

## APPENDICES

APPENDIX A

~~Section Constitution and Bylaws~~

ASCE Guidelines (to be provided by Billy Cunningham)

~~CONNECTICUT SOCIETY OF CIVIL ENGINEERS SECTION  
AMERICAN SOCIETY OF CIVIL ENGINEERS~~

CONSTITUTION AND BYLAWS

~~(Revised August 1999)~~

Preamble

~~The members of the Connecticut Society of Civil Engineers Section, American Society of Civil Engineers, in accordance with their daughter and for the more effectual execution of the design of their institution, establish and ordain the following Constitution and Bylaws for the government of said Section.~~

CONSTITUTION

Article 1

Name and Location

~~Section 1.~~ The name of this organization shall be the Connecticut Society of Civil Engineers Section, American Society of Civil Engineers.

~~Section 2.~~ The headquarters of the Section shall be located in the State of Connecticut.

Article 2

Objectives

~~Section 1.~~ The objective of the Connecticut Section shall be the advancement of the science and profession of engineering in a manner consistent with the objectives of the American Society of Civil Engineers.

Article 3

Membership

~~Section 1.~~ Assigned Members—All members of the American Society of Civil Engineers of all grades whose addresses are within the boundaries of the Section, as defined by the American Society of Civil Engineers, shall be Assigned Members of the Section.

~~Section 2.~~ Subscribing Members—All members who have paid the fees and current dues shall be Subscribing Members of the Section. All members who are not Subscribing Members may not vote, hold office, serve on committees, represent the Section officially, or have a voice or part in the government of the Section. The Section shall have Subscribing Membership grades of Member, Honorary Member, Life Member, Affiliate Member, and Student Member.

Section 3. Member—A Member, at the time of advancement or admission to this grade, shall:

- a. — be a Fellow, Member or Associated Member of the American Society of Civil Engineers; or, in lieu of (a);
- b. — have been a Member in good standing of the Connecticut Society of Civil Engineers, Inc. at the time it became the Connecticut Society of Civil Engineers Section, American Society of Civil Engineers.

Section 4. Honorary Member—All Honorary Members of the American Society of Civil Engineers who resided within the boundaries of the Connecticut Section at the time it became the Connecticut Society of Civil Engineers Section shall be Honorary Members of the Section. All Honorary Members of the Connecticut Society of Civil Engineers, Inc. at the time it became the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers shall be Honorary Members of the Section.

Section 5. Life Member—A Life Member, at the time of advancement to this grade, shall:

- a. — be a Life Member of the American Society of Civil Engineers residing within the boundaries of the Section; or
- b. — have been a Life Member of the Connecticut Society of Civil Engineers, Inc. at the time it became the Section of the American Society of Civil Engineers; or, in lieu of (a) or (b)
- c. — be a Subscribing Member who has paid dues to the Section or the Connecticut Society of Civil Engineers, Inc. for a period of 35 years; or
- d. — who has reached the age of 70 years and has paid dues to the Section or the Connecticut Society of Civil Engineers, Inc. for a period of 25 years.

Section 6. Affiliate—An Affiliate, at the time of advancement or admission to this grade, shall:

- a. — be an Affiliate Member of the American Society of Civil Engineers; or
- b. — have been an Associate in good standing of the Connecticut Society of Civil Engineers, Inc. at the time it became the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers; or
- c. — have completed two years of schooling at a school of engineering or recognized standing; or, in lieu of (a), (b) or (c)
- d. — be a member of another recognized profession and be not less than 20 years of age and have been in the active practice of his/her profession for at least two years, and wish to be actively associated with Civil Engineers.

An Affiliate shall have the right to serve on committees and participate in the affairs of the Section, but shall not have the right to vote or hold office.

~~Section 7. Student Member—A Student Member, at the time of admission, shall be studying engineering at a recognized school of learning. A Student Member shall have the right to serve on committees and participate in the affairs of the Section, but shall not have the right to vote or hold office.~~

~~Section 8. Unless a Subscribing Member of the Section was a member in good standing of the Connecticut Society of Civil Engineers, Inc. at the time it became the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers, the termination of membership in the American Society of Civil Engineers shall automatically terminate a Subscribing Member's rights to continue in the grade of Member of the Section.~~

#### Article 4 Officers

~~Section 1. The officers of the Section shall constitute the Executive Board, which shall have general management of the affairs of the Section.~~

~~Section 2. The officers of the Section shall consist of a President, President Elect, Vice President, Secretary, Treasurer, and two immediate resident Past Presidents.~~

~~Section 3. The Executive Board shall appoint an Executive Director and necessary staff for such term and with such salary as the Board shall determine.~~

~~Section 4. The Executive Board shall appoint regional Directors.~~

#### Article 5 Meetings

~~Section 1. The Annual Meeting shall be held on such date and at such place as the Board of Directors designate. Other meetings shall be called at the discretion of the Board of Directors or by the President upon the written request of at least 10 Subscribing Members.~~

~~Section 2. Notice of call for a meeting shall be mailed to all Subscribing Members.~~

#### Article 6 Bylaws

~~Section 1. The Section shall adopt Bylaws consistent with this Constitution for the guidance of the officers and members.~~

Article 7  
Amendments

Section 1. ~~This Constitution may be amended only by the following procedure:~~

- a. ~~A proposed amendment to this Constitution must be submitted to the Section Secretary in a written petition signed by not less than 15 Subscribing Members of the Section.~~
- b. ~~The proposed amendment shall be cleared through the American Society of Civil Engineers committee on Sections before a vote.~~
- c. ~~The proposed amendment shall be voted upon by a letter ballot, and it shall receive an affirmative vote of not less than two thirds (2/3) of the Subscribing Members voting.~~

Article 8  
Miscellaneous Provisions

Section 1. ~~No part of the net earnings of the Section shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Section shall be carrying on propaganda, and the Section shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.~~

Section 2. ~~Upon dissolution of the Section, the Assets remaining after the payment of the debts of the Section shall be distributed to such corporation, community chest, funds or foundations organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to children or animals, which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Board of Directors shall have designated and, in the absence of such designation, they shall be conveyed to the American Society of Civil Engineers.~~

## BYLAWS

### Article 1

#### Dues

~~Section 1.~~ There shall be no entrance fee.

~~Section 2.~~ The annual dues for all members of the Connecticut Society of Civil Engineers Section shall be \$20. Dues shall be payable in advance in October.

~~Section 3.~~ Life Members, as defined in Article 3, Section 5(a), (b), (c) and (d) shall be exempt from dues and will retain all the privileges of Subscribing Members of the Section.

### Article 2

#### Officers, Terms and Vacancies

~~Section 1.~~ All of the officers shall be elected at the Annual Meeting in the manner established in the Bylaws, shall assume their duties at the close of said meeting, and shall hold office until their successors are duly chosen. All officers shall be elected for one year.

~~Section 2.~~ In case of a vacancy in the office of President, the President Elect and the Vice President shall succeed to the office in the order stated. In the case of a failure in the succession, the latest Past President who is a member of the Section and willing to serve shall act as President. In case of a vacancy other than President, the Executive Board may fill the office for the period remaining to the next Annual Election.

### Article 3

#### Nomination and Election of Officers

~~Section 1.~~ A Nominating Committee shall be composed of the two latest resident Past Presidents and three Subscribing Members to be elected at the same time at which other officers are elected. The Nominating Committee shall nominate one or more candidates for election to each of the officers prescribed by the Constitution and other vacancies, local or national, and obtain the consent of the nominees to serve if elected.

~~Section 2.~~ The Nominating Committee shall report the names of the candidates at the meeting prior to the Annual Meeting. Other nominations from the floor may also be made at this time. Voting by eligible Subscribing Members for the candidates shall be conducted at the Annual Meeting. For each office, the candidate receiving the highest number of votes cast shall be declared elected.

~~Section 3.~~ The President Elect shall succeed to the office of President at the close of the Annual Meeting.

Article 4  
Meetings

Section 1. In addition to the Annual Meeting, at least four (4) other meetings shall be called at the discretion of the Executive Board, or by the President, or by the President upon the written request of at least ten (10) Subscribing Members.

Section 2. Twenty five (25) Subscribing Members of the Section shall constitute a quorum at any meeting.

Section 3. All business meetings of the Section and meetings of the Executive Board shall be governed by Robert's Rule of Order, Revised, except as provided in the Constitution and Bylaws.

Article 5  
Executive Board

Section 1. The government of the Section shall be vested in the Executive Board.

Section 2. The Executive Board shall have control of the property and management of the Section.

Section 3. A majority of the Board members shall constitute a quorum at Board Meetings.

Article 6  
Committees

Section 1. The following Standing Committees shall be appointed by the President each year: Auditing, Career Guidance, Continuing Education, Membership and Hospitality, Newsletter, Professional Activities, Program, Public Relations, and Student Chapters and Clubs.

Section 2. Special Committees deemed necessary from time to time shall be appointed by the President.



Article 7  
Amendments

~~Section 1.~~ Changes to the Bylaws may be proposed by the Board of Directors or by written request of at least ten (1) Subscribing Members.

~~Section 2.~~ The Bylaws may be adopted or amended only by the following procedure:

- a. — The proposed Bylaw or amendment shall be voted upon by letter ballot and it shall receive an affirmative vote by not less than a majority of the Subscribing Members voting.

Article 8  
Inter Society Cooperation

~~Section 1.~~ For the better fulfillment of the Objectives set forth in Article 2 of the Constitution, this Section shall cooperate with such Societies and Councils as are deemed appropriate by the Executive Board.

~~Section 2.~~ The Section shall be represented by Subscribing Members of the Section appointed by the President of the Section or otherwise selected according to the Constitution and Bylaws of the respective Society or Council.

APPENDIX B  
ASCE REGION 1 BYLAWS

## ASCE REGION 1 BYLAWS

### Article 1. General

- 1.0 Name. The name of this region shall be Region 1 of the American Society of Civil Engineers (Society), hereinafter referred to as "Region 1."
- 1.1 Purposes and Objectives. The purposes and objectives of the Region 1 Board of Governors shall be to assist, on a regional basis, the Society's Board of Direction in governing the Society.

### Article 2. Membership

- 2.0 Boundaries. The boundary of Region 1 shall be established by the Society's Board of Direction.
- 2.1 Composition. Region 1 is composed of the Boston Society of Civil Engineers, Buffalo, Connecticut Society of Civil Engineers, Ithaca, Maine, Metropolitan, Mohawk-Hudson, New Hampshire, New Jersey, Puerto Rico, Rhode Island, Rochester, Syracuse, and Vermont Sections of the Society.

### Article 3. Separations from Membership, Disciplinary Proceedings

- 3.0 Separations from Membership, Disciplinary Proceedings. All Society members shall be bound by the Code of Ethics and separations from Membership and Disciplinary Proceedings shall be conducted in accordance with Article 3 of the Society's governing documents.

### Article 4. Fees and Dues

- 4.0 Authorization to Implement. The Region 1 Board of Governors has the authority to assess fees, dues, or assessments upon Sections within its Region.
- 4.1 Maintenance of Fees, Dues or Assessments. Fees, dues or assessments collected from Region 1 Sections shall be maintained in an account established and approved by the Region 1 Board of Governors.
- 4.2 Use of Fees and Dues. Fees and dues collected from Region 1 Sections shall be used for purposes approved by the Region 1 Board of Governors.

### Article 5. Management

- 5.0 Fiscal Year. The fiscal year shall be concurrent with the Society's fiscal year.
- 5.1 Annual Reports. The Region 1 Board of Governors shall submit annually, not later than November 30, to the Secretary of the Society an Annual Report of its activities and finances for the preceding fiscal year. Guidelines governing the details required in the Annual Report shall be as prescribed by the Society's Executive Committee.
- 5.2 Fiscal Responsibility. The Region 1 Board of Governors, with due responsibility to the Society's Board of Direction, shall oversee the funds and assets of the Region. Neither the Region 1 Board of Governors nor any individual Board of Governor's member or representative thereof shall have any authority, as such, to contract debts for, pledge the credit of, or in any way financially bind the

Society.

5.2.1 Annual Audit. An annual audit shall be completed in accordance with Society Guidelines. The audit report shall be provided to the Society Secretary, the Region 1 Board of Governors, and all Region 1 Section and Branch Presidents.

