Standing. An Institute member whose obligation to pay is current shall be an Institute member in good standing.

4.3 Statements. Not later than December 1 each year, the Institute shall distribute to each non-Society member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of dues for the ensuing calendar year.

4.4 Abatement of Dues. The Board of Governors, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of Annual Dues, temporarily or permanently; may excuse the whole or any part of the dues which may be in arrears; and may remove any name from the list of those permanently excused from the payment of dues.
4.5 **Refunds.** There shall be no refund of dues remitted.

4.6 **Delinquency.** Any Institute member who is not in good standing may forfeit rights and privileges of membership as determined by the Board of Governors.

ARTICLE 5. MANAGEMENT

5.0 **Board of Governors.** The affairs, activities, and concerns of the Institute shall be under the direction of a Board of Governors (hereinafter referred to as the “Board”). The Board shall manage the affairs for the Institute. The Board has fiduciary, legal and strategic responsibilities, focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations, and ensures that the Institute uses these policies to work toward meeting its objective.

5.1 **Composition.** The Board shall have twelve (12) voting members as follows: President, Vice President, Past President, Assistant Secretary/Treasurer, one (1) Governor who shall be the current chair of the Young Professionals Council, one (1) Governor who shall be from the Institute Chapters Council, one (1) Governor who shall be from the Construction Research Council, four (4) Governors who shall be at-large, and one (1) Governor who shall be appointed by the Society’s Board of Direction.

5.2 **Institute Director.** The Institute Director, who shall serve as Secretary, shall be a non-voting attendee of the Board and Executive Committee. The Institute Director shall be employed by the Society, and is subject to Society employment rules. The Institute Director will be reviewed annually by the Society’s Executive Director, or his or her designee, after input from the Past President of the Board. The Institute Director is appointed, and can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board of the Institute.

The Institute Director shall retain independent contractors and other suppliers and agents, subject to direction by the Board. The Institute Director shall comply with policies and procedures of the Society, which shall be applicable to and binding on the Institute.

5.3 **Executive Committee.** The Executive Committee shall consist of the President, Vice President, Past President, and Assistant Secretary/Treasurer, and the Secretary who is non-voting attendee.

5.4 **Financial Management.**

5.4.1 **Fiscal Year.** The fiscal year of the Institute shall be from October 1 through September 30.

5.4.2 **Annual Budget.** The Institute annual budget shall be approved by the Board and be in accordance with guidelines established by the Society’s Board of
Direction. The Society’s Board of Direction shall review and approve the budget prior to the start of each fiscal year.

5.4.2.1 **Unbudgeted Expenses.** The Board shall be notified of any changes to the budget, any expenditure in excess of budgeted amounts, or expenditures for unbudgeted items.

5.5 **Assets.** All assets held by or for the Institute are vested in the Society and shall be handled according to the Society’s fiscal policies.

5.6 **Fiscal Responsibility.** The Board, with due responsibility to the Society’s Board of Direction, shall oversee the funds and assets of the Institute and shall direct the Institute Director in their management. Neither the Institute nor any individual Governor, Officer, member, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the Society.

5.7 **Revenues.** The Institute may raise revenue by means other than fees and dues, provided such means are consistent with the Society policy and maintain the Society’s tax-exempt status. Any proposed solicitations, and the proposed acceptance of any grant or donation which contains any restriction, shall first be submitted to and approved by the Society Executive Director, as permissible. The Society Executive Director shall investigate and notify the Institute of his or her determination, including any restrictions or modifications on which approval is conditioned.

5.8 **Institute Reserves.** The Society shall create a general reserve fund when Institute revenues exceed Institute expenditures. The Institute shall control this reserve fund and shall use funds from this reserve for programs and activities of the Institute.

5.9 **Records.** The books and accounts of the Institute shall be kept by the Institute Director.

5.10 **Reporting.** Within sixty (60) days from the close of each fiscal year, the Institute Director shall provide to the Board a full and correct statement of the affairs of the Institute, including but not limited to, a balance sheet and fiscal statement of operations for the preceding year.

5.11 **Audit.** The Institute Director shall procure annually an external audit of the books and records of the Institute. Such audit may be performed in conjunction with the Society annual audit. The books and records shall be made available to the Society Treasurer or his or her representative upon reasonable notice.

**ARTICLE 6. OFFICERS**

6.0 **Officers.** The Officers of the Institute shall be the President, Vice President, Past President, Assistant Secretary/Treasurer, and Secretary. The Officers of the Institute
shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.0.1 **President.**

6.0.1.1 **Qualifications.** The President shall be a voting Institute member in good standing and shall have served on the Board for at least two (2) years.

6.0.1.2 **Term.** The President shall serve a one (1) year term and assume the office immediately following the conclusion of a term as Vice President.

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

6.0.1.4 **Compensation.** The President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.1.5 **Duties.** The President shall preside at all meetings of the Board and of the members of the Institute. The President may call Special Meetings of the Board or of the membership as may be deemed proper. The President shall be empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute. The President, or the appointed designee, may attend regular and special meetings of the Society Board of Direction and report at such meetings, if requested to do so. The President shall make available to the membership an annual report for the preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year. The President shall serve on the Nominating Committee.

6.0.2 **Vice President.**

6.0.2.1 **Qualifications.** The Vice President shall be a voting Individual Member of the Institute in good standing for a period of at least two (2) years and shall have completed one (1) full term of service on the Board.

6.0.2.2 **Term.** The Vice President shall serve a one (1) year term and assume the office immediately following the conclusion of a term as Assistant Secretary/Treasurer.

6.0.2.3 **Vacancy.** A vacancy in the office of Vice President shall be filled by a qualified member of the Board, as determined by the Board at the time of the vacancy.
6.0.2.4 **Compensation.** The Vice President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.2.5 **Duties.** The Vice President shall act in place of the President when the President is not available. The Vice President shall also serve as the vice-chair and attend all meetings of the Board and of the membership. The Vice President shall attend meetings of the ASCE Technical Region Board of Governors (TRBG). The Vice President shall chair the Nominating Committee and have such powers as may be delegated by the President.

6.0.3 **Past President.**

6.0.3.1 **Qualifications.** The Past President shall be a voting Institute member in good standing and shall have served a term as President.

6.0.3.2 **Term.** The Past President shall serve a one (1) year term immediately following the conclusion of a term as President.

6.0.3.3 **Vacancy.** A vacancy in the office of Past President shall be filled by the most recent Past President who is available and willing to serve.

6.0.3.4 **Compensation.** The Past President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.3.5 **Duties.** The Past President shall attend all meetings of the Board and of the membership of the Institute and perform such other duties as may be delegated by the President. The Past President shall serve on the Nominating Committee.

6.0.4 **Assistant Secretary/Treasurer.**

6.0.4.1 **Qualifications.** The Assistant Secretary/Treasurer shall be a voting Institute Member in good standing for a period of at least two (2) years and shall have completed one (1) full term of service on the Board at the time of appointment.

6.0.4.2 **Term.** The Assistant Secretary/Treasurer shall serve a one (1) year term and assume the office of Vice President immediately upon completion of a term as Assistant Secretary/Treasurer. The Board shall appoint the Assistant Secretary/Treasurer at a Regular or Special Meeting of the Board.
6.0.4.3 **Vacancy.** A vacancy in the office of Assistant Secretary/Treasurer shall be filled by appointment of the Board.

6.0.4.4 **Compensation.** The Assistant Secretary/Treasurer does not receive compensation for services but may be reimbursed for reasonable expenses.

6.0.4.5 **Duties.** The Assistant Secretary/Treasurer shall monitor the general funds of the Institute, shall oversee all transactions of the Institute and shall provide an annual financial report to the Board. The Assistant Secretary/Treasurer shall attend all meetings of the Board and the membership. The Assistant Secretary/Treasurer shall assist the Secretary in keeping minutes of the Board meetings. The Assistant Secretary/Treasurer shall serve on the Nominating Committee.

6.0.5 **Secretary.**

6.0.5.1 **Qualifications.** The Institute Director shall serve as Secretary.

6.0.5.2 **Term.** The term of the Secretary coincides with the term of employment as the Institute Director.

6.0.5.3 **Vacancy.** A vacancy in the office of Secretary shall be filled by the Society's Executive Director in consultation with the Institute Board.

6.0.5.4 **Compensation.** The Secretary shall be compensated by the Society for duties performed as the Institute Director.

6.0.5.5 **Duties.** The Secretary shall attend all meetings of the Board and serve as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend. The Secretary shall be responsible for all correspondence of the Board and shall give notice of, and keep minutes of all meetings of the Board.

6.1 **Institute Appointed Governors.** There shall be seven (7) Institute Governors appointed to serve on the Board as follows:

6.1.1 **Young Professionals Council.** One (1) Governor shall be the current chair of the Young Professionals Council who shall serve a one (1) year term.

6.1.2 **Institute Chapters Council.** One (1) Governor shall be appointed by the Board from nominations received from the Institute Chapters Council and serve a three (3) year term.
6.1.3 Construction Research Council. One (1) Governor shall be appointed by the Construction Research Council and serve a two (2) year term.

6.1.4 At-Large. Four (4) Governors shall be appointed by the Board and serve three (3) year terms.

6.1.5 Qualifications. An Institute Governor shall be a voting Institute Member in good standing for a period of at least one (1) year at the time of appointment.

6.1.6 Term. The term of office shall commence at the conclusion of the Annual Meeting of the Board. An Institute Governor shall not serve more than two (2) consecutive terms in the same office.

6.1.7 Vacancy. When a vacancy occurs in an Institute Governor position, other than by expiration of an Institute Governor’s term, the vacancy shall be filled for the remainder of the term by the Board from among nominations provided by the Nominating Committee.

6.1.8 Compensation. Institute Governors shall not receive compensation for their service but may be reimbursed for reasonable expenses.

6.1.9 Duties. An Institute Governor represents the Institute’s best interests as a member of the Board. As a member of the Board, an Institute Governor helps monitor and steer the Institute toward its goals. An Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.2 Society Appointed Institute Governor. There shall be one (1) Society Appointed Institute Governor.

6.2.1 Qualifications. The Society Appointed Institute Governor shall be a voting Institute and Society member in good standing for a period of at least one (1) year at the time of appointment. The Society Appointed Institute Governor shall be appointed by the Board of Direction upon recommendation of its President or President-elect.

6.2.2 Term. The term of office for the Society Appointed Institute Governor shall be one (1) year and may be renewed up to one (1) additional year. Upon completion of their term, a Society Appointed Institute Governor is eligible to serve as an Institute Appointed Governor.

6.2.3 Vacancy. When a vacancy occurs in the Society Appointed Institute Governor position, other than by expiration of a Society Appointed Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term by the Board of Direction, upon recommendation of the President or President-elect.
6.2.4 Compensation. The Society Appointed Institute Governor shall not receive compensation for their service but may be reimbursed for reasonable expenses.

6.2.5 Duties. The Society Appointed Institute Governor represents the Institute’s best interests as a member of the Board and serves as a liaison to the Society’s Board of Direction. As a member of the Board, the Society Appointed Institute Governor helps monitor and steer the Institute toward its goals. The Society Appointed Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.3 Removal from Office. The incapacitation of any Institute Officer or Institute Appointed Governor, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing, may be grounds for removal from the Board. An Institute Officer or Institute Appointed Governor may be removed from office by a two-thirds (2/3) majority vote of the Board. The vacancy shall be filled in accordance with applicable provisions of the Institute Bylaws.

6.3.1 Absences from Meetings of the Board of Governors. In the event of unexcused absences of an appointed Governor from two (2) consecutive meetings of the Board, the Governor may be removed from the Board at the conclusion of such second meeting by a two-thirds (2/3) majority vote of the Board.

ARTICLE 7. NOMINATIONS AND APPOINTMENTS

7.0 Address of Record. The mailing address designated by the Institute member, except an APO or other temporary address, shall be considered as the Address of Record unless the Institute member instructs otherwise.

7.1 Candidate. A Candidate is a qualified Institute Member who is pursuing or considering the pursuit of an office within the Institute.

7.2 Nominee. A Nominee is a Candidate who has received the nomination of an Institute Council or Nominating Committee.

7.3 Composition of Nominating Committee. The Institute Nominating Committee shall be comprised of the President, Vice President, the Past President and the Assistant Secretary/Treasurer. The Vice President shall chair the Nominating Committee. No Candidate for office shall be a member of the Nominating Committee.

7.4 Nominations.

7.4.1 Potential Candidate Pool. The Nominating Committee shall solicit and receive nominations for Institute Governors from the general membership of the Institute and Institute Organizational Entities in the form stipulated by the Nominating Committee. Candidates for office may also be proposed for consideration by members of the Nominating Committee.
7.4.2 Declaration of Intent to Serve. No later than June 1 of the year in which the solicitation for vacant offices is made, Candidates shall submit to the Secretary a signed letter indicating acceptance and willingness to serve. Candidates shall submit additional information as requested by the Nominating Committee.

7.4.3 Notification of Nominees. The Nominating Committee shall submit to the Board a slate of Nominees for each vacant office. The Board shall accept the slate as proposed by the Nominating Committee, and may consider additional Nominees.

7.5 Technical Region Director. The Nominating Committee may select one (1) Candidate to be forwarded to the Technical Region Nominating Committee for consideration as an Official Nominee for the office of Technical Region Director on the Society’s Board of Direction.

ARTICLE 8. MEETINGS

8.0 Business Meetings.

8.0.1 Annual Membership Meeting. The Institute shall convene at least one (1) business meeting annually, termed the Annual Membership Meeting.

8.0.1.1 Quorum. A quorum for the Annual Membership Meeting shall be twenty-five (25) voting members.

8.0.2 Other General Business Meetings. The Institute may convene additional General Business Meetings.

8.0.2.1 Requirements. Additional Business Meetings of the Institute may be convened at such date and place as shall be determined by the Board and designated in a notice to the membership at least thirty (30) days in advance of the meeting.

8.0.2.2 Quorum. A quorum for any other General Business Meeting shall be twenty-five (25) voting members.

8.0.3 Special Business Meetings. The Institute may call Special Business Meetings.

8.0.3.1 Requirements. The President or the Board may call Special Business Meetings of the Institute. The Board shall call a Special Business Meeting of the Institute upon written request of not less than two hundred (200) voting members. Notice of a Special Business Meeting shall be published in an official Institute publication at least thirty (30) days prior to the date of the Special Business Meeting, or by special notice mailed to the
members of the Institute not less than twenty (20) days prior to the date of
the Special Business Meeting. Notice of a Special Business Meeting shall
state the purpose of the proposed meeting. No business other than that
stipulated in the notice shall be considered at any such Special Business
Meeting.

8.0.3.2 Quorum. A quorum for a Special Business Meeting shall be
twenty-five (25) voting members.

8.0.4 Board of Governors Meetings.

8.0.4.1 Regular Meetings. No fewer than one (1) Regular Meeting of
the Board shall be held each year. Regular Meetings may be called as
determined by the Board. At least three (3) days advance notice of any
such Regular Meeting shall be given by the Secretary to members of the
Board.

8.0.4.2 Special Meetings. Special Meetings may be called as
determined by the President, or upon the request of three (3) other
members of the Board. At least three (3) days advance notice of any such
Special Meeting shall be given by the Secretary to members of the Board.
Notice of a Special Meeting shall state the purpose of the proposed meeting.
No business other than that stipulated in the notice shall be considered at
any such Special Meeting.

8.0.4.3 Quorum. A majority of the members of the Board shall constitute
a quorum at any meeting of the Board except for consideration of
disciplinary action against a member. Seventy-five percent (75%) of the
members of the Board shall constitute a quorum for the consideration of
disciplinary action against a member.

8.0.4.4 Board of Governors Executive Sessions. Meetings of the
Board may go into Executive Session upon the call of the meeting chair, or
upon the motion of any member of the body and affirmative vote of the
Board. All voting members of the Board attend Executive Session as well
as any individuals invited by the Board. Minutes reflecting actions taken in
Executive Session shall be kept on file by the Society’s Managing Director
of Engineering Programs.

8.1 Parliamentary Authority. The rules contained in the current edition of Robert’s
Rules of Order, Newly Revised, shall govern the Institute in all cases to which they are
applicable and in which they are not inconsistent with the laws of the State in which the
Institute is incorporated or with the Institute’s Bylaws.

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

8.3 **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. COMMITTEES, ACADEMIES, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES**

9.0 **Objectives and Purposes of Organizational Entities.** The objectives and purposes of the Institute’s committees, academies, technical divisions, affiliated and other Organizational Entities shall be consistent with those of the Institute.

9.1 **Organizational Entities.** The Board may define, establish and discharge Organizational Entities such as standing councils and committees, student chapters, local chapters, and task committees as necessary or desirable to conduct the affairs of the Institute.

9.2 **Councils.** There are three (3) Standing Councils of the Institute. These Standing Councils are the Young Professionals Council, the Construction Research Council, and the Institute Chapter Council.

9.3 **Committees.** The Board has the authority and responsibility to create and disband committees, establish duties, conditions, and terms of service, and approve committee appointments, including designation of the chair and other committee officers. Committees may create constituent committees, subcommittees, divisions, task groups or similar entities as required to accomplish their charge.

9.4 **Tangible and Intangible Property.** Committee chairs shall return a committee’s tangible property and records, and all records relating to any intangible property and work product of the committee to the Institute when discharged, or when requested by the Board. Such materials and any intangible property including work products of the committee belong to the Institute. All committees (including any subcommittees), and all special delegates and representatives unless otherwise directed by the Board, shall be governed by this provision.

**ARTICLE 10. ADMINISTRATIVE PROVISIONS**

10.0 **Organization.** The Institute is organized within the Society. All policies and activities of the Institute shall be consistent with and subject to:

10.0.1 The Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics;
10.0.2 Applicable federal, state, and local antitrust, trade regulation, and other laws, regulations and legal requirements;

10.0.3 All requirements to maintain the status of the Society as a not-for-profit organization exempt from Federal income tax under Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954, as amended (hereinafter referred to as the Code), qualifying at all times as an organization to which tax-deductible contributions may be made pursuant to applicable sections of the Code;

10.0.4 All requirements imposed by relevant jurisdiction for maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and

10.0.5 Such other policies and procedures as are authorized under these documents.

10.1 Policy Statements. The Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. The Institute shall not take any action that may be deemed to express an attitude or action of the Society.

10.2 Resolutions. Resolutions or recommendations may be addressed to the Society Board of Direction for consideration or approval and promulgation.

10.3 Relationships with Other Organizations. The Institute may form relationships with other groups and may serve as the United States of America member Society to various international organizations, as approved by the Institute. These relationships shall not conflict with Society policies.

10.4 Conferences and Conventions. The Institute may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations subject to the terms and conditions described in agreements then in place between the Society and the Institute.

10.5 Publications. Publications of the Institute shall be consistent with written agreements that exist between the Society and the Institute. The Institute may develop journals, magazines, manuals of practice, miscellaneous publications and standards by itself or in conjunction with the Society or other organizations. The Society shall have the right of first refusal to act as the publisher of such publications.

All members of the Institute shall be entitled to receive Institute publications at member rates and other Society distributed publications at the rates determined by the Society.

10.6 Indemnification. The Society shall indemnify the Institute’s Officers, Institute Director, members, employees, and agents, in their respective capacities as such, by
providing each the same rights of indemnification as are given by the Society to Society Officers, members, employees, and agents.

10.7 **Dissolution.** At any duly constituted meeting, the Board, by a two-thirds (2/3) majority of those present and voting, may recommend dissolution of the Institute by the Society Board of Direction, provided that a written notice of this proposed action shall have been given at a previous meeting of the Board, and provided further that the proposed dissolution shall have been published, together with an announcement soliciting membership comments, in an Institute, Society, or third party publication that normally reaches the entire membership by other means.

**ARTICLE 11. AMENDMENTS**

11.0 **Amendment.** The Institute Bylaws may be amended at a duly constituted meeting of the Board by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at the previous meeting of the Board.

No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.
ENGINEERING MECHANICS INSTITUTE (EMI)
OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS

Created on October 1, 2007, the Engineering Mechanics Institute (EMI) replaces the former ASCE Engineering Mechanics Division. Enrollees of this former Division now comprise EMI’s founding membership.

The mission of the Institute is to serve the engineering community through the development and application of engineering mechanics by anticipating and adapting to new challenges that will face tomorrow’s engineers and by creating an environment that facilitates professional growth to ensure that these future challenges will be met. The Institute seeks to establish a presence at the forefront of new thrusts of mechanics by promoting the most innovative developments in the field, regardless of the discipline of the ultimate user. The Institute also seeks to provide a home not only for those involved in the traditional disciplines, but also for those involved with emerging areas of mechanics. Additionally, the Institute seeks to promote the interdependence of engineering mechanics and other disciplines by providing an interdisciplinary forum for researchers, practicing engineers, industry representatives, citizen groups, public officials and others.

The vision for EMI is to be a premier organization representing engineering mechanics by effectively serving the needs of the world-wide engineering mechanics community and promoting both research and application of scientific and mathematical principles to address a broad spectrum of existing and emerging engineering and societal problems.

The 2020 members of the Board of Governors are:

   Pol D. Spanos, Ph.D., P.E., NAE, F.EMI, Dist.M.ASCE, President
   Georgios Deodatis, Ph.D., F.EMI, M.ASCE, Past-President
   Somnath Ghosh, Ph.D, F.EMI, M.ASCE, Vice-President
   Elisabeth Malsch, Ph.D., P.E., M.ASCE, Treasurer
   Amar A. Chaker, Ph.D, F.EMI, F.ASCE, Secretary
   Gianluca Cusatis, Ph.D., F.EMI, M.ASCE
   Christian Hellmich, Ph.D., F.EMI, M.ASCE
   Sankaran Mahadevan, Ph.D., F.EMI, M.ASCE
   R. Panneer Selvam, P.E., F.ASCE
   Ertugrul Taciroglu, Ph.D., F.EMI, M.ASCE

Staff Contact:

   Verna L. Jameson, MPA, Aff.M.ASCE, Senior Manager
ARTICLE 1. GENERAL

1.0 Name. The name of this Institute shall be the Engineering Mechanics Institute (hereinafter referred to as the “Institute”) of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

1.1 Objective. The objective of this Institute shall be to serve the needs of the engineering community by advancing the knowledge and improving the application of engineering mechanics and related sciences, and by contributing across a broad spectrum of interdisciplinary areas to address the needs of the 21st century.

1.2 Vision. The Vision of the Institute is to be a premier organization representing engineering mechanics by effectively serving the needs of the world-wide engineering community and promoting both research and application of scientific and mathematical principles to address a broad spectrum of existing and emerging engineering and societal problems.

1.3 Mission. The mission of the Institute is to serve the engineering community through the development and application of engineering mechanics by anticipating and adapting to new challenges that will face tomorrow’s engineers and by creating an environment that facilitates professional growth to ensure that these future challenges will be met. The Institute seeks to establish a presence at the forefront of new thrusts of mechanics by promoting the most innovative developments in the field, regardless of the discipline of the ultimate user. The Institute also seeks to provide a home not only for those involved in the traditional disciplines, but also for those involved with emerging areas of mechanics. Additionally, the Institute seeks to promote the interdependence of engineering mechanics and other disciplines by providing an interdisciplinary forum for researchers, practicing engineers, industry representatives, citizen groups, public officials and others.

ARTICLE 2. MEMBERSHIP

2.0 Membership Qualifications. Membership in the Institute shall be open to any Society member in good standing as well as to other persons and organizations interested in advancing the vision and mission of the Institute.

2.1 Membership Categories. The Membership Categories shall be differentiated as Individual Member and Group Member.
2.1.1 **Individual Member.** Individual Member applies to a single person joining the Institute and shall be open to individuals involved in activities, policies, programs and projects related to the interests of the Institute. There are three (3) Individual Member classifications within the Institute.

2.1.1.1 **Student Member.** Individuals who are graduate or undergraduate students enrolled in a degree program with an interest in the Institute’s focus.

2.1.1.2 **Member.** Individuals who are working within the field and interested in advancing the objective of the Institute.

2.1.1.3 **EMI Fellow Member.** EMI awards Fellow membership to individual members with a distinguished record of research, accomplishments and service to the Institute. All recipients shall be members of EMI in good standing for at least five (5) years. There shall be no direct admission to the Institute as a Fellow Member.

2.1.2 **Group Member.** Group Member shall apply to professional, educational, or technical societies, society organizations, and industry firms engaged in the interests of the Institute. Group Member does not imply that all members of the group are members of the Institute. There are two (2) categories of Group Members:

2.1.2.1 **Organizational Member.** Organizational Member does not imply that all members of the organization are members of the Institute. The benefits associated with an Organizational Member are defined in the Institute’s Operations Manual.

2.1.2.2 **Sustaining Member.** Sustaining Member does not imply that all members of the organization are members of the Institute. The benefits associated with Sustaining Member are defined in the Institute’s Operations Manual.

2.1.3 **Member Participation.** Except for Student Members, Individual Members in good standing may be appointed to and participate in Institute committees and may vote on all Institute procedural issues and elections put forth for the general membership.

2.1.4 **Non-Member Participation.** Non-members of the Institute may participate on Institute Committees and Task Committees at the discretion of the Board of Governors. Non-members of the Institute may not serve as a Committee or Task Committee chair. Non-members of the Institute may not vote on Institute procedural issues or in elections.
ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

3.0 Code of Ethics. All members of the Institute shall be familiar with the Society’s Code of Ethics and bound by its provisions.

3.1 Separations from Institute Membership. Institute membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.

3.1.1 Nonpayment of Dues. Institute membership shall terminate in the event the Institute member’s dues become twelve (12) months in arrears.

3.1.2 Resignations. Any member of the Institute may tender resignation of Institute membership. Separation from Institute membership shall be effective upon receipt of notification or upon acceptance by the Board of Governors for resignations received while under investigation.

3.1.3 Expulsion. Any member of the Institute may be expelled for conduct in violation of the Institute Bylaws or the Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the opinion of the Board of Governors, is improper and prejudicial to the best interest of the Society or the Institute. Except for cases under the purview of the Society’s Committee on Professional Conduct, a decision to expel shall be preceded by a fair hearing at a meeting of the Board of Governors.

3.1.3.1 Separation Procedures. Separation from membership in the Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society’s Bylaws. For cases not under the purview of the Society’s Committee on Professional Conduct, the Board of Governors acts on behalf of the Institute. Decisions of the Board of Governors shall not be open to appeal except in cases involving a recommendation to expel a Society member, in which cases appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society’s Code of Ethics shall be referred to the Society Committee on Professional Conduct for determination on behalf of the Institute as provided in the Society’s Bylaws.

ARTICLE 4. FEES AND DUES

4.0 Dues Year. The Institute’s dues year is from January 1 through December 31.

4.1 Right to Levy Fees and Dues. The Board of Governors (hereinafter “Board”) shall establish member dues.
4.2 **Obligation to Pay.** Every Institute member shall be obligated to pay the fees and dues established by the Board in advance of January 1. An individual or group joining the Institute after the last day of June in any calendar year shall pay one-half (1/2) of the annual dues for that calendar year. An individual who is advanced from any grade to a higher grade in the Institute shall pay the annual dues of the higher grade, effective the next Institute membership year.

4.2.1 **Good Standing.** An Institute member whose obligation to pay is current shall be an Institute member in good standing.

4.3 **Statements.** Not later than December 1 each year, the Institute shall distribute to each non-Society member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of dues for the ensuing calendar year.

4.4 **Abatement of Dues.** The Board, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of Annual Dues, temporarily or permanently; may excuse the whole or any part of the dues which may be in arrears; and may remove any name from the list of those permanently excused from the payment of dues.

4.5 **Refunds.** There shall be no refund of dues remitted.