5.3 Composition. The Region 1 Board of Governors shall be comprised of seven (7) Region 1 Governors and the Region 1 Society Director who shall serve as Chair. Five (5) Region 1 Governors shall be elected and two (2) Region 1 Governors shall be appointed. Three (3) elected Governors shall be from large Sections and two (2) elected Governors shall be from medium/small Sections. One (1) appointed Governor shall come from a medium/small Section. Section size shall be defined in the Region 1 Rules of Policy and Procedure. No more than one (1) elected Governor shall come from any Section. No more than two (2) Governors shall be from the same Section. The appointed Governors shall be selected by the sitting Region 1 Board of Governors and the Region 1 Governor(s)–elect to meet the needs of the Region.

5.4 Duties of the Region 1 Board of Governors. The Region 1 Board of Governors shall provide advice to the Society's 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, which include the Region 1 Rules of Policy and Procedure.

5.5 Guidelines and Handbooks. The Region 1 Board of Governors may adopt guidelines or handbooks covering any and all aspects of its operations or services. Such documents shall be consistent with and shall not contravene Society governing documents, policies or procedures.

#### **Article 6. Officers and Governors**

6.0 Qualifications. Region 1 Governors shall be Society members in Good Standing and have an Address of Record within the boundaries of Region 1. Region 1 Governors shall be voting Society members and have served as a Section or Branch officer; as a member of a Region, Section or Branch committee; or as a member of a National Committee of the Society. Additionally, a Region 1 Governor should have professional credibility with leadership skills, management experience and 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 1 Governors should also have skills in communicating with members and the public, in government relations and advocacy, and in conducting events which shall engage and serve members.

6.1 Term. Region 1 Governors shall serve a three (3) year term. After serving two (2) full terms, Region 1 Governors shall be ineligible to serve as a Geographic Region Governor. The term of a Region 1 Governor shall begin upon installation and shall continue until a successor is installed.

6.2 Vacancy. Any vacancy on the Board of Governors shall be filled for the unexpired portion of the term by the appointment of a successor by the Region 1 Board of Governors.

6.2.1 Relocation of a Region 1 Governor. Relocation of a Region 1 Governor outside the boundaries of Region 1 constitutes a vacancy in the office of the relocated Region 1 Governor.

6.3 Compensation. Geographic Region Governors do not receive compensation for their services but may

be reimbursed for expenses.

- 6.4 Duties. Duties shall include, but are not limited to, preparation for, attendance at and participation in meetings of the Region 1 Board of Governors, as prescribed by the current Society Bylaws and current Society Rules of Policy and Procedure and such other duties as may be determined by the Region 1 Board of Governors.
- 6.5 Removal from Office. The incapacitation of any Region 1 Governor or neglect in the performance of the duties of the office may be grounds for removal from office by the Society's Board of Direction or by the Region 1 Board of Governors.
  - 6.5.1 Absences from Meetings of the Region 1 Board of Governors. The absence of a Governor at two (2) consecutive meetings of the Region 1 Board of Governors may be cause for removal of that Region 1 Governor from office.
- 6.6 Region Officers.
  - 6.6.1 Chair of the Region 1 Board of Governors. The Region 1 Society Director shall serve as Chair.
  - 6.6.2 Vice Chair. The Region 1 Board of Governors shall select a Governor to serve as Vice Chair. The Vice Chair shall serve as the Chair in the absence of the Chair at any meeting or activity.
  - 6.6.3 Secretary. The Region 1 Board of Governors shall select a Governor to serve as Secretary.
  - 6.6.4 Treasurer. The Region 1 Board of Governors shall select a Governor to serve as Treasurer.
- 6.7 Provision of Slate of Openings. The Region 1 Board of Governors shall provide to the Society Secretary not later than October 1 notification of Governor positions to be filled for the succeeding year.

## **Article 7. Elections**

- 7.0 Composition of Region 1 Nominating Committee. The Region 1 Nominating Committee shall be comprised of the Region 1 Board of Governors, the three (3) most recent past Region 1 Directors with an Address of Record within Region 1 who are available to serve, and the three (3) most recent past Region 1 Governors with an Address of Record within Region 1 who are available to serve. No candidate for election shall serve on the Nominating Committee.
- 7.1 Provision of Slate of Nominations. The slate of proposed Region Nominations, including President-elect nominations and Region 1 Society Director nominations in the appropriate years, and all nominations for elected Region 1 Governors shall be provided to the Society Secretary annually not later than March 1.
  - 7.1.1 Input on Society At-Large Director Nominations. The Region 1 Board of Governors, having received the input of the Region 1 Nominating Committee, shall provide input to the Secretary by March 1 on the candidates for Society At-Large Director.

- 7.2 Procedure for Nominations. Candidates for any Region or Society office are proposed to the Region 1 Nominating Committee by any Organizational Entity within the Region; additionally, any member within the Region may self-declare. No more than one (1) candidate shall be proposed by any Organizational Entity for any one (1) office per election, and no one (1) person shall be a candidate for more than one (1) office per election.
- 7.2.1 Selection of Region 1 Governor Nominee. If a candidate for an elected Governor is not provided, the Region 1 Board of Governors shall select a nominee.
- 7.3 Nomination Materials Required. Candidates seeking nomination by the Region 1 Nominating Committee shall submit documentation, as established by the Region 1 Board of Governors.
- 7.4 Evaluation of Nominations. The Region 1 Nominating Committee shall evaluate candidates for Society President-elect, Region 1 Society Director and Elected Region 1 Governor based on the eligibility requirements stated in the Society's governing documents; their apparent ability to interpret and communicate the Society's mission and strategic plan; their previous local, regional, and national contributions to the Society; the degree of support shown by their Section, employer and others; and their apparent willingness to devote a high level of effort toward the position. Candidates may be asked for supplemental information concerning qualifications and experience. There is no appeal process for candidates not nominated; however, a petition process to the election ballot is specified in the Society's governing documents.
- 7.5 Interview of Candidates. All candidates who are qualified and whose names are properly submitted to the Region 1 Nominating Committee shall be available for discussion with the Region 1 Nominating Committee at such time and place as the Region 1 Nominating Committee deems appropriate.

#### **Article 8. Meetings**

- 8.0 Requirements. The Region 1 Board of Governors shall meet at least four (4) times a year. At least two (2) meetings shall be face to face meetings. At least one (1) face to face meeting shall be held jointly with the Region 1 Assembly. Other meetings shall be as called by the Region 1 Board of Governors.
- 8.1 Quorum. A majority of the members of the Region 1 Board of Governors shall constitute a quorum at any meeting of the Region 1 Board of Governors.
- 8.2 Call of Meetings. Meetings of the Region 1 Board of Governors may be called by the Region 1 Board of Governors' Chair or upon the request of any three (3) Governors. These meetings may be held with fifteen (15) days notice.
- 8.3 Notification of Meetings. The Region 1 Board of Governors' Chair shall give notice of the time and place of its meetings to the Region 1 Board of Governors, the Region's Sections and Branches, the Region's Younger Member entity and the Society's Secretary.

#### **Article 9. Committees, Geographic Units, Affiliated and Other Organizational Entities**

- 9.0 Region Committees, Task Committees, Groups. The Region 1 Board of Governors may establish assemblies, committees, task committees, or other groups within Region 1 as required to fulfill their purposes and objectives.

9.0.1 Region 1 Assembly. Region 1 shall have a standing Assembly. Officers, membership, meetings, and voting for the Assembly are defined in the Region 1 Rules of Policy and Procedure.

9.0.1.1 Objectives. The Assembly shall exist to discuss Region 1 issues, including fees, dues, and assessments to Region 1 Sections, and provide membership to Region 1 Task Committees. The Region 1 Assembly shall also foster communications and regional interaction among the members and sub-units assigned to Region 1; shall coordinate, promote, integrate, and support activities of its assigned local Sections and Branches of ASCE; shall cultivate friendly relations through the medium of regular Assembly meetings; shall assist the Region 1 Society Director, Region 1 Governors, and Officers of the local Sections and Branches in the work and affairs of ASCE; and shall foster opportunities to become more engaged in ASCE activities including committee assignments.

9.0.1.2 Authority. The Assembly is an advisory board and is intended to provide input to the Region 1 Board of Governors.

9.1 Contacts Within the Region. The Region 1 Board of Governors may assign individuals residing in the Region reporting directly to the Region 1 Board of Governors as liaisons to relevant professional organizations within the Region that have similar interests, goals and outlooks.

#### **Article 10. Administrative Provisions**

10.0 Awards and Scholarships. The Region 1 Board of Governors may establish and administer Region awards and scholarships in accordance with the Society's governing documents. A listing of the current Region 1 awards and scholarships are found in the Region 1 Rules of Policy and Procedure.

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.

#### **Article 11. Amendments**

11.0 Amendments to Bylaws. The Bylaws of Region 1 may be amended at a duly constituted meeting of the Region 1 Board of Governors by a two-thirds (2/3) majority vote of those present and voting, provided a written notice for first reading of such proposed amendment shall have been provided at a previous meeting of the Region 1 Board of Governors and additionally the proposed amendment for second reading has been provided to all Sections within the Region for review and comment at least sixty (60) days in advance of said second reading. No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.

11.1 Amendments to the Region 1 Rules of Policy and Procedure. The Region 1 Rules of Policy and Procedure may be amended at any meeting of the Region 1 Board of Governors by a two-thirds (2/3) vote of the voting members present and voting, provided that a copy of such proposed amendment shall have been sent to each member of the Region 1 Board of Governors at least thirty (30) days in

advance of the meeting



APPENDIX C

Rules of Policy and Procedure – Region 1 - American Society of Civil Engineers

# **RULES OF POLICY AND PROCEDURE - REGION 1**

## **American Society of Civil Engineers**

### **Article 1. General**

1.0 Purposes and Objectives. The Region 1 Board of Governors shall:

- Strengthen the Society by serving as an intermediary governing body that provides support to all entities within the Region and bridges communication between Society and Region 1 entities.
- Function as a resource to the Sections and support their efforts. Care should be taken that the policies and procedures of the Board of Governors are designed for the benefit of the Sections.
- Promote Society candidates from within the Region.
- Participate at Regional Leadership Conferences.
- Perform the duties as defined in the Society's Bylaws and the additional duties defined in the Society's Rules of Policy and Procedure.
- Lead Regional activities.
- Promote media relation opportunities within the Region and foster communication with the public-at-large.
- Provide leadership in the Region to address local legislative issues.

**Article 2. Membership** - See Region 1 Bylaws

**Article 3. Separations from Membership, Disciplinary Proceedings** - See Region 1 Bylaws

### **Article 4. Fees and Dues**

4.0 Authorization to Implement. The Region 1 Board of Governors shall determine the annual Region 1 dues, based on the Region Allotment, for each Section for the succeeding year. Such dues shall become due and payable to Region 1 Board of Governors and sent to the Treasurer at the beginning of the fiscal year.

4.1 Dues. Expenses in excess of the Region Allotment and any other revenues, shall be assessed to each Section as follows:

- 50% of the assessment shall be proportional to the number of assigned members from each Section as of September 30 of the prior year.
- 50% of the assessment shall be equally divided between the Sections.

## Article 5. Management

- 5.1 Annual Reports. The Region 1 Board of Governors annual report shall be made available to members of Region 1.
- 5.2 Fiscal Responsibility.
- 5.2.1 Annual Audit. The Region 1 Board of Governors audit report shall be made available to members of Region 1.
- 5.3 Composition. The Region 1 Board of Governor's composition shall be established with the following objectives:
- 5.3.1 Region Focus. Region 1 Governors shall have a Region-wide focus, as opposed to being Section representatives.
- 5.3.2 Section Size. The Governors shall be chosen from medium/small and large Sections that reflect the composition of the Region.
- 5.3.2.1 Small Sections are those having fewer than 500 members.
- 5.3.2.2 Medium Sections are those having between 500 and 2,500 members.
- 5.3.2.3 Large Sections are those having more than 2,500 members.
- 5.3.3 Appointed Governors. The appointment of Governors provides an opportunity to address a balanced representation of all areas within the Region as prescribed in the Region 1 Bylaws. The Region 1 Board of Governors shall give particular attention to the needs within the Region when selecting the Appointed Governors.
- 5.3.3.1 Selection of Appointed Governors. The current Region 1 Board of Governors and the Region 1 Governor(s)-elect shall select the Appointed Governors at a meeting held no later than August 30 of the fiscal year prior to the start of said Governor(s) term(s).
- 5.3.3.2 Balanced Representation. In seeking balanced representation, the Region 1 Board of Governors shall consider the following.
- Section(s) without a sitting Governor for a long period of time.
  - Geographically remote Sections
  - Younger Members
  - Public / Private / Industry / Academia Sectors
  - Diversity
- 5.4 Duties of the Region 1 Board of Governors.  
The Region 1 Board of Governors shall undertake all duties as assigned by the Society's Bylaws and Rules of Policy and Procedures in Article 5.