4.6 **Delinquency.** Any Institute member who is not in good standing may forfeit rights and privileges of membership as determined by the Board.

**ARTICLE 5. MANAGEMENT**

5.0 **Board of Governors.** The affairs, activities, and concerns of the Institute shall be under the direction of a Board of Governors (hereinafter the “Board”). The Board shall manage the affairs for the Institute. The Board has fiduciary, legal and strategic responsibilities, focuses on policy imperatives to guide operations, and ensures that the Institute uses these policies to work toward meeting its objective.

5.1 **Composition.** The Board shall have seven (7) voting members elected or appointed as follows: six (6) Governors shall be elected by the Institute membership and one (1) Governor shall be appointed by the Society’s Board of Directors. The Secretary and Past President shall be non-voting ex-officio members of the Board.

5.2 **Institute Director.** The Institute Director shall serve as Secretary. The Institute Director shall be employed by the Society, and is subject to Society employment rules. The Institute Director will be reviewed annually by the Society’s Executive Director, or his or her designee, after input from the President of the Board. The Institute Director is appointed, and can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board of the Institute.
The Institute Director shall retain independent contractors and other suppliers and agents, subject to direction by the Board. The Institute Director shall comply with policies and procedures of the Society, which shall be applicable to and binding on the Institute.

5.3 **Financial Management.**

5.3.1 **Fiscal Year.** The fiscal year of the Institute shall be from October 1 through September 30.

5.3.2 **Annual Budget.** The Institute annual budget must be approved by the Board and be in accordance with guidelines established by the Society’s Board of Direction. The Society Board of Direction shall review and approve the budget prior to the start of each fiscal year.

5.3.2.1 **Unbudgeted Expenses.** The Board shall be notified of any changes to the budget, any expenditure in excess of budgeted amounts, or expenditures for unbudgeted items.

5.4 **Assets.** All assets held by or for the Institute are vested in the Society and shall be handled according to its fiscal policies.

5.5 **Fiscal Responsibility.** The Board, with due responsibility to the Society’s Board of Direction, shall oversee the funds and assets of the Institute and shall direct the Institute Director in their management. Neither the Institute nor any individual Governor, Officer, member, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the Society.

5.6 **Revenues.** The Institute may raise revenue by means other than fees and dues, provided such means are consistent with the Society policy and maintain the Society’s tax exempt status. Any proposed solicitations, and the proposed acceptance of any grant or donation which contains any restriction, shall first be submitted to and approved by the Society Executive Director, as permissible. The Society Executive Director shall investigate and notify the Institute of his or her determination, including any restrictions or modifications on which approval is conditioned.

5.7 **Institute Reserves.** The Society shall create a general reserve fund when Institute revenues exceed Institute expenditures. The Institute shall control this reserve fund and shall use funds from this reserve for programs and activities of the Institute.

5.8 **Records.** The books and accounts of the Institute shall be kept by the Institute Director.

5.9 **Reporting.** Within ninety (90) days from the close of each fiscal year, the Institute Director shall provide to the Board a full and correct statement of the affairs of the Institute,
including but not limited to, a balance sheet and fiscal statement of operations for the preceding year.

5.10 **Audit.** The Institute Director shall procure annually an external audit of the books and records of the Institute. Such audit may be performed in conjunction with the Society annual audit. The books and records shall be made available to the Society Treasurer or his or her representative upon reasonable notice.

**ARTICLE 6. OFFICERS AND GOVERNORS**

6.0 **Officers.** The Officers of the Institute shall be the are a President, Vice-President, Treasurer, Past President and Secretary. The President, Vice-President and Treasurer shall be elected by the Board from among the sitting Governors of the Institute. The Officers of the Institute shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.0.1 **President.**

6.0.1.1 **Qualifications.** The President shall be a voting member in good standing of the Society and the Institute at the time of election and shall have served as Vice-President.

6.0.1.2 **Term.** The President shall serve a one (1) year term which shall begin at the start of the fiscal year and continue until a successor is installed. The President may be elected to serve one (1) additional term.

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

6.0.1.4 **Compensation.** The President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.1.5 **Duties.** The President shall preside at all meetings of the Institute Board and of the members of the Institute. The President may call Special Meetings of the Board or of the members as may be deemed proper. The President shall be empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute. The President, or the appointed designee, shall attend regular and special meetings of the Society Board of Direction and report at such meetings, if requested to do so. The President shall make available to the membership an Annual Report for the preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year.
6.0.2 Vice-President.

6.0.2.1 Qualifications. Candidates for Vice-President shall be voting members in good standing of the Institute and the Society. Additionally, Candidates for Vice-President shall have completed one (1) full term of service on the Board of Governors.

6.0.2.2 Term. The Vice-President shall serve a one (1) year term which shall begin at the start of the fiscal year and continue until a successor is installed. The Vice-President may be re-elected to serve one (1) additional term.

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

6.0.2.4 Compensation. The Vice-President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.2.5 Duties. The Vice-President shall act in place of the President when the President is not available. The Vice-President shall also serve as the vice-chair and attend all meetings of the Board.

6.0.3 Past President.

6.0.3.1 Qualifications. The Past President shall continue to be a voting member in good standing of the Institute and the Society and shall have had prior service on the Board as President.

6.0.3.2 Term. The Past President shall serve a one (1) year term which shall begin immediately following the conclusion of a term as President. A Past President may be recalled to serve as needed.

6.0.3.3 Vacancy. A vacancy in the office of Past President shall be filled for the unexpired portion of the term by the most recent available Past President who is available and willing to serve.

6.0.3.4 Compensation. The Past President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.3.5 Duties. The Past President shall attend all meetings of the Institute Board and of the members and perform such other duties as may be assigned from time to time by the Institute President. The Past President shall serve on the Awards Committee.
6.0.4 **Treasurer.**

6.0.4.1 **Qualifications.** The Treasurer shall be a voting member in good standing of the Institute and the Society.

6.0.4.2 **Term.** The Treasurer shall serve a one (1) year term which shall begin at the start of the fiscal year and continue until a successor is installed. The Treasurer may be elected to serve one (1) additional term.

6.0.4.3 **Vacancy.** A vacancy in the office of Treasurer shall be filled for the unexpired portion of the term by a qualified member of the Board, as determined by the Board at the time of the vacancy.

6.0.4.4 **Compensation.** The Treasurer does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.5 **Secretary.**

6.0.5.1 **Qualifications.** The Institute Director shall serve as Secretary.

6.0.5.2 **Term.** The term of the Secretary coincides with the term of employment of the Institute Director.

6.0.5.3 **Vacancy.** A vacancy in the office of Secretary shall be filled by the Society’s Executive Director, in consultation with the Board.

6.0.5.4 **Compensation.** The Secretary shall be compensated by the Society for duties performed as the Institute Director.

6.0.5.5 **Duties.** The Secretary shall attend all meetings of the Board and serve as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend. The Secretary shall be responsible for all correspondence of the Board and shall give notice of, and keep minutes of all meetings of the Board.

6.1 **Institute Governors.** There shall be seven (7) Institute Governors elected or appointed as follows: six (6) Governors elected by the Institute membership, and one (1) Governor appointed by the Society’s Board of Direction.
6.1.1 *Elected Institute Governors.*

6.1.1.1 **Qualifications.** An Elected Institute Governor shall be a voting member in good standing of the Institute and the Society.

6.1.1.2 **Term.** The term of office of each Elected Institute Governor shall be three (3) years which shall begin at the start of the fiscal year and continue until a successor is installed. An Elected Institute Governor may serve one (1) additional term. An Elected Institute Governor shall not be eligible to serve as an Appointed Institute Governor.

6.1.1.3 **Vacancy.** A vacancy in an Elected Institute Governor position shall be filled without undue delay for the remainder of the term as a direct appointment by the remaining members of the Board at the time of the vacancy.

6.1.1.4 **Compensation.** Elected Institute Governors shall not receive any salary or other compensation for their service as an Institute Governor but shall be entitled to reimbursement of reasonable expenses under procedures established by the Board and the Society.

6.1.1.5 **Duties.** An Elected Institute Governor represents the Institute's best interests as a member of the Board. As a member of the Board, an Elected Institute Governor helps monitor and steer the Institute toward its goals. An Elected Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.1.2 *Society Appointed Institute Governor.*

6.1.2.1 **Qualifications.** The Society Appointed Institute Governor shall be a voting member in good standing of the Institute and the Society. The Society Appointed Institute Governor shall be appointed by the Board of Direction upon recommendation of its President or President-elect.

6.1.2.2 **Term.** The term of office of the Society Appointed Institute Governor shall be one (1) year. The Society Appointed Institute Governor may be reappointed to successive one (1) year terms but shall not exceed three (3) years of total service. The Society Appointed Institute Governor is eligible to serve as an Elected Governor upon completion of their term of appointment.

6.1.2.3 **Vacancy.** A vacancy in the Society Appointed Institute Governor position shall be filled without undue delay for the remainder of the term by the Board of Direction, upon recommendation of the President or President-elect.
6.1.2.4 **Compensation.** The Society Appointed Institute Governor shall not receive any salary or other compensation for their service as an Institute Governor but shall be entitled to reimbursement of reasonable expenses under procedures established by the Board and the Society.

6.1.2.5 **Duties.** The Society Appointed Institute Governor represents the Institute’s best interests as a member of the Board and serves as a liaison to the Society’s Board of Direction. As a member of the Board, the Society Appointed Institute Governor helps monitor and steer the Institute toward its goals. The Society Appointed Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.2 **Removal from Office.** The incapacitation, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing, may be grounds for removal from the Board. An Institute Officer, other than the Secretary, or an Institute Governor may be removed from office by a unanimous vote of the remaining Institute Board and with the concurrence of the Society’s Board of Direction. The vacancy shall be filled in accordance with applicable provisions of the Institute Bylaws.

**ARTICLE 7. NOMINATIONS AND ELECTIONS**

7.0 **Address of Record.** The mailing address designated by the Institute member, except an APO or other temporary address, shall be considered as the Address of Record unless the Institute member instructs otherwise.

7.1 **Candidate.** A Candidate is a qualified Institute Member who is pursuing or considering the pursuit of an elected office within the Institute.

7.2 **Nominee.** A Nominee is a Candidate who has received the nomination of a Nominating Committee.

7.3 **Composition of Nominating Committee.** The Nominating Committee shall be comprised of five (5) voting Institute members, none of whom are current members of the Board. The Chair of the Nominating Committee shall be a Past President of the Institute or a Past Chair of the Engineering Mechanics Division. Members of the Nominating Committee shall serve a term of two (2) years and may be reappointed to serve one (1) additional term. No candidate for office shall be a member of the Nominating Committee. The Nominating Committee, with the approval of the Board, shall establish the election schedule and procedures. Diverse representation on the Board of Governors is an Institute objective.
7.4 *Nominations.*

7.4.1 *Potential Candidate Pool.* The Nominating Committee shall provide notification to and solicit Candidates from the general membership of the Institute and Institute organizational elements for the vacant elected positions.

7.4.2 *Declaration of Intent to Serve.* No later than April 15 of the year in which the election is to be held, Candidates shall submit to the Secretary a signed letter indicating acceptance and willingness to serve if elected, a short resume and vision statement in a format stipulated by the Nominating Committee.

7.4.3 *Official Nominees.* Both the procedures for the selection of Nominees and the ratification of the list of Nominees should consider the need to maintain diversity among the Governors. The Nominating Committee shall select more Nominees than the number of vacant Elected Institute Governor positions to be filled. The Nominating Committee shall submit the names of the Nominees to the Board for ratification. The Nominees ratified by the Board shall be known as the Official Nominee(s) and be designated as such on the election ballot. Official Nominees shall be fully informed by the Secretary of the qualifications, duties and requirements of the office for which they are nominated. Nominees who receive the highest number of votes will fill the vacant positions.

7.4.4 *Notification of Nominees.* The Secretary shall notify all Institute members, by notice in an Institute newsletter or such other appropriate means, of the Official Nominee(s).

7.5 *Technical Region Director.* The Board may, when called upon to do so, select by a majority vote of those present and voting no more than one (1) Candidate to be forwarded to the Technical Region Board of Governors Nominating Committee for consideration as an Official Nominee for the office of Technical Region Director on the Society’s Board of Direction.

7.6 *Distribution of Ballot.* For all voting members of the Institute in good standing as of May 15, the current year’s election ballot and instructions for voting shall be sent to the Address of Record not later than June 15. The election ballot shall include the names of all Official Nominees.

7.7 *Deadline for Receipt of Ballots.* The polls for the election shall close at the end of business on August 14 and the ballots shall be counted on August 15, except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so that the close of balloting and the counting of ballots shall fall on business days, and provided further that election ballots shall be counted not later than August 17.

7.8 *Tellers Committee.* The ballots shall be verified under the supervision of no fewer than three (3) Tellers who shall be appointed by the President from among the Institute or Society members in good standing. These Tellers comprise the Tellers Committee. No
count or listing of votes cast in any Institute election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person(s) who receives the largest number of valid votes shall be declared elected. In the event of a tie between two (2) or more persons, selection shall be made by the Board from the persons so tied.

7.9 **Election Results.** Upon adjournment of the Tellers Committee, the Secretary shall announce to the Institute membership the election results.

**ARTICLE 8. MEETINGS**

8.0 **Business Meetings.**

8.0.1 **Annual Membership Meeting.** The Institute shall convene at least one (1) business meeting annually, termed the Annual Membership Meeting.

8.0.1.1 **Requirements.** Additional Membership Meetings of the Institute may be convened at such date and place as shall be determined by the Board and designated in a notice to the membership at least thirty (30) days in advance of the meeting.

8.0.1.2 **Quorum.** A quorum for the Annual Membership Meeting shall be fifty (50) voting members.

8.0.2 **Other General Business Meetings.** The Institute may convene additional General Business Meetings.

8.0.2.1 **Requirements.** Additional Business Meetings of the Institute may be convened at such date and place as shall be determined by the Board and designated in a notice to the membership at least thirty (30) days in advance of the meeting.

8.0.2.2 **Quorum.** A quorum for any other General Business Meeting shall be fifty (50) voting members.

8.0.3 **Special Business Meetings.** The Institute may call Special Business Meetings.

8.0.3.1 **Requirements.** The Board may call Special Business Meetings of the Institute. The Board shall call a Special Business Meeting of the Institute upon written request of not less than fifty (50) members. Notice of a Special Business Meeting shall be published in an official Institute publication at least thirty (30) days prior to the date of the Special Business Meeting, or by special notice mailed to the members of the Institute not less than twenty (20) days prior to the date of the Special Business Meeting. Notice of a Special Business Meeting shall state the purpose of the
proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Business Meeting.

8.0.3.2 Quorum. A quorum for a Special Business Meeting shall be fifty (50) voting members.

8.0.4 Board of Governors Meetings.

8.0.4.1 Regular Meetings. No fewer than two (2) regular meetings of the Board shall be held each year. Regular Meetings may be called as determined by the Board. At least thirty (30) days advance notice of any such Regular Meeting shall be given by the Secretary to members of the Board.

8.0.4.2 Special Meetings. Special Meetings may be called as determined by the Board. At least ten (10) days advance notice of any such Special meeting shall be given by the Secretary to members of the Board. Notice of a Special Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Meeting.

8.0.4.3 Quorum. A majority of the members of the Board shall constitute a quorum at any meeting of the Board except for consideration of disciplinary action against a member. Seventy-five percent (75%) of the members of the Board shall constitute a quorum for the consideration of disciplinary action against a member.

8.0.4.4 Board of Governors Executive Sessions. Meetings of the Board may go into Executive Session upon the call of the meeting chair, or upon the motion of any member of the Board and affirmative vote of the Board. All voting members of the Board attend Executive Session as well as any individuals invited by the Board. Minutes reflecting actions taken in Executive Session shall be kept on file by the Society’s Managing Director of Engineering Programs.

8.1 Parliamentary Authority. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with the laws of the State in which the Society is incorporated or with the Institute’s Bylaws.

8.2 Meeting Participation by Alternative Means. Any member of the Board or any Board committee may participate in a meeting of the Board or any Board committee by means of a conference telephone or similar communications system that allows all persons participating in the meeting to hear each other at the same time. Such participation shall be considered presence in person at the meeting.
8.3 **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. COMMITTEES, ACADEMIES, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES**

9.0 **Objectives and Purposes of Organizational Entities.** The objectives and purposes of the Institute’s committees, academies, technical divisions, affiliated and other Organizational Entities shall be consistent with those of the Institute.

9.1 **Organizational Entities.** The Board may define, establish and discharge Organizational Entities such as committees, divisions, councils, student chapters, local chapters, and task committees as necessary or desirable to conduct the affairs of the Institute. Organizational Entities shall report to the Board.

9.2 **Committees.** The Board has the authority and responsibility to create and disband committees, establish duties, conditions, and terms of service, and approve committee appointments, including designation of the chair and other committee officers. Committees may create constituent committees, subcommittees, divisions, task groups or similar entities as required to accomplish their charge.

9.2.1 **Awards Committee.**

**Organization.** The Awards Committee shall be comprised of the most recent Past President who is willing and available to serve and four (4) voting Institute members. The Chair shall be appointed by the Board to serve a one (1) year term. The remaining members shall be appointed to serve two (2) year staggered terms and may be reappointed to serve one (1) additional term.

**Responsibilities.** The Awards Committee shall present recipient nominations to the Board for any awards administered by the Institute, in accordance with the award rules. The Awards Committee shall also make recommendations of candidates and members to the joint EMI/SEI committees that administer the Cermak Medal and the Newmark Medal.

9.3 **Tangible and Intangible Property.** Committee chairs shall return a committee’s tangible property and records, and all records relating to any intangible property and work product of the committee to the Institute when discharged, or when requested by the Board. Such materials and any intangible property including work products of the committee belong to the Institute. All committees (including any subcommittees), and all special delegates and representatives unless otherwise directed by the Board, shall be governed by this provision.
ARTICLE 10. ADMINISTRATIVE PROVISIONS

10.0 Organization. The Institute is organized within the Society. All policies and activities of the Institute shall be consistent with and subject to:

10.0.1 The Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics;

10.0.2 Applicable federal, state, and local antitrust, trade regulation, and other laws regulations and legal requirements;

10.0.3 All requirements to maintain the status of the Society as a not-for-profit organization exempt from Federal income tax under Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954, as amended (hereinafter referred to as the Code), qualifying at all times as an organization to which tax deductible contributions may be made pursuant to applicable sections of the Code;

10.0.4 All requirements imposed by relevant jurisdiction for maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and

10.0.5 Such other policies and procedures as are authorized under these documents.

10.1 Policy Statements. The Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. The Institute shall not take any action that may be deemed to express an attitude or action of the Society.

10.2 Relationships with Other Organizations. The Institute may establish relationships with other groups and may serve as the United States of America member Society to various international organizations, as approved by the Institute. These relationships shall not be in conflict with Society policies.

10.3 Conferences and Conventions. The Institute may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations subject to the terms and conditions described in agreements then in place between the Society and the Institute.

10.4 Publications. Publications of the Institute shall be consistent with written agreements that exist between the Society and the Institute. The Institute may develop journals, magazines, manuals of practice, miscellaneous publications and standards by itself or in conjunction with the Society or other organizations. The Society shall have the right of first refusal to act as the publisher of such publications.
10.5 **Resolutions.** Resolutions or recommendations may be addressed to the Society Board of Direction for consideration or approval and promulgation.

10.6 **Indemnification.** The Society shall indemnify the Institute’s Officers, Institute Director, members, employees, and agents, in their respective capacities as such, by providing each the same rights of indemnification as are given by the Society to Society Officers, members, employees, and agents.

10.7 **Dissolution.** At any duly constituted meeting, the Board, by a two-thirds (2/3) majority of those present and voting, may recommend dissolution of the Institute by the Society Board of Direction, provided that a written notice of this proposed action shall have been given at a previous meeting of Board, and provided further that the proposed dissolution shall have been published, together with an announcement soliciting membership comments, in an Institute, Society, or third party publication that normally reaches the entire membership by other means.

**ARTICLE 11. AMENDMENTS**

11.0 **Amendment.** The Institute Bylaws may be amended at a duly constituted meeting of the Institute Board by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at the previous meeting of the Board.

No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.
THE ENVIRONMENTAL AND WATER RESOURCES INSTITUTE (EWRI)
OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS

Created in 1999, the Environmental & Water Resources Institute of ASCE had an initial membership comprised of the former ASCE Environmental Engineering, Water Resources Engineering, Water Resources Planning and Management Division enrollees, as well as the Water and Environmental Standards Council. These Divisions and Council had a long and successful record of performance within ASCE, and EWRI expands on the strong core of products and services originated by these members. EWRI services are designed to complement ASCE’s traditional civil engineering base and to attract new categories of members who seek to enhance their professional and technical development. Details regarding EWRI products and services as well as current EWRI committee information can be found at www.asce.org/ewri.

EWRI’s vision is “Advancing water resources and environmental solutions to achieve a sustainable future.” In support of that vision, EWRI’s mission is to be the recognized worldwide leader within ASCE for the integration of technical expertise and public policy in the planning, design, construction, and operation of environmentally sound and sustainable infrastructure impacting air, land, and water resources. EWRI is committed to:

- A diverse and empowered membership
- Excellence in products and services
- Collaborative partnerships
- Innovative programs and solutions

EWRI provides for the technical, educational, and professional needs of its members; promotes the sustainable use, conservation, and protection of natural resources; and promotes human well-being by:

- Advancing the knowledge and improving the understanding of relevant sciences
- Improving the practice of engineering
- Partnering with national and international organizations
- Providing public policy input to governmental decision-makers

EWRI offers benefits and services designed to support the career success of its members and their progress within the field. EWRI offers the following career and professional growth opportunities:

- A network of environmental and water resources professionals
- Participation in technical activities, products and services committees, and task committees
- Discounts on EWRI publications and conferences
- Complimentary access to select conference and journal papers
- 5 free PDHs per year via web-based seminars
- *Currents* and e-Update, the EWRI newsletters, to keep members informed of new publications, continuing education courses, and conferences
- Journal subscription discounts on:
Journal of Environmental Engineering
Journal of Hazardous, Toxic, and Radioactive Waste Management
Journal of Hydraulic Engineering
Journal of Hydrologic Engineering
Journal of Irrigation and Drainage Engineering
Journal of Water Resources Planning and Management
Journal of Sustainable Water in the Built Environment

The FY 2019 Governing Board members are:

Kevin D. Nielsen, Ph.D., P.E., M.ASCE - President
Scott Struck, Ph.D., M.ASCE - President-Elect
Deborah H. Lee, P.E., PH, D.WRE, SES, M.ASCE - Vice President
Cristiane Queiroz Surbeck, Ph.D., P.E., ENV SP, F.EWRI, M.ASCE - Past-President
Marjorie E. Bedessem, P.E., M.ASCE - Treasurer
Eric David Loucks, P.E., D.WRE, M.ASCE - Technical Coordination ExCom Representative
Michael T. Buechter, P.E., D.WRE, M.ASCE - Member Services ExCom Representative
Jennifer Sloan Ziegler, Ph.D., P.E., M.ASCE - ASCE Presidential Appointee
Brian Parsons, M.ASCE - ASCE Staff, Secretary

Staff Contacts:
Brian K. Parsons, M.ASCE, Director
Barbara Whitten, M.ASCE, Technical Manager
Gabrielle Dunkley, Senior Manager
Jennifer Jacyna, Member Services Manager
Mark Gable, Senior Conference Manager
Nicole Erdelyi, Program Coordinator
ARTICLE 1. GENERAL

1.0 **Name.** The name of this Institute shall be the Environmental & Water Resources Institute (hereinafter referred to as the “Institute”) of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

1.1 **Objective.** The Objective of this Institute shall be to provide for the technical, educational, and professional needs of its members, and to serve the public in the use, conservation, and protection of natural resources and in the enhancement of human well-being by:

- Advancing the knowledge and improving the understanding of relevant sciences;
- Improving environmental and water resources practices;
- Partnering with national and international organizations; and
- Providing public policy input to governmental decision-makers.

The Institute shall strive to be the leader for integrating technical expertise and public policy into the planning, design, construction, operation, management, and regulation of environmentally sound and sustainable infrastructure involving air, land, and water resources.

The Institute shall strive for a diverse, active and empowered membership, excellence in products and services, collaborative associations and innovative programs.

ARTICLE 2. MEMBERSHIP

2.0 **Membership Qualifications.** Membership in the Institute shall be open to any Society member in good standing as well as to other persons and organizations interested in advancing the objective of the Institute.

2.1 **Membership Categories.** The Membership Categories shall be differentiated as Individual Member and Organizational Member.

2.1.1 **Individual Member.** Individual Member applies to a single person joining the Institute and shall be open to individuals involved or interested in policies, programs and projects related to the interests of the Institute. There are four (4) Individual Member classifications within the Institute.
2.1.1.1 **Student Member.** Individuals who are undergraduate or graduate students enrolled in an engineering or technology degree program with an interest in the Institute’s focus.

2.1.1.2 **Member.** Any Society member in good standing interested in advancing the Objective of the Institute.

2.1.1.3 **EWRI Fellow.** There shall be no direct admission to EWRI Fellow grade. Admission shall only be by advancement from the grade of Member, or Institute-only Member, based on accomplishments, achievements or scholarship, as recognized by the Board of Governors (hereinafter the “Board”).

2.1.1.4 **Institute-only Member.** Any individual who is not a member of the Society and who is interested in advancing the Objective of the Institute.

2.1.2 **Organizational Member.** Organizational Member shall apply to associations, government agencies, educational institutions, or corporations engaged in the interests of the Institute. Organizational Member does not imply that all members of the organization are members of the Institute. The number of Individual Memberships and other benefits associated with Organizational Membership shall be as established in the Rules. There are four (4) Organizational Member classifications within the Institute:

- **2.1.2.1 Association Member.** A professional, technical, or educational society or similar entity.
- **2.1.2.2 Government Member.** A federal, state, local or international government agency.
- **2.1.2.3 Education Member.** Post-secondary institutions of research, resident instruction and continuing education.
- **2.1.2.4 Corporate Member.** For-profit organizations, including public utilities, whether incorporated or not.

2.2 **Participation.**

2.2.1 **Individual Members.** With the exception of Student Members, Individual Members in good standing may be appointed to and participate on Institute committees, serve as a representative or special delegate of the Institute, serve on the Institute Board, and vote on all Institute procedural issues and elections put forth to the Institute membership.

2.2.2 **Non-Member Participation.** Non-members of the Institute may participate as voting members of the Institute’s Standards Committees. Non-members of the
Institute may not vote on Institute procedural issues or in elections, participate on other Institute Committees, Councils, Task Committees or their constituent committees. Non-members of the Institute are not eligible to be reimbursed for expenses.

ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

3.0  **Code of Ethics.** All members of the Institute and non-member participants shall be familiar with the Society’s Code of Ethics and bound by its provisions.

3.1  **Separations from Institute Membership.** Institute membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.

3.1.1  **Nonpayment of Dues.** Institute membership shall terminate in the event the Institute member’s dues become twelve (12) months in arrears.

3.1.2  **Resignations.** Any member of the Institute may tender resignation of Institute membership. Separation from Institute membership shall be effective upon receipt of notification or upon acceptance by the Board for resignations received while under investigation for Code of Ethics violations.

3.1.3  **Expulsion.** Any member of the Institute may be expelled for conduct in violation of the Institute Bylaws or the Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the opinion of the Board, is improper and prejudicial to the best interest of the Society or the Institute. Except for cases under the purview of the Society’s Committee on Professional Conduct, a decision to expel shall be preceded by a fair hearing at a meeting of the Board.