5.4.1 Duty to Communicate with Organizational Entities. Region 1 Governors shall visit Sections, Branches, Younger Member Groups, Student Chapters and Clubs, and other Region 1 Organizational Entities to promote continuity and provide ongoing support to entities. Governors shall utilize these visits to provide a conduit of communication between national and local entities, to educate group leaders on ASCE member value, to discuss national policies, to recruit leaders interested in advancing within ASCE, to identify members to serve on national committees, and to provide leadership.

- Responsibility for visits shall be reviewed and assigned annually among the Region 1 Governors. The Region 1 Board of Governors shall set up a visitation schedule on the basis of entity needs, Board of Direction assignments, and previous-year resolutions or as otherwise directed. The schedule shall be established in consultation with the prior year Region 1 Board of Governors.
- Provide a channel of communication between the local entities and the Society. As part of this communication, educate local membership about what ASCE can and is doing for them, discuss national policies, understand local entity's issues and provide an avenue for communication to the Society.
- The goal is to have every Section and Branch visited by a Governor at least once per year to give the leadership of every Section and Branch the opportunity to discuss their issues with the Region 1 Board of Governors. General membership meetings of the local unit provide an effective way to reach the leaders and members.
- Foster communication with Student Chapters and Clubs. Help Sections and Branches have a strong liaison with Student Chapters and Clubs. Attend chapter and Regional meetings. Promote Society/Regional conferences, competitions, scholarships and awards.
- Foster communication with Younger Member Groups. Help Sections and Branches have a strong liaison with Younger Member Groups. Encourage Sections and Branches to form Younger Member Groups if they do not already exist. Promote Society/Regional activities. Identify future leaders.
- Facilitate media relations and communicate with the public-at-large. Establish connections with the media throughout the Region. Be available for contact related to civil engineering issues in coordination with the Society.
- Prepare Section, Branch and Student Visitation reports.
- Provide leadership at Regional/Council meetings.

5.4.2 Duty to Address Legislative Issues

- Provide leadership and guidance to the Sections in addressing legislative issues on Federal, State and local levels. Assist Sections in maintaining contact with elected officials and governing bodies throughout Region 1. Champion issues of interest to the Society and Civil Engineers and be aware of legislation that may affect civil engineering.

5.5 Minutes of Meetings of the Region 1 Board of Governors. Within thirty (30) days of any Region 1 Board of

Governors meeting, the Secretary shall prepare meeting minutes and shall send a notification of their availability to each Section and Branch President and Secretary, all Region 1 Governors, and the Region 1 Society Director. A copy shall be provided to the Society Secretary. The meeting minutes shall contain all resolutions passed at the meeting.

5.5.1 Resolutions of the Region 1 Board of Governors. Resolutions passed at a meeting and directed to the Society Board of Direction shall be forwarded to the Society Secretary as soon as possible, but not later than thirty (30) days after the meeting, for inclusion in the Society Board of Direction agenda. All Resolutions shall be made available to Secretaries and Presidents of Region 1 Sections not later than thirty (30) days after the Region 1 Board of Governors meeting. The Secretary shall keep a record of all Resolutions passed.

5.6 Retention of Records. The Region shall maintain a record retention policy consistent with the Society guidelines which may include but not be limited to the annual audit, treasurer's reports, annual reports, meeting minutes, governing documents, resolutions, financial reports, any guidelines or handbooks, and official correspondence. Records shall be stored in a secure location to be determined by the Region 1 Board of Governors where they shall be available when needed, in electronic or hard copy format.

5.7 Financial Management. The Region 1 Board of Governors shall develop an annual budget prior to the beginning of each fiscal year. Routine expenses for the Region 1 Board of Governors, including meeting space rental, refreshments, reimbursable expenses for Region 1 Governors to attend meetings to the limits established by the Society, and other necessary expenses as determined by the Region 1 Board of Governors, shall be paid by the Treasurer in accordance with the approved Budget. Non-routine expenses shall be approved in advance by the Region 1 Board of Governors prior to payment by the Treasurer. The Chair and the Treasurer shall be signatories to the bank account.

5.7.1 No officer or committee shall make expenditures without previous authorization of the Region 1 Board of Governors.

5.7.2 The Treasurer shall prepare a report and provide it along with all back-up documentation to the Region 1 Board of Governors at least one week prior to all Board of Governors meetings and teleconferences.

5.7.3 Reimbursement of expenses, in accordance with Society policies, for attendance at Region 1 Board of Governor meetings by Administrative Representatives may be provided if previously authorized by the Chair of the Region 1 Board of Governors.

**Comment:** If you decide to stay with this being the Director/Chair, in the Region's documents, the correct way to refer to that person is by the role they have with the Region (in this case, chair) not the role they have with the Society (in that case, Director).

## Article 6. Officers and Governors

6.0 Term. Unless the Society prescribes otherwise, installation of Region 1 Governors shall be at the Region 1 Board of Governors first face-to-face meeting after the results of the elections are official and the Governors are appointed as necessary. Said meeting shall be held no later than the Society Annual Meeting.

6.1 Duties: Governors shall undertake the duties assigned to them by the Society's governing documents and also shall assume duties delegated by the Chair.

6.2 Region Officers. The Region 1 Board of Governors shall select the Vice Chair, Secretary and Treasurer at the first meeting after the results of the elections are official and the Governors are appointed as necessary.

6.2.1 Chair of the Region 1 Board of Governors. The Society Director shall serve as the Chair of the Region 1 Board of Governors; preside at Board of Governors meetings; have general supervision of the affairs of the Region; and delegate duties to Region 1 Officers, Governors and Administrative Representatives.

6.2.2 Vice Chair. The Vice Chair shall preside at meetings in the absence of the Chair and shall assume duties as delegated by the Chair. In this capacity, the Vice Chair shall vote on all issues.

6.2.3 Secretary. The Secretary, under the direction of the Chair and Region 1 Board of Governors, shall keep the records of all meetings of the Region and the Region 1 Board of Governors, and shall submit the Annual Report of the Region. The Secretary shall assume other duties as delegated by the

Chair.

6.2.4 **Treasurer.** The Treasurer, under the direction of the Chair and Region 1 Board of Governors, shall be charged with the custody and investment of all funds of the Region. The Treasurer shall receive all funds transmitted to the Region and shall pay all bills or other indebtedness of the Region as directed. The Treasurer shall keep an accurate record of all receipts and disbursements and of all property of the Region and shall incorporate a report of same into the Annual Report.

6.3 **Administrative Positions.**

6.3.1 **Historian.** The Historian shall be selected by the Region 1 Board of Governors. This position may be held by a Region 1 Governor or an Administrative Representative to the Board who is not a Region 1 Governor. If an Administrative Representative is selected, such appointment shall serve at the pleasure of the Region 1 Board of Governors. The Historian shall maintain all records for the Region, as described in Article 5.6.

6.3.2 **Web Editor.** The Web Editor shall be selected by the Region 1 Board of Governors. This position may be held by a Region 1 Governor or an Administrative Representative to the Board who is not a Region 1 Governor. If an Administrative Representative is selected, such appointment shall serve at the pleasure of the Region 1 Board of Governors. The Web Editor shall maintain the Region 1 website and eRoom.

**Article 7. Elections**

7.0 **Nomination Materials Required.** A candidate seeking nomination by the Region 1 Nominating Committee shall submit the following documentation in electronic format to the Secretary of the Region 1 Board of Governors:

- A one (1) page letter of intent to be a nominee for a specified position
- A professional resume of no more than three (3) pages
- A letter of nomination or endorsement from an organizational entity or a declaration of candidacy from the individual
- A summary of how the candidate meets the minimum requirements, including ASCE Member Number, Address of Record, Section or Branch offices and committees held, Society Committee assignments, and other Society service
- A recent passport-type photograph suitable for publication
- Acknowledgement of support by candidate's employer and family for candidacy and potential service.

7.1 **Evaluation of Nominations.** The Region 1 Nominating Committee shall follow a review, presentation, discussion, and voting process for selection of the nominee(s). The evaluation process shall be carried out in closed session. The Region 1 Nominating Committee shall review every candidate's information prior to any discussion or vote.

7.2 **Interview of Candidates.**

The Region 1 Nominating Committee shall interview the candidates to determine their suitability for selection.

7.2.1 **Timing of Candidate Statements.** After completion of the review of the candidate's information, the Region 1 Nominating Committee shall establish a time frame for hearing statements from each candidate, allowing each candidate no more than ten (10) minutes for the oral statement. Following the statement, there shall be a question and answer session for each candidate that shall not exceed ten (10) minutes. Each candidate may make a closing three (3) minute oral statement after the close of the question and answer session.

7.2.2 **No Reimbursement for Candidate Attendance.** Travel expenses shall be the full responsibility of the

**Comment:** I think it would be advisable to add a 6.3.3 here mirroring your text in Bylaws 6.3 saying that Administrative Representatives do not receive compensation beyond reimbursement (if that is your intent).

**Comment:** I would add as a new 6.3.1 that all Administrative Representatives are Region/Society members. While that may be implied, if you want to ensure this is the case, you should state it as these positions could easily be believed to be non-members who could also expect to be paid.

candidate.

- 7.2.3 Ability for Candidates to Participate. Candidates who are not present but wish to make a statement may do so via telephone with prior notification to the Chair of the Region 1 Nominating Committee.
- 7.2.4 No Discussion During Candidate Interviews. There shall be no discussion by the Region 1 Nominating Committee members between candidate interviews. Discussion regarding the candidates shall occur only after all interviews are completed.

7.3 Nomination Process.

- 7.3.1 Single Candidate for Office. When there is one (1) qualified candidate, this candidate shall be the Official Nominee and no voting procedure is required as stated in the Society Bylaws.
- 7.3.2 Two (2) Candidates for Office. When two (2) qualified candidates are nominated, the members of the Region 1 Nominating Committee present shall vote for one (1) of the two (2) candidates. If a candidate receives seventy-five percent (75%) or more of the valid votes cast, that candidate shall be forwarded as the Region 1 Official Nominee. If not, both candidates shall be forwarded as the Region 1 Official Nominees.
- 7.3.3 Preference Voting Process for More Than Two (2) Candidates for Office. Each member of the Region 1 Nominating Committee present shall cast three (3) votes on each ballot taken during the preference voting process and indicate their relative preference by placing a 3, 2 or 1 number beside the names of three (3) of the candidates, with a 3 indicating their most preferred candidate. The scores shall be tallied and the committee shall drop from consideration any person with a zero (0) score. If there are no candidates with a zero (0) score then the person with the lowest score shall be dropped. If more than two (2) candidates are tied for the lowest score, other than zero (0), no candidates shall be dropped and additional ballots shall be taken until only two (2) candidate names remain. Once two (2) candidates remain, the Region 1 Nominating Committee shall follow Article 7.3.2.

7.4 Schedule. Nominations for the Region 1 Board of Governors (R1BOGs) shall proceed according to the following schedule:

- R1BOG provides Slate of Openings to Society Secretary, Section and Branch Presidents and Secretaries by 09/01.
- R1BOG provides Appointed Governor openings to Section and Branch Presidents and Secretaries by 09/01.
- Nominations and Materials for elected positions and appointed governor positions are supplied to Region 1 Secretary by 12/15
- R1BOG selects Region 1 Nominating Committee by 01/01
- Region 1 Nominating Committee meets and selects nominees by 02/01
- Region 1 Nominating Committee submits Nominees to Society Secretary by 03/01

**Article 8. Meetings**

8.0 Meeting Agendas.

Meeting agendas shall be distributed at least one week prior to meetings.

**Article 9. Committees, Geographic Units, Affiliated and Other Organizational Entities**

9.0 Region 1 Assembly.

9.0.1 Composition

- 9.0.1.1 The Assembly shall include the Region 1 Society Director and delegates chosen by each Section of any grade of Society membership. The Region 1 Governors shall attend all meetings of the Assembly and shall not have voting rights.
- 9.0.1.2 The Region 1 Society Director shall chair the Assembly. In the absence of the Region 1 Society Director, the Vice Chair of the Region 1 Board of Governors shall chair the Assembly.
- 9.0.1.3 Each Section shall choose in any manner that it desires one (1) voting delegate to the Assembly. For purposes of the Assembly the Society Director serving as Chair shall be deemed Section neutral. These are the only Assembly members with voting privileges.