3.1.3.1  **Separation Procedures.** Separation from membership in the Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society’s Bylaws. For cases not under the purview of the Society’s Committee on Professional Conduct, the Board acts on behalf of the Institute. Decisions of the Board shall not be open to appeal except in cases involving a recommendation to expel a Society member, in which cases appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society’s Code of Ethics shall be referred to the Society Committee on Professional Conduct for determination on behalf of the Institute as provided in the Society’s Bylaws.

A Society member who is expelled shall not be eligible to become an Institute-only Member.
ARTICLE 4. FEES AND DUES

4.0 **Dues Year.** The Institute's dues year is from January 1 through December 31.

4.1 **Right to Levy Fees and Dues.** The Board shall establish member dues.

4.2 **Obligation to Pay.** In advance of January 1, every Institute member shall be obligated to pay the fees and dues established by the Board. An individual or organization joining the Institute after the last day of June in any calendar year shall pay one-half (1/2) of the Annual Dues for that calendar year. An individual who is advanced from any grade to a higher grade in the Institute shall pay the Annual Dues of the higher grade, effective the next Institute membership year.

4.2.1 **Good Standing.** An Institute member whose obligation to pay is current shall be an Institute member in good standing.

4.3 **Statements.** Not later than December 1 each year, the Institute shall distribute to each non-Society member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of dues for the ensuing calendar year.

4.4 **Abatement of Dues.** The Board, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of Annual Dues, temporarily or permanently; may excuse the whole or any part of the dues which may be in arrears; and may remove any name from the list of those permanently excused from the payment of dues.

4.5 **Refunds.** There shall be no refund of dues remitted.

4.6 **Delinquency.** Any Institute member who is not in good standing may forfeit rights and privileges of membership as determined by the Board.

4.7 **Annual Dues.** The Annual dues payable by the Institute membership shall be as established by the Board and presented in the Institute’s Operations Handbook.

ARTICLE 5. MANAGEMENT

5.0 **Board of Governors.** The affairs, activities, and concerns of the Institute shall be under the direction of a Board of Governors. The Board shall manage the affairs for the Institute. The Board has fiduciary, legal and strategic responsibilities, focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations, and ensures that the Institute uses these policies to work toward meeting its Objective.

5.1 **Composition.** The Board shall have eight (8) voting members elected or appointed as follows: four (4) Officers elected by the Institute membership, one (1)
Governor who shall be appointed by the Society’s Board of Direction, one (1) Governor who shall be recommended by the Institute Technical Activities Coordination Executive Committee and approved by a majority of the Institute Board, one (1) Governor who shall be recommended by the Member Services Executive Committee and approved by a majority of the Institute Board, and the Treasurer who shall be recommended annually for appointment to the Board by the Institute President-Elect for approval by a majority of the Institute Board.

5.2 **Institute Director.** The Institute Director, who shall serve as Secretary, shall be a non-voting attendee of the Board. The Institute Director shall be employed by the Society, and is subject to Society employment rules. The Institute Director will be reviewed annually by the Society’s Executive Director, or his or her designee, after input from the Past President of the Board. The Institute Director is appointed, and can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board of the Institute.

The Institute Director shall retain independent contractors and other suppliers and agents, subject to direction by the Board. The Institute Director shall comply with policies and procedures of the Society, which shall be applicable to and binding on the Institute.

5.3 **Financial Management.**

5.3.1 **Fiscal Year.** The fiscal year of the Institute shall be from October 1 through September 30.

5.3.2 **Annual Budget.** The Institute annual budget shall be approved by the Board and be in accordance with guidelines established by the Society’s Board of Direction. The Society’s Board of Direction shall review and approve the budget prior to the start of each fiscal year.

5.3.2.1 **Unbudgeted Expenses.** The Institute Board shall be notified of any changes to the budget, any expenditure in excess of budgeted amounts, or expenditures for unbudgeted items.

5.4 **Assets.** All assets held by or for the Institute are vested in the Society and shall be handled according to the Society’s fiscal policies.

5.5 **Fiscal Responsibility.** The Board, with due responsibility to the Society’s Board of Direction, shall oversee the funds and assets of the Institute and shall direct the Institute Director in their management. Neither the Institute nor any individual Governor, Officer, member, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the Society.

5.6 **Revenues.** The Institute may raise revenue by means other than fees and dues, provided such means are consistent with the Society policy and maintain the Society’s tax-exempt status. Any proposed solicitations, and the proposed acceptance of any grant
or donation which contains any restriction, shall first be submitted to and approved by the Society Executive Director, as permissible. The Society Executive Director shall investigate and notify the Institute of his or her determination, including any restrictions or modifications on which approval is conditioned.

5.7 Institute Reserves. The Society shall create a general reserve fund when Institute revenues exceed Institute expenditures. The Institute shall control this reserve fund and shall use funds from this reserve for programs and activities of the Institute.

5.8 Records. The books and accounts of the Institute shall be kept by the Institute Director.

5.9 Reporting. Within ninety (90) days from the close of each fiscal year, the Institute Director shall provide to the Board a full and correct statement of the affairs of the Institute, including but not limited to, a balance sheet and fiscal statement of operations for the preceding year.

5.10 Audit. The Institute Director shall procure annually an external audit of the books and records of the Institute. Such audit may be performed in conjunction with the Society annual audit. The books and records shall be made available to the Society Treasurer or his or her representative upon reasonable notice.

ARTICLE 6. OFFICERS AND GOVERNORS

6.0 Officers. The elected Officers of the Institute shall be the President, President-elect, Vice President, and Past President continuing to be a member of the Board. The appointed Officers are a Secretary and a Treasurer. The Officers of the Institute shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.0.1 President.

6.0.1.1 Qualifications. The President shall be a voting Institute member in good standing for a period of at least one (1) year.

6.0.1.2 Term. The President shall serve a one (1) year term and 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 another term in the same office.

6.0.1.3 Vacancy. A vacancy in the office of President shall be filled for the unexpired portion of the term by a qualified member of the Board, as determined by the Board at the time of the vacancy.
6.0.1.4 **Compensation.** The President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.1.5 **Duties.** The President shall preside at all meetings of the Board and of the members of the Institute. The President may call Special Meetings of the Board or of the membership as may be deemed proper. The President shall be empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute. The President, or the appointed designee, shall attend regular and special meetings of the Society Board of Direction and report at such meetings, if requested to do so. The President shall make available to the membership an annual report for the preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year.

6.0.2 **President-elect.**

6.0.2.1 **Qualifications.** The President-elect shall be a voting Institute member in good standing for a period of at least one (1) year. Additionally, the President-elect shall have completed one (1) full term of service on the Board as Vice President.

6.0.2.2 **Term.** The President-elect shall serve a one (1) year term and assume the office immediately following the conclusion of a term as Vice-President. After serving one (1) full term, the President-elect shall be ineligible to serve another term in the same office.

6.0.2.3 **Vacancy.** A vacancy in the office of President-elect shall be filled by a member of the Board, as determined by the Board at the time of the vacancy.

6.0.2.4 **Compensation.** The President-elect does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.2.5 **Duties.** The President-elect shall act in place of the President when the President is not available, and serve as the vice-chair and attend all meetings of the Board. The President-elect shall prepare the agenda for and preside at an annual Institute Strategic Planning meeting.

6.0.3 **Vice President.**

6.0.3.1 **Qualifications.** The Vice President shall be a voting Institute member in good standing for a period of at least one (1) year at the time of election.
6.0.3.2 **Term.** The Vice President shall serve a one (1) year term which shall begin on October 1. After serving one (1) full term, the Vice President shall be ineligible for re-election to the same office.

6.0.3.3 **Vacancy.** A vacancy in the office of Vice President shall be filled by a qualified member of the Board, as determined by the Board at the time of the vacancy.

6.0.3.4 **Compensation.** The Vice President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.3.5 **Duties.** The Vice President shall prepare the agenda for and preside at an annual Institute leadership meeting of Institute committee leaders, as determined by the Board.

6.0.4 **Past President.**

6.0.4.1 **Qualifications.** The Past President shall be a voting Institute member in good standing and shall have had prior service on the Board as President.

6.0.4.2 **Term.** The Past President shall serve a one (1) year term immediately following the conclusion of a term as President.

6.0.4.3 **Vacancy.** A vacancy in the office of Past President shall be filled by the most recent Past President who is available and willing to serve.

6.0.4.4 **Compensation.** The Past President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.4.5 **Duties.** The Past President shall attend all meetings of the Board and of the members and perform such other duties as may be assigned from time to time by the President. The Past President shall serve as chair of the Nominations and Elections Committee.

6.0.5 **Secretary.**

6.0.5.1 **Qualifications.** The Institute Director shall serve as Secretary.

6.0.5.2 **Term.** The term of the Secretary coincides with the term of employment of the Institute Director.
6.0.5.3 **Vacancy.** A vacancy in the office of Secretary shall be filled by the Society’s Executive Director in consultation with the Board.

6.0.5.4 **Compensation.** The Secretary shall be compensated by the Society for duties performed as the Institute Director.

6.0.5.5 **Duties.** The Secretary shall attend all meetings of the Board and serve as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend. The Secretary shall be responsible for all correspondence of the Board and shall give notice of, and keep minutes of all meetings of the Board.

6.0.6 **Treasurer.**

6.0.6.1 **Qualifications.** The Treasurer shall be a voting Institute member in good standing for a period of at least one (1) year at the time of appointment.

6.0.6.2 **Term.** The Treasurer shall serve a one (1) year term and shall be eligible for reappointment. A majority of the Board in a Regular or Special Meeting shall be required to appoint the Treasurer. The term of the Treasurer begins on October 1.

6.0.6.3 **Vacancy.** A vacancy in the office of Treasurer shall be filled by appointment of the Board.

6.0.6.4 **Compensation.** The Treasurer does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.6.5 **Duties.** The Treasurer shall monitor the general funds of the Institute, shall oversee all transactions of the Institute and shall provide an annual financial report to the Board. The Treasurer shall attend all meetings of the Board.

6.1 **Institute Governors.** Institute Governors shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.1.1 **Institute Appointed Governors.**

6.1.1.1 **Qualifications.** An Institute Appointed Governor shall be a voting Institute member in good standing for a period of at least one (1) year at the time of appointment. One (1) Governor shall be from the Institute Technical Activities Coordination Executive Committee and one (1) Governor shall be from the Member Services Executive Committee.
6.1.1.2 **Term.** The term of office of an Institute Appointed Governor shall be two (2) years and commence on October 1.

6.1.1.3 **Vacancy.** When a vacancy occurs in an Institute Appointed Governor position, other than by expiration of term, the vacancy shall be filled without undue delay for the remainder of the term by the Executive Committee the individual represented on the Board.

6.1.1.4 **Compensation.** Institute Appointed Governors shall not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.1.1.5 **Duties.** An Institute Appointed Governor represents the Institute’s best interests as a member of the Board, helps monitor and steer the Institute toward its goals, and may serve on Board committees, task committees, and/or in other roles as assigned. The Governor from the Institute Technical Activities Coordination Executive Committee shall serve as its Chair. The Governor from the Member Services Executive Committee shall serve as its Chair.

6.1 **Society Appointed Institute Governor.**

6.1.1.1 **Qualifications.** The Society Appointed Institute Governor shall be a voting Institute and Society member in good standing for a period of at least one (1) year at the time of appointment. The Society Appointed Institute Governor shall be appointed by the Board of Direction upon recommendation of its President or President-elect.

6.1.1.2 **Term.** The term of office of the Society Appointed Institute Governor shall be one (1) year. The Society Appointed Institute Governor may be reappointed to successive one (1) year terms but shall not exceed three (3) years of total service.

6.1.1.3 **Vacancy.** When a vacancy occurs in the Society Appointed Institute Governor position, other than by expiration of a Society Appointed Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term by the Board of Direction, upon recommendation of the President or President-elect.

6.1.1.4 **Compensation.** The Society Appointed Institute Governor shall not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.
6.1.1.5 Duties. The Society Appointed Institute Governor represents the Institute’s best interests as a member of the Board and serves as a liaison to the Society’s Board of Direction. As a member of the Board, the Society Appointed Institute Governor helps monitor and steer the Institute toward its goals. The Society Appointed Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.2 Removal from Office. The incapacitation of any Institute Officer or Institute Governor, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing, may be grounds for removal from the Board. An Institute Officer or Institute Governor may be removed from office by a two-thirds (2/3) majority vote of the Board and concurrence of the Society’s Board of Direction. The vacancy shall be filled in accordance with applicable provisions of the Institute Bylaws.

6.2.1 Absences from Meetings of the Board of Governors. In the event of absence of an Officer or Governor from two (2) consecutive meetings of the Board, the individual shall be automatically removed from the Board at the conclusion of such second meeting, unless retained by the majority vote of the Board before the conclusion of such second meeting.

6.3 Limitations. After completing a term as an elected Officer, an individual shall not be eligible to serve as an Institute Appointed Governor. An individual appointed as a Governor is eligible to serve as an elected Officer. No Board Member shall serve more than eight (8) years, excluding time served as Treasurer.

ARTICLE 7. NOMINATIONS AND ELECTIONS

7.0 Address of Record. The mailing address designated by the Institute member, except an APO or other temporary address, shall be considered as the Address of Record unless the Institute member instructs otherwise.

7.1 Candidate. A Candidate is a qualified Institute Member who is pursuing or considering the pursuit of an elected office within the Institute.

7.2 Nominee. A Nominee is a Candidate who has received the nomination of a Nominating Committee, or who has submitted a validated petition for nomination to the Chair of the Nominations and Elections Committee.

7.3 Composition of Nominations and Elections Committee. The Nominations and Elections Committee shall be comprised of the two (2) most recent Past Presidents available and willing to serve, and the sitting Past President of the Board who shall serve as Chair. No Candidate for office shall be a member of the Nominations and Elections Committee.
7.4 **Nominations.**

7.4.1 **Potential Candidate Pool.** The Nominations and Elections Committee shall solicit Candidates from the general membership of the Institute and Institute organizational elements for the positions to be filled. Candidates for elected office may also be proposed for consideration by members of the Nominations and Elections Committee.

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

7.4.3 **Official Nominees.** Nominee(s) selected by the Nominations and Elections Committee shall be known as the Official Nominee(s) and be designated as such on the election ballot. Official Nominees shall be fully informed by the Secretary of the qualifications, duties and requirements of the office for which they are nominated.

7.4.4 **Petition Nominees.** Candidates who wish to pursue election by petition shall file the required number of signatures with the Secretary not later than June 1 of the year in which the election is to be held. Petitions shall contain the signatures of at least two hundred (200) voting Individual Members of the Institute. Candidates who submit the appropriate number of petition signatures shall be known as Petition Nominees and be designated as such on the election ballot. Petition Nominees shall be fully informed by the Secretary of the qualifications, duties and requirements of the office for which they are nominated.

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

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

7.5 **Technical Region Director.** The Nominations and Elections Committee may submit at least one (1) Candidate to the Institute Board for consideration to fill the Technical Region Director position on the Society’s Board of Direction. The Institute Board shall forward the approved Candidates to the Technical Region Board of Governors by the established deadline.
7.6 **Distribution of Ballot.** For all voting members of the Institute in good standing as of May 15, the current year’s election ballot and instructions for voting shall be sent to the Address of Record not later than June 15.

7.7 **Deadline for Receipt of Ballots.** The polls for the election shall close at the end of business on July 14 and the ballots shall be counted on July 15, except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so that the close of balloting and the counting of ballots shall fall on business days, and provided further that election ballots shall be counted not later than July 17.

7.8 **Tellers Committee.** The ballots shall be verified under the supervision of no fewer than three (3) Tellers who shall be appointed by the President from among the Institute members in good standing. These Tellers comprise the Tellers Committee. No count or listing of votes cast in any Institute election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board from the persons so tied.

7.9 **Election Results.** Upon adjournment of the Tellers Committee, the Secretary shall immediately announce to the Institute membership the election results.

ARTICLE 8. MEETINGS

8.0 **Business Meetings.**

8.0.1 **Annual Membership Meeting.** The Institute shall convene at least one (1) business meeting annually, termed the Annual Membership Meeting.

8.0.1.1 **Quorum.** A quorum for the Annual Membership meeting shall be twenty (20) voting members.

8.0.2 **Other General Business Meetings.** The Institute may convene additional General Business Meetings.

8.0.2.1 **Requirements.** Additional Business Meetings of the Institute may be convened at such date and place as shall be determined by the Board and designated in a notice to the membership at least thirty (30) days in advance of the meeting.

8.0.2.2 **Quorum.** A quorum for any other General Business Meeting shall be twenty (20) voting members.

8.0.3 **Special Business Meetings.** The Institute may call Special Business Meetings.
8.0.3.1 **Requirements.** The Board may call Special Business Meetings of the Institute. The Board shall call a Special Business Meeting of the Institute upon written request of not less than three (3) Board members or one hundred (100) Institute members. Notice of a Special Business Meeting shall be published in an official Institute publication at least fifteen (15) days prior to the date of the Special Business Meeting, or by special notice mailed to the members of the Institute not less than twenty (20) days prior to the date of the Special Business Meeting. Notice of a Special Business Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Business Meeting.

8.0.3.2 **Quorum.** A quorum for a Special Business Meeting shall be twenty (20) voting members.

8.0.4 **Board of Governors Meetings.**

8.0.4.1 **Requirements.** No fewer than two (2) regular meetings of the Board shall be held each year. Regular Meetings may be called as determined by the Board. At least thirty (30) days advance notice of any such Regular Meeting shall be given by the Secretary to members of the Board.

8.0.4.2 **Special Meetings.** Special Meetings may be called as determined by the Board at a previous meeting. At least ten (10) days advance notice of any such Special Meeting shall be given by the Secretary to members of the Board. Notice of a Special Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such special meeting.

8.0.4.3 **Quorum.** A majority of the members of the Board shall constitute a quorum at any meeting of the Board except for consideration of disciplinary action against a member. Seventy-five percent (75%) of the members of the Board shall constitute a quorum for the consideration of disciplinary action against a member.

8.0.4.4 **Board of Governors Executive Sessions.** Meetings of the Board may go into Executive Session upon the call of the meeting chair, or upon the motion of any member of the body and affirmative vote of the body. All members of the body attend Executive Session as well as any individuals invited by the body. Minutes reflecting actions taken in Executive Session shall be kept on file by the Society’s Managing Director of Engineering Programs.

8.1 **Parliamentary Authority.** The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised*, shall govern the Institute in all cases to which they are
applicable and in which they are not inconsistent with the laws of the State in which the
Institute is incorporated or with the Institute’s Bylaws.

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

8.3 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. COMMITTEES, ACADEMIES, AFFILIATED AND OTHER
ORGANIZATIONAL ENTITIES

9.0 Objectives and Purposes of Organizational Entities. The objectives and
purposes of the Institute’s committees, academies, technical divisions, affiliated and other
Organizational Entities shall be consistent with those of the Institute.

9.1 Organizational Entities. The Board may define, establish and discharge
Organizational Entities such as standing councils and committees, student chapters, local
chapters, and task committees as necessary or desirable to conduct the affairs of the
Institute.

9.2 Committees. The Board has the authority and responsibility to create and disband
committees, establish duties, conditions, and terms of service, and approve committee
appointments, including designation of the chair and other committee officers.
Committees may create constituent committees, subcommittees, divisions, task groups
or similar entities as required to accomplish their charge.

9.2.1 Technical Activities Coordination Executive Committee. The
Technical Activities Coordination Executive Committee shall coordinate activities
through their respective councils and standing committees

9.2.2 Member Services Executive Committee. The Member Services
Executive Committee shall coordinate activities through their respective councils
and standing committees.

9.3 Tangible and Intangible Property. Committee chairs shall return a committee’s
tangible property and records, and all records relating to any intangible property and work
product of the committee to the Institute when discharged, or when requested by the
Board. Such materials and any intangible property including work products of the
committee belong to the Institute. All committees (including any subcommittees), and all
special delegates and representatives unless otherwise directed by the Board, shall be
governed by this provision.
ARTICLE 10. ADMINISTRATIVE PROVISIONS

10.0 Organization. The Institute is organized within the Society. All policies and activities of the Institute shall be consistent with and subject to:

10.0.1 The Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics;

10.0.2 Applicable federal, state, and local antitrust, trade regulation, and other laws regulations and legal requirements;

10.0.3 All requirements to maintain the status of the Society as a not-for-profit organization exempt from Federal income tax under Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954, as amended (hereinafter referred to as the Code), qualifying at all times as an organization to which tax deductible contributions may be made pursuant to applicable sections of the Code;

10.0.4 All requirements imposed by relevant jurisdiction for maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and

10.0.5 Such other policies and procedures as are authorized under these documents.

10.1 Policy Statements. The Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. The Institute shall not take any action that may be deemed to express an attitude or action of the Society.

10.2 Resolutions. Resolutions or recommendations may be addressed to the Society Board of Direction for consideration or approval and promulgation.

10.3 Relationships with Other Organizations. The Institute may form relationships with other groups and may serve as the United States of America member Society to various international organizations, as approved by the Institute. These relationships shall not be in conflict with Society policies.

10.4 Conferences and Conventions. The Institute may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations subject to the terms and conditions described in agreements then in place between the Society and the Institute.

10.5 Publications. Publications of the Institute shall be consistent with written agreements that exist between the Society and the Institute. The Institute may develop
journals, magazines, manuals of practice, miscellaneous publications and standards by
itself or in conjunction with the Society or other organizations. The Society shall have
the right of first refusal to act as the publisher of such publications.

All members of the Institute shall be entitled to receive Institute publications at member
rates and other Society distributed publications at the rates determined by the Society.

10.6 **Indemnification.** The Society shall indemnify the Institute’s Officers, Institute
Director, members, employees, and agents, in their respective capacities as such, by
providing each the same rights of indemnification as are given by the Society to Society
Officers, members, employees, and agents.

10.7 **Dissolution.** At any duly constituted meeting, the Board, by a two-thirds (2/3)
majority of those present and voting, may recommend dissolution of the Institute by the
Society Board of Direction, provided that a written notice of this proposed action shall
have been given at a previous meeting of Board, and provided further that the proposed
dissolution shall have been published, together with an announcement soliciting
membership comments, in an Institute, Society, or third party publication that normally
reaches the entire membership by other means.

**ARTICLE 11. AMENDMENTS**

11.0 **Amendment.** The Institute Bylaws may be amended at a duly constituted meeting
of the Board by a two-thirds (2/3) majority of those present and voting, provided that a
written notice of such proposed amendment shall have been given at the previous
meeting of the Board.

No amendment to these Bylaws shall be effective until approved by the Society Board of
Direction.
The American Society of Civil Engineers (ASCE) created the Geo-Institute (G-I) in October 1996. The Geo-Institute is an organization of individual geo-professionals, organizational members, and affiliated local Chapters that are members of ASCE sections and branches, and affiliated graduate student organizations located at colleges and universities. Geo-professionals include engineers, scientists, engineering geologists, and technologists who have technical interests in soil, rock, and the fluids they contain and who have as a common goal the application of that interest to the improvement of the environment, the mitigation of natural hazards, and the economical construction of engineered facilities.

**Goal:** The primary goal of the Geo-Institute is to advance the geo-professional community.

**Vision:** The G-I’s vision over the upcoming five years centers around four primary areas.

- Being a more member-centric association
- Being the primary source of career development support for geo-professionals
- Building collaboration among groups serving our profession, and
- Developing a stronger business model

**Values to Maintain:** The G-I recognizes that key values for the geo-profession need to be maintained including the following:

- Long-standing high-level reputation within the geo-profession
- Overall best source of information and networking for our profession
- High value publications for the membership, and
- An international, national, and local presence

**Strategies:** The G-I is envisioning the following key strategies over the upcoming five years to realize its vision:

- Reviewing existing membership demographic data
- Gathering feedback formally and informally from members and leaders who support our members
- Surveying our members
- Being more responsive to member feedback
- Maintaining and improving the G-I website
- Making the Geo-Congress more effective in promoting career development and serving the needs of the profession;
- Assembling the best professional development resources
- Seeking joint activities with affiliated organizations
- Formalizing alliances with regulatory agencies
• Maintaining and expanding our current alliances;
• Investigating alternative conference and subscription models
• Assessing potential for new revenues tied to the creation of new web resources
• Expanding our continuing education and publication offerings

The Geo-Institute serves as the United States of America member society of the International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE).

The Geo-Institute is led by a Board of Governors (BoG) consisting of eight voting and one nonvoting member. The nonvoting governor is the Geo-Institute Director who serves as board Secretary. The International Secretary to the ISSMGE frequently attends Board of Governors meetings.

Additional information about Geo-Institute strategic plan, committees and activities can be obtained by contacting the Geo-Institute at ASCE Headquarters at 1-800-548-ASCE (2723) ext. 6350.
ARTICLE 1. GENERAL

1.0 Name. The name of this Institute shall be The Geo-Institute (hereinafter referred to as the “Institute”) of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

1.1 Objective. The Objective of this Institute shall be to advance the geo-profession and geo-professional community.

ARTICLE 2. MEMBERSHIP

2.0 Membership Qualifications. Membership in the Institute shall be open to any Society member in good standing as well as to other persons and organizations interested in advancing the objective of the Institute.

2.1 Membership Categories. The Membership Categories shall be differentiated as Individual Member and Organizational Member.

2.1.1 Individual Member. Individual Member applies to a single person joining the Institute and shall be open to individuals involved in policies, programs and projects related to the interests of the Institute. There are three (3) Individual Member classifications within the Institute.

2.1.1.1 Student Member. Individuals who are full-time students pursuing a post-baccalaureate degree in engineering, the physical sciences, the life sciences or mathematics and undergraduate students enrolled in civil or geological engineering programs with an interest in the Institute’s focus.

2.1.1.2 Member. Any Society member in good standing interested in advancing the objective of the Institute.

2.1.1.3 Institute Only Member. Any person who is not a member of the Society and who is interested in advancing the objective of the Institute and can demonstrate one (1) or more of the following qualifications:

a. A baccalaureate degree in engineering, the physical sciences, the life sciences or mathematics; or
b. Two (2) years of full-time-equivalent study at a college or university in any discipline plus five (5) years of experience in the geo-industry. Up to two (2) additional years of full-time-equivalent study at a college or university may be counted as two (2) years of experience in the geo-profession; or

c. Eight (8) years of experience in the geo-profession.

2.1.2 Organizational Member. Organizational Member shall apply to professional, educational, or technical societies and associations, government agencies, corporations and industry firms engaged in the Objective of the Institute. Organizational Member does not imply that all members of the organization are members of the Institute. There are two (2) categories of Organizational Member:

2.1.2.1 Corporate Member. Corporate Membership is open to associations, government agencies, organizations and corporations interested in advancing the objective of the Institute. The benefits of Corporate Membership are defined in the Institute’s Policies and Procedures.

2.1.2.2 Premier Member. Premier Membership is open to associations, government agencies, organizations and corporations interested in advancing the objective of the Institute. The benefits of Premier Membership are defined in the Institute’s Policies and Procedures.

2.1.3 Member Participation. Except for Student Members, Individual Members in good standing may be appointed to and participate on Institute committees and may vote on all Institute procedural issues and elections put forth to the Institute membership.

2.1.4 Non-Member Participation. Non-members and Student Members of the Institute may participate on Institute Committees and Task Committees as non-voting members but may not serve as a Committee or Task Committee chair. Non-members of the Institute may vote on the Institute’s Standards Committee but shall not vote on Institute procedural issues or in elections.

ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

3.0 Code of Ethics. All members of the Institute and non-member participants shall be familiar with the Society’s Code of Ethics and bound by its provisions.

3.1 Separations from Institute Membership. Institute membership shall be terminated by: (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.
3.1.1 **Nonpayment of Dues.** Institute membership shall terminate in the event the Institute member’s dues become twelve (12) months in arrears.

3.1.2 **Resignation.** Any member of the Institute may tender resignation of Institute membership. Separation from Institute membership shall be effective upon receipt of notification or upon acceptance by the Board of Governors for resignations received while under investigation for Code of Ethics violations.

3.1.3 **Expulsion.** Any member of the Institute may be expelled for conduct in violation of the Institute Bylaws or the Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the opinion of the Board of Governors, is improper and prejudicial to the best interest of the Society or the Institute. Except for cases under the purview of the Society’s Committee on Professional Conduct, a decision to expel shall be preceded by a fair hearing at a meeting of the Board of Governors.

3.1.3.1 **Separation Procedures.** Separation from membership in the Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society’s Bylaws. For cases not under the purview of the Society’s Committee on Professional Conduct, the Board of Governors acts on behalf of the Institute. Decisions of the Board of Governors shall not be open to appeal except in cases involving a recommendation to expel a Society member, in which cases appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society’s Code of Ethics shall be referred to the Society’s Committee on Professional Conduct for determination on behalf of the Institute as provided in the Society’s Bylaws.

**ARTICLE 4. FEES AND DUES**

4.0 **Dues Year.** The Institute’s dues year is January 1 through December 31.

4.1 **Right to Levy Fees and Dues.** The Board of Governors shall establish member dues.

4.2 **Obligation to Pay.** In advance of January 1, every Institute member shall be obligated to pay the fees and dues established by the Board of Governors. An individual or organization joining the Institute after the last day of June in any calendar year shall pay one-half (1/2) of the Annual Dues for that calendar year. An individual who is advanced from any grade to a higher grade in the Institute shall pay the Annual Dues of the higher grade, effective the next Institute membership year.
4.2.1 **Good Standing.** An Institute member whose obligation to pay is current shall be an Institute member in good standing.

4.3 **Statements.** Not later than December 1 each year, the Institute shall distribute to each non-Society member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of dues for the ensuing calendar year.

4.4 **Abatement of Dues.** The Board of Governors, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of Annual Dues, temporarily or permanently; may excuse the whole or any part of the dues which may be in arrears; or may remove any name from the list of those permanently excused from the payment of dues.

4.5 **Refunds.** There shall be no refund of dues remitted.

4.6 **Delinquency.** Any Institute member who is not in good standing may forfeit rights and privileges of membership as determined by the Board of Governors.

4.7 **Annual Dues.** The Annual Dues payable by the Institute membership shall be established by the Board of Governors and defined in the Institute Policies and Procedures.

**ARTICLE 5. MANAGEMENT**

5.0 **Board of Governors.** The affairs, activities, and concerns of the Institute shall be under the direction of a Board of Governors (hereinafter referred to as the “Board”). The Board has fiduciary, legal and strategic responsibilities, determines desired outcomes, develops and approves policy to guide operations, and ensures that the Institute uses these policies to work toward meeting its Objective.

5.1 **Composition.** The Board shall have eight (8) voting members elected or appointed as follows: four (4) Officers, three (3) Governors who shall be elected by the Institute membership, and (1) Governor who shall be appointed by the Society’s Board of Direction.

5.2 **Institute Director.** The Institute Director, who shall serve as Secretary, shall be a non-voting attendee of the Board. The Institute Director shall be employed by the Society and is subject to Society employment rules. The Institute Director will be reviewed annually by the Society’s Executive Director, or his or her designee, after input from the Past President of the Board. The Institute Director is appointed, and can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board.
The Institute Director shall retain independent contractors and other suppliers and agents, subject to direction by the Board. The Institute Director shall comply with policies and procedures of the Society, which shall be applicable to and binding on the Institute.

5.3 **Financial Management.**

5.3.1 **Fiscal Year.** The fiscal year of the Institute shall be from October 1 through September 30.

5.3.2 **Annual Budget.** The Institute annual budget shall be approved by the Board and be in accordance with guidelines established by the Society’s Board of Direction. The Society’s Board of Direction shall review and approve the budget prior to the start of each fiscal year.

5.3.2.1 **Unbudgeted Expenses.** The Institute Director shall notify the Board of any proposed expenditure in excess of budgeted amounts or expenditure for unbudgeted items for Board review and consideration.

5.4 **Assets.** With the exception of the International Society of Soil Mechanics and Geotechnical Engineering (ISSMGE) Trust Fund, all assets held by or for the Institute are vested in the Society and shall be handled according to its fiscal policies.

5.5 **Fiscal Responsibility.** The Board, with due responsibility to the Society’s Board of Direction, shall oversee the funds and assets of the Institute and shall direct the Institute Director in their management. Neither the Institute nor any individual Governor, Officer, member, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the Society.

5.6 **Revenues.** The Institute may raise revenue by means other than fees and dues, provided such means are consistent with the Society policy and maintain the Society’s tax-exempt status. Any proposed solicitations, and the proposed acceptance of any grant or donation which contains any restriction, shall first be submitted to and approved by the Society Executive Director, as permissible. The Society Executive Director shall investigate and notify the Institute of his or her determination, including any restrictions or modifications on which approval is conditioned.

5.7 **Institute Reserves.** The Society shall create a general reserve fund when Institute revenues exceed Institute expenditures. The Institute shall control this reserve fund and shall use funds from this reserve for programs and activities of the Institute.

5.8 **Records.** The books and accounts of the Institute shall be kept by the Institute Director.

5.9 **Reporting.** Within ninety (90) days from the close of each fiscal year, the Institute Director shall provide to the Board a full and correct statement of the affairs of the Institute,
including but not limited to, a balance sheet and fiscal statement of operations for the preceding year.

5.10 **Audit.** The Institute Director shall procure annually an external audit of the books and records of the Institute. Such audit may be performed in conjunction with the Society annual audit. The books and records shall be made available to the Society Treasurer or his or her representative upon reasonable notice.

**ARTICLE 6. OFFICERS AND GOVERNORS**

6.0 **Officers.** The Officers of the Institute shall be the President, Vice President, Past President, and Treasurer. The Institute Director shall serve as Secretary. The Officers of the Institute shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned. The term of all Officers shall begin upon the conclusion of the first Board meeting after October 1st of any given year.

6.0.1 **President.**

6.0.1.1 **Qualifications.** The President shall be a voting Institute member in good standing and shall have had prior service on the Board as Vice President.

6.0.1.2 **Term.** The President shall serve a one (1) year term and assume the office immediately upon completion of a term as Vice President. The President shall advance to the office of Past President upon completion of a term as President.

6.0.1.3 **Vacancy.** A vacancy in the office of President shall be filled for the unexpired portion of the term as determined by the Board at the time of the vacancy.

6.0.1.4 **Compensation.** The President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.1.5 **Duties.** The President shall preside at all meetings of the Board and of the members of the Institute. The President may call Special Meetings of the Board or of the members as may be deemed proper. The President shall be empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute. The President, or the appointed designee, may attend regular and special meetings of the Society Board of Direction and report at such meetings, if requested to do so. The President shall make available to the membership
an Annual Report for the preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year.

6.0.2 Vice President.

6.0.2.1 Qualifications. The Vice President shall be a voting member in good standing and shall have had prior service on the Board.

6.0.2.2 Term. The Vice President shall serve a one (1) year term and assume office immediately upon completion of a term as Treasurer. The Vice President shall advance to the office of President upon completion of a term as Vice President.

6.0.2.3 Vacancy. A vacancy in the office of Vice President shall be filled for the unexpired portion of the term as determined by the Board at the time of the vacancy.

6.0.2.4 Compensation. The Vice President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.2.5 Duties. The Vice President shall act in place of the President when the President is not available. The Vice President shall serve as the vice-chair and attend all meetings of the Board and of the members of the Institute. The Vice President shall chair the Nominations and Elections Committee.

6.0.3 Past President.

6.0.3.1 Qualifications. The Past President shall be a voting Institute member in good standing and shall have had prior service on the Board as President.

6.0.3.2 Term. The Past President shall serve a one (1) year term immediately following the conclusion of a term as President.

6.0.3.3 Vacancy. A vacancy in the office of Past President shall be filled by the most recent Past President who is available and willing to serve.

6.0.3.4 Compensation. The Past President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.3.5 Duties. The Past President shall attend all meetings of the Board and of the members of the Institute, and perform such other duties as may
be assigned from time to time by the President. The Past President shall serve as a liaison to the Past Presidents Committee.

6.0.4 Treasurer

6.0.4.1 Qualifications. The Treasurer shall be a voting Institute member in good standing and shall have had prior service on the Board.

6.0.4.2 Term. The Treasurer shall serve a one (1) year term immediately upon completion of a term as an elected Governor. The Treasurer shall advance to the office of Vice President upon completion of a term as Treasurer.

6.0.4.3 Vacancy. A vacancy in the office of Treasurer shall be filled by appointment of the Board.

6.0.4.4 Compensation. The Treasurer does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.4.5 Duties. The Treasurer shall monitor the general funds of the Institute, shall oversee all transactions of the Institute and shall provide an annual financial report to the Board. The Treasurer shall attend all meetings of the Board.

6.0.5 Secretary.

6.0.5.1 Qualifications. The Institute Director shall serve as Secretary.

6.0.5.2 Term. The term of the Secretary coincides with the term of employment of the Institute Director.

6.0.5.3 Vacancy. A vacancy in the office of Secretary shall be filled by action of the Society’s Executive Director in consultation with the Board.

6.0.5.4 Compensation. The Secretary shall be compensated by the Society for duties performed as the Institute Director.

6.0.5.5 Duties. The Secretary shall attend all meetings of the Board and serve as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend. The Secretary shall be responsible for all correspondence of the Board and shall give notice of and keep minutes of all meetings of the Board.

6.1 Institute Governors. There shall be three (3) elected Institute Governors and one (1) Society Appointed Governor. Institute Governors shall perform all duties required by
law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.1.1 **Elected Institute Governors.**

6.1.1.1 **Qualifications.** An Elected Institute Governor shall be any voting Institute member in good standing for a period of at least one (1) year at the time of election.

6.1.1.2 **Term.** The term of office of each Elected Institute Governor shall be three (3) years and commence at the end of the Annual Meeting of the Board. The Elected Institute Governor shall become Treasurer at the end of their elected term.

6.1.1.3 **Vacancy.** When a vacancy occurs in an Elected Institute Governor position, other than by expiration of an Elected Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term as a direct appointment by the remaining Board.

6.1.1.4 **Compensation.** Elected Institute Governors do not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.1.1.5 **Duties.** An Elected Institute Governor represents the Institute’s best interests as a member of the Board. An Elected Institute Governor helps monitor and steer the Institute toward its goals. An Elected Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.1.2 **Society Appointed Institute Governor.**

6.1.2.1 **Qualifications.** The Society Appointed Institute Governor shall be a voting Institute and Society member in good standing for a period of at least one (1) year at the time of appointment. The Society Appointed Institute Governor shall be appointed by the Society Board of Direction upon recommendation of its President or President-elect.

6.1.2.2 **Term.** The term of office of the Society Appointed Institute Governor shall be two (2) years. The Society Appointed Institute Governor may be reappointed to successive one (1) year terms but shall not exceed three (3) years of total service. The Society Appointed Institute Governor may become an Elected Governor upon completion of their term of appointment. Former members of the Board are eligible to be appointed as the Society’s Appointed Governor after completion of their elected term.
6.1.2.3 **Vacancy.** When a vacancy occurs in the Society Appointed Institute Governor position, other than by expiration of a Society Appointed Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term by the Society Board of Direction, upon recommendation of the President or President-elect.

6.1.2.4 **Compensation.** The Society Appointed Institute Governor does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.1.2.5 **Duties.** The Society Appointed Institute Governor represents the Institute’s best interests as a member of the Board and serves as a liaison to the Society’s Board of Direction. As a member of the Board, the Society Appointed Institute Governor helps monitor and steer the Institute toward its goals. The Society Appointed Institute Governor may also serve on Board committees, technical committees, task committees, and/or in other roles as assigned.

6.2 **Removal from Office.** The incapacitation of any Institute Officer or Institute Governor, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing may be grounds for removal from the Board. An Institute Officer or Institute Governor may be removed from office by a two-thirds (2/3) majority vote of the Board and concurrence of the Society’s Board of Direction. The vacancy shall be filled in accordance with applicable provisions of the Institute Bylaws.

6.2.1 **Absences from Meetings of the Board of Governors.** In the event an elected or appointed Governor is absent from two (2) consecutive meetings of the Board, the Governor shall be automatically removed from the Board at the conclusion of such second meeting, unless retained by the two-thirds majority vote of the Board before the conclusion of such second meeting.

**ARTICLE 7. NOMINATIONS AND ELECTIONS**

7.0 **Address of Record.** The mailing address designated by the Institute member, except an APO or other temporary address, shall be considered as the Address of Record unless the Institute member instructs otherwise.

7.1 **Candidate.** A Candidate is a qualified Institute Member who is pursuing or considering the pursuit of an elected office within the Institute.

7.2 **Nominee.** A Nominee is a Candidate who has received the nomination of the Nominations and Elections Committee, or who has submitted a validated petition for nomination to the Chair of the Nominations and Elections Committee.
7.3  **Composition of Nominations and Elections Committee.** The Nominations and Elections Committee shall be comprised of no more than five (5) voting Institute members in good standing, three (3) of whom shall not be current Institute Governors. The Vice President of the Institute shall serve as Chair. No Candidate for office shall be a member of the Nominations and Elections Committee.

7.4  **Nominations.**

7.4.1  **Potential Candidate Pool.** The Nominations and Elections Committee shall solicit and receive Candidate names and qualifications from Individuals and Organizational Members of the Institute for the positions to be filled. Candidate names shall be received no later than February 15 of the year in which the election is to be held. Candidates shall submit to the Chair of the Nominations and Elections Committee a signed letter indicating acceptance and willingness to serve, if elected. Candidates shall also submit additional election information as may be requested by the Nominations and Elections Committee.

7.4.2  **Nomination Procedure.** The Nominations and Elections Committee shall submit to the Board a list of recommended Nominees for each open position. The Board shall select at least one (1) individual from the recommended list to fill each open position on the ballot and these individuals shall be known as the Official Nominees.

In the event at least eighty percent (80%) of the Nominations and Elections Committee members present and voting agree to submit a single Nominee for an open position, approval from the Board is not required and the individual's name shall appear on the ballot.

7.4.2.1  **Nomination by Board of Governors.** In the event the Nominations and Elections Committee votes to place a single individual on the election ballot, the Board may designate a second Nominee of its own to appear on the ballot, provided the individual meets the qualifications for the selected office.

7.4.3  **Official Nominees.** Individuals selected by the Board or the Nominations and Elections Committee to appear on the ballot shall be known as the Official Nominee(s) and be designated as such. Official Nominees shall be fully informed by the Secretary of the qualifications, duties and requirements of the office for which they are nominated.

7.4.4  **Slate of Nominees.** The Nominations and Elections Committee shall publish the slate of Official Nominees to the Institute membership.

7.4.4.1  **Process for Petition Nominees.** Candidates who wish to pursue election by petition shall file with the Chair of the Nominations and Elections Committee the required number of signatures and a signed letter indicating...
acceptance and willingness to serve by forty-five (45) days after publication of the slate of Official Nominees to the Institute membership in the year in which the election is to be held. Petition Nominees shall submit any additional election information as may be requested by the Nominations and Elections Committee.

7.4.4.2 Petition Signatures. Petitions shall contain the signatures of at least one hundred fifty (150) Institute members in good standing. At least fifteen (15) petition signatures shall be obtained from each of five (5) different ASCE Geographic Regions for a total of seventy-five (75) signatures.

Candidates who submit the appropriate number of petition signatures shall be known as Petition Nominees and be designated as such on the election ballot. Petition Nominees shall be fully informed by the Secretary of the qualifications, duties and requirements of the office for which they are nominated.

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

7.5 Election Process.

7.5.1 Uncontested Election. In the event there is only one (1) Nominee for Elected Institute Governor, the Board shall have the authority to declare that individual elected and an announcement by the Institute shall be made in lieu of a ballot.

7.5.2 Contested Election. In the event of a contested election the following procedures shall be followed:

7.5.2.1 Distribution of Ballot. For all voting members of the Institute in good standing as of April 15, the current year’s election ballot, biographical sketch and instructions for voting shall be sent to the Address of Record not later than June 30. Write-in Candidates shall not be permitted.

7.5.2.2 Deadline for Receipt of Ballots. The polls for the election shall close at the close of business sixty (60) days after mailing of the ballots, and the ballots shall be counted within three (3) days of closing of the polls except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so the close of balloting and the counting of ballots shall fall on business days. Election ballots shall be counted not later than August 30.
7.5.2.3 **Tellers Committee.** The ballots shall be verified under the supervision of no fewer than three (3) Tellers who shall be appointed by the President from among the voting Institute members in good standing. These Tellers comprise the Tellers Committee. No count or listing of votes cast in any Institute election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board from the persons so tied.

7.5.2.4 **Election Results.** Upon adjournment of the Tellers Committee, the Secretary shall announce the election results to the Institute membership.

7.6 **Technical Region Director Nomination.** The Board may, when called upon to do so, select by a majority vote of those present and voting at least one (1) Candidate to be forwarded to the Technical Region Board of Governors for consideration as an Official Nominee for the Technical Region Director position on the Society’s Board of Direction.

**ARTICLE 8. MEETINGS**

8.0 **Business Meetings.**

8.0.1 **Annual Membership Meeting.** The Institute shall convene at least one (1) business meeting annually, termed the Annual Membership Meeting.

8.0.1.1 **Quorum.** A quorum for the Annual Membership Meeting shall be twenty-five (25) voting members.

8.0.2 **Other General Business Meetings.** The Institute may convene additional General Business Meetings.

8.0.2.1 **Requirements.** Additional Business Meetings of the Institute may be convened at such date and place as shall be determined by the Board and designated in a notice to the membership at least thirty (30) days in advance of the meeting.

8.0.2.2 **Quorum.** A quorum for any other General Business Meeting shall be twenty-five (25) voting members voting members.

8.0.3 **Special Business Meetings.** The Institute may call Special Business Meetings.
8.0.3.1 **Requirements.** The Board may call Special Business Meetings of the Institute. The Board shall also call a Special Business Meeting of the Institute upon written request of not less than five hundred (500) members. Notice of a Special Business Meeting shall be published in an official Institute publication at least thirty (30) days prior to the date of the Special Business Meeting. Notice of a Special Business Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Business Meeting.

8.0.3.2 **Quorum.** A quorum for a Special Business Meeting shall be twenty-five (25) voting members.

8.0.4 **Board of Governors Meetings.**

8.0.4.1 **Regular Meetings.** No less than one (1) Regular Meeting of the Board shall be held each year in the Fall. Regular Meetings may be called as determined by the Board. At least thirty (30) days advance notice of any such Regular Meeting shall be given by the Secretary to members of the Board. The agenda shall be sent to the Board at least five (5) days in advance of the meeting.

8.0.4.2 **Special Meetings.** Special Meetings may be called as determined by the Board. At least seven (7) days advance notice of any such Special Meeting shall be given by the Secretary to members of the Board. Notice of a Special Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Meeting.

8.0.4.3 **Quorum.** A majority of the members of the Board shall constitute a quorum at any meeting of the Board except for consideration of disciplinary action against an Institute member. Seventy-five percent (75%) of the members of the Board shall constitute a quorum for the consideration of disciplinary action against a member.

8.0.4.4 **Board of Governors Executive Sessions.** Meetings of the Board may go into Executive Session upon the call of the meeting chair, or upon the motion of any member of the Board and affirmative vote of the Board. All voting members of the Board attend Executive Session as well as any individuals invited by the Board. Minutes reflecting actions taken in Executive Session shall be kept on file by the Society’s Managing Director of Engineering Programs.

8.1 **Parliamentary Authority.** The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised*, shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with the laws of the State in which the Institute is incorporated or with the Institute’s Bylaws.
8.2 **Meeting Participation by Alternative Means.** Any member of the Board or any Board committee may participate in a meeting of the Board or any Board committee by means of a conference telephone or similar communications system that allows all persons participating in the meeting to hear each other at the same time. Such participation shall be considered presence in person at the meeting.

8.3 **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. COMMITTEES, ACADEMIES, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES**

9.0 **Objectives and Purposes of Organizational Entities.** The objectives and purposes of the Institute's committees, academies, divisions, and other Organizational Entities shall be consistent with those of the Institute.

9.1 **Organizational Entities.** The Board may define, establish and discharge Organizational Entities such as standing councils and committees, student chapters, local chapters, and task forces as necessary or desirable to conduct the affairs of the Institute.

9.2 **Committees.** The Board has the authority and responsibility to create and disband committees, establish duties, conditions, and terms of service, and approve committee appointments, including designation of the chair and other committee officers, unless specified otherwise when the Organizational Entity is established. Committees may create constituent committees, subcommittees, divisions, task groups or similar entities as required to accomplish their charge.

9.3 **Tangible and Intangible Property.** Committee chairs shall return a committee's tangible property and records and all records relating to any intangible property and work product of the committee to the Institute when discharged, or when requested by the Board. Such materials and any intangible property including work products of the committee belong to the Institute. All committees and subcommittees, and all special delegates and representatives shall be governed by this provision unless otherwise directed by the Board.

**ARTICLE 10. ADMINISTRATIVE PROVISIONS**

10.0 **Organization.** The Institute is organized within the Society. All policies and activities of the Institute shall be consistent with and subject to:

10.0.1 The Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics;
10.0.2 Applicable federal, state, and local antitrust, trade regulation, and other laws regulations and legal requirements;

10.0.3 All requirements to maintain the status of the Society as a not-for-profit organization exempt from Federal income tax under Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954, as amended (hereinafter referred to as the Code), qualifying at all times as an organization to which tax-deductible contributions may be made pursuant to applicable sections of the Code;

10.0.4 All requirements imposed by relevant jurisdiction for maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and

10.0.5 Such other policies and procedures as are authorized under these documents.

10.1 Policy Statements. The Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society Board of Direction must be clearly identified as the views of the Institute and not of the Society. The Institute shall not take any action that may be deemed to express an attitude or action of the Society.

10.2 Resolutions. Resolutions or recommendations may be addressed to the Society Board of Direction for consideration or approval and promulgation.

10.3 Relationships with Other Associations and Federations. The Institute may form relationships with other groups and serve as the United States of America member society to various international organizations, as approved by the Board. These relationships shall not be in conflict with Society policies.

10.3.1 International Society for Soil Mechanics and Geotechnical Engineering. The Institute shall be the United States of America Member Society of the International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE) or its successor.

10.3.2 International Secretary. The Board shall select an International Secretary to serve a four (4) year term, which may be renewed at the discretion of the Board. The terms shall begin and end in the odd numbered year in which an ISSMGE conference is normally held. The International Secretary shall not be selected from the membership of the Board, but shall meet with the Board as requested. The International Secretary may be removed at any time by a two-thirds (2/3) majority vote of the Board.

10.3.3 Duties of the International Secretary. The International Secretary shall serve as the formal liaison between the Institute, its Board, and the ISSMGE.
addition, the International Secretary shall perform the specific duties and responsibilities prescribed by the Institute.

10.3.4 **ISSMGE Dues.** The Board shall be responsible for the annual payment of dues to the ISSMGE, as established by the ISSMGE Council. The Institute may establish dues for the United States Member Society members.

10.3.5 **Duties and Appointments.** The Board shall designate delegates to represent the United States on the ISSMGE Administrative Council; cooperate in the organization and conduct of periodic international conferences, both regional and worldwide; recommend members to serve on ISSMGE technical committees; and, when requested, submit the current list of Institute ISSMGE members, their occupations, and addresses for publication in the ISSMGE List of Members.

10.3.6 **ISSMGE Trust Fund.** The ISSMGE Trust Fund was established as an endowment fund with the residual monies from the XI International Conference on Soil Mechanics and Foundations Engineering held in San Francisco in 1985. The purpose of the endowment is to provide funds to finance the administration and international activities of the United States of America Member Society of the ISSMGE (i.e., the Institute), and to foster national and international programs that enhance the profession of geotechnical engineering.

10.3.7 **Administration of the ISSMGE Trust Fund.** The ISSMGE Trust Fund shall be administered by the Board. The day-to-day activities and expenditures of the ISSMGE Trust Fund shall be managed by the International Secretary, who shall annually prepare a proposed budget for approval by the Board, and an annual report of income and expenses.

10.3.8 **Integrity of the ISSMGE Trust Fund.** The ISSMGE Trust Fund, and earnings therefrom, is an entity under the sole control of the Institute as the United States of America Member Society of the International Society for Soil Mechanics and Geotechnical Engineering. The control of this fund shall be vested in the duly named representatives of the United States of America Member Society in the event the Institute is dissolved.

10.4 **Conferences and Conventions.** The Institute may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations subject to the terms and conditions described in agreements then in place between the Society and the Institute.

10.5 **Publications.** Publications of the Institute shall be consistent with written agreements that exist between the Society and the Institute. The Institute may develop journals, magazines, manuals of practice, miscellaneous publications and standards by itself or in conjunction with the Society or other organizations. The Society shall have the right of first refusal to act as the publisher of such publications.
All members of the Institute shall be entitled to receive Institute publications at member rates and other Society distributed publications at the rates determined by the Society.

10.6 Indemnification. The Society shall indemnify the Institute’s Officers, Institute Director, members, employees, and agents, in their respective capacities as such, by providing each the same rights of indemnification as are given by the Society to Society officers, members, employees, and agents.

10.7 Dissolution. At any duly constituted meeting, the Board, by a two-thirds (2/3) majority of those present and voting, may recommend dissolution of the Institute by the Society Board of Direction, provided that a written notice of this proposed action shall have been given at a previous meeting of the Board, and provided further that the proposed dissolution shall have been published, together with an announcement soliciting membership comments, in an Institute, Society, or third party publication that normally reaches the entire membership by other means.

ARTICLE 11. AMENDMENTS

11.0 Amendment. The Institute Bylaws may be amended at a duly constituted meeting of the Board by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at the previous meeting of the Board.

No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.
The Structural Engineering Institute (SEI) of ASCE

The Structural Engineering Institute (SEI) was created within ASCE on October 1, 1996. SEI is a full-service, discipline-oriented, and semi-autonomous institute within ASCE. SEI involves all facets of the structural engineering community including practicing engineers, research scientists, academicians, technologists, material suppliers, contractors, and owners. By facilitating coalitions or as an independent activity, SEI is committed to advancing the structural engineering profession and rapidly responding to the emerging needs of the broad structural engineering community.

The SEI 25 year vision as follows:

2008 Strategic Vision

In 2033, the Structural Engineering Profession will be:

- A unique, fully engaged profession with a strong identity;
- Recognized for the contribution the profession makes to
  - public safety and risk management,
  - economic and sustainable use of resources,
  - the use of innovative technologies, and
  - the creation of inspiring structures;
- Stewards of the built environment; and
- Attractive to the best and brightest.

The five divisions of SEI are the Business and Professional Activities Division, the Codes and Standards Activities Division, the Global Activities Division, the Local Activities Division, and the Technical Activities Division. An Executive Committee leads each division. The Business and Professional Activities Division leads several cooperative activities addressing business and professional development issues unique to the structural engineering profession. The Codes and Standards Activities Division develops and maintains leading design standards that are used worldwide. The Global Activities Division increases member awareness of global issues that impact the profession and facilitates development of member skills to thrive in the world market. The Local Activities Division provides technical and professional services to SEI Chapters and local Structural Technical Groups (STGs) within ASCE Sections and Branches. The Technical Activities Division develops state-of-the-art technical publications and produces the Journal of Structural Engineering, the Journal of Bridge Engineering, and the Practice Periodical on Structural Design and Construction. The creation of SEI allows each division the opportunity to expand into new products and services for the Structural Engineering community. All SEI Divisions work with ASCE departments, divisions, and committees to ensure coordination and cooperation.
Structural Engineering Institute Awards

Dennis L. Tewksbury Award

The Award, which may be given annually, shall be known as the Dennis L. Tewksbury Award for Outstanding Service to the Structural Engineering Institute of ASCE.