9.0.2 Duties and Responsibilities. The Assembly is an advisory body to the Region 1 Board of Governors and shall convene as designated by the Region 1 Board of Governors. The Assembly shall conduct business as necessary to advise and assist the Region 1 Board of Governors in managing the affairs of the Region. The Assembly may provide recommendations and Resolutions to the Region 1 Board of Governors.

9.0.3 Meeting

9.0.3.1 The Region 1 Secretary shall record the minutes of the Assembly meeting unless an alternative individual is assigned.

9.0.3.1.a. Minutes of Meetings of the Region 1 Assembly. Within thirty (30) days of any Region 1 Assembly meeting, the Secretary or designee shall prepare meeting minutes and shall send a notification of their availability to each Section and Branch President and Secretary, all Region 1 Governors, all Region 1 Assembly attendees and the Region 1 Society Director. A copy shall be provided to the Society Secretary.

9.0.3.2 The Assembly shall meet up to two (2) times per year.

9.0.3.3 Assembly meetings shall provide a forum for presentation of Section Reports and other matters between the Sections within the Region.

9.0.4 Quorum and Voting Majority

9.0.4.1 A Quorum for the transaction of any business shall consist of sixty percent (60%) of the Assembly voting members.

9.0.4.2 The Assembly shall not allow any proxies.

9.0.4.3 A simple majority of those present and voting shall carry a motion, except recommendations on proposed amendments to Region Bylaws and Rules of Policy and Procedure which shall require a two-thirds (2/3) majority.

9.0.5 Expenses and Assessments

9.0.5.1 Expenses incurred by Assembly delegates to attend any Region 1 Assembly meetings or activities shall be borne by their respective Sections and Branches or be handled as personal expenses unless otherwise provided for by the Region.

9.1 Contacts Within the Region. The Region 1 Board of Governors shall endeavor to maintain communication with the following contacts within the Region:

- National Society of Professional Engineers within the territories of Region 1
- Practicing Institute of Engineers (PIE)
- Institute of Transportation Engineers (ITE)
- American Society of Mechanical Engineers (ASME)
- Institute of Electrical and Electronics Engineers (IEEE)
- American Council of Engineering Companies (ACEC)
- Society of American Military Engineers (SAME)
- Colegio de Ingenieros y Agrimensores de Puerto Rico (CIAPR)
- Society of Women Engineers (SWE)
- National Society of Professional Engineers (NSPE)
- National Society of Hispanic Engineers (NSHE)
- National Society of Black Engineers (NSBE)
- Women's Transportation Seminar (WTS)



**Article 10. Administrative Provisions - See Region 1 Bylaws**

**Article 11. Amendments - See Region 1 Bylaws**

APPENDIX D

The New England Council of the American Society of Civil Engineers Constitution

# **The New England Council of the American Society of Civil Engineers Constitution**

## **Article I - Name and Objectives**

Section 1. Name: The name of this organization shall be "The New England Council of the American Society of Civil Engineers," designated hereinafter as "The Council."

Section 2. Objectives: The objectives of The Council shall be to foster open boundary communication on activities planned and sponsored by the Local Sections of the American Society of Civil Engineers in New England; to support and cultivate friendly relations through the medium of Council and ASCE Region 1 Assembly Meetings; to assist the ASCE Region 1 Board of Governors and the Officers of the various Local Sections in New England in the work and affairs of the American Society of Civil Engineers; and to promote and integrate activities conducive to the welfare of the Local Sections in New England and the Society.

## **Article II - Membership**

Section 1. Membership in the Council shall include three delegates, of any grade of Society membership, from each Local Section in New England. One delegate from each Section will be the current President of the Section. Each Section will choose its delegates in any manner that it desires. (adopted April 24, 1971)

Section 2. Each Local Section shall be entitled to two votes on the Council, either by member, alternate, or by proxy.

Section 3. The term of office of each delegate to The Council shall be approximately two years, beginning when certified by the Local Section to The Council and ending at the close of the Annual Meeting of the Council at the end of the second year of service. One delegate shall be selected each year from each Local Section for a two-year term. Delegates may be elected for more than one term.

Section 4. All living past and present national officers and incumbent Region 1 Governors who reside in New England shall be Advisory Members of The Council. Advisory Members shall not be eligible to hold office in The Council or to vote.

## **Article III - Officers**

Section 1. The Officers of The Council shall consist of a Chair, a Vice-Chair, and a Secretary. The Chair shall be a member of The Council who is selected annually according to a published rotation schedule of the Local New England Sections.

Section 2. The election of Council Chair and Vice Chair will be reviewed annually at the Spring Meeting. The new officers will assume their respective offices at the end of that meeting.

Section 3. The Vice Chair shall be a member of the Council who shall serve as the Chair in the absence of the Chair at any meeting or activity.

Section 4. The Secretary shall be a member of the Council who is selected according to a published rotation schedule of the Local Sections. The Secretary shall serve as the meeting recorder for one

meeting. In the event that a Special Meetings is called, a Secretary shall be appointed from the meeting quorum to record meeting minutes.

#### **Article IV - Committees**

Section 1. The Council shall have complete authority to establish either standing or special committees.

#### **Article V - Meetings**

Section 1. The Council shall schedule a minimum of two Council meetings each year.

Section 2. The place and date of the meeting shall immediately precede and be held at the same location as the Region 1 Assembly meeting, whenever possible.

Section 3. Special meetings of The Council may be called by the Chair or by petition of at least four (4) members of The Council. Such petitions shall be submitted to The Council Chair with a copy to the Vice Chair.

#### **Article VI - Dues**

Section 1. The Council shall have no authority to assess dues.

#### **Article VII - Quorum**

Section 1. A Quorum for the transaction of any business shall consist of five (5) members of The Council including proxies.

#### **Article VIII- Amendments**

Section 1. Any member of The Council may propose amendments to the Constitution. A proposed amendment may be considered at any regular meeting of The Council or at a special meeting called for that purpose and if a majority of those voting so vote, the amendment shall be submitted to the Local Sections. As an alternative, the membership of The Council, having been notified by mail of the proposed amendment, may discuss it by mail for thirty days, at the end of which time a vote may be taken by mail. If a majority of those voting within fifteen days agree, the proposed amendment shall be submitted to the Local Sections. When three-fourths of the Local Sections have voted affirmatively, the amendment shall be considered as adopted. Any Local Section not voting within thirty-five days after its next scheduled meeting shall be considered to have cast an affirmative vote.

[Adopted October 11, 2007 via teleconference of The New England Council]

## APPENDIX E

### Section and National Awards

## SECTION AWARDS

The section bestows the following awards on an annual basis. The awards are presented at the Annual Meeting. Section 2.14 of the operations manual outlines the structure, duties, and responsibilities of the Awards Committee.

### **Benjamin Wright Award**

At the December 11, 1979 meeting, the Board of Directors of the Connecticut Section voted to establish the "Benjamin Wright" annual award. This award was presented for the first time at the annual meeting of the Connecticut Section on May 23, 1980.<sup>1</sup>

Benjamin Wright (1770-1842) was named by ASCE as "The Father of American Civil Engineering". He was born in Wethersfield and his career was in canal and railroad building. He was chief engineer for the 364 mile long Erie Canal, which was completed in 1825. A description of the life of Benjamin Wright can be found on the following page.<sup>2</sup> The award consists of a plaque showing Benjamin Wright and citing the recipient. It will be presented annually.

Nominations, addressed to the Committee Chairperson, are invited from all members. The Chairperson will forward these nominations to the Award Committee members, who in turn will recommend one candidate to the Board. The last date for nominations from the membership will be March 31 of each year.

The basis for nomination can be any outstanding civil engineering activity performed by the candidate. Such activities may be in the fields of design, administration, education, or any other civil engineering area. It can be a prolonged outstanding performance, or an outstanding design or book or other publication. The nominee must be a member of ASCE. Nominations can be presented in the form of a simple letter stating briefly the nominee's achievement.

Voting Procedure...to be developed

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<sup>1</sup> In the 2007 Revision, "Connection" was changed to "Connecticut".

<sup>2</sup> In the 2007 Revision, this sentence & the description of Benjamin Wright's life & accomplishments were added.

## **Benjamin Wright: The Father of American Civil Engineering**

(Fitzsimons, Neal F., ASCE, Civil Engineering Magazine – ASCE, September 1970, Page 68)

The engineering works of Benjamin Wright were significant in the growth of the young American republic as well as in the development of the engineering profession in this country. These achievements have earned him the honor of “The Father of American Civil Engineering.”

Benjamin Wright was born on October 10, 1770 in Wethersfield, Conn. At the age of 13, under the aegis of his uncle, Joseph Allyn Wright, he moved to nearby Plymouth. It is said that it was Uncle Joe who taught Ben the rudiments of surveying and law during his stay in Plymouth (c. 1784-1788). Late in 1789 he rejoined his family in Fort Stanwix, now known as Rome, NY.

Ben soon found surveying more profitable than farming and in a few years had built up a substantial practice, surveying mostly canal routes and roads.

In 1794, the famous English engineer William Weston (1753-1833) was assisted by Wright in canal surveys for what later became the Erie Canal. Work on the Erie began in 1817, after some years spent by Wright in surveying and serving as a state assemblyman and judge. When construction on the Erie commenced, Wright was appointed engineer for the middle section of the canal, but later was made its Chief Engineer. On July, 4, 1817, ground was broken at Rome, New York. It had been only with reluctance that the canal commissioners entrusted the work to an American engineer; and this was done only after William Weston had declined to leave his retirement in England to take charge of the project. It is said that Joseph Ellicott (1760-1826) was largely responsible for insisting on an American engineer, and on Wright in particular.

The Erie became the first practical school of civil engineering in the United States and “Professor” Wright selected the best men available as his

“students”. Among the junior engineers whom Wright trained on the Erie were Canvass White (1790-1834), Nathan Roberts (1776-1852), David Bates (1777-1839), and John B. Jervis (1795-1885). The technical problems were great, but sometimes the political ones overshadowed them. Fortunately, Wright has the experience and judgment to cope with both kinds.

Once work on the Erie was well underway, Wright was prevailed upon to locate other canal routes, chief among them the Farmington (Conn.), the Delaware and Hudson, and the Chesapeake and Delaware.

He was 55 years old when he reached the apex of acclamation of his career at the “Grand Celebration of the Opening of the Erie Canal” on November 7, 1825.

In 1827, Wright made his first studies on the use of steam locomotives. In conjunction with Jervis and his assistant Horatio Allen, the possibility of a steam railway on the western section of the Delaware and Hudson Canal were investigated.

Further canal work resulted in positions as consultant on the Blackstone Canal in Rhode Island and as chief engineer of the great Chesapeake and Ohio Canal in Maryland.

In 1832, he was appointed Chief Engineer of the St. Lawrence Ship Canal, as well as Street Commissioner of New York City. Further, he became a corporate member of the newly formed New York & Albany Railroad and undertook a new series of studies for supplying New York with water.

In 1833, he was approached by N.Y. Governor Marcy to survey the route for a railroad from the Hudson River to Lake Erie. Two years later, he was appointed chief engineer of the New York & Erie Railroad.

After his wife's death in 1835,

Benjamin Wright added a new facet to his career by accepting a consultantship for the first railroad to be built in Cuba. His oldest surviving son, Benjamin Hall Wright, devoted seven years to this project, several of them in Cuba. Correspondence indicates that the father-son team collaborated closely on this project.

In 1836, Wright resigned from the New York and Erie Railroad and took a less arduous position as chief engineer of the Tioga & Chemung Railroad in upstate New York. Even in his late 60's, he was frequently consulted on major projects.

Wright returned in 1842 to New York City, where he had lived earlier in his career. He died there in August of that year and was buried in the Marble Cemetery, which still exists today.

Recognition of Wright by his colleagues is best described by citing three examples. In 1839, he was made chairman of the committee to prepare the Constitution of a proposed society of civil engineers and it was resolved that “the name of Benjamin Wright...be placed at the head of the list [of members]”. This society did not achieve permanence, but its successor, the present American Society of Civil Engineers, did. In May 1882, thirty years after its founding, President Ashbel Welch said of Wright, “The skill and good judgment which was shown by this Father of American Engineering, the few errors into which he and his still more inexperienced assistants fell, the great effects produced by them with the means at their command and the adaptation of their works to the circumstances of their time are absolutely wonderful.”

It was not until October 1968, however, that his professional legatees declared Benjamin Wright to be the Father of American Civil Engineering. On October 17, 1970, the bicentennial of his birth, a bronze plaque recognizing the occasion will be dedicated in his birthplace of

Wethersfield, Connecticut by the  
American Society of Civil Engineers  
and the Connecticut Society of Civil  
Engineers.



## **Outstanding Civil Engineering Student Award**

Purpose: The purpose of this award is to distinguish and recognize each year, in a dignified public way, and outstanding civil engineering student from the U.S. Coast Guard Academy, the University of Connecticut, the University of Hartford, the University of New Haven and an engineering technology student from Central Connecticut State University.

Eligibility: To be considered for this award, the candidate:

- a. Must be nominated by the department in which the chapter/club resides.
- b. Must be a member in good academic standing of the student chapter/club of the American Society of Civil Engineers and have a record of active involvement and leadership in campus and student chapter/club activities.
- c. Must graduate prior to the start of the Fall term of the year in which the award is made.

Selection Process: The process of selection shall be as follows:

- a. The faculty advisor will solicit nominations for the award from members of the faculty in the department and conduct an election to determine an awardee.
- b. The award need not be presented every year if suitable candidates do not exist and can vary from none if there is no deserving student, to several or even a group of students who might have worked together on a project.
- c. The faculty advisor will submit a written nomination, describing the basis for the award, to the Vice-President of the Section, no later than April 1st.
- d. The Vice-President will present the nominations to the Board of Directors for final approval by a majority vote.

Presentation: The outstanding civil engineering student awards will be presented during 3 the Annual section meeting and awards dinner. The award will consist of a framed certificate inscribed with the name of the recipient. A citation will be read stating the reason for the award. The Section, as additional recognition, will provide a cash award in the amount decided by the Board. In 2002, the award was \$500.00. During the award ceremony and in the award letter, the recipient will be encouraged to continue to be involved with ASCE in their future endeavors.<sup>4</sup>

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<sup>3</sup> In the 2007 Revision, "at" was deleted.

<sup>4</sup> The last three sentences of this paragraph replaced a description of paying the recipient's first full year's dues to ASCE & CSCE in the 2007 revision.

## **Student Scholarship**

Purpose: To provide an incentive award that is within the reach of every average, hard working civil engineering student.

Eligibility: A full time junior year student enrolled in an accredited civil engineering curriculum leading to a Bachelor of Science Degree in Civil Engineering or an Associates Degree in Civil Technology. Eligible students must be in good academic standing and an active member of the ASCE Student Chapter or Club.

Selection Process: Faculty Advisors shall provide the CSCE Vice President with one nomination from their respective chapter or club by April 1st.<sup>5</sup>

Presentation: The scholarship is presented during the annual meeting of CSCE held in May. The award recipient is a guest of CSCE for the dinner meeting. The award consists of a framed certificate and payment of a scholarship amount as determined by the Board. In 2002, the scholarship was for \$1,000.00. UConn scholarship checks should be sent to the UConn Foundation, which distributes to the students (Note, this does not apply to the Outstanding Student check).<sup>6</sup>

## **Lifetime Service Award**

At the Board Meeting of May 3, 1996, the Board of Directors of the Connecticut Society of Civil Engineers (CSCE) Section voted to establish the CSCE "***Lifetime Service Award***". This award will be presented to a CSCE member who has ***actively participated*** on CSCE Committees, Technical Groups, Section Board or Branch Board for a ***minimum of 12 years***, and ***made a significant contribution to the advancement of the Section***. This award is not intended to be an annual award, and should be presented only when the Board feels that a member has earned such recognition. Being a Committee Chair or a Board Member is not a prerequisite for this Award. A Committee Co-Chair or a Committee Member who satisfies the aforementioned qualifications may also be nominated for this Award.

Nomination, addressed to the Awards Committee Chairperson, must be submitted by a Section or Branch Board Member. Nomination should include a chronological list of nominee's various CSCE positions along with a brief summary of his or her accomplishments. The Awards Committee Chairperson will review the nomination for general conformance and present it to the Section Board for approval at the following Board Meeting.

Approved nomination will be forwarded to the Awards Committee Chairperson. The Award consists of a plaque in accordance with the sample shown on the following page, and an Honorary Life Membership in the Section. The Awards Committee will be responsible for ordering a plaque and coordinating the award presentation with the Section President. The Award will be presented at the following Annual Meeting. Nomination may be submitted at anytime. However, they must be

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<sup>5</sup> The date was added in the 2007 revision.

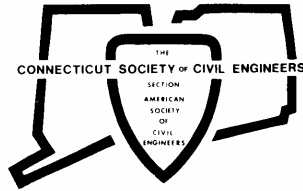
<sup>6</sup> In the 2007 revision, the scholarship amount was increased from \$500 to \$1,000 and the last two sentences of the paragraph were added.

received by February 15 to be considered for award presentation at the Annual Meeting in that calendar year.

**Presidents Awards**

Presidents Awards are awarded to individuals selected by the outgoing president who have contributed to the advancement of the Section through their efforts over the proceeding year.

*Connecticut Society of Civil Engineers Section  
of  
American Society of Civil Engineers*



*is pleased to present this*

*Lifetime Service Award*

*to*

*Recipient Name*

*on May \_\_\_\_, 20\_\_*

*in recognition of his/her dedicated service and significant contribution  
to the advancement of the Section over a period of 19\_\_ through 20\_\_.*

*Record of Service*

<i>_____ Committee Chair/Member</i>	<i>1982-1986</i>
<i>Section/Branch Treasurer</i>	<i>1986-1987</i>
<i>Section/Branch Secretary</i>	<i>1987-1988</i>
<i>Section/Branch Vice President</i>	<i>1988-1989</i>
<i>Section President Elect</i>	<i>1989-1990</i>
<i>Section/Branch President</i>	<i>1990-1991</i>
<i>Section Director</i>	<i>1991-1993</i>
<i>_____ Technical Group Chair/Member</i>	<i>1993-1995</i>

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*President*

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*Secretary*

## NATIONAL AWARDS

The honors program of the Society has as its basic objective the advancement of the engineering profession by emphasizing exceptionally meritorious achievement. Traditionally, such accomplishments have been in the form of technical papers, although many awards are based on other considerations. The awards are made by the Board of Direction, in the name of the entire Society, on the recommendation of Society agencies designated in each particular case. The requirements for establishing new awards are contained in Rules of Policy and Procedure, Article VIII, Section 4.

Most of these honors may be bestowed yearly. Details, including eligibility and presentation, are given in the ASCE Official Register (published annually). The ceremony of conferring awards is normally held at the Annual Business Meeting of the Society in October.

The following is a brief summary of ASCE honors and awards:

### 1. Honorary Members

“An Honorary Member shall be a person who shall have attained acknowledged eminence in some branch of engineering or in the arts and sciences related thereto, including the fields of engineering education and construction.”

The Directory of the Society contains an “Historic Roster of Honorary Members,” and a list of active honorary members.

Requirements for honorary membership are contained in Article II of ASCE’s Constitution.

The annual deadline for submission of nominations is November 1<sup>st</sup>.

### 2. Prizes Awarded on Recommendation of the Society’s Committee on Prizes

Each year the President appoints a Committee on Prizes, Advisory to the Board of Direction, subject to confirmation by the Board of Direction. The committee consists of three members of the Society who are not members of the Board, whose duty it is to recommend the award of the Norman, Croes, Wellington and ASCE State-of-the-Art of Civil Engineering prizes for the following year. Papers published by the Society in the twelve-month period ending with June of the year preceding the year of award are eligible to compete for these prizes.

### 3. Awards on Recommendation of the Technical Divisions

Over 30 individual awards are given annually by the Society upon the recommendation of various Technical Divisions. These awards are primarily based upon technical papers published by the awardees in one of the Society’s technical journals. Nominations and judging are normally carried out by one or more committees of the Technical Division involved.

#### 4. Awards on Recommendation of Special Committees

Over 15 different awards are given annually by the Society for outstanding individual professional achievement or contribution, or other types of special achievements.

Nominees for certain of these awards may be submitted by, or through, ASCE Sections and Branches. These are listed below along with the approximate deadlines for submittal (1984-1985 Schedule).<sup>7</sup>

<u>Award</u>	<u>Area of Importance</u>	<u>Deadline for Nominations</u>
The James Laurie Prize	Transportation	November 1st
The Daniel Mead Prizes	Professional Ethics	
- Students		April 1 <sup>st</sup>
- Younger Members		February 1 <sup>st</sup>
Outstanding Projects And Leaders (OPAL)	General Civil Engineering	January 1st
Civil Government Award	Government Service	March 1 <sup>st</sup>
Civil Engineering History and Heritage Award	Historical Writing or Research	November 1 <sup>st</sup>
National Historic Civil Engineering Landmark Program		January 1 <sup>st</sup>
Edmund Friedman Younger Engineer Award for Professional Achievement	Professional Contributions of Younger Members	February 1 <sup>st</sup>
Edmund Friedman Professional Recognition Award	Professional Advancement	March 1 <sup>st</sup>
Can-Am Civil Engineering Amity Award	International Professional Relationships	November 1st

#### 5. Fellowships, Scholarships, Grants and Bequests

In June 1958, the Committee on Fellowships, Scholarships, Grants and Bequests was created to administer all awards referred to it by the Board of Direction. Not all such awards are referred, but the committee acts as adviser to the Board's Committee on Society Honors when new awards are proposed in its field of interest. This field differs from other honors in that recipients are selected from a list of formal applications.

#### 6. Joint Awards of Engineering Societies

From time to time, engineering societies have joined together in recognizing merit in broad, all-inclusive fields of engineering. ASCE participates in the award of four awards of this kind.

The John Fritz Medal	The Washington Award
The Hoover Medal	The Alfred Noble Prize

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<sup>7</sup> In the 2007 revision, this list was updated.

## **HONORARY MEMBERS**

### **THE DEADLINE TO RECEIVE HONORARY MEMBERSHIP NOMINATIONS HAS BEEN CHANGED TO OCTOBER 1st.**

#### **Honorary Membership**

"An Honorary Member is a person who has attained acknowledged eminence in some branch of engineering or in the arts and sciences related thereto, including the fields of engineering education and construction."

Whether elected from the membership of the Society or from outside its rolls, Honorary Members are entitled to all the privileges of the Society and are exempt from the payment of entrance fees and annual dues. The total number of Honorary Members elected in any year should not exceed one for every 7,500 members. Members of the Board of Direction are ineligible for election to honorary membership during their terms of active membership on the Board of Direction.

The Membership Directory of the Society contains a "Historic Roster of Honorary Members" and a list of active Honorary Members.

#### **CRITERIA:**

- I. Nominations for honorary membership to be presented in any year must be submitted to the ASCE Honors and Awards Program Office no later than October 1 of the previous year. Each nomination should be accompanied by a complete biography of the nominee and a one-page summary thereof, a citation, a 200-word rationale statement, a complete nomination form, and a minimum of six (maximum ten) letters of endorsement.
- II. The Society Awards Committee will review the nominations and transmit to all members of the Board of Direction, not later than one month prior to the meeting at which they will be considered by the Board, the names and biographies of those nominees whom it recommends for election. The listing of recommended nominees should not exceed one name for every 7,500 members of the Society. Voting by the Board of Direction is by secret ballot, without discussion. Names of candidates voted on but not elected may be resubmitted by the Society Awards Committee to the Board of Direction for two 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 years after which their names will be dropped from the roster of candidates unless re-nominated.
- III. A person elected to honorary membership will be notified promptly thereof by the Secretary. The election will be canceled if an acceptance is not received within sixty days after the mailing of such notice.

A nomination form is required.

#### **Send your completed nomination package to:**

Jane Moran Alspach, Senior Manager  
Honors and Awards  
American Society of Civil Engineers  
1801 Alexander Bell Drive  
Reston, VA 20191-4400







APPENDIX G

History of the Connecticut Society of Civil Engineers Section, Past Presidents List

**HISTORY  
OF  
THE CONNECTICUT SOCIETY OF CIVIL ENGINEERS SECTION  
OF  
THE AMERICAN SOCIETY OF CIVIL ENGINEERS**

**Introduction**

The Society is the result of the 1981 merger of two civil engineering societies namely, the Connecticut Society of Civil Engineers (CSCE) and The Connecticut Section of the American Society of Civil Engineers (Connecticut Section ASCE)

CSCE was formed in 1884 and is the older of the two societies. It was operated as an incorporated nonprofit organization for 97 years. In 1981 there were 642 CSCE members including 185 life and honorary members. The society maintained a permanent office in Wethersfield and a paid part-time staff of two.