I. The Award shall recognize an individual member of the Structural Engineering Institute of the American Society of Civil Engineers and of ASCE who has advanced the interests of SEI through innovative or visionary leadership; who has promoted the growth and visibility of SEI; who has established working relationships between SEI and other structural engineering organizations; or who has otherwise rendered valuable service to the structural engineering profession.

II. Not more than one award is made each year.

III. Nominations may be submitted by anyone.

IV. Nominees not selected in a given year will be held over for consideration through the next selection cycle. At the end of the second cycle, nominees not chosen will no longer be eligible for consideration except that nominators who wish for their candidate to be considered for another two cycle period must submit a new nomination package.

V. The SEI Nominations Committee may recommend up to two nominees for action by the SEI Board of Governors. Members of the SEI Nominations Committee shall not be eligible for the award in the year(s) in which they serve on the Nominating Committee.

VI. A majority vote by the Board of Governors of SEI shall be required to confer the Award.

Nomination forms may be obtained at www.asce.org/SEI and are due November 1 each year.

Gene Wilhoite Innovations in Transmission Line Engineering Award

The award was approved in 1990 to honor Gene M. Wilhoite for his commitments to the electrical transmission industry, his efforts to further the design of transmission line structures, and his exemplary ethical and professional standards. The award was funded by friends and associates of Gene.

The award is given to an individual for significant contribution to the advancement of the arts and science of transmission line engineering.
The award consists of a plaque presented at the annual SEI Structures Congress.

I. The award is made annually to a member of the Society who has made a significant contribution to the advancement of the arts and science of transmission line engineering. The individual shall also be an active participant in the various levels of the committee responsibilities, including national technical activities.

II. The nomination for the award is made by the SEI Technical Activities Division (TAD) Electrical Transmission Structures Subcommittee on the Gene Wilhoite Award, which recommends the recipient, if any, to the SEI TAD Awards Committee for approval. The SEI TAD Awards Committee forwards the nomination to the SEI TAD Executive Committee for final action.

One copy of each nomination should reach the SEI Reston office by October 1.

**W. Gene Corley Award**

The W. Gene Corley Award was instituted in 2014 by SEI to honor the accomplishments and contributions of Dr. Corley to the structural engineering profession. He is celebrated for his efforts in forensic structural engineering projects and creating an identity for structural forensic engineering. Dr. Corley not only provided technical and leadership contributions to the advancement of structural engineering, but he also worked tirelessly in support of advancing and distinguishing structural engineering as a profession including licensure for structural engineers.

The award is made in accordance with the policies of SEI and the following specific rules:

I. The Gene Corley Award is to be awarded annually to an individual for their efforts in support of advancing and distinguishing structural engineering as a profession including licensure for structural engineers. The award consists of a plaque presented at Structures Congress.

II. No one shall be eligible to receive the Award, or a portion of the Award, more than once.

III. Nominations may be submitted by anyone.

   a. Nominations must be submitted to SEI by November 1.
   b. The nominations are reviewed by the Corley Award Review Committee, appointed by the SEI BPAD Executive Committee, which shall select a nominee to recommend to the BPAD Excom and then the SEI Board of Governors for final approval.
Walter P. Moore, Jr. Award

The Walter P. Moore, Jr. Award was established in 1998 by the Structural Engineering Institute of the American Society of Civil Engineers to honor Walter P. Moore, Jr. in recognition of his dedication to and technical expertise in the development of structural codes and standards.

The award consists of a plaque presented at the annual SEI Structures Congress.

I. The award is made annually to a structural engineer who has demonstrated technical expertise in and dedication to the development of structural codes and standards. The contribution may have been in the form of papers, presentations, extensive practical experience, research, committee participation, or through other activities.

II. Not more than one award is made each year unless the achievement upon which the nomination is based is considered to be the joint achievement of more than one person.

III. Nominations may be submitted by anyone.

IV. The Executive Committee of the Codes and Standards Activities Division of SEI recommends the recipient, if any, to the SEI Board of Governors for final action.

Nominations are due November 1.

SEI Graduate Student Chapter of the Year Award

SEI Graduate Student Chapter of the Year Award is given to recognize an SEI Graduate Student Chapter for its exemplary activities and efforts to advance the structural engineering profession.

SEI Chapter of the Year Award

The SEI Chapter of the Year Award is given to recognize an SEI Chapter for its exemplary activities and efforts to advance the structural engineering profession.

SEI President’s Award

The SEI President’s Award was established in 2008. The award, which may be given annually, is given at the discretion of the President of the Structural Engineering Institute of ASCE to recognize exemplary contributions to the success of SEI.
Criteria:

I. The Award shall recognize an individual member(s) of the Structural Engineering Institute of the American Society of Civil Engineers who has/have made significant contributions to the development of SEI or its programs.

II. It is intended that not more than one award is made each year.

III. The award shall be conferred at the initiative of the President of SEI, who may consider recommendations from any source in concurrence with the SEI Board of Governors.

IV. The award shall be presented at the annual Structures Congress, or at other suitable occasions at the option of the President.
ARTICLE 1. GENERAL

1.0 Name. The name of this Institute shall be the Structural Engineering Institute (SEI) (hereinafter referred to as the “Institute”) of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

1.1 Objectives. The objectives of this Institute shall be to serve and promote the worldwide structural engineering profession and related industries; embrace and support the Society, individual members, and structural industry organizations; advance the art and practice of structural engineering; provide a forum for research, education, design, testing, manufacturing, construction, and operations in the structural engineering profession; develop and implement programs and activities to enhance technology transfer, business practices and professional activities; advance the structural engineering profession; and provide a means for coordination and communication with global programs.

ARTICLE 2. MEMBERSHIP

2.0 Membership Qualifications. Membership in the Institute shall be open to any Society member in good standing as well as to other persons and organizations interested in advancing the objective of the Institute.

2.1 Membership Categories. The Membership Categories shall be differentiated as Individual Member and Sustaining Organizational Member.

2.1.1 Individual Member. Individual Member applies to a single person joining the Institute and shall be open to individuals involved in policies, programs and projects related to the interests of the Institute. There are four (4) Individual Member classifications within the Institute.

2.1.1.1 Student Member. An individual who meets the qualifications of Society Student Member.

2.1.1.2 Member. Any Society member in good standing interested in advancing the objective of the Institute.

2.1.1.3 Institute-only Member. Any person who is not a member of the Society and who is interested in advancing the objective of the Institute.
2.1.1.4 **SEI Fellow.** The Institute may award SEI Fellow membership to an Individual Member based on accomplishments, achievements or scholarship, as recognized by the Board of Governors.

2.1.2 **Sustaining Organizational Member.** Sustaining Organizational Member shall be open to organizations that elect to support the objectives of the Institute. A Sustaining Organizational Member shall select a contribution level as set forth in the Institute Membership Policies and Procedures. Sustaining Organizational Member does not imply that all members of the organization are members of the Institute.

2.1.3 **Member Participation.** With the exception of Student Members, Individual Members in good standing may be appointed to and participate on Institute committees; may vote on all Institute procedural issues or elections put forth for the general membership; and may serve as committee chairs and vice chairs.

2.1.4 **Non-Member Participation.** Non-members of the Institute may participate on Institute Committees and Task Committees but may not serve as an Institute Governor, a Committee or Task Committee Chair or Vice Chair. Non-members of the Institute may not vote on Institute procedural issues or in elections. Non-members of the Institute are eligible to participate as voting members of the Institute’s Standards Committees.

**ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS**

3.0 **Code of Ethics.** All members of the Institute shall be familiar with the Society’s Code of Ethics and bound by its provisions.

3.1 **Separations from Institute Membership.** Institute membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.

3.1.1 **Nonpayment of Dues.** Institute membership shall terminate in the event the Institute member’s dues become twelve (12) months in arrears.

3.1.2 **Resignations.** Any member of the Institute may tender resignation of Institute membership. Separation from Institute membership shall be effective upon receipt of notification or upon acceptance by the Board of Governors (hereinafter the “Board”) for resignations received while under investigation for Code of Ethics violations.

3.1.3 **Expulsion.** Any member of the Institute may be expelled for conduct in violation of the Institute Bylaws or the Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the opinion of the Board, is improper and prejudicial to the best interest of the Society or the Institute. Except for cases under
the purview of the Society’s Committee on Professional Conduct, a decision to expel shall be preceded by a fair hearing at a meeting of the Board. Such meeting shall be held in Executive Session, unless the member under consideration for expulsion requests that the hearing be held in general session.

3.1.3.1 Separation Procedures. Separation from membership in the Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society’s Bylaws. For cases not under the purview of the Society’s Committee on Professional Conduct, the Board acts on behalf of the Institute. Decisions of the Board shall not be open to appeal except in cases involving a recommendation to expel a Society member, in which cases appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society’s Code of Ethics shall be referred to the Society Committee on Professional Conduct for determination on behalf of the Institute as provided in the Society’s Bylaws.

ARTICLE 4. FEES AND DUES

4.0 Dues Year. The Institute's dues year is from January 1 through December 31.

4.1 Right to Levy Fees and Dues. The Board shall establish member dues.

4.2 Obligation to Pay. Every Institute member shall be obligated to pay the fees and dues established by the Board in advance of January 1. An individual or organization joining the Institute after the last day of June in any calendar year shall pay one-half (1/2) of the Annual Dues for that calendar year. An individual who is advanced from any grade to a higher grade in the Institute shall pay the Annual Dues of the higher grade, effective the next Institute membership year.

4.2.1 Good Standing. An Institute member whose obligation to pay is current shall be an Institute member in good standing.

4.3 Statements. Not later than December 1 each year, the Institute shall distribute to each non-Society member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of dues for the ensuing calendar year.

4.4 Abatement of Dues. The Board, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of Annual Institute Dues, temporarily or permanently; may excuse the whole or any part of the dues which may be in arrears; and may remove any name from the list of those permanently excused from the payment of dues.
4.5 **Refunds.** There shall be no refund of dues remitted.

4.6 **Delinquency.** Any Institute member who is not in good standing may forfeit rights and privileges of membership as determined by the Board.

**ARTICLE 5. MANAGEMENT**

5.0 **Board of Governors.** The affairs, activities, and concerns of the Institute shall be under the direction of a Board of Governors. The Board shall manage the affairs for the Institute. The Board has fiduciary, legal and strategic responsibilities, focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations, and ensures that the Institute uses these policies to work toward meeting its objective.

5.1 **Composition.** The Board shall have thirteen (13) voting members elected or appointed as follows: two (2) Governors shall be elected by the Institute membership from each of the five (5) Institute Divisions; one (1) Governor shall be appointed by the Institute Board; one (1) Governor shall be appointed by the Society’s Board of Direction; and one (1) Governor shall be the most immediate and available Institute Past President willing to serve.

5.2 **Institute Director.** The Institute Director, who shall serve as Secretary, shall be a non-voting attendee of the Board. The Institute Director will be employed by the Society, and is subject to Society employment rules. The Institute Director will be reviewed annually by the Society’s Executive Director, or his or her designee, after input from the Past President of the Board. The Institute Director is appointed, and can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board of the Institute.

The Institute Director shall retain independent contractors and other suppliers and agents, subject to direction by the Board. The Institute Director shall comply with policies and procedures of the Society, which shall be applicable to and binding on the Institute.

5.3 **Financial Management.**

5.3.1 **Fiscal Year.** The fiscal year of the Institute shall be from October 1 through September 30.

5.3.2 **Annual Budget.** The Institute annual budget shall be approved by the Board and be in accordance with guidelines established by the Society’s Board of Direction. The Society’s Board of Direction shall review and approve the budget prior to the start of each fiscal year.

5.3.2.1 **Unbudgeted Expenses.** The Board shall be notified of any changes to the budget, any expenditure in excess of budgeted amounts, or expenditures for unbudgeted items.
5.4 **Assets.** All assets held by or for the Institute are vested in the Society and shall be handled according to the Society’s fiscal policies.

5.5 **Fiscal Responsibility.** The Board, with due responsibility to the Society’s Board of Direction, shall oversee the funds and assets of the Institute and shall direct the Institute Director in their management. Neither the Institute nor any individual Governor, Officer, member, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the Society.

5.6 **Revenues.** The Institute may raise revenue by means other than fees and dues, provided such means are consistent with the Society policy and maintain the Society’s tax exempt status. Any proposed solicitations, and the proposed acceptance of any grant or donation which contains any restriction, shall first be submitted to and approved by the Society Executive Director, as permissible. The Society Executive Director shall investigate and notify the Institute of his or her determination, including any restrictions or modifications on which approval is conditioned.

5.7 **Institute Reserves.** The Society shall create a general reserve fund when Institute revenues exceed Institute expenditures. The Institute shall control this reserve fund and shall use funds from this reserve for programs and activities of the Institute.

5.8 **Records.** The books and accounts of the Institute shall be kept by the Institute Director.

5.9 **Reporting.** Within ninety (90) days from the close of each fiscal year, the Institute Director shall provide to the Board a full and correct statement of the affairs of the Institute, including but not limited to, a balance sheet and fiscal statement of operations for the preceding year.

5.10 **Audit.** The Institute Director shall procure annually an external audit of the books and records of the Institute. Such audit may be performed in conjunction with the Society annual audit. The books and records shall be made available to the Society Treasurer or his or her representative upon reasonable notice.

**ARTICLE 6. OFFICERS**

6.0 **Officers.** The Officers of the Institute shall be the President, Vice President, Treasurer, and Past President continuing to be a member of the Board. The Institute Director shall serve as Secretary. The Officers of the Institute shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.
6.0.1 President.

6.0.1.1 Qualifications. Candidates for President shall be a voting Institute member in good standing and shall be a current member of the Board. Candidates shall be an engineer legally licensed by at least one (1) state or territory of the United States or in a foreign country with licensing procedures similar to those in the United States, and be a structural engineer.

6.0.1.2 Term. The President shall serve a one (1) year term to commence on October 1 and continue until a successor is installed. The President may be selected to serve for one (1) additional term. Upon completion of a second term, the President shall be ineligible for re-election to the same office.

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

6.0.1.4 Compensation. The President does not receive compensation for services but may be reimbursed for reasonable expenses, if any, under procedures established by the Board and the Society.

6.0.1.5 Duties. The President shall preside at all meetings of the Board and of the members of the Institute. The President may call special meetings of the Board or of the members as may be deemed proper. The President shall be empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute. The President, or the appointed designee, shall attend regular and special meetings of the Society’s Board of Direction and report at such meetings, if requested to do so. The President shall make available to the membership an Annual Report for the preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year.

6.0.2 Vice President.

6.0.2.1 Qualifications. Candidates for Vice President shall be current members of the Board. Candidates shall be engineers legally licensed by at least one (1) state or territory of the United States or in a foreign country with licensing procedures similar to those in the United States, and be a structural engineer.

6.0.2.2 Term. The Vice President shall serve a one (1) year term to commence on October 1 and continue until a successor is installed. The Vice President may be selected to serve one (1) additional term. Upon
completion of a second term, the Vice President shall be ineligible for re-election to the same office.

6.0.2.3 **Vacancy.** Vacancies in the office of Vice President shall be filled by a qualified member of the Board, as determined by the Board at the time of the vacancy.

6.0.2.4 **Compensation.** The Vice President does not receive compensation for services but may be reimbursed for reasonable expenses, if any, under procedures established by the Board and the Society.

6.0.2.5 **Duties.** The Vice President shall act in place of the President when the President is not available. The Vice President shall also serve as the vice-chair and attend all meetings of the Board.

6.0.3 **Past President.**

6.0.3.1 **Qualifications.** The Past President shall have had prior service on the Board as President.

6.0.3.2 **Term.** The Past President shall serve a one (1) year term to commence on October 1 and continue until a successor is installed. A Past President may be recalled to serve as needed.

6.0.3.3 **Vacancy.** Vacancies in the office of Past President shall be filled by the most recent Past President who is available and willing to serve.

6.0.3.4 **Compensation.** The Past President does not receive compensation for services but may be reimbursed for reasonable expenses, if any, under procedures established by the Board and the Society.

6.0.3.5 **Duties.** The Past President shall attend all meetings of the Board and of the members and perform such other duties as may be assigned from time to time by the President. The Past President shall serve as chair of the Nominations and Elections Committee.

6.0.4 **Treasurer.**

6.0.4.1 **Qualifications.** Candidates for Treasurer shall be a current member of the Board.

6.0.4.2 **Term.** The Treasurer shall serve a one (1) year term to commence on October 1 and continue until a successor is installed. The Treasurer may be selected to serve one (1) additional term. After serving two (2) full terms, the Treasurer shall be ineligible for re-election to the same office.
6.0.4.3 **Vacancy.** Vacancies in the office of Treasurer shall be filled by appointment of the Board.

6.0.4.4 **Compensation.** The Treasurer does not receive compensation for services but may be reimbursed for reasonable expenses, if any, under procedures established by the Board and the Society.

6.0.4.5 **Duties.** The Treasurer shall monitor the general funds of the Institute, shall oversee all transactions of the Institute, and shall provide an annual financial report to the Board. The Treasurer shall attend all meetings of the Board.

6.0.5 **Secretary.**

6.0.5.1 **Qualifications.** The Institute Director shall serve as Secretary.

6.0.5.2 **Term.** The term of the Secretary coincides with the term of employment of the Institute Director.

6.0.5.3 **Vacancy.** Vacancies in the office of Secretary shall be filled by the Society’s Executive Director in consultation with the Board.

6.0.5.4 **Compensation.** The Secretary shall be compensated by the Society for duties performed as the Institute Director.

6.0.5.5 **Duties.** The Secretary shall attend all meetings of the Board and serve as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend. The Secretary shall be responsible for all correspondence of the Board and shall give notice of, and keep minutes of all meetings of the Board.

6.1 **Institute Governors.** There shall be ten (10) elected Institute Governors, two (2) appointed Governors, and the Past President. Institute Governors shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.1.1 **Elected Institute Governors.**

6.1.1.1 **Qualifications.** Elected Institute Governors shall be any voting Institute member in good standing for a period of at least one (1) year at the time of election and shall have current or prior service as a member of their respective Division Executive Committee.

6.1.1.2 **Term.** The term of office of each Elected Institute Governor shall be four (4) years to commence on October 1 and continue until a successor
is installed. Terms are non-renewable and shall be staggered so that one (1) Governor from each Division shall be elected every two (2) years. Terms shall begin in even-numbered fiscal years for Governors representing the Technical Activities Division, Global Activities Division, and the Local Activities Division. Terms shall begin in odd-numbered years for Governors representing the Business and Professional Activities Division and the Codes and Standards Activities Division.

6.1.1.3 Vacancy. When a vacancy occurs in an Elected Institute Governor position, other than by expiration of an Elected Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term as a direct appointment by the Executive Committee from the Division whose position has become vacant.

6.1.1.4 Compensation. Elected Institute Governors shall not receive any salary or other compensation for their service as an Institute Governor but shall be entitled to reimbursement of reasonable expenses, if any, under procedures established by the Board and the Society.

6.1.1.5 Duties. An Elected Institute Governor represents the Institute’s best interests as a member of the Board. As a member of the Board, an Elected Institute Governor helps monitor and steer the Institute toward its goals. An Elected Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.1.2 Institute Appointed Governor.

6.1.2.1 Qualifications. The Institute Appointed Governor shall be a voting Institute member in good standing for a period of at least one (1) year at the time of appointment by the Board.

6.1.2.2 Term. The Institute Appointed Governor shall serve a term of one (1) year to commence on October 1. The term is non-renewable. An Institute Appointed Governor shall be eligible to serve as an Elected Institute Governor.

6.1.2.3 Vacancy. When a vacancy occurs in the Institute Appointed Governor position, other than by expiration of an Institute Appointed Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term as a direct appointment by the remaining Board.

6.1.2.4 Compensation. The Institute Appointed Governors shall not receive any salary or other compensation for their service as an Institute Appointed Governor but shall be entitled to reimbursement of reasonable expenses, if any, under procedures established by the Board and the Society.
6.1.2.5 **Duties.** The Institute Appointed Governor represents the Institute’s best interests as a member of the Board. As a member of the Board, the Institute Appointed Governor helps monitor and steer the Institute toward its goals. The Institute Appointed Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.1.3 **Society Appointed Institute Governor.**

6.1.3.1 **Qualifications.** The Society Appointed Institute Governor shall be a voting Institute and Society member in good standing for a period of at least one (1) year at the time of appointment. The Society Appointed Institute Governor shall be appointed by the Board of Directors upon recommendation of its President-elect.

6.1.3.2 **Term.** The Society Appointed Institute Governor shall serve a term of one (1) year to commence on October 1 and continue until a successor is installed. The Society Appointed Institute Governor may be reappointed to successive one (1) year terms but shall not exceed four (4) years of total service. The Society Appointed Institute Governor may become an Elected Governor upon completion of their term of appointment.

6.1.3.3 **Vacancy.** When a vacancy occurs in the Society Appointed Institute Governor position, other than by expiration of a Society Appointed Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term by the Board of Directors, upon recommendation of the President or President-elect.

6.1.3.4 **Compensation.** The Society Appointed Institute Governor shall not receive any salary or other compensation for their service as an Institute Governor but shall be entitled to reimbursement of reasonable expenses, if any, under procedures established by the Board and the Society.

6.1.3.5 **Duties.** The Society Appointed Institute Governor represents the Institute’s best interests as a member of the Board and serves as a liaison to the Society’s Board of Direction. As a member of the Board, the Society Appointed Institute Governor helps monitor and steer the Institute toward its goals. The Society Appointed Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.2 **Removal from Office.** The incapacitation of any Institute Officer or Institute Governor, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing, may be grounds for removal from the Board. An Institute Officer or Institute Governor may be removed from office by a two-thirds (2/3) majority vote of the Board and concurrence of the Society’s Board of Direction. The vacancy shall be filled in accordance with applicable provisions of the Institute Bylaws.
6.2.1 **Absences from Meetings of the Board of Governors.** In the event of absence of an elected or appointed Governor two (2) consecutive meetings of the Board, the Governor shall be automatically removed from the Board at the conclusion of such second meeting, unless retained by the majority vote of the Board before the conclusion of such second meeting.

**ARTICLE 7. NOMINATIONS AND ELECTIONS**

7.0 **Address of Record.** The mailing address designated by the Institute member, except an APO or other temporary address, shall be considered as the Address of Record unless the Institute member instructs otherwise.

7.1 **Candidate.** A Candidate is a qualified Institute Member who is pursuing or considering the pursuit of an elected office within the Institute.

7.2 **Nominee.** A Nominee is a Candidate who has received the nomination of the Nominations and Elections Committee.

7.3 **Composition of Nominations and Elections Committee.** The Institute Nominations and Election Committee shall be comprised of four (4) voting Institute members, including the Chair who shall be the most recent and available Past President willing to serve. The Chair shall appoint at least one (1) current member of the Board and at least one (1) past member of the Board. No Candidate for office shall be a member of the Nominations and Elections Committee.

The Committee shall be formed each year not later than January 1 and shall meet before March 1.

7.3.1 **Nomination of Officers.** The Nominations and Election Committee shall select up to two (2) Nominees for the offices of President, Vice President and Treasurer for consideration by the Board. The Nominees shall be selected from among the current members of the Board.

7.3.2 **Selection of Officers.** Selection of Officers shall be held at the Spring Board meeting. The Board shall select by a simple majority vote, the successful Nominee for each office for a term to commence on October 1.

7.3.3 **Institute Appointed Governor.** The Nominations and Elections Committee shall select up to two (2) Nominees for the office of Institute Appointed Governor for consideration by the Board at its Spring Board meeting. The Board shall select by a simple majority vote the successful Nominee for Institute Appointed Governor for a term to commence on October 1.

7.3.4 **Technical Region Director.** The Nominations and Elections Committee may, when called upon to do so, recommend Candidates for consideration by the
Institute Board. At least one (1) Candidate may be forwarded to the Technical Region Board of Governors for consideration as an Official Nominee for the office of Technical Region Director on the Society’s Board of Direction.

7.4 **Nomination of Elected Institute Governors.**

7.4.1 **Potential Candidate Pool.** Each Division Executive Committee shall select up to three (3) Nominees for Elected Institute Governor to be placed on the election ballot. The voting members of the Institute shall vote for no more than one (1) Nominee in each Division to serve on the Board.

7.4.2 **Process.** Nominees for Elected Institute Governors representing the Business and Professional Activities Division, the Codes and Standards Activities Division, the Global Activities Division, and the Technical Activities Division shall be elected by the eligible voting members of the Institute. Ballots shall include the name of each Nominee by Division.

Nominees for the Governor representing the Local Activities Division shall be elected by the Local Groups. Each Local Group shall have one (1) vote and the Nominee receiving the most number of votes shall be declared the successful Nominee.

7.5 **Distribution of Ballot.** The current year’s election ballot and instructions for voting shall be distributed to all eligible voting members of the Institute in good standing.

7.6 **Deadline for Receipt of Ballots.** The polls for the election shall close at the end of business on the date specified on the ballot. The ballots shall be counted within fourteen (14) days after the election closes.

7.7 **Tellers Committee.** The ballots shall be counted and verified under the supervision of no fewer than three (3) Tellers who shall be appointed by the President from among the Institute members in good standing. These Tellers comprise the Tellers Committee. No count or listing of votes cast in any Institute election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board from the persons so tied.

7.8 **Announcement of Results.** Following adjournment of the Tellers Committee, the Secretary shall announce the members of the Board to the Institute membership.
ARTICLE 8. MEETINGS

8.0 Business Meetings.

8.0.1 Annual Membership Meeting. The Institute shall convene at least one (1) business meeting annually, termed the Annual Membership Meeting.

8.0.1.1 Quorum. A quorum for the Annual Membership Meeting shall be twenty-five (25) voting members.

8.0.2 Board of Governors Meetings.

8.0.2.1 Requirements. No fewer than two (2) meetings of the Board shall be held each year. The Board shall be given at least forty-five (45) days’ notice of the meeting by first class mail, confirmed facsimile, or by confirmed electronic mail. Agenda items shall be filed with the Secretary not later than thirty (30) days prior to the meeting. The agenda shall be distributed to the Board at least fourteen (14) days in advance of the meeting.

8.0.2.2 Quorum. A majority of the members of the Board shall constitute a quorum at any meeting of the Board except for consideration of disciplinary action against a member. Seventy-five percent (75%) of the members of the Board shall constitute a quorum for the consideration of disciplinary action against a member.

8.0.3 Special Meetings of the Board of Governors.

8.0.3.1 Requirements. Special Meetings of the Board may be called at any time by the President or Secretary upon the request of three (3) Governors. Notice of a Special Meeting shall be provided to the Board at least ten (10) days in advance of the meeting. Notice of a Special Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Meeting.

8.0.3.2 Quorum. A majority of the members of the Board shall constitute a quorum at a Special Meeting of the Board.

8.0.4 Board of Governors Executive Sessions. Meetings of the Board may go into Executive Session upon the call of the meeting chair, or upon the motion of any member of the Board and affirmative vote of the Board. All voting members of the Board attend Executive Session as well as any individuals invited by the Board. Minutes reflecting actions taken in Executive Session shall be kept on file by the Society’s Managing Director of Engineering Programs.
8.2 **Parliamentary Authority.** The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised,* shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with the laws of the State in which the Institute is incorporated or with the Institute’s Bylaws.