Connecticut Section-ASCE was originated in 1919 under authorization from the national group, which had formed in 1852. The Connecticut Section was also a nonprofit organization, although it was not incorporated in Connecticut. The national organization was incorporated in the State of New York on April 16, 1877. In 1981 the national organization reported that 914 of its members resided within Connecticut and were eligible to be members of the local Section, that is, the Connecticut section. Of these 914, 518 chose to be local Section members and paid \$5.00 each in Section dues. Additionally, there were 89 life members residing in the state, and these members were exempt from dues. The Connecticut Section did not maintain a permanent office and had no paid employees, but rather it was run by volunteer members.

**The Merger**

Members from both civil engineering societies had felt for a long time that the two Connecticut organization should combine. In fact, over 100 engineers maintained dual membership. Tradition was the major force which kept the two separate, as well as the fears of members that each would lose their respective identity in a larger group. However, the worsening financial problems of CSCE were bringing about change.

In 1979 John Lenard, president of the Connecticut Section, formally proposed that the two groups explore a merger. Subsequently, a committee was established under joint leadership of David Mylchreest, 1979 CSCE president, and John Lenard to consider legal aspects, professional and social implications, and the advantages and disadvantages of a merger. This committee divided the different tasks among themselves and with the help of the ASCE national headquarter's staff in New York most aspects were explored. The committees' finding was a recommendation that the two groups merge to become an ASCE affiliated society. A mail ballot solicited views of both memberships and revealed 95% approval.

Based on this mandate, Alan Wengell, Connecticut Section President in 1980, and Clifford

Washburn, CSCE President in 1980, appointed a new joint committee to implement the merger. The committee worked through the winter of 1980/1981 and by spring they had prepared a proposed Constitution and By-Laws, and administrative issues had been resolved. In a final vote during the spring of 1981 the merger was endorsed by 92% of the voting members, thus uniting the civil engineers of Connecticut. The new organization is entitled, "The Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers".

### **Statement of Objectives**

The stated objectives of the new Section are the same objectives as the national organization: the professional improvement of its members, the advancement of engineering knowledge, the cultivation of friendly relations among engineers and persons of practical science, the maintenance of high professional standards, and cooperation with other engineering societies.

### **Policies of the Section**

The following are the unwritten policies which guide the boards decision making. They reflect the policies of two pre-merger organizations:

1. To meet monthly and engage in activities that promote the Society's overall objectives. This monthly function may be an all day conference and exhibition or an evening dinner-meeting.
2. To support student activities at civil engineering schools at Connecticut universities, colleges, technical colleges, and the United States Coast Guard Academy in New London. The Section provides financial assistance for student projects and awards, subsidizes student dinners at all Section meetings, and advises the student chapters and clubs.
3. To publish a monthly newsletter, September through May, to promote the overall goals of the Section and foster improved communication between members.
4. To organize continuing-education seminars that promote the professional improvement of civil engineers.
5. To maintain membership requirements that uphold the professional standards of civil engineers.

## PAST PRESIDENTS

CSCE would like to honor the service of our CSCE Presidents who have made major accomplishments to our organization. The CSCE of the present is the result of a merger of two organizations over 25 years ago. The Connecticut Society of Civil Engineers was founded in 1884, while the Connecticut Section of the American Society of Civil Engineers was founded in 1919. In 1958, the Section had 523 members. In 1955 (the nearest comparable year for reliable numbers), the Society had 1,033 members.

The two organizations met separately until they merged in 1981, by mutual vote of membership, to become the Connecticut Society of Civil Engineers Section of American Society of Civil Engineers or CSCE. CSCE would like to thank past presidents John Lenard (Section President 1979), David Mylchreest (Society President 1979), Alan Wengell (Section President 1980), Clifford Washburn (Society President 1980) for their work in merging the two organizations.

### **Presidents of the Connecticut Society of Civil Engineers Section of American Society of Civil Engineers (Including Presidents of the Connecticut Section of the American Society of Civil Engineers (1919-1980))**

2007-2008	James Silva	1978-1979	Gary Smith	1948-1949	Francis .S. Castleman, Jr.
2006-2007	Charles Sawyer	1977-1978	John Carvey	1947-1948	Philip G. Loursoun
2005-2006	Thomas Roy	1976-1977	David Gates	1946-1947	William S. Wise
2004-2005	William Cunningham	1975-1976	William Boyens	1945-1946	Clarence W. Dunham
2003-2004	Vincent Siefert	1974-1975	David Densmore	1944-1945	William .J. Cox
2002-2003	Randall States	1973-1974	Ross Lanius, Jr.	1943-1944	Charles S. Farnham
2001-2002	Thomas Nolan	1972-1973	George A. Binaco	1942-1943	Burke L. Bigwood
2000-2001	Robert Blake	1971-1972	Alfonso M. Cavaliere	1941-1942	Arthur W. Bushell
1999-2000	Daniel Foley	1970-1971	Richard L. Paull	1940-1941	William A. D. Wurts
1998-1999	Shahvir Vimadalal	1969-1970	Marcus L. O'Sullivan	1939-1940	W.J. Scott
1997-1998	Mario Ricozzi	1968-1969	Richard A. Hansen	1938-1939	R.H. Suttie
1996-1997	Gregory Broderick	1967-1968	Jack E. Stephens	1937-1938	Henry W. Buck
1995-1996	James Randazzo	1966-1967	Theodore F. Collier	1936-1937	Harold L. Blakeslee
1994-1995	Michael Talbot	1965-1966	Earl R Howard	1935-1936	Robert A. Cairns
1993-1994	William Kay	1964-1965	F.J. Zamecnik	1934-1935	John C. Tracy
1992-1993	David Wall	1963-1964	Theodore A. Brindamour	1933-1934	William R. Copeland
1991-1992	Theodore von Rosenvinge, IV	1962-1963	Vincent C. Arpaia	1932-1933	Charles E. Smith
1990-1991	David Carlson	1961-1962	Edward V. Gant	1931-1932	Roscoe N. Clark
1989-1990	Richard Long	1960-1961	George E. Heppner	1930-1931	Carleton T. Bishop
1988-1989	Stuart Lott	1959-1960	Ayres C. Seaman	1929-1930	Charles J. Bennett
1987-1988	Luis Alvarado	1958-1959	William G. Weaver	1928-1929	Joseph P. Wadhams
1986-1987	Stephen McDonnell	1957-1958	William S. Kaminski	1927-1928	Frederick. W. LaForge
1985-1986	James Sime	1956-1957	A.W. Sweeton /II	1926-1927	Charles F. Chase
1984-1985	Cornelius Geldof	1955-1956	Robert P. Vreeland, Jr.	1925-1926	L.J. Carmalt
1983-1984	Howard Epstein	1954-1955	John F. Willis	1924-1925	L.J. Carmalt
1982-1983	Arthur Vendola	1953-1954	John N. Eckle	1923-1924	W. T. Dorrance
1981-1982	Arthur Vendola	1952-1953	Kenneth C. Tippy	1922-1923	Harold. W. Griswold
1980-1981	Alan Wengell (CSCE)	1951-1952	Elwood T. Nettleton	1921-1922	William J. Backes
1979-1980	Clifford Washburn (CT Section)	1950-1951	Charles W. Cooke	1920-1921	Charles Rufus Harte

1979-1980 John Lenard

1949-1950 Frank Ragaini

1919-1920 Caleb Mills Saville

## Presidents of the Connecticut Society of Civil Engineers (1884-1978)

1978	Rowland R. Killingbeck Andrea C. Schull	1948	William A. D. Wurts Albert A. Cross	1919	Charles J. Bennett William R.
1977		1947		1918	Dunham, Jr.
1976	David W. Gates	1946	F. Walden Wright	1917	Henry R. Buck
1975	Roy E. Collins	1945	Henry W. Buck	1916	Clarence Blakeslee
1974	Rocco V. D'Andrea	1944	Clarence N. Wiley	1915	Charles C. Elwell
1973	Lawrence A. Fagan, Jr.	1943	Leslie G. Sumner	1914	George E. Crandall
1972	William E. Delahanty	1942	Robert S. Rose	1913	Sheldon E. Minor
1971	Clarence B. Sharp	1941	W. Vincent Barry	1912	A. William Sperry
1970	George S. Koch	1940	Frederick P. Stabell	1911	Charles A. Ferry
1969	Jack E. Stephens Thomas H. Sellew, Jr.	1939	Charles Rufus Harte Elwood T. Nettleton	1910	Shepard P. Palmer Frederick J.
1968		1938		1909	Easterbrook
1967	Lawrence R. Browning Philip H. Stevens	1937	Arthur W. Bushell Benjamin H. Palmer, Jr.	1908	Edward W. Bush Daniel S.
1966		1936		1907	Brinsmade
1964, 1965	Gilbert U. Gustafson	1935	W. Howard Sharp	1906	Charles F. Chase
1963	Roland L. Booth	1934	Clarence M. Blair	1905	Albert B. Hill
1962	James H. Gilbert	1933	Charles S. Farnham	1904	John K. Punderford
1961	Edwin B. Burdick	1932	Charles A. Wheeler	1903	Frederick L. Ford
1960	Robert G. Mitchell	1931	Elmer C. Welden	1902	Clarence B. Vorce
1959	Robert E. Cross	1930	Albert L. Donnelly	1901	Henry J. Kellogg
1958	Kenneth C. Tippy	1929	E. Irvine Rudd	1899, 1900	Edwin D. Graves
1957	Charles A. Cahn	1928	George E. Hamlin	1897, 1898	Robert A. Cairns
1956	Charles W. Cooke	1927	Vincent B. Clarke	1895, 1896	William G. Smith
1955	Theodore W. Jones	1926	Joseph P. Wadhams	1891 - 1894	Edwin P. Auger
1954	Burke L. Bigwood	1925	Charles W. Eddy ^^	1890	E. Floyd Weld ^
1953	James C. Beach	1925	Harold L. Blakeslee	1890	William B. Palmer
1952	Warren M. Creamer	1924	Leon F. Peck	1888, 1889	Charles H. Bunce
1951	William S. Wise	1923	Alfred H. Terry	1887	Charles E. Chandler
1950	William M. Bolton	1922	Robert J. Ross	1886	Charles M. Jarvis
1949	John F. Willis	1921	J. Frederick Jackson	1884, 1885	Bradley H. Hull
		1920	Thomas A. Scott		

^ Died in office, June 28, 1890

^^ Died in office, June 28, 1925

## APPENDIX H

### Record Keeping Requirements



The information below is from an undated memorandum from the ASCE.

TO: Section/Branch Presidents

FROM: Nancy E. Berson, Manager, Field Services

SUBJECT: Suggested Procedures for Retention/Retirement of Section/Branch Records

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It is evident that, because of limitation of space and changes of secretary personnel of Sections and Branches, suggested procedures for retention of records are necessary. However, in order to retain items of historical significance, there are certain pieces of information that cannot be eliminated.

It is suggested that each Section and Branch select a historian, who will, at the end of each year, write a brief summary of the events of the preceding year. These annual summaries should be kept as a permanent record, preferably in a loose-leaf notebook. The summaries should be referred to as the Section Journal. They should list the officers for the year, the meeting topics, financial summaries, and other statistical data which will be of historical significance.

In addition, the following records should be maintained as indicated:

1. A copy of the current Constitution and Bylaws, with changes, should be kept in an active file. Dates of changes should be indicated, with review and update every five years or less.
2. Copies of the Annual Report to ASCE Headquarters should be retained for two previous years.
3. Financial records, in addition to the entries in the Section Journal, should be kept for the seven previous years. This will include checks, budgets, and annual financial reports.
4. When space permits, correspondence may be retained for a full year previous to the current administration. However, the selection of the correspondence to be retained with rest with the President and Secretary.
5. It is wise to keep a few copies of programs and outstanding events for reference. Retention of these will be determined by the President and Secretary.
6. Extreme care should be exercised to see that all items of a permanent nature are summarized in the Section Journal.

Attention to these suggestions should make your successor's job more efficient!

## APPENDIX I

Protocol Procedures for Visits by ASCE National Officers

## **PROTOCOL PROCEDURES FOR VISITS BY ASCE NATIONAL OFFICERS**

The following are some recommended **PROTOCOL PROCEDURES** for Section/Branch/Council visits by ASCE national officers developed for your reference and use.

### **PLANNING**

("Check box" for your use)

#### **Establish objectives for visit**

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

#### **Lay out visit itinerary and timetable**

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

#### **Develop and organize invitation**

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

## ORGANIZATION

### **Check out all plans**

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

### **Review all aspects of the actual visit**

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

## FOLLOW-UP

### **Review all experiences**

- What can we improve for the next visit?
- How do we follow up with the local contacts, etc. to take full advantage of visit?
- Should we ask national officer for objective feedback about the visit?
- When should we plan for another visit?
- Did we get our money’s worth?