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

8.4 **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 consent in writing to such action.

**ARTICLE 9. COMMITTEES, ACADEMIES, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES**

9.0 **Objectives and Purposes of Organizational Entities.** The objectives and purposes of the Institute’s committees, academies, technical divisions, affiliated and other Organizational Entities shall be consistent with those of the Institute.

9.1 **Organizational Entities.** The Board may define, establish and discharge Organizational Entities such as standing councils and committees, student chapters, local chapters, and task committees as necessary or desirable to conduct the affairs of the Institute.

9.2 **Committees.** The Board has the authority and responsibility to create and disband Divisions, committees, establish duties, conditions, and terms of service, and approve committee appointments, including designation of the chair and other committee officers. Committees may create constituent committees, subcommittees, divisions, task groups or similar entities as required to accomplish their charge.

9.3 **Divisions.** The Institute shall have five (5) Divisions.

9.3.1 **Business and Professional Activities Division.** The Business and Professional Activities Division (BPAD) shall be responsible for, but not limited to, professional practice items related to licensing, regulatory, insurance, and business issues and practices. The Division shall develop and recommend policies and participate in programs and activities related to the improvement of professional standards and economic conditions of practice for structural engineers in all types of employment and businesses.

9.3.2 **Codes and Standards Activities Division.** The Codes and Standards Activities Division (CSAD) shall be responsible for, but not limited to, developing and maintaining standards and/or codes of practice. The Division may undertake
other responsibilities in this area. Standards are to be developed by a consensus standards process managed by the Division Executive Committee. The consensus standards process includes compliance with the Society Rules for Standards Committees, oversight by the Society Codes and Standards Activities Committee, and approval by the American National Standards Institute.

9.3.3 **Global Activities Division.** The Global Activities Division (GAD) shall be responsible for, but not limited to, increasing SEI members’ awareness of global issues that impact our profession and facilitating the development of skills that will allow SEI members to thrive in the world market. The Division shall strive to advance the role of SEI and its members globally by supporting and participating in global structural engineering activities.

9.3.4 **Local Activities Division.** The Local Activities Division (LAD) shall be responsible for, but not limited to, interacting and providing the technical and professional services of the Institute to the Local Groups. The Division shall serve as the communications mechanism for Local Groups to express needs and make recommendations to the Board. The Division shall develop and recommend programs and activities related to improving two-way communication between the Institute and Local Groups.

9.3.5 **Technical Activities Division.** The Technical Activities Division (TAD) shall be responsible for, but not limited to, advancing the art and science of structural design and construction by increasing the knowledge of physical properties of engineering materials, developing methods of analysis and design, and studying the merits of various types of structures and methods of construction. The Division will disseminate knowledge relating to its activities.

9.3.6 **Executive Committee.** Each Division shall have an Executive Committee or similar governing body.

9.3.7 **Policies and Procedures.** Each Division shall establish written Policies and Procedures which shall be subject to approval by the Board.

9.4 **Tangible and Intangible Property.** Committee chairs shall return a committee’s tangible property and records, and all records relating to any intangible property and work product of the committee to the Institute when discharged, or when requested by the Board. Such materials and any intangible property including work products of the committee belong to the Institute. All committees (including any subcommittees), and all special delegates and representatives unless otherwise directed by the Board, shall be governed by this provision.

**ARTICLE 10. ADMINISTRATIVE PROVISIONS**

10.0 **Organization.** The Institute is organized within the Society. All policies and activities of the Institute shall be consistent with and subject to:
10.0.1 The Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics;

10.0.2 Applicable international, federal, state, and local antitrust, trade regulation, and other laws, regulations and legal requirements;

10.0.3 All requirements to maintain the status of the Society as a not-for-profit organization exempt from Federal income tax under Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954, as amended (hereinafter referred to as the Code), qualifying at all times as an organization to which tax deductible contributions may be made pursuant to applicable sections of the Code;

10.0.4 All requirements imposed by relevant jurisdiction for maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and

10.0.5 Such other policies and procedures as are authorized under these documents.

10.1 Policy Statements. The Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. The Institute shall not take any action that may be deemed to express an attitude or action of the Society.

10.2 Resolutions. Resolutions or recommendations may be addressed to the Society Board of Direction for consideration or approval and promulgation.

10.3 Relationships with Other Organizations. The Institute may form relationships with other groups and may serve as the United States of America member Society to various international organizations, as approved by the Institute. These relationships shall not be in conflict with Society policies.

10.4 Conferences and Conventions. The Institute may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations subject to the terms and conditions described in agreements then in place between the Society and the Institute.

10.5 Publications. Publications of the Institute shall be consistent with written agreements that exist between the Society and the Institute. The Institute may develop journals, magazines, manuals of practice, miscellaneous publications and standards by itself or in conjunction with the Society or other organizations. The Society shall have the right of first refusal to act as the publisher or such publications.
All members of the Institute shall be entitled to receive Institute publications at member rates and other Society distributed publications at the rates determined by the Society.

10.6 **Indemnification.** The Society shall indemnify the Institute’s Officers, Institute Director, members, employees, and agents, in their respective capacities as such, by providing each the same rights of indemnification as are given by the Society to Society Officers, members, employees, and agents.

10.8 **Dissolution.** At any duly constituted meeting, the Board, by a two-thirds (2/3) majority of those present and voting, may recommend dissolution of the Institute by the Society Board of Direction, provided that a written notice of this proposed action shall have been given at a previous meeting of Board, and provided further that the proposed dissolution shall have been published, together with an announcement soliciting membership comments, in an Institute, Society, or third party publication that normally reaches the entire membership by other means.

**ARTICLE 11. AMENDMENTS**

11.0 **Amendment.** The Institute Bylaws may be amended at a duly constituted meeting of the Board by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at the previous meeting of the Board.

No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.
TRANSPORTATION AND DEVELOPMENT INSTITUTE
OF THE
AMERICAN SOCIETY OF CIVIL ENGINEERS

BYLAWS

ARTICLE 1. GENERAL

1.0 Name. The name of this Institute shall be Transportation and Development Institute (hereinafter referred to as the “Institute or T&DI”) of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

1.1 Objective. The Objective of this Institute shall be to advance knowledge and practice in sustainable transportation and development.

ARTICLE 2. MEMBERSHIP

2.0 Membership Qualifications. Membership in the Institute shall be open to any Society member in good standing as well as to other persons and organizations interested in advancing the objective of the Institute.

2.1 Membership Categories. The Membership Categories shall be differentiated as Individual Member and Group Member.

2.1.1 Individual Member. Individual Member applies to a single person joining the Institute and shall be open to individuals involved in policies, programs and projects related to the interests of the Institute. There are five (5) Individual Member classifications within the Institute.

2.1.1.1 Student Member. Individuals who are undergraduate or graduate students enrolled in an engineering or technology degree program with an interest in the Institute’s focus.

2.1.1.2 Member. Any Society member in good standing interested in advancing the objective of the Institute.

2.1.1.3 Institute-only Member. Any person who is not a member of the Society and who is interested in advancing the objective of the Institute.

2.1.1.4 T&DI Fellow. The Institute may award Fellow membership to an Individual Member based on accomplishments, achievements or scholarship, as recognized by the Board.

2.1.1.5 T&DI Honorary Member. The Institute may award honorary membership to an Individual Member with exemplary service to the Institute and the profession, as recognized by the Board of Governors.
2.1.2 **Group Member.** There are two (2) Group Member classifications within the Institute. A Group Member shall designate qualified individuals to become Individual Members of the Institute. The number of Individual Members shall be as defined in the T&DI Operating Procedures.

2.1.2.1 **Organizational Member.** Organizational Member shall apply to associations, government agencies, or corporations engaged in the interests of the Institute. Organizational Member does not imply that all members of the organization are members of the Institute.

2.1.2.2 **Sustaining Member.** A Sustaining Member shall apply to associations, government agencies, or corporations engaged in the interests of the Institute. Sustaining Member does not imply that all members of the organization are members of the Institute.

2.1.3 **Member Participation.** With the exception of Student Members, Individual Members in good standing may be appointed to and participate on Institute committees and may vote on all Institute procedural issues and elections put forth to the Institute membership.

2.1.4 **Non-Member Participation.** Non-members of the Institute may participate on Institute Committees and Task Committees but may not serve as a Committee or Task Committee chair. Non-members of the Institute may not vote on Institute procedural issues or in elections. At the discretion of the Board of Governors, non-members of the Institute may serve on the Institute Standards Committees as voting members.

**ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS**

3.0 **Code of Ethics.** All members of the Institute and non-member participants shall be familiar with the Society’s Code of Ethics and bound by its provisions.

3.1 **Separations from Institute Membership.** Institute membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.

3.1.1 **Nonpayment of Dues.** Institute membership shall terminate in the event the Institute member’s dues become twelve (12) months in arrears.

3.1.2 **Resignations.** Any member of the Institute may tender resignation of Institute membership. Separation from Institute membership shall be effective upon receipt of notification or upon acceptance by the Board of Governors for resignations received while under investigation for Code of Ethics violations.
3.1.3 **Expulsion.** Any member of the Institute may be expelled for conduct in violation of the Institute Bylaws or the Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the opinion of the Board of Governors, is improper and prejudicial to the best interest of the Society or the Institute. Except for cases under the purview of the Society’s Committee on Professional Conduct, a decision to expel shall be preceded by a fair hearing at a meeting of the Board of Governors.

3.1.3.1 **Separation Procedures.** Separation from membership in the Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society’s Bylaws. For cases not under the purview of the Society’s Committee on Professional Conduct, the Board of Governors acts on behalf of the Institute. Decisions of the Board of Governors shall not be open to appeal except in cases involving a recommendation to expel a Society member, in which cases appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society’s Code of Ethics shall be referred to the Society Committee on Professional Conduct for determination on behalf of the Institute as provided in the Society’s Bylaws.

**ARTICLE 4. FEES AND DUES**

4.0 **Dues Year.** The Institute’s dues year is from January 1 through December 31.

4.1 **Right to Levy Fees and Dues.** The Board of Governors shall establish member dues.

4.2 **Obligation to Pay.** In advance of January 1, every Institute member shall be obligated to pay the fees and dues established by the Board of Governors. An individual or group joining the Institute after the last day of June in any calendar year shall pay one-half (1/2) of the Annual Dues for that calendar year. An individual who is advanced from any grade to a higher grade in the Institute shall pay the Annual Dues of the higher grade, effective the next Institute membership year.

4.2.1 **Good Standing.** An Institute member whose obligation to pay is current shall be an Institute member in good standing.

4.3 **Statements.** Not later than December 1 each year, the Institute shall distribute to each Institute-only member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of dues for the ensuing calendar year.
4.4 **Abatement of Dues.** The Board of Governors, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of Annual Dues, temporarily or permanently; may excuse the whole or any part of the dues which may be in arrears; and may remove any name from the list of those permanently excused from the payment of dues.

4.5 **Refunds.** There shall be no refund of dues remitted.

4.6 **Delinquency.** Any Institute member who is not in good standing may forfeit rights and privileges of membership as determined by the Board of Governors.

**ARTICLE 5. MANAGEMENT**

5.0 **Board of Governors.** The affairs, activities, and concerns of the Institute shall be under the direction of a Board of Governors (hereinafter the “Board”). The Board shall manage the affairs for the Institute. The Board has fiduciary, legal and strategic responsibilities, focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations, and ensures that the Institute uses these policies to work toward meeting its objective.

5.1 **Composition.** The Board of Governors shall have eight (8) voting members as follows: four (4) Officers; two (2) At-Large Governors appointed by the Board; one (1) Younger Member Governor appointed by the Board; and one (1) Governor who shall be appointed by the Society’s Board of Direction.

5.2 **Institute Director.** The Institute Director, who shall serve as Secretary, shall be a non-voting attendee of the Board. The Institute Director shall be employed by the Society and is subject to Society employment rules. The Institute Director will be reviewed annually by the Society’s Executive Director, or his or her designee, after input from the Past President of the Board. The Institute Director is appointed, and can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board of the Institute.

The Institute Director shall retain independent contractors and other suppliers and agents, subject to direction by the Board. The Institute Director shall comply with policies and procedures of the Society, which shall be applicable to and binding on the Institute.

5.3 **Financial Management.**

5.3.1 **Fiscal Year.** The fiscal year of the Institute shall be from October 1 through September 30.

5.3.2 **Annual Budget.** The Institute annual budget shall be approved by the Board and be in accordance with guidelines established by the Society’s Board of Direction. The Society’s Board of Direction shall review and approve the budget prior to the start of each fiscal year.
5.3.2.1 **Unbudgeted Expenses.** The Institute Board shall be notified of any changes to the budget, any expenditure in excess of budgeted amounts, or expenditures for unbudgeted items.

5.4 **Assets.** All assets held by or for the Institute are vested in the Society and shall be handled according to the Society’s fiscal policies.

5.5 **Fiscal Responsibility.** The Board, with due responsibility to the Society’s Board of Direction, shall oversee the funds and assets of the Institute and shall direct the Institute Director in their management. Neither the Institute nor any individual Governor, Officer, member, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the Society.

5.6 **Revenues.** The Institute may raise revenue by means other than fees and dues, provided such means are consistent with the Society policy and maintain the Society’s tax-exempt status. Any proposed solicitations, and the proposed acceptance of any grant or donation which contains any restriction, shall first be submitted to and approved by the Society Executive Director, as permissible. The Society Executive Director shall investigate and notify the Institute of his or her determination, including any restrictions or modifications on which approval is conditioned.

5.7 **Institute Reserves.** The Society shall create a general reserve fund when Institute revenues exceed Institute expenditures. The Institute shall control this reserve fund and shall use funds from this reserve for programs and activities of the Institute.

5.8 **Records.** The books and accounts of the Institute shall be kept by the Institute Director.

5.9 **Reporting.** Within ninety (90) days from the close of each fiscal year, the Institute Director shall provide to the Board a full and correct statement of the affairs of the Institute, including but not limited to, a balance sheet and fiscal statement of operations for the preceding year.

5.10 **Audit.** The Institute Director shall procure annually an external audit of the books and records of the Institute. Such audit may be performed in conjunction with the Society annual audit. The books and records shall be made available to the Society Treasurer or his or her representative upon reasonable notice.

**ARTICLE 6. OFFICERS AND GOVERNORS**

6.0 **Officers.** The elected Officers of the Institute shall be the President, Vice-President, Past-President continuing to be a member of the Board, and Treasurer. The Institute Director shall serve as Secretary.
6.0.1 President.

6.0.1.1 Qualifications. The President shall be a voting Institute member in good standing and shall have served on the Board.

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

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

6.0.1.4 Compensation. The President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.1.5 Duties. The President shall preside at meetings of the Board and Business Meetings of the Institute. The President may call special meetings of the Board or of the members as may be deemed proper. The President shall be empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute. The President, or the appointed designee, shall attend regular and special meetings of the Society Board of Direction and report at such meetings, if requested to do so. The President shall make available to the membership an annual report for the preceding fiscal year within one hundred and twenty (120) days of the conclusion of the subject fiscal year.

6.0.2 Vice-President.

6.0.2.1 Qualifications. The Vice-President shall be a voting Institute member in good standing and shall have completed one (1) full term of service on the Board as Treasurer.

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

6.0.2.3 Vacancy. A vacancy in the office of Vice-President shall be filled for the unexpired portion of the term by a qualified member of the Board, as determined by the Board at the time of the vacancy.
6.0.2.4 **Compensation.** The Vice-President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.2.5 **Duties.** The Vice-President shall act in place of the President when the President is not available. The Vice-President shall also serve as the vice-chair and attend all meetings of the Board and Business Meetings.

6.0.3 **Past President.**

6.0.3.1 **Qualifications.** The Past President shall be a voting Institute member in good standing and shall have served a term as President.

6.0.3.2 **Term.** The Past President shall serve a one (1) year term immediately following the conclusion of a term as President. A Past President may be recalled to serve as needed.

6.0.3.3 **Vacancy.** A vacancy in the office of Past President shall be filled by the most recent available Past President who is available and willing to serve.

6.0.3.4 **Compensation.** The Past President does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.3.5 **Duties.** The Past President shall attend all meetings of the Board and Business Meetings and perform such other duties as may be assigned from time to time by the President. The Past President shall chair the Awards and Membership Committees and shall serve as a member of the Nominating Committee.

6.0.4 **Treasurer.**

6.0.4.1 **Qualifications.** The Treasurer shall be a voting Institute member in good standing for a period of at least one (1) year at the time of election.

6.0.4.2 **Term.** The Treasurer shall serve a one (1) year term, which shall commence on October 1 and continue until a successor is installed. After serving one (1) full term, the Treasurer shall be ineligible for re-election to the same office.

6.0.4.3 **Vacancy.** A vacancy in the office of Treasurer shall be filled for the unexpired portion of the term by a qualified member of the Institute as determined by the Board at the time of the vacancy.
6.0.4.4 **Compensation.** The Treasurer does not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.0.4.5 **Duties.** The Treasurer shall monitor the general funds of the Institute, shall oversee all transactions of the Institute and shall provide an annual financial report to the Board. The Treasurer shall attend all meetings of the Board and Business Meetings.

6.0.5 **Secretary.**

6.0.5.1 **Qualifications.** The Institute Director shall serve as Secretary.

6.0.5.2 **Term.** The term of the Secretary coincides with the term of employment of the Institute Director.

6.0.5.3 **Vacancy.** A vacancy in the office of Secretary shall be filled by the Society’s Executive Director in consultation with the Institute Board.

6.0.5.4 **Compensation.** The Secretary shall be compensated by the Society for duties performed as the Institute Director.

6.0.5.5 **Duties.** The Secretary shall attend all meetings of the Board and serve as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend. The Secretary shall be responsible for all correspondence of the Board and shall give notice of, and keep minutes of all meetings of the Board.

6.1 **Appointed Institute Governors.** There shall be two (2) At-Large Institute Governors appointed by the Board; one (1) Younger Member Institute Governor appointed by the Board; and one (1) Society appointed Institute Governor. The four (4) appointed Institute Governors shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.1.1 **At-Large Institute Governors.**

6.1.1.1 **Qualifications.** The At-Large Institute Governors shall be any voting Institute member in good standing for a period of at least one (1) year at the time of appointment.

6.1.1.2 **Term.** The term of the At-Large Institute Governors shall be two (2) years and commence on October 1. The At-Large Institute Governors may be reappointed to serve one (1) additional term. An At-Large Institute Governor is eligible to serve as an Elected Institute Governor upon completion of their term of appointment.
6.1.1.3 **Vacancy.** A vacancy in an At-Large Institute Governor position shall be filled for the unexpired portion of the term by appointment of the remaining Board members.

6.1.1.4 **Compensation.** At-Large Institute Governors do not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.1.1.5 **Duties.** At-Large Institute Governors represent the Institute’s best interests as a member of the Board. At-Large Institute Governors help monitor and steer the Institute toward its goals. At-Large Institute Governors may also serve on Board committees, task committees, and/or in other roles as assigned.

6.1.2 **Younger Member Institute Governor.**

6.1.2.1 **Qualifications.** The Younger Member Institute Governor shall be an individual thirty-five (35) years of age or younger at the time of appointment and be an Institute member in good standing for a period of at least one (1) year at the time of appointment by the Board.

6.1.2.2 **Term.** The term of the Younger Member Institute Governor shall be two (2) years and commence on October 1. The Younger Member Institute Governor is not eligible for reappointment. The Younger Member Institute Governor is eligible to serve as an Elected Institute Governor upon completion of their term of appointment.

6.1.2.3 **Vacancy.** A vacancy in the Younger Member Institute Governor position shall be filled for the unexpired portion of the term by appointment of the remaining Board members.

6.1.2.4 **Compensation.** The Younger Member Institute Governor shall not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.1.2.5 **Duties.** The Younger Member Institute Governor represents the Institute’s best interests as a member of the Board. The Younger Member Institute Governor helps monitor and steer the Institute toward its goals. The Younger Member Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.1.3 **Society Institute Governor.**

6.1.3.1 **Qualifications.** The Society Institute Governor shall be a voting Institute and Society member in good standing for a period of at least one
(1) year at the time of appointment. The Society Institute Governor shall be appointed by the Board of Direction upon recommendation of its President or President-elect.

6.1.3.2 Term. The term of office of the Society Institute Governor shall be one (1) year. The Society Institute Governor may be reappointed to successive one (1) year terms but shall not exceed four (4) years of total service. The Society Institute Governors is eligible to serve as an Elected Governor upon completion of their term of appointment.

6.1.3.3 Vacancy. A vacancy in the Society Institute Governor position shall be filled for the unexpired portion of the term by the Board of Direction, upon recommendation of the President or President-elect.

6.1.3.4 Compensation. The Society Institute Governor shall not receive compensation for services but may be reimbursed for reasonable expenses under procedures established by the Board and the Society.

6.1.3.5 Duties. The Society Institute Governor represents the Institute’s best interests as a member of the Board and serves as a liaison to the Society’s Board of Direction. The Society Institute Governor helps monitor and steer the Institute toward its goals. The Society Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.2 Removal from Office. The incapacitation of any Institute Officer or Institute Governor, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing, may be grounds for removal from the Board. An Institute Officer or Institute Governor may be removed from office by a two-thirds (2/3) majority vote of the Board and concurrence of the Society’s Board of Direction. The vacancy shall be filled in accordance with applicable provisions of the Institute Bylaws.

6.2.1 Absences from Meetings of the Board of Governors. In the event of absence of an elected or appointed Institute Governor from two (2) consecutive meetings of the Board, the Governor shall be automatically removed from the Board at the conclusion of such second meeting, unless retained by the majority vote of the Board before the conclusion of such second meeting.

ARTICLE 7. NOMINATIONS AND ELECTIONS

7.0 Address of Record. The mailing address designated by the Institute member, except an APO or other temporary address, shall be considered as the Address of Record unless the Institute member instructs otherwise.

7.1 Candidate. A Candidate is a qualified Institute Member who is pursuing or considering the pursuit of an elected office within the Institute.
7.2 **Nominee.** A Nominee is a Candidate who has received the nomination of a Nominating Committee, or who has submitted a validated petition for nomination to the Chair of the Nominating Committee.

7.3 **Composition of Nominating Committee.** The Nominating Committee shall consist of the current President, and the three (3) most recent Past-Presidents available and willing to serve. The individual who has been Past-President of the Institute for the longest time shall serve as chair. No Candidate for office shall be a member of the Nominating Committee.

7.4 **Nominations.**

7.4.1 **Potential Candidate Pool.** The Nominating Committee shall solicit Candidates from the general membership of the Institute and Institute Organizational Entities for the positions to be filled. Candidates may also be proposed for consideration by members of the Nominating Committee.

7.4.2 **Declaration of Intent to Serve.** No later than February 1 of the year in which the election is to be held, Candidates shall submit to the Secretary a signed letter indicating acceptance and willingness to serve if elected or appointed, as well as biographical, occupational and geographical information in a format prescribed by the Secretary.

7.5 **Nominating Committee Procedure.** Candidates for office shall be fully informed by the Nominating Committee of the duties and requirements of the office being considered. The Nominating Committee shall refer to the T&DI Operating Procedures for nominating guidelines. The Nominating Committee shall submit to the Board a list of one (1) or more Candidate names for each of the open positions.

7.6 **Nomination by Board of Governors.** The Board may nominate one (1) or more of the Candidate(s) submitted by the Nominating Committee; or nominate one (1) or more additional Candidate(s) from the declared Candidate pool; or nominate one (1) or more Candidates from the declared Candidate pool in lieu of the Candidate(s) submitted by the Nominating Committee, for each open position. The nominated Candidate(s) shall be identified as Official Nominees.

7.7 **Announcement of Official Nominees.** The Official Nominee(s) shall be announced to the membership in an official Institute publication or other appropriate means, including the Internet, not later than March 15.

7.8 **Petition to Election Ballot.** Declared Candidates who were not selected as Official Nominees may pursue election by petition. The signatures of at least one hundred and fifty (150) eligible voting Institute members, validated by the Secretary, shall be received not later than May 1. Receipt of the required petition signatures will place the individual on the election ballot as a Petition Nominee.
7.9 Notification of Nominees. The Secretary shall notify all Institute members, by notice in an Institute newsletter or such other appropriate means, of the Official and Petition Nominee(s) for each vacant office.

7.10 Distribution of Ballot. If there is more than one (1) Nominee for elected office the Secretary shall distribute a ballot to all voting members of the Institute in good standing as of May 15. The current year’s election ballot and instructions for voting shall be sent to the Address of Record not later than June 15, if a ballot is required. If there is only one (1) Nominee, the Board shall declare that individual elected, and no ballot shall be required.

7.11 Deadline for Receipt of Ballots. The polls for the election shall close at the end of business on August 14 and the ballots shall be counted on August 15, except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so that the close of balloting and the counting of ballots shall fall on business days, and provided further that election ballots shall be counted not later than August 17.

7.12 Tellers Committee. The ballots shall be verified under the supervision of no fewer than three (3) Tellers who shall be appointed by the President from among the voting Institute members in good standing. These Tellers comprise the Tellers Committee. No count or listing of votes cast in any Institute election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board from the persons so tied.

7.13 Election Results. Upon adjournment of the Tellers Committee, the Secretary shall immediately announce to the Institute membership the election results.

7.14 Technical Region Director. The Board may select by a majority vote of those present and voting at least one (1) Candidate to be forwarded to the Technical Region Board of Governors for consideration as an Official Nominee for the office of Technical Region Director on the Society’s Board of Direction.

ARTICLE 8. MEETINGS

8.0 Business Meetings.

8.0.1 Annual Membership Meeting. The Institute shall convene at least one (1) business meeting annually, termed the Annual Membership Meeting.

8.0.1.1 Quorum. A quorum for the Annual Membership Meeting shall be twenty (20) voting members.
8.0.2 Other General Business Meetings. The Institute may convene additional General Business Meetings.

8.0.2.1 Requirements. Additional Business Meetings of the Institute may be convened at such date and place as shall be determined by the Board and designated in a notice to the membership at least thirty (30) days in advance of the meeting.

8.0.2.2 Quorum. A quorum for any other General Business Meeting shall be fifteen (15) voting members.

8.0.3 Special Business Meetings. The Institute may call Special Business Meetings.

8.0.3.1 Requirements. The President may call Special Business Meetings of the Institute or upon written request of not less than two hundred (200) voting members. Notice of a Special Business Meeting shall be published in an official Institute publication at least thirty (30) days prior to the date of the Special Business Meeting, or by special notice mailed to the members of the Institute not less than twenty (20) days prior to the date of the Special Business Meeting. Notice of a Special Business Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Business Meeting.

8.0.3.2 Quorum. A quorum for a Special Business Meeting shall be fifteen (15) voting members.

8.0.4 Board of Governors Meetings.

8.0.4.1 Requirements. At least one (1) meetings of the Board shall be held annually to conduct any business that might properly come before it. The President shall establish the place and date for the Board meeting. Notice of the meeting shall be given to the members of the Board at least thirty (30) days in advance of the meeting.

8.0.4.2 Special Meetings of the Board of Governors. Special Meetings of the Board of Governors may be called as determined by the Board at a previous meeting, or upon the request of any three (3) Board members. Notice of a Special Meeting shall be given to the members of the Board at least fifteen (15) days in advance. No business other than that stipulated in the notice shall be considered at any such Special Meeting.

8.0.4.3 Quorum. A majority of the members of the Board shall constitute a quorum at any meeting of the Board except for consideration of disciplinary action against a member. Seventy-five percent (75%) of the
members of the Board shall constitute a quorum for the consideration of
disciplinary action against a member.