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

Please let me know if you wish to add any items...based on your experience and history of visits.

## APPENDIX J

### Important CSCE Dates and Deadlines

### **IMPORTANT CSCE DATES AND DEADLINES**

September	Section Meeting sponsored by the UCONN Student Chapter
September	Mail invoices for membership dues to CSCE members
Sept/Oct	Fall Continuing Education Seminars
October	Section Meeting sponsored by the UNH Student Chapter
November	Section Meeting sponsored by the Government Engineers Committee and the CCSU Student Club
January	Joint meeting with Fairfield Branch
February	Engineers Week Joint Meeting with Joint Engineering Societies
February	Engineers Week Legislative Breakfast
February 28	Nominations for Benjamin Wright Award due
March	Section Meeting sponsored by the U of H Student Chapter
March 15	Nominations for Student Awards and Scholarships due from Faculty Advisors
March/April	Spring Continuing Education Seminars
April	Section Meeting sponsored by the USCGA Student Chapter, Nominating Committee announces nominated slate of Officers at the Section Meeting
May	Annual Meeting
June	Annual Planning Meeting

Geotechnical, Construction, and Structures Technical Groups, and Government Relations and Water Resource Committees sponsor the meetings at the student chapters and club in rotation.

APPENDIX K

Fairfield Branch Constitution and Bylaws

**Fairfield Branch**  
**Connecticut Society of Civil Engineers Section**  
**American Society of Civil Engineers**

**BYLAWS**  
(April 1998)

Article I. Name and Object

Section 1. The name of this organization shall be the Fairfield Branch, the Connecticut Society of Civil Engineers Section, American Society of Civil Engineers.

Section 2. The objective of the Fairfield Branch shall be the advancement of the science and profession of civil engineering through education in a manner consistent with the objective of the American Society of Civil Engineers.

Section 3. The actions of the Fairfield Branch shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Connecticut Society of Civil Engineers Section.

Article II. Area and Membership

Section 1. The area of the Fairfield Branch shall be the County of Fairfield in the State of Connecticut.

Section 2. All members of the American Society of Civil Engineers of all grades, who subscribe to the Bylaws of the Fairfield Branch and who have satisfied current dues requirements of the Section and Branch shall be Subscribing Members of the Branch. All members of the American Society of Civil Engineers of all grades, whose addresses are within the boundaries of the Branch, as defined by the Society, shall be assigned Members of the Branch.

Article III. Dues and Finances

Section 1. The Branch activities shall be financed by Branch annual dues and an annual allocation of monies from the Section based on a budget proposed by the Branch and approved by the Section.

Section 2. There shall be no entrance fee.

Section 3. The dues of each member shall be not less than five dollars per year.

Article IV. Officers

Section 1. The officers of this Branch shall be a President, a President-Elect/Vice President, a Secretary, a Treasurer, and two Directors, being two Past-Presidents. These shall constitute a Board of Directors in which the government of the Branch shall be vested.

Section 2. All officers, except the President, shall be elected for terms of one year, which terms



shall begin at the close of the Annual Meeting and continue until their successors are elected and assume the offices.

Section 3. Only subscribing members of the Branch shall be eligible for election to office.

Section 4. The term of office for President shall be one year. The President-Elect shall succeed to the office of President at the close of the Annual Meeting.

Section 5. A vacancy in the office of President shall be filled by the President-Elect/Vice President. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 6. The duties of officers shall be those usual for such officers.

Section 7. The Board of Directors shall oversee the preparation of the Annual Report which shall be submitted to the Section in accordance with published requirements.

Section 8. At meetings of the Board of Directors, three (3) members shall constitute a quorum.

#### Article V. Nomination and Election of Officers

Section 1. The Nominating Committee shall be appointed by the President.

Section 2. The Nominating Committee shall choose one or more candidates for election to each office, and obtain the consent of each nominee to serve if elected.

Section 3. The list of official nominees shall be sent to each subscribing member of the Branch at least 7 days previous to the Annual Meeting. Nominations may also be made from the floor at the Annual Meeting prior to voting.

Section 4. Balloting shall take place at the Annual Meeting. The President shall appoint an elector who shall conduct the election. Should letter ballots be required, the ballots returned to the Secretary up to the time of counting shall be opened and counted by the elector appointed by the President. For each office the candidate receiving the highest number of votes cast shall be declared elected.

Section 5. The duly elected officers shall be sworn in and begin their terms at the Annual Meeting or as soon as possible thereafter.

#### Article VI. Meetings

Section 1. The Annual Meeting shall be held on such date and at such place as the Board of Directors designate. Other meetings shall be called at the discretion of the Board of Directors; or by the President upon the written request of at least ten subscribing members.

Section 2. In addition to the Annual Meeting, at least two (2) other meetings shall be held each year at regular intervals.

Section 3. At all meetings ten (10) subscribing members shall constitute a quorum.

Section 4. Notice of call for a Branch meeting shall be mailed to all subscribing members of the Branch not less than seven (7) days in advance of the meeting date.

Section 5. All business meetings of the Branch and of the Branch Board of Directors shall be governed by Robert's Rules of Order, Revised, except as provided for in these Bylaws.

## Article VII. Committees

Section 1. The President shall appoint committees as are from time to time deemed necessary which may include program, membership, nominating, hospitality and public information.

## Article VIII. Amendments

Section 1. Bylaws may be adopted or amended only by the following procedure:

The proposed Bylaw shall be distributed to the subscribing membership of the Branch who shall be given the opportunity to vote.

Proposed amendments to the Bylaws may be distributed to the subscribing membership of the Branch to be voted upon or voted upon by those subscribing members of the Branch in attendance at a regular or called meeting if the intent of the proposed amendment was made known to the subscribing members along with the meeting notice.

To become effective it shall receive an affirmative vote of not less than a majority of the subscribing members voting, and the approval of the Board of Directors of the Connecticut Society of Civil Engineers Section (boundary changes would also be subject to the approval of the Committee on Section and District Councils.)

## Article IX. Miscellaneous Provisions

Section 1. No part of the net earnings of the Branch shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Branch shall be carrying on propaganda, or otherwise attempting to influence legislation and the Branch shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Section 2. Upon dissolution of the Branch, the assets remaining after the payment of the debts of the Branch shall be distributed to the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers.

APPENDIX L

Installation of Section and Branch Officers

## **SUGGESTED SCRIPT FOR THE INSTALLATION OF SECTION AND BRANCH OFFICERS AMERICAN SOCIETY OF CIVIL ENGINEERS**

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

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

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

#### **Charge of Responsibility to the Incoming Officers**

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

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

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

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

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

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

**Presentation of Gavel**

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

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

**Response by New President**

APPENDIX M

CSCE Directory

Please refer to the CSCE website ([www.csce.org](http://www.csce.org)).

## APPENDIX N

### How to Organize ASCE Continuing Education Courses

Please refer to the ASCE website (<http://www.asce.org/conted/seminars/newseminst.cfm>)

APPENDIX O

Continuing Education Committee Authority Statement and Guidelines  
(Billy is looking for this as of 3/13/07)



## APPENDIX P

### Newsletter Advertising Information

Please refer to the CSCE Newsletter for the advertising rate sheet or contact the CSCE Newsletter Editor for advertising information.

APPENDIX Q

Meeting Attendance List Form and Financial Summary



MEETING FINANCIAL SUMMARY

<u>Receipts</u>	<u>Amount</u>
Member Payments:        _____ Members at \$ _____	\$
Non-Member Payments:    _____ Non-Members at \$ _____	\$
Student Payments:        _____ Students at \$ _____	\$
"No Show" Reservation Charge	\$
Other (Specify)        _____	\$
<i>Total Receipts</i>	\$

<u>Expenditures</u>	<u>Amount</u>
Meals No. ____ Unit Cost \$____                      Total Meals Cost	\$
Speaker Costs	\$
Facility/Room Charge	\$
Visual Aids	\$
Other (Specify)        _____	\$
<i>Total Expenditures</i>	\$

Will there be any billings to CSCE? \_\_\_\_\_

If yes, identify and describe handling.

APPENDIX R

Structures Technical Group Bylaws

**CONNECTICUT SOCIETY OF CIVIL ENGINEERS SECTION  
STRUCTURES TECHNICAL GROUP**

**BYLAWS**

**Article I  
Name and Object**

- Section 1. The name of this organization shall be the Connecticut Society of Civil Engineers Section, Structures Technical Group.
- Section 2. The objective of the Structures Technical Group shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers.
- Section 3. The actions of the Structures Technical Group shall be consistent with the provisions set forth in the Constitution and Bylaws of the Connecticut Society of Civil Engineers Section.

**Article II  
Dues and Finances**

- Section 1. The Structures Technical Group activities shall be financed by the annual allocation of funds from the Section based on a budget proposed by the Technical Group and approved by the Section. All funds shall be disbursed by the Section, as appropriate.
- Section 2. There shall be no entrance fee or annual dues.

**Article III  
Officers**

- Section 1. The officers of the Structures Technical Group shall be Chair, Vice Chair, Secretary, Immediate Past Chair and two Members-at-Large, who shall constitute an Executive Committee in which the government of the Technical Group shall be vested.
- Section 2. All officers, except the Immediate Past Chair, shall be elected for terms of one year, which shall begin at the close of the Section Annual Meeting, and shall continue until their successors are elected and assume the offices.
- Section 3. Only Structural Engineer Members and Associate Members within the Section shall be eligible for election to the office.
- Section 4. A vacancy in the office of Chair shall be filled by the Vice Chair. A vacancy in the

office of Vice Chair shall be filled by the Secretary. Other vacancies for the remainder of the term shall be filled by appointment by the Executive Committee.

Section 5. The duties of the officers shall be those that are usual of such officers.

Section 6. The Chair shall prepare the Annual Report, which shall be submitted to the Section in accordance with the Section's Operations Manual.

Section 7. At the Executive Committee Meetings, four (4) members shall constitute a quorum.

#### **Article IV Nomination and Election of Officers**

Section 1. The Nominating Committee shall consist of the Immediate Past Chair of the Technical Group, and the President and President-Elect of the Section. The Section President shall serve as the Nominating Committee Chair.

Section 2. The Nominating Committee shall choose one candidate for election to each office, except the office of the Immediate Past Chair, and obtain consent of each nominee to serve, if elected.

Section 3. The Nominating Committee shall announce the nominations at the Section Meeting immediately preceding the Technical Group Annual Meeting. Nominations shall also be announced in the Section Newsletter of the month of the Technical Group Annual Meeting.

Section 4. Nominations shall be closed and Elections shall be conducted at the Technical Group Annual Meeting.

#### **Article V Meetings**

Section 1. The Technical Group Annual Meeting shall be held in the month preceding the Section Annual Meeting, and at such place as the Executive Committee designates. Other meetings shall be held at the discretion of the Executive Committee.

Section 2. In addition to the Annual Meeting, one other meeting shall be held each year.

Section 3. Notice of Technical Group Meeting shall be announced in the Section Newsletter.

Section 4. All business meetings of the Technical Group and of the Executive Committee shall be governed by *Robert's Rules of Order, Revised*, except as provided in these Bylaws.

**Article VI  
Amendments**

Section 1. These Bylaws may be amended only by the following procedure:

The proposed Bylaw amendment(s) shall be approved by not less than a majority of the Executive Committee, and approved by the Board of Directors of the Connecticut Society of Civil Engineers Section.

Section 2. When a meeting is not possible, any other form of communication (mail, fax, phone, e-mail or combination thereof) may be utilized at the discretion of the Chair.

**Article VII  
Miscellaneous Provisions**

Section 1. No part of the net earnings of the Technical Group shall inure to the benefit to any private shareholder or individual and no substantial part of the activities of the Technical Group shall be carrying on propaganda, or otherwise attempting to influence legislation and the Technical Group shall not participate in, or intervene in (including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

Section 2. Upon dissolution of the Technical Group, the assets remaining after the payment of the debts of the Technical Group shall be distributed to such corporation, community chest, fund or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to animals, which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Executive Committee shall have designated; and in the absence of such designation, they shall be conveyed to the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers.

Approved by the CSCE/STG Board August, 1999



APPENDIX S

Geotechnical Technical Group Bylaws

**CONNECTICUT SOCIETY OF CIVIL ENGINEERS SECTION  
GEOTECHNICAL TECHNICAL GROUP**

**BYLAWS**

**Article I  
Name and Object**

- Section 1. The name of this organization shall be the Connecticut Society of Civil Engineers Section, Geotechnical Technical Group.
- Section 2. The objective of the Geotechnical Technical Group shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers.
- Section 3. The actions of the Geotechnical Technical Group shall be consistent with the provisions set forth in the Constitution and Bylaws of the Connecticut Society of Civil Engineers Section.