8.0.4.4 **Board of Governors Executive Sessions.** Meetings of the
Board may go into Executive Session upon the call of the meeting chair, or
upon the motion of any member of the Board and affirmative vote of the
Board. All voting members of the Board attend Executive Session as well
as any individuals invited by the Board. Minutes reflecting actions taken in
Executive Session shall be kept on file by the Society’s Managing Director
of Engineering Programs.

8.1 **Parliamentary Authority.** The rules contained in the current edition of Robert’s
Rules of Order, Newly Revised, shall govern the Institute in all cases to which they are
applicable and in which they are not inconsistent with the laws of the State in which the
Institute is incorporated or with the Institute’s Bylaws.

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

8.3 **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. COMMITTEES, ACADEMIES, AFFILIATED AND OTHER
ORGANIZATIONAL ENTITIES**

9.0 **Objectives and Purposes of Organizational Entities.** The objectives and
purposes of the Institute’s committees, academies, technical divisions, affiliated and other
Organizational Entities shall be consistent with those of the Institute.

9.1 **Organizational Entities.** The Board may define, establish and discharge
Organizational Entities such as standing councils and committees, student chapters, local
chapters, and task committees as necessary or desirable to conduct the affairs of the
Institute.

9.2 **Committees.** The Board has the authority and responsibility to create and disband
committees, establish duties, conditions, and terms of service, and approve committee
appointments, including designation of the chair and other committee officers.
Committees may create constituent committees, subcommittees, divisions, task groups
or similar entities as required to accomplish their charge.

9.3 **Tangible and Intangible Property.** Committee chairs shall return a committee’s
tangible property and records, and all records relating to any intangible property and work
product of the committee to the Institute when discharged, or when requested by the Board. Such materials and any intangible property including work products of the committee belong to the Institute. All committees (including any subcommittees), and all special delegates and representatives unless otherwise directed by the Board, shall be governed by this provision.

ARTICLE 10. ADMINISTRATIVE PROVISIONS

10.0 Organization. The Institute is organized within the Society. All policies and activities of the Institute shall be consistent with and subject to:

10.0.1 The Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics;

10.0.2 Applicable federal, state, and local antitrust, trade regulation, and other laws, regulations and legal requirements;

10.0.3 All requirements to maintain the status of the Society as a not-for-profit organization exempt from Federal income tax under Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954, as amended (hereinafter referred to as the Code), qualifying at all times as an organization to which tax deductible contributions may be made pursuant to applicable sections of the Code;

10.0.4 All requirements imposed by relevant jurisdiction for maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and

10.0.5 Such other policies and procedures as are authorized under these documents.

10.1 Policy Statements. The Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. The Institute shall not take any action that may be deemed to express an attitude or action of the Society.

10.2 Resolutions. Resolutions or recommendations may be addressed to the Society Board of Direction for consideration or approval and promulgation.

10.3 Relationships with Other Organizations. The Institute may form relationships with other groups and may serve as the United States of America member Society to various international organizations, as approved by the Institute. These relationships shall not be in conflict with Society policies.

10.4 Conferences and Conventions. The Institute may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other
affiliated organizations subject to the terms and conditions described in agreements then in place between the Society and the Institute.

10.5 Publications. Publications of the Institute shall be consistent with written agreements that exist between the Society and the Institute. The Institute may develop journals, magazines, manuals of practice, miscellaneous publications and standards by itself or in conjunction with the Society or other organizations. The Society shall have the right of first refusal to act as the publisher of such publications.

All members of the Institute shall be entitled to receive Institute publications at member rates and other Society distributed publications at the rates determined by the Society.

10.6 Indemnification. The Society shall indemnify the Institute’s Officers, Institute Director, members, employees, and agents, in their respective capacities as such, by providing each the same rights of indemnification as are given by the Society to Society Officers, members, employees, and agents.

10.7 Dissolution. At any duly constituted meeting, the Board, by a two-thirds (2/3) majority of those present and voting, may recommend dissolution of the Institute by the Society Board of Direction, provided that a written notice of this proposed action shall have been given at a previous meeting of Board, and provided further that the proposed dissolution shall have been published, together with an announcement soliciting membership comments, in an Institute, Society, or third party publication that normally reaches the entire membership by other means.

ARTICLE 11. AMENDMENTS

11.0 Amendment. The Institute Bylaws may be amended at a duly constituted meeting of the Board by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at the previous meeting of the Board.

No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.
On October 1, 2015, the American Society of Civil Engineers (ASCE) officially established the semiautonomous Utility Engineering & Surveying Institute (UESI). The Utility Engineering & Surveying Institute incorporates the former ASCE Committee on Technical Advancement—Pipelines Division and the Geomatics Division, and the Construction Institute’s Utility Engineering Committee. In addition to ASCE members who select UESI as their primary or secondary technical affiliation, UESI membership is open to all persons involved in utility and pipelines engineering and professional engaged in all forms of surveying and survey engineering. Further, the Utility Engineering & Surveying Institute actively seeks members who work for equipment suppliers, material suppliers that support and contribute to the growth and development of the utility, pipeline and surveying industry.

The Utility Engineering & Surveying Institute is the first national organization designed to meet the needs of all individuals working within the utility, pipeline and surveying industry. UESI is fully inclusive, with active membership available to industry practitioners from all occupational and educational backgrounds. UESI offers individuals and organizations the opportunity to network with other professionals, sharpen skills and shape the future of the industry by participating in technical activities, conferences and the development of internationally recognized standards.

**Vision**—To be the worldwide leader in generating products and services that promote and reward excellence in the engineering, planning, design, construction, operations, and asset management for utility infrastructure and engineering surveying.

**Values**—
- To provide excellence in the identification, development and delivery of quality programs, services and products that fulfill the vision of the Institute members and their organizations.
- The Institute will provide leadership within all aspects of utility infrastructure, engineering surveying and geomatics issues.
- The Institute will provide communication in a timely and effective manner, providing a neutral forum for open exchange of ideas.
- Collaborate with others for actions and improvement on critical issues.
- Provide fiscal responsibility in effectively providing and managing human and financial resources.
- Ensure actions are timely and strategic

**Goals**—
• Provide a national and international forum for exchange of technical and professional ideas.

• Identify and disseminate developing technologies and research.

• Develop and promote asset management best practices.

• Partner with national and international organizations that are compatible in nature to the Institute.

• Enhance collaboration with ASCE’s technical, professional, and educational groups.

• Identify, reduce, and manage uncertainty in surveying and utility infrastructure.

• Assist in the development of associated public policy.

The Utility Engineering & Surveying Institute provides for members:

• An atmosphere fostering cooperative relationships between owners, engineers, surveyors, and contractors

• Cooperative relationships with other associations and organizations

• Technical and business information

• Networking opportunities

• Efficient practical training

• Prestige, including awards

The Institute offers both a combined Institute/ASCE membership and an Institute only membership. Membership grades include Individual and Student Memberships.

Individual members include the following:

• Current or future ASCE members who request membership may join at no additional cost. If the individual is a member of another institute, they may join UESI for an additional nominal fee.

• Professionals working within the pipelines, utility and surveying industries.

• Other individuals with a working relationship to utilities, pipelines and surveying. Utility attorneys, accountants, or those in the insurance and bonding businesses constitute a non-exclusive list of examples.
UESI will initially utilize the following categories for membership:

- **ASCE/UESI members** which would be current ASCE members who select UESI as their primary or secondary Institute, as well as new members that join ASCE because of the new Institute and select UESI as their primary Institute;

- **Institute-only members** which would be individuals that would not necessary apply for ASCE membership (example: technicians, vendors (salespeople), and other non-engineers involved in utility and surveying practice);

- **Student members** would be individuals who are either undergraduate or graduate students enrolled in an engineering or technology program with an interest in the Institute's focus, and;

- **Organizational members** that would include associations, government agencies, or corporations engaged in planning, spatial data management, design, construction, materials supply, professional, technical, or educational aspects of the Institute. Organizational membership does not imply that all individuals of the organization are members of UESI.

The Board of Governors can consist of up to ten members, who manage the affairs of the Institute in accordance with the laws under which the Institute is organized. The board has elected members; three officers and six Governors, and one ASCE-appointed Governor. The Board of Governors has accountability, as well as fiduciary, legal and strategic responsibilities. It focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations, and ensures that the institute uses these policies to work toward meeting its vision and fulfilling its mission.

The institute has a number of technical divisions, providing resources to the utility, pipelines and surveying industry.

Details regarding UESI products and services, as well as current UESI committee information, can be found by calling UESI at 1-703-295-6299, emailing at uesi@asce.org or visiting the Web site at www.asce.org/uesi.
The 2019 members of the Board of Governors are:

Lynn Osborn, P.E., F.ASCE, President
John Patrick Campbell, P.E., M.ASCE, President-elect
David Totman, A.M.ASCE, Past-President
Steven Robert Kramer, P.E., F.ASCE, Treasurer
Lawrence Arcand, P.Eng, M.ASCE
Graham Edgar Carlsen Bell, P.E., M.ASCE
Victor Eduardo Fernandez-Cuervo, P.E., F.ASCE
Daniel Gillins, Ph.D., P.L.S, M.ASCE
Jarred R Jones, P.E., M.ASCE, Younger Committee Member
Peter Michael Moore, P.E., F.ASCE, Presidential Appointee
Patrick James White, P.E., M.ASCE
Diane B. Swecker, M.ASCE, Secretary

Staff Contacts:

Diane B. Swecker, M.ASCE, Director
Susan La Fiandra Reid, MBA, M.ASCE, Manager
Cristina Charron, Senior Manager, Conferences
ARTICLE 1. GENERAL

1.0 Name. The name of this Institute shall be Utility Engineering and Surveying Institute (UESI) (hereinafter referred to as the “Institute”) of the American Society of Civil Engineers (hereinafter referred to as the “Society”).

1.1 Objective. The Objective of this Institute shall be to become the worldwide leader in generating and promoting excellence in engineering, planning, design, construction, operations, and asset management for utility infrastructure and engineering surveying.

ARTICLE 2. MEMBERSHIP

2.0 Membership Qualifications. Membership in the Institute shall be open to any Society member in good standing as well as to other persons and organizations interested in advancing the objective of the Institute.

2.1 Membership Categories. The Membership Categories shall be differentiated as Individual Member and Organizational Member.

2.1.1 Individual Member. Individual Member applies to a single person joining the Institute and shall be open to individuals involved in policies, programs and projects related to the interests of the Institute. There are four (4) Individual Member classifications within the Institute.

2.1.1.1 Student Member. An individual who meets the qualifications of Society Student Member.

2.1.1.2 Member. Any Society member in good standing in a membership grade other than Student Member who is interested in advancing the objective of the Institute.

2.1.1.3 Institute Fellow. There shall be no direct admission in this grade. Admission shall be only by advancement from the grade of Member. The Institute may award an Individual Member the grade of Institute Fellow based on the member’s accomplishments, achievements or scholarship, as recognized by the Institute Board of Governors.
2.1.1.4 *Institute-only Member.* Any person who is not a member of the Society and who is interested in advancing the objective of the Institute.

2.1.2 *Organizational Member.* Organizational Member shall apply to associations, government agencies, or other entities engaged in the interests of the Institute. Organizational Member does not imply that all individuals of the organization are members of the Institute. Organizational Member benefits shall be established by the Institute and set forth in the Institute’s Operating Procedures Manual.

2.1.3 *Member Participation.* Individual Members in good standing, with the exception of Student Members, may be appointed to and participate on Institute committees, and may vote on all Institute procedural issues and elections put forth to the Institute membership.

2.1.4 *Student Member and Non-Member Participation.* Student Members and non-members of the Institute may participate on Institute Committees and Task Committees but may not serve as a Committee or Task Committee chair or vote on Institute procedural issues or in elections.

**ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS**

3.0 *Code of Ethics.* All members of the Institute and non-member participants shall be familiar with the Society’s Code of Ethics and bound by its provisions.

3.1 *Separations from Institute Membership.* Institute membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.

3.1.1 *Nonpayment of Dues.* Institute membership shall terminate in the event the Institute member’s dues become twelve (12) months in arrears.

3.1.2 *Resignations.* Any member of the Institute may tender resignation of Institute membership. Separation from Institute membership shall be effective upon receipt of notification or upon acceptance by the Board of Governors (hereinafter the “Board”) for resignations received while under investigation for Code of Ethics violations.

3.1.3 *Expulsion.* Any member of the Institute may be expelled for conduct in violation of the Institute Bylaws or the Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure or Code of Ethics, as applicable, or for conduct which, in the opinion of the Board, is improper and prejudicial to the best interest of the Society or the Institute. Except for cases under the purview of the Society’s Committee on Professional Conduct, a decision to expel shall be preceded by a fair hearing at a meeting of the Board.
3.1.3.1 Separation Procedures. Separation from membership in the Institute and disciplinary proceedings shall generally follow the procedures outlined in the Society’s Bylaws. For cases not under the purview of the Society’s Committee on Professional Conduct, the Board acts on behalf of the Institute. Decisions of the Board shall not be open to appeal except in cases involving a recommendation to expel a Society member, in which cases appeal may be made to the Society Board of Direction, whose decision is final.

Cases involving Society members accused of violating the Society’s Code of Ethics shall be referred to the Society Committee on Professional Conduct for determination on behalf of the Institute as provided in the Society’s Bylaws.

ARTICLE 4. FEES AND DUES

4.0 Dues Year. The Institute’s dues year is from January 1 through December 31.

4.1 Right to Levy Fees and Dues. The Board shall establish member dues.

4.2 Obligation to Pay. Every Institute member shall be obligated to pay the fees and dues established by the Board in advance of January 1. An individual or organization joining the Institute after the last day of June in any calendar year shall pay one-half (1/2) of the Annual Dues for that calendar year. An individual who is advanced from any grade to a higher grade in the Institute shall pay the Annual Dues of the higher grade, effective the next Institute membership year.

4.2.1 Good Standing. An Institute member whose obligation to pay is current shall be an Institute member in good standing.

4.3 Statements. Not later than December 1 each year, the Institute shall distribute to each non-Society member, at the latest address known to the Institute, a statement of current indebtedness, if any, of the Institute member and the amount of the dues for the ensuing calendar year.

4.4 Abatement of Dues. The Board, for cause deemed by it to be sufficient, may excuse any Institute member from the payment of Annual Dues, temporarily or permanently; may excuse the whole or any part of the dues which may be in arrears; and may remove any name from the list of those permanently excused from the payment of dues.

4.5 Refunds. There shall be no refund of dues remitted.

4.6 Delinquency. Any Institute member who is not in good standing may forfeit rights and privileges of membership as determined by the Board.
4.7 Annual Dues. The Annual Dues payable by the Institute membership shall be established by the Board of Governors and set forth in the Institute’s Operating Procedures Manual.

ARTICLE 5. MANAGEMENT

5.0 Board of Governors. The affairs, activities, and concerns of the Institute shall be under the direction of a Board of Governors. The Board shall manage the affairs for the Institute. The Board has fiduciary, legal and strategic responsibilities, focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations, and ensures that the Institute uses these policies to work toward meeting its objective.

5.1 Composition. The Board shall have ten (10) voting members, and shall consist of the three (3) elected Officers, six (6) Institute Governors elected by the membership, and one (1) Governor who shall be appointed by the Society upon recommendation of the ASCE President. No Division shall have more than four (4) Board members at any given time. Each Division of the Institute shall have at least one (1) non-voting representative to the Board with representation divided across all industries as equally as practicable.

5.2 Institute Director. The Institute Director, who shall serve as Secretary, shall be a non-voting attendee of the Board. The Institute Director shall be employed by the Society, and is subject to Society employment rules. The Institute Director will be reviewed annually by the Society’s Executive Director, or his or her designee, after input from the Past President of the Board. The Institute Director is appointed, and can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board of the Institute.

The Institute Director shall retain independent contractors and other suppliers and agents, subject to direction by the Board. The Institute Director shall comply with policies and procedures of the Society, which shall be applicable to and binding on the Institute.

5.3 Financial Management.

5.3.1 Fiscal Year. The fiscal year of the Institute shall be from October 1 through September 30.

5.3.2 Annual Budget. The Institute annual budget shall be approved by the Board and be in accordance with guidelines established by the Society’s Board of Direction. The Society’s Board of Direction shall review and approve the budget prior to the start of each fiscal year.

5.3.2.1 Unbudgeted Expenses. The Board shall be notified of any changes to the budget, any expenditure in excess of budgeted amounts, or expenditures for unbudgeted items.
5.4 **Assets.** All assets held by or for the Institute are vested in the Society and shall be handled according to its fiscal policies.

5.5 **Fiscal Responsibility.** The Board, with due responsibility to the Society’s Board of Direction, shall oversee the funds and assets of the Institute and shall direct the Institute Director in their management. Neither the Institute nor any individual Governor, Officer, member, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the Society.

5.6 **Revenues.** The Institute may raise revenue by means other than fees and dues, provided such means are consistent with the Society policy and maintain the Society’s tax exempt status. Any proposed solicitations, and the proposed acceptance of any grant or donation which contains any restriction, shall first be submitted to and approved by the Society Executive Director, as permissible. The Society Executive Director shall investigate and notify the Institute of his or her determination, including any restrictions or modifications on which approval is conditioned.

5.7 **Institute Reserves.** The Society shall create a general reserve fund when Institute revenues exceed Institute expenditures. The Institute shall control this reserve fund and shall use funds from this reserve for programs and activities of the Institute.

5.8 **Records.** The books and accounts of the Institute shall be kept by the Institute Director.

5.9 **Reporting.** Within ninety (90) days from the close of each fiscal year, the Institute Director shall provide to the Board a full and correct statement of the affairs of the Institute, including but not limited to, a balance sheet and fiscal statement of operations for the preceding year.

5.10 **Audit.** The Institute Director shall procure annually an external audit of the books and records of the Institute. Such audit may be performed in conjunction with the Society annual audit. The books and records shall be made available to the Society Treasurer or his or her representative upon reasonable notice.

**ARTICLE 6. OFFICERS AND GOVERNORS**

6.0 **Officers.** The elected Officers of the Institute shall be the President, President-elect, and Past President. The appointed Officers of the Institute shall be the Treasurer who is appointed by the Board from among the elected Governors, and the Secretary.

The Treasurer holds office at the pleasure of the Board. The Officers of the Institute shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.
6.0.1 *President.*

6.0.1.1 *Qualifications.* The President shall be a voting Institute and Society member in good standing.

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

6.0.1.3 *Vacancy.* A vacancy in the office of President shall be filled for the unexpired portion of the term by the President-Elect.

6.0.1.4 *Compensation.* The President does not receive compensation for services but may be reimbursed for reasonable expenses in accordance with the Society's reimbursement policy.

6.0.1.5 *Duties.* The President shall preside at meetings of the Board and of the members of the Institute. The President may call special meetings of the Board or of the members as may be deemed proper. The President shall be empowered to nominate, subject to approval of the Board, chairpersons and members for those committees and task committees deemed necessary for the effective functioning of the Institute. The President, or the appointed designee, shall attend regular and special meetings of the Society Board of Direction and report at such meetings, if requested to do so. The President shall make available to the membership an annual report for the preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year.

6.0.2 *President-elect.*

6.0.2.1 *Qualifications.* The President-elect shall be a voting Institute and Society member in good standing and shall have completed one (1) full term of service on the Board, prior to taking office as President-elect.

6.0.2.2 *Term.* The President-elect shall serve a one (1) year term which shall commence on October 1 and continue until a successor is installed. After serving one (1) full term, the President-elect shall be ineligible for re-election to the same office.

6.0.2.3 *Vacancy.* A vacancy in the office of President-elect shall be filled by a qualified member of the Board, as determined by the Board at the time of the vacancy.
6.0.2.4 Compensation. The President-elect does not receive compensation for services but may be reimbursed for reasonable expenses in accordance with the Society’s reimbursement policy.

6.0.2.5 Duties. The President-elect shall act in place of the President when the President is not available. The President-elect shall also serve as the vice-chair and attend all meetings of the Board.

6.0.3 Past President.

6.0.3.1 Qualifications. The Past President shall have served a term as President.

6.0.3.2 Term. The Past President shall serve a one (1) year term which shall commence on October 1, immediately following the conclusion of a term as President.

6.0.3.3 Vacancy. A vacancy in the office of Past President shall be filled by the most recent Past President who is available and willing to serve.

6.0.3.4 Compensation. The Past President does not receive compensation for services but may be reimbursed for reasonable expenses in accordance with the Society’s reimbursement policy.

6.0.3.5 Duties. The Past President shall attend all meetings of the Board and of the members and perform such other duties as may be assigned from time to time by the Institute President. The Past President shall serve as chair of the Nominations and Elections Committee.

6.0.4 Secretary.

6.0.4.1 Qualifications. The Institute Director shall serve as Secretary.

6.0.4.2 Term. The term of the Secretary coincides with the term of employment of the Institute Director.

6.0.4.3 Vacancy. A vacancy in the office of Secretary shall be filled by the Society’s Executive Director in consultation with the Board.

6.0.4.4 Compensation. The Secretary shall be compensated by the Society for duties performed as the Institute Director.

6.0.4.5 Duties. The Secretary shall attend all meetings of the Board and serve as Secretary at all meetings of the Institute, except for Executive Sessions for which the Secretary may or may not be invited by the Board to attend. The Secretary shall be responsible for all correspondence of the
Board and shall give notice of, and keep minutes of all meetings of the Board.

6.0.5 *Treasurer.*

6.0.5.1 **Qualifications.** The Treasurer shall be a voting member of the Institute and Society in good standing and be appointed by the Board from among the eligible elected Governors. The Treasurer shall have served as an elected Governor of the Institute for at least one (1) year prior to appointment.

6.0.5.2 **Term.** The Treasurer shall serve a one (1) year term and shall be eligible for reappointment. A majority of the Board in a Regular or Special Meeting shall be required to appoint the Treasurer. The term of the Treasurer begins on appointment.

6.0.5.3 **Vacancy.** A vacancy in the office of Treasurer shall be filled by appointment of the Board.

6.0.5.4 **Compensation.** The Treasurer does not receive compensation for services but may be reimbursed for reasonable expenses in accordance with the Society’s reimbursement policy.

6.0.5.5 **Duties.** The Treasurer shall monitor the general funds of the Institute, shall oversee all transactions of the Institute and shall provide an annual financial report to the Board. The Treasurer shall attend all meetings of the Board.

6.1 *Institute Governors.* There shall be six (6) Institute Governors elected by the Institute members and one (1) Institute Governor who shall be appointed by the Society Board of Direction. Institute Governors shall perform all duties required by law and the Institute’s governing documents, and those duties incident to the office or as may be assigned.

6.1.1 *Elected Institute Governors.*

6.1.1.1 **Qualifications.** The elected Institute Governors shall be any voting Institute or Society member in good standing for a period of at least one (1) year at the time of election.

6.1.1.2 **Term.** Elected Institute Governors shall serve a three (3) year term to commence on October 1. An Elected Institute Governor may not serve more than two (2) terms in the same office. After completing their term an Elected Institute Governor shall not be eligible to serve as an Appointed Institute Governor.
6.1.1.3 **Vacancy.** When a vacancy occurs in an Elected Institute Governor position, other than by expiration of an Elected Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term as a direct appointment by the remaining Board.

6.1.1.4 **Compensation.** Elected Institute Governors shall not receive any salary or other compensation for their service as an Institute Governor but shall be entitled to reimbursement of reasonable expenses, if any, under procedures established by the Board and the Society.

6.1.1.5 **Duties.** An Elected Institute Governor represents the Institute’s best interests as a member of the Board. As a member of the Board, an Elected Institute Governor helps monitor and steer the Institute toward its goals. An Elected Institute Governor may serve as Treasurer and on Board committees, task committees, and/or in other roles as assigned.

6.1.2 **Society Appointed Institute Governor.**

6.1.2.1 **Qualifications.** The Society Appointed Institute Governor shall be a voting Institute and Society member in good standing for a period of at least one (1) year at the time of appointment. The Society Appointed Institute Governor shall be appointed by the Board of Direction upon recommendation of its President or President-elect.

6.1.2.2 **Term.** The term of office of the Society Appointed Institute Governor shall commence on October 1. The Society Appointed Institute Governor may be reappointed to successive one (1) year terms but shall not exceed four (4) years of total service. Society Appointed Institute Governors may become Elected Governors upon completion of their term of appointment.

6.1.2.3 **Vacancy.** When a vacancy occurs in the Society Appointed Institute Governor position, other than by expiration of a Society Appointed Institute Governor’s term, the vacancy shall be filled without undue delay for the remainder of the term by the Board of Direction, upon recommendation of its President or President-elect.

6.1.2.4 **Compensation.** The Society Appointed Institute Governor shall not receive any salary or other compensation for their service as an Institute Governor but shall be entitled to reimbursement of reasonable expenses, if any, under procedures established by the Board and the Society.

6.1.2.5 **Duties.** The Society Appointed Institute Governor represents the Institute’s best interests as a member of the Board and serves as a liaison to the Society’s Board of Direction. As a member of the Board, the Society Appointed Institute Governor helps monitor and steer the Institute toward
its goals. The Society Appointed Institute Governor may also serve on Board committees, task committees, and/or in other roles as assigned.

6.2 Removal from Office. The incapacitation of any Institute Officer or Institute Governor, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing, may be grounds for removal from the Board. An Institute Officer or Institute Governor may be removed from office by a two-thirds (2/3) majority vote of the Board and concurrence of the Society’s Board of Direction. The vacancy shall be filled in accordance with applicable provisions of the Institute Bylaws.

6.2.1 Absences from Meetings of the Board of Governors. In the event of absence of an elected or appointed Governor from two (2) consecutive meetings of the Board, the Governor shall be automatically removed from the Board at the conclusion of such second meeting, unless retained by the majority vote of the Board before the conclusion of such second meeting.

ARTICLE 7. NOMINATIONS AND ELECTIONS

7.0 Address of Record. The mailing address designated by the Institute member, except an APO or other temporary address, shall be considered as the Address of Record unless the Institute member instructs otherwise.

7.1 Candidate. A Candidate is a qualified Institute Member who is pursuing or considering the pursuit of an elected office within the Institute.

7.2 Nominee. A Nominee is a Candidate who has received the nomination of a Nominating Committee, or who has submitted a validated petition for nomination to the Chair of the Nominations and Elections Committee.

7.3 Composition of Nominations and Elections Committee. The Institute Nominations and Elections Committee shall be appointed annually by the Institute President and be comprised of the sitting Past President who shall serve as chair, at least one (1) other Institute Past President who is available and willing to serve, and three (3) Institute voting members, each representing a separate Institute Division, who have been in good standing for at least one (1) year. No Candidate for office shall be a member of the Nominations and Elections Committee.

7.4 Nominations.

7.4.1 Potential Candidate Pool. The Nominations and Elections Committee shall solicit Candidates from the general membership of the Institute and Institute organizational elements for the positions to be filled. Candidates for elected office may also be proposed for consideration by members of the Nominations and Elections Committee. Each Division Executive Committee shall may select up to three (3) Candidates for Elected Institute Governor to be added to the pool of potential candidates.
7.4.2 Declaration of Intent to Serve. No later than March 1 of the year in which the election is to be held, all potential Candidates shall submit to the Nominations and Elections Committee Chair a signed letter indicating acceptance and willingness to serve if elected, as well as biographical, occupational and geographical information.

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

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

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

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

7.5 Technical Region Director. The Nominations and Elections Committee may, when called upon to do so, select by a majority vote of those present and voting at least one (1) Candidate to be forwarded to the Technical Region Board of Governors for consideration as an Official Nominee for the office of Technical Region Director on the Society’s Board of Direction.

7.6 Distribution of Ballot. For all voting members of the Institute in good standing as of May 15, the current year’s election ballot and instructions for voting shall be sent to the Address of Record not later than June 15.

7.7 Deadline for Receipt of Ballots. The polls for the election shall close at the end of business on August 14 and the ballots shall be counted on August 15, except that if either
date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both
dates so that the close of balloting and the counting of ballots shall fall on business days,
and provided further that election ballots shall be counted not later than August 17.

7.8 Tellers Committee. The ballots shall be verified under the supervision of no fewer
than three (3) Tellers who shall be appointed from among the voting Institute members in
good standing by the President. These Tellers comprise the Tellers Committee. No count
or listing of votes cast in any Institute election shall be permitted until after the polls have
closed and then only by the Tellers Committee. The person who receives the largest
number of valid votes for an office shall be declared elected. In the event of a tie between
two (2) or more persons for the same office, selection shall be made by the Board from
the persons so tied.

7.9 Election Results. Upon adjournment of the Tellers Committee, the Secretary shall
immediately announce to the Institute membership the election results.

ARTICLE 8. MEETINGS

8.0 Business Meetings.

8.0.1 Annual Membership Meeting. The Institute shall convene at least one (1)
business meeting annually, termed the Annual Membership Meeting.

8.0.1.1 Quorum. A quorum for the Annual Membership Meeting shall be
fifty (50) voting Institute members.

8.0.2 Other General Business Meetings. The Institute may convene additional
General Business Meetings.

8.0.2.1 Requirements. Additional Business Meetings of the Institute may
be convened at such date and place as shall be determined by the Board
and designated in a notice to the membership at least sixty (60) days in
advance of the meeting.

8.0.2.2 Quorum. A quorum for any other General Business Meeting shall
be twenty-five (25) voting Institute members.

8.0.3 Special Business Meetings. The Institute may call Special Business
Meetings.

8.0.3.1 Requirements. The Board may call Special Business Meetings of
the Institute. The Board shall call a Special Business Meeting of the Institute
upon written request of not less than twenty-five (25) voting Institute
members. Notice of a Special Business Meeting shall be published in an
official Institute publication at least thirty (30) days prior to the date of the
Special Business Meeting, or by special notice mailed to the member of the
Institute not less than twenty (20) days prior to the date of the Special Business Meeting. Notice of a Special Business Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Business Meeting.

8.0.3.2 Quorum. A quorum for a Special Business Meeting shall be twenty-five (25) voting Institute members.

8.0.4 Board of Governors Meetings.

8.0.4.1 Requirements. At least one (1) meeting of the Board shall be held each year. Special meetings of the Board may be called as determined by the Board at a previous meeting. At least ten (10) days advance notice of any such Special meeting shall be given by the Secretary to members of the Board. Notice of a Special meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special meeting.

8.0.4.2 Quorum. A majority of the members of the Board shall constitute a quorum at any meeting of the Board except for consideration of disciplinary action against a member. Seventy-five percent (75%) of the members of the Board shall constitute a quorum for the consideration of disciplinary action against a member.

8.0.4.3 Board of Governors Executive Sessions. Meetings of the Board may go into Executive Session upon the call of the meeting chair, or upon the motion of any member of the Board and affirmative vote of the Board. All voting members of the Board attend Executive Session as well as any individuals invited by the Board. Minutes reflecting actions taken in Executive Session shall be kept on file by the Society’s Managing Director of Engineering Programs.

8.1 Parliamentary Authority. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with the laws of the State in which the Institute is incorporated or with the Institute’s Bylaws.

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

8.3 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 consent in writing to such action.
ARTICLE 9. COMMITTEES, ACADEMIES, AFFILIATED AND OTHER ORGANIZATIONAL ENTITIES

9.0 Objectives and Purposes of Organizational Entities. The objectives and purposes of the Institute’s committees, academies, technical divisions, affiliated and other Organizational Entities shall be consistent with those of the Institute.

9.1 Organizational Entities. The Board may define, establish and discharge Organizational Entities such as Divisions and committees, student chapters, local chapters, and task committees as necessary or desirable to conduct the affairs of the Institute.

9.2 Committees. The Board has the authority and responsibility to create and disband committees, establish duties, conditions, and terms of service, and approve committee appointments, including designation of the chair and other committee officers. Committees may create constituent committees, subcommittees, divisions, task groups or similar entities as required accomplishing their charge.

9.3 Tangible and Intangible Property. Committee chairs shall return a committee’s tangible property and records, and all records relating to any intangible property and work product of the committee to the Institute when discharged, or when requested by the Board. Such materials and any intangible property including work products of the committee belong to the Institute. All committees (including any subcommittees), and all special delegates and representatives unless otherwise directed by the Board, shall be governed by this provision.

ARTICLE 10. ADMINISTRATIVE PROVISIONS

10.0 Organization. The Institute is organized within the Society. All policies and activities of the Institute shall be consistent with and subject to:

10.0.1 The Society’s Certificate of Incorporation, Constitution, Bylaws, Rules of Policy and Procedure and Code of Ethics;

10.0.2 Applicable federal, state, and local antitrust, trade regulation, and other laws regulations and legal requirements;

10.0.3 All requirements to maintain the status of the Society as a not-for-profit organization exempt from Federal income tax under Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1954, as amended (hereinafter referred to as the Code), qualifying at all times as an organization to which tax deductible contributions may be made pursuant to applicable sections of the Code;
10.0.4 All requirements imposed by relevant jurisdiction for maintenance by the Society of any license, permit, or authority it may hold to conduct activities and do business as a foreign not-for-profit corporation within that jurisdiction; and

10.0.5 Such other policies and procedures as are authorized under these documents.

10.1 Policy Statements. The Institute may issue its own statements of policy but must identify them as such. Any amplification, interpretation, or application of Society policies other than by the Society Board of Direction must be clearly identified as the views of the component so engaged and not of the Society. The Institute shall not take any action that may be deemed to express an attitude or action of the Society.

10.2 Resolutions. Resolutions or recommendations may be addressed to the Society Board of Direction for consideration or approval and promulgation.

10.3 Relationships with Other Organizations. The Institute may form relationships with other groups and may serve as the United States of America member Society to various international organizations, as approved by the Institute. These relationships shall not be in conflict with Society policies.

10.4 Conferences and Conventions. The Institute may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations subject to the terms and conditions described in agreements then in place between the Society and the Institute.

10.5 Publications. Publications of the Institute shall be consistent with written agreements that exist between the Society and the Institute. The Institute may develop journals, magazines, manuals of practice, miscellaneous publications and standards by itself or in conjunction with the Society or other organizations. The Society shall have the right of first refusal to act as the publisher of such publications.

All members of the Institute shall be entitled to receive Institute publications at member rates and other Society distributed publications at the rates determined by the Society.

10.6 Indemnification. The Society shall indemnify the Institute’s Officers, Institute Director, members, employees, and agents, in their respective capacities as such, by providing each the same rights of indemnification as are given by the Society to Society Officers, members, employees, and agents.

10.7 Dissolution. At any duly constituted meeting, the Board, by a two-thirds (2/3) majority of those present and voting, may recommend dissolution of the Institute by the Society Board of Direction, provided that a written notice of this proposed action shall have been given at a previous meeting of Board, and provided further that the proposed dissolution shall have been published, together with an announcement soliciting
membership comments, in an Institute, Society, or third party publication that normally reaches the entire membership by other means.

**ARTICLE 11. AMENDMENTS**

11.0 *Amendment.* The Institute Bylaws may be amended at a duly constituted meeting of the Board by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at the previous meeting of the Board.

No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.
Civil Engineering Certification, Inc. (CEC) was created in 2004 by the ASCE Board of Direction to provide a mechanism for the post-licensure certification of the various specialties within civil engineering. CEC will partner, where appropriate, with other professional organizations to implement specialty certification. Specialty certification complements the goals of the ASCE through:

- **Developing Leadership**—through the promotion of specialty certification as a vehicle for post licensure professional development.
- **Advancing Technology**—through the development of specialized bodies of knowledge for utilization during the certification process.
- **Advocating Lifelong Learning**—through the requirement of ongoing professional development in the certification process after achieving licensure and professional experience.
- **Promoting the Profession**—through the provision of specialty certification as a broadly recognized, specialized credential in the practice of civil engineering.

Certifications within the engineering and scientific community have demonstrated substantial benefits to individual participants, clients, and the public. These benefits include:

- Certification is an advanced qualification beyond licensure recognized by clients, employers, peers, and the public.
- Certification provides tangible evidence that an individual has excelled in their specialty field.
- Certification demonstrates attainment of a body of knowledge within a specialty area of civil engineering and commitment to stay current on new technological innovations.
- Certification demonstrates a strong commitment to professionalism through its ethics and continuing professional development requirements.
- Certification allows civil engineers to maintain significant input into the advanced credentialing process.
- Certification provides clients with an assurance that they are engaging highly qualified participants on their projects.
- Certification supports the concept of Qualifications Based Selection (QBS).

Individual certification programs are developed by Academies within CEC with the participation of the appropriate ASCE Institute or technical unit.

CEC led the efforts in creating its first Academy, the American Academy of Water Resources Engineers (AAWRE) and the Diplomate, Water Resources Engineer (D.WRE) certification in October 2004. The CEC began its second Academy, the Academy of Geo-Professionals (AGP) and the Diplomate, Geotechnical Engineering (D.GE) certification in October 2008. The third CEC Academy, the Academy of Coastal Ocean Port & Navigation Engineers (ACOPNE) was launched in October 2009 and has four Diplomate certifications: Diplomate, Coastal Engineer (D.CE), Diplomate, Ocean Engineer (D.OE), Diplomate, Port Engineer (D.PE), and Diplomate, Navigation Engineer (D.NE).

The CEC is led by the CEC Board of Directors. The 2019-2020 CEC Board of Directors is:

Phil G. King, P.E., D.GE, F.ASCE, President
American Academy of Water Resources Engineers

The American Academy of Water Resources Engineers (AAWRE) was founded in October 2004 under the leadership and guidance of members from ASCE’s Environmental and Water Resources Institute (EWRI), and was the first Academy created within Civil Engineering Certification, Inc. (CEC). AAWRE launched the Diplomate, Water Resources Engineer (D.WRE) certification to adhere to ASCE’s Policy 465 and to ‘raise the bar’ in civil engineering.

The Academy’s objective is to improve the practice, elevate the standards, and advance the profession of water resources engineering by:

1. Identifying and certifying engineers with specialized knowledge in water resources engineering for the benefit of the public.
2. Recognizing the ethical practice of water resources engineering at the expert level.
3. Enhancing the practice of water resources engineering.
4. Supporting and promoting positions on water resources issues important to the public health, safety, and welfare.
5. Encouraging life-long learning and continued professional development.

Water resources engineering is the professional discipline for the stewardship and sustainable use of the world’s water and related resources that develops and applies scientific and engineering principles to plan, design, construct, manage, operate, and maintain infrastructure and programs.

Every engineer to whom the Academy grants a valid Certificate of Special Knowledge in any specialty field of water resources engineering shall be designated a “Diplomate, Water Resources Engineer (D.WRE)” and a Diplomate of the Academy. Every person to whom the Academy grants a valid Honorary Certificate of Special Knowledge in water resources engineering shall be designated an “Honorary Diplomate, Water Resources Engineer (Hon.D.WRE)” and a Honorary Diplomate of the Academy.

AAWRE has granted the Honorary Diplomate certification to thirty-nine (39) individuals and has granted the Diplomate certification to over seven-hundred fifty professional engineers.

The 2019-2020 AAWRE Board of Trustees is:

Vijay P. Singh, Ph.D., Sc.D., P.E., P.H., Hon.D.WRE, Dist.M.ASCE, President
Joe D. Manous, Jr., Ph.D., P.E., D.WRE, F.ASCE, Past President
Findlay G. Edwards, Ph.D., P.E., BCEE, D.WRE, F.ASCE, President-Elect & Treasurer
James Barton, P.E., D.WRE, M.ASCE
Applicants for certification as a Diplomate, Water Resources Engineer (D.WRE) shall demonstrate that they meet the prescribed Body of Knowledge for Water Resources Engineering by demonstrating:

- Active engagement in the professional practice of water resources engineering.
- A valid license to practice professional engineering in the U.S. or equivalent license issued by a foreign country.
- An approved undergraduate degree in engineering and either 1) a master of science or master of engineering degree in water resources, civil, agricultural, environmental, or 2) a doctoral degree in water resources, civil, agricultural, environmental engineering, or 3) have earned a minimum of thirty graduate level semester hours related to water resources engineering from a college with engineering program(s) or their equivalent.** (If degree(s) are outside of engineering, the applicant must get approval from the Academy’s admissions committee.)
- Ten years minimum of professional experience in water resources engineering work in which eight years must be accumulated after obtaining the P.E. licensure or equivalent. The experience shall include active participation in responsible planning, design, analysis, operation, management, regulation, research, or teaching. In the case of teaching, the work experience shall be at an educational institution of recognized standing, or its equivalent.
- Agreement in writing to adhere to the AAWRE Code of Ethics.
- Submission of a complete application, together with all fees and supporting documentation as required, including written recommendations endorsing the applicant from three peers who possess a valid license to practice professional engineering issued in the U.S. or equivalent license issued by a foreign country.
- Passage of a panel oral examination in a manner satisfactory to the Board of Trustees. The oral examination shall consist of two phases:
  - An oral presentation demonstrating that the applicant has mastered the requisite water resources engineering body of knowledge (WRE BOK) at the expert level, and
  - An oral defense of the presentation in the form of questions and answers.
- The Admissions Committee may waive the panel oral examination, if the candidate has demonstrated extensive and superior qualifications and background.

American Academy of Water Resources Engineers mission is to provide excellence in leadership by elevating the professional practice of water resources engineering through advanced certification, continuing education, and ethical practice.

American Academy of Water Resources Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191 USA
The Academy of Geo-Professionals (AGP)

The Academy of Geo-Professionals (AGP) was founded in October 2008 by practicing geo-engineers who are members of the American Society of Civil Engineers’ Geo-Institute (G-I). The Academy offers the Diplomate, Geotechnical Engineer (D.GE), the first voluntary, post-license credential to provide professional engineers an opportunity to gain further recognition in the field of geotechnical engineering.

Geotechnical Engineering

Geotechnical engineering is the branch of civil engineering concerned with the engineering behavior of the materials and processes forming the earth’s crust, in the context of the built environment.

Objectives and Missions of the Academy of Geo-Professionals

- Identifying and certifying individuals with specialized knowledge in the Geotechnical engineering for the benefit of the public.
- Recognizing the ethical practice of the Geotechnical engineering.
- Enhancing the technical practice of the Geotechnical engineering.
- Supporting and promoting positions on Geotechnical engineering issues important to the public health, safety, and welfare.
- Encouraging life-long learning and continued professional development.
- AGP’s goal is dedicated to improving the practice, elevating the standards, and advancing the profession of geo-professional engineering. The Academy will meet these goals and objectives with the oversight of our Diplomate, Geotechnical Engineer (D.GE) specialty certification program for geo-technical professional engineers.

AGP Board of Trustees

The 2017–2018 AGP Board of Trustees is:

Gordon M. Matheson, Ph.D., P.E., D.GE, M.ASE, President
Jennifer Trimble, P.E., D.GE, M.ASCE, President-Elect
Ray E. Martin, Ph.D., P.E., D.GE, F.ASCE, Past-President
Theresa Engler, Public Member
Robert B. Gilbert, Ph.D., P.E., D.GE, M.ASCE, G-I Representative
Margaret Hagerty Duffy, P.E., D.GE, M.ASCE
David A. Pezza, P.E., D.GE, F.ASCE
Tom M. Szynakiewicz, P.E., D.GE, M.ASCE
Satya N. Varadhi, Ph.D., P.E., D.GE, M.ASCE
R. Eric Zimmerman, Ph.D., P.E., D.GE, F.ASCE
Brian Sien, Aff.M.ASCE, Secretary/Treasurer – ASCE Staff

Academy of Geo-Professionals
The Academy of Coastal Ocean Port & Navigation Engineers (ACOPNE) was founded in October 2009 under the leadership and guidance of members from ASCE’s Coasts Oceans Ports & Rivers Institute (COPRI), and was the third Academy created within Civil Engineering Certification, Inc. (CEC). ACOPNE has four Diplomate certifications: Diplomate, Coastal Engineer (D.CE), Diplomate, Ocean Engineer (D.OE), Diplomate, Port Engineer (D.PE), and Diplomate, Navigation Engineer (D.NE). ACOPNE, like the other two academies under CEC, adheres to ASCE’s Policy 465 to ‘raise the bar’ in civil engineering.

The COPNE-Profession comprises the individuals and professional organizations that are engaged in the sustainable development and protection of coastal, oceans, port, and navigation environments for the benefit of society. The Academy has in part been created to complement the Coasts, Oceans, Ports, and Rivers Institute (COPRI) and provides recognition to those individuals who have excelled in one or more of the disciplines embraced by COPRI. In this regard, the Academy has defined the following specialty fields of expertise consistent with the disciplines contained in COPRI.

**Coastal Engineering.** Coastal engineering involves the practice of civil engineering, as well as the sciences of oceanography, meteorology and coastal geology concerned with the interactions between water and land, including shorelines, bays, lakes, estuaries, inlets, river mouths, and harbors, and the structures within these environments.

**Ocean Engineering.** Ocean engineering involves the practice of civil engineering and the sciences of oceanography and meteorology concerned with the design, analysis, operation, and planning of systems that operate in the oceanic environment.

**Port Engineering.** Port engineering involves the practice of civil engineering, environmental engineering, and the science of advanced hydrodynamics concerned with the planning, design, construction, maintenance, operation, pollution control, and technical functioning of ports and harbors.

**Navigation Engineering.** Navigation engineering involves the life-cycle planning, design, construction, operation, and maintenance of safe, secure, reliable, efficient, and environmentally sustainable navigable waterways, channels, structures, and support systems used to move people and goods by waterborne vessels.

The objectives of the Academy shall be to improve the practice, elevate the standards, and advance the COPNE-Profession for the benefit of the public by:

- Identifying and granting board certification to individuals with specialized knowledge.
- Recognizing the ethical practice.
- Enhancing the technical practice.
- Supporting and promoting positions on professional issues important to the public health, safety, and welfare.
- Encouraging life-long learning and continued professional development.
The 2019-2020 ACOPNE Board of Trustees is:

James N. Marino, P.E., D.CE, M.ASCE, President
Matthew Martinez, P.E., ENV SP, D.PE, M.ASCE, President-Elect
Paul F. Boulos, Ph.D., BCEEM, NAE, Hon.D.WRE, Dist.D.NE, Dist.M.ASCE, Past President
Lynn Bocamazo, P.E., D.CE, M.ASCE, Coastal Trustee
Christian P. De Meyer, MSc, D.NE (Ret.), International Trustee
Gary Chock, S.E., F.SEI, D.CE, Dist.M.ASCE, At-Large Trustee
Jack Cox, P.E., D.CE, D.NE, D.PE, M.ASCE, Navigation Trustee
Lori S. Brownell, P.E., D.NE, M.ASCE, COPRI President
Gregory J. Weykamp, LEED AP, Public Member
Franklin Kim, ENV SP, Secretary

Applicants for certification as a Diplomate shall demonstrate that they meet the prescribed Body of Knowledge by demonstrating:

- Be actively engaged in professional practice.
- Possess a baccalaureate degree or higher from an engineering program accredited by ABET, Inc. or equivalent, acceptable to the Board of Trustees. The applicant shall have successfully completed at least 30 semester credits, or equivalent, of acceptable graduate-level or upper-level undergraduate courses, beyond the baccalaureate degree, acceptable to the Board of Trustees.
- Possess a valid license to practice professional engineering recognized by a State, District, or Territory of the United States or certificate of registration/charter from a foreign country acceptable to the Board of Trustees.
- Possess a minimum of twelve years of qualifying professional experience, of which 8 years must have been accumulated after the first P.E. license. Further, such work shall include active participation in responsible planning, design, analysis, operation, management, regulation, research, or teaching. In the case of teaching, the work experience shall be at a recognized engineering program acceptable to the Board of Trustees.
- Agree in writing to adhere to Academy’s Code of Ethics.
- Be required to defend their application by examination in a manner specified by the Board of Trustees. The requirement for an examination may be waived by the Admissions Committee only when the written application clearly demonstrates that the applicant meets all of the requirements specified in this Section, and has mastered the requisite body of knowledge at the expert level in a manner and form acceptable to the Board of Trustees.
# REGION SUBDIVISIONS

ASCE Count of Membership by Sections, Groups and Regions
As of September 30, 2019

## REGION 1

<table>
<thead>
<tr>
<th>Region</th>
<th>Count of Membership</th>
<th>Region Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston Society of C.E. (3,655), Buffalo (506), Connecticut Society of C.E. (1,477), Ithaca (196), Maine (668), Metropolitan (4,751), Mohawk-Hudson (1,055), New Hampshire (668), New Jersey (4,457), Rhode Island (381), Rochester (373), Syracuse (487), Vermont (355), East Canada (646)</td>
<td>Anthony Cioffi 2020</td>
<td>19,675</td>
</tr>
</tbody>
</table>

## REGION 2

<table>
<thead>
<tr>
<th>Region</th>
<th>Count of Membership</th>
<th>Region Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Pennsylvania (1,143), Delaware (309), Lehigh Valley (693), Maryland (2,140), National Capital (3,045), Philadelphia (1,974), Pittsburgh (1,636)</td>
<td>Jack Raudenbush 2022</td>
<td>10,940</td>
</tr>
</tbody>
</table>

## REGION 3

<table>
<thead>
<tr>
<th>Region</th>
<th>Count of Membership</th>
<th>Region Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron-Canton (464), Central Illinois (791), Central Ohio (848), Cincinnati (667), Cleveland (822), Dayton (362), Duluth (252), Illinois (3,077), Michigan (2,339), Minnesota (1,402), North Dakota (222), Quad Cities (170), Toledo (323), Wisconsin (1,892), Central Canada (906)</td>
<td>Carl C. Sutter 2021</td>
<td>14,537</td>
</tr>
</tbody>
</table>

## REGION 4

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<thead>
<tr>
<th>Region</th>
<th>Count of Membership</th>
<th>Region Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas (662), Indiana (1,969), Kentucky (941), North Carolina (2,471), South Carolina (1,699), Tennessee (2,347), Virginia (2,954), West Virginia (459)</td>
<td>Robert L. Cagle III 2021</td>
<td>13,502</td>
</tr>
</tbody>
</table>

## REGION 5

<table>
<thead>
<tr>
<th>Region</th>
<th>Count of Membership</th>
<th>Region Total</th>
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</thead>
<tbody>
<tr>
<td>Alabama (1,520), Florida (7,169), Georgia (2,793), Louisiana (2,056), Mississippi (865), Puerto Rico (396)</td>
<td>Peter M. Moore 2020</td>
<td>14,799</td>
</tr>
</tbody>
</table>

## REGION 6

<table>
<thead>
<tr>
<th>Region</th>
<th>Count of Membership</th>
<th>Region Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Mexico (764), Oklahoma (946), Texas (9,996), Mexico (390)</td>
<td>Jerry B. Paz 2022</td>
<td>12,096</td>
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</table>
### REGION 7

<table>
<thead>
<tr>
<th>State/Region</th>
<th>Members</th>
<th>Region 7 Total</th>
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<tbody>
<tr>
<td>Colorado (3,518)</td>
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<tr>
<td>Iowa (939)</td>
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<tr>
<td>Kansas (809)</td>
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<tr>
<td>Kansas City (1,322)</td>
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<tr>
<td>Nebraska (800)</td>
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<tr>
<td>South Dakota (366)</td>
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<td></td>
</tr>
<tr>
<td>St. Louis (1,491)</td>
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<tr>
<td>Wyoming (297)</td>
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<tr>
<td><strong>Total</strong></td>
<td>9,542</td>
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</table>

Edward W. Stafford 2022

### REGION 8

<table>
<thead>
<tr>
<th>State/Region</th>
<th>Members</th>
<th>Region 8 Total</th>
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</thead>
<tbody>
<tr>
<td>Alaska (740)</td>
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<tr>
<td>Arizona (1,989)</td>
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<tr>
<td>Columbia (315)</td>
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<tr>
<td>Hawaii (844)</td>
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<tr>
<td>Inland Empire (460)</td>
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<tr>
<td>Montana (567)</td>
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<tr>
<td>Nevada (1,67)</td>
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<tr>
<td>Oregon (2,151)</td>
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<tr>
<td>Portland (2,235)</td>
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<tr>
<td>Southern Idaho (655)</td>
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<tr>
<td>Tacoma-Olympia (419)</td>
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<tr>
<td>Utah (1,581)</td>
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<tr>
<td>West Canada (642)</td>
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<tr>
<td><strong>Total</strong></td>
<td>13,765</td>
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Tony C.G. Lau 2021

### REGION 9

<table>
<thead>
<tr>
<th>City/Region</th>
<th>Members</th>
<th>Region 9 Total</th>
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<tbody>
<tr>
<td>Los Angeles (8,278)</td>
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<tr>
<td>Sacramento (2,306)</td>
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<tr>
<td>San Diego (1,850)</td>
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<tr>
<td>San Francisco (5,445)</td>
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<tr>
<td><strong>Total</strong></td>
<td>17,879</td>
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</table>

Kwame Agyare 2020

### REGION 10

<table>
<thead>
<tr>
<th>Country/Region</th>
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<td>Australia (499)</td>
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<td>Bangladesh (509)</td>
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<tr>
<td>Brazil (186)</td>
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<tr>
<td>Costa Rica (197)</td>
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<td>Ecuador (303)</td>
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<td>Egypt (488)</td>
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<td>Hellenic (139)</td>
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<td>Hong Kong (1,201)</td>
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<td>India (8,949)</td>
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<td>Indonesia (137)</td>
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<td>Iraq (47)</td>
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<td>Nigeria (693)</td>
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<td>Pakistan (879)</td>
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<td>Panama (40)</td>
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<td>Peru (113)</td>
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<td>Philippines (259)</td>
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<td>Republic of Colombia (731)</td>
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<td>Saudi Arabia (407)</td>
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<td>United Kingdom (482)</td>
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<td>U.S. Territories (44)</td>
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<tr>
<td>All others outside of North America (4,168)</td>
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<tr>
<td><strong>Total</strong></td>
<td>25,362</td>
<td></td>
</tr>
</tbody>
</table>

Elias Boutros Sayah 2022

### TECHNICAL REGION

<table>
<thead>
<tr>
<th>Institute/Institute</th>
<th>Members</th>
<th>Total Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Engineering Institute</td>
<td></td>
<td>828</td>
</tr>
<tr>
<td>Coasts, Oceans, Ports &amp; Rivers Institute</td>
<td></td>
<td>828</td>
</tr>
<tr>
<td>Construction Institute (17,785)</td>
<td></td>
<td>828</td>
</tr>
<tr>
<td>Engineering Mechanics Institute (2,088)</td>
<td></td>
<td>828</td>
</tr>
<tr>
<td>Environmental &amp; Water Resources Institute (23,416)</td>
<td></td>
<td>828</td>
</tr>
<tr>
<td>Geo-Institute (12,403)</td>
<td></td>
<td>828</td>
</tr>
<tr>
<td>Structural Engineering Institute (34,737)</td>
<td></td>
<td>828</td>
</tr>
<tr>
<td>Transportation &amp; Development Institute (17,365)</td>
<td></td>
<td>828</td>
</tr>
<tr>
<td>Utility Engineering &amp; Surveying Institute (3,049)</td>
<td></td>
<td>828</td>
</tr>
</tbody>
</table>

(Institute figures for members above are included in geographic region counts as well)

Marsha Anderson Bomar 2020

Brian D. McKeehan 2021

David J. Odeh 2021