**Article II  
Dues and Finances**

- Section 1. The Geotechnical Technical Group activities shall be financed by the annual allocation of funds from the Section based on a budget proposed by the Technical Group and approved by the Section. All funds shall be disbursed by the Section, as appropriate.
- Section 2. There shall be no entrance fee or annual dues.

**Article III  
Officers**

- Section 1. The officers of the Geotechnical Technical Group shall be Chair, Vice Chair, Secretary, Immediate Past Chair and two Members-at-Large, who shall constitute an Executive Committee in which the government of the Technical Group shall be vested.
- Section 2. All officers, except the Immediate Past Chair, shall be elected for terms of one year, which shall begin at the close of the Section Annual Meeting, and shall continue until their successors are elected and assume the offices.
- Section 3. Only Structural Engineer Members and Associate Members within the Section shall be eligible for election to the office.

Section 4. A vacancy in the office of Chair shall be filled by the Vice Chair. A vacancy in the office of Vice Chair shall be filled by the Secretary. Other vacancies for the remainder of the term shall be filled by appointment by the Executive Committee.

Section 5. The duties of the officers shall be those that are usual of such officers.

Section 6. The Chair shall prepare the Annual Report, which shall be submitted to the Section in accordance with the Section's Operations Manual.

Section 7. At the Executive Committee Meetings, four (4) members shall constitute a quorum.

#### **Article IV Nomination and Election of Officers**

Section 1. The Nominating Committee shall consist of the Immediate Past Chair of the Technical Group, and the President and President-Elect of the Section. The Section President shall serve as the Nominating Committee Chair.

Section 2. The Nominating Committee shall choose one candidate for election to each office, except the office of the Immediate Past Chair, and obtain consent of each nominee to serve, if elected.

Section 3. The Nominating Committee shall announce the nominations at the Section Meeting immediately preceding the Technical Group Annual Meeting. Nominations shall also be announced in the Section Newsletter of the month of the Technical Group Annual Meeting.

Section 4. Nominations shall be closed and Elections shall be conducted at the Technical Group Annual Meeting.

#### **Article V Meetings**

Section 1. The Technical Group Annual Meeting shall be held in the month preceding the Section Annual Meeting, and at such place as the Executive Committee designates. Other meetings shall be held at the discretion of the Executive Committee.

Section 2. In addition to the Annual Meeting, one other meeting shall be held each year.

Section 3. Notice of Technical Group Meeting shall be announced in the Section Newsletter.

Section 4. All business meetings of the Technical Group and of the Executive Committee shall be governed by *Robert's Rules of Order, Revised*, except as provided in these

Bylaws.

**Article VI  
Amendments**

Section 1. These Bylaws may be amended only by the following procedure:

The proposed Bylaw amendment(s) shall be approved by not less than a majority of the Executive Committee, and approved by the Board of Directors of the Connecticut Society of Civil Engineers Section.

Section 2. When a meeting is not possible, any other form of communication (mail, fax, phone, e-mail or combination thereof) may be utilized at the discretion of the Chair.

**Article VII  
Miscellaneous Provisions**

Section 1. No part of the net earnings of the Technical Group shall inure to the benefit to any private shareholder or individual and no substantial part of the activities of the Technical Group shall be carrying on propaganda, or otherwise attempting to influence legislation and the Technical Group shall not participate in, or intervene in (including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

Section 2. Upon dissolution of the Technical Group, the assets remaining after the payment of the debts of the Technical Group shall be distributed to such corporation, community chest, fund or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to animals, which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Executive Committee shall have designated; and in the absence of such designation, they shall be conveyed to the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers.

Approved by the CSCE/STG Board August, 1999

APPENDIX T

Construction Technical Group Bylaws

**CONNECTICUT SOCIETY OF CIVIL ENGINEERS SECTION  
CONSTRUCTION TECHNICAL GROUP**

**BYLAWS**

**Article I  
Name and Object**

- Section 1. The name of this organization shall be the Connecticut Society of Civil Engineers Section, Construction Technical Group.
- Section 2. The objective of the Construction Technical Group shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers.
- Section 3. The actions of the Construction Technical Group shall be consistent with the provisions set forth in the Constitution and Bylaws of the Connecticut Society of Civil Engineers Section.

**Article II  
Dues and Finances**

- Section 1. The Construction Technical Group activities shall be financed by the annual allocation of funds from the Section based on a budget proposed by the Technical Group and approved by the Section. All funds shall be disbursed by the Section, as appropriate.
- Section 2. There shall be no entrance fee or annual dues.

**Article III  
Officers**

- Section 1. The officers of the Construction Technical Group shall be Chair, Vice Chair, Secretary, Immediate Past Chair and two Members-at-Large, who shall constitute an Executive Committee in which the government of the Technical Group shall be vested.
- Section 2. All officers, except the Immediate Past Chair, shall be elected for terms of one year, which shall begin at the close of the Section Annual Meeting, and shall continue until their successors are elected and assume the offices.
- Section 3. Only Structural Engineer Members and Associate Members within the Section shall be eligible for election to the office.

Section 4. A vacancy in the office of Chair shall be filled by the Vice Chair. A vacancy in the office of Vice Chair shall be filled by the Secretary. Other vacancies for the remainder of the term shall be filled by appointment by the Executive Committee.

Section 5. The duties of the officers shall be those that are usual of such officers.

Section 6. The Chair shall prepare the Annual Report, which shall be submitted to the Section in accordance with the Section's Operations Manual.

Section 7. At the Executive Committee Meetings, four (4) members shall constitute a quorum.

#### **Article IV Nomination and Election of Officers**

Section 1. The Nominating Committee shall consist of the Immediate Past Chair of the Technical Group, and the President and President-Elect of the Section. The Section President shall serve as the Nominating Committee Chair.

Section 2. The Nominating Committee shall choose one candidate for election to each office, except the office of the Immediate Past Chair, and obtain consent of each nominee to serve, if elected.

Section 3. The Nominating Committee shall announce the nominations at the Section Meeting immediately preceding the Technical Group Annual Meeting. Nominations shall also be announced in the Section Newsletter of the month of the Technical Group Annual Meeting.

Section 4. Nominations shall be closed and Elections shall be conducted at the Technical Group Annual Meeting.

#### **Article V Meetings**

Section 1. The Technical Group Annual Meeting shall be held in the month preceding the Section Annual Meeting, and at such place as the Executive Committee designates. Other meetings shall be held at the discretion of the Executive Committee.

Section 2. In addition to the Annual Meeting, one other meeting shall be held each year.

Section 3. Notice of Technical Group Meeting shall be announced in the Section Newsletter.

Section 4. All business meetings of the Technical Group and of the Executive Committee shall be governed by *Robert's Rules of Order, Revised*, except as provided in these

Bylaws.

**Article VI  
Amendments**

Section 1. These Bylaws may be amended only by the following procedure:

The proposed Bylaw amendment(s) shall be approved by not less than a majority of the Executive Committee, and approved by the Board of Directors of the Connecticut Society of Civil Engineers Section.

Section 2. When a meeting is not possible, any other form of communication (mail, fax, phone, e-mail or combination thereof) may be utilized at the discretion of the Chair.

**Article VII  
Miscellaneous Provisions**

Section 1. No part of the net earnings of the Technical Group shall inure to the benefit to any private shareholder or individual and no substantial part of the activities of the Technical Group shall be carrying on propaganda, or otherwise attempting to influence legislation and the Technical Group shall not participate in, or intervene in (including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

Section 2. Upon dissolution of the Technical Group, the assets remaining after the payment of the debts of the Technical Group shall be distributed to such corporation, community chest, fund or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to animals, which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Executive Committee shall have designated; and in the absence of such designation, they shall be conveyed to the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers.

Approved by the CSCE/STG Board August, 1999



## Appendix U

### Insurance

## INSURANCE

Sections and Branches holding special events in which members will be gathering, may obtain an insurance waiver form from ASCE. The term of ASCE Insurance policies run from 11/01 of the current year to 11/01 of the following year. The insurance waiver form gets your Section or Branch a certificate of liability for the term of the policy.

ASCE Insurance is split into two types of coverage: general liability and professional liability. A limit of \$100,000 in general liability and \$10,000,000 in excess liability is provided to protect Sections, Branches, subsidiaries, committees or members that may become legally obligated to pay damages due to bodily injury or property damage, arising from the usual functions of the Society, for instance, meetings and similar events.

Rental car collision coverage or injuries resulting from such collisions are also provided under general liability. Directors and Officers of Sections (not Branches) are also covered in the event of a negligent act.

Professional liability is also covered. This includes coverage for damages from claims arising from negligence of people involved in an educational engineering or public service capacity. This coverage protects ASCE National as well as Sections, Branches and Student Chapters. When insurance waiver requests are sent, coverage can usually be obtained the same day

To obtain an insurance waiver form, you may download it from the FTP server at <http://ftp.gsd.org>.

Appendix V  
ASCE Accounting Codes

## ASCE ACCOUNTING CODES

ASCE Accounting Codes (Job Charges) as of October 9, 2007

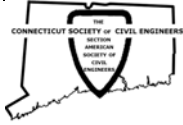
Cash Receipts (listed alphabetically):

Advertising Income	Money received from individuals or companies for announcements or ads placed in sections newspaper or flyers.
ASCE Conferences	Income received if the branch puts on a conference
Assessments	Not Applicable
Contributions, Gifts	Donations from outside organizations or individuals.
Dinners & Luncheons	Money received for Section Meetings
Dividend Income	Income on Investments
Educational Courses	Income received from attendees who went to the course
Grants	Money given for specific projects from Gob's Agency
Interest Income	Interest earned from bank on savings acct or checking.
Local Societies	Not Applicable
Miscellaneous	Income that does not fit in above classifications
Publication Sales	Income from book or journal sales
Sale of Securities	Income received from the sale of investments
Section Dues	Member dues ASCE collects and remits to the section
Society allotments	Money given to the section from ASCE once a year
SPAG	Money received from ASCE gov't affairs group

Cash Disbursements (listed alphabetically):

Advertising Expenses	These costs can be broken out by printing, postage etc. they are for costs relation to advertising income.
ASCE Conferences	Cost for holding a conference
ASCE Council	Any expenses that relate to the council
Assoc. & Younger Members	Costs that are associated with this group
Branches	Not Applicable
Committee Expenses	Reimbursement t members on committee for travel expenses
Contributions, gifts	Used for funds that you give to other organizations.
Dinners & Luncheons	Cost for meals from section meetings above
Educational Courses	Cost for income received above
Fees for fundraising	If you use an outside source to raise funds for the section, the fee you pay them goes into this account
Financial & Legal	Bills for attorney's and accountants
General Printing	Printing costs for non advertising items.
Insurance	If the section has insurance bills they are coded here.
Lobbying	Fees paid to individuals or companies for items that are used to influence legislation.
Local Societies	Not applicable
Meetings	Room rental for section and branch meetings
Miscellaneous	Used for small expenses that have no classification on sheet.
Newsletter	Cost for producing section newsletter
Official Travel	Any travel expenses you may have
Postage	UPS, FedEx and mail charges
Rent	This is if you rent office space for the section, again normally not applicable
Salary Lines	Unless you have paid staff these lines and taxes are not applicable. Most people donate their services.
Secretarial Services	If you hire any outside individuals to do secretarial work
Section Officer Honorarium	If you pay a fee to a speaker for your meetings
Stationary, office supplies	For supplies
Student Activities	Cost associated with this group
Telephone	Telephone costs
Year Book	Not Applicable

Appendix W  
CSCE Expense Report



## CSCE Expense Report

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

Address: \_\_\_\_\_

Committee: \_\_\_\_\_

**Expense Category:**

Meeting     
  Travel     
  Mileage  
 Meals     
  Other: \_\_\_\_\_

**Charges:**      \*itemized breakdown, attach additional sheets and applicable receipts

<i>Dollar Value</i>	<i>Description</i>	<i>Receipt (check one)</i>	
\$    343.54	Pizza _____	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No
<hr style="width: 100%;"/>			
\$    343.54	Total		

**Summary of Reimbursement Activity:**

For Committee meetings, provide list of attendants and brief meeting summary.

**Approval:**

Approved By: \_\_\_\_\_

CSCE Check No. \_\_\_\_\